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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, February 27, 2020  
**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:** Gary Barton, Chris Carew, Kevin Coleman, Connie Ferguson, Habib Mandwee, Jodi Milks

**Members Excused:** Agostinelli, Grimwood, Peregón, Place, Wenzel

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** None

**Staff:** Rachael Grover and Lotta Jarnefelt

**Consultant:** Therese Searles, Envirologic Technologies

**Recording Secretary:** Rachael Grover and Lotta Jarnefelt

**Community:** 1

Prior to the start of the Board meeting, Kalamazoo County Clerk Snow administered the Oath of Office to newly appointed Board Member Kevin Coleman. Mr. Coleman was appointed to the Board by the Kalamazoo County Commission on January 21, 2020.

1. Board member Barton called the meeting to Order at 4:04 p.m.
2. Due to the absence of the KCBRA Chair, Vice Chair, and Secretary, Board member Ferguson motioned to appoint KCBRA Treasurer Barton as Chair pro tem for this Board Meeting and Mandwee seconded the motion. All Board members present voted in favor of the motion. Motion carried.
3. Members Absent: Agostinelli, Grimwood, Peregón, Place, Wenzel
4. Approval of the Agenda: **Carew motioned approval of the agenda and Ferguson seconded the motion. Motion carried.**
5. Approval of Minutes: BRA Minutes of January 23, 2020  
**Mandwee motioned approval of the January 23, 2020 minutes and Carew seconded the motion. Motion carried.**
6. Citizens Comments: No Citizen comments. Jarnefelt recommended all Board members introduce themselves for new Board member Coleman. Introductions of Board members and staff were provided.
7. Consent Agenda – Invoices:
  - a. **\$2,451.25** – Envirologic WO# 2020-1 General Env. Review
  - b. **\$ 232.50** - Varnum Inv. #1090482 – Scannell Development Agreement Project Spartan
  - c. **\$ 393.50** – Varnum Inv. #109483 – Paper City MEDC Development Agreement
  - d. **\$50.00** – Grover WLI Build Up meeting fee for 2020
  - e. **EPA Grant Invoices**
    - i. **\$595.00** – (\$297.50 Haz.; \$297.50 Pet.) – Envirologic WO#3 Outreach/Programmatic
    - ii. **\$1,411.89** – (Pet.) – Envirologic WO# 22 – City of Parchment River Reach Property
    - iii. **\$708.75** - (Pet.) – Envirologic WO#26 – 8509 Portage Road, City of Portage

**Milks motioned to approve the consent agenda as presented and Ferguson seconded the motion. Motion carried.**

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8. Discussion and/or Action Calendar

a. **Discussion/Action:** 2019 Administrative Expenses Allocation to Brownfield Projects

Grover explained the breakdown of 2019 Administrative Expenses across active Brownfield Plans as presented in the packet.

**Mandwee motioned to approve the 2019 Administrative Expense Allocation as presented in the packet and Ferguson seconded the motion. Motion carried.**

b. **Discussion/Action:** Stadium Park Way Invoice approval – Envirollogic Memo 2-20-2020

i. Harrison Packing – **\$15,204.78**

ii. National Flavors – **\$8,000.00**

iii. Kalamazoo Storage - **\$25,172.50**

**Ferguson motioned to approved items 8.b.i., 8.b.ii., and 8.b.iii invoices as presented. Milks seconded the motion. Motion carried.**

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

i. **\$ 131.25** – Envirollogic Invoice #06329 – EGLE Grant Oversight

ii. **\$ 385.00** – Envirollogic Invoice #06214 – EGLE Loan oversight

**Milks motioned to approve payment of Envirollogic Invoices 06329 and 06214 for the EGLE Grant and Loan oversight. Mandwee seconded the motion. Motion carried.**

iii. FYI - Pre-proposal submitted to National Fish and Wildlife Foundation - \$200,000 grant

Grover described the pre-proposal grant application that was submitted for the Stream Restoration Construction Project at the Vicksburg Mill. The pre-proposal requests \$200,000 from the NFWF- “Sustain our Great Lakes Program” Grant with Paper City Development providing the remaining \$600,000 for the \$800,000 River Restoration project.

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

i. Envirollogic Monthly Memo

Searles provided updates from the memo. Grover provided a further update with additional information for the 2 and 10 Mills Street project. Reimbursement agreement and Part II application were received from Ruach Industries and Envirollogic is moving forward with the Phase II Environmental Site Assessment.

e. **Discussion/Action:** Developer Reimbursements – from Summer 2019 TIF

i. **Kalamazoo West - \$1,037.21** (Local only)

ii. **Stryker - \$224,881.52** (\$103,059.34 Local Taxes; \$121,822.18 State taxes)

iii. **RAI AZO, LLC - \$10,637.46** (\$5,602.71 Local taxes; \$5,034.75 State Taxes)

iv. **D&D Realty, LLC (Metal Mechanics – 400 S. 14<sup>th</sup> Street) - \$2,427.93** (Local)

v. **East Cork Street Investors, LLC (Midlink) – \$126,820.80** (Local taxes- includes interest payment)

vi. **General Mills - \$216,087.72** (\$29,012.04 Local taxes; \$187,075.68 State taxes)

Reimbursement Analysis spreadsheets were provided in the packet and staff provided information related to tax capture and available TIF reimbursements for items 8e.i through 8e.vi.

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**Carew motioned to approve reimbursements from available TIF capture for items 8e.i through 8e.vi and Ferguson seconded the motion. Motion carried.**

- f. **Discussion/Action:** MEDA Capitol Day – March 18<sup>th</sup> in Lansing

Registration is \$185 for non-MEDA members; mileage ~\$90; Parking ~\$10 – Est. cost per person \$290.

**Ferguson motioned to provide funding for Mandwee to attend the MEDA Capitol Day and Carew seconded the motion. Motion carried.**

9. Financial Reports

- a. **Discussion:** Funds 247 and 643

Staff provided an update of Brownfield accounts

10. Staff Report

- a. Grover is in process of getting a sign to the Scannell project and will likely need posts. Scannell Construction team requested just a few more weeks for weather to warm up to put posts in for the sign. Construction is expected to continue on the Portage Road project through August.

Signs are difficult to retrieve back from projects. There is one large sign (4X3) remaining and 2 smaller signs (2X3) remaining. Staff will obtain quotes for additional signs and sign options.

11. Committees - times dates and places

- a. Land Bank Report – Next meeting is Thursday, April 9, 2020  
b. Project/Finance Committee – Thursday, March 12, 2020 @ 4:00 p.m., Room 105  
c. Executive Committee – Friday, March 13, 2020 @ 9:15 a.m., Room 105

12. Other

Therese Searles of Envirollogic has started working with staff on financial budgets.

13. Board Member Comments – none provided

14. Adjournment: Milks motioned to adjourn meeting, Carew seconded the motion.

**Meeting adjourned at 5:06 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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