
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 21, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Gary Barton, Connie Ferguson, Travis Grimwood, Habib Mandwee, Doug Milburn, Ken Peregón, Andy Wenzel (Wenzel arrived at 4:12)

Members Excused: Chris Carew, Jodi Milks, Meredith Place

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: None

1. Chair Ken Peregón called the meeting to Order at 4:05 p.m.
2. Members Absent: Carew, Milks, Place
3. Approval of the Agenda:

Ferguson motioned approval of the agenda and Mandwee seconded the motion. Motion carried.

4. Approval of Minutes:
 - a. BRA Minutes of October 24, 2019. **Agostinelli motioned approval of the October 24, 2019 minutes. Ferguson seconded the motion. Motion carried.**
 - b. September 17, 2019 Special meeting. **Ferguson motioned approval of the September 17, 2019, Special meeting minutes. Mandwee seconded the motion. Motion carried.**

5. Citizens Comments: None

6. Consent Agenda – Invoices:

- a. **\$ 788.75** – Envirologic General WO # 2019-1 General Environmental Review
- b. **\$ 142.50** - Varnum Invoice # 1082612 – Stryker Development Agreement Amendment
- c. **\$2,294.00** – Varnum Invoice #1082613 – GPI Development Agreement
- d. **EPA Grant Invoices**
 - i. **\$ 4,885.34** – (Pet.) – Envirologic WO# 22 – City of Parchment River Reach Property
 - ii. **\$ 35.00** – (Haz) – Envirologic WO#18 – Island Avenue
 - iii. **\$15,847.53** – (Pet.) – Envirologic WO# 23 – Diamond Auto
 - iv. **\$13,906.62** – (Pet.) – Envirologic WO#24 – 643 N. Riverview Dr.
 - v. **\$ 1,020.00** – (\$510 Pet.; \$510 Haz.) – Envirologic WO#27 – 10 and 2 Mills Street
 - vi. **\$ 205.00** - (Pet.) – Envirologic WO#26 – 8509 Portage Road, City of Portage

Barton motioned to approve the consent agenda and Milburn seconded the motion. Motion carried.

7. Discussion and/or Action Calendar

- a. **Discussion/Action:** PS 383 LLC Invoices – TIF reimbursement request from available TIR Discussion occurred regarding interest allowed on balance. The State does not allow interest to accrue for Brownfield Plan/Act 381 Work Plan preparation charges. Grimwood requested that reimbursement of Work Plan charges to developer should be consistent with
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previous projects. The total reimbursement allowed per the Combined Plan is \$243,673 plus interest as per KCBRA policy and the development agreement, plus up to \$6,500 for Plan preparation costs.

Barton motioned to approve the invoices for \$250,173 plus interest as allowed by KCBRA policy, project development agreement, and Act 381 and from available TIF as received. Mandwee seconded the motion. Agostinelli disclosed he has worked with this developer on other projects but not this project specifically. Motion carried with Grimwood and Wenzel abstaining.

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

- i. **\$ 1,242.50** – Envirologic Invoice #05994 – EGLE loan oversight

Wenzel motioned to approve payment of invoice and Ferguson seconded the motion. Motion carried with Grimwood abstaining.

- ii. Grant amendment Update – EGLE removed the offer of additional grant funds but requested a proposal to apply for additional funding for 2020. The vapor intrusion planning is likely to be extensive and additional grant funding is needed. Staff submitted a draft of proposed additional work.

No action required at this time.

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

- i. Envirologic Monthly Memo

Hawkins provided an update of projects detailed in the memo.

- ii. Grant Budget Adjustments – Hawkins and staff presented proposed changes to EPA grant budget with decrease of \$1,500 in Site Inventory and increase of \$1,500 in Contractual Outreach/Programmatic. Additionally, the budget line items in County Administrative Personnel, Supplies, and Other were decreased by \$1,000 each to allow moving \$3,000 into the Travel budget for travel to the National Brownfield Conference. Additionally, because the Chime Elementary project is not moving forward, the funds approved for that contract have been moved back into available contractual funding.

Agostinelli motioned to approve adjustments to the grant budget as presented and Wenzel seconded the motion. Motion carried.

- iii. Work Order #3, Amendment #4 – Outreach/Programmatic – additional **\$1,500**

Agostinelli motioned to approve Amendment #4 to Work Order #3 and Wenzel seconded the motion. Motion carried.

- iv. Work Order #23, Amendment#1 – Diamond Auto – additional **\$1,000**

Agostinelli motioned to approve Amendment #1 to Work Order #23 and Wenzel seconded the motion. Motion carried.

d. **Discussion/Action:** Annual Website charges

- i. Domain names - **\$39.34**

- ii. Web Hosting – WP Engine - **\$350.00**

Ferguson motioned to approve the annual website charges of \$39.34 and \$350.00 and Barton seconded the motion. Motion carried.

e. **Discussion/Action:** 2018 Annual Report to the County Commission

Board members will review and provide comments by November 27th. No action required.

- f. **Discussion/Action:** KCBRA meeting calendar for 2020

Agostinelli motioned to approve the 2020 KCBRA Meeting Calendar and Wenzel seconded the motion. Motion carried.

8. Financial Reports

- a. **Discussion/Action:** 2019 Budget Adjustments

Staff provided explanation for 2019 Budget Adjustments. Wenzel requested a footnote at the bottom of the spreadsheet to note why the adjusted budget is \$80,000 more than original budget. The increase in Revenue and Expenses by \$80,000 for 2019 is due to the Paper City Mill Grant dollars from EGLE.

Agostinelli motioned to approve the 2019 Budget Adjustments and Wenzel seconded the motion. Motion carried.

9. Staff Report

- a. EPA visit November 13th – staff provided information about a visit from the Region 5 EPA Project Officer Lauryn Coombs. Hawkins, Peregion, and Grover took Ms. Coombs to several area project sites that have, or are currently benefitting from EPA assessment grant dollars, including the 10 Mills Street project and Select Products new building. The tour also drove through the Parchment Mill property.
- b. Board member terms and reappointments update if available.
Wenzel was interviewed and remaining Interviews have been scheduled by the Appointments Committee.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting is TBD in 2020 – calendar not yet available
City Brownfield Authority, Land Bank Authority, and LISC are discussing infill housing on Land Bank vacant properties.
- b. Project/Finance Committee – No December meeting
- c. Executive Committee – No December meeting

11. Other

Jarnefelt discussed County Commission Budget items that are on hold for the beginning of 2020 due to State Budget changes.

Grover discussed end of year balance. Miller noted that the KCBRA should be earning interest on the balance. Further discussion at committee meetings and with County Administration are planned.

Jarnefelt discussed further options for administrative assistance and further discussion at committee meetings. Jarnefelt requested that Envirologic prepare a work order for administrative assistance for the December meeting.

12. Board Member Comments

Agostinelli, stated the City of Kalamazoo Brownfield Authority has approved a Brownfield Plan for the Davis Creek Business Park. The Plan includes reimbursement to the KCBRA for its previous EPA assessment grant dollars it provided to the project. The Plan will go to the City Council for approval in December.

Wenzel attended the MEDC Annual meeting in October.

Peregion discussed the KCBRA Executive Committee discussed renewing the Envirologic General Environmental Services Contract.

Peregon requested an update on the Scannell Development Agreement. Staff noted that it was received from Varnum this week with some additional comments that need to go back to Scannell's attorney. Still in process of review and comment.

13. Adjournment: **Meeting adjourned at 5:25 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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