

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, July 25, 2024  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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**July 25, 2024 MINUTES – Final Approved 8-22-2024**

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**Present:** Christopher Carew, Connie Ferguson, Chad Goodwill, Jared Lutz, Monteze Morales, Kenneth Peregon, David Wang, and Andrew Wenzel

**Members Excused:** 1

**Vacancies:** 0

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

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

**Consultant:** Jeff Hawkins, Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Monteze Morales

**County Admin:** none

**Community:** 3

1. Call to Order: **Chair Peregon called the meeting to order at 3:02 p.m.**
  2. Roll Call and Members Excused: **Eight of (8) of nine (9) voting members were present. Director Milks was excused. Director Wang was excused from the meeting at 4:06 p.m.**
  3. Approval of the Agenda:  
**Director Wang moved to approve item 3, as presented, Director Carew seconded. None opposed, motion carried.**
  4. Approval of Minutes: BRA Minutes of **June 27, 2024**  
**Director Wang moved to approve item 4 as presented, Director Wenzel seconded. None opposed, motion carried.**
  5. Public Comments (4 minutes each)
  6. Consent Agenda
    - a. **From General Fund**
      - i. **\$800.00** – Fishbeck Invoice 439225 (W.O. 2024-1 Gen. Env.)
      - ii. **\$21,087.38** – FY24Q2 Reimbursement to Planning Department
    - b. **From EPA Grant Fund**
      - i. **\$108.67** – Fishbeck Invoice 439230 (W.O. #1 QAPP)
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- ii. **\$382.00** – Fishbeck Invoice 439223 (W.O. #2 Outreach & Programmatic)
- iii. **\$75.00** – Reimbursement to Staff for Black Business Expo registration
- c. **From Local Brownfield Revolving Fund**
  - i. **\$537.50** – Fishbeck Invoice 439172 (W.O. 2023-2 YWCA)
- d. **Project Business**
  - i. **Developer Reimbursements from 2023 Tax Increment Revenue**
    - 1. **\$1,733.69** – Blackbird Billiards 8<sup>th</sup> TIF Reimbursement (\$718.50 State & \$1,015.19 Local)
  - ii. **Vicksburg Mill Paper City**
    - 1. Authorization to Submit Vicksburg Mill FY24 Q3 Loan Report to EGLE
    - 2. **\$292.50** – Reimbursement to Paper City Development, LLC, Q1 FY24 EGLE Loan (approved by KCBRA 1/18/24 & EGLE 3/29/24)
    - 3. **\$585.00** – Reimbursement to Paper City Development, LLC, Q2 FY 24 EGLE Loan (approved by KCBRA 4/25/24 & EGLE 6/28/24)
    - 4. **\$489.26** – Admin Expense invoice for EGLE Loan

**Director Wenzel moved to approve Item 6, the Consent Agenda, Director Wang seconded. None opposed, motion carried.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** 315 E. Frank Street MOU to City of Kalamazoo BRA  
**Commissioner Morales moved to approve item 7a, Director Wenzel seconded, none opposed, motion carried.**

b. **Discussion/Action:** Fishbeck

i. EPA Grant W.O.#18 Northside Laundry Amendment No. 1

Discussion ensued regarding the Developer's intention to apply to the City of Kalamazoo Brownfield Redevelopment Authority for a future brownfield plan. If a plan is placed on the site, the KCBRA requests a memo of understanding be sent to the City BRA detailing the request for consideration of repayment of KCBRA funding.

**Director Lutz moved to approve item 7b as presented, with the inclusion of staff preparing a memo of understanding to the City of Kalamazoo BRA, Commissioner Morales seconded. A roll call vote was taken, the motion carried with eight (8) Yes and zero (0) No.**

ii. EPA Grant W.O. #17 Teresa's Kitchen Amendment No. 1

**Director Wang moved to approve item 7bii as presented, Director Carew seconded, a roll call vote was taken. The motion carried with eight (8) Yes and zero (0) No.**

iii. General Environmental Memo & Billing Summary

iv. EPA Grant Memo & Billing Summary

Discussion ensued regarding the need to reallocation portions of unused budgets to new project budgets and for consultants to begin necessary preparations to request extension of the EPA Assessment grant contract period.

**Direct Wenzel made a motion to reallocate \$18,241.84 of unused EPA grant budgets from previously approved work orders to new project budgets. Director Ferguson seconded, none opposed, motion carried.**

c. **Action/Discussion:** KCBRA Committee of the Whole New Meeting Time

Discussion ensued about the current schedule of KCBRA COW meetings and the inclusion of a section for developer presentations on the Agenda. The Chairperson requested staff cancel the remaining KCBRA Committee of the Whole meetings for 2024 and send out a public notice regarding the cancellation.

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

a. **Discussion:** Fund 243 Report

b. **Discussion:** Fund 242 Report

9. Staff Report/Updates **Staff Presented Updates**

a. BRA Staff Attended Reimagining Urban Planning Seminar on 7/11/2024

10. Committees - times dates and places

a. Kalamazoo Land Bank Regular Meeting – Thursday, August 8th, 2023, at 8:30 a.m.

b. KCBRA Committee of the Whole – Thursday August 8th, 2024, at 3:00 p.m.

11. Other

12. Board Member Comments Director Carew and Director Goodwill request BRA staff send reappointment reminders for their term expirations on 9/30/2024.

13. Adjournment **Director Carew moved to adjourn at 4:27 p.m. Goodwill seconded, none opposed, motion carried.**

***Next Regular Meeting: Thursday, August 22, 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 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

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Kalamazoo, MI 49007

TELEPHONE: (269) 384-8305

