
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 22, 2022
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

September 22, 2022 MINUTES Final – Approved at 10-27-22 Meeting

Present: Ken Peregon, Christopher Carew, Connie Ferguson, Jared Lutz, Wei Wang, Dale Shugars

Members Excused: Gary Barton, Jodi Milks, Andy Wenzel

Vacancies: None

Kalamazoo Township: Sherine Miller

Oshtemo Township: None

Staff: Rachael Grover

Consultant: Therese Searles and Jeff Hawkins, Envirologic

Recording Secretary: Therese Searles (admin support during Walters maternity leave)

County Commissioners: Dale Shugars

Community: 1

1. **Call to Order: Chairperson Peregon called the meeting to order at 3:05pm and noted that the meeting is being recorded.**

2. **Members Absent: Gary Barton, Jodi Milks, and Andy Wenzel excused. Six voting members of the nine Board of Directors were present.**

3. **Approval of the Agenda: Chair Peregon requested the addition of agenda item 7f, Kalamazoo County Government Reimbursement, 311 and 315 E Alcott.
Lutz motioned to approve the Agenda as modified. Ferguson seconded the motion. None opposed, motion carried.**

4. **Approval of Minutes: July 28, 2022 Regular Meeting
Wang moved to approve item 4, Carew seconded. None opposed, motion carried.**

5. **Public Comments (4 minutes each) *none*.**

6. **Consent Agenda – Invoices**
 - a. **From General 247 Fund:**
 - i. **\$3,210.00** Envirologic Invoice # 09392 (W.O. 2022-1 Gen. Env.) (\$1,322.50 General Env. Review; \$1,887.50 Admin. Support)
 - ii. **\$1,838.75** Envirologic Invoice # 09392 (W.O. 2022-1 Gen. Env.) (\$547.50 General Env. Review; \$1,291.25 Admin. Support)
 - iii. **\$4,557.00** Varnum Invoice #1173413 (IPUSA Project)
 - b. **From EPA Grant Fund:**
 - i. **NACD Projects**
 1. **\$11,669.06** Envirologic invoice # 09295 (W.O. #4 Church & Frank)
 2. **\$12,499.46** Envirologic invoice # 09296 (W.O. #5 Ransom & North)
 3. **\$1,959.60** Envirologic invoice # 09410 (W.O. #4 Church & Frank)
 4. **\$2,778.21** Envirologic invoice # 09409 (W.O. #5 Ransom & North)

ii. **Parchment Mill**

1. **\$3,183.01** Envirologic invoice # 09515 (W.O. #6 Site 2)

iii. **RJs Printing – 1001 2nd Street**

iv. **National Brownfield Conference Travel**

1. **\$1,718.97** – Grover Airfare, hotel, transportation, m&l, parking

c. **Project Business:**

i. **Vicksburg Mill – Paper City Development, LLC**

1. **\$57.50** Envirologic Invoice # 09390 (Task #6 EGLE Grant Oversight)

Carew moved to approve all items on the Consent Agenda, Lutz seconded. None opposed, motion carried.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Stryker Invoices

- i. Invoice Submittal #2 – Recommend approval to accept invoices and lien wavier documentation.

Total Developer Reimbursement allowed per BF Plan: \$6,500,000

Total Reimbursed to Developer to date (Submittal #1): \$307,433.44

Lutz moved to approve agenda item 7ai, Ferguson seconded. None opposed, motion carried.

b. **Discussion/Action:** Developer Reimbursements and LBRF Transfers

i. Scannell Transfer

1. **\$9,245.50** – 1st TIR Transfer into LBRF (State TIR Only)
2. **\$50,393.50**— Return of SET to State (State TIR)
3. **\$146,047.97** – Return of School Operating to State (State TIR)

Ferguson moved to approve agenda item 7bi, Wang seconded. None opposed, motion carried.

***The minute notes regarding item(s) 7bi1-7bi3 were amended during the 10/27/2022 Regular Board Meeting, to remove the redacted amounts from the minutes and reflect the correct amounts that were transferred from the 7/28/2022 agenda. Item(s) 7bi1-7bi3 were previously scheduled to be discussed at the 8/25/2022 Regular Meeting, which did not have a quorum.**

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

- i. Grant extension request for 1 year – authorize Chair to sign amendment when received from EGLE

Carew motioned to approve and authorize Chair to sign agenda item 7ci; Lutz seconded. None opposed, motion carried.

- ii. Interim Q4 Loan Report – Soil Disposal – request approval to reimburse Paper City Development LLC once Interim Q4 Loan Report is approved by EGLE and with proof of payment and appropriate lien waivers.

Carew moved to approve reimbursement to Paper City Development LLC in agenda item 7cii; Wang seconded. None opposed, motion carried.

d. **Discussion/Action:** Envirologic Updates

- i. Memo general project summary and general project budget summary – **No action necessary**
- ii. EPA grant summary & Update – **No action necessary**
- iii. WO#5 Amendment – Possible additional costs related to tank removal

Lutz moved to approve agenda item 7diii; Carew seconded. None opposed, motion carried.

- e. **Discussion/Action:** General Environmental Consultant Extension 2023 Year and Authorize Chair to sign

Wang moved authorize Chair to sign agenda item 7e; Lutz seconded. None opposed, motion carried.

- f. **Discussion/Action:** Kalamazoo County Government Reimbursement, 311 and 315 E Alcott of **\$3,000** of \$5,900 invoice.

Ferguson moved to approve agenda item 7f; Lutz seconded. None opposed, motion carried.

8. Financial Reports

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

Staff requested moving Item 8, Fund 247, and Fund 643, to the October meeting agenda. No action taken on agenda item 8; no discussion held.

9. Staff Report/Updates

- a. Peregón and Milks terms expiring 9/30/22 – applications on County website through 10/02/22: <https://www.kalcounty.com/board/advisoryboards/committeesopen.php>
- b. Walters back from Maternity Leave (estimated week October 24th)
- c. Reminder: Kalamazoo County Finance is integrating into a new system; no invoices will be able to be paid from September 14th – October 3rd

10. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, October 13, 2022, at 8:30 a.m.
- b. Project/Finance Committee – Thursday, October 13, 2022, 4:00 p.m.
- c. Executive Committee – Friday, October 14, 2022, 9:15 a.m.

11. Other

12. Board Member Comments

Sherine Miller thanked Jody Milks and Ken Peregon for applying for reappointment to the Board.

13. Adjournment

Wang moved adjourn the meeting; Ferguson seconded, meeting adjourned at 4:48pm.

Next Meeting: Thursday, October 27, 2022 at 3:00 p.m.

Room 207a, County Admin Bldg - Or alternatively, held electronically or via teleconference. Please see the KCBRA website at www.kalcountybrownfield.com for electronic meeting notice and instructions

BOARD MEMBERS:

**PLEASE CALL 384-8112 OR EMAIL MRWALT@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING**

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Rachael Grover

Director of Planning and Development

Kalamazoo County Government

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