
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 22, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 3:28 pm

July 22, 2021 MINUTES Final – approved at 8/26/2021 meeting

Present: Ken Peregon, Chris Carew, Connie Ferguson, Gary Barton, Habib Wandwee, Wei Wang, Andy Wenzel, Jodi Milks

Members Excused: Travis Grimwood

Vacancy: 2 current vacancies on Board

Kalamazoo Township: Sherine Miller

Oshtemo Township: None present

Staff: Rachael Grover, Macy Walters

Consultant: Jeff Hawkins, Envirologic

Recording Secretary: Macy Walters

County Commissioners: Dale Shugars

Community: 3 Chair Peregon called the electronic meeting to Order at 3:28 p.m. and noted that the meeting is being recorded. **Roll Call not repeated from EDC meeting, all members still present.**

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
Barton – County of Kalamazoo, Michigan
Mandwee – City of Kalamazoo, Kalamazoo County, Michigan
Wang – City of Portage, Kalamazoo County, Michigan
Wenzel – City of Kalamazoo, Kalamazoo County, Michigan
Milks – County of Kalamazoo, Michigan

1. Members Absent: **Travis Grimwood is excused, Milks was excused at 4:30pm.** Eight voting members of nine Board of Directors present. There are currently two vacancies with Director Coleman who resigned effective 3/24/2021, and Commissioner Zach Bauer who resigned 6/15/2021.

2. Approval of the Agenda: **Wenzel motioned to approve the agenda as presented and Wang seconded. The Agenda was approved by unanimous consent.**

Sherine Miller comments, do we want the brownfield board to vote on the letter to include in the Agenda. It was decided the recommendation to forward is a recommendation of the letter, under item g.

3. Approval of Minutes: a). May 27, 2021 b). June 24, 2021

Carew motioned to approve items 4a. & 4b. Ferguson seconded. The minutes from May 27, 2021 and June 24, 2021 were approved by unanimous consent.

4. Public Comment: **none.**

5. Consent Agenda – Invoices:

Wenzel motioned to approve the item on the Consent Agenda, Barton seconded. Motion carried, none opposed.

a. **From General 247 Fund:**

- i. **\$ 1,702.50** – Envirollogic Inv# 07875, WO 2021-1 General Environmental

6. Discussion and/or Action Calendar

a. **Discussion/Action:** Project Application – 315 Alcott Street, Kalamazoo

Deputy County Administrator Lisa Henthorn presented the application on behalf of the County requesting funding for Phase I Environmental Site Assessments, BEA and Due Care Plan at both 311 and 315 E. Alcott Street in the City of Kalamazoo. The County submitted a proposal from Envirollogic for the environmental due diligence cost of \$2,950 per address.

Board members asked how to consider the two addresses listed on the application, the board reviewed the policy and provided an explanation of the policy's language in item 4.f.ii in the General Operational Policy for the KCBRA.

“The KCBRA may waive up to \$3,000 per applicant, up to \$10,000 for all projects per calendar year”

Mandwee motioned to approve up to \$3,000 for Phase I and Due Diligence to the applicant, Wang seconded. Motion carried via voice roll call vote, 7 Yes with Wenzel abstaining.

b. **Discussion/Action:** Project Application – 1001 2nd St. Kalamazoo

Applicant Sean Hollins discussed the business operations planned at the address

This project would not generate much TIF Revenue, but could be considered a grant funding opportunity. The new EPA grant funds are not available until October 2021. The applicant is asking for coverage on the Phase II ESA. Hawkins noted the original Phase I is outdated, and the applicant will need to conduct a new Phase I

Wenzel motioned to fund up to \$3,000 for due diligence to the applicant, and Milks seconded. Wenzel amended motion to include waiving the application fee and Milks supported. Motion carried via voice roll call vote, with 8 Yes.

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

- i. **\$930.00** – Varnum Inv#1130410, Paper City Development, LLC

Milks left the meeting.

Wenzel motioned to approve and Mandwee seconded. Motion carried with 7 Yes and with Milks now excused.

d. **Discussion/Action:** Environmental Consultant Selection – EPA Grant and General Environmental Services.

