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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, July 28, 2022  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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***July 28, 2022 MINUTES Final – Approved at 9-22-22 Meeting***

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**Present:** Ken Peregon, Gary Barton, Connie Ferguson, Jodi Milks, Andy Wenzel, Jared Lutz, Wei Wang, Dale Shugars

**Members Excused:** Christopher Carew

**Vacancies:** None

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** None

**Staff:** Rachael Grover

**Consultant:** Therese Searles and Logan Mulholland, Envirologic

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

**County Commissioners:** Dale Shugars

**Community:** 9

1. Call to Order: **Chairperson Peregon called the meeting to order at 3:04pm and noted that the meeting is being recorded.**
2. Members Absent: **Christopher Carew was excused. Eight voting members of the nine Board of Directors were present.**
3. Approval of the Agenda: **Chairperson Peregon motioned to move item 7b, developer reimbursements and LBRF transfers, to the August meeting agenda. Wenzel motioned to approve item 3, the agenda as modified. Lutz seconded the motion. None opposed, motion carried.**
4. Approval of Minutes: **June 23, 2022 Regular Meeting**

**Barton moved to approve item 4, Ferguson seconded. None opposed, motion carried.** Sherine Miller noted that Iris Lubbert mentioned as in attendance for Kalamazoo Township and Miller actually in attendance. Chairperson Peregon noted his copy states Miller attended. Discussion held that approved minutes would state Miller in attendance.

5. Public Comments (4 minutes each) **none.**
6. Consent Agenda – Invoices
  - a. **From General 247 Fund:**
    - i. **\$799.00** - Varnum Invoice 1167951 (IPUSA Project)
    - ii. **\$20,042.68** - FY 2022 Q2 Administrative reimbursement to Planning Dept (County FY)
    - iii. **\$1,106.25** - Envirologic invoice #09244 (W.O. 22-1 Gen. Environmental)
  - b. **From EPA Grant Fund:**
    - i. **NACD Projects**
      1. **\$2,597.81** - Envirologic invoice #09245 (W.O. #4 Church & Frank)

2. **\$614.29** - Envirlogic invoice # 09243 (W.O. #5 Ransom & North)

ii. **Brownfields 2022 Conference**

1. **\$225.00** – Reimbursement to Planning Department Grover Registration & Workshop Fee

c. **Project Business:**

i. Vicksburg Mill – Paper City Development, LLC

1. **\$1,689.50** – Varnum Invoice 1162408

2. **\$1,369.00** - FY 22 Q3 EGLE Admin Invoice (\$1,066.88 Loan & \$302.12 Grant) (State Fiscal Year)

3. Q3 FY 22 Authorization of Staff to Submit to EGLE Grant and Loan Report (State FY)

**Wang moved to approve all items on the Consent Agenda, Milks seconded. None opposed, motion carried.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** IPUSA Pavilion 1, LLC

i. Project Application

**Wang motioned to approve agenda item 7ai, Lutz seconded. Motion carried with 8 yes, none opposed.** Representatives from the developer, Kalamazoo County Land Bank, and legal counsel in attendance. Discussion held.

ii. Brownfield Plan

**Milks motioned to recommend approval of agenda item 7aii to the County Commission, Wang seconded. Motion carried with 8 yes, none opposed.** Representatives from the developer, Kalamazoo County Land Bank, and legal counsel in attendance. Discussion held.

iii. KCBRA & IPUSA Development Agreement

**Lutz motioned to approve and authorize Chair to sign agenda item 7aiii, Wenzel seconded. Motion carried with 8 yes, none opposed.** Representatives from the developer, Kalamazoo County Land Bank, and legal counsel in attendance. Discussion held.

b. **Discussion/Action:** Developer Reimbursement & LBRF Transfers

i. Scannell Transfer

1. **\$9,245.50** – 1<sup>st</sup> TIR Transfer into LBRF (State TIR Only)

2. **\$14,603.12** – Return of State Education Tax to State (State TIR)

3. **\$163,943.16** – Return of School Operating to State (State TIR)

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Chairperson Peregón motioned to move item 7b, developer reimbursements and LBRF transfers, to the August meeting agenda. Motion on agenda item 3 carried. No action taken on agenda item 7b, no discussion held.

c. **Discussion/Action:** Envirollogic Updates

- i. Amendment to W.O. #3 EPA Grant – for Phase I Update on 1001 2<sup>nd</sup> street

**Ferguson motioned to approve agenda item 7ci and authorize Chair to sign, Barton seconded. Motion carried with 8 yes, none opposed.** Discussion held

- ii. General Fund/ LBRF Memo & Budget Summary – **No action necessary**  
iii. EPA Grant Memo & Budget Summary – **No action necessary**

8. Financial Reports

- a. **Discussion:** Fund 247, Fund 643, and FY 22 Q2 Report

**Staff presented the financial reports.**

9. Staff Report/Updates

- a. IPUSA Timeline:

COW Presentation on August 3<sup>rd</sup> (Wednesday) at 4:00 p.m.

IPUSA Pavilion Township Board Meeting August 8<sup>th</sup> at 6:00 p.m.

KCBOC to vote on IPUSA BF Plan August 16<sup>th</sup> at 7:00 p.m.

(BRA Staff and Envirollogic to attend virtually)

- b. Brownfields Presentation at Kalamazoo County Treasurer's Association (Update)  
c. Brownfields 2022 Conference August 16-19th – Staff Member Grover Attending

10. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, August 11, 2022, at 8:30 a.m.  
b. Project/Finance Committee – Thursday, August 11, 2022, 4:00 p.m.  
c. Executive Committee – Friday, August 12, 2022, 9:15 a.m.

**Project/Finance Committee and Executive Committee meetings are tentatively canceled for August due to conflicts in attending. Staff will confirm.**

11. Other - none

12. Board Member Comments

**Ferguson presented on her attendance at the Westgate Development ribbon-cutting ceremony, where the KCBRA was acknowledged by State Representative Julie Rogers for their supporting role early on in the project leveraging the use of EPA Assessment Grant dollars. Ferguson also presented on her attendance at the Green Drinks Creamery tour event.**

13. Adjournment

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Wang moved to adjourn the meeting, Wenzel seconded, meeting adjourned at 4:50pm.

*Next Meeting: Thursday, August 25, 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.kalcountybrowfield.com](http://www.kalcountybrowfield.com) for electronic meeting notice and instructions*

**BOARD MEMBERS:**

**PLEASE CALL 384-8115 OR EMAIL RAGROV@KALCOUNTY.COM**  
**IF YOU ARE UNABLE TO ATTEND THE MEETING**

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