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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, April 27, 2023  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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***April 27, 2023 MINUTES – Final Approved at 05-25-2023 Meeting***

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**Present:** Kenneth Peregon, Gary Barton, Christopher Carew, Connie Ferguson, Jared Lutz, Monteze Morales, Wei Wang, and Andrew Wenzel

**Members Excused:** Jodi Milks

**Vacancies:** none

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

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

**Consultant:** Jeff Hawkins & Therese Searles, Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Monteze Morales

**County Admin:** none

**Community:** 10

1. Call to Order: **Chair Peregon called the meeting to order at 3:00 p.m. and noted that the meeting is being recorded.**
2. Roll Call and Members Excused **Jodi Milks was excused. Wei Wang joined the meeting at 3:01 p.m. and left at 4:25 p.m. Andrew Wenzel joined the meeting at 3:12 p.m. and Commissioner Morales joined at 3:15 p.m.**
3. Approval of the Agenda **Lutz motioned to approve item 3, the Agenda. Ferguson seconded. None opposed, motion carried.**
4. Approval of Minutes: **BRA Minutes of March 23, 2023**  
**Lutz moved to approve item 4, Wang seconded. None opposed, motion carried.**
5. Public Comments **(4 minutes each) None**
6. Consent Agenda – Invoices
  - a. **From General 243 Fund:**
    - i. **\$23,755.38** – FY23Q1 Admin invoice for Planning Department
    - ii. **\$31.50** – J.B. Printing Invoice 55221 (Walters Business Cards)
    - iii. **\$24.56** – Walters Travel Invoice to The Mill at Vicksburg (4/7/2023)
    - iv. **\$1,174.00** – Varnum Invoice #1191267
  - b. **From EPA Grant Fund:**
    - i. **\$945.75** – Fishbeck invoice 422260 (WO#6 Parchment Mill Site #2)

**c. Project Business:**

i. Vicksburg Mill – Paper City Development, LLC

1. **\$1,057.43** – FY23Q2 (state FY) EGLE Admin invoice (\$890.15 Grant & \$167.28 Loan)
2. **\$28.75** – Fishbeck invoice 422268 (EGLE Loan)
3. Authorization to submit FY23Q2 (state FY) EGLE Grant & Loan Quarterly Report

**Carew motioned to approve item 6, the Consent Agenda, Ferguson seconded. None opposed, motion carried.**

**7. Discussion and/or Action Calendar**

a. **Discussion/Action:** 615 W Kalamazoo Ave Invoice Packet to City BRA

**Lutz moved to authorize the Chair to sign the certification page for item 7a, and authorizing staff to submit the item to the City of Kalamazoo Brownfield Redevelopment Authority, for reimbursement. Barton seconded, none opposed, motion carried.**

b. **Discussion/Action:** Watershed Project, LLC Project Applications

- i. Project Application Part I
- ii. Project Application Part II

**Discussion ensued over the applicant's request for waiving the application fee. Director Wang reminded the board of past reduced application fees, for EPA Grant funds, of 10% of the total funding request.**

**Wenzel moved to approve items 7bi and 7bii, the project applications for Watershed, LLC, pending payment with a reduced application fee of \$800, Wang seconded. None opposed, motion carried.**

iii. Fishbeck Work Order #7 EPA Grant – Watershed Project, LLC

**Wenzel moved to approve item 7biii, Lutz seconded. The motion carried with six (6) Yes, and Directors Carew and Wenzel abstaining.**

c. **Discussion/Action:** Comstock Township Project Applications

- i. Project Application Part I
- ii. Project Application Part II

**Carew moved to approve items 7ci and 7cii, the project applications for Comstock Charter Township, Comstock Corner, waiving the application fee, Lutz seconded. None opposed, motion carried.**

iii. Fishbeck Work Order #8 EPA Grant – Comstock Center Redevelopment

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**Lutz moved to approve item 7ciii, Barton seconded. The motion carried with six (6) Yes, and Directors Carew and Wenzel abstaining.**

