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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, December 16, 2021  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
See Link provided below or via telephone number provided  
**TIME:** 3:00 pm - immediately following the EDC meeting

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***December 16, 2021 MINUTES Final – Approved at 2/24/2022 meeting***

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**Present:** Kenneth Peregon, Christopher Carew, Connie Ferguson, Wei Wang, Andy Wenzel, Jared Lutz

**Members Excused:** Gary Barton, Jodi Milks, Dale Shugars

**Vacancy:** 2 current vacancies on the Board

**Kalamazoo Township:** Steven Leuty & Sherine Miller

**Oshtemo Township:** Iris Lubbert

**Staff:** Rachael Grover, Macy Rose Walters

**Consultant:** Jeff Hawkins, Envirologic

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Monteze Morales (Alternate, non-voting)

**Community:** Jim Rutherford (Interim Deputy County Administrator for External Services)

1. Call to Order **Chair Peregon called the electronic meeting to Order at 3:27 p.m. and noted that the meeting is being recorded.**

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

Peregon – City of Kalamazoo, Kalamazoo County, Michigan  
Carew – City of Kalamazoo, Kalamazoo County, Michigan  
Ferguson – City of Kalamazoo, Kalamazoo County, Michigan  
Wang – City of Portage, Kalamazoo County, Michigan  
Wenzel – City of Kalamazoo, Kalamazoo County, Michigan  
Jared Lutz – City of New York, New York

Members Absent: **Gary Barton, Jodi Milks, and Dale Shugars were excused.** Six voting members of nine Board of Directors present, there are two vacancies.

3. Approval of the Agenda

**Chair Peregon added three items to the Agenda, items 7gi, 7gii, and 7hi. Wenzel motioned to approve the Agenda, Carew seconded. None opposed, motion carried.**

4. Approval of Minutes: BRA Minutes of **November 18, 2021**
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*Staff requested to modify the members excused in the minutes presented, to reflect the members who were absent.*

**Ferguson motioned to approve item 4, the minutes from November 18, 2021, as modified and Wenzel seconded. None opposed, motion carried.**

5. Public Comments (4 minutes each)

*Consultant Jeff Hawkins from Envirologic informed KCBRA staff of new opportunities for EPA funding beginning in 2022.*

6. Consent Agenda – Invoices

a. **From General 247 Fund:**

- i. **\$635.50** – Varnum invoice #1148546 – 100 Island, LLC
- ii. **\$21.00** - Travel Expense Form (The Mill at Vicksburg – Walters)
- iii. **\$40.34** – GoDaddy domain renewal – (Grover MC payment)
- iv. **\$365.00** – Envirologic Invoice#08356 W.O. 2021-1 General Environmental

b. **From LBRF 643 Fund :**

- i. **\$1,102.50** – Envirologic Invoice#08357 W.O. 2021-2 3800 Wynn Road

**Wenzel motioned to approve all items on the Consent Agenda, Wang seconded. Motion carried with 6 Yes, none opposed.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** 2022 Meeting Calendar and Public Notice of Meetings

**Carew motioned to approve item 7a, Wang seconded. Motion carried with 6 Yes, none opposed.**

b. **Discussion/Action:** 9008 Portage Road Invoices

- i. **\$41,939.12** - Developer Reimbursement

**Wenzel motioned to approve item 7bi, Lutz seconded. Motion carried with 6 Yes, none opposed.**

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

- i. **\$210.00** – Envirologic Invoice# 08355 EGLE Loan Oversight

**Wenzel motioned to approve item 7ci, Wang seconded. Motion carried with 6 Yes, none opposed.**

d. **Discussion/Action:** **\$235,390.00** – State Brownfield Fund MEDC Invoice

**Wenzel motioned to approve item 7d, Lutz seconded. Motion carried with 6 Yes, none opposed.**

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e. **Discussion/Action:** KCBRA Bylaws

*Staff presented minor changes suggested by county legal counsel. The Economic Development Corporation (EDC) approved the changes at their meeting on December 16<sup>th</sup>, 2021. The Kalamazoo County Brownfield Redevelopment Authority uses the EDC's bylaws and adopted the suggested changes.*

**Ferguson motioned to approve item 7e, contingent upon minor format changes, Carew seconded. Motion carried with 6 Yes, none opposed.**

f. **Discussion/Action:** RFP for General Environmental Consulting

i. Consultant Interviews between January 3<sup>rd</sup> – January 7<sup>th</sup>, 2022

*Chair Peregon informed the board of the recommendations of the Executive Committee. The Executive Committee recommends interviewing two consulting firms, Envirollogic and Fishbeck. Interviews will be held the first week of January 2022. **No action was taken or required for this item.***

ii. Extend 2021 Consultant Contract through January 31<sup>st</sup>, 2022

**Wenzel motioned to approve item 7fii, to extend Envirollogic's General Consulting contract through January 31<sup>st</sup>, 2022. Wang seconded. Motion carried with 6 Yes, none opposed.**

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

i. QAPP Update

ii. 1001 2<sup>nd</sup> street - Phase II Funding

*Consultant Jeff Hawkins from Envirollogic provided and update on the Quality Assurance Project Plan (QAPP) and staff discussed project funding for 1001 2<sup>nd</sup> street, based on the timeline of QAPP approval. **No action was taken or required for these items.***

h. **Discussion/Action:** 315 Frank Street

i. Letter of Support for Housing Millage

*Chair Peregon and Staff presented a request from a former developer and provided a brief history of the former project. Jim Rutherford mentioned the possibility of future housing presentations available to the KCBRA board.*

**Wenzel motioned to approve item 7hi, Ferguson seconded. The motion carried with 6 Yes, none opposed.**

8. Financial Reports

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

**Staff presented financial reports.**

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9. Staff Report/Updates
  - a. **Bylaws** – BOC to vote on EDC and KCBRA bylaws at 1/18/2022 Regular Meeting
  - b. **Emergency Order Public Meetings**– Expires 1/1/2022 in-person meetings resume
  
10. Committees - times dates and places
  - a. Land Bank Report – next meeting Thursday, TBD, 2022 at 8:30 a.m.
  - b. Project/Finance Committee – Thursday, January 13, 2022, 4:00 p.m.
  - c. Executive Committee – Friday, January 14, 2022 9:15 a.m.
  
11. Other
  
12. Board Member Comments
  
13. Adjournment 5:18 p.m.

**Next Meeting: Thursday, January 27, 2022 at 3:00 p.m.**

**Room 207a, County Admin Bldg - Or alternatively, held electronically or via teleconference. Please see the KCBRA website at [www.kalcountybrowfield.com](http://www.kalcountybrowfield.com) for electronic meeting notice and instructions**

BOARD MEMERS:  
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:

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