
CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING
Thursday, June 26, 2025
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007

MEMBERS PRESENT: Sharon Ferraro; Rachel Bair; Lucas Middleton; T.J. Ward; Kyle Gulau; Eddie Warr

MEMBERS ABSENT: Michael Gurnee; Jason Novotny; Scott Petersen; Andrew Schipper; Alonzo Wilson

CITY STAFF PRESENT: Jamie McCarthy (Development Manager); *Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Consultant, Fishbeck); Jared Chambers (Business Specialist); Erin Hahn (Community Investment Administrative Assistant)

*Attorney Wood attended the meeting virtually.

The meeting was called to order at 8:10 AM by Chair Middleton.

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

APPROVAL OF AGENDA: Director Ferraro moved approval of the agenda; seconded by Director Bair. Motion approved by voice vote unanimously.

APPROVAL OF MINUTES: Director Warr moved approval of the minutes from the meeting of May 15, 2025 and the special meeting of May 29, 2025; seconded by Director Ferraro. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTOR COMMENTS

None.

NEW BUSINESS

1. Committee Appointments

The board considered the formal appointment of Director Schipper to the Executive Committee and Directors Peterson and Ward to the Projects and Finance Committee. Staff clarified that each board must formally adopt the same committee memberships for consistency. During discussion, some board members expressed that the appointments did not align with their recollection of the earlier Executive Committee conversation and requested that any future restructuring of the Executive Committee include an opportunity to revisit membership.

Director Bair motioned to appoint Director Schipper to the Executive Committee and Directors Peterson, Ward, and Warr to the Projects and Finance Committee. Director Ferraro seconded. Motion approved by voice vote unanimously.

2. Budget Reallocation

The board discussed a request to reallocate up to \$21,500 in unencumbered funds from the 2025 243 budget to cover partial-year base pay and fringe benefits for two restructured city staff positions. Ms. McCarthy explained that the funding would support increased staffing capacity needed for Brownfield compliance, loan underwriting, and EGLE grant administration in response to recent changes in the Brownfield Act and increased program demands. The proposed staffing model would fund 25% of two housing department roles with Brownfield dollars while maintaining their primary responsibilities within housing.

Ms. McCarthy emphasized the alignment with upcoming MEDC compliance requirements and the need to prepare for program rollout. Board members raised concerns about sustainability, potential dilution of effort, and the risk of using Brownfield funds as a gap filler. Ms. McCarthy responded that staff would track time by budget code to ensure accountability, and future funding could be supported by administrative fees from new Brownfield plans and underutilized budget lines. The approach aligns with the city's broader efforts to break down silos and integrate related functions across departments.

Board members engaged in a robust discussion about context-switching, organizational efficiency, and the benefits of cross-functional staffing models. While some expressed concern about long-term capacity and focus, others supported the model as a way to foster collaboration, reduce burnout, and improve service delivery.

UNFINISHED BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

None.

STAFF REPORTS AND UPDATES

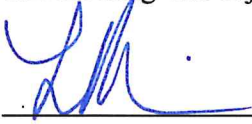
Ms. McCarthy encouraged others interested in attending the Brownfield Conference to contact Beth, noting that funding is available and hotel accommodations have been secured. She

highlighted the value of the national conference and Michigan's leadership in Brownfield redevelopment.

Ms. McCarthy also announced that a staff member recently had a healthy baby boy and will return later this summer. There will be no board meeting in July; the next meeting is scheduled for August, with staff using the interim to focus on policy development.

ADJOURNMENT

The meeting was adjourned at 8:48 am by Chair Middleton.



Signature

Lucas Middleton

Printed Name/Chair



Erin Hahn/Recording Clerk