

Agenda

Brownfield Redevelopment Authority

Board of Directors



City of Kalamazoo

Thursday, September 18, 2025

7:45 AM

CPED Main Conference Room - 245 N. Rose Street, Suite 100

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of minutes from the BRA meeting on August 21, 2025.

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Adoption of a Resolution Approving the Seventh Amendment to the Purchase and Sale Agreement related to 116 West Cedar Street to extend the investigation period.

(**ACTION:** Motion to adopt a Resolution approving and authorizing the Seventh Amendment to the Purchase and Sale Agreement related to 116 West Cedar Street to extend the investigation period, with such amendment being in such form as approved by the Board Chair and subject to review by legal counsel.)

2. Authorization to proceed with asbestos and hazardous materials survey and demolition and site preparation bidding for 116 W Cedar Street.

(**ACTION:** Motion to authorize staff to contract with a qualified vendor to complete an asbestos and hazardous materials survey at 116 W Cedar Street and to obtain demolition and site preparation bids for board consideration.)

3. Approval of a one-time payment of \$31,725 from the Local Brownfield Revolving Fund (LBRF) to 266 E Michigan Ave Kalamazoo LLC to pay the difference between the Water System Capacity Buy-In Fee stated in the Cost

Estimate Proposal dated May 14, 2024 (\$3,760) and the actual amount charged by the City of Kalamazoo Department of Public Services Water Resources Division (\$35,485) for development at 266 E Michigan.

4. Nomination and Approval of Director Kyle Gulau is as BRA Chair, Director Rachel Bair as BRA Vice-Chair, and Director Andrew Schipper as BRA Treasurer/Secretary for a 1-year term effective October 1, 2025.

(**ACTION:** Motion to nominate and approve Director Kyle Gulau is as BRA Chair, Director Rachel Bair as BRA Vice-Chair, and Director Andrew Schipper as BRA Treasurer/Secretary for a 1-year term effective October 1, 2025.)

5. Adoption of FY 2026 Budgets for Fund 242 and Fund 243, in Substantially the Form Attached, Subject to Non-Substantive Changes by Management Services Department.

G. UNFINISHED BUSINESS

H. COMMUNICATIONS AND ANNOUNCEMENTS

I. STAFF REPORTS AND UPDATES

1. 3625 W Michigan Ave - Bronco Commons has received conditional approval for a MSHDA Work Plan.

J. ADJOURNMENT

**CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING
Thursday, August 21, 2025
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007**

MEMBERS PRESENT: Sharon Ferraro; Jason Novotny; Andrew Schipper; Michael Gurnee; Rachel Bair; Scott Petersen; T.J. Ward; Lucas Middleton

MEMBERS ABSENT: Alonzo Wilson; Kyle Gulau; Eddie Warr

CITY COMMISSIONERS/CITY STAFF PRESENT: Jamie McCarthy (Development Manager); Jared Chambers (Business Specialist); Heidi Waffle (Brownfield Project Assistant); Erin Hahn (Community Investment Administrative Assistant); Bobby Boyd (Economic Development Supervisor)

Meeting was called to order at 8:04 AM by Chair Novotny.

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

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

APPROVAL OF MINUTES: Director Ferraro moved approval of minutes from the meeting of June 26, 2025 as presented; seconded by Director Novotny. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTOR'S COMMENTS

Director Schipper shared he will have to abstain from New Business – Item 1.

Chair Middleton welcomed everyone back from the month off.

Directors Bair and Petersen shared their appreciation for the opportunity to attend the Brownfields Conference.

NEW BUSINESS

1. Approval of a letter of support for Edison Community Partners' proposed EGLE grant application for the Kalrecovery site, with the understanding the draft application being reviewed and approved by the Board prior to submission.

Ms. McCarthy shared information on the site and EGLE grant, as found in the packet. This is a former paper mill site that has had a lot of state and federal investment. Right now the developer has a preliminary total of the eligible costs which is just shy of \$700,000. The EGLE program will fund up to \$1 million per site. They have had conversations with EGLE and received positive feedback in that they would be interested in seeing a proposal. The

developer will fund the proposal.

