
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 24, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Chris Carew, Connie Ferguson, Joe Agostinelli, Julie Rogers, Ken Peregon, Jodi Milks

Members Excused: Jim Spurr, Andy Wenzel, Travis Grimwood, Doug Milburn

Kalamazoo Township: None

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 1 Community

1. Chair Peregon called the meeting to Order at 4:04 p.m.
2. Members Excused: Spurr, Wenzel, Grimwood, Milburn
3. Approval of the Agenda: **Agostinelli moved approval of the agenda, Milks supported the motion. Motion carried.**
4. Approval of Minutes: **Ferguson motioned to approve the minutes of April 26, 2018, Carew seconded the motion. Motion carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices
 - a. **\$ 840.00** - Envirollogic General Environmental Review (Invoice #04563 – WO# 2018-1)
 - b. **\$3,880.25** - Varnum, Select Products Development Agreement
 - c. **\$ 706.92** – Broker's outreach event (\$616.92 within approved \$650 food budget, \$90 microphone charge can be included in printing/materials budget)
 - d. **EPA Grant Invoices**
 - i. **\$ 2,850.50** (\$990.87 Haz.; \$1,859.63 Pet.) – NACD Mall City Ambulance, WO# 17

Carew moved approval of the consent agenda and Milks supported the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 2017 General Administrative Cost Allocation – REVISED
Agostinelli moved to approve the 2017 Revised General Administrative Cost Allocation, Mandwee seconded the motion. Motion carried.
 - b. **Discussion/Action:** Reimbursement Checks: Pending 2017 Administrative Cost Allocation approval – the following reimbursement checks require approval:
 - i. Gesmundo, LLC (Corner @ Drake) - **\$108,092.32**
 - ii. Kalamazoo West, LLC (Kalamazoo Mortgage) - **\$1,225.68**
 - iii. General Mills - **\$12,588.60**
 - iv. AJZ Sprinkle, LLC – **\$ 9,541.00**
 - v. East Cork Street Investors, LLC - **\$55,282.35**

Milks motioned to approve the reimbursement checks to developers as presented but with correction to Kalamazoo West, LLC which should read \$1,255.68. Agostinelli seconded the motion. Motion carried.

- c. **Discussion/Action:** Transfer funds to LBRF – Fund 643
 - i. From Brown TIR: **\$ 8,607.43**
 - ii. From Corner @ Drake TIR (Remaining of Winter 2017 Taxes): **\$29,537.26****Ferguson motioned to approve the transfer of funds from Brown and Corner @ Drake TIR to the Local Brownfield Revolving Fund as presented, Milks seconded the motion. Motion carried.**

- d. **Discussion/Action:** Jhamin, LLC – \$19,390.69 Hazardous grant funds remaining balance from approved Work Order #12
Complete system design for vapor system (remaining scope of work from WO#12)
Hawkins gave an update about the remaining work included in work order.
No action or motion required. Work Order #12 for activities included in this Work Order was previously approved.

- e. **Discussion/Action:** 2017 Annual Report - Envirologic Work Order 2018-2 - **\$1,800**
Rogers suggested the KCBRA consider also looking into a separate website in the future.
Rogers suggested sending 2017 Annual report to participating municipalities. Ferguson suggested sending to all municipalities to inform them of KCBRA activity.
Rogers motioned to approve Envirologic Work Order 2018-2, Mandwee seconded the motion. Motion carried.

- f. **Discussion/Action:** EPA Grant
 - i. Envirologic Monthly Memo
Hawkins provided an update of previous month's EPA grant activities.
 - ii. Outreach/Programmatic – Amendment #2 to EPA Grant WO# 3 – **Add \$2,000.**
Carew motioned to approve Amendment #2 to EPA Grant WO#3, Rogers seconded the motion. Motion carried.
 - iii. Grant Dashboard – staff will send the most recent Grant Dashboard to members.

- g. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant
 - i. **\$ 338.35** – Invoice #04536 MDEQ Grant**Agostinelli motioned to approve paying invoice #04536, Milks seconded the motion. Motion carried.**

8. Financial Reports

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

9. Staff Report

- a. 2019 Budget due end of June – for Project and Finance Committee review June 14th
 - i. Kalamazoo County new budget process includes request for Departmental Goals and Performance Metrics to accompany 2019 budget request. Members expressed concern about the limited time to formulate these for the 2019 KCBRA budget request. This will be discussed in more detail at the Committee meeting in June.

 - b. Vicksburg Mill update
 - i. Transformational BF Plan – waiting to hear back from MEDC regarding the go ahead to formally submit the application and the fee; staff expecting revised draft of the Transformational Plan next week.
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- ii. MDEQ Loan and Grant – waiting on Paper City to provide Loan Reimbursement Agreement and Loan collateral. Expecting the developer to close on the property in June.
- c. Update on LBRF Policy – Hawkins and staff are meeting June 6 to review draft. Planning to present draft of policy to committees.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, June 14, 2018, 8:30 a.m.
- b. Project/Finance Committee – Next meeting Thursday, June 14, 2018, 4:00 p.m.
- c. Executive Committee – Next meeting Friday, June 8, 2018, 9:15 a.m.
- d. Bylaws Committee – staff suggestion to meet at 4:45 immediately following the Project & Finance Committee meeting - additional changes could be recommended for both EDC and KCBRA to meet legislative requirements.

11. Other

12. Board Member Comments

Rogers stated that the County Commission has a Citizen Budget Survey on the County Website and requesting for everyone to provide input if possible. It is due on May 30, 2018.

Rogers requested a future agenda item to include a proposal for a website. Envirollogic will do some research of costs for website. Jarnefelt noted that the design portion of a website will most likely need an RFP.

Jarnefelt gave an update regarding the administration of the KCBRA to shift the Resource Coordinator position from Planning Department budget to fully TIF funded position. Looking at potential of additional 20 hours of financial analyst assistance, potentially contracting this work.

13. Adjournment: Meeting adjourned at 5:12 pm

***Next Meeting: Thursday – June 28, 2018 at 4pm
Room 207a, County Admin Bldg***

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

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