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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, March 24, 2022  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007  
Room 207-A  
**TIME:** 3:00 pm

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***March 24, 2022 MINUTES Final – Approved at 4/28/2022 meeting***

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**Present:** Christopher Carew, Connie Ferguson, Jared Lutz, Jodi Milks, Ken Peregon, Dale Shugars, Andy Wenzel

**Members Excused:** Gary Barton and Wei Wang

**Vacancies:** none

**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 3:07 p.m. and noted that the meeting is being recorded.**
  
2. Members Absent: **Gary Barton and Wei Wang were excused. Kenneth Peregon attended the meeting virtually in accordance with ADA accommodations consistent with 2022 OAG 7318. Seven voting members of nine Board of Directors were present.**
  
3. Approval of the Agenda  
**Milks motioned to approve the Agenda. Carew seconded. None opposed, motion carried.**
  
4. Approval of Minutes: **February 24, 2022 Regular Meeting**  
**Carew motioned to approve item 4. Milks seconded. None opposed, motion carried.**
  
5. Public Comments (4 minutes each) – **none**
  
6. Consent Agenda – Invoices
  - a. **From EPA Grant Fund:**
    - i. **\$10,823.90** – Envirologic Invoice 08771 (W.O. #3 1001 2<sup>nd</sup> St.)

**Ferguson motioned to approve all items on the Consent Agenda, Lutz seconded. Motion carried with 7 Yes, none opposed.**

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7. Discussion and/or Action Calendar

a. **Discussion/Action:** Blackbird Billiards Developer Reimbursement

- i. **\$359.61** to Reimburse KCBRA (Local TIR)
- ii. **\$647.96** Reimbursement to Blackbird Billiards (State TIR)

**Milks motioned to approve item 7ai and 7aii, Carew seconded. Motion carried with 7 Yes, none opposed.**

b. **Discussion/Action:** Metal Mechanics Developer Reimbursement

- i. **\$4,688.00** - Reimbursement to D&D realty (Local TIR)

**Lutz motioned to approve item 7bi, Milks seconded. Motion carried with 7 Yes, none opposed.**

c. **Discussion/Action:** Scannell Developer Reimbursement

- i. **\$9,770.54** to Reimburse KCBRA (\$9,000 State TIR & \$770.54 Local)
- ii. **\$318,399.35** to Reimburse Scannell (\$9,245.50 State TIR & \$309,153.85 Local)

**Milks motioned to approve item 7ci and 7cii, Lutz seconded. Motion carried with 7 Yes, none opposed.**

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

- i. **\$5,083.45** Q1 FY 22 Loan Reimbursement to Paper City, LLC (EGLE approved 3/8/2022)

**Milks motioned to approve item 7di, reimbursing Paper City, LLC, for loan invoices pertaining to the first quarter of the EPA grant fiscal year 2022, Commissioner Shugars seconded. Motion carried with 7 Yes, none opposed.**

- ii. **\$26.25** – Envirologic Invoice 08768 (Grant Oversight Task 6)
- iii. **\$288.75** – Envirologic Invoice 08767 (Loan Oversight Task 4)

**Ferguson motioned to approve items 7dii and 7diii, Carew seconded. Motion carried with 7 Yes, none opposed.**

iv. Loan Renegotiation & Contract Extension Request

**Milks motioned to approve KCBRA staff to submit the loan renegotiation and contract extension request memo, on behalf of Paper City, LLC, with the extension request subject to change, contingent upon further discussion with EGLE on contract extension recommendations. Ferguson seconded. Motion carried 7 Yes, none opposed.**

v. Grant Work Plan #4 Submitted (Update) – **no action**

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- e. **Discussion/Action:** Selection Committees (April 28, 2022, Annual Meeting)
  - i. Volunteers for Nomination Committee (no action)

**Barton, Milks, and Wang will participate in the selection committee.**

- f. **Discussion/Action:** Envirologic Technologies, Inc.

- i. Work Order 2022-1 – General Environmental

**Milks motioned to approve item 7fi, Lutz seconded. Motion carried with 7 Yes, none opposed.**

- 1. **\$166.25** Envirologic Invoice 08796 General Envi. Consulting (W.O. 22-1)

**Ferguson motioned to approve item 7fi1, Carew seconded. Motion carried with 7 Yes, none opposed.**

- ii. General/LBRF Fund Update Memo
      - iii. EPA Grant Memo & Budget Cost Summary
      - iv. Budget Summary for 2022

**Consultant Hawkins presented items 7fii- f iv, no action needed.**

8. Financial Reports

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

**Staff presented financial reports.**

9. Staff Report/Updates

- a. Bylaws approved at BOC regular meeting 3/15/22
- b. General Environmental Consultant Contract Signed
- c. Envirologic Administration Assistance
- d. Brownfields 101 to County Commission
- e. Per diem payments for KCBRA meetings

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, April 14, 2022, 4:00 p.m.
- c. Executive Committee – Friday, April 15, 2022 9:15 a.m.

11. Other - none

12. Board Member Comments - none

13. Adjournment meeting adjourned at 4:07 p.m.

**Next Meeting: ANNUAL MEETING Thursday, April 28, 2022 at 3:00 p.m. Immediately following the KCBRA Regular Meeting & EDC Annual Meeting to Follow**  
***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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