Ms. McCarthy pointed attention to the sources and uses of the project, noting how many sources have been secured to complete the project. The development team wants confirmation on a couple other sources to cover their remaining gap prior to submitting a proposal to EGLE. In lieu of starting the process, the letter of support can be given to funders to show BRA support. She explained the future process of submitting a proposal, application, and executing a grant agreement.

Ms. McCarthy said the city has looked at this project in a financial review process earlier in the year for other funds. The city is also considering other funds for the project's gap.

Director Gurnee said one concern he has is that as an applicant, they can only support and submit one project for an EGLE grant application every year. They do also operate as the EDC, so they could talk about submitting applications as a separate applicant. He said if they support that project, they would be saying that that is the project they chose to support for 2026. He is okay with that because of the timeline they've already seen with the project coming in. He talked about pre-committing and developers seeing this letter of interest as a new first step in the process.

Director Schipper added the view on this one is that the project is so far along that it helps get them to the finish line, versus if a new project showed interest they may not be eligible for a letter from the board.

Director Petersen said as a lender himself, seeing a letter of support would be huge for considering a project with a large budget. He can see why they would want the letter.

Director Gurnee said it would be helpful to include the "up-to" dollar amount in the letter, as currently the agenda packet and the development sources and uses table shows different amounts.

Ms. McCarthy talked about balancing the timeline with projects coming in.

Director Gurnee moved approval of a letter of support for Edison Community Partners' proposed EGLE grant application for the Kalrecovery site, with the understanding the draft application being reviewed and approved by the Board prior to submission, with a dollar value added to the letter of support prior to being executed by the board chair; seconded by Director Bair. A roll call vote was taken, and the motion passed unanimously. Director Schipper abstained.

UNFINISHED BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

Director Bair asked for an update on the attempt to sell BRA-owned real estate and if it could be brought as a regular agenda item. Ms. McCarthy asked about bringing it to the committee level first, and Director Bair agreed that would be acceptable.

STAFF REPORTS AND UPDATES

Ms. McCarthy shared the project at 707 N Westnedge, Tiny Houses of Hope, will be coming forward to the committees and full board next month. The developer is looking to purchase the property from the BRA.

Ms. McCarthy shared about other upcoming property sales that will likely happen soon.

Staff is working on budgets currently and that will be brought to the board in the next month or two.

ADJOURNMENT: The meeting was adjourned at 8:34 A.M. by Chair Middleton.

Heidi Waffle
Recording Clerk

Chair Signature

Printed Name/Chair



BRA Board of Directors Staff Report

City of Kalamazoo

TO: Brownfield Redevelopment Authority Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by: Jamie McCarthy, BRA Staff Liaison

DATE: September 18, 2025

SUBJECT: Adoption of a Resolution Approving the Seventh Amendment to the Purchase and Sale Agreement related to 116 West Cedar Street to extend the investigation period.

RECOMMENDATION:

It is recommended the BRA approve the Seventh Amendment to the Purchase and Sale Agreement related to 116 West Cedar Street to extend the investigation period for an additional 2-month period.

BACKGROUND:

City staff continue to meet with representatives of the development team to discuss design and zoning considerations for a residential development at the site, as well as explore financial incentives at the local and state levels. Staff is recommending an additional two-month extension of the investigation period to allow the development team to continue progress on the site design and project pro forma. It is anticipated the project will put forth an application for a brownfield plan to support brownfield-eligible activities. The project anticipates working on site preparation of adjacent parcels this fall and winter.

FISCAL IMPACT:

No direct fiscal impact anticipated from this action.

SEVENTH AMENDMENT TO THE PURCHASE AND SALE AGREEMENT

The CITY OF KALAMAZOO BROWNFIELD REDEVELOPMENT AUTHORITY, a Michigan public corporate body, whose address is 245 N. Rose Street, Suite 100, Kalamazoo, Michigan 49007 (the “**BRA**”), 116 WEST CEDAR, LLC, a Michigan domestic limited liability company, having an address at 750 Trade Centre Way, Suite 100, Portage, Michigan 49002 (“**116 West Cedar**”), and BURDICK@CEDAR, LLC, a Michigan domestic limited liability company, having an address at 4200 West Centre Avenue, Portage, Michigan 49024 (“**Burdick@Cedar**,” and together with 116 West Cedar, the “**Purchaser**”) entered a Purchase and Sale Agreement dated September 27, 2021 (hereinafter, the “**Agreement**”), for the property described and located at 116 West Cedar Street, Kalamazoo, MI 49007.

