
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 22, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

April 22, 2021 MINUTES Final - approved at 5/27/2021 meeting

Present: Ken Peregon, Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Wei Wang, Andy Wenzel

Members Excused: Zachary Bauer, Jodi Milks

Vacancy: 1 current vacancy on Board

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirollogic Technologies

Recording Secretary: Rachael Grover

County Commissioners: None present

Community: 2

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 – Kalamazoo County, Michigan

Carew – City of Kalamazoo, Kalamazoo County, Michigan

Ferguson – City of Kalamazoo, Kalamazoo County, Michigan

Grimwood – Kalamazoo County, Michigan

Mandwee – City of Kalamazoo, Kalamazoo County, Michigan

Wang – City of Portage, Kalamazoo County, Michigan

Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

Ex officio member Miller – City of Muskegon, Michigan

2. Members Absent: Bauer and Milks. Eight voting Members of ten Board of Directors present plus one ex officio member. There is currently one vacancy with Director Coleman who resigned effective 3/24/2021.
 3. Approval of the Agenda: Staff updated the agenda to include reimbursement dollar amounts in Item 7.a. **Wenzel motioned approval of the agenda as updated and Ferguson seconded the motion. Motion carried.**
 4. Approval of Minutes: BRA Minutes of March 25, 2021
Wang motioned approval of the March 25, 2021 minutes and Wenzel seconded the motion. Motion carried.
 5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input.
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David Mills introduced himself and was joining today's meeting with Director Mandwee to learn about the work of the KCBRA.

6. Consent Agenda – Invoices:

Grimwood requested removing item 6.a.ii. from the Consent Agenda

a. **From General 247 Fund:**

- i. **\$2,505.00** – Envirollogic Inv# 07516, WO# 2021-1 General Environmental

Wenzel motioned to approve payment of item 6.a.i. as presented and Mandwee seconded the motion. Motion carried.

- ii. **\$ 62.00** – Varnum Inv# 1127883, Paper City/MSF Dev. Agreement

Ferguson motioned to approve the payment of item 6.a.ii. as presented and Carew seconded the motion. Motion carried with 7 Yes and Grimwood abstained.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Reimbursements

- i. **\$19,048.38** total Reimbursement – 381 LLC (381/383 S. Pitcher St.) \$7,171.07 from School; \$11,877.31 from Local TIR capture from 2020

Staff presented the project revenues and reimbursement amounts that have been made to date. Remaining school and local tax revenues, less administrative charges and State Brownfield fund commitment, are available to reimburse developer for invoices approved to date.

Wang motioned to approve reimbursement as presented and Barton seconded the motion. Motion carried via voice vote with 6 Yes and Wenzel and Grimwood abstained.

- ii. **\$4,590.00** total Reimbursement to 232 LLC (232 W. Michigan Ave) – Local 2020 TIR capture only

Staff presented project revenues and reimbursement amounts that have been made to date. Remaining local taxes, less administrative charges, are available for reimbursement for reimbursement to developer for invoices approved to date.

Wenzel motioned to approve reimbursement as presented and Carew seconded the motion. Motion carried via voice vote with 8 Yes.

- iii. Midlink Brownfield Plan: Remaining 2020 Midlink and General Mills reimbursement
General Mills: \$128,887.24 – Includes \$80,959.18 School TIR and \$47,928.06 Local TIR

Remaining **\$226,410.21 School TIR** transfer to **LBRF**

Need 2 Motions for payment and transfer: 1) Motion to approve reimbursement to General Mills; 2) Motion to approve transfer to LBRF

Mandwee motioned to table the LBRF transfer and reimbursement related to General Mills available TIF Revenue and Wenzel seconded the motion. No members were opposed to tabling the agenda item. Motion carried.

Midlink/East Cork St. Investors LLC: \$47,701.77 – includes \$36,087.52 Local TIF for brownfield activities plus \$11,614.25 for 2020 Interest.

Wenzel motioned to approve reimbursement to East Cork St. Investors as presented and Ferguson seconded the motion. Motion carried with 8 Yes.

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

Grover and Hawkins presented the Administrative correction and letter to Oshtemo Township regarding the clarification of the parcels included in the Brownfield Plan.

Mandwee motioned to approve the Administrative correction as presented and Barton seconded the motion. Motion carried via voice roll call vote with 8 Yes.

- c. **Discussion/Action:** Paper City Development/ Vicksburg Mill
- i. **\$ 35.00** – Envirologic Invoice # 07515 - EGLE Loan oversight
 - ii. **\$ 301.77** – Envirologic Invoice #07514 – EGLE Grant oversight

Wenzel motioned approval of invoices in Items 7.c.i and ii. and Carew seconded the motion. Motion carried via voice roll call vote with 7 Yes and Grimwood abstaining.

- iii. Q1 Loan Report – **\$8,302.13** Reimbursement to Paper City Development, LLC

Barton motioned to approve reimbursement to Paper City Development, LLC pending proof of payment. Mandwee seconded the motion. Motion carried via voice roll call vote with 7 Yes and Grimwood abstaining.

- iv. Q2 Grant and Loan Reports – to be submitted to EGLE by April 30th

Staff discussed that Grant and Loan reports/invoices are currently being reviewed by staff and Envirologic and will be submitted to EGLE by April 30th. Reports will then be forwarded to the KCBRA Board.

No action required at this time.

8. Financial Reports

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

Staff provided updated financial reports

9. Staff Report/updates

- a. Bylaws – Bylaws committee has met. Executive committee requested postponing approving bylaws so that legal opinions regarding the number of EDC Board members can be reviewed further.
- b. City Brownfield Meetings – staff providing information regarding when the City BRA meets and asking if any KCBRA members may be interested in attending to learn about current or upcoming City BRA projects. Meetings are the 3rd Thursday of the month at 7:30 a.m.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting Thursday, April 16, 2021.
 - b. Project/Finance Committee – Thursday, May 13, 2021, 4:00 p.m.
 - c. Executive Committee – Friday, May 14, 2021, 9:00 a.m.
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11. Other - None

Jarnfelt shared that there is a potential Property Assessed Clean Energy (PACE) project in Kalamazoo County. Lean and Green Michigan is presenting the PACE tool to the County Commission on May 4th.

12. Board Member Comments

None

13. Adjournment: **Meeting adjourned at 5:32 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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