

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 27, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

May 27, 2021 MINUTES Final – approved at 7/22/2021 meeting

Present: Ken Peregou, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Jodi Milks, Wei Wang, Andy Wenzel

Members Excused: Gary Barton. Zachary Bauer

Vacancy: 1 current vacancy on Board

Kalamazoo Township: Sherine Miller

Oshtemo Township: None

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic

Recording Secretary: Rachael Grover

County Commissioners: None present

Community:

1. Chair Peregou called the electronic meeting to Order at 4:05 p.m. and noted that the meeting is being recorded.

Attendance Roll - Directors Present and location of Remote Attendance:

Peregou – City of Kalamazoo, 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
Milks – City of Portage, Kalamazoo County, Michigan
Wang – City of Portage, Kalamazoo County, Michigan
Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

2. Members Absent: Eight voting members of ten Board of Directors present. There is currently one vacancy with Director Coleman who resigned effective 3/24/2021.
 3. Approval of the Agenda
Agenda approved as presented with no members opposed.
 4. Approval of Minutes: BRA Minutes of April 22, 2021
Minutes approved as presented in packet with no members opposed.
 5. Public Comments (4 minutes each) Chair Peregou read the public comment policy and gave directions for the public to provide input.
-

6. Consent Agenda – Invoices

a. **From General 247 Fund:**

- i. \$ **742.50** – Envirologic Inv# 07671, WO# 2021-1 General Environmental

Grimwood motioned to pass Consent Agenda as presented and Wenzel seconded. Motion carried.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** NEW! - EPA Assessment Grant 2021

- i. Draft Work Plan due June 11, 2021
ii. Final Work Plan and updated federal forms for the cooperative agreement with EPA due July 10th

No Action required.

b. **Discussion/Action:** Scannell Properties #397, LLC Reimbursement request invoice submittal

Staff presented the invoices that Scannell has presented for consideration for reimbursement of Brownfield eligible costs as described in the approved Brownfield Plan. The Scannell/Fed Ex property will not start Tax Increment Capture until the 2021. Once Tax Increment Revenue (TIR) has been received by the Brownfield Redevelopment Authority, and following approval of submitted invoices, Scannell will be reimbursed with available TIR.

Carew motioned to approve invoices and supporting documentation as presented in the packet and Ferguson seconded the motion. Motion carried via voice vote with 8 Yes.

c. **Discussion/Action:** 2022 Budget

Staff presented the 2022 KCBRA Budget that is due to Finance May 28th.

Grimwood expressed concern that the Expenditure Budget was increased from 2021 above the 2020 Actual Expenditures. Staff increased the total amount of administrative budget expenditures by \$4,000 to allow for the KCBRA providing administrative assistance to the City of Parchment BRA. The Total administrative amount of \$150,000 plus the \$4,000 additional represents the amount allowed by Michigan Act 381, based on the number of active Brownfield Plans and municipalities assisted.

Staff reminded members that the Budget can be adjusted.

Milks motioned to approve the budget as presented, Wenzel seconded the motion. Motion carried with a Voice roll call vote of 8 Yes.

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

- i. \$ **700.00** – Envirologic Invoice # 07670 - EGLE Loan oversight
ii. \$ **402.50** – Envirologic Invoice #07669 – EGLE Grant oversight

Carew motioned to approve payment of invoices 7.d.i and 7.d.ii, as presented, and Mandwee seconded the motion. Motion carried via voice vote with 7 Yes and Grimwood abstained.

- iii. Amendment #3 for the GRANT – \$50,000 added to the grant award for the additional vapor sampling requirements. Need Board approval to authorize the KCBRA Chair to sign Amendment #3

Ferguson motioned to approve amendment for the grant as presented and Wenzel seconded the motion. Motion carried via voice vote with 7 Yes and Grimwood abstained.

- e. **Discussion/Action:** Proposed new meeting time for KCBRA Board meetings

Staff shared that some KCBRA Directors have requested that the Board consider moving the regular monthly KCBRA meeting time. Staff will send a poll to determine interest and availability for potential new times. Meetings will remain the same day of the month, which is the 4th Thursday.

No action required.

8. Financial Reports

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

Financial reports were not provided. Will be provided at next meeting.

9. Staff Report/Updates

- a. Bylaws – staff discussed the total number of Directors allowed per EDC legislation with Director Wang. Director Wang and staff are in agreement with the nine member limit. Bylaws will be sent to the Bylaws committee for final review.

10. Committees - times dates and places

- a. Land Bank Report – next meeting Thursday, June 10, 2021 at 8:30 a.m.
- b. Project/Finance Committee – Thursday, June 10, 2021, 4:00 p.m.
- c. Executive Committee – Friday, June 11, 2021, 9:00 a.m.

11. Other - None

12. Board Member Comments - None

13. Adjournment **Meeting adjourned at 5:25 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:

Rachael Grover
Resource Coordinator, Planning and Community Development
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007 TELEPHONE: (269)384-8305
