

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, August 24, 2017
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Ken Peregon, Jodi Milks, Andy Wenzel, Habib Mandwee, Douglas Milburn, Chris Carew,

Members Excused: Joe Agostinelli, Jim Spurr, Connie Ferguson, Travis Grimwood

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: Commissioner McGraw, Commissioner Gisler, 8 community

1. Chair Peregon called the meeting to Order at 4:03 p.m.
 2. Members Excused: Joe Agostinelli, Jim Spurr, Connie Ferguson, Travis Grimwood
 3. Approval of the Agenda: Addition to agenda: Update on Thrash project under 9d. **Wenzel moved and Mandwee seconded the approval of the agenda as amended. Motion Carried.**
 4. Approval of Minutes: **Carew moved and Wenzel seconded the approval of the July 27, 2017 minutes. Motion Carried.**
 5. Citizens Comments: Commissioner Gisler expressed thankfulness at being able to attend this particular BRA meeting with interest in Vicksburg Mill project. Commissioner Gisler thanked Commissioner Rogers for being an anchor for the BRA and thanked staff for notifying him of the meeting agenda.
 6. Consent Agenda – Invoices
 - a. **\$1,283.75** – Envirollogic General Environmental Review (Invoice #03737)
 - b. EPA Grant Invoices
 - i. **\$782.50** (\$391.25 Haz.; \$391.25 Pet.) – Outreach Programmatic WO#3
 - ii. **\$12,073.95** (Haz.) – Jhamin, LLC, City of Portage – EPA Grant WO #12
 - iii. **\$1,353.75** (\$676.87 Haz.; \$676.88 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8
 - iv. **\$ 492.50** (Pet. Funds) – NACD – EPA Grant WO#11
 - v. **\$770.00** (Pet. Funds) – NACD – EPA Grant WO#13

Mandwee moved and Rogers seconded the approval of the consent agenda. Motion Carried.
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill Update and Presentation
 - i. Transformational Brownfield Plan
Jackie Coney, Paper City, LLC Project Manager, and Lisa Phillips, Environmental consultant gave a presentation.
Phillips noted that once the Transformation Brownfield Plan is final, it will be submitted to MEDC and MDEQ.
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Wenzel moved and Rogers seconded the approval for staff to draft a letter of support to MEDC along with attaching a copy of minutes recommending support of the project as a Transformation Brownfield Plan. Motion Carried.

ii. MDEQ Loan and Grant Proposal

Milks moved and Wenzel seconded the approval to support the developer preparing a draft of the project proposal for a \$1 million MDEQ Loan and \$500,000 grant. Motion Carried.

Rogers suggested staff look at an alternative process for handling this kind of proposal especially with the large amount of the MDEQ loan.

b. **Discussion/Action:** EPA Grant

i. Envirologic Monthly Memo

See Staff Report.

c. **Discussion/Action:** MDEQ Loan Proposal: Jhamin, LLC

i. Draft proposal

Grover stated that developer has agreed to a Letter of Credit. The project proposal amount of is for \$130,000 MDEQ Loan. The Letter of Credit will also need to cover the loan interest.

Rogers moved and Carew seconded the approval for staff to submit the project proposal to MDEQ for a \$130,000 MDEQ Loan. Motion Carried.

ii. LOC information/update – provided in discussion with 7.c.i

d. **Discussion/Action:** Midlink Reimbursement checks from Local and School TIR

i. East Cork Street Investors: Local only **\$57,211.95** (KCBRA retaining local TIR for 2016 Administrative costs and Varnum legal bill related to School tax capture issue)

Carew moved and Mandwee seconded the approval of reimbursement to East Cork Street Investor in the amount of \$57,211.95. Motion Carried.

ii. General Mills: School **\$17,423.36** (Midlink School TIR) plus Local **\$23,310.66** (KCBRA retaining local TIR for 2016 Administrative costs and for Varnum legal bill related to School tax capture issue) – **Total check to General Mills \$40,734.02**

Milks moved and Wenzel seconded the approval of reimbursement to General Mills in the total amount of \$40,734.02. Motion Carried.

e. **Discussion/Action:** MEDC Annual reports

Annual reports are included in the packet.

Rogers moved and Milks seconded the approval for staff to submit the Annual Reports to MEDC. Motion Carried.

8. Financial Reports

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

Reports are included in the packet.

9. Staff Report

a. Cole Krum update

Grover and Hawkins met with the Developer. Developer's two tenants they were working with have pulled out. They are now regrouping and in consideration of alternative designs and working to attract tenants. Working on extending purchase agreement.

- b. Select Products
In discussions with Oshtemo Township.
- c. LBRF retreat update
Grover stated that she has Doodle poll that is ready to be sent out. She is looking at dates in late October/early November. Still need a location.
- d. Update on Thrash Project at 703 N. Burdick
Grover stated that Hawkins is finalizing the Phase I and property was formerly a gas station. Grover and Hawkins will meet with Ricky and Yvonne Thrash. Cost for due care cannot be determined until a Phase II is completed.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting October 12th, 2017, 8:30 a.m.
Meeting last month but no Brownfield related subject.
- b. Project/Finance Committee – Thursday, September 14th, 2017, 4:00 p.m.
- c. Executive Committee – Friday, September 8th, 2017, 9:15 a.m.
- d. Bylaws Committee – schedule meeting date and/or timeline?
Grover will send out email.

11. Other

12. Board Member Comments

Rogers shared that she was proud to represent Kalamazoo County at the White House. County Governmental representatives have never been invited to the White House before.

Grover and Pam Jackson with Envirollogic worked on an article with sample KCBRA projects for the County Connect newsletter to be published in September.

Kalamazoo Township Treasurer Miller shared that she is investigating how to get funding for the interchange southbound entrance of the 131 Business Loop. She had the opportunity to meet with Senator O'Brien, Commissioner Shugars, and Treasurer Balkema.

13. Adjournment @ 5:37p.m.

Next Meeting: 4th Thursday – September 28, 2017 at 4pm (room 207a, County Admin Bldg)

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

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