
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 25, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Chris Carew, Connie Ferguson, Travis Grimwood, Douglas Milburn (arrival 4:10), Jodi Milks (arrival 4:10), Ken Peregón, Julie Rogers (arrival at 4:30), Andy Wenzel

Members Excused: Habib Mandwee,

Vacancy: 1 vacancy

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Therese Searles, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: None

1. Chair Peregón called the meeting to Order at 4:05 p.m.
 2. Members Excused: Mandwee (Rogers, Milks and Milburn arrived later)
 3. Approval of the Agenda and Minutes:
Agostinelli moved approval of the agenda. Wenzel supported the motion. Motion carried.
 4. Approval of Minutes: **Grimwood moved approval of the minutes of September 27, 2018. Ferguson supported the motion. Motion carried.**
 5. Citizens Comments: none
 6. Consent Agenda – Invoices:
 - a. **\$ 476.25** - Envirologic General Environmental Review (Invoice #04994 – WO# 2018-1)
 - b. **\$ 522.50** – Envirologic Annual Report (Invoice #04995 – WO# 2018-2)
 - c. **\$ 787.50** – Envirologic Website Management (Invoice #04996 – WO# 2018-3)
 - d. **\$1,023.00** - Varnum,- Paper City Invoice # 1045547
 - e. **\$1,470.75** – Varnum - Paper City Invoice # 1048108
 - f. **\$15,550.74** – General Administrative for 3rd Quarter
 - g. **EPA Grant Invoices**
 - i. **\$ 140.00** - (\$70 to Haz., \$70 to Pet.) –Select Products BF Plan Amendment, WO# 8
 - ii. **\$ 6,146.22** – (All to Haz.) – Jhamin, LLC, WO# 12
 - iii. **\$ 210.00** – (\$105 Haz.; \$105 Pet.) – Outreach/Programmatic, WO# 3
 - \$ 276.28** – (\$138.14 Haz.; \$138.14 Pet.) – Programmatic staff hours
- Carew motioned to approve the consent agenda and Grimwood supported the motion. Motion carried.**
7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Invoices: Blackbird Billiards
 - i. Developer Reimbursement request - \$12,722.83
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Agostinelli moved approval of the reimbursement request of Blackbird Billiards, LLC in the amount of \$12,722.83. Wenzel supported the motion. Motion carried.

- b. **Discussion/Action:** Act 381 Work Plan – Kalamazoo Storage (Stadium Park Way Brownfield Plan) – submit Act 381 Work Plan to MDEQ

Board requested to review the Work Plan. Approval to submit to the MDEQ postponed until further review completed.

- c. **Discussion/Action:** Website

i. Need volunteer committee of Board members to review and provide feedback
Carew and Ferguson volunteered to review website.

ii. Confirm website address/domain name

Grimwood motioned to approved purchasing the .com, .org, and .gov domains for the KCBRA website. Motion supported by Rogers. Motion carried.

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

i. Envirollogic Monthly Memo

Searles gave update regarding EPA grant projects referenced in memo.

- e. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant

i. **\$20,638.48** – Invoice #05007 MDEQ Grant

Agostinelli motioned to pay invoice and Milks supported the motion. Motion carried.

ii. **\$794.29** – Administrative costs – MDEQ 4th Qtr FY2018

This amount will be reimbursed to the KCBRA for staff time spent on the MDEQ grant and loan. No motion required.

iii. Final Grant and Loan report to MDEQ

Staff is working with County Finance/Treasurer regarding interest earned on the loan and transferring that to the KCBRA account. Total interest earned on the loan was \$367.53.

Wenzel motioned to approve staff submit Eliza Street Grant and Loan Final report and Quarter 4 report to the MDEQ. Ferguson supported the motion. Motion carried.

8. Financial Reports

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

Staff provided financial update from packet.

9. Staff Report

- a. Vicksburg Mill updates:

i. Transformational Plan

Staff provided update. Items from MEDC's review of the draft Plan are outstanding including total length of the Plan. Staff will send draft to Board for review.

ii. MDEQ Loan/Grant

Staff and Chair Peregon attended Loan and Grant kickoff meeting with MDEQ and Paper City. Work Plan needs to be prepared.

- b. Update LBRF Policy

LBRF Policy will be discussed at the November Committee meetings

- c. Update Island Avenue Project in Parchment if available
No update at this time. Discussion with previous developer is ongoing.
- d. Update – appointments to KCBRA/EDC Board of Directors

County Commission Appointment's committee has interviewed two candidates plus interviewed Ferguson for reappointment. County Administration and staff are working on communication regarding due dates for application for reappointment. Applications are due 30 days prior to term expiring.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, December 13, 2018, 8:30 a.m.
- b. Project/Finance Committee – Thursday, November 8, 2018, 4:00 p.m.
- c. Executive Committee – Friday, November 9, 2018, 9:15 a.m.
- d. Bylaws Committee – Bylaws are with Varnum for review

11. Other

Jarnefelt provided an update on Authority administrative staffing.

12. Board Member Comments

Rogers attended the ribbon cutting for the Delta Marriott Hotel in Oshtemo Twp. The conference center (the Former Holiday Terraces Bowling Alley Brownfield Plan site) is expected to be open in February.

Peregon reminded Board that the November and December meetings are one week early on the third Thursday – November 15th and December 20th.

13. Adjournment: Meeting adjourned at 5:20 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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