

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, December 17, 2015  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:20 pm (following Special EDC meeting)

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**MINUTES**

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**Present:** Joe Agostinelli, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Habib Mandwee, Douglas Milburn, Julie Rogers, Chris Carew, Tim Hudson

**Members Excused:** Jim Spurr

**Kalamazoo Township:** George Cochran

**Staff:** Rachael Grover, Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Rachael Grover

**Community:** 1

1. Chair Agostinelli called the meeting to Order at 4:20 p.m.
2. Members Excused: Jim Spurr
3. Approval of the agenda: **Motion to approve agenda Woods, second from Wenzel. Motion carried.**
4. Approval of Minutes: BRA Minutes of November 19, 2015. **Mandwee moved and Carew seconded the approval of November 19, 2015 minutes. Motion carried.**
5. Citizens Comments: None
6. Oath of Office – Oath for new member Douglas Milburn tabled to next meeting when County Clerk Snow is available.
7. Consent Agenda – Invoices
  - a. **\$ 370.50** – Varnum Invoice
  - b. **\$ 3,185.00** – Envirologic WO#8 – Due Care for 9008 Portage Rd.
  - c. **\$ 1,655.00** – Envirologic WO#22 – EPA BF Assessment Grant Application
  - d. **\$ 280.00** – Envirologic WO#17 – General Environmental Review
  - e. **\$ 2,500.00** – Envirologic WO#23 – Blackbird Billiards Brownfield Plan

**Peregon motioned approval of Consent Agenda with additional \$.50 to \$370.50 for correct amount on Varnum Invoice. Woods seconded the motion. Motion carried.**

8. Financial Report
  - a. **Discussion:** Fund 247 Year-to-date  
Rogers asked staff to look into what the County will be using as reporting of Indirect charges/cost allocation going forward into 2016.  
Chair Agostinelli gave an update regarding the Costco Tax appeal. Agostinelli and staff spoke with Gesmundo, LLC regarding holding the unavailable funds in a separate account pending the decision from the Michigan Tax Tribunal. Staff is discussing the setup of this account with County Finance. Formal letter will be sent to Gesmundo, LLC.
9. Discussion and/or Action Calendar
  - a. **Discussion/Action:** TIR Reimbursement Checks
    - i. Midlink – Total Reimbursement Check \$162,758.94  
**Woods motioned to approve reimbursement check to Midlink, Wenzel seconded the motion. Motion carried.**
    - ii. General Mills – Total Reimbursement Check \$81,940.89  
**Peregon motioned to approve reimbursement check to General Mills, Mandwee seconded. Motion carried.**

- b. Discussion/Action: Brown Family Holdings Brownfield Plan
    - i. KRESA Refund Check - \$180.29  
**Hudson motioned to approve refund check to KRESA, second from Carew. Motion carried.**
    - ii. \$5,299.28 Transfer to LSRRF  
**Grimwood motioned to approve transfer of TIR capture to LSRRF account, second from Rogers. Motion carried.**
  - c. **Discussion/Action:** 555 E. Eliza St., Schoolcraft
    - i. \$7,269.32 – Invoice Envirollogic (from MDEQ Loan for WO#21)  
**Rogers motioned to approve payment to Envirollogic, second from Hudson. Motion carried.**
  - d. **Discussion/Action:** Amendment #1 to WO# 17 General Environmental Review consulting services for 2016 – additional \$5,000  
**Hudson motioned to approve Amendment #1 to WO#17 for \$5,000 for calendar year 2016 General Environmental Review, second from Mandwee. Motion carried.**
  - e. **Discussion/Action:** Development Agreement/Reimbursement Agreement discussions  
Agostinelli gave a review of the meeting that this work group had related to revising these agreements. Work group is planning to meet again to discuss draft agreements.
10. Staff Reports:
- a. Staff and Board members provided a summary of the workshops they attended at the National Brownfield Conference in Chicago in September.
  - b. Kalamazoo Mortgage, Oshtemo Township – MEDC will not support school tax capture at the site. Envirollogic will put together a draft analysis of numbers and plan length.
  - c. RAI Jets, City of Portage – need more information about eligible expenses – staff meeting with RAI Jets and their consultant end of December.
  - d. 232 LLC update – Phillips Environmental is working on draft of Act 381 Work Plan. Revised development agreement language will be included in Addendum #2 to Development Agreement.
11. Committees - times dates and places
- a. Land Bank Report – There will be an update regarding the Vicksburg Mill in January
  - b. Project/Finance Committee–verbal report, next meeting Thursday, January 14<sup>th</sup> , 4:00pm
  - c. Executive Committee – verbal report, next meeting Friday, January 8th , 8:30 am
  - d. PR/Media Committee – discussed submitting information for KCBRA successful Brownfield redevelopment to Brownfield Renewal Magazine.
12. Other
- Chair Agostinelli motioned to vacate the motion from the November 19, 2016 BRA meeting that authorized \$200.00 donation to Cancer research organization in memory of Zena’s daughter. Rogers seconded vacating the motion with notation directing staff to circulate the organization’s information so that members could contribute personally to Hope 4 Youth Cancer Foundation. Motion carried with a vote of 7 in favor and 1 opposed.**
13. Board Member Comments
- Rogers announced there will be a community-wide meet and greet to meet the new County Administrator Terrence Neuzil on January 13, 2016 from 5:30 to 7:00 at Niko’s Landing. Board discussed having a presentation to new County Administrator and County Board of Commissioners regarding benefits of Brownfield Redevelopment.
14. Adjournment at 5:39 p.m.

**Next Meeting: 3<sup>rd</sup> Thursday – January 21, 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