
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 25, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Jodi Milks, Ken Peregon, Andy Wenzel

Members Excused: Joe Agostinelli, Habib Mandwee, Douglas Milburn, Meredith Place

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 1

1. Chair Ken Peregon called the meeting to Order at 4:03 p.m.
2. Members Excused: Agostinelli, Mandwee, Milburn, and Place
3. Approval of the Agenda: Chair Peregon added new item 7d.ii for consideration of Amendment #1 to Envirologic WO# 18, Island Ave. project – preparation of an Act 381 Work Plan. Original items 7d.ii to 7d.iv. moved forward to 7d.iii through 7d.v. Additionally, Chair Peregon added EPA grant programmatic invoice as part of 7d.v.b. for consideration of paying Planning Department for staff programmatic time for EPA grant work. **Wenzel moved approval of the agenda as amended and Ferguson supported the motion. Motion carried.**
4. Approval of Minutes: Item 7a. motion should read “Grimwood motioned to approve invoices upon receipt and review of final lien waiver.” Wenzel concurred. **Grimwood motioned approval of the March 28, 2019 minutes as amended. Milks seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
 - a. **\$ 560.00** – Envirologic General Environmental WO# 2019-1
 - b. **\$ 390.00** – Envirologic WO #25 Metal Mechanics Invoice review and summary
 - c. **EPA Grant Invoices**
 - i. **\$ 8,132.64** – (all to Haz.) – Envirologic WO# 18 – 100 Island Ave
 - ii. **\$ 420.00** – (\$210 to Haz.; \$210 to Pet.) Envirologic WO#3 – Outreach/Programmatic
 - iii. **\$ 196.64** - (\$105.00 to Haz.; 91.64 to Pet.) Grover IEDC course mileage and per diem

Carew motioned to approve the consent agenda and Wenzel supported the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill Development Agreement – need approval to send draft to Paper City Development

Staff provided information regarding the draft of the Development Agreement. This is not a recommendation to sign the agreement at this time. Only to provide to developer for review.
Milks motioned approval to send draft of the development agreement to Paper City Development and Wenzel supported the motion. Motion carried.
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- b. **Discussion/Action:** 1st Quarter Administrative - adjusted for increased staff hourly rate

Wenzel motioned approval for transfer of payment for 1st Quarter Staff Administrative invoice and Ferguson supported the motion. Motion carried.

- c. **Discussion/Action:** Correction to Stryker Reimbursement available TIR - **\$82,551.92**

From 2018 Local TIR: \$38,144.43

From 2018 State TIR: Corrected to **\$44,407.49**. (\$55,518.49 State TIR - \$11,111.00 (1/2 of SET) to State Brownfield Fund = \$44,407.49 available State TIR for Reimbursement)

Hold \$11,111.00 of the SET for State BF Fund.

Milks motioned approval payment to Stryker as corrected and Wenzel supported the motion. Motion carried.

- d. **Discussion:** EPA Grant

- i. Envirologic Monthly Memo – Hawkins provided an update of the EPA grant from the memo

- ii. Item added to agenda - Island Avenue Amendment #1 to WO#18 – \$5,000 additional for completion of Act 381 Work Plan.

Carew motioned to approve Amendment #1 to WO #18 and Milks supported the motion. Motion carried.

- iii. Amendment to WO#19 Singh Automation – need additional \$833.75 (original request \$3,000).

Hawkins provided rationale for exceeding the budget. The property was owned by an oil company but was not used for a gas station. It took additional research and time than expected related to this. However, the extra time and research led to the conclusion there were no recognized environmental conditions which means that a Phase II ESA is not required.

Wenzel motioned approval to amend WO#19 and Ferguson supported the motion. Ferguson noted preference is not to exceed the budget but supports it as practical for this instance. Motion carried.

- iv. **\$3,833.75** – Envirologic Invoice WO#19 - Singh Automation

Milks motioned to approve payment of the invoice and Wenzel supported the motion. Motion carried.

- v. a. FYI - Quarterly Report due to EPA April 30, 2019. Staff will submit by deadline with assistance from Envirologic. No action required.

- b. Programmatic Invoice – staff programmatic for EPA grant - **\$386.57**

Milks motioned to approve payment of interoffice invoice as presented for \$386.57. Motion supported by Wenzel. Motion carried.

- e. **Discussion/Action:** Vicksburg Mill MDEQ Grant and Loan Quarterly reports due April 30, 2019

- i. Administrative Invoice MDEQ Grant – staff administrative time - **\$347.91**

Wenzel motion to support payment of administrative invoice as presented. Barton supported the motion. Motion carried.

- ii. **\$2,642.50** - Envirologic Invoice #05421 – Grant Work Plan review

Staff provided information regarding the grant work plan for the grant work at the Mill Project. The grant work costs in this work plan draft totals \$94,000. This does not leave funds available for KCBRA's to pay KCBRA's own consultant for 3rd party

environmental oversight beyond the initial work plan review that has been completed to date. The Loan funds cannot be utilized until the Letter of Credit has been submitted and approved.

Carew motioned support of payment of Envirologic Invoice #05421 and Wenzel supported the motion. Motion carried.

iii. Grant Quarterly report – staff will submit by deadline – It will include request for reimbursement of the invoices approved at this meeting. Wenzel requested sending a copy to the KCBRA of the Grant report when submitted to the State.

iv. Loan Quarterly report – no activity for Loan State Q2 (Jan.- March) 2019

f. **Discussion/Action:** Bylaws

County legal counsel has reviewed and requested KCBRA legal counsel provide approval of content. Proposed additions/changes to the bylaws are administrative or directly reflected in the legislation. Further review by KCBRA legal counsel is not recommended at this time. Staff will discuss with county legal counsel and, if needed, will request a budget from KCBRA legal counsel for full review.

8. Financial Reports

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

Staff provided financial update from packet. 2018 taxes that have been paid are in from all of the brownfield plans.

9. Staff Report

a. EPA National Brownfield Conference – December 11-13, Los Angeles. Also, MEDA Spring Toolbox May 23rd and there is a conference in Lansing in October – more information to follow.

10. Committees - times dates and places

a. Land Bank Report – Next Meeting, June 13, 2019, 8:30 a.m.

b. Project/Finance Committee – Thursday, May 9, 2019, 4:00 p.m.
Carew noted he cannot attend this committee meeting.

c. Executive Committee – Friday, May 10, 2019, 9:15 a.m.

11. Other – Staff reminded Board of Delta Marriott Conference Center ribbon cutting May 9th.

12. Board Member Comments - None

13. Adjournment: Meeting adjourned at 5:20 p.m.

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