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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, August 22, 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, Chris Carew, Ken Peregon, Meredith Place, Andy Wenzel

**Members Excused:** Habib Mandwee, Connie Ferguson, Travis Grimwood, Doug Milburn, Jodi Milks

**Kalamazoo Township:** Sherine Miller

**Staff:** Rachael Grover, Lotta Jarnefelt

**Consultant:** Jeff Hawkins, Envirollogic Technologies

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

**Community:** 8

1. Chair Ken Peregon called the meeting to Order at 4:08 p.m.
2. Members Absent: Ferguson, Grimwood, Mandwee, Milburn, Milks
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Wenzel seconded. Motion carried.**
4. Approval of Minutes: **Agostinelli motioned approval of the July 25, 2019 minutes. Wenzel seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
  - a. **\$ 1,592.50**– Envirollogic General WO # 2019-1 General Environmental Review
  - b. **\$ 484.50**– Varnum Inv # 1073208– Paper City Inv. (Letter of Credit)
  - c. **\$ 92.57** – Peregon Travel to Lansing, MSF Board meeting for Vicksburg Mill
  - d. **\$ 15,520.45** - Planning invoice - Q2 Administrative
  - e. **EPA Grant Invoices**
    - i. **\$ 567.50** – (Pet.) – Envirollogic WO# 22 – City of Parchment River Reach Property
    - ii. **\$ 2,072.50** – (Haz.) – Envirollogic WO# 18 – Island Ave.
    - iii. **\$ 318.75** – (\$159.37 Haz.; \$159.38 Pet.) – Outreach/Programmatic

**Carew motioned to approve the consent agenda and Barton seconded the motion. Motion carried.**

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** Project Bronco
      - i. Brownfield Plan and Timeline for approvals  

Representatives from Graphic Packaging International and Southwest Michigan First provided a summary of Project Bronco and the proposed Brownfield Plan.

**Agostinelli motioned approval of the Brownfield Plan for Graphic Packaging International and Place seconded the motion. Motion carried.**
      - ii. Act 381 Work Plan – staff is reviewing and MEDC is reviewing a draft. Staff will submit Act 381 Work Plan prior to MSF September 24<sup>th</sup> Board meeting. No action required.
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- iii. Development Agreement – this is required as an attachment to the Act 381 Work Plan. KCBRA legal counsel is reviewing. No action required.
  - b. **Discussion/Action:** Double Diamond, LLC
    - i. Part I Application

Representatives from Diamond Auto Sales provided information about the project.  
**Agostinelli motioned approval of the Part I Application. Carew seconded the motion. Motion carried.**
    - ii. **\$17,800** - Envirologic Work Order 23 – Petroleum Grant – Phase II, BEA

**Agostinelli motioned approval of Work Order 23 subject to receipt of the Part II Application with Reimbursement agreement and Wenzel seconded the motion. Motion carried.**
  - c. **Discussion/Action:** Vicksburg Mill
    - i. EGLE Act 381 Work Plan – approval to submit (this only includes partial activities – there will be additional Work Plan(s))
    - ii. **\$ 788.75** - Envirologic Invoice# 05723 – Grant oversight

**Wenzel motioned approval of payment of Envirologic invoice and Place seconded the motion. Motion carried.**
    - iii. Quarterly Report – Grant Reimbursement (this is a partial quarterly report and includes one month only) – Phillips Environmental Invoice - **\$25,746.50**

**Agostinelli motioned to submit grant reimbursement request and payment of Phillips Invoice once reimbursement received from EGLE and Barton seconded the motion. Motion carried.**
  - d. **Discussion/Action:** City of Parchment/Parchment BRA Agreement Letter for Administrative management.

Executive Committee reviewed letter. Staff will send letter to full board for review. Item tabled for future meeting.
  - e. **Discussion/Action:** Reimbursement to Developers – from remaining 2018 TIR
    - i. 232 LLC - **\$ 7,819.97**

**Place motioned to reimburse 232 LLC as presented and Wenzel seconded the motion. Motion carried with Agostinelli abstaining.**
    - ii. Midlink - **\$ 94,742.90**

**Agostinelli motioned to reimburse Midlink as presented and Place seconded the motion. Motion carried.**
  - f. **Discussion/Action:** Legal counsel rate

**Place left the meeting at 5:15 in order to attend the State of the County address, therefore no longer had quorum. Item will be discussed at September meeting.**
  - g. **Discussion:** EPA Grant
    - i. Envirologic Monthly Memo
    - ii. EPA extension request – extension request has been submitted to EPA  
Envirologic and staff provided EPA grant updates.
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- h. **Discussion/Action:** 2018 TIR Annual Reports to MEDC – (Remaining 7 of 13 plus LBRF at end of 2018).

Staff described annual reports. Grover will submit remaining reports ahead of the August 31, 2019 deadline.

8. Financial Reports

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

Staff provided report of funds.

9. Staff Report

No report

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, October 10, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, September 12, 2019, 4:00 p.m.
- c. Executive Committee – Friday, September 13, 2019, 9:15 a.m. – Ken will be out for this meeting

11. Other

Sherine Miller noted that Kalamazoo Township is discussing opportunities for the former Quality Precast property.

Miller also thanked the KCBRA Board for supporting the Project Bronco Brownfield Plan

12. Board Member Comments

13. Adjournment: Meeting adjourned at 5:26 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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