
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 23rd, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
See Link provided below or via telephone number provided
TIME: 3:00 pm

September 23, 2021 MINUTES Final – approved at 10/21/2021meeting

Present: Ken Peregon, Gary Barton, Travis Grimwood, Andy Wenzel, Jodi Milks, Dale Shugars, Chris Carew, Connie Ferguson, Wei Wang

Members Excused: Habib Mandwee

Vacancy: 1 current vacancy on the Board

Kalamazoo Township: Steven Leuty

Oshtemo Township: None Present

Staff: Rachael Grover, Macy Walters

Consultant: Jeff Hawkins, Envirologic

Recording Secretary: Macy Walters

County Commissioners: Dale Shugars

Community: 0

1, Chair Peregon called the electronic meeting to Order at 3:04 p.m. and noted that the meeting is being recorded.

2. Attendance Roll - Directors Present and location of Remote Attendance:

Peregon – City of Kalamazoo, Kalamazoo County, Michigan

Barton – City of Portage, Kalamazoo County, Michigan

Carew – City of Kalamazoo, Kalamazoo County, Michigan

Ferguson – City of Kalamazoo, Kalamazoo County, Michigan

Grimwood – Kalamazoo County, Michigan

Milks – Kalamazoo County, Michigan

Wang – City of Portage, Kalamazoo County, Michigan

Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

Commissioner Shugars – Oshtemo Township, Kalamazoo County, Michigan

Members Absent: **Habib Mandwee, was excused.** Eight voting members of ten Board of Directors present, at the beginning of the meeting, there is one vacancy. Commissioner Shugars joined the meeting at 3:20pm. Commissioner Shugars was appointed by the Board of Commissioners at the 8/16/2021 Committee of the Whole meeting, to replace the vacancy of Zach Bauer who resigned 6/15/2021.

3. Approval of the Agenda

Wenzel motioned approval of item 3, the agenda and Milks seconded the motion. None opposed, motion carried.

4. Approval of Minutes: August 26th, 2021

Wang motioned approval of item 4, the August 26, 2021 minutes and Wenzel seconded the motion. None opposed, motion carried.

5. Public Comments (4 minutes each)

6. Consent Agenda – Invoices

a. **From General 247 Fund:**

- i. **\$165.00** - Envirologic Inv#07954, WO 2021-1 General Environmental
- ii. **\$731.25** – Envirologic Inv#08052, WO 2021-1 General Environmental

Carew motioned to approve item 6ai and 6aii on the Consent Agenda, Wenzel seconded. Motion carried with 8 Yes, none opposed.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** MiDEAL – Envirologic Contract

At the July 22, 2021, KCBRA board meeting, the board approved to waive the bid process for the EPA grant, hiring Envirologic as the firm for general environmental consulting. The consultant is a participant through the MiDEAL Contract, a state approved list of vendors under contract with agreed upon prices.

Ferguson moves to approve item 7a and authorize the Chair to execute and sign the Envirologic Contract (with MiDEAL Contract attached) for the 2021 EPA Assessment Grant. Barton seconded. Motion carried with 8 Yes, none opposed.

b. **Discussion/Action:** 2747 S. 11th St. (Former Holiday Lanes)

- i. **\$2,100.00** - LBRF Transfer
- ii. **\$11,165.89** - Return to SET
- iii. **\$36,512.58** - Return to State School Operating

Staff presented financial analysis sheets.

Wenzel motioned to approve items 7bi, 7bii, 7biii, and Ferguson seconded. Motion carried with 8 Yes, none opposed.

c. **Discussion/Action:** Metal Mechanics

- i. **\$4,468.51** - Developer reimbursement, D&D Realty from local TIR
- ii. **\$632.18** - LBRF Transfer of School TIR
- iii. **\$59.65** – Return to SET (state)

Staff presented reimbursement analysis sheets.

Carew motioned to approve item 7ci, 7cii, 7ciii, and Barton seconded. Motion carried with 8 Yes and none opposed.

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

i. **\$78.75** - Envirologic Invoice #07955 - EGLE Grant oversight

ii. **\$131.25** - Envirologic Invoice #07956 - EGLE Loan oversight

iii. **\$26.25** - Envirologic Invoice #08051 – EGLE Loan oversight

Wenzel motioned to approve item 7di, 7dii, and 7diii, and Wang seconded. Motion carried with 7 Yes and Grimwood abstaining.

8. Financial Reports

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

Staff provided financial reports.

9. Staff Report/Updates

a. **LBRF/General Operational Policy** – to be discussed in committee meetings

b. **Black Wall Street Expo event** – staff attended event on August 28, 2021

c. **RFP for General Environmental Consulting** – To be discussed in committee meetings before the 10/28/2021 KCBRA meeting

d. **Previous projects Survey** – update on committee discussion

e. **3800 Wynn Rd** – Development agreement received

10. Committees - times dates and places

a. Land Bank Report – next meeting Thursday, October 14, 2021 at 8:30 a.m.

b. Project/Finance Committee – Thursday, October 14, 2021, 4:00 p.m.

c. Executive Committee – Friday, October 15, 2021 9:00 a.m.

11. Other

Barton asked for and update on item 7a from the previous board meeting.

At the August 26th, 2021, KCBRA board meeting, the board voted to postpone item 7d, Internal Communications charge for staff Information Technology and phone, until the September 23rd, 2021, KCBRA Board Meeting. It was discussed that the board has historically had varying opinions about the item. The board's newly appointed voting member, Commissioner Shugars, requested time to further review the item. It was discussed that Grimwood and Commissioner Shugars would meet before the September 23rd meeting to discuss the item.

It was discussed that although Commissioner Shugars did have an opportunity to speak with Grimwood regarding the details of the item, they were not able to speak before the Agenda had been finalized. Commissioner Shugars discussed the

Internal Telecommunications charge could be considered to be a reasonable charge to independent units (like the Brownfield Authority) that operate outside of the normal county operating budget. Grimwood stated they had a good conversation and understands that perspective, but he still respectfully disagrees with the charge. The item will be on the agenda at the next KCBRA board meeting on October 28th, 2021.

12. Board Member Comments

13. Adjournment

Meeting adjourned at 4:09 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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