Chair Peregón requested consultant Jeff Hawkins remove himself from the meeting for the discussion under Item 7.d.. The KCBRA needs to hire a consultant for the EPA grant work, KCBRA will need to submit a Quality Assurance Project Plan (QAPP), and it must be approved before EPA grant funding can be used for sampling that may be required as part of Phase II ESAs. There are options within the consultant selection

process, including an RFP bid process or the state procurement process called MiDEAL, a state approved list of vendors under contract with agreed upon prices.. Ferguson suggests the KCBRA could look at local vendors on the MiDEAL list, and possibly make a procurement decision to issue an RFP and invite specific consultants. Peregón discusses that if we issue an RFP, the rates would change, to a higher rate, compared to those on the MiDEAL list. The board discusses the value in using one consultant for both the EPA grant and the General Environmental Services. The board discusses the history of using Envirollogic, specifically their reputation in the Kalamazoo community and professional knowledge for brownfield redevelopment. Wenzel discusses an approach to selecting a MiDEAL vendor for the EPA grant, and then completing the RFP for general environmental consulting at another time. Peregón mentions this would mean we would be working with two consultants. It is discussed that the board does not need to make a decision for general environmental consultant at this time.

Wang moves to waive the bid process for the EPA grant, hiring Envirollogic as the consultant through the MiDEAL Contract, Wenzel seconded. Motion carried with 7 Yes.

e. **Discussion/Action:** Developer Reimbursements

i. **\$5,847.97** – Kalamazoo West Professional Center (2425 S 11th St.)

Staff discussed the reimbursement analysis from the packet showing TIR capture available fore reimbursement for Kalamazoo West, LLC

Barton motioned to approve and Wang seconded. Motion was carried with 7 Yes, with Milks excused.

f. **Discussion/Action:** Transfer of Funds to LBRF

i. **\$243,109.06** from Corner @ Drake 2020 TIR Capture

Grover confirmed the limits on the Brownfield Plan regarding the total amount allowed to be captured, the amount it \$1.3 million. Including this transfer if approved by the Board, the total TIR capture for this project is at \$1.15 million and 2021 will be at the last year of capture for the LBRF. Meaning the max remaining amount the KCBRA is allowed to capture will be \$222,000.

Wenzel motioned to approve the transfer as presented and Carew seconded. Motion was carried 7 Yes, with Milks excused.

g. **Discussion/Action:** Updates to the KCBRA Bylaws – request KCBRA approval and recommendation to forward to the County Commission for review and approval.

Wang motioned to approve the amended bylaws as presented and for the Chair to present the letter to the BOC, Barton seconded. Motion carries with 7 Yes, and Milks excused.

h. **Discussion/Action:** Black Wall Street Kalamazoo Outreach Opportunity

i. **\$75.00** – Information Vendor Fee

Staff noted there is a \$3.00 fee for credit card use during registration.

Ferguson motioned to approve up to \$78, Wang seconded. Motion carried with 7 Yes, and Milks excused.

7. Financial Reports

a. **Discussion:** Presentation of Financial Reports

Fund 247, is low on the expenditure side of the general account, mostly due to Planning has only billed the first quarter of salary this year. Next month, the second quarter will be ready for review and approval.

Fund 643, Corner @ Drake. The Stryker reimbursement is still on hold in the account, waiting on invoice submittal from Stryker's development team.

8. Staff Report/updates

a. EPA Assessment Grant 2021 – Work Plan submitted to the EPA July 8th.

Information was submitted to EPA Region 5 on July 8th, had to resend the information with a copy of the original email, waiting on confirmation. Staff will send the work plan to the board. Grant funds will also pay for four participants to attend the brownfield conference in Okalahoma City in December of 2021.

9. Committees - times dates and places

- a. Land Bank Report – next meeting Thursday August 12, 2021 at 8:00 am
- b. Project/Finance Committee – Thursday, August 12, 2021, 4:00 p.m.
- c. Executive Committee – Friday, August 13, 2021, 9:00 a.m.

10. Other –Wenzel asked about plans for return to in-person meetings. Staff noted that there is interest in a hybrid arrangement of both in-person and virtual combined. County **Commissioner Sugars gave an update on hybrid meetings, with the Emergency Order is in place through 12/31/2021.** Commissioner Sugars gave an update on the progress of the BOC appointing a new member to the KCBRA.

11. Board Member Comments

12. Adjournment: **Meeting adjourned at 5:41 p.m.**

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