BACKGROUND

- A. On September 15, 2022, the BRA and Purchaser signed the First Amendment to Purchase and Sale Agreement to extend the Investigation Period by an additional 12 months to end March 31, 2023 at 5:00 p.m. Eastern Daylight Time.
- B. On August 15, 2023, the BRA and Purchaser signed the Second Amendment to the Purchase and Sale Agreement to extend the Investigation Period by an additional 12 months to end March 31, 2024 at 5:00 p.m. Eastern Daylight Time.
- C. On March 28, 2024, the BRA and Purchaser signed the Third Amendment to the Purchase and Sale Agreement to extend the Investigation Period until June 28, 2024 at 5:00 p.m. Eastern Daylight Time.
- D. On June 27, 2024, the BRA and Purchaser signed the Fourth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until September 27, 2024 at 5:00 p.m. Eastern Daylight Time.
- E. On September 26, 2024, the BRA and Purchaser signed the Fifth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until March 27, 2025 at 5:00 p.m. Eastern Daylight Time.
- F. On March 25, 2025, the BRA and Purchaser signed the Sixth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until September 30, 2025 at 5:00 p.m. Eastern Daylight Time.
- G. Since signing the Sixth Amendment to the Purchase and Sale Agreement, Purchaser has made progress toward its redevelopment plans and the BRA and Purchaser desire to further extend

the Investigation Period.

H. Both BRA and Purchaser agree to enter this Seventh Amendment to the Purchase and Sale Agreement.

AGREEMENT

1. The first sentence of Section 4, Investigation Period at page 2 of the Agreement, is amended to read:

“The ‘**Investigation Period**’ commences on the Effective Date of this Agreement and expires on November 30, 2025 at 5:00 p.m. Eastern Standard Time.”

2. In all other regards, the Agreement is unchanged and affirmed by the parties.

3. This Amendment shall become effective on the last signature date set forth below.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Sixth Amendment to the Purchase and Sale Agreement.

[Signatures by the authorized representatives of the parties are on the following page.]

CITY OF KALAMAZOO BROWNFIELD REDEVELOPMENT AUTHORITY

Lucas Middleton, Authorized Signer

Dated: _____

116 W. CEDAR, LLC

Roger E. Hinman, Manager
Authorized Representative

Dated: _____

BURDICK@CEDAR, LLC

Joseph L. Gesmundo, Manager
Authorized Representative

Dated: _____

**CITY OF KALAMAZOO BROWNFIELD
REDEVELOPMENT AUTHORITY**

**RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A
SEVENTH AMENDMENT TO A PURCHASE AND SALE AGREEMENT
WITH 116 WEST CEDAR LLC AND BURDICK@CEDAR LLC**

Boardmember _____, supported by Boardmember _____,
moved the adoption of the following resolution:

WHEREAS:

1. On September 15, 2022, the BRA and 116 West Cedar LLC and Burdick@Cedar LLC (collectively "Purchaser") signed the First Amendment to Purchase and Sale Agreement to extend the Investigation Period by an additional 12 months to end March 31, 2023 at 5:00 p.m. Eastern Daylight Time; and
2. On August 15, 2023, the BRA and Purchaser signed the Second Amendment to the Purchase and Sale Agreement on August 15, 2023, to extend the Investigation Period by an additional 12 months to end March 31, 2024 at 5:00 p.m. Eastern Daylight Time; and
3. On March 28, 2024, the BRA and Purchaser signed the Third Amendment to the Purchase and Sale Agreement to extend the Investigation Period until June 28, 2024 at 5:00 p.m. Eastern Daylight Time.
4. On June 27, 2024, the BRA and Purchaser signed the Fourth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until September 27, 2024 at 5:00 p.m. Eastern Daylight Time.
5. On September 26, 2024, the BRA and Purchaser signed the Fifth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until March 27, 2025 at 5:00 p.m. Eastern Daylight Time.
6. On March 25, 2025, the BRA and Purchaser signed the Sixth Amendment to the Purchase and Sale Agreement to extend the Investigation Period until September 30, 2025 at 5:00 p.m. Eastern Daylight Time.
7. Since signing the Sixth Amendment to the Purchase and Sale Agreement, Purchaser has made progress toward its redevelopment plans and the BRA and Purchaser desire to further extend the Investigation Period.

