
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, December 17, 2020
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

12/17/2020 FINAL MINUTES – approved at 1/28/2021 meeting

Present: Ken Peregon, Kevin Coleman, Connie Ferguson, Travis Grimwood, Habib Mandwee, Jodi Milks, Meredith Place (arrival at 4:45), Andy Wenzel

Members Excused: Gary Barton, Chris Carew, Meredith Place (arrived to meeting at 4:45)

Board Vacancies: 1

Kalamazoo Township: Sherine Miller

Oshtemo Township: Iris Lubbert

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 4:05 p.m.
2. Members Absent: Staff took attendance roll call. Seven members present. (Place arrived at 4:45 to make 8 members present).
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 November 19, 2020

Coleman motioned approval of the November 19, 2020 minutes and Mandwee seconded the motion. Motion carried.

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

Kalamazoo County Treasurer-Elect Thomas Whitener introduced himself to the Board.

6. Consent Agenda – Invoices:
 - a. **From General 247 Fund:**
 - i. **\$ 637.50** – Envirologic WO# 2020-1 General Env, Review
 - ii. **\$1,203.75** – Envirologic WO#2020-4 – 2&10 Mills St., Ruach Industries
 - b. **From LBRF Fund:**
 - i. **\$7,901.92** – Envirologic WO# 2020-3 – 315 E. Frank St. Bogan Developments LLC

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

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Developer Reimbursements
 - i. Midlink – postponed until January 2021 meeting
 - ii. General Mills – postponed until January 2021 meeting
 - iii. Blackbird Billiards – 3912 Douglas Ave. – **\$639.63 from School TIR**

Wenzel motioned to approve reimbursement to Blackbird Billiards as presented and Ferguson seconded the motion. Motion Carried via voice roll call vote with 7 yes.

- b. **Discussion/Action:** 2020 Budget Adjustments – for Grants and Loans

Milks motioned approval of adjustments as presented and Mandwee seconded the motion. Motion carried via voice roll call vote with 6 Yes and Grimwood abstaining.

- c. **Discussion/Action:** Paper City Development/ Vicksburg Mill

- i. **\$183.75** – Envirologic Invoice # 07086 - EGLE Grant oversight
ii. **\$ 78.75** – Envirologic Invoice #07042 - EGLE Loan oversight

Wenzel motioned to approve Items 7.c.i and 7.c.ii as presented and Milks seconded the motion. Motion carried via voice roll call vote with 6 Yes and Grimwood abstaining.

- iii. Q4 Quarterly Loan and Grant reports – approval to reimburse once lien waiver and proof of payment is received.

Wenzel motioned reimbursement to Paper City contingent upon receipt of lien waivers and proof of payment. Mandwee seconded the motion. Motion carried via voice roll call vote with 6 yes and Grimwood abstaining.

- d. **Discussion/Action:** Envirologic Contract – recommend extending through 2021

Peregon discussed recommendation to extend Envirologic technical contract.

Wenzel motioned to extend Envirologic Contract for 1 year and Grimwood seconded the motion. Motion carried via voice roll call vote with 7 yes.

Place arrived at 4:45.

- e. **Discussion/Action:** Telecommunications Charges for 2021- \$134/mo. (was \$113/mo.)

Milks motioned to support the additional charges for telecommunication charges for 2021 but noting that the KCBRA would not agree to pay in 2022.

Grimwood noted he would not approve this for the full year. He may consider voting for this for the first quarter of 2021. Grimwood noted this has been covered under general operating taxes and that this is a second request to pay this charge.

Staff and Place noted this Information Technology Fund charge has already been approved for 2021 by the Board of Commissioners for the 2021 Budget.

Ferguson noted that the KCBRA is a bit different than other departments where the bulk of the funding comes from TIF.

Peregon asked what an alternative solution may be, including going separately for IT coverage for staff. Milks expressed that she does not want the KCBRA to become the IT group for staff.

Milks amended the motion to approve the additional charged for the first quarter of 2021. Coleman seconded the motion. Motion carried with 8 Yes.

- f. **Discussion/Action:** 2021 Meeting Calendar and Public Notice of meetings

Milks and Wenzel requested staff send a calendar invite for the meetings.

Wenzel motioned to approve the dates and the Public notice of the 2021 Meeting Calendar and Mandwee seconded the motion. Motion carried via voice roll call vote with 8 Yes.

Mandwee excused himself from the meeting.

8. Financial Reports

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

Staff provided an update of Brownfield accounts.

Staff Report/updates

- a. Island Ave, LLC Project
 - i. Act 381 Work Plan
Grover noted the Act 381 Work Plan has been formally submitted to EGLE. The City of Parchment agreement letter with the KCBRA has been executed and the City of Parchment also sent a letter to EGLE noting the collaborative agreement.
 - ii. Development Agreement and Agreement with City of Parchment
Grover is currently working on the Development Agreement with Developer. As noted, the agreement between the City of Parchment and the KCBRA has been executed.
- b. 555 E. Eliza Street Loan Contract Amendment – update re: LOC
The LOC was set to expire in September of 2020, but the LOC contract has an automatic renewal unless the KCBRA was notified 60 days prior. The KCBRA did not receive that notification. Southern Michigan Bank and Trust is renewing the LOC.
- c. Interest meeting with County Finance and County Treasurer
Peregon and Grimwood gave a summary of the meeting that occurred with County Finance, County Administration, and Treasurer Balkema to discuss KCBRA interest. Meeting was positive and gave information regarding County policy and procedure for investment interest. Grimwood noted that the primary need is to ensure that the funds remain liquid and accessible. Additionally, interest rates were significantly lower at the end of 2020. Managing the investments and interest do not make sense administratively until funds are over \$1,000,000, as provided by County investment policy.
- d. Committee meetings
Staff and Peregon summarized discussion from committee meetings that the committee meetings are helpful for technical questions. Peregon noted that for transparency the discussions need to be summarized in the full board meeting and that policies and decision are not made at the smaller committee meetings. Ferguson expressed that the board continue to provide the information publicly and remain transparent.

9. Committees - times dates and places

- a. Land Bank Report – Next meeting is TBA for 2021
- b. Project/Finance Committee – Thursday, January 14, 2021, 4:00 p.m.
- c. Executive Committee – Friday, January 8, 2021, 9:15 a.m.

10. Other

Hawkins provided an update on the passing of HB451. He noted that the LBRF policy will need some updates related to this Amendment to Act 381 if it signed by the Governor.

11. Board Member Comments

Place noted how much she enjoyed serving on this committee and expressed thanks for the work that the KCBRA does for the community.

Peregon thanked Place for her dedication to this Board and wished her luck in her new role.

Sherine Miller thanked the Board for their hard work and wished everyone a Happy Holidays.

12. Adjournment: **Meeting adjourned at 5:26 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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