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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, July 25, 2019  
**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:** Joe Agostinelli, Gary Barton, Connie Ferguson, Doug Milburn, Jodi Milks, Ken Peregón, Meredith Place, Andy Wenzel

**Members Excused:** Chris Carew, Habib Mandwee, Travis Grimwood

**Kalamazoo Township:** Sherine Miller

**Staff:** Rachael Grover, Lotta Jarnefelt

**Consultant:** David Stegink, Envirologic Technologies

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

**Community:** 1

1. Chair Ken Peregón called the meeting to Order at 4:07 p.m.
2. Members Absent: Carew, Grimwood, Mandwee
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Wenzel seconded. Motion carried.**
4. Approval of Minutes: **Ferguson motioned approval of the June 27, 2019 minutes. Milks seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
  - a. **\$ 843.75** – Envirologic General WO # 2019-1 General Environmental Review
  - b. **\$ 42.50** – Envirologic Invoice # 05663 - WO # 25 Metal Mechanics
  - c. **\$128.25** – Varnum Inv # 1071251– Paper City Inv.
  - d. **EPA Grant Invoices**
    - i. **\$ 346.25** – (all to Haz.) – Envirologic WO# 18 – 100 Island Ave
    - ii. **\$ 425.22** – Planning Department Programmatic Invoice

**Agostinelli motioned to approve the consent agenda and Milks seconded the motion. Motion carried.**

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** Parchment Paper Mill
      - i. Part I and Part II Application

**Agostinelli motioned approval of the Part I and Part II Application from the City of Parchment and Milks seconded the motion. Motion carried.**
      - ii. Envirologic Work Order

**Agostinelli motioned approval of the work order subject to the executed agreement between River Reach and the City of Parchment being finalized and Barton seconded the motion. Motion carried.**
    - b. **Discussion/Action:** Vicksburg Mill
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- i. TBP Updates – Chair Peregón provided an update of the approval of the Transformational Brownfield Plan by the Michigan Strategic Fund on July 23<sup>rd</sup>.
  - ii. **\$1,110.00** - Envirologic Invoice 05665 – EGLE Grant oversight  
**Wenzel motioned approval of payment of invoice and Ferguson seconded the motion. Motion carried.**
  - iii. **\$ 541.20** – Planning Department Administrative Invoice (to be reimbursed by grant)  
**Agostinelli motioned approval of payment of Planning Department Invoice and Ferguson seconded the motion. Motion carried.**
  - iv. Envirologic Work Order – Third Party Oversight Loan - **\$40,000**  
**Wenzel motioned approval of the Third-party oversight Work Order and Place seconded the motion. Motion carried.**
  - v. Quarterly Report – Grant
  - vi. Quarterly Report - Loan (Loan no activity this past quarter)  
**Agostinelli motioned to authorize staff to submit the quarterly Grant and Loan Reports to EGLE and Wenzel seconded the motion.**
- c. **Discussion/Action:** 232 LLC Invoice Request #1 - **\$86,646.26**  
Agostinelli stated he would not participate in discussion and would abstain from voting on this action item.  
The invoices for activities eligible in the 232 LLC Brownfield Plan totaling \$86,646.80 have been reviewed by staff and ET and found to be acceptable for reimbursement from TIR as the TIR funds become available.  
**Wenzel motioned to accept the invoice request and reimbursement of the invoices as recommended by staff, noting for the motion the invoice submittal went beyond the time period as specified in the development agreement. Milks seconded the motion. Motion carried. Agostinelli abstained.**
- d. **Discussion/Action:** Reimbursement to Developers – from remaining 2018 TIR
- i. D&D Realty (Metal Mechanics) - **\$561.39**  
**Agostinelli motioned approval of reimbursement to D&D Realty and Barton seconded the motion. Motion carried.**
- e. **Discussion/Action:** Transfer of funds to LBRF Fund 643
- i. From Corner @ Drake - **\$190,809.68**  
**Wenzel motioned to transfer the funds as presented and Ferguson seconded the motion. Motion carried.**
  - ii. From Brown Family Holdings - **\$11,262.63**  
**Wenzel motioned to transfer the funds as presented and Milks seconded the motion. Motion carried.**  
This Brownfield Plan is now complete with no further tax capture. KCBRA Board will work on press release and letter to Township recognizing the completion of this Brownfield Plan and that now the project will be fully on the tax rolls. Stegink noted that the KCBRA and County will need to formally abolish the Plan.
  - iii. Form Metal Mechanics School TIR - **\$2,309.82**  
**Wenzel motioned to transfer the funds as presented and Place seconded the motion. Motion carried.**
- f. **Discussion:** EPA Grant
- i. Envirologic Monthly Memo  
Envirologic and staff provided an update of projects as presented in memo.
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- ii. Quarterly Report – Envirologic is completing the Quarterly report and staff will submit to EPA by the deadline of July 30<sup>th</sup>.
  - iii. EPA Brownfield Conference Travel – Estimate \$1,800 per person  
Staff will email Board to ask for interested parties to let Grover know interest by Thursday August 1<sup>st</sup>.
  - iv. EPA extension request – Envirologic will assist with writing the extension request letter and potential projects will be discussed at the August committee meetings.
- g. **Discussion/Action:** 2018 TIR Annual Reports to MEDC – (6 of 13 ready for submittal)  
**Place motioned to approve staff submittal of the presented reports to the MEDC and Wenzel seconded the motion. Motion carried.**
- h. **Discussion/Action:** 2018 Annual Report to County Commission – Envirologic Work Order ET will prepare the KCBRA 2018 Annual Report, cost not to exceed \$1,200.  
**Ferguson motioned to approve Work Order and Agostinelli seconded the motion.**

8. Financial Reports

- a. **Discussion:** Fund 247 and 643  
Staff provided report of funds

9. Staff Report

- a. 1616 E. Main Street update – The timing did not work with the project timeline and the application for EPA grant funds has been withdrawn at this time.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, August 8, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, August 8, 2019, 4:00 p.m.
- c. Executive Committee – Friday, August 9, 2019, 9:15 a.m.

11. Other

Agostinelli noted his term is ending in October and asked about the process for applying for reappointment.

12. Board Member Comments

Sherine Miller brought copies of the list of the Public Land Auction properties in Kalamazoo County.

13. Adjournment: Meeting adjourned at 5:23 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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