

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, November 17, 2016  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**MINUTES**

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**Present:** Julie Rogers, Joe Agostinelli, Ken Peregon, Andy Wenzel, Douglas Milburn, Connie Ferguson, James Spurr, Christopher Carew, Habib Mandwee, Jodi Milks

**Members Excused:** Travis Grimwood

**Kalamazoo Township:** Steve Leuty

**Staff:** Lotta Jarnefelt, Rachael Grover

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos and Rachael Grover

**Community:** 6

1. Chair Agostinelli called the meeting to Order at 4:04 p.m.
2. Members Excused: Travis Grimwood
3. Approval of the Agenda: **Wenzel moved and Carew seconded the approval of the Agenda.**

**Motion Carried.**

4. Approval of Minutes: Page 1 of minutes, Number 6.c, Staff 3<sup>rd</sup> quarter should be July to September. On Page 4 of minutes under Number 11, Milks is appointed and Peregon is reappointed. **Peregon moved and Mandwee seconded the approval of Minutes of October 27, 2016 minutes as amended. Motion Carried.**
5. Citizens Comments: Steve Leuty introduced Sherine Miller, the newly elected Kalamazoo Township Treasurer who will take office Sunday at Noon. Ms. Miller will represent the Township as the Ex-Officio member to the KCBRA. Steve Leuty will be the alternate. Leuty expressed the Township's active support of the KCBRA.

Chair Agostinelli introduced Lauryn Coombs, the US EPA Region 5 Program Officer for the KCBRA Assessment Grants. She toured KCBRA potential sites and priority areas this morning.

6. Consent Agenda – Invoices
  - a. **\$160.50** – Envirologic Related to Work Order #25 Metal Mechanics
  - b. **\$595.00** – Envirologic - Related to Work Order # 17 General Environmental**Spurr moved and Peregon seconded the approval of the Consent Agenda. Motion Carried.**

Chair Agostinelli introduced 2 newly appointed Board members - Jodi Milks and Connie Ferguson.

7. Financial Reports
    - a. **Discussion:** Fund 247 and 643  
Grover discussed the provided spreadsheet.  
2016 Budget adjustment was discussed. Adjustment reflects the higher amount of TIF Revenue received and related reimbursement that is required for the Midlink/General Mills Plan.
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8. Discussion and/or Action Calendar

a. **Discussion/Action:** 2747 South 11<sup>th</sup> Street, Kalamazoo Hotel Group

i. Project Application

Kalamazoo Hotel Group Nauman Choudhry gave overview of their project.

Kalamazoo Hotel Group will send signed reimbursement agreement.

**Milks moved and Wenzel seconded the approval of the application contingent on verification that site meets definition of functional obsolescence. Motion Carried.**

b. **Discussion/Action:** Site prioritization and current criteria from Part I Application

Rogers expressed interest in helping smaller businesses and to continue the community outreach process.

Jarnefelt also expressed that KCBRA will be available to help down the road beyond the EPA grant when the LSRRF is better funded. That message can be conveyed with this community outreach process.

Hawkins shared based on the Grant application, there are 4 minimum outreach meetings

c. **Discussion/Action:** Metal Mechanics - EPA Assessment Grant funds for Due Care Compliance report, Phase I update, and BEA - total cost estimate \$6,000. TIF reimbursable (already in approved Brownfield Plan) – additional \$300 for Grant Eligibility and ACRES

Grover stated Metal Mechanics submitted via email a request for a total of \$6,000 in assistance: \$1,500 for Phase 1 update; \$1,500 for Environmental assessment; and \$3,000 for Documentation of Due Care Compliance. Metal Mechanics asked if Board will consider using grant funds to pay for it. It will be reimbursed in the first 2 years of the Brownfield Plan. Hawkins will do a Work Order for the next meeting.

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

i. **\$210.00** – QAPP Development – EPA Grant WO # 1

ii. **\$180.00** – Site Inventory – EPA Grant WO #2

iii. **\$360.00** – Programmatic/Outreach – EPA Grant WO # 3

**Wenzel moved and Peregon seconded the approval of the Grant Invoices items i. ii. & iii. Motion Carried.**

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

i. **\$5,213.75** - Envirologic Invoice – **MDEQ Loan Work Order #21**

**Carew moved and Ferguson seconded the approval of the invoice Work Order #21 in the amount of \$5,213.75. Motion Carried.**

f. **Discussion/Action:** 232, LLC Second Addendum to Development Agreement

Grover requested approval to execute the Agreement. Chair Agostinelli abstained from discussion.

**Carew moved Mandwee seconded the approval for the Vice Chair to execute the Second Addendum to Development Agreement submitted by 232, LLC. Motion Carried.**

9. Staff Report

a. BTR Park

Meeting with WMU after Thanksgiving holiday.

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Peregon and Carew abstain from discussion.

Rogers expressed interest in giving a level of support from the EPA Grant funds but not at the level that was requested as it would take a big portion of the grant money. Several members agreed.

b. Zeigler Motorsports

Midlink has the Amendment to the Development agreement. Zeigler has signed it. The sign that was provided to them 6 weeks ago has not been posted. Midlink approved posting the sign.

c. Jhamin, LLC/WL Molding – no update

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting December 8, 2016 – 8:30 a.m.
- b. Project/Finance Committee – Thursday, December 8, 2016, 4:00 p.m.
- c. Executive Committee – Friday, December 9, 2016, **note – 9:15 a.m.**
- d. PR/Media Committee –

11. Other

a. Chair Agostinelli – update on Attraction Projects

Agostinelli working on Attraction Projects – needs an estimate from Board on level of support to projects.

12. Board Member Comments

13. Adjournment at 5:45.

***Next Meeting: 3<sup>rd</sup> Thursday – December 15, 2016 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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