
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 18, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Ken Peregon, Connie Ferguson, Travis Grimwood, Doug Milburn, Joe Agostinelli, Andy Wenzel, Jodi Milks, Julie Rogers (arrived late)

Members Excused: Habib Mandwee, Jim Spurr, Chris Carew

Kalamazoo Township: None

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: Commissioner McGraw; 3 Community

1. Chair Peregon called the meeting to Order at 4:04 p.m.
2. Members Excused: Mandwee, Spurr, Carew
3. Approval of the Agenda: **Agostinelli moved approval of the agenda, Milks seconded the motion. Motion carried.**
4. Approval of Minutes: Peregon requested addition to the December 21, 2017 minutes in item 8.c.ii. regarding the decision to table the reimbursement payment to General Mills. **Agostinelli moved to approve the minutes of December 21, 2017 with requested change, Grimwood seconded the approval. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. **\$ 1,050.00** – Envirologic General Environmental Review (Invoice #0170103)
 - b. **\$ 1,243.07** – Wenzel travel to EPA Brownfield conference (One KCBRA member funded by KCBRA Training Budget)
 - c. **\$10,947.57** – Administrative staff Quarter 4 of 2017 (Oct.– Dec.)
 - d. **\$250.00** – Facilitator Invoice – LBRF Planning and Facilitation – Hartsough Consulting
 - e. **\$219.50** – Mackenzies' Bakery – LBRF Retreat
 - f. **EPA Grant Invoices**
 - i. **\$ 1,537.07** (Pet. Funds) – 703 N. Burdick WO#14 & 15
 - ii. **\$ 227.60** (\$113.80 Haz.; \$113.80 Pet.) – FY2018 Q1 Programmatic

Grimwood moved and Milburn seconded the approval of the consent agenda. Motion carried.

7. Non-Consent Agenda Invoices
 - a. **\$2,051.25** (\$1,025.62 Haz; \$1,025.63 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8

Agostinelli moved to approve item 7.a., Ferguson seconded approval. Motion carried with Grimwood abstaining.

8. Discussion and/or Action Calendar
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a. **Discussion/Action:** Vicksburg Mill

i. MDEQ Loan and Grant Loan Reimbursement Draft Agreement with Paper City

Staff updated Board. Draft of agreement has been received. Hawkins and Peregón have reviewed and commented and Grimwood is reviewing. Comments will be returned to Varnum for changes. A draft will then be submitted concurrently to the developer and County legal for review.

ii. Application - \$1,250,000 Loan and \$100,000 Grant – timeline

Due date is February 28th to submit the Loan and Grant application to MDEQ. A resolution from the County stating they will accept the Loan and Grant funds is required as an attachment to the application. The County resolution will most likely not be until the March 6th Commission meeting. Staff asked MDEQ if the application can be submitted by March 7th. MDEQ agreed with this extension for submittal.

iii. Transformational Plan timeline

Staff gave an update of the review and timing to meet with MEDC. Paper City staff and consultant gave an update regarding stabilizing the property.

b. **Discussion/Action:** WL Molding MDEQ Loan Application

i. Request to EDC - Applicant for the MDEQ Loan

Staff received confirmation from the MDEQ that the KCBRA cannot be the applicant for both projects. The EDC can be the applicant for the Jhamin LLC Loan.

c. **Discussion/Action:** Reimbursement Checks

i. RAI AZO, LLC - **\$10,186.11** (\$5,270.94 from Local TIR; \$4,915.17 from School TIR)

Agostinelli motioned to approve reimbursement payment, Wenzel seconded the motion. Motion carried.

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

i. Envirologic Monthly Memo – provided in packet

ii. 615 W. Kalamazoo Avenue, City of Kalamazoo - EPA Grant Work Order #16, Amendment #1 for additional cost of **\$19,800** under the Petroleum grant- Phase II ESA, BEA, and DDCC

Agostinelli motioned to approve Amendment #1 to WO#16, contingent on receipt of the additional 10% fee, Milks seconded the motion.

Discussion: Rogers expressed support for this project but is concerned regarding the amount of KCBRA administrative time spent on City projects.

Agostinelli expressed support for addressing staff time on future city projects.

Rogers recommended staff keep estimates regarding staff time spent on city projects.

Motion on the table carried.

e. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant

i. **\$12,484.71** – Invoice #04166 Grant

ii. **\$ 227.60** – MDEQ Grant Administrative – State FY2018 Quarter 1 (Oct.-Dec.)

Ferguson moved to approve payment of the two invoices, Wenzel seconded the motion. Motion Carried.

9. Financial Reports

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

Staff described revenues received in 2017 to date. Transfer of funds from Brown Family Holdings to the Local Brownfield Revolving Fund.

10. Staff Report

- a. Stryker is getting ready to submit their 2017 invoices to the KCBRA for review.
- b. Holiday Lanes and Select Products/Stadium Drive Brownfield Plans: Development agreements are being prepared.

11. Committees - times dates and places

- a. Land Bank Report – Next Meeting February 8, 2018, 8:30 a.m.
- b. Project/Finance Committee – Thursday, February 8, 2018, 4:00 p.m. – meeting is if needed
- c. Executive Committee – Friday, February 9, 2018, 9:15 a.m. – meeting is if needed
- d. Bylaws Committee – Bylaws committee will respond to changes via email

12. Other

Ken Peregon requested KCBRA approval for the General Mills payment that was not approved at the December 21, 2017 KCBRA meeting due to the need of additional information. The information has been received and reimbursement can proceed.

Agostinelli moved reimbursement to General Mills pursuant to the development agreement in the amount of \$277,262.59. Of that amount \$41,793.37 is from Local TIR and \$235,469.22 School TIR.

Rogers called point of order – item not on agenda. Chair Peregon ruled the motion can be made.

Wenzel seconded the motion. Motion carried.

13. Board Member Comments

Peregon thanked the Board members for the participation at the LBRF Planning session.

Rogers noted for anyone that participates on social media that would like to please post or share information related to the KCBRA when possible.

Ferguson received an email from the EPA National Brownfields Conference with links to presentations. Chair requested an update next meeting from attendees.

14. Adjournment: Meeting adjourned at 5:04 pm

***Next Meeting: Thursday – February 22, 2018 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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