
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 26, 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, Habib Mandwee, Joe Agostinelli, Travis Grimwood
(present until 4:26 p.m.)

Members Excused: Chris Carew, Connie Ferguson, Andy Wenzel, Doug Milburn, Jim Spurr

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 1

1. Chair Peregon called the meeting to Order at 4:07 p.m.
 2. Members Excused: Chris Carew, Connie Ferguson, Andy Wenzel
 3. Approval of the Agenda: **Agostinelli moved and Grimwood seconded the approval of the Agenda. Motion Carried.**
 4. Approval of Minutes: **Grimwood moved and Mandwee seconded the approval September 28, 2017 minutes. Motion Carried.**
 5. Citizens Comments: None
 6. Consent Agenda – Invoices
 - a. **\$ 486.25** – Envirologic General Environmental Review (Invoice #170103)
 - b. **\$ 441.75** - Varnum Invoice re: Vicksburg Mill
 - c. EPA Grant Invoices
 - i. **\$ 42.50** (\$21.25 Haz.; \$21.25 Pet.) – Outreach/Programmatic – Amended WO#3
 - ii. **\$ 562.65** (Haz.) – Jhamin, LLC, City of Portage – EPA Grant WO #12
 - iii. **\$5,006.44** (Pet. Funds) – NACD – EPA Grant WO#13
 - iv. **\$ 568.75** (Pet. Funds) – 703 N. Burdick WO#14 & 15
 - v. **\$ 260.11** (\$130.06 Haz; \$130.05 Pet) – Staff programmatic/outreach
 - vi. **\$ 885.00** – (\$442.50 Haz.; 442.50 Pet.) - EPA Brownfields Conf. – Registration for 4
 - vii. **\$1,502.39** – (\$751.19 Haz; 751.20 Pet.) EPA Flights (for 4 – Agostinelli, Ferguson, Grover, Milburn)
 - d. **\$12,423,81** - Q3 Administrative costs

Rogers moved and Grimwood seconded the approval of the consent agenda; items a, b, c, & d. Motion Carried.
 7. Non-consent Invoices
 - a. **\$5,623.75** (\$2,811.87 Haz; \$2,811.88 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8
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Agostinelli moved and Milks seconded the approval of the non-consent invoice. Grimwood abstained. Motion Carried.

8. Discussion and/or Action Calendar

- a. **Discussion/Action:** AJZ Sprinkle Invoice reimbursement – Total invoice request \$192,013.08 - Final lien waiver from Cripps now received.

Agostinelli moved and Rogers seconded the approval of invoices for reimbursement to AJZ Sprinkle. Motion carried.

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

- i. Envirologic Monthly Memo

Hawkins summarized the EPA grant monthly memo

- ii. Quarterly Report

No action needed. Quarterly report is summary of work and financial information related to EPA grant. Staff will submit quarterly report to EPA Region 5 by October 30th.

Chair Peregon moved to item 8.d. so that action items can be discussed while quorum still present.

8.d. Discussion/Action: 555 E. Eliza St. MDEQ Loan

- i. **\$ 1,358.75** – Invoice #3902

- ii. **\$ 374.64** – Grant and Loan administrative reimbursement – Invoice to pay Planning

- iii. Q4 Loan and Grant quarterly reports

Agostinelli moved approval of items 8.d.i and 8.d.ii, and Milks seconded the approval. Motion carried.

8.e. Discussion/Action: 2018 Calendar

Agostinelli moved and Grimwood seconded approval of the 2018 Calendar. Motion carried.

8.f. Discussion/Action: Letter of support for City EPA Cleanup Grant application

Board members requested that the County Brownfield Chair and staff request meeting with City BRA Chair and staff. Board requested that the County Administrator and City Manager also attend the meeting.

Quorum no longer present at 4:26. Board member Grimwood left at 4:26.

Return to item 8.c. Select Products Draft Brownfield Plan

8.c. Select Products Draft Brownfield Plan

- i. *Brownfield Plan Draft tables and timeline (Oshtemo Township Work session 11/14)*

- ii. *Work Order #8 Brownfield Plan budget and BEA/Doc. Due Care budget*

Draft Brownfield Plan tables presented

8.g. Discussion: *LBRF planning meeting – January 11th. Riverview Launch cost \$390 (non-profit rate).*

Staff also contacted the Kalamazoo County Expo Center who has a space at no charge. Staff will check into Zeigler Motorsports meeting space.

9. *Financial Reports*

a. *Discussion: Fund 247 and 643*

Reimbursement checks will be needed prior to end of year for Midlink, General Mills, and AJZ Sprinkle, LLC for TIR received from summer taxes.

10. *Staff Report*

- a. *Jhamin LLC Grant and Loan Proposal update*
- b. *Vicksburg Mill – MDEQ Loan and collateral update
Developer proposing a Cash CD option*
- c. *Cole Krum update*
- d. *Holiday Lanes Bowling Alley Brownfield Plan*
- e. *Potential new project for Committee review*

11. *Committees - times dates and places*

- a. *Land Bank Report – Next Meeting December 14th, 2017, 8:30 a.m.*
- b. *Project/Finance Committee – Thursday, November 9th, 2017, 4:00 p.m.*
- c. *Executive Committee – Friday, November 10th, 2017, 9:15 a.m.*
- d. *Bylaws Committee – update from October 12th meeting*

12. *Other*

Agostinelli discussed potential project for Chemlink expansion in Schoolcraft

13. *Board Member Comments*

Ferguson and Rogers attended the Trader Joe's ribbon cutting.

14. *Adjournment: Meeting adjourned at 5:33*

***Next Meeting: Thursday – November 16th, 2017 at 4pm – Please note 3rd Thursday
Room 207a, County Admin Bldg***

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

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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