
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 26, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Gary Barton, Chris Carew (arrived at 4:15), Connie Ferguson, Doug Milburn, Ken Peregon, Andy Wenzel

Members Excused: Jodi Milks, Meredith Place, Travis Grimwood, Habib Mandwee

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins and Therese Searles, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 4

1. Chair Ken Peregon called the meeting to Order at 4:08 p.m.
2. Members Absent: Grimwood, Mandwee, Milks, Place
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Wenzel seconded the motion. Motion carried.**
4. Approval of Minutes: **Wenzel motioned approval of the August 22, 2019 minutes. Barton seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
 - a. **\$2,275.00** – Envirologic General WO # 2019-1 General Environmental Review
 - b. **\$ 57.00** - Varnum Invoice #1076731
 - c. **EPA Grant Invoices**
 - i. **\$ 4,945.50**– (Pet.) – Envirologic WO# 22 – City of Parchment River Reach Property
 - ii. **\$ 455.00** – (Haz) – Envirologic WO#18 – Island Avenue
 - iii. **\$ 295.00** – (Pet.) – Envirologic WO# 23 – Diamond Auto
 - iv. **\$ 616.00** – (split Haz .and Pet) Registration and Flight– Grover National Brownfields Conference.
 - v. **\$ 616.00** - (split Haz and Pet) Registration and Flight – Peregon National Brownfields Conference

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

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Project Spartan Brownfield Plan
 - i. Brownfield Plan
Grover provided update that the Part I and Part II Application and Reimbursement Agreement were approved by the KCBRA at the Special Meeting on September 17, 2019. Scannell Properties, LLC paid the Application fee.
Shaun Cofer of Scannell Properties, LLC provided information about Project Spartan located at 6501 Portage Road.

Searles provided an explanation for the changes/additions to the Brownfield Plan that provide additional details related to the City of Portage road improvements. No changes have been made to the tables.

Wenzel motioned to approve the Brownfield Plan as submitted and Milburn seconded the motion. Motion carried.

ii. Development Agreement – City of Portage

Agreement is being reviewed by Varnum and will be forwarded to the City of Portage for review prior to the City Council meeting. No action at this meeting. Action will be needed at the October KCBRA

iii. Timeline

Staff provided current estimated timeline for the County Commission COW presentation on 10/01/19, City of Portage BRA on 10/4/19, City of Portage Council 10/15/19, and County Commission on 11/6/19

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

i. **\$ 1,470** – Envirologic Invoice – grant oversight

Hawkins noted that this invoice should state it is for Loan oversight. He will provide a corrected invoice.

ii. **\$ 35.00** – Envirologic Invoice – grant oversight

Wenzel motioned to approve payment of both invoices with invoice in b.i. amended as noted. Barton seconded the motion. Motion carried.

iii. Other updates – staff provided updates regarding grant and loan work

c. **Discussion/Action:** City of Parchment/Parchment BRA Agreement Letter for Administrative management.

Agostinelli motioned to authorize the Chair to execute the Agreement letter with the City of Parchment and Barton seconded the motion. Motion carried.

d. **Discussion/Action:** Legal counsel rate

Ferguson motioned to approve a not-to-exceed legal counsel rate of \$310.00 per hour. Carew seconded the motion. Motion carried.

e. **Discussion/Action:** October 16-18 - EGLE Great Lakes Environmental Conference – includes attendees all EPA Region 5 States – Registration Deadline is 9/27/19

Cost range is \$400-800 depending on if there are any hotel stays (\$195 registration, \$56 full day per diem/meals although some are included in registration, \$108-\$120/night for hotel, \$154 mileage, \$10/day parking). Remaining 2019 Travel Budget - \$1,300 available

Agostinelli motioned to approve up to \$2,500 of expenses for any staff or board members that would like to attend the conference on a first-come, first served basis. Wenzel seconded the motion. Motion carried.

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

i. **WO # 18 - Amendment #2 - \$2,000** - Island Ave. for the Act 381 Work Plan

Agostinelli motioned to approve Amendment #2 for WO#18 and Ferguson seconded the motion. Motion carried.

ii. Envirologic Monthly Memo

Hawkins provided an update on EPA grant projects. Additional needs for the 643 N. Riverview Dr. project - Tank needs to be closed in place due to utility location and proximity to the building. Closure in place is acceptable, however, additional sampling needs to be done by going through the base of tank. Envirologic is discussing this need with EPA Project officer. Additional costs may be required under this project work order.

Barton motioned to increase the WO#24 by \$2,000 and Agostinelli seconded the motion. Peregón requested that Envirologic provide an amended Work Order. Motion carried.

iii. EPA extension request update

Extension was approved by the EPA through 9/30/2020

g. **Discussion/Action:** \$40.00 - one-time Invoice Blue Tree Web Design - Website fix

Ferguson motioned to pay one-time invoice for Blue Tree Web Design and Wenzel seconded the motion. Motion carried.

8. Financial Reports

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

9. Staff Report

a. Grover provided update regarding the Michigan Strategic Fund Board approval on September 24th of the Graphic Packaging Plan and Act 381 Work Plan. Agostinelli noted that Graphic Packaging has announced the selection of the Kalamazoo site.

b. Board member reappointments

County Commission interview committee will interview applicants, including the three board members who have applied for reappointment. KCBRA members and other applicants have to submit on-line applications by September 30, 2019.

10. Committees - times dates and places

a. Land Bank Report – Next Meeting, October 10, 2019, 8:30 a.m.

b. Project/Finance Committee – Thursday, October 10, 2019, 4:00 p.m.

c. Executive Committee – Friday, October 11, 2019, 9:15 a.m.

11. Other

Jarnefelt noted that staff will check with Land Bank on new Brownfield Plans to check on any potential Land Bank eligible costs.

12. Board Member Comments

Peregón congratulated Planning Director Lotta Jarnefelt and the Kalamazoo Metropolitan County Planning Commission for the Award they received for the Kalamazoo County Master Plan from the Michigan Association of Planning.

Miller thanked the KCBRA for the work for the Graphic Packaging Plan approval.

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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