
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Monday, February 7, 2022
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 (virtual hybrid)
See Link provided below or via telephone number provided
TIME: 3:00 pm

February 7, 2022 MINUTES Final – Approved at 2/24/2022 meeting

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

Members Excused: Jodi Milks

Members Attending Virtually (non-voting): Kenneth Peregon

Vacancy: 2 current vacancies on the Board

Kalamazoo Township: none

Oshtemo Township: none

Staff: Rachael Grover, Macy Rose Walters

Consultant: Pam Jackson & David Stegink, Envirologic

Recording Secretary: Macy Rose Walters

County Commissioners: Dale Shugars

Community: none

1. Call to Order **Vice Chair Barton called the meeting to Order at 3:08 p.m. and noted that the meeting is being recorded.**

Members Absent: **Jodi Milks was excused, Kenneth Peregon attended the meeting virtually as a non-voting member.** Seven voting members of nine Board of Directors were present, there are two vacancies.

2. Approval of the Agenda

Ferguson motioned to approve the Agenda. Wenzel seconded. None opposed, motion carried.

3. Approval of Minutes: BRA Minutes of **December 16, 2021** available at next regular meeting

4. Public Comments (4 minutes each) – none

5. Consent Agenda – Invoices

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

- i. **\$402.97** – Internal Communications Expense FY 2021 Q4

- ii. **\$670.00** – Envirologic Invoice #08472 WO 2021-1 General Environmental

b. **From EPA Grant Fund:**

- i. **\$444.75** – Envirologic Invoice #08471 WO-1 QAPP
- ii. **\$1,444.75** - Envirologic Invoice #8354 WO-1 QAPP

c. **From LBRF 643 Fund:**

- i. **\$897.00** – Envirologic Invoice #08473 WO 2021-2 3800 Wynn Rd.

Wang motioned to approve all items on the Consent Agenda, Wenzel seconded. Motion carried with 7 Yes, none opposed.

6. Discussion and/or Action Calendar

a. **Discussion/Action:** RFP for General Environmental Services Consultant Selection

The Selection Committee presented their recommendation for the Request for Proposals: General Environmental Services, RFP 2021040. The committee recommended selecting one consultant, Envirologic Technologies, Inc.

The Selection Committee made their choice by narrowing down the selection from 5 proposals. Based on the responses provided within the proposals regarding the requirements of the RFP, the committee interviewed two consulting firms. Comparisons of both firms were based on the quality of answers provided in the interview and the proposals presented. Based on experience outlined in the proposals and answers provided in the interview, the committee believed Envirologic to be the best candidate for RFP 2021040.

Board members commented that they felt the Selection Committee did a thorough check on the process and took their time with selecting the best candidate in response to the RFP.

Ferguson motioned to approve the recommendation by the Selection Committee, Lutz seconded. The motion carried with 6 Yes, 1 Abstained, none opposed.

7. Financial Reports

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

8. Staff Report/Updates

- a. BRA Staff announced anticipated plans of maternity leave in July of 2022.

9. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, February 10, 2022 at 8:30 a.m.
 - b. Project/Finance Committee – Thursday, February 10, 2022, 4:00 p.m.
 - c. Executive Committee – Thursday, February 10, 2022, at 12:00 p.m.
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10. Other - none

11. Board Member Comments - none

12. Adjournment **meeting adjourned at 3:24 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 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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