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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, January 24, 2019  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**MINUTES – staff corrected 2/28/19 per Board approval**

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**Present:** Joe Agostinelli, Chris Carew, Travis Grimwood, Ken Peregion, Meredith Place, Andrew Wenzel

**Members Excused:** Gary Barton, Connie Ferguson, Douglas Milburn, Jodi Milks, *Habib Mandwee*  
(*correction to minutes – Mandwee was not present at meeting*)

**Kalamazoo Township:** None

**Staff:** Rachael Grover, Lotta Jarnefelt

**Consultant:** Jeff Hawkins, Envirollogic Technologies

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

**Community:** 2

1. Chair Peregion called the meeting to Order at 4:04 p.m.
2. Members Excused: Barton, Ferguson, Milburn, Milks, *Mandwee* (*correction to minutes*)
3. Approval of the Agenda:

**Chair Peregion requested removal of item 7.b from the agenda.**

**Agostinelli moved approval of the agenda as amended. Wenzel supported the motion. Motion carried.**

4. Approval of Minutes: **Agostinelli moved approval of the minutes of December 20, 2018 and Carew supported the motion. Motion carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices:
  - a. **\$ 385.00** - Envirollogic General Environmental Review (Invoice #05207 – WO# 2017-1)
  - b. **\$ 142.50** - Varnum; Bylaws (Invoice #1051230)
  - c. **\$ 627.00** – Varnum, Bylaws (Invoice #1054032)
  - d. **\$ 106.00** – Varnum, Kalamazoo Storage Dev. Agreement (Invoice #1051033)
  - e. **\$ 14,191.28** - 4<sup>th</sup> Quarter Administrative invoice
  - f. **\$ 49.59** – Peregion Mileage for Mill to attend Mill project meetings
  - g. **\$ 53.41** – Grover Mileage 4<sup>th</sup> Quarter 2018
  - h. **EPA Grant Invoices**
    - i. **\$ 987.50** - (\$493.75 to Haz, \$493.75 to Pet.) –Select Products Plan Amendment, WO# 8
    - ii. **\$ 322.50** – (\$161.25 to Haz., \$161.25 to Pet.) – Outreach/Programmatic Envirollogic WO#
    - iii. **\$ 587.09** – (\$293.54 to Haz., \$293.55 to Pet.) - Outreach/Programmatic – KCBRA Staff

**Carew motioned to approve the consent agenda and Wenzel supported the motion. Motion carried.**

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** Vicksburg Mill MDEQ Grant and Loan
      - i. Environmental oversight services  
- Why necessary
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- Budget in Loan, not Grant – request to MDEQ to move some contingency in grant to Environmental oversight

Staff provided a memo describing the need for 3<sup>rd</sup> Party Oversight related to MDEQ grant work. Additionally, staff noted that the MDEQ grant budget does not include funds for 3<sup>rd</sup> Party Oversight. After discussing this issue with Mike Gurnee of the MDEQ, staff is recommending requesting moving funds from the contingency line item in the MDEQ grant budget to 3<sup>rd</sup> Party Oversight.

**Agostinelli motioned to direct staff to request the MDEQ move \$3,000 of grant funds from the contingency line item to the 3<sup>rd</sup> party oversight item in the MDEQ Grant budget. Wenzel supported the motion. Motion carried.**

- ii. 1<sup>st</sup> Quarter Grant Reimbursement Request to MDEQ

**Grimwood motioned to approve staff to submit 1<sup>st</sup> Quarter Grant Reimbursement Request to the MDEQ. Agostinelli supported the motion. Motion carried.**

- iii. \$1,156.25 - Phillips Environmental Invoice 1046A– MDEQ Grant Sampling Work Plan  
No action at this time. Staff will request Paper City pay the invoice.

- iv. \$ 345.35 – 1<sup>st</sup> Qtr. Grant and Loan Administration

**Grimwood motioned to pay the Planning department for staff time and Wenzel supported the motion. Motion carried.**

Staff provided an update of the COW presentation for the Mill Transformational Brownfield Plan will be on February 5<sup>th</sup> at the 4:00 p.m. County Commission meeting and the public hearing for the Mill Plan will be on Wednesday, March 6, 2019 at the 7:00 p.m. County Commission meeting.

- b. **Discussion/Action:** Stryker – Reimbursement Request #1

Item removed from Agenda.

- c. **Discussion/Action:** \$11,048.06 - RAI AZO, LLC – Reimbursement total – (\$4,970.28 State TIR and \$6,077.78 local TIR)

**Agostinelli motioned to reimburse RAI AZO, LLC and Grimwood supported the motion. Motion carried.**

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

- i. Envirologic Monthly Memo – Hawkins provided update from the memo
- ii. 1<sup>st</sup> Quarter EPA Grant Report – staff will submit EPA grant report

- e. **Discussion:** Website update – Website has been reviewed by the website committee. Pam Jackson from Envirologic walked through the pages in the site.

- f. **Discussion:** Bylaws update

Staff provided summary from legal counsel regarding the structure of the KCBRA board in the bylaws do need to follow the EDC legislation. The Bylaws committee will review the remaining changes and present to the Board for an upcoming meeting.

## 8. Financial Reports

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

Staff provided financial update from packet

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9. Staff Report

- a. Stadium Park Way Brownfield Plan Amendment #1 – COW presentation on February 5<sup>th</sup> at 4:00 and public hearing and resolution adopting Amendment #1 February 19<sup>th</sup> at 7:00 p.m.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, Thursday, February 14, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, February 14, 2019, 4:00 p.m.
- c. Executive Committee – Friday, February 8, 2019, 9:15 a.m.

11. Other

Agostinelli provided an update of potential upcoming projects in Kalamazoo.

Jarnefelt gave an update that the new County GIS mapping site is now available.

Hawkins gave an update of Michigan legislation and the proposed Renew Michigan Fund.

Chair Peregón read an email sent from County Commissioner Julie Rogers as she leaves the KCBRA/EDC Boards to serve as the Chair of the County Commission.

12. Board Member Comments

Wenzel gave an update for the Rose Street Market Hotel project. The project will be on the MSF Board agenda in February.

13. Adjournment: Meeting adjourned at 5:32 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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