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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, October 28<sup>th</sup>, 2021  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
See Link provided below or via telephone number provided  
**TIME:** 3:00 pm

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***October 28, 2021 MINUTES Final – approved at 11/18/2021 meeting***

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**Present:** Gary Barton, Andy Wenzel, Habib Mandwee, Jodi Milks, Dale Shugars, Chris Carew, Connie Ferguson, Wei Wang

**Members Excused:** Ken Peregon, Travis Grimwood

**Vacancy:** 1 current vacancy on the Board

**Kalamazoo Township:** Steven Leuty

**Oshemo Township:** None Present

**Staff:** Rachael Grover, Macy Walters

**Consultant:** Jeff Hawkins, Envirologic

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Dale Shugars

**Community:** Michael Gurnee (EGLE)

**1, Chair Barton called the electronic meeting to Order at 3:05 p.m. and noted that the meeting is being recorded.**

**2. Attendance Roll - Directors Present and location of Remote Attendance:**

Barton –Kalamazoo County, Michigan  
Carew – City of Kalamazoo, Kalamazoo County, Michigan  
Ferguson – City of Kalamazoo, Kalamazoo County, Michigan  
Mandwee – City of Kalamazoo, Kalamazoo County, Michigan  
Milks – Kalamazoo County, Michigan  
Wang – City of Portage, Kalamazoo County, Michigan  
Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

**Members Absent: Travis Grimwood and Ken Peregon, were excused.** Seven voting members of ten Board of Directors present, at the beginning of the meeting, Commissioner Shugars joined the meeting at 3:11pm, there is one vacancy.

**3. Approval of the Agenda**

**Wenzel motioned approval of item 3, the agenda, none opposed, motion carried.**

**4. Approval of Minutes: September 23<sup>rd</sup>, 2021**

**Carew motioned approval of item 4, the September 23, 2021 minutes and Mandwee seconded the motion. None opposed, motion carried.**

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5. Public Comments (4 minutes each)

**Michael Gurnee** Brownfield Redevelopment Coordinator from EGLE, provided programmatic updates to the board. The state fiscal year has begun, provided update on funding available for 213 Brownfield Program and 201 Site Assessment funding. Totaling roughly \$15 million total in grant funding available. Consultant Jeff Hawkins asks for a brief update on past pending projects and if those projects would come out of that amount. To Mr. Gurnee's knowledge, there are no pending projects. Mr. Gurnee then provided an update about his new role, a division-wide outreach position, there will be a new representative of EGLE who will be attending the KCBRA meetings soon. The board thanked Mr. Gurnee for his time assisting with KCBRA projects.

6. Consent Agenda – Invoices

a. **From General 247 Fund:**

- i. **\$837.00** - Varnum Inv. #1143258 – 100 Island City development
- ii. **\$5,001.07** - Q3 Administrative – reimbursement to Planning Department
- iii. **\$11,504.97** – 3800 Wynn Rd Envirollogic Inv#08138, WO 2021-2

**Wang motioned to approve item 6ai, 6aii, and 6aiii on the Consent Agenda, Milks seconded. Motion carried with 8 Yes, none opposed.**

7. Discussion and/or Action Calendar

- a. **Discussion/Action Discussion/Action:** Reimbursement to RJ's Printing (1001 2<sup>nd</sup> St.) from Site Study in General Fund 247 – approved by KCBRA 7/22/2021
  - i. **\$2,070.00** – Villa Environmental Consultants, LLC Invoice #54774

At the July 22<sup>nd</sup> board meeting, the board voted to approve a reimbursement of up to \$3,000 for Due Diligence to the applicant. This amount will be deducted from that total. It was asked that the board approved the payment of the invoice pending proof of payment of lien waiver.

**Wenzel moves to approve item 7ai, as presented, and Ferguson seconded. Motion carried with 8 Yes, none opposed.**

- b. **Discussion/Action:** 2747 S. 11<sup>th</sup> St. (Former Holiday Lanes)

- i. Development Agreement

Staff presented the Development Agreement, which is the standard format used by the KCBRA. The only change was the request by the developer to add in an email address in addition to their other contact information. The KCBRA received taxes for this property in 2020. The board asks about the total amount of reimbursement that the developer is expected to submit, the KCBRA staff does not know the total amount of reimbursement, however, amounts can be estimated from the Brownfield Plan if

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necessary. Once invoices are submitted by the developer, the reimbursement request and the amount of reimbursement requested will come back to the board for approval.

**Mandwee motioned to approve item 7bi, and Ferguson seconded. Motion carried with 8 Yes, none opposed.**

c. **Discussion/Action:** 100 Island LLC

i. Development Agreement

Staff presented the agreement and discussed differences varying from the standard agreements made with the KCBRA. The agreement has three parties involved, the KCBRA, the City of Parchment BRA, and the Developer. The City of Parchment BRA will vote on the development agreement at their Board Meeting on November 9<sup>th</sup>, 2021. There has been an approved Act 381 Work Plan, the developer is waiting to do more work until the Development Agreement is executed. The developer and their attorney have agreed on the language presented in the Development Agreement.