RESOLVED:

1. That the Seventh Amendment to Purchase and Sale Agreement between the Authority and the Purchaser is approved; and
2. That the Chairperson of the Board of Directors of the Authority is authorized and directed to execute the approved Agreement for and on behalf of the Authority; and

3. That all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS: Boardmembers _____

NAYS: Boardmembers _____

ABSTAIN: Boardmembers _____

ABSENT: Boardmembers _____

RESOLUTION DECLARED ADOPTED.

Dated: September 18, 2025

_____, Secretary

CERTIFICATION

I, the undersigned duly qualified and acting Secretary of the City of Kalamazoo Brownfield Redevelopment Authority, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Brownfield Redevelopment Authority at a meeting held on September 18, 2025, and that public notice of said meeting was given pursuant to, and in accordance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: September 18, 2025

_____, Secretary



BRA Board of Directors Staff Report

City of Kalamazoo

TO: Brownfield Redevelopment Authority Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by: Jamie McCarthy, BRA Staff Liaison

DATE: September 18, 2025

SUBJECT: Authorization to proceed with asbestos and hazardous materials survey and demolition and site preparation bidding for 116 W Cedar Street.

RECOMMENDATION:

It is recommended the BRA board authorize staff to contract with a qualified vendor to complete an asbestos and hazardous materials survey at 116 W Cedar Street, if deemed necessary, and to obtain demolition and site preparation bids for board consideration at a future board meeting.

BACKGROUND:

The property at 116 W Cedar Street is the former City of Kalamazoo public safety building. The structure is currently vacant and boarded. Consumers Energy is scheduled to disconnect utilities at the street and provide documentation, which is a necessary step prior to abatement and demolition.

An asbestos and hazardous materials survey was first completed in 2006, with a supplemental report prepared in 2019. Staff will confirm with demolition contractors whether an updated survey is required as part of the bidding process.

Cost estimates for abatement and demolition were last revised in 2017, based on the original 2006 estimates:

Engineering: \$30,000 (2006) → \$50,000 (2017)

ACM Abatement: \$75,000 (2006) → \$150,000 (2017)

Demolition: \$275,000 (2006 and 2017)

Total Estimate: \$380,000 (2006) → \$475,000 (2017)

Total Estimated Range: \$355,000–\$405,000 (2006) → \$425,000–\$525,000 (2017)

These estimates have not been updated or re-bid or adjusted since 2017. Staff will solicit bids in accordance with City procurement policy and present the results to the BRA for consideration.

FISCAL IMPACT:

The BRA budgeted up to \$100,000 for the 116 W Cedar site demolition and site preparation in 2025. The cost for asbestos and hazardous materials survey, if required to be updated, is anticipated to be far less than the project budget approved to date. The bids for site demolition and preparation are likely to exceed the approved budget, and would therefore be brought before the board for approval and budget allocation at a future meeting.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

November 16, 2017

Ms. Sara Joe Shipley
City of Kalamazoo
Economic Development Department
445 W. Michigan Avenue, Suite 101
Kalamazoo, Michigan 49007

RE: Opinion of Demolition Cost Update
116 West Cedar Street
Kalamazoo, Michigan

Dear Ms. Shipley:

DLZ Michigan, Inc. is pleased to present this updated estimate of probable asbestos abatement and demolition cost for the building located at 116 West Cedar Street. In September 2006 DLZ performed an asbestos and universal waste inspection of the site, and provided an opinion of probable demolition cost. At that time, DLZ estimated the engineering, abatement and demolition cost to range from approximately \$355,000.00 through \$405,000.00. DLZ understands further deterioration of the building and asbestos containing materials (ACM) has occurred over time and that items stored inside the building have been covered to varying degrees with asbestos materials, and the City requested an update to the opinion of probable cost based on current conditions.

