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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, August 23, 2018  
**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, Doug Milburn, Jodi Milks, Ken Peregon, Julie Rogers, Andy Wenzel

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

**Vacancy:** 1 vacancy

**Kalamazoo Township:** Sherine Miller

**Staff:** Lotta Jarnefelt, Rachael Grover

**Consultant:** David Stegink, Envirologic

**Recording Secretary:** Rachael Grover

**Community:** 1 Community

1. Chair Peregon called the meeting to Order at 4:06 p.m.
2. Members Excused: Carew, Ferguson, Grimwood, Mandwee
3. Approval of the Agenda and Minutes:  
**Agostinelli moved approval of the agenda. Wenzel supported the motion. Motion carried.**
4. Approval of Minutes: **Wenzel moved approval of the minutes of July 26, 2018. Milks supported the motion. Motion carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices:
  - a. **\$ 1,675.00** - Envirologic General Environmental Review (Invoice #04823 – WO# 2018-1)
  - b. **\$ 85.50** - Varnum, Paper City Development, LLC –7/18/18 Invoice (Revised Loan Reimbursement Agreement)
  - c. **\$ 864.50** – Varnum Kalamazoo Storage Development Agreement – Stadium Park Way
  - d. **\$ 82.84** – Grover mileage to Lansing, MEDC meeting re: Mill Transformational Plan
  - e. **EPA Grant Invoices**
    - i. **\$1,536.25** - (All to Pet.) – NACD Mall City Ambulance, WO# 17
    - ii. **\$ 417.50** – (All to Haz.) – Jhamin, LLC, WO# 12
    - iii. **\$ 507.50** – (\$253.75 Haz.; \$253.75 Pet.) – Outreach/Programmatic, WO# 3

**Agostinelli requested to remove item 6(c) from the consent agenda.**

**Rogers moved approval of the consent agenda items with the exception of item 6(c) and Agostinelli supported the motion. Motion carried.**

**Item 6(c) – \$ 864.50** – Varnum Kalamazoo Storage Development Agreement – Stadium Park Way  
Agostinelli requested revised invoice from Varnum due to incorrect hourly rate for one of the attorneys.

Item 6(c) invoice delayed until revised invoice received.

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7. Discussion and/or Action Calendar

a. **Discussion/Action:** Island Avenue Redevelopment – City of Parchment

- i. Part I and Part II Application
- ii. **\$29,500** - Envirologic Work Order #18 – EPA Assessment Grant funds

Staff provided update. Developer requested delaying the request until September.  
No action taken.

b. **Discussion/Action:** Vicksburg Paper Mill

- i. Loan reimbursement agreement – Revised  
Revisions have been made by Varnum based on comments from Grimwood. These changes need to be sent to Paper City. MDEQ has also requested that KCBRA add language to allow for site access to contractors.

**Agostinelli moved to authorize Chair to execute Loan Reimbursement Agreement pending staff circulating final draft as agreed to by all parties. Rogers supported the motion. Motion carried.**

- ii. MDEQ Loan Contract  
**Agostinelli moved to authorize Chair to execute MDEQ Loan contract following execution of the Loan reimbursement agreement. Motion supported by Milks. Motion carried.**

c. **Discussion/Action:** Stadium Park Way Brownfield Plan Amendment

- i. **\$2,000** - Envirologic Amendment #2 to EPA Grant Work Order #8

Due to significantly higher costs to manage soil conditions for the Select Products construction, an alternative activity has been identified. The Brownfield Plan will need to be amended to include the alternative activity.

**Agostinelli motioned to approve Amendment #2 to Work Order #8. Motion supported by Rogers. Motion Carried.**

d. **Discussion/Action:** Website Development

- i. **\$3,600** - Envirologic Work Order #2018-3

**Rogers motioned to approve website development for \$3,600 Envirologic Work Order #2018-3. Motion supported by Milburn.**

Discussion occurred requesting contract from vendor for design costs.

**Motion on the table carried.**

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

- i. Envirologic Monthly Memo

David Stegink provided summary of updates as provided in memo. No action required.

f. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant

- i. **\$21,466.29** – Invoice #04808 MDEQ Grant

Stegink and Grover provided updates regarding closing out the grant that ends in September.

**Milks motioned to approve paying Invoice #04808. Wenzel supported the motion. Motion carried.**

g. **Discussion/Action:** MEDC Annual Reports

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**Agostinelli moved to authorize staff to submit reports for all projects to the MEDC. Wenzel supported the motion. Motion carried.**

8. Financial Reports

- a. **Discussion:** Fund 247 and 643  
Staff provided financial update from packet.

9. Staff Report

- a. Board vacancy  
Jarnefelt provided update regarding KCBRA/EDC Board vacancy. Opening has been posted on the Kalamazoo County Commission website. Jarnefelt will ask for list of previous applicants if available.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, October 11, 2018, 8:30 a.m.  
b. Project/Finance Committee – Next meeting Thursday, September 13, 2018, 4:00 p.m.  
c. Executive Committee – Next meeting Friday, September 14, 2018, 9:15 a.m.  
d. Bylaws Committee -

11. Other

- a. Board Rules of General Conduct/Code of Ethics  
Chair Peregon recommended board members consider signing the one page document and return to staff.
- b. Staff provided update from Southcentral Michigan Planning Council multi-county coalition grant application: many partners not interested in completing an application this year.
- c. Stegink gave an update about the 615 W. Kalamazoo Ave. project. Project continues to move forward. MDEQ has accepted a grant proposal for the project and has requested a full application. The City of Kalamazoo is supportive of the project and the City BRA is the applicant for the grant.

12. Board Member Comments

Commissioner Rogers was appointed to the Michigan Association of Counties Board as an At-large member.

13. Adjournment: Meeting adjourned at 5:10 pm

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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