**Wenzel motioned to postpone the action of item 7ci, until the next KCBRA board meeting, and Commissioner Shugars seconded. Motion carried with 8 Yes and none opposed.**

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

- i. **\$362.83** - 4<sup>th</sup> Quarter EGLE Grant & Loan Admin Invoices (\$251.16 Grant & \$111.67 Loan)
- ii. **\$26.25** - Envirologic invoice #08127 Grant Oversight

**Wang motioned to approve item 7di and 7dii, and Ferguson seconded. Motion carried with 8 Yes.**

e. **Discussion/Action:** RAI Jets

- i. **\$11,148.99** - Transfer to LBRF (\$5,029.81 from School TIR, \$6,118.85 from Local TIR)
- ii. **\$1,233.73** – Developer Reimbursement (\$47.13 from State TIR, \$1,186.60 interest payment from Local TIR)

It was noted by staff that the incorrect amount is listed for item 7ei, the amount should read as \$11,148.66. This is the last payment that can be reimbursed to the developer, and remaining capture is for the Local Brownfield Revolving Fund.

**Wenzel motioned to approve the disbursements of item 7ei and 7eii, with the amount of \$11,148.66 for item 7ei, and Shugars supports. Motion carried with 8 Yes.**

f. **Discussion/Action:** KCBRA RFP for General Environmental Draft

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The draft 2 document of the Request for Proposals for Environmental Consulting Firms for General Environmental Services was presented to the board. The document was drafted by KCBRA staff and was edited by the KCBRA Executive Committee. During the presentation of the RFP to the full board, the board discussed various recommended changes within the document and inquired about the county's policy on opening bids. It has been determined that staff will investigate county bid opening process and update the RFP for finalizing the document, as well as make the prospective changes proposed by the board.

**Commissioner Shugars motioned to accept what is before the board, and approve item 7f, contingent upon the following language: within the scoring table- the Kalamazoo County location points changed from 5 to 10. Change the language on the scoring table from Kalamazoo County Headquarters to Kalamazoo County Office. Change the date for the pre-proposal meeting from 11/9/21 to a different date, still to be determined. Finally, add in language about public opening, first consulting county guidelines. Wenzel supports. Motion carried with 8 Yes.**

**g. Discussion/Action:** EPA Grant FY 2022

- i. Envirologic W.O. Preparation of Quality Assurance Project Plan (QAPP)
- ii. Envirologic W.O. Community Outreach and Programmatic

Consultant Hawkins from Envirologic, presented two work orders for the upcoming EPA Grant awarded to the KCBRA. The documents detail the preparation of the Quality Assurance Project Plan and Community Outreach and Programmatic services. The workorders are based on the approved workplan reviewed by the EPA. Total amount expenditure of grant funds budgeted for Contractual Support is \$6,300, they are proposing to begin with a budget of \$2,500 with the possibility of amending the budget as needed.

**Carew motioned to approve the item 7gi and 7gii, work orders 1 and 2, as presented by Envirologic, and Wang supports. Motion carried with 8 Yes.**

**h. Discussion/Action:** \$402 – Q2 Internal Communications Expense

Item has been previously discussed in the September 23<sup>rd</sup> board meeting. More information about the discussion can be found in past meeting minutes. There was no further discussion of the item.

**Commissioner Shugars motioned to approve the item 7hi, and Wenzel supports. Motion carried with 8 Yes.**

**8. Financial Reports**

- a. Discussion:** Fund 247 and 643
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Staff provided financial reports.

**Staff will update fund 643 due to reflect the Agenda \$.33 discrepancy in item 7ai.**

9. Staff Report/Updates

- a. **EPA Assessment Grant 2021** – BOC vote to accept grant at 11/3/2021 meeting
- b. **3800 Wynn Rd** - Reimbursement Agreement Signed
- c. **EDC & KCBRA Bylaws** –Request for 11/3/21 COW meeting BOC vote 11/16  
**Ms. Grover will present on behalf of the KCBRA. Board members can access the link to the meeting on the county’s website.**
- d. **KCBRA Board Vacancy** – Application deadline extended to 11/5/2021

10. Committees - times dates and places

- a. Land Bank Report – next meeting Thursday, December 9, 2021 at 8:30 a.m.  
**Staff attended the meeting and provided information to the KCBRA.**
- a. Project/Finance Committee – No meeting on Thursday 11/11 (Holiday for staff)  
**The committee was asked for availability on Wednesday, November 10<sup>th</sup>, 2021**
- b. Executive Committee – Friday, November 12, 2021 9:00 a.m.

11. Other

12. Board Member Comments

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The Board Chair expressed gratitude to Habib Mandwee and Travis Grimwood for their time on the KCBRA board. Mr. Mandwee thanked the KCBRA for his ten years of service. Commissioner Shugars thanked them for their service and reminded the board that they are encouraged to reapply and may be expected to remain on the board until the vacancy is filled. Ms. Ferguson thanked the members for their service, and for their skills and dedication to the KCBRA board.

14. Adjournment

**Meeting adjourned at 4:57 p.m.**

***Next Meeting: third week of November due to holiday  
Thursday, November 18, 2021 at 3:00 p.m.***

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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:

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