

**CITY OF KALAMAZOO  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING  
Thursday, October 17, 2024  
Community Planning and Economic Development  
245 N. Rose Street, Kalamazoo, MI 49007**

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**MEMBERS PRESENT:** Sharon Ferraro; Lucas Middleton; Rachel Bair; Kevan Hess; Kyle Gulau; Andrew Schipper; \*Michael Gurnee; Torean Greeley

**MEMBERS ABSENT:** Jason Novotny; Nathan Bolton; Alonzo Wilson

**CITY COMMISSIONERS/CITY STAFF PRESENT:** Jamie McCarthy (Sustainable Development Coordinator); Jerrid Burdue (EDC Liaison/Neighborhood Business & Special Projects Coordinator); Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Fishbeck, Consultant); Jared Chambers (Business Specialist); Heidi Waffle (Brownfield Project Assistant); Erin Hahn (Community Investment Administrative Assistant)

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Meeting was called to order at 8:43 AM by Chair Middleton.

**MOTION TO EXCUSE ABSENT MEMBERS:** Director Gurnee moved to excuse absent members; seconded by Director Bair. Motion approved by voice vote unanimously.

**APPROVAL OF AGENDA:** Director Hess moved the approval of the agenda; seconded by Director Schipper. Motion approved by voice vote unanimously.

**APPROVAL OF MINUTES:** Director Gulau moved approval of minutes from the meeting of September 19, 2024 as presented; seconded by Director Gurnee. Motion approved by voice vote unanimously.

**PUBLIC COMMENTS**

None.

**DIRECTOR'S COMMENTS**

Director Schipper stated he will need to abstain from New Business – Item 1.

**NEW BUSINESS**

1. Adoption of a Resolution Approving a Temporary Access Agreement for Standard Caddis Limited Dividend Housing Association Partnership for Property at 500 Harrison and Authorizing the Chairperson to Sign in Substantially the Form Attached, Subject to any Non-Substantive Changes Approved by the Chairperson and to Form by Legal Counsel.

Ms. McCarthy shared information regarding the Temporary Access Agreement, as found in the agenda packet.

**Director Gurnee moved adoption of a Resolution Approving a Temporary Access Agreement for Standard Caddis Limited Dividend Housing Association Partnership for Property at 500 Harrison and Authorizing the Chairperson to Sign in Substantially the Form Attached, Subject to any Non-Substantive Changes Approved**

**by the Chairperson and to Form by Legal Counsel; seconded by Director Gulau.  
A roll call vote was taken, and the motion passed unanimously. Director Schipper abstained.**

2. Authorization of Staff and Fishbeck to Collaborate with the Kalamazoo County Brownfield Redevelopment Authority on an Application for the U.S. EPA's FY 2025 Brownfield Assessment Grant.

Ms. Mulholland shared information of the EPA Assessment Grant, as found in the agenda packet. This is a Coalition Grant, so it will need 3-4 coalition members. Those members, pending approval, will include Kalamazoo County BRA, City of Kalamazoo BRA, and Comstock Township. The grant is for up to 1.2 million dollars and can be spent anywhere throughout the county; however, there needs to be at least two projects completed in each coalition member's jurisdiction. This grant is for assessment activities only – not for cleanup activities. This can include Phase 1, Phase 2, Baseline Environment Assessments, Due Care Assessments, Brownfield Plans and Work Plans. The grant is a four year period. Fishbeck has been retained by the Kalamazoo County BRA.

Director Middleton asked if there will be any formal agreement on the allocation of grant dollars.

Ms. Mulholland explained there will be a Memorandum of Agreement put into place if the grant is awarded. She said since the Kalamazoo County BRA has had multiple of these grants, they already have applications in place and a way of doing things, so she thinks they would rely on what is already in place. The Memorandum of Agreement/Understanding would outline how the board would bring projects forward and how they would be vetted. She said more details to come if it is awarded in the spring.

Director Middleton asked how the administration of the coalition grant occurs when there are multiple entities involved in the coalition – who is the point person?

Ms. Mulholland said it is structured to have one primary lead member. The Kalamazoo County BRA has offered to be the lead member. They would be financially responsible for managing the grants.

Ms. McCarthy shared because this is an assessment grant, the funding would mostly go to a technical consultant to accomplish the work. Most likely it would not be direct funding to the City or the City BRA.

Director Schipper asked if there are properties already identified if the grant is received.

Ms. McCarthy said they have been asked to identify target areas. She said looking at neighborhoods and corridors, the target properties align with those mentioned in the BRA's budget narrative for the future.

Director Gulau asked if anyone can own the properties or if it has to be owned by a BRA.

Ms. Mulholland said it can be publicly or privately owned.

Director Gurnee said they can prioritize certain neighborhoods or tracts, and they can lean on Kalamazoo County BRA on how to score the applications since they have done this before.

**Director Schipper moved authorization of Staff and Fishbeck to Collaborate with the Kalamazoo County Brownfield Redevelopment Authority on an Application for the U.S. EPA's FY 2025 Brownfield Assessment Grant; seconded by Director Hess.  
A roll call vote was taken, and the motion passed unanimously.**

\*Director Gurnee left the meeting at 9:01AM.

**UNFINISHED BUSINESS**

None.

### COMMUNICATIONS AND ANNOUNCEMENTS

None.

### STAFF REPORTS AND UPDATES

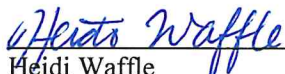
1. Consent to Enter Agreement with Michigan Department of Environment, Great Lakes, and Energy for 700 River and 812 Gull Road for Soil and Groundwater Monitoring Wells (No Action)

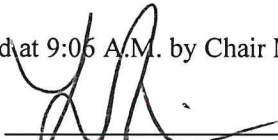
Ms. McCarthy shared background information on this access agreement, as found in the agenda packet.

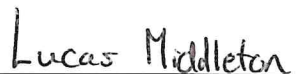
2. Joint Training with City Planning Commission.

Ms. McCarthy said this joint-training is part of maintaining the Re-Development Ready Community designation with the Michigan Economic Development Corporation. Staff is looking at dates in November or December. Directors can expect to receive a doodle poll in their email from Ms. Beth Cheeseman. She said they want to talk about the recent changes to the City's zoning code in the training.

**ADJOURNMENT:** The meeting was adjourned at 9:06 A.M. by Chair Middleton.

  
Heidi Waffle  
Recording Clerk

  
Chair Signature

  
Printed Name/Chair