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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, June 24, 2021  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
**TIME:** 3:00 pm

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**June 24, 2021 MINUTES Final – approved at 7/22/2021 meeting**

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**Present:** Ken Peregon, Chris Carew, Connie Ferguson, Travis Grimwood, Wei Wang (*arrival at 3:10*), Andy Wenzel, Jodi Milks

**Members Excused:** Habib Mandwee, Zachary Bauer, Gary Barton

**Vacancy:** 1 current vacancy on Board

**Kalamazoo Township:** None present

**Oshtemo Township:** Iris Lubbert

**Staff:** Rachael Grover

**Consultant:** Jeff Hawkins, Envirologic

**Recording Secretary:** Rachael Grover

**County Commissioners:** Dale Shugars

**Community:** 1

1. Chair Peregon called the electronic meeting to Order at 3:04 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  
Carew – City of Kalamazoo, Kalamazoo County, Michigan  
Ferguson – City of Kalamazoo, Kalamazoo County, Michigan  
Grimwood – Kalamazoo County, Michigan  
Wenzel – City of Kalamazoo, Kalamazoo County, Michigan  
Milks – County of Kalamazoo

2. Members Absent: Mandwee, Barton, and Wang arrived at 3:10 p.m. Seven 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: Staff updated the agenda to include the updated next meeting time. Wenzel motioned to approve the agenda as amended and Grimwood seconded.  
**The Agenda was adopted by unanimous consent.**
4. Approval of Minutes: May 27, 2021, available for review 7/22/21.
5. Public Comment: Commissioner Shugars noted that Commissioner Bauer, who is the Commissioner liaison to the KCBRA and EDC, resigned from the County Commission June 15. Commissioner Shugars is a Commissioner Liaison alternate. Staff updated that because the KCBRA and EDC bylaws do not specify that alternates can vote, the Commissioner Liaison alternates are non-voting members of the boards. The County Commission will appoint a replacement for Commissioner Bauer to the KCBRA and EDC once the Commission seat has been appointed.

No additional comments received from members of the public.

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6. Consent Agenda – Invoices:

**Carew motioned to pass Consent Agenda and Ferguson seconded. Motion carried.**

a. **From General 247 Fund:**

- i. **\$ 735.00** – Envirologic Inv# 07765, WO# 2021-1 General Environmental
- ii. **\$1,162.50** – Varnum Inv#1136110 – 100 Island LLC Development Agreement
- iii. **\$ 775.00** – Varnum Inv#1136112 – 100 Island LLC Development Agreement
- iv. **\$18,700.50** - Q1 Administrative – reimbursement to Planning Department

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Paper City

- i. **\$ 26.25** – Envirologic Invoice # 07764 - EGLE Loan oversight
- ii. **\$598.52** - Grant and Loan Administrative invoice (\$299.26 to Grant and \$299.26 to Loan)

**Wenzel motioned to approve Items 7.a.i. & 7.a.ii. as presented and Ferguson seconded. Motion carried via voice roll call vote, 5 Yes with Grimwood and Wang abstaining.**

- iii. Q2 Loan and Grant reports – approval for reimbursement to Paper City Development, LLC

**Wang moves to approve the reimbursement to Paper City contingent upon receipt of the final proof of payment, Wenzel seconded. Motion carried via voice roll call vote. Milks lost connection and did not register a voice vote. Motion carries with 5 Yes and Grimwood abstaining.**

b. **Discussion/Action:** KCBRA Board meetings – new meeting time of 3:00 – need approval of Revised 2021 Calendar

**Grimwood motions to revised calendar as shown, supported by Ferguson. Motion was adopted.**

Staff will post the revised Calendar with the new meeting starting time

Milks regained connection.

8. Financial Reports

a. **Discussion:** Will be presented at the July meeting.

9. Staff Report/updates

- a. Bylaws – will be available for the July meeting.

10. Committees - times dates and places

- a. Land Bank Report – TBA – no members or staff attended the June meeting
- b. Project/Finance Committee – Thursday, July 8, 2021, 4:00 p.m.
- c. Executive Committee – Friday, July 9, 2021, 9:00 a.m.

11. Other - None

12. Board Member Comments

Wenzel asked about plans for return to in-person meetings. Staff noted that there is interest in some type of hybrid arrangement where some of board members and public can attend in-person and some could attend virtually or via phone.

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13. Adjournment: **Meeting adjourned at 3:35 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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