
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, August 26, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 3:08 pm

August 26, 2021 MINUTES Final – approved at 9/23/2021 meeting

Present: Ken Peregon, Gary Barton, Travis Grimwood, Andy Wenzel, Jodi Milks, Dale Shugars

Members Excused: Chris Carew, Connie Ferguson, Habib Mandwee, Wei Wang

Vacancy: 1 current vacancy on the Board

Kalamazoo Township: None present

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover, Macy Walters

Consultant: Alisa Lindsay, David Stegink Envirologic

Recording Secretary: Macy Walters

County Commissioners: Dale Shugars

Community: 1

Chair Peregon called the electronic meeting to Order at 3:08 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 Paw Paw, Van Buren County, Michigan

Grimwood – Kalamazoo County, Michigan

Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

Milks – City of Portage, Kalamazoo County, Michigan

Commissioner Shugars – Oshtemo Township, Kalamazoo County, Michigan

1. Members Absent: **Habib Mandwee, Christopher Carew, Wei Wang, and Connie Ferguson are excused.** Six voting members of nine Board of Directors present. There is currently one vacancy with Director Coleman who resigned effective 3/24/2021, and Commissioner Zach Bauer who resigned 6/15/2021. Commissioner Shugars was appointed by the Board of Commissioners at the 8/16/2021 Committee of the Whole meeting.
 2. Approval of the Agenda: **Chair Peregon asks to add an item to the agenda, item 7e, Wenzel motioned to approve the agenda as amended and Milks seconded. None opposed, the Agenda was adopted.**
 3. Approval of Minutes: July 22nd, 2021
Wenzel motioned to approve item 4a, Barton seconded. The minutes from July 22, 2021 were approved by unanimous consent.
 4. Public Comment: **none.**
 5. Consent Agenda – Invoices:
 - a. **From General 247 Fund:**
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- i. **\$283.50** – Varnum Inv#1138233 – 100 island development
- ii. **\$11,602.83** - 2nd Quarter General Administrative

Barton motioned to approve item 6ai and 6aii on the Consent Agenda, Commissioner Shugars seconded. Motion carried, none opposed.

6. Discussion and/or Action Calendar

- a. **Discussion/Action:** Project Application – 3800 Wynn Road, Kalamazoo Township
 - i. Part I and Part II Application and Application Fee
 - ii. Envirologic Work Order # 2021-2

Discussion to amend the application, removing the cost of preparing a Brownfield Plan from the Application and Work order for now, request postponing BF plan preparation discussion until the October 2021 KCBRA board meeting. Grimwood moves to approve the request of \$21,000 for Phase II, BEA and Due Care Plans, subject to a signed reimbursement agreement and payment of application fee. Wenzel seconded. Motion carried via voice roll call vote, 6 yes, none opposed.

- b. **Discussion/Action:** MEDC Annual Report – Due August 31st, 2021

Wenzel motioned to authorize staff to submit the 2020 MEDC Annual Reporting Brownfield Project Reports, before the August 31st deadline, Milks seconded. Motion carried via voice roll call vote, with 6 Yes.

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

- i. **\$641.28** – 3rd Quarter EGLE Admin Invoice

Barton motioned to approve, and Wenzel seconded. Motion carried with 5 Yes and Grimwood abstaining.

- ii. 3rd Quarter Reports – Grant and Loan – approval to reimburse Paper City Development pending proof of payment and lien waivers.

Wenzel motioned to approve reimbursement to Paper City Development pending proof of payment and lien waivers, Milks seconded. Motion carried via voice roll call vote with 5 yes and Grimwood abstaining.

- d. **Discussion/Action:** **\$402** – Q2 Internal Communications Expense

Barton motioned to post pone the discussion of item 7d until the September 23rd, 2021, KCBRA Board Meeting, Wenzel seconded. Motion carried with 6 Yes.

- e. **Discussion/Action:** 311/315 Alcott Street Application Fee

Barton motioned to approve waiving the application fee for the applicant, Milks seconded. Motion was carried with 4 Yes, with Wenzel and Grimwood abstaining.

7. Financial Reports

- a. **Discussion:** Fund 247 and 643
Staff provided financial reports.

8. Staff Report/updates

- a. **EPA Assessment Grant 2021** – Work Plan submitted to the EPA July 8th.
Received confirmation of workplan submission from EPA on 7/26/2021, should take 60 days to process. EPA Grant Work plan emailed to board on 8/19/2021.
- b. **Black Wall Street** expo event on August 28th
Grover and Walters will attend the event as an information vendor for the KCBRA.
- c. **Brownfields 2021** conference December 8th – 11th Oklahoma City
- i. **Two – four people at \$1,450 per person** (lodging, meals, registration, airfare, transportation)
- ii. **ICMA Scholarships** – available after registration

9. Committees - times dates and places

- a. Land Bank Report – next meeting Thursday October 14, 2021 at 8:30 am
- b. Project/Finance Committee – Thursday, September 9, 2021 at 4:00 p.m.
- c. Executive Committee – Friday, September 10, 2021 9:00 a.m.

10. Other - **none**

11. Board Member Comments -**Commissioner Shugars asks staff and the board to consider creating a survey from projects/developers the KCBRA has assisted in the past to assess KCBRA Brownfield Projects.**

12. Adjournment: **Meeting adjourned at 4:53 p.m.**

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