
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 23, 2023
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

March 23, 2023 MINUTES – Final Approved at 04-27-2023 Meeting

Present: Gary Barton, Connie Ferguson, Jodi Milks, Jared Lutz, Monteze Morales, and Andrew Wenzel

Members Excused: Kenneth Peregon, Christopher Carew, and Wei Wang

Vacancies: none

Kalamazoo Township: Steven Leuty

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover, Macy Rose Walters

Consultant: Jeff Hawkins, Fishbeck

Recording Secretary: Macy Rose Walters

County Commissioners: Monteze Morales

County Admin: Lyndi Warner, Deputy County Administrator for External Services

Community: 2

1. Call to Order: **Vice Chair Barton called the meeting to order at 3:07 p.m. and noted that the meeting is being recorded.**
2. Roll Call and Members Excused **Kenneth Peregon, Christopher Carew, and Wei Wang were excused. Jodi Milks was excused at 4:15 p.m.**
3. Approval of the Agenda **Vice Chair Barton removed item 7ji2 Fishbeck invoice 420294 and added item 7ji4 Fishbeck invoice 421464 to the Agenda. Milks motioned to approve the agenda as amended, Wenzel seconded. A roll call vote was taken, the motion carried with 6 Yes and none opposed.**
4. Approval of Minutes: BRA Minutes of **January 26, 2023**

Ferguson stated the correct year within the minutes and to suggested replacing the word continent in item 7aiii to contingent. Ferguson motioned to approve the minutes as amended, Milks seconded. None opposed, motion carried.

5. Public Comments (4 minutes each) **None**

6. Consent Agenda – Invoices

- a. **From General 242 Fund:**

- i. **\$ 160.00** – Fishbeck Invoice 420292 (WO 2023-1 Gen. Environmental)
 - ii. **\$ 630.00** – Fishbeck Invoice 421238 (WO 2023-1 Gen. Environmental)
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b. From EPA Grant Fund:

- i. **\$115.95** – Fishbeck Invoice 420293 (WO#6 Parchment Mill Site #2)
- ii. **\$ 189.15** – Fishbeck Invoice 420295 (WO#2 Outreach & Programmatic)
- iii. **\$ 573.53** – Fishbeck Invoice 421241 (WO#6 Parchment Mill Site #2)
- iv. **\$ 66.05** – Fishbeck Invoice 421240 (WO#2 Outreach & Programmatic)

Wenzel motioned to approve item 6, the Consent Agenda, as presented, Lutz seconded. None opposed, motion carried.

7. Discussion and/or Action Calendar

a. Discussion/Action: KALSEE Credit Union Development Agreement

Lutz motioned to approve item 7a, as presented, authorizing the Chair to sign and execute the Agreement. Ferguson seconded. A roll call vote was taken, the motion carried with 5 Yes and Milks Abstained.

b. Discussion/Action: 2023 Budget Adjustment

Wenzel motioned to approve item 7b as presented, Milks seconded. None opposed, motion carried.

c. Discussion/Action: Admin Invoices from KCBRA to Developers

- i. **\$ 5,480.00** IPUSA 2022 Admin Charges (Legal Fees)

Lutz motioned to approve item 7c, authorizing staff to invoice the IPUSA project for 2022 admin costs, accrued prior to brownfield plan completion. Wenzel seconded. None opposed, motion carried.

d. Discussion/Action: Admin Charges to Reimbursement Analyses

- i. **\$ 5,212.50** 100 Island Ave (2021)
- ii. **\$ 992.00** Vicksburg Mill (2021)
- iii. **\$ 3,581.50** Vicksburg Mill (2022)

Milks motioned to approve item 7d, authorizing staff to invoice project accounts for administrative & legal fees accrued during 2021 and 2022. Ferguson seconded. None opposed, motion carried.

e. **Discussion/Action:** 2022 Administrative Cost Allocations

Wenzel motioned to approve item 7e as presented, Milks seconded. None opposed, motion carried.

f. **Discussion/Action:** Updated KCBRA Project Application

Ferguson motioned to approve item 7f as presented, Lutz seconded. None opposed, motion carried.

g. **Discussion/Action:** LBRF Investment Discussion **(No action)**

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

i. **\$ 28.75** – Fishbeck Invoice 421239 (EGLE Grant)

ii. **\$ 747.50** – Reimbursement to Paper City for 1st Quarter FY 23 Loan (Pending Proof of Payment and Lien, EGLE Approved 1/30/23)

Milks motioned to approve item(s) 7hi as presented and approve item 7hii pending proof of payment and lien waiver. Wenzel seconded. None opposed, motion carried.

i. **Discussion/Action:** Selection Committees (April 27, 2023 Annual Meeting)

i. Volunteers for Nomination Committee **(no action)**

j. **Discussion/Action:** Fishbeck

i. EPA Grant Contract

1. Work Order No. 5, Amendment No. 2 – NACD Ransom & North

Lutz motioned to approve item 7ji1 as presented, milks seconded. A roll call vote was taken, the motion carried with 6 Yes and None opposed.

~~2. **\$ 25,009.52** – Fishbeck Invoice 420294 (WO#5 NACD)~~

3. EPA Grant Memo & Summary

4. **\$ 25,002.47** – Fishbeck invoice 421464 (WO#5 NACD)

Milks motioned to approve item 7ji4 as presented, Wenzel seconded. None opposed, motion carried.

ii. General Environmental Contract Memo & Summary

8. Financial Reports

a. **Discussion:** Fund 243 (247), 242 (643), and 2022 Q4 Report

Staff presented the financial reports.

9. Staff Report/Updates

- a. KALSEE Credit Union Brownfield Plan (Update)
- b. KCBRA Board Retreat for LBRF
- c. 2023 National Brownfields Conference (Presentation Submittals)
- d. 2023 Marketing & Outreach Events (Update)
- e. KCBRA Feature in BOC Newsletter
- f. 3800 Wynn Rd (Update)

10. Committees - times dates and places

- a. Land Bank Report – April 13, 2023 at 8:30 a.m.
- b. Project/Finance Committee – Thursday, April 13, 2023, 4:00 p.m.
- c. Executive Committee – Friday, April 14, 2023 9:15 a.m.

11. Other

12. Board Member Comments

13. Adjournment **Lutz motioned to adjourn; Wenzel seconded. None opposed, meeting adjourned at 4:45 p.m.**

Next Meeting(s): Three meetings on Thursday, April 27, 2023 at 3:00 p.m.

KCBRA Annual Meeting, then Annual Meeting of EDC, immediately after Regular Meeting of KCBRA

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 MEMBERS:
PLEASE CALL 384-8305 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:

Macy Rose Walters
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Kalamazoo County Government
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