

**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