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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, March 28, 2024  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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***March 28, 2024 MINUTES – Final Approved at 4-25-2024 Meeting***

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**Present:** Kenneth Peregon, Connie Ferguson, Jared Lutz, Jodi Milks, Monteze Morales, David (Wei) Wang and Andrew Wenzel

**Members Excused:** Christopher Carew

**Vacancies:** 1

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

**Staff:** Rachael Grover, Macy Rose Walters

**Consultant:** Therese Searles Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Monteze Morales

**County Admin:** none

**Community:** 1

1. Call to Order: **Chair Peregon called the meeting to order at 3:03 p.m.**
  2. Roll Call and Members Excused: **Gary Barton has formally resigned, Christopher Carew was excused. Commissioner Morales attended the meeting virtually in accordance with ADA accommodations consistent with 2022 OAG 7318** Seven (7) of Eight (8) voting were present, there is one (1) vacancy.
  3. Approval of the Agenda:  
**Director Wang moved to approve item 3, Director Milks seconded. None opposed, motion carried.**
  4. Approval of Minutes: BRA Minutes of **February 22, 2024**  
  
Director Ferguson noted there should be a comma between Searles and Fishbeck in the consultant section of the minutes and the word members in the attendance description should be singular.  
  
**Director Milks moved to approve item 4 as amended, Director Ferguson seconded. None opposed, motion carried.**
  5. Public Comments (4 minutes each) **Kyle Gulau, introduced themselves to the board as a candidate for consideration to interview for the KCBRA/EDC board member vacancy.**
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6. Consent Agenda – Invoices

a. **From General 243 Fund**

- i. **\$712.50** – Varnum Invoice 1330104 (IPUSA)
- ii. **\$522.00** – Varnum Invoice 1330105 (Midlink)
- iii. **\$61.71** - Staff FY24Q1 Travel Invoice
- iv. **\$627.50** - Fishbeck Invoice 434692 (W.O. 2024-1 Gen. Env.)

b. **From EPA Grant Fund**

- i. **\$60.89** - Fishbeck Invoice 434695 (W.O #13 YWCA)
- ii. **\$498.53** - Fishbeck Invoice ~~434695~~ 434698 (W.O. #11 Redman Ventures)
- iii. **\$242.83** - Fishbeck Invoice 434705 (W.O. #12 Legacy Senior Living)
- iv. **\$493.89** - Fishbeck Invoice 434704 (W.O. #15 UEI)
- v. **\$382.00** - Fishbeck Invoice 434691 (W.O. #2 Outreach & Programmatic)
- vi. **\$61.05** – Fishbeck Invoice 433695 (W.O. #12 Legacy Senior Living)

c. **From LBRF 242 Fund**

- i. **\$87,897.02** – Fishbeck Invoice 424709 (W.O. 2023-2 YWCA)

**Director Milks motioned to approve item 6, the Consent Agenda, Director Wenzel seconded. None opposed, motion carried.**

7. Discussion and/or Action Calendar

- a. **Action:** Letter to KCBRA Board from 702 W Michigan Ave. Developer

**Director Lutz moved to approve item 7a as presented, Director Wenzel seconded. A roll call vote was taken, seven (7) Yes, none opposed, motion carried.**

- b. **Action:** LC Howard Reimbursement by City of Parchment BRA Request #2

**Director Wenzel moved to approve item 7b as amended, recommending approval of the invoice packet and payment to the developer by the City of Parchment BRA. Director Ferguson seconded, none opposed, motion carried.**

- c. **Discussion/Action:** Fishbeck

- i. YWCA Work Order 2023-2 Amendment #1

**Director Ferguson moved to approve item 7ci as presented, Director Lutz seconded, none opposed, motion carried.**

- ii. General Environmental Memo & Billing Summary
- iii. EPA Grant Memo & Billing Summary

- d. **Action:** Updated 2023 Administrative Cost Allocations to Project Accounts

**Director Milks moved to approve item 7d as presented, Director Ferguson seconded, none opposed, motion carried.**

- e. **Discussion:** Selection Committees (April 25, 2024, Annual Meeting)
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i. Volunteers for Nomination Committee

8. Financial Reports **Staff presented financial reports**

a. **Discussion:** Fund 243 Report & Fiscal Year 2023 Expense Update

b. **Discussion:** Fund 242 Report

i. **Action:** Authorization for Staff to Initiate LBRF Investment Deposit

**Director Wang moved to authorize the BRA Administrator to initiate the investment of the total amount of the LBRF into a Money Markey Market Account, with competitive rates, on the Chief Deputy Treasurer's recommendation. Director Wenzel seconded, none opposed, motion carried.**

9. Staff Report/Updates

a. Michigan BRA Annual Expense Update from Act 381 Legislation

b. Q Corners, LLC, Brownfield Plan Update on Local Support

c. Final Grant Report for The Mill @ Vicksburg Submitted to EGLE 3/15/2024

d. KCBRA & City of Kalamazoo BRA Presented to EGLE on 3/20/2024

e. Board Appointments Committee for EDC/KCBRA Vacancy 3/28/2024 @ 4:00 p.m.

10. Committees - times dates and places

a. Kalamazoo Land Bank Regular Meeting - Thursday, April 11<sup>th</sup>, 2023, at 8:30 a.m.

b. KCBRA Committee of the Whole – Thursday April 11<sup>th</sup>, 2024, at 3:00 p.m.

11. Other **None.**

12. Board Member Comments **None.**

13. Adjournment **Director Wenzel moved to adjourn at 4:31 p.m. Director Wang seconded, meeting adjourned.**

***EDC & KCBRA Annual Meetings then KCBRA Regular Meeting to Immediately Follow  
Thursday, April 25, 2024, at 3:00 p.m.***

***Room 207a, County Admin Bldg - Or alternatively, held electronically or via  
teleconference. Please see the KCBRA website at [www.kalcountybrownfield.com](http://www.kalcountybrownfield.com) for  
electronic meeting notice and instructions***

BOARD MEMBERS:

PLEASE CALL 384-8305 OR EMAIL MRWALT@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being

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considered at the meeting, to individuals with disabilities at the meeting upon four (4) business days' notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

Macy Rose Walters  
Brownfield Redevelopment Administrator  
Kalamazoo County Government  
201 West Kalamazoo Avenue  
Kalamazoo, MI 49007      TELEPHONE: (269) 384-8305

