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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, September 24, 2020  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
**TIME:** 4:00 pm

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***MINUTES Final as approved 10/22/2020***

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**Present:** Ken Peregon, Joe Agostinelli, Chris Carew, Kevin Coleman, Connie Ferguson, Travis Grimwood, Jodi Milks (arrived 4:14), Meredith Place, Andy Wenzel

**Members Excused:** Barton, Mandwee, Milks (arrived 4:15)

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** Iris Lubbert

**Staff:** Rachael Grover and Lotta Jarnefelt

**Consultant:** Jeff Hawkins, Envirologic Technologies

**Recording Secretary:** Rachael Grover

**Community:** 5

**Prior to the start of the meeting Chair and staff noted that the meeting is recorded.**

1. Chair Peregon called the electronic meeting to Order at 4:01 p.m.
2. Members Absent: Staff took attendance roll call. Gary Barton, Habib Mandwee and Jodi Milks absent. Milks arrived 4:15
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Place seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of August 27, 2020  
**Agostinelli motioned approval of the August 27, 2020 minutes and Coleman seconded the motion. Motion carried.**
5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input. No Public comment was provided.
6. Consent Agenda – Invoices:
  - a. **\$1,530.00** – Envirologic WO# 2020-1 General Env. Review
  - b. **EPA Grant Invoices**
    - i. **\$ 80.00** - (\$40 Haz.; \$40 Pet.) – Envirologic WO#3 Outreach/Programmatic
    - ii. **\$ 6,216.22** – (Pet.) – Envirologic WO#30 Boys and Girls Club – Portage St.
    - iii. **\$10,099.44** – (Haz.) – Envirologic WO#31 Project 619 Porter and Railroad parcels
    - iv. **\$ 4,766.57** – (Haz.) – Envirologic WO#32 River’s Edge (508 Harrison and 660 Gull Rd)

**Grimwood requested removal of Item 6.b.iii from the consent agenda.**

**Agostinelli motioned approval of all remaining items on the consent agenda, except Item 6.b.iii which was removed from consent, and Grimwood seconded the motion. Motion carried.**

**Agostinelli motioned approval of Item 6.b.iii and Place seconded the motion. Motion carried via roll call vote with 6 yes. Grimwood and Wenzel abstained.**

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** 315 E. Frank Street, Kalamazoo – Bogan Developments, LLC
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- i. Part I and Part II Application with Reimbursement Agreement
- ii. Application fee
- iii. Update meeting with City of Kalamazoo staff re: County/City BRA agreement
- iv. Work Order #2020-3 - \$13,100 – Phase II ESA, BEA, and Due care documentation

Chair Peregón introduced Jamauri Bogan of Bogan Developments, LLC. Mr. Bogan described the project. A Phase I ESA has already been completed and was funded privately by Bogan Developments. The application request is for a Phase II ESA, BEA, and Documentation of Due Care for the property.

Bogan Developments is requesting a payment plan for the application fee, with 10% of the fee due now and the remaining fee paid in two installments October 30<sup>th</sup> and November 30<sup>th</sup>.

KCBRA staff, along with Peregón and Agostinelli, met with the City of Kalamazoo Brownfield Authority Staff and City BRA Vice Chair to discuss collaboration of this project and others in the City of Kalamazoo. The parties agreed generally to cooperative terms to include reimbursement to the KCBRA from project TIF for this project and any additional projects moving forward. Agostinelli provided the parties with bullet points from this discussion and the City attorney will be putting together a draft agreement.

Agostinelli disclosed he has provided consulting services to Bogan Development LLC and will be abstaining from voting.

Milks joined the meeting during this discussion.

**Carew motioned to approve Items 7.a.i through 7.a.iv, with the amendment to cap the application fee at \$1,310 total, with 10% of that fee due now and the remainder due on October 30<sup>th</sup>. Coleman seconded the motion.**

**Wenzel requested that there is confirmation that City and County BRA collaboration is continuing.** Grover noted that the agreement is being drafted but will not be completed ahead of this project's timing needs.

**Chair Peregón called for a vote on the motion on the table. The motion carried as presented via voice roll call vote with 8 yes and Agostinelli abstaining.**

- b. **Discussion/Action:** Remaining use of EPA Grant Funds
  - i. Additional funding for 619 Porter Street Project, Kalamazoo – WO# 33 - \$11,000
  - ii. Boys & Girls Club – EPA Petroleum Grant remaining funds to pay for Envirollogic Invoice # 06893 (for WO# 30) - **\$1,895.00**

Staff provided an update on projects that could be eligible to use up the remaining EPA grant funds in the month of September. Work for the funding needs to be completed prior to September 30<sup>th</sup>, although invoicing for that work can occur for up to 90 days after that date.