OBJECTIVE

The objective of this proposal is to conduct a site visit to observe the present conditions of the building and site, and to review and update as needed the opinion of probable cost developed in September 2006.

SCOPE OF WORK

DLZ performed visual site inspections during the week of November 6, 2017 of the site conditions, particularly noting changes in conditions since 2006 that would affect ACM abatement and demolition costs. DLZ utilized the September 29, 2006 Report of Asbestos and Environmental Hazard Inspection report as a baseline of historic conditions. The scope of work did not include re-inspection of the site for asbestos and hazardous materials, sample collection or laboratory analysis. DLZ assumed all conditions and assumptions in the September 29, 2006 Report of Asbestos and Environmental Hazard Inspection report continue to be valid in addition to the observations made during the site visits. DLZ's 2006 report identified Villa Environmental asbestos inspection and placard dated November 2000 in the building listing ACM that were not sampled and analyzed by DLZ.

DLZ performed the site inspections along with demolition and abatement contractors, James E Fulton & Sons, Taplin Group, LLC and Melching Demolition & Dismantling. DLZ noted several partially collapsed ceilings in several rooms in both the first floor and the basement. DLZ also noted flaking off the sprayed on material on the ceilings, and covering the floor and stored furniture in the building.

SUMMARY OF COST

Based on the recent site visits, and the information provided by the abatement contractors, DLZ has developed the following costs. The current estimated cost is divided into Engineering, ACM Abatement and Demolition as presented in the 2006 letter report.

Category	Cost Estimate	
	2006	Current 2017
Engineering	\$30,000	\$50,000
ACM Abatement	\$75,000	\$150,000
Demolition	\$275,000	\$275,000
Total Estimate	\$380,000	\$475,000
Total Estimated Range	\$355,000 - \$405,000	\$425,000 - \$525,000

The increase in cost estimate for Engineering is due to the additional oversight needed for ACM abatement and increase in labor costs. Increase in ACM abatement estimate is due to additional abatement and cleanup need as a result of the damaged ACM and ACM containing surfaces.

DLZ appreciates the opportunity to provide this Opinion of Demolition Cost Update to the City. If you have any questions or would like additional information, please contact Sarat Bobba or the undersigned.

Very truly yours,

DLZ MICHIGAN, INC.



Curtis G. Roebuck, CPG, CP
Environmental Department Manager

/cgr/sb

Memo

TO: Jaime McCarthy – City of Kalamazoo

FROM: Logan Mulholland

DATE: September 16, 2025

SUBJECT: 266 Michigan Ave Kalamazoo, LLC- 266 Michigan Avenue- Water Tap Fee Reimbursement

Following a review of the Brownfield Plan for the redevelopment of 266 Michigan Avenue in the City of Kalamazoo, the site qualifies as “eligible” based on its designation as a housing project. Accordingly, activities necessary to support the housing are eligible for reimbursement.

Documentation provided shows a significant increase in the cost estimate from the City of Kalamazoo Department of Public Works for the new water main and tap required for the project. The original estimate dated May 14, 2024, listed the Water System Capacity Buy-In Fee as **\$3,760**. A revised estimate dated September 13, 2024, increased this fee to **\$35,485**, representing a **\$31,725** increase to the Developer.

Fishbeck has reviewed the estimates, proof of payment, and lien waivers, and has determined that the **\$31,725** increase qualifies as an Act 381 eligible activity (infrastructure necessary to support housing) and is reimbursable. The City of Kalamazoo has opted to reimburse the Developer, 266 E. Michigan Ave Kalamazoo, LLC, through a grant from the Local Brownfield Revolving Fund rather than amending the existing Brownfield Plan.

Please contact us with any questions or concerns.

Best regards,

Logan Mulholland | Brownfield Project Analyst

By email



BRA Board of Directors Staff Report

City of Kalamazoo

TO: Brownfield Redevelopment Authority Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by: Jamie McCarthy, BRA Staff Liaison

DATE: September 18, 2025

SUBJECT: Nomination and Approval of Director Kyle Gulau as BRA Chair, Director Rachel Bair as BRA Vice-Chair, and Director Andrew Schipper as BRA Treasurer/Secretary for a 1-year term effective October 1, 2025.

