

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, February 24, 2022  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007  
Room 207-A  
**TIME:** 3:00 pm immediately after the EDC Special Meeting

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**February 24, 2022 MINUTES Final – Approved at 3/24/2022 meeting**

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**Present:** Christopher Carew, Connie Ferguson, Jared Lutz, Dale Shugars, Wei Wang, Andy Wenzel

**Members Excused:** Gary Barton, Jodi Milks, and Kenneth Peregón

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

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

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

**Consultant:** Jeff Hawkins, Envirologic

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Dale Shugars

**Community:** 1

1. Call to Order **Secretary Wenzel called the meeting to Order at 3:18 p.m. and noted that the meeting is being recorded.**
2. Roll Call and Members Excused **Roll call not repeated from EDC meeting, all members still present.**

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

3. Approval of the Agenda

**Wang motioned to approve the Agenda. Lutz seconded. None opposed, motion carried.**

4. Approval of Minutes: **December 16, 2021 Regular & February 7, 2022 Special Meeting**

**Wang motioned to approve item 4. Ferguson seconded. None opposed, motion carried.**

5. Public Comments (4 minutes each) – none

6. Consent Agenda – Invoices

- a. **From General 247 Fund:**

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- i. **\$140.00** – Envirologic Invoice 08660 W.O. 2021-1 General Environmental
- b. **From EPA Grant Fund:**
  - i. **\$132.02** – Envirologic Invoice 8661 W.O. 2 Outreach & Programmatic
- c. **From LBRF 643 Fund:**
  - i. **\$130.00** – Envirologic Invoice 0870 W.O. 2021-2 3800 Wynn Rd

**Carew 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:** Internal Communications Expense

- i. Approve all quarters for FY 2022 (Estimated total cost ~\$1,610)

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

b. **Discussion/Action:** Stadium Park Way Developer Reimbursement

- i. **\$35,929.00** – to reimburse KCBRA (\$23,753.14 State TIR & \$12,175.86 Local TIR)
- ii. **\$71,651.28** – to reimburse Select Products (from Local TIR Only)
- iii. **\$10,423.96** – to reimburse Kalamazoo Storage (from Local TIR Only)

**Ferguson motioned to approve 7bi, 7bii, and 7biii, Wang seconded. Motion carried with 6 Yes, none opposed.**

c. **Discussion/Action:** Kalamazoo West Developer Reimbursement

- i. **\$1,031.21** – to reimburse from Local TIR Only

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

d. **Discussion/Action:** Midlink Developer Reimbursements

- i. **\$394,228.36** – KCBRA transfer to LBRF (from Midlink School TIR)
- ii. **\$220,480.32** – To reimburse Midlink (from Local TIR Only)

**Carew motioned to approves item 7di & dii, Wang seconded. Motion carried with 6 Yes, none opposed.**

e. **Discussion/Action:** General Mills Developer Reimbursements

- i. **\$162,383.33** – To reimburse General Mills (\$80,959.18 State TIR & \$81,424.15 Local TIR)
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- ii. **\$310,467.33** – KCBRA transfer to LBRF (from General Mills School TIR)

**Lutz motioned to approve items 7ei & 7eii, Wang seconded. Motion carried with 6 Yes, none opposed.**

- f. **Discussion/Action:** Administration Expense Allocation for FY 2021

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

- g. **Discussion/Action:** RFP for General Environmental Consulting

- i. Consultant Contract through December 31<sup>st</sup>, 2022

Staff presented the final draft of the consultant contract for General Environmental Consulting, fiscal year 2022. The contract was updated from the last KCBRA contract template, to reflect current Kalamazoo County Purchasing Department recommendations. Staff noted the need to update the point of contact for the BRA to staff information. Envirologic pointed out a discrepancy in the final WHEREAS section, of an unrelated description that was left over from the Purchasing Department's template. Envirologic suggested changing the last WHEREAS section to read as "providing General Environmental Services". The Board agreed with the suggested changes.

**Lutz motioned to approve item 7gi, authorizing the Chair to sign and execute the contract, contingent upon the update of staff contact information and upon changing the last WHEREAS statement to read "provide General Environmental Consulting Services", Ferguson seconded. Motion carried with 6 Yes, none opposed.**

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

- i. **\$1,170.00** – Q4 Grant (FY 2021) Reimbursement to Paper City, LLC
- ii. **\$52.50** – Envirologic Invoice 08659 EGLE Loan 3<sup>rd</sup> Party Oversight T3
- iii. Q1 FY 22 EGLE Grant and Loan Reports Submitted

**Carew motioned to approve items 7hi & 7hii, Wang seconded. Motion carried with 6 Yes, none opposed. No action was needed for item 7hiii.**

- i. **Discussion/Action:** KCBRA Bylaws

Staff presented the suggested changes from county legal counsel. The changes made were minor grammatical changes to clean up the document and the addition of the word the "Authority" throughout the document for consistency. BRA staff specified which act was being referenced in Article IV Section 2, Public Act 338 of 1974.

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

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- j. **Discussion/Action:** EPA Assessment Grant (no action)
  - i. Brownfield Assessment Grant Memo – Monthly Update
  - ii. Envirologic Project Billings and Cost Summary
  - iii. Q1 FY 22 EPA Grant Report Submitted

**Consultant Hawkins presented the EPA Grant Memo and provided an update on grant activities. No action was needed.**

- k. **Discussion/Action:** Envirologic Memos (no action)
  - i. General Funds/LBRF Memo – Monthly Update
  - ii. Project Billings and Cost Summary for County Funding – General & LBRF

**Consultant Hawkins presented the Memos for General Environmental Consulting and provided updates on project billings. No action was needed.**

8. Financial Reports

- a. **Discussion:** Fund 247 and 643 to be presented at the next Regular Meeting

**Staff presented financial reports and the packet was updated to reflect pending transactions.**

9. Staff Report/Updates

- a. 1001 2<sup>nd</sup> street – Reimbursement Agreement Signed

10. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, April 14, 2022 at 8:30 a.m.
- b. Project/Finance Committee – Thursday, March 10, 2022, 4:00 p.m.
- c. Executive Committee – Friday, March 11, 2022 9:15 a.m.

11. Other - none

12. Board Member Comments - none

13. Adjournment meeting adjourned at 4:46 p.m.

***Next Meeting: Thursday, March 24, 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.kalcountybrownfield.com](http://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

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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 Coordinator  
Kalamazoo County Government  
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