
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, February 28, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Jodi Milks, Meredith Place

Members Excused: Gary Barton, Douglas Milburn, Ken Peregon, Andy Wenzel

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 2

1. Vice-Chair Agostinelli called the meeting to Order at 4:02 p.m.
2. Members Excused: Barton, Milburn, Peregon, Wenzel
3. Approval of the Agenda:

Grimwood moved approval of the agenda and Milks supported the motion. Motion carried.

4. Approval of Minutes: Mandwee was not present for the January 24, 2019 meeting – minutes will be corrected to reflect Mandwee as excused.

Carew moved approval of the minutes of January 24, 2019 as amended and Mandwee supported the motion. Motion carried.

5. Citizens Comments: Erica Bays introduced herself as a representative of the Remediation and Redevelopment Division from the MDEQ.
6. Consent Agenda – Invoices:
 - a. **\$ 422.50** – Envirologic Website Assistance – WO# 2018-3
 - b. **\$ 1,542.50** – Envirologic General Environmental WO# 2019-1
 - c. **\$ 370.50** – Varnum – Bylaws (Invoice #1056792)
 - d. **EPA Grant Invoices**
 - i. **\$2,793.75** – (all to Haz.) – Envirologic WO# 18 – 100 Island Ave.
 - ii. **\$ 595.00** – (\$297.5 to Haz., \$297.50 to Pet.) – Outreach/Programmatic Envirologic WO# 3

Grimwood motioned to approve the consent agenda and Mandwee supported the motion. Motion carried.

7. Discussion and/or Action Calendar

- a. **Discussion/Action:** 7925 and 7939 S. Sprinkle Road, Portage – Singh Automation
 - i. Part I and Part II Application

Gurdeep Singh with Singh Automation presented information about the company and the plans for expansion to an additional location on S. Sprinkle Road.

Grimwood motioned to approve the Part I and Part II Application. Place supported the motion. Motion carried.

ii. Envirologic Work Order #19 (EPA Hazardous Grant) – Phase I ESA - \$3,000

Place motioned to approve Work Order #19 and Carew supported the motion. Motion carried.

b. **Discussion/Action:** Vicksburg Mill MDEQ Grant and Loan

i. Envirologic Work Order 2019-2 – MDEQ Grant Oversight

Milks motioned to approve Envirologic Work Oder 2019-2 for MDEQ Grant oversight. Ferguson supported the motion. Motion carried.

Staff and Envirologic will review the draft of the Grant Work Plan that has been submitted by Paper City and will send the final draft to Carew prior to submitting to the MDEQ.

ii. Updates: Transformational Brownfield Plan – Public Hearing March 6, 2019

Staff requested that some KCBRA Board members attend the Public Hearing for the Mill Plan at 7:00 on Wednesday, March 6th.

Staff provided an update for the bi-weekly phone call with the MEDC. MSF Board consideration of Plan hopefully end of June or July.

c. **Discussion/Action:** Stryker – Reimbursement

i. Request #1 – Invoices - \$307,433.44

Place motioned to approve Stryker Invoice Request #1 for reimbursement from available TIF and Ferguson supported the motion. Motion carried with Carew abstaining.

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

i. Envirologic Monthly Memo

Hawkins provided update related to the EPA Grant monthly memo.

e. **Discussion/Action:** Website

i. Pay Invoice Blue Tree Web Design – once site goes live - \$2,250

Carew motioned to approve paying invoice once the website goes live. Mandwee supported the motion. Motion carried.

ii. Updates – County link on current KCBRA/EDC site

Staff provided example of County website to show how the link will be shown to the new site.

f. **Discussion/Action:** Grover – request to attend IEDC Training – Real Estate Development & Reuse Course – Lansing; April 4-5, 2019

Course cost - \$640, plus \$200 for mileage and per diem (estimated \$90 mileage, \$110 per diem). Hotel not needed. Total need \$840. 2019 Training Budget is \$2,000.

Staff discussed that there are training funds available in the EPA grant as noted in the EPA Work Plan and application.

Grimwood motioned to approve up to \$850 for Grover to attend the IEDC Training with EPA grant training funds and Mandwee supported the motion. Motion carried.

8. Financial Reports

a. **Discussion:** Fund 247 and 643

Staff provided financial update from packet

9. Staff Report

- a. City of Parchment agreement – Island Avenue Project

City of Parchment is still working with the previous developer regarding the Brownfield Plan TIF. Letter agreement between the KCBRA and the City of Parchment is in draft form. Additional updates on the Island Avenue project provided in EPA Grants memo.

- b. April Annual Meeting – election of officers – Need Slate Committee

Grimwood volunteered to serve on the Officer Slate Committee and will call prospective board members for officer positions. This is for the KCBRA Annual meeting and the EDC Annual meeting in April.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, April 11, 2019, 8:30 a.m.

Land Bank has some potential projects that might need Environmental due diligence

- b. Project/Finance Committee – Thursday, March 14, 2019, 4:00 p.m.

- c. Executive Committee – Friday, March 15, 2019, 9:15 a.m. – **note this is 3rd Friday**

- d. Bylaws Committee – meeting March 14th after Proj. and Finance Committee

11. Other

Agostinelli gave an update that Southwest Michigan First is still working on an attraction project that may have a request for the KCBRA.

The KCBRA Board members noted congratulations to Jerome Kisscorni on his retirement from the City of Kalamazoo

12. Board Member Comments

None

13. Adjournment: Meeting adjourned at 5:08 p.m.

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