RECOMMENDATION:

It is recommended the BRA Board nominate and approve the new officer positions for Chair, Vice Chair, and Treasurer/Secretary, effective October 1, 2025.

BACKGROUND:

The BRA bylaws include three officer positions that serve to lead board meetings and execute official documents, as approved by the board. The board nominates and elects new officers each year to serve a 1-year term. The officer positions include a Chair, Vice Chair, and officer that serves both as Treasurer and Secretary. Current board members holding officer positions are listed below. The practice of the Executive Committee has been to rotate the Vice Chair into the position of Chair and the Treasurer/Secretary into the position of Vice Chair. A new member would be nominated to serve as Treasurer/Secretary.

2025 Officers:

- Director Lucas Middleton, Chair
- Director Kyle Gulau, Vice Chair
- Director Rachel Bair, Treasurer/Secretary

Nominations for New Officers (Effective 10/1/2025):

- Director Kyle Gulau, Chair
- Director Rachel, Bair, Vice Chair
- Director Andrew Schipper, Treasurer/Secretary

FISCAL IMPACT:

No fiscal impact is anticipated from this action.

2026 Budget Narrative

Brownfield Redevelopment Authority

FUND 242 –LOCAL BROWNFIELD REVOLVING FUND

Expenditures

Professional & Contractual Services **\$165,000**

BRA Property Site Readiness \$115,000

- Environmental due diligence/site preparation for BRA property marketing initiative which may include contract(s) with real estate, environmental, title, surveyor firms, etc.
- Estimated expenditures:
 - Up to \$50,000 for real estate
 - Up to \$40,000 for environmental
 - Up to \$10,000 for title commitments
 - Up to \$15,000 for site surveys or other pre-development investigations

Davis Creek Business Park \$40,000

- Operation and maintenance of stormwater management system installed as part of grant-funded activities, required as part of due care obligations

Due Care/Property Management \$160,000

- Fence repair and maintenance, tree services, signage, clean-up and board-up services, and other miscellaneous property maintenance to meet legal due care obligations

(Note – Bulk trash removal is majority of line item and over estimated for 2026 since contract is split mid-year; additional funding is allowed in the budget to encumber the new contract in mid-2026 but would not anticipate fully expending the contract until June 2027)

TIF Reimbursement – Developers **\$750,000**

2026 Project Requests – TBD \$750,000

- Discretionary budget for BRA to entertain developer loan requests in 2025 when approving brownfield plans as projects are evaluated and determined to be high priority based upon City master plan, sub-area plans, and neighborhood plans

TIF Reimbursement – Infrastructure **\$575,000**

Public Right-of-Way Improvements

- *Alcott & Reed* \$100,000
Improvements in public infrastructure, including lighting, pedestrian crosswalks, and other placemaking improvements in the right-of-way or public property as match to other planned improvements
- *North Pitcher* \$200,000

Planning phase - public infrastructure, sidewalks, lighting, placemaking, and other improvements for non-motorized/pedestrian connections

- *Kalamazoo/Rivers Edge* \$75,000
Remaining public improvements along trailway and Kalamazoo River related to Rivers Edge redevelopment project
- *Downtown/Vine* \$200,000
Contingency funding for other eligible activities for BRA-owned former public safety building, public improvements, and/or unidentified environmental conditions; or other public improvements within the neighborhood leveraging private development

2026 Budget Narrative

Brownfield Redevelopment Authority

FUND 243 –BROWNFIELD OPERATING FUND

Expenditures

Professional & Contractual Services **\$180,000**

Brownfield Technical Consulting \$55,000

- Fishbeck Contract for professional services

Third Party Financial Review Services \$75,000

- Plante Moran

Santiago Services (remaining 2025/26) \$50,000

Grounds Maintenance **\$40,000**

Snow Removal + Mowing Contract

- Niewonder & Sons under existing contract, mowing through joint contract with City General Fund (managed through Public Services Department)

Staffing (salary + benefits) **\$152,092**

- 70% Brownfield Liaison/Development Manager
- 100% Brownfield Assistant (0.5 FTE)
- 25% Administrative Assistant