**d. Discussion/Action: Midlink Expansion**

**i. Project Application Part II**

**Discussion ensued over the applicant's request to waive the application fee. Staff reminded the board that the application fee helps cover admin fees incurred during the application process. The board noted that Midlink has paid an application fee for the existing project, and the project has an existing brownfield plan that covers admin fees annually.**

**Lutz moved to partially approve item 7di, the project application for the Midlink Expansion, postponing the funding request from the Local Brownfield Redevelopment Fund to the next KCBRA regular meeting, and waiving the application fee. Barton seconded, none opposed, motion carried.**

**ii. Fishbeck Work Order #10 EPA Grant – Midlink Expansion**

**Wang moved to approve item 7eiii 7dii, Barton seconded. The motion carried with six (6) Yes, and Directors Carew and Wenzel abstaining.**

**Director Wang left the meeting at 4:25 p.m.**

**e. Discussion/Action: Clarklogic 555 Eliza St. Expansion**

**i. Project Application Part II**

**Discussion ensued over the applicant's request to waive the application fee. Staff reminded the board that the application fee helps cover admin fees incurred during the application process. The board noted that the *developer* has paid an application fee to the existing project, and the project has an existing brownfield plan that covers admin fees annually.**

**Lutz moved to partially approve item 7ei, the project application for the 555 Eliza Street Expansion, postponing the funding request from the Local Brownfield Redevelopment Fund to the next KCBRA regular meeting, and waiving the application fee. Ferguson seconded, none opposed, motion carried.**

**ii. Fishbeck Work Order #9 EPA Grant – 555 Eliza Street Expansion**

**Ferguson moved to approve item 7eiii 7eii, Lutz seconded. The motion carried with four (4) Yes, and Directors Carew and Wenzel abstaining.**

**f. Discussion/Action: KCBRA Board Retreat**

**No action was needed on the item, Chair Peregon called a KCBRA Board Retreat for June 7<sup>th</sup> from 12 p.m. to 3 p.m. location to be determined.**

**g. Discussion/Action: 2023 National Brownfields Conference – Detroit, MI**

**i. \$1,400.00 - Walters Registration & Fees**

**ii. \$1,400.00 – Grover Registration & Fees**

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- iii. \$500 for KCBRA Board Members (up to 3 members)

**Ferguson moved to approve item 7gi, granting up to \$1,400 for staff member Walters' attendance at the 2023 National Brownfields Conference, and postponing discussion on items 7gii and 7giii until there is a total estimated attendance for board members. Wenzel seconded, none opposed, motion carried.**

**h. Discussion/Action:** Fishbeck

- i. General Environmental Contract Memo & Summary
- ii. EPA Grant Contract Memo & Summary

**Consultant Hawkins presented items 7hi & 7hii, General Consulting & EPA Grant budget summaries and reports.**

**8. Financial Reports:**

- a. **Discussion:** Fund 243 (247), 242 (643), and FY23Q1 Report

**Staff presented the financial reports.**

**9. Staff Report/Updates:**

- a. Brownfields 101 for Southwest Michigan First Virtual Legislation Event 3/27/2023
- b. National Brownfields Conference – Fishbeck Parchment Mill Presentation 8/10/2023
- c. 2023 Outreach & Marketing (Update)

**10. Committees - times dates and places:**

- b. Land Bank Report – next meeting, May 11, 2023, 8:30 a.m.
- c. Project/Finance Committee – Thursday, May 11, 2023, 4:00 p.m.
- d. Executive Committee – Friday, May 12, 2023, 9:15 a.m.

**11. Other:**

**12. Board Member Comments:**

**13. Adjournment: Ferguson moved to adjourn, Wenzel seconded; adjourned at 5:12 p.m.**

***Next Meeting: on Thursday, May 25, 2023 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 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

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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

