
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, February 25, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

February 25, 2021 MINUTES Final – approved as corrected at 3/25/2021 meeting

Present: Ken Peregon, Zachary Bauer, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee

Members Excused: Gary Barton, Kevin Coleman, Jodi Milks, Wei Wang, Andy Wenzel

Kalamazoo Township: Sherine Miller

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

County Commissioners: Zachary Bauer, Dale Shugars (Alternate)

Community: 1

1. Chair Peregon called the electronic meeting to Order at 4:15 p.m. and noted that the meeting is being recorded.
2. Members Absent: Barton, Coleman, Milks, Wang, and Wenzel. Six voting Members of eleven Board of Directors present.
3. Approval of the Agenda: **Carew motioned approval of the agenda as presented and Bauer seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of January 28, 2021
Mandwee motioned approval of the January 28, 2021 minutes and Ferguson seconded the motion. Motion carried.
5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input.
No public comments.
6. Consent Agenda – Invoices:
 - a. **From General 247 Fund:**
 - i. **\$15,712.41** – General Administrative Salaries – reimbursement to Planning Dept.
Carew motioned to approve the consent agenda as amended and Mandwee seconded the motion. Motion carried. At the March 25, 2021, Chair Peregon noted that in item 6 of the minutes, the consent agenda was not amended. Please remove “as amended” from the motion in the minutes.
7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** TIF Refunds for overpayments/over capture
 - i. **\$1,762.85** back to City of Portage – 9008 Portage Rd - as result of December Board of Review PPT for Biggby
 - ii. **\$3,321.41** - Oshtemo Township – 2019 Stadium Park Way incorrect capture – parcel outside of Brownfield Plan Boundary

Bauer motioned for staff to refund Brownfield TIF capture to appropriate taxing jurisdictions as presented in Items 7.a.i and 7.a.ii and Ferguson seconded the motion. Motion carried via voice roll call vote with 6 Yes.

b. **Discussion/Action:** 2020 Administrative Cost share – split across Plans

Staff presented the 2020 Administrative Cost total and recommended the percentage split of the costs across all active TIF capturing Brownfield Plans as shown in the meeting packet.

Grimwood noted the total in the orange column on the table is shown as \$111,974.77 and the total for that column should match the total 2020 Administrative costs of \$116,177.11. Grimwood noted that the Holiday Lanes specific administrative costs was inadvertently left out of the Administrative cost total and should be included in the full 2020 Administrative cost total in the orange column. Staff corrected the spreadsheet and the totals matched. Corrected table will be attached to the minutes.

Bauer motioned to approve the Cost share as corrected and Carew seconded the motion. Motion carried via voice roll call vote with 6 Yes.

c. **Discussion/Action:** Envirologic Work Order – 2021-1 General and Administrative Support

Grimwood motioned to approve Envirologic Work Order 2021-1 for General Environmental consulting and Administrative support and Mandwee seconded the motion. Motion carried via voice roll call vote of 6 Yes.

i. **\$3,412.50** – approval to pay Envirologic Invoice #07345, for WO #2021-1

Carew motioned to pay Envirologic Invoice #07345 and Bauer seconded the motion. Motion carried via voice roll call vote with 6 Yes.

d. **Discussion/Action:** Paper City Development/ Vicksburg Mill

i. **\$ 52.50** – Envirologic Invoice # 07346 - EGLE Loan oversight

ii. Grant and Loan Administrative Invoice - **\$739.07**

Carew motioned to pay items 7.d.i and 7.d.ii and Mandwee seconded the motion. Motion carried via voice roll call vote with 5 Yes and 1 Abstention (Grimwood).

iii. Grant and Loan Contract Amendment #2 – one year extension

Both the EGLE Grant and EGLE Loan Contracts for the Paper City/Vicksburg Mill Grant and Loan are extended for an additional year until October 8, 2022 with this Amendment #2. Additionally, the Loan Contract needed to have the sources of the fund administratively corrected by EGLE. This correction does not impact the total amount of Loan funds available for the project.

Bauer motioned to approve the EGLE Grant and Loan Contract Amendments #2 and Ferguson seconded the motion. Motion carried via voice roll call vote with 5 Yes and Grimwood abstaining.

8. Financial Reports

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

Staff provided end of 2020 Brownfield accounts from EDEN financial report.

9. Staff Report/updates

a. Reminder for people that are interested to let staff know if they register for MEDA Capitol Day

b. Bylaws – bylaws updates are being reviewed by the Bylaws committee and staff asked Bauer if he would be interested in assisting with review.

10. Committees - times dates and places

a. Land Bank Report – Next meeting is Thursday, April 8, 2021.

- b. Project/Finance Committee – Thursday, March 11, 2021, 4:00 p.m.
- c. Executive Committee – Friday, March 12, 2021, 9:15 a.m.

11. Other - None

12. Board Member Comments

No Board member comments

13. Adjournment: **Meeting adjourned at 5:20 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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