(25% Community Development Finance Specialist and 25% Compliance Specialist pending HR approval and incorporation into City's Workforce Plan; not included in staffing budget)

Professional Development/Other Operational **\$10,000**

- Economic Development Finance Professional Training (Grow America)
- Board Training and/or Engagement
Online or in-person training, cost to cover facilitators or registration fee(s), cost for community engagement opportunities tied back to marketing

Fund 242: Local Brownfield Revolving Fund

REVENUES

Account String	Account Name	2023 Actuals	2024 Actuals	2025 YTD	2025 Amended Budget	2026 Proposed Budget	Description
242-735-00.000-405.000	LOCAL TAX CAPTURE	308,356	327,172	223,810	240,000	241,018	Estimate per Assessing, based on 1.027% inflation rate multiplier
242-735-00.000-665.001	INTEREST ON INVESTMENTS	136,563	185,859	87,978	121,758	128,000	0.03 multiplier on fund balance (per Management Services)
TOTAL REVENUES						369,018	

EXPENDITURES

Account String	Account Name	2023 Actuals	2024 Actuals	2025 YTD	2025 Amended Budget	2026 Proposed Budget	Description
242-735-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0	0	360	165,000	165,000	
242-735-00.000-967.006	TIF REIMBURSEMENTS - INFRASTRUCTURE	0	0	0	850,000	575,000	
242-735-00.000-967.005	TIF REIMBURSEMENTS - DEVELOPERS	0	0	0	500,000	750,000	
TOTAL EXPENDITURES						1,490,000	

Revenues	\$	369,018
Expenses	\$	1,490,000
Revenues less expenses	\$	<u>(1,120,982)</u>

Projected Fund Balance

2024 Year end Fund Balance	\$	4,589,756
Plus Revenue expected 2025	\$	361,758
Less expenses expected 2025	\$	<u>1,515,000</u>
Available Fund Balance	\$	<u>3,436,514</u>

Fund 243: Brownfield Redevelopment Authority Fund

REVENUES

Account String	Account Name	2023 Actuals	2024 Actuals	2025 YTD	2025 Amended Budget	2026 Proposed Budget	Description
243-735-00.000-405.000	LOCAL TAX CAPTURE					3,003,260	
243-735-00.000-405.000	LOCAL TAX CAPTURE						\$2,619,790 State & Local Capture - Developers
243-735-00.000-405.000	LOCAL TAX CAPTURE						\$122,452 Building Auth/Ramp 3
243-735-00.000-405.000	LOCAL TAX CAPTURE						\$261,018 BRA Admin Fee
243-735-00.000-665.002	INTEREST - LOANS	1,976	0	1,003	2,000		505 Rivers Edge - MDEQ/EGLE Loan Payment - Interest
243-735-00.000-665.001	INTEREST ON INVESTMENTS	96,388	95,908	54,761	25,000	25,000	
							Estimate based on past applications and increased 2026 fee
243-735-00.000-607.001	APPLICATION FEE	0	20,000	14,000	50,000	30,000	schedule
243-735-00.000-680.001	LOAN PRINCIPAL PAYMENT	32,200	0	33,173	32,800	33,670	Rivers Edge - MDEQ/EGLE Loan Payment - Principal
243-735-00.000-642.002	SALE OF PROPERTIES HELD FOR RESALE	0	257,140	0	368,000	350,000	Based on existing agreements, scheduled to close
TOTAL REVENUES						\$ 3,442,435.00	