Remaining Hazardous funds **\$6,235** - Item 7.b.i. includes additional parcels that are *contiguous (minutes corrected to reflect correct word)* to the 619 Porter Street project and require Phase II work. The additional parcels do not yet have eligibility from EPA but Region 5 contact said that can be provided fairly swiftly with correct submittal. This project could qualify for the remaining Hazardous funds, but would require an additional **\$4,765** to cover the balance of the Work Order #33. Staff proposed covering that remaining balance with KCBRA General Fund dollars. This project will be eligible for TIF reimbursement back to the KCBRA through the City of Kalamazoo Brownfield Plan.

Remaining Petroleum Funds – Item 7.b.ii. Boys and Girls Club has an invoice for \$1,895 that the KCBRA had previously approved using the KCBRA 247 General Fund set-aside budget. That invoice could be paid for with remaining Petroleum Grant funding in lieu of KCBRA funds. This project already has EPA eligibility.

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**Coleman motioned to allocate the remaining Hazardous grant funds to the additional 619 Porter street parcels, with balance of Work Order #33 covered by KCBRA General Fund. Milks seconded the motion. Motion carried via voice roll call vote with 6 Yes and Agostinelli, Grimwood, and Wenzel abstaining.**

**Wenzel motioned to allocate Petroleum Grant funds to the Boys and Girls Club Invoice and Agostinelli seconded the motion. Motion carried via voice roll call vote with 9 Yes.**

c. **Discussion/Action:** EPA grant memo

Hawkins provided an update of the grant as provided in the memo.

d. **Discussion/Action:** Paper City Development/ Vicksburg Mill

i. **\$52.50** – Envirologic Invoice # 06895 - EGLE Grant oversight

ii. **\$315.00** – Envirologic Invoice #06896 - EGLE Loan oversight

**Agostinelli motioned to approve payment of the EGLE Grant and Loan invoices as presented and Wenzel seconded the motion. Motion carried via voice roll call vote with 8 yes and Grimwood abstaining.**

e. **Discussion/Action:** Training Opportunities (Webinars)

i. MEDA Webinar – October 8<sup>th</sup> – non-MEDA members \$35

Grimwood and Wenzel have registered to attend funded on their own.

ii. Great Lakes PFAS Summit – October 26-30, 2020 – Virtual

The Great Lakes PFAS Summit should not have a cost for local government attendees. Staff would expect KCBRA Board members to qualify as local government attendees but requests the Board fund the registration for some board members to attend just in case.

**Agostinelli motioned to approve up to \$250 for registration to the Great Lakes PFAS Summit and Milks seconded the motion. Motion carried.**

f. **Discussion:** Remaining Annual reports submitted to MEDC by August 31, 2020

Staff requested from the MEDC that the 383 S. Pitcher Street project report be opened to correct job and development metrics. All reports were submitted to the MEDC portal by August 31, 2020.

8. Financial Reports

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

Staff provided an update of Brownfield accounts. There is an error for the 2019 Stadium Park Way Plan that will require a correction due to parcel splits/combinations for a portion of property that was sold to a neighboring property that is not part of the property.

9. Staff Report

a. Interest Discussion with County – staff provided update and is reviewing County policy regarding interest earned on accounts

b. Staff Telecommunication charges – no update available at this time

10. Committees - times dates and places

a. Land Bank Report – Next meeting is Thursday, October 8, 2020, 8:30 a.m.

b. Project/Finance Committee – Thursday, October 8, 2020, 4:00 p.m.

c. Executive Committee – Friday, October 9, 2020, 9:15 a.m.

11. Other – Agostinelli mentioned a large attraction project that may be coming forward for some assistance to the KCBRA in the next few months.

12. Board Member Comments

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Agostinelli announced he is resigning from the KCBRA and EDC Boards after nearly a decade, as he has accepted a new position that will not leave him with the extra time to serve on these boards. He thanked all of the Board members for their service on the board.

Peregon thanked Joe Agostinelli for his leadership and service on this Board and wished him the best in his new role.

Sherine Miller congratulated Joe Agostinelli wishing him the best on his new role. She also expressed thanks to KCBRA staff and Therese Searles at Envirollogic for the assistance to local Treasurers regarding the Brownfield Tax capture due each year.

13. Adjournment: **Meeting adjourned at 5:26 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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