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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, January 26, 2022  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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**DRAFT - MINUTES**

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**Present:** Ken Peregon, Christopher Carew, Connie Ferguson, Monteze Morales, Jared Lutz, Jodi Milks

**Members Excused:** Gary Barton, Wei Wang, Andrew Wenzel

**Vacancies:** none

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** Iris Lubbert

**Staff:** Macy Walters

**Consultant:** Jeff Hawkins & Therese Searles, Fishbeck

**Recording Secretary:** Macy Walters

**County Commissioners:** Monteze Morales and John Taylor (Alternate)

**County Admin:** Lyndi Warner, Deputy County Administrator for External Services

**Community:** 2

1. Call to Order: **Chair Peregon called the meeting to Order at 3:01 p.m. and noted that the meeting is being recorded**
2. Roll Call and Members Excused **Gary Barton, Wei Wang, and Andrew Wenzel were excused. Six voting members of nine Board of Directors were present. Commissioner Morales joined the meeting at 3:15 p.m.**
3. Approval of the Agenda **Lutz motioned to approve item 3, the Agenda. Milks seconded. None opposed, motion carried.**
4. Approval of Minutes: **December 15, 2022, Regular Meeting**

**The minutes were amended to remove Director Lutz as present from the meeting.**

**Ferguson moved to approve item 4 as amended, Carew seconded. None opposed, motion carried.**

5. Public Comments *(4 minutes each)*

**Doug Koop (EGLE) provided the deadline for submitting presentation proposals for the 2023 National Brownfields Conference.**

6. Consent Agenda – Invoices
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a. **From General 247 Fund:**

- i. **\$14,253.02** – FY 2022 Q4 Administrative reimbursement to Planning Dept.
- ii. **\$510.00** – Envirologic Invoice 09923 (W.O. 2022-1 Gen. Env.)
- iii. **\$26.54** – Staples Invoice 3525879636 (Staff Office Supplies)
- iv. **\$124.00** – Varnum Invoice 379640 (IPUSA)

b. **From EPA Grant Fund:**

- i. **\$73.20** – Envirologic Invoice 00921(W.O. #2 Outreach & Programmatic)
- ii. **\$2,881.90** – Envirologic Invoice 09924 (W.O. #5 NACD Ransom & North)
- iii. **\$400.46** – Envirologic Invoice 09922 (W.O. #6 Parchment Mill Site #2)

c. **Project Business:**

i. **Vicksburg Mill** – Paper City Development, LLC

1. **\$279.10** – FY 2023 Q1 EGLE Grant & Loan: Admin Invoice (\$199.36 Grant & \$79.74 Loan)
2. FY 2023 Q1 Authorization of Staff to Submit to EGLE Grant and Loan Report (State Fiscal Year)

**Milks moved to approve all items on the Consent Agenda, Carew seconded. None opposed, motion carried.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** KALSEE Credit Union

- i. Project Application Part 1
- ii. Project Application Part 2

**Lutz moved to approve items 7ai and 7aii, the project applications for KALSEE Credit Union, Carew seconded. The motion carried with 4 Yes and 1 abstained.**

- iii. KALSEE Brownfield Plan

**Ferguson moved to approve item 7aiii, recommending the adoption of the KALSEE Credit Union Brownfield Plan to the Kalamazoo County Board of Commissioners, as presented but contingent upon the omission of all attached draft resolutions and an executed development agreement; Carew seconded. The motion carried with 5 Yes and 1 Abstained.**

b. **Discussion/Action:** Vicksburg Mill – Paper City Development, LLC

- i. **\$5,599.81** – FY2022 Q4 Loan Reimbursement to Paper City, LLC, pending proof of payment, and lien waivers. EGLE approval on 12/16/2022.

**Milks moved to approve item 7bi pending proof of payment and lien waivers, Ferguson seconded. None opposed, motion carried.**

**c. Discussion/Action: Envirollogic**

- i. Envirollogic Announcement of Acquisition by Fishbeck
- ii. Professional Service Agreement(s)
  1. EPA Grant
  2. General Environmental Services

**Discussion ensued regarding the review of item Cii by county legal counsel.**

**Milks motioned to approve items 7cii 1 & 2 as presented, Lutz seconded. None opposed, motion carried.**

- iii. Work Order 2023-1 General Environmental Services Contract

**Ferguson motioned to approve item 7ciii as presented, Lutz seconded. Motion carried with 5 Yes and 1 Abstained.**

- iv. General Fund/ LBRF Memo and Budget Summary
- v. EPA 2021 Grant Memo and Budget Summary

**8. Financial Reports**

- a. **Discussion:** Fund 243 (formerly 247), Fund 242 (formerly 643)

**Staff presented the financial reports.**

**9. Staff Report/Updates**

- a. Brownfields 101 Presentation to Citizens Interested in Local Issues (Update)
- b. IPUSA Construction Site (KCBRA Sign Placement Update)
- c. New Commissioner Liaison(s) for KCBRA (Update)

**10. Committees - times dates and places**

- a. Land Bank Report – next meeting, Thursday, February 9, 2023, at 8:30 a.m.
- b. Project/Finance Committee – Thursday, February 9, 2023, 4:00 p.m.
- c. Executive Committee – Friday, February 10, 2023, 9:15 a.m.

**11. Other**

**Sherine Miller informed the board of recent activities at the Graphic Packaging site, regarding soil pile storage between parcels.**

**12. Board Member Comments**

**13. Adjournment Lutz motioned to adjourn; Milks seconded. Meeting adjourned at 5:01 p.m.**

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***Next Meeting: Thursday, February 23, 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](http://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  
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Kalamazoo, MI 49007      TELEPHONE: (269) 384-8305