
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 24, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Chris Carew, Connie Ferguson, Habib Mandwee, Doug Milburn, Jodi Milks, Ken Peregon, Meredith Place, Andy Wenzel

Members Excused: Gary Barton, Travis Grimwood

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 4

1. Chair Ken Peregon called the meeting to Order at 4:02 p.m.
2. Members Absent: Barton, Grimwood
3. Approval of the Agenda: Chair Peregon requested the addition of 2 items to the agenda. Item 7.d.i Administrative costs and Item 7.e.v. EGLE Grant Amendment

Agostinelli motioned approval of the agenda as amended and Milks seconded the motion. Motion carried.

4. Approval of Minutes:
 - a. **Agostinelli motioned approval of the September 26, 2019 minutes. Ferguson seconded the motion. Motion carried.**
 - b. Minutes from September 17, 2019 Special meeting: Not yet available. Minutes will be available at the November meeting.

5. Citizens Comments: None

6. Consent Agenda – Invoices:

- a. **\$1,197.50** – Envirologic General WO # 2019-1 General Environmental Review
- b. **\$ 85.50** - Varnum Invoice # 1079267 – Parchment Mill
- c. **\$ 314.32** - Grover – GLERR Conference Registration and Travel
- d. **\$ 419.64** - Peregon GLERR Conference Registration and Travel
- e. **EPA Grant Invoices**
 - i. **\$7,183.75** – (Pet.) – Envirologic WO# 22 – City of Parchment River Reach Property
 - ii. **\$ 361.25** – (Haz) – Envirologic WO#18 – Island Avenue
 - iii. **\$1,656.25** – (Pet.) – Envirologic WO# 23 – Diamond Auto
 - iv. **\$2,623.75** – (Pet.) – Envirologic WO#24 – 643 N. Riverview Dr.
 - v. **\$ 465.00** – (\$232.50 Pet.; \$232.50 Haz.) – 6447 Stadium Drive

Agostinelli motioned to approve the consent agenda and Mandwee seconded the motion. Motion carried.

7. Discussion and/or Action Calendar

- a. **Discussion/Action:** Ruach Industries, LLC Project – 10 & 2 Mills Street, Kalamazoo
 - i. Part 1 Application – Remi Harrington with Ruach Industries presented the project and the plans for the redevelopment of 10 and 2 Mills Street. Ruach Industries is
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requesting assistance with a Phase I ESA at this time and is also requesting to waive the application fee.

Place motioned to accept the Part 1 application request and Carew seconded the motion. Motion carried with Agostinelli abstaining.

- ii. Envirologic Work Order #27 - \$3,000

Carew motioned to approve Envirologic Work Order #27 with EPA grant funding for the Phase I ESA for 10 and 2 Mills Street. Milks seconded the motion. Motion carried with Agostinelli abstaining.

- b. **Discussion/Action:** City of Portage – 8509 Portage Road

- i. Part I and Part II Application – Mike West from the City of Portage presented the planned redevelopment of this property.

Chair Peregon clarified that only the portions outlined in Envirologic Work Order #26 are eligible for funding from the EPA grant, which is \$15,500 for Phase I ESA, BEA, Due Care Evaluation, and boundary survey. The remaining request outlined in the City of Portage Cover letter is not eligible for EPA grant funds.

Agostinelli motioned to approve the portions of the Part I and Part II project application as outlined in Envirologic WO #26 and Wenzel seconded the motion. Motion carried.

- ii. Envirologic Work Order #26 – EPA Petroleum Assessment Grant - **\$15,500**

Agostinelli motioned to approve Envirologic WO# 26 for the use of EPA grant funds for work at this property. Place seconded the motion. Motion carried.

- c. **Discussion/Action:** Project Spartan Brownfield Plan

- i. Development Agreement – City of Portage

Staff presented the Development Agreement between the City of Portage and the KCBRA for the City's eligible costs related to the Project Spartan Brownfield Plan. KCBRA legal counsel and City of Portage counsel reviewed the terms of the agreement. The Portage City Manager signed the agreement as authorized by the Portage City Council.

