
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, December 15, 2022
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

December 15, 2022 MINUTES – Final Approved at 01-26-2023 Meeting

Present: Ken Peregón, Gary Barton, Christopher Carew, Connie Ferguson, Jodi Milks, Jared Lutz, Dale Shugars, Wei Wang, Andrew Wenzel

Members Excused: Jared Lutz

Vacancies: none

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Rachael Grover, Macy Rose Walters

Consultant: Jeff Hawkins & David Stegink, Envirologic

Recording Secretary: Macy Rose Walters

County Commissioners: Dale Shugars

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

Community: 1

1. Call to Order: **Chair Peregón called the meeting to Order at 3:05 p.m. and noted that the meeting is being recorded**
 2. Roll Call and Members Excused **Jared Lutz was excused. Eight voting members of nine Board of Directors were present. Commissioner Shugars joined the meeting at 3:10 p.m. and was excused at 3:55 p.m. Andrew Wenzel was excused at 3:40 p.m. and Jodi Milks at 3:58 p.m.**
 3. Approval of the Agenda **Wang motioned to approve item 3, the Agenda. Ferguson seconded. None opposed, motion carried.**
 4. Approval of Minutes: **November 17, 2022 Regular Meeting**
Wang moved to approve item 4, Milks seconded. None opposed, motion carried.
 5. Public Comments *(4 minutes each)* **none**
 6. Consent Agenda – Invoices
 - a. **From General 247 Fund:**
 - i. **\$285.00** – Envirologic Invoice 09858 (W.O. 2022-1 Gen. Environmental)
 - ii. **\$300.00** – WP Engine Website Annual Renewal
 - b. **From EPA Grant Fund:**
 - i. **\$3,599.99** – Envirologic Invoice 09859 (W.O. #5 NACD)
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- ii. **\$3,865.38** – Envirologic Invoice 09860 (W.O. #6 Parchment Mill)
- iii. **\$345.06** – Envirologic Invoice 09857 (W.O. #2 Outreach & Programmatic)

c. **Project Business:**

- i. **\$230.00** – Envirologic Invoice 09856 (The Mill at Vicksburg EGLE Grant)

Barton moved to approve all items on the Consent Agenda, Ferguson seconded. None opposed, motion carried.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** 440 NC, LLC Funding Request

Discussion ensued about the prospects of future development around the site, and funding from the LBRF of the KCBRA. The board requested KCBRA staff draft a Memo of Understanding with the City of Kalamazoo's BRA in the event of future development of the site and reimbursement to the Local Brownfield Revolving Fund.

Carew moved to approve item 7a, the funding request from 440, NC LLC in the amount of up to \$15,000, pending submittal of invoices and payment of application fee. Wang Seconded. The motion carried with 7 Yes, and 1 Abstained.

b. **Discussion/Action:** **\$23.44** – Walters Travel Expense form (Updated from 11/16/2022 Meeting)

Ferguson moved to approve item 7b, the resubmittal of a staff invoice for travel expenses previously approved at the 11/17/2022 Regular Meeting. Wang seconded, the motion carried with 8 Yes and none opposed. *Note date correction for item 7b

c. **Discussion/Action:** **\$227,274.00** - State Brownfield Fund MEDC Invoice 2021

Milks moved to approve item 7c, Wenzel seconded. Motion carried with 8 yes, none opposed

d. **Discussion/Action:** Internal Communications Expense for FY 2023

- i. Approve all quarters for FY 2023 (Estimated total cost ~\$1,650)

Milks moved to approve item 7di, Ferguson seconded. Motion carried with 8 yes, none opposed

e. **Discussion/Action:** Envirologic Updates

- i. Parchment Mill Presentation
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Consultant Stegink from Envirollogic and the City of Parchment City Manager, Nancy Stoddard presented updates on the Parchment Mill Site #2.

- ii. General Fund/ LBRF Memo and Budget Summary
- iii. EPA 2021 Grant Memo and Budget Summary

Consultant Hawkins updated the board on contractual services.

8. Financial Reports

- a. **Discussion:** Fund 243 (Previously 247) and Fund 242 (Previously 643)

Staff presented the financial reports and updated the board on the reassignment of General Fund and Local Brownfield Revolving Fund account numbers resulting from the integration of the new county financial software.

9. Staff Report/Updates

- a. Kalamazoo County Classification and Compensation Study
- b. Great Lakes PFAS Summit Update- www.PFAS-exchange.org
- c. IPUSA Groundbreaking Ceremony Update
- d. KCBRA Collaboration Meeting with City BRA 12/16/2022
- e. Brownfields 101 Presentation to Citizens Interested in Local Issues 1/9/2023

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, January 12, 2023, 4:00 p.m.
- c. Executive Committee – Friday, January 13, 2023 9:15 a.m.

11. Other

12. Board Member Comments **The board thanked Commissioner Shugars for his time on the KCBRA Board and with the County Commission.**

13. Adjournment **Carew moved to adjourn, Ferguson seconded; meeting adjourned at 4:28 p.m.**

Next Meeting: Thursday, January 26, 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 for electronic meeting notice and instructions

BOARD MEMBERS:
PLEASE CALL 384-8112 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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