
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 18th, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
See Link provided below or via telephone number provided
TIME: 3:00 pm

November 28, 2021 MINUTES Final – Approved at 12/16/2021 meeting

Present: Kenneth Peregou, Gary Barton, Christopher Carew, Connie Ferguson, Jodi Milks, Andy Wenzel, and Dale Shugars

Members Excused: Wei Wang, Travis Grimwood, Habib Mandwee

Vacancy: 1 current vacancy on the Board

Kalamazoo Township: Steven Leuty & Sherine Miller

Oshtemo Township: None Present

Staff: Rachael Grover, Macy Rose Walters

Consultant: Jeff Hawkins, Envirologic

Recording Secretary: Macy Rose Walters

County Commissioners: Dale Shugars

Community: 0

1. Call to Order Chair Peregou called the electronic meeting to Order at 3:18 p.m. and noted that the meeting is being recorded.

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

Peregou – City of Kalamazoo, Kalamazoo County, Michigan

Barton –Kalamazoo County, Michigan

Carew – City of Kalamazoo, Kalamazoo County, Michigan

Ferguson – City of Kalamazoo, Kalamazoo County, Michigan

Milks – Kalamazoo County, Michigan

Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

Commissioner Shugars – Oshtemo Township, Kalamazoo County, Michigan

Members Absent: Wei Wang, Travis Grimwood, and Habib Mandwee were excused.

Seven voting members of ten Board of Directors present, there is one vacancy.

3. Approval of the Agenda

Carew motioned approval of item 3, Milks seconded. None opposed, motion carried.

4. Approval of Minutes: October 28th, 2021

Wenzel motioned approval of item 4, the October 28, 2021 minutes and Ferguson seconded the motion. None opposed, motion carried.

5. Public Comments (4 minutes each) - None

6. Consent Agenda – Invoices

a. **From General 247 Fund:**

- i. **\$300.00** - Webhosting Renewal WPengine Invoice #04066079
- ii. **\$1, 519.00** - Varnum invoice #1147000 100 Island LLC
- iii. **\$240.00** - Blue Tree Web Design, LLC invoice #2111091133
- iv. **\$308.51** - 3800 Wynn Rd Envirologic Inv#08253, WO 2021-2
- v. **\$245.00** – Envirologic Inv#08271, WO 2021-1 General Environmental

Ferguson motioned to approve all items on the Consent Agenda, Wenzel seconded. Motion carried with 7 Yes, none opposed.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** 100 Island, LLC

- i. Development Agreement – City of Parchment BRA approved on 11/9/21

Wenzel moves to approve item 7ai, as presented pending the project completion date changed to December 31, 2021. Barton seconded. Motion carried with 7 Yes, none opposed.

b. **Discussion/Action:** 1001 2nd St.

- i. **EPA Grant W.O.** - Envirologic for Phase II contingent upon QAPP approval

Carew moves to approve item 7bi, as presented pending the corrected Work Order number to be changed to W.O. #3, and contingent upon Quality Assurance Project Plan (QAPP) approval. Ferguson seconded. Motion carried with 7 Yes, none opposed.

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

- i. 4th Quarter Reports – Loan – approval to reimburse Paper City Development, LLC pending proof of payment and lien waivers

Wenzel moves to approve item 7ci, contingent upon proof of payment and lien waivers. Milks seconded. Motion carried with 7 Yes, none opposed.

d. **Discussion/Action:** 2747 S. 11th St. (Former Holiday Lanes)

- i. **\$21,927.09** – Tax Appeal for 2020 Taxes - Michigan Tax Tribunal (MTT)
- ii. **Development Agreement** - Update (no action required) – pending signatures

The board expressed interested in being notified by townships for future tax appeals. There was discussion about the importance of establishing an escrow account, holding future Tax Increment Financing reimbursements until the appeal process is complete and finalized by the MTT. The board discussed adding language into future development agreements, asking developers to notify the authority of their intention to appeal.

Commissioner Shugars asked the board on their opinions of his conflict of interest in voting on this item, as the reimbursement is going to the County Treasurer. (The County Treasurer has already paid the appeal amount due and now needs to be reimbursed). The Board thanked Commissioner Shugars for notifying about the potential conflict, and the Chair determined it would be appropriate for Commissioner Shugars to vote on the item.

Wenzel moves to approve item 7di, the reimbursement to the Kalamazoo County Office of the Treasurer, Barton seconded. Motion carried with 7 Yes, none opposed.

e. **Discussion/Action: \$402.97** - Q3 Internal Communications Expense

The board discussed adding this type of request to the consent agenda for the future, and it can be removed from the consent agenda if the board would like further discussion. The board also discussed considering approving the expense on an annual basis, instead of quarterly. The decision is to be considered at the next meeting.

Barton moves to approve item 7e, Q3 Internal Communications Expense, Wenzel seconded. Motion carried with 7 Yes, none opposed.

f. **Discussion/Action: EPA Grant 2021**

- i. **\$118.50** –Envirologic Inv#08272, WO-1 EPA Grant QAPP
- ii. **MiDEAL Contract** – Update (no action required) – pending signatures

Ferguson moves to approve item 7fi, the payment of Envirologic invoice for the preparation of the Quality Assurance Project Plan, Carew seconded. Motion carried with 7 Yes, none opposed.

8. Financial Reports

a. **Discussion:** Fund 247 and 643

Staff provided financial reports.

9. Staff Report/Updates

- a. **RFP 2022** – Environmental Consulting Firms for General Environmental Consulting
- b. **Bylaws** – To be voted on at 12/7/21 BOC meeting @ 7p.m.
- c. **KCBRA Vacancy** – Two applicants to interview at BAC meeting on 11/18/21 @ 4 p.m.
- d. **Accessibility** - Blue Tree Web Design, LLC updated KCBRA Website

10. Committees - times dates and places

- a. Land Bank Report – next meeting Thursday, December 9, 2021 at 8:30 a.m.
- b. Project/Finance Committee – Thursday, December 9, 2021, 4:00 p.m.
- c. Executive Committee – Friday, December 10, 2021 9:00 a.m.

11. Other - **None**

12. Board Member Comments – **None**

13. Adjournment **Meeting adjourned at 4:30 p.m.**

Next Meeting: third week of December due to holiday
Thursday, December 16, 2021 at 3:00 p.m.

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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