EXPENDITURES

Account String	Account Name	2023 Actuals	2024 Actuals	2025 YTD	2025 Amended Budget	2026 Proposed Budget	Description
243-735-00.000-702.001	BASE PAY - FULL TIME	56,553	55,799	39,899	106,458	107,406	Match Workforce Plan (WFP - current employees)
243-735-00.000-710.001	EMPLOYER SOCIAL SECURITY	6,542	7,444	4,725	8,144	8,217	
243-735-00.000-711.001	HEALTH BENEFIT ALLOCATION	8,613	7,886	5,335	23,618	24,800	
243-735-00.000-711.010	DENTAL INSURANCE ALLOCATION	59	0	0	1,741	1,742	
243-735-00.000-711.011	GROUP LIFE INSURANCE ALLOCATION	394	377	261	441	441	
243-735-00.000-711.012	OTHER FRINGE BENEFIT ALLOCATION	1,419	1,614	1,248	2,182	2,202	
243-735-00.000-711.020	WORKERS COMPENSATION ALLOCATION	833	1,213	804	660	602	
243-735-00.000-711.050	DEFERRED COMPENSATION	1,242	1,427	893	1,597	1,612	
243-735-00.000-711.051	DEFINED RETIREE HEALTH CONTRIBUTION	1,849	1,693	1,145	5,070	5,070	
243-735-00.000-727.001	OFFICE SUPPLIES AND FORMS	88	275	40	0	2,500	Office expenses related to move to Crosstown bldg
243-735-00.000-727.002	MEETING SUPPLIES	0	0	0	0	2,000	Retreat expenses
243-735-00.000-729.000	OPERATING SUPPLIES	512	286	66	2,500	500	Based on past expenses (revised down)
243-735-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	41,797	118,172	12,192	256,400	291,000	Current contracts + EGLE Grant (Rivers Edge reimbursement)
243-735-00.000-802.001	LEGAL SERVICES	51,772	45,297	31,560	120,000	132,000	Existing contract with Dickinson-Wright plus 10% increase
243-735-00.000-802.011	LEGAL NOTICES	0	1,222	376	1,500	1,500	PO with Mlive legal ad services (public hearing notices)
243-735-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	114	260	0	3,000	3,000	Professional memberships, new licenses
243-735-00.000-811.000	PROFESSIONAL DEVELOPMENT	0	0	0	0	10,000	Staff and/or board training
243-735-00.000-815.000	SOFTWARE AND APPLICATIONS	765	0	0	0	7,500	Salesforce maintenance
243-735-00.000-880.000	PROMOTION AND ADVERTISING	5,714	-24	0	12,500	10,000	Promotions, engagement at select events 2026
243-735-00.000-930.001	GROUND MAINTENANCE	41,494	52,370	23,449	35,600	40,000	Snow removal and mow contracts
243-735-00.000-941.001	RENTAL/LEASE VEHICULAR EQUIPMENT	0	0	2,113	0	3,000	EDC/BRA shared vehicle
243-735-00.000-960.369	CONTRIBUTION TO BUILDING AUTH DEBT SVC	94,946	97,444	59,618	119,300	121,207	Ramp #3 payment to Building Authority
243-735-00.000-967.005	TIF REIMBURSEMENTS - DEVELOPERS	2,424,724	2,429,183	2,345,632	2,650,000	2,600,000	Estimate based on 2025 TIR
243-735-00.000-991.003	PRINCIPAL PAYMENTS-NOTES PAYABLE	345,398	14,563	14,781	14,781	15,003	600 E Michigan EGLE loan - Based on amortization schedule
243-735-00.000-993.003	INTEREST EXPENSE - NOTES PAYABLE	2,292	1,842	1,624	1,624	1,402	600 E Michigan EGLE loan - Based on amortization schedule
243-735-01.000-920.001	ELECTRICITY	884	1,007	663	2,000	2,000	Lighting - ROW, Consumer Energy Acct
243-735-01.152-920.001	ELECTRICITY	4,143	2,709	124	0	1,400	Lighting - ROW, Consumer Energy Acct - 667 East Michigan
243-735-07.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	80,971	18,574	7,772	63,253	41,250	Shared contractual services, owners rep (NTH Consultants)
TOTAL EXPENDITURES						3,437,354	

Revenues	\$	3,442,435
Expenses	\$	3,437,354
Revenues less expenses	\$	5,081

Projected Fund Balance

2024 Year end Fund Balance	\$	978,287
Plus Revenue expected 2025	\$	5,250,707
Less expenses expected 2025	\$	5,075,118
Available Fund Balance	\$	1,153,876



BRA Board of Directors Staff Report

City of Kalamazoo

TO: Brownfield Redevelopment Authority Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by:

DATE: September 18, 2025

SUBJECT: 3625 W Michigan Ave - Bronco Commons has received conditional approval for a MSHDA Work Plan.

RECOMMENDATION:

BACKGROUND:

FISCAL IMPACT: