

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 28, 2023
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

September 28, 2023 MINUTES – Final Approved at 10-26-2023 Meeting

Present: Christopher Carew, Connie Ferguson, Jared Lutz, Jodi Milks, Wei Wang, and Andrew Wenzel

Members Excused: Gary Barton, Monteze Morales, and Kenneth Peregón

Vacancies: none

Kalamazoo Township: Steven Leuty

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: 8

1. Call to Order: **Director Wenzel called the meeting to order at 3:03 p.m. and noted that the meeting is being recorded.**
 2. Roll Call and Members Excused: **Gary Barton, Monteze Morales, and Kenneth Peregón were excused. Director Wang arrived at 3:22 p.m.**
 3. Approval of the Agenda:
Item 8di was moved to the first item of the Agenda, Midlink Amendment #4. Lutz motioned to approve item 3, as amended. Milks seconded. None opposed, motion carried.
 4. Approval of Minutes: **BRA Minutes of August 24, 2023**
Ferguson moved to approve item 4. Carew seconded. None opposed, motion carried.
 5. Public Comments *(4 minutes each)* **None**
 6. Disclosure of Interest **None**
 7. Consent Agenda – Invoices
 - a. **From General 243 Fund**
 - i. **\$1,420.00** - Fishbeck Invoice 427541 (W.O. 23-1 General Environmental)
 - ii. **\$527.00** – Varnum Invoice 1312333 (IPUSA)
 - iii. **\$195.00** - Staff Water Infrastructure Conference Registration Reimbursement
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- iv. **\$24.56** - Staff Travel Invoice (Vicksburg Mill EGLE Grant Final Tour)
- v. **\$80.00** – Blue Tree Web Design Invoice 2309221603 (website update)
- b. **Project Business**
 - i. **\$20,722.50** – State Brownfield Fund MEDC Invoice 2022
 - ii. **\$1,105.00** - FY23 Q3 Reimbursement to Paper City Development, LLC (EGLE Loan)
- c. **EPA Grant**
 - i. **\$55.00** – Staff Black Business Expo Registration
 - ii. **\$1,058.96** – Fishbeck invoice 427444 (W.O. #9 555 Eliza Street)
 - iii. **\$488.16** – Fishbeck invoice 427542 (W.O. #10 Midlink Expansion)
 - iv. **\$818.33** – Fishbeck invoice 427544 (W.O. #8 Comstock Center)
 - v. **\$1,230.54** – Fishbeck invoice 428218 (W.O. #13 YWCA)
 - vi. **\$4,887.17** – Fishbeck invoice 427548 (W.O. #11 Redman Ventures)
 - vii. **\$799.90** – Fishbeck invoice 427545 (W.O. #12 Legacy Senior Living)
 - viii. **\$334.25** – Fishbeck invoice 427546 (W.O. #2 Outreach & Programmatic)

Ferguson motioned to approve item 7, the Consent Agenda, Lutz seconded. None opposed, motion carried.

8. Discussion and/or Action Calendar

- d. **Discussion/Action:** Fishbeck
 - i. Midlink Brownfield Plan Amendment #4

Discussion ensued about an existing purchase agreement between Midlink and Schupan which specifies Schupan’s reimbursement from Schupan designated parcels only.

Lutz motioned to approve item 8di as presented, Milks seconded. A Roll call vote was taken 5 Yes, 0 No, motion carried.

- a. **Discussion/Action:** Q Corners, LLC, Project Application(s) Part I & Part II
Milks motioned to approve item 8a, Carew seconded. A roll call vote was taken, 4 Yes, 0 No, Director Lutz abstained, motion carried.

- b. **Discussion/Action:** 702 W. Michigan Ave.
 - i. Project Application(s) Part I & Part II
 - ii. Fishbeck Work Order #16

Discussion ensued regarding the Developer’s request for full grant funding. The Authority determined it appropriate to waive the application fee and detail a partial pay back (EPA Grant eligibility/reliance and Phase I environmental assessment) from the developer if they do not follow the terms of an updated Reimbursement Agreement.

Lutz motioned to approve items 8bi-bii, waiving the application fee, contingent upon an updated signed Reimbursement Agreement, Carew seconded. A roll call vote was taken, 6 Yes, 0 No, motion carried.

- c. **Discussion/Action:** Urban Exposure Initiative
 - i. Project Application(s) Part I & Part II
 - ii. Fishbeck Work Order #15

The Developer requested the Authority consider waiving the application fee.

Carew motioned to approve item 8ci-cii, waiving the payment of the application fee, Lutz seconded. A roll call vote was taken, 6 Yes, 0 No, motion carried.

- d. **Discussion/Action:** Fishbeck
 - ii. General Environmental Memo & Billings Summary
 - iii. EPA Grant Memo & Billings Summary

Fishbeck presented the reports.

- e. **Discussion/Action:** LC Howard Invoice Packet Review
Lutz motioned to approve item 8e, sending a letter of recommendation to the City of Parchment Brownfield Redevelopment Authority. Ferguson seconded, none opposed, motion carried.
- f. **Discussion/Action:** LBRF Funding Terms & Conditions
Wang motioned to approve item 8f, Milks seconded. None opposed, motion carried.
- g. **Discussion/Action:** LBRF Policy Revision Version 2.3
Director Ferguson recommending amending the document to include a period or semicolon to complete a run on sentence. In the Available Incentives paragraph on page 1.
“The KCBRA will annually review and determine the funds available for eligible projects. The minimum amount considered for a loan is \$25,000. As security for the repayment of any LBRF loan, the TIF capture from the project must be pledged to the KCBRA for loan repayment (additional security may be needed) and is otherwise detailed in a required Loan Repayment Agreement.”
Lutz motioned to approve item 8g as amended, Milks seconded, none opposed, motion carried.

- h. **Discussion/Action:** In-person KCBRA Committee Meetings
Discussion postponed until October 26, 2023, Regular Meeting.
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9. Financial Reports

- a. **Discussion:** Fund 243 Report and Fund 242 Summary

Staff presented financial reports.

10. Staff Report/Updates

- a. Black Business Expo at Kalamazoo Expo Center (Update)
- b. MEDC 2022 State Project Reporting Completed
- c. EGLE Great Lakes Water Infrastructure Conference (Update)
- d. YWCA Grant Repayment Agreement
- e. 555 Eliza Street 1st EGLE Loan Payment Due 9/14/2023

Staff presented updates.

11. Committees - times dates and places

- b. Land Bank Report – next meeting, Thursday, October 12th, 2023, at 8:30 a.m.
- c. Project/Finance Committee – Thursday, October 12th, 2023, 4:00 p.m.
- d. Executive Committee – Friday, October 13th, 2023, 9:15 a.m.

12. Other

13. Board Member Comments

14. Adjournment **Lutz motioned to adjourn, Ferguson seconded, adjourned at 4:45 p.m.**

Next Meeting: Thursday, October 24 26, 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 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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