Agostinelli motioned approval of the City of Portage Development Agreement and to authorize the Chair to execute the development agreement as presented. Ferguson seconded the motion. Motion carried with Milks abstaining.

Chair Peregon noted that a development agreement between Scannell and the KCBRA will be forthcoming.

- ii. Timeline and updates – County Board of Commissioners will hold the public hearing and consider the resolution to approve the Brownfield Plan at the 11/6/19 BOC meeting. Note it is on a Wednesday.

- d. **Discussion/Action:** Stryker Development Agreement Amendment #1

Development agreement amendment reflects a lot line adjustment for one of the Stryker parcels where Stryker has sold a small portion of the parcel to a neighboring property. The boundary of the Brownfield Plan remains the same.

Agostinelli motioned to authorize the Chair to execute Amendment #1 to the Stryker Development Agreement. Wenzel seconded the motion. Motion carried with Milburn abstaining.

d' (prime). Discussion/Action: Administrative costs – 3rd Quarter (July-Sept.) – Item added to the agenda at the start of the meeting.

- i. General Administrative Costs
- ii. EGLE – Vicksburg Mill Admin costs
- iii. EPA Grant programmatic costs

Agostinelli motioned to approve payment of Administrative costs as presented and Ferguson seconded the motion. Motion carried.

e. **Discussion/Action:** Vicksburg Mill

- i. **\$63,099.44** - Grant Reimbursement Payment to Paper City Q1 through Q3
- ii. EGLE Q4 Loan report and reimbursement to Paper City
- iii. EGLE Q4 Grant report and reimbursement to Paper City

Agostinelli motioned to approve the Q1-Q3 Grant reimbursement to Paper City and the Q4 Loan Reimbursement to Paper City and the Q4 Grant reimbursement to Paper City (items 7.e.i through 7.e.iii). Wenzel seconded the motion. Motion carried.

iv. **\$ 787.50** – Envirologic Invoice – Loan oversight

Ferguson motioned to approved Envirologic Invoice #05896 and Carew seconded the motion. Motion carried.

v. MDEQ (EGLE) Grant Contract amendment

EGLE has proposed an amendment for a possible increase in the Grant funds. EGLE is in internal discussions regarding the amount of additional funds to provide.

Agostinelli motioned to authorize the Chair to execute the EGLE Grant amendment for additional grant dollars related to the Paper City Development project in an amount determined by EGLE. Place seconded the motion. Motion carried.

f. **Discussion/Action:** Select Products Invoice Request #1

Agostinelli motioned to approved Select Products Invoice request #1 and Wenzel seconded the motion. Motion carried.

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

i. Envirologic Monthly Memo

Hawkins provided an update for the EPA grant projects

ii. Quarter 4 EPA grant report

Staff will submit Q4 grant report to EPA by October 30th.

h. **Discussion/Action:** **\$18,906.00** - MEDC Invoice – State Brownfield Fund (from 2018 Annual reporting)

Agostinelli motioned to approved payment of MEDC invoice and Wenzel seconded the motion. Motion carried.

8. Financial Reports

a. **Discussion:** Fund 247 and 643 – no report this month.

9. Staff Report

a. Board member terms and reappointments update

The County Commission appointments committee has not set the interview date yet. Bylaws provide for members to continue to serve until the reappointment determination is made, even if it is past the term end date.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, November 12, 2019, 8:30 a.m. (Note Tuesday)
- b. Project/Finance Committee – Thursday, November 14, 2019, 4:00 p.m.
- c. Executive Committee – Friday, November 8, 2019, 9:15 a.m. (corrected date – Agostinelli cannot attend on November 8th).

11. Other

12. Board Member Comments

Wenzel will be attending the Annual MEDC meeting on October 29th.

Peregon noted that Graphic Packaging has started site work.

Miller noted that MDOT is having a public meeting to receive citizen comments on MDOT items.

Wenzel noted that the City of Kalamazoo is having meetings regarding downtown streets for public input for anyone that may be interested in attending – they have a few more scheduled.

13. Adjournment: **Meeting adjourned at 5:09 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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