
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 19, 2020
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

Final MINUTES – approved by KCBRA Board at 12/17/2020 meeting

Present: Ken Peregon, Gary Barton, Chris Carew, Kevin Coleman, Connie Ferguson, Jodi Milks, Meredith Place, Andy Wenzel

Members Excused: Grimwood, Mandwee

Board Vacancies: 1

Kalamazoo Township: Sherine Miller

Oshtemo Township: No representative

Staff: Rachael Grover

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: 1

Prior to the start of the meeting Chair and staff noted that the meeting is recorded.

1. Chair Peregon called the electronic meeting to Order at 4:04 p.m.
2. Members Absent: Staff took attendance roll call. Travis Grimwood and Habib Mandwee absent.
3. Approval of the Agenda: **Wenzel motioned approval of the agenda as presented and Milks seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of October 22, 2020

Wenzel motioned approval of the October 22, 2020 minutes and Barton seconded the motion. Motion carried.

5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input.

Kyle Gulau stated he was a member of the City of Kalamazoo Brownfield Redevelopment Authority and was attending to hear more about County BRA projects. Chair Peregon thanked him for attending and encouraged continued cooperation and collaboration between the City and County Brownfield Authorities.

6. Consent Agenda – Invoices:
 - a. **From General 247 Fund:**
 - i. **\$245.00** – Envirologic WO# 2020-1 General Environmental Review
 - ii. **\$3,000.00** – Envirologic FY2021 EPA Grant Application – Inv # 07052
 - iii. **\$1,238.00** – Envirologic WO# 2020-4 – 2 and 10 Mills Street Project
 - iv. **\$ 300.00** – WP Engine Annual Web Hosting fee
 - b. **From LBRF Fund:**
 - i. **\$4,516.58** – Envirologic WO# 2020-3 – 315 E. Frank St. project/Bogan Development

Wenzel motioned to approve the consent agenda and Coleman seconded the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** EPA grant remaining funding and updates
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- i. Final amounts - proposal to cover final invoices from 10/22/2020
Place motioned to approve payments as proposed and Coleman seconded the motion. Motion carried via voice roll call vote with 8 Yes.
 - ii. EPA Grant Report – Final Technical Report submitted 10/30/2020
Staff and Hawkins provided information regarding the report submitted to EPA.
 - b. **Discussion/Action:** 2020 Budget Adjustments
Wenzel motioned approval of the 2020 Budget adjustments as presented and Ferguson seconded the motion. Motion carried.
 - c. **Discussion/Action:** 555 E. Eliza Street – Loan Contract Amendment #3
EGLE has approved KCBRA's requested terms. Board consideration -- authorize the Chair to execute the Contract Amendment #3.
Wenzel motioned approval for Chair to execute the Contract Amendment pending verification the Letter of Credit remains in place and Carew seconded the motion. Place needed to leave the meeting. Quorum still met with 7 present. Motion carried via voice roll call vote with 8 Yes.
 - d. **Discussion/Action:** Paper City Development/ Vicksburg Mill
 - i. **\$551.25** – Envirologic Invoice # 07086 - EGLE Grant oversight
 - ii. **\$52.50** – Envirologic Invoice #07042 - EGLE Loan oversight
Carew motioned approval for payment of Envirologic Invoices for 3rd Party Oversight of the EGLE Grant and EGLE Loan. Ferguson seconded the motion. Motion carried via voice vote with 8 Yes.
 - iii. **WO#2019-2, Amendment #2** – Envirologic continued 3rd Party OS for EGLE Grant
Wenzel motion approval of Amendment #2 for WO#2019-2 and Milks seconded the motion. Motion carried.
 - iv. Q3 Grant Reimbursement to Paper City Development - reimburse once proof of payment is received.
 - v. Q3 Loan Reimbursement to Paper City Development - approval to reimburse once lien waivers and proof of payment is received.
Carew motioned approval of items 7.d.iv. and 7.d.v. contingent on receipt of lien waivers and proof of payment. Milks seconded the motion. Motion carried via voice roll call vote with 8 Yes.
 - vi. Q4 Quarterly Loan and Grant reports – approval to reimburse once lien waiver and proof of payment is received.
Staff will send the Q4 reports to the Board. Item 7.d.vi. is moved to December 17th meeting for consideration.
 - e. **Discussion/Action:** Island Ave, LLC Project
 - i. Act 381 Work Plan
 - ii. Development Agreement and Agreement with City of Parchment
 - f. **Discussion/Action:** KCBRA Vice Chairperson Nomination
 - i. Wenzel presented the nomination of Gary Barton for Vice Chairperson.
No additional nominations for Vice Chairperson.
With Barton moving from the Treasurer position to Vice Chairperson, leaving an opening of Treasurer for the Board of Directors. Wenzel nominated Carew, who agreed to the nomination.
Wenzel motioned approval of Gary Barton to serve as Vice Chairperson and Chris Carew to serve as Treasurer for the KCBRA Board of Directors and Ferguson seconded the motion. Motion carried via voice roll call vote with 8 Yes.
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8. Financial Reports

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

Staff provided an update of Brownfield accounts.

Place needed to leave the meeting. Quorum still met with 7 present.

9. Staff Report/updates

No staff report

10. Committees - times dates and places

- a. Land Bank Report – Next meeting is Thursday, December 10, 2020, 8:30 a.m.
- b. Project/Finance Committee – Thursday, November 12, 2020, 4:00 p.m.
- c. Executive Committee – Friday, November 13, 2020, 9:15 a.m.

11. Other

12. Board Member Comments

Wenzel gave an update that he attended the MEDC and EDC Partners Annual meeting. He will send out the slides from the meeting presentation.

Peregon gave an update that the Interest meeting is in the process of being scheduled with County Administration.

13. Adjournment: **Meeting adjourned at 5:42 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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