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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, January 23, 2020  
**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, Travis Grimwood, Habib Mandwee, Ken Peregou, Meredith Place, Andy Wenzel (arrived at 4:09)

**Members Excused:** Ferguson and Milks. Kevin Coleman was appointed by the County Commission on 1/21/2020 and was not able to attend this first meeting

**Kalamazoo Township:** Steve Leuty

**Oshtemo Township:** Iris Lubbert

**Staff:** Rachael Grover and Lotta Jarnefelt

**Consultant:** Jeff Hawkins, Envirologic Technologies

**Recording Secretary:** Rachael Grover

**Community:** 1

1. Chair Ken Peregou called the meeting to Order at 4:03 p.m.
2. Members Absent: Ferguson, Milks, and Coleman (Coleman has not yet been sworn in)
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Carew seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of December 19, 2019  
**Agostinelli motioned approval of the December 19, 2019 minutes and Place seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
  - a. **\$ 434.00** - Varnum Inv. #1088051 – Scannell Development Agreement Project Spartan
  - b. **\$15,111.08** - 4<sup>th</sup> Quarter Administrative
  - c. **EPA Grant Invoices**
    - i. **\$ 142.50** – (\$71.25 Haz.; \$71.25 Pet.) – Envirologic WO#3 Outreach/Programmatic
    - ii. **\$ 603 .50** – (Pet.) – Envirologic WO# 22 – City of Parchment River Reach Property
    - iii. **\$1,623.75** – (Haz) – Envirologic WO#18 – Island Avenue
    - iv. **\$ 794.63** – (Pet.) – Envirologic WO#24 – 643 N. Riverview Dr.
    - v. **\$1,913.75** - (Pet.) – Envirologic WO#26 – 8509 Portage Road, City of Portage
    - vi. **\$405.90** – (\$202.95 Haz.; \$202.95 Petroleum) – Q1 FY2020 KCBRA Programmatic

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

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** 2 and 10 Mills Street
      - i. Envirologic Work Order Phase II and BEA  
**Carew motioned approval of the Work Order contingent on the Reimbursement Agreement and Place seconded the motion. Motion carried.**
    - b. **Discussion/Action:** Scannell Development Agreement
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**Wenzel motioned approval of the Development Agreement and authorized the Chair to execute the agreement. Barton seconded the motion. Motion carried with Agostinelli abstaining.**

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

- i. **\$ 26.25** – Envirologic Invoice #06215 – EGLE Grant Oversight
- ii. **\$ 105.00** – Envirologic Invoice #06214 – EGLE Loan oversight
- iii. **\$ 676.49** – State FY2020 Q1 Grant and Loan administrative invoice

**Agostinelli motioned to approve invoices 7.c.i, 7.c.ii, and 7.c.iii and Wenzel seconded the motion. Motion carried with Grimwood abstaining.**

- iv. State FY 2020 1<sup>st</sup> Quarter Grant and Loan Reports - Invoices reviewed by Staff and Envirologic – need authorization to reimburse Paper City

**Agostinelli motioned to approve staff to submit quarterly reports and to reimburse Paper City once question on 1 invoice is resolved and proof of payment/waivers are received. Mandwee seconded the motion. Motion carried with Grimwood abstaining.**

- v. Grant amendment Update – now includes a 1 year extension

**Agostinelli motioned to authorized Chair to execute the grant amendment and for staff to submit to EGLE. Wenzel seconded the motion. Motion carried.**

- vi. New Grant application to National Fish and Wildlife Foundation “Sustain our Great Lakes” RFP - \$400,000 grant with a \$400,000 match (Total Construction project for Stream Restoration project is \$800,000). Pre-proposals due Feb.11<sup>th</sup>.

**Place motioned approval to submit the pre-proposal application and Wenzel seconded the motion.**

**Discussion - Board members expressed that the KCBRA Board reserved the right to deny submittal of the full application if invited by the NFWF to apply, dependent on the time and cost involved for KCBRA staff management of the grant if awarded.**

**Motion stood as presented. Motion carried.**

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

- i. Work Order #24, Amendment #2 – request for additional \$1,010

**Agostinelli motioned to deny funding for the requested work in Amendment #2 of WO #24 and Place seconded the motion. Motion carried.**

- ii. Work Order #22, Amendment #1 – request for additional \$3,000

**Agostinelli motioned to approve Amendment #1 for WO#22 and Wenzel seconded the motion. Motion carried.**

- iii. Envirologic Monthly Memo

Hawkins provided an update from the Monthly memo

e. **Discussion/Action:** Developer Reimbursements – from Summer 2019 TIF

- i. Blackbird Billiards - **\$311.80** (from School TIF)

**Grimwood motioned to approve reimbursement as presented and Agostinelli seconded the motion. Motion carried.**

- ii. AJZ Sprinkle (Zeigler) – Last TIF payment - **\$51,797.41** (\$28,431.32 from School; \$23,366.09 from Local)

**Agostinelli motioned to approved reimbursement to AJZ Sprinkle as presented and Barton seconded the motion. Motion carried.**

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- f. **Discussion/Action:** February 27<sup>th</sup> meeting attendance

Consensus of Board members was to keep the original meeting date and time.

- g. **Discussion/Action:** Grover for Urban Land Institute (ULI) – WLI BUILD UP Breakfast Clubs – 4 quarterly meetings in Kalamazoo in 2020 – total fee for 2020 is \$50.00 for non-ULI members

**Agostinelli motioned to approved the \$50.00 annual fee for staff to attend the 2020 WLI Build Up meetings and Place seconded the motion. Motion carried.**

8. Financial Reports

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

Staff provided an update

9. Staff Report

- a. Eastside Neighborhood Association Update if available  
Seller has not approved the extension request. Project is on hold until extension and KCBRA/Envirologic site access can be approved.
- b. Vicksburg Mill – 3-Party Development Agreement – Draft from MEDC  
Staff has submitted this to Varnum for review.
- c. National Brownfield Conference update  
Peregon, Grover, and Hawkins described some of the National Brownfield Conference sessions attended.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting is TBD in 2020
- b. Project/Finance Committee – Thursday, February 13, 2020 @ 4:00 p.m., Room 105
- c. Executive Committee – Friday, February 14, 2020 @ 9:15 a.m., Room 105

11. Other

Therese Searles of Envirologic has started working with staff on financial budgets.

The County Commission appointed Kevin Coleman to the KCBRA and EDC Boards for a 6-year term effective 11/1/2019.

12. Board Member Comments

13. Adjournment: **Meeting adjourned at 5:41 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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