
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 26, 2024
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

September 26, 2024 MINUTES – Final Approved 10-24-24

Present: Christopher Carew, Connie Ferguson, Chad Goodwill, Jared Lutz, Jodi Milks, and David Wang.

Members Excused: 3

Vacancies: 0

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Rachael Grover, Macy Rose Walters

Consultant: Therese Searles, Fishbeck

Recording Secretary: Macy Rose Walters

County Commissioners: none

County Admin: none

Community: 0

1. Call to Order: **Vice Chair Lutz called the meeting to order at 3:08 p.m.**
2. Roll Call and Members Excused: **Six (6) of nine (9) voting members were present. Kenneth Peregon, Monteze Morales, and Andrew Wenzel were excused.**
3. Approval of the Agenda:

Vice Chair Lutz asked the board to consider tabling item 7b, the Development Agreement between Landscape Forms, Inc. and the KCBRA until the item is ready for review.

Director Ferguson moved to approve item 3, as amended, Director Wang seconded. None opposed, motion carried.

4. Approval of Minutes:

a. June 13, 2024, KCBRA Committee of the Whole Minutes

Director Carew moved to approve item 4a as presented, Director Milks seconded. None opposed, motion carried.

b. August 8, 2024, KCBRA Committee of the Whole Minutes

Discussion ensued regarding the correction of under section 5, changing the motion to read as “June 13, 2024, minutes were tabled until they are ready. None opposed”

Director Ferguson moved to approve item 4b as amended, Director Wang seconded. None opposed, motion carried.

c. August 22, 2024, KCBRA Regular Meeting Minutes

Discussion ensued regarding corrections to item 7bi to read as “Director Wenzel moved to approve item 7bi” and the motion under item 7biii to read as “Director Carew moved to approve item 7biii”.

Director Wang moved to approve item 4c as amended, Director Ferguson seconded. None opposed, motion carried.

5. Public Comments (4 minutes each) **none**

6. Consent Agenda

a. **From General Fund**

i. **\$2,297.75** – Fishbeck Invoice 442374 (W.O. 2024-1 Gen. Env.)

b. **From EPA Grant Fund**

i. **\$764.79** – Fishbeck Invoice 442376 (W.O. #12 Legacy Senior Living)

ii. **\$1,950.31** – Fishbeck Invoice 442365 (W.O. #17 Teresa’s Kitchen)

iii. **\$2,502.61** – Fishbeck Invoice 442368 (W.O. #18 J. Smith Ent.)

iv. **\$734.83** – Fishbeck Invoice 442361 (W.O. #2 Outreach & Programmatic)

c. **KCBRA Business:**

i. **Transfer into the Local Brownfield Revolving Fund (Fund 242)**

1. **\$2,834.64** – 9008 Portage Road 2023 State TIR

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

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Fishbeck

i. General Environmental Memo & Billing Summary

ii. EPA Grant Memo & Billing Summary

iii. EPA Coalition Grant Memo

Fishbeck consultant and BRA staff discussed the memo and the possible collaborating entities. Fishbeck will draft an invitation letter to the collaborating entities and there was discussion regarding asking the City BRA to consider covering a portion of the budget for the consultants to write the grant application.

Director Ferguson made a motion authorizing BRA staff to submit a board agenda request to the Kalamazoo County Board of Commissioners to apply for the grant, authorizing Fishbeck to begin writing the grant application, authorizing BRA staff to negotiate the grant application preparation budget with the City of Kalamazoo Brownfield Redevelopment Authority.

- iv. 234-238 EM, LLC EPA work order #19 amendment #1

Director Carew moved to approve item 7biv, using a portion of the EPA grant budget that is remaining and any amount in excess from the Site Study Fund. Director Ferguson seconded. A Roll Call Vote was taken, the motion carried with five (5) Yes and one (1) Abstained. Vice Chair Lutz Abstained from voting and from discussion.

b. ~~**Action:** Landscape Forms, Inc. Draft Development Agreement with KCBRA~~

c. **Discussion:** General Environmental Contract Expiring 12/31/2024

Discussion ensued regarding the value of keeping the same consultants during the duration of the existing EPA grant contract and the pending uncertainty of the grant extension.

Director Wang moved to authorize BRA staff to write an addendum to the existing General Environmental Contract, extending the contract through 12/31/2025, for consideration at the next regular meeting. Director Milks seconded. A Roll Call Vote was taken, the motion carried with five (5) Yes with one (1) Abstained. Director Carew abstained from voting and from discussion.

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

- a. **Discussion:** KCBRA General Fund 243 Report
- b. **Discussion:** KCBRA Local Brownfield Revolving Fund 242 Report

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

- a. Pending Agreement Between KCBRA & Planning Dept.
- b. Staff Attended the Black Business Expo 8/24/2024
- c. EPA Grant Extension Request Submitted 9/6/2024
- d. 2024 Summer Tax Increment Statements Issued to Local Units of Governments
- e. MEDC 2023 State Project Reporting Completed & Received Compliance Letter

10. Other **None**

11. Board Member Comments **None**

12. Adjournment **Director Wang moved to adjourn at 4:13 p.m. Director Wang seconded, none opposed, motion carried.**

Next Regular Meeting: Thursday, October 24, 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 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**

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Macy Rose Walters
Brownfield Redevelopment Administrator
Kalamazoo County Government
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