
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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

March 25, 2021 MINUTES Final – approved at 4/22/2021 meeting

Present: Ken Peregon, Gary Barton, Chris Carew, Connie Ferguson, Jodi Milks, Wei Wang

Members Excused: Zachary Bauer, Travis Grimwood, Habib Mandwee, Andy Wenzel

Vacancy: 1 current vacancy on Board - Coleman resigned 3/24/2021

Kalamazoo Township: Sherine Miller

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirollogic Technologies

Recording Secretary: Rachael Grover

County Commissioners: Commissioner Dale Shugars (Alternate)

Community: 1

1. Chair Peregon called the electronic meeting to Order at 4:03 p.m. and noted that the meeting is being recorded.

Attendance Roll - Directors Present and location of Remote Attendance:

Peregon – City of Kalamazoo, Kalamazoo County, Michigan

Barton – City of Portage, Kalamazoo County, Michigan

Carew – City of Kalamazoo, Kalamazoo County, Michigan

Ferguson – City of Kalamazoo, Kalamazoo County, Michigan

Milks – Driving on I-55 near Indianapolis, Indiana

Wang – City of Portage, Kalamazoo County, Michigan

2. Members Absent: Bauer, Grimwood, Mandwee, and Wenzel. Six voting Members of ten Board of Directors present. There is currently one vacancy with Director Coleman who has resigned effective 3/24/2021.
3. Approval of the Agenda: Chair Peregon requested removing Item 7.c. from the agenda and adding Item 7.e. iii – Reimbursement to Paper City Development from EGLE Grant. **Milks motioned approval of the agenda as amended and Barton seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of February 25, 2021
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.
Ferguson motioned approval of the February 25, 2021 minutes as amended and Carew 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. **\$1,192.50** – Envirologic Inv#07466 (\$1,050.00 General; \$142.50 Admin. Assist)

Milks motioned to approve the consent agenda and Barton seconded the motion. Motion carried.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** General Mills SET Return - \$97,602.97

Staff presented a draft letter for the return of the SET that was paid by General Mills from 2013 to 2015 and should not have been paid. The SET was captured into the KCBRA Tax Increment Capture during that period. The amount to be returned was confirmed by Michigan Treasury and Comstock Township.

Wang motioned to approve sending the letter with the SET refund as presented and Carew seconded the motion. Motion carried via roll call vote with 6 Yes.

b. **Discussion/Action:** Midlink Brownfield Plan Eligible Costs Summary

Hawkins and Grover presented the summary spreadsheet showing the approved eligible costs from all approved Plans (Brownfield and Act 381) and the funds reimbursed to date.

No action at this time.

c. **Discussion/Action:** Stadium Park Way Brownfield Plan Administrative Correction to Brownfield Plan

This item was removed from the agenda, to be discussed at future meeting.

d. **Discussion/Action:** Officer Selection Committee – Annual meeting is April 22nd

Grover asked any board members interested in serving as an officer for the next year to contact Director Grimwood or staff. Also, if any current officers do not wish to continue in their current position over the next year, please contact Grimwood.

No action required at this time.

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

- i. **\$ 262.50** – Envirologic Invoice # 07464 - EGLE Loan oversight

- ii. **\$ 446.25** – Envirologic Invoice #07465 – EGLE Grant oversight

Wang motioned to approve payment of invoices presented in 7.e.i and 7.e.ii and Milks seconded the motion. Motion carried via voice roll call vote with 6 Yes.

- iii. **Item added to agenda** - \$78,645.49 - Reimbursement to Paper City Development, LLC from EGLE Grant funds.**

Grover discussed the Grant report and the invoice. EGLE, Paul French, and staff reviewed the invoices. Paper City Development has submitted proof of payment and a partial lien waiver of the Invoice and the funds have been sent to the KCBRA from EGLE.

Barton motioned to reimburse Paper City Development, LLC in the amount of \$78,645.49 from EGLE grant funds and Ferguson seconded the motion. Motion carried via voice roll call vote with 6 Yes.

8. Financial Reports

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

Staff provided updated financial report.

9. Staff Report/updates

a. Bylaws – bylaws updates are being reviewed by the Bylaws committee. Bylaws committee will meet prior to April Committee meetings.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting Thursday, April 8, 2021.
- b. Project/Finance Committee – Thursday, April 8, 2021, 4:00 p.m.
- c. Executive Committee – Friday, April 9, 2021, 9:00 a.m.

11. Other - None

12. Board Member Comments

Chair Peregon wished County Planning Director Lotta Jarnefelt the best in her planned retirement set to occur in the next few months. The KCBRA has appreciated her hard work over these several years.

13. Adjournment: **Meeting adjourned at 5:06 p.m.**

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