
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, December 20, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Ken Peregón, Julie Rogers

Members Excused: Douglas Milburn, Jodi Milks, Andy Wenzel

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirollogic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 3

1. Chair Peregón called the meeting to Order at 4:02 p.m.
2. Members Excused: Milburn, Milks, Wenzel
3. Approval of the Agenda:

Agostinelli moved approval of the agenda. Mandwee supported the motion. Motion carried.

4. Oath of office: Oath of office administered to Gary Barton by County Clerk Tim Snow.
5. Approval of Minutes: **Carew moved approval of the minutes of November 15, 2018 and Rogers supported the motion. Motion carried.**
6. Citizens Comments: none
7. Consent Agenda – Invoices:
 - a. **\$ 770.00** - Envirollogic General Environmental Review (Invoice #05130 – WO# 2017-1)
 - b. **\$ 795.00** – Envirollogic Website Management (Invoice #05128 – WO# 2018-3)
 - c. **EPA Grant Invoices**
 - i. **\$ 703.75** - (\$351.87 to Haz, \$351.88 to Pet.) –Select Products Plan Amendment, WO# 8
 - ii. **\$ 2,522.50** – (All to Haz.) – Jhamin, LLC, WO# 12

Grimwood motioned to approve the consent agenda and Ferguson supported the motion. Motion carried.

8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 100 Island Avenue, Parchment
 - i. Part I and Part II application
Greg Terrill from 100 Island Ave., LLC presented the project located in Parchment. Plans to redevelop this property to move operations of Building Restoration and Division 5 Metal Works to this location. The relocation is expected to retain 31 jobs.
Agostinelli motioned to approve Part I and Part II Application for 100 Island Ave and Rogers supported the motion. Motion Carried.
 - ii. Envirollogic Work Order #18
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Agostinelli motioned to approve Envirologic Work Order #18 and Mandwee supported the motion.

Discussion occurred regarding agreement between City of Parchment, City of Parchment BRA, and the KCBRA for TIF reimbursement of grant funds. The discussion with the City of Parchment is ongoing and will take time.

No changes to motion. Motion Carried.

b. **Discussion/Action:** Stadium Park Way Brownfield Plan Amendment

i. Amendment – recommend approval to Oshtemo Township and County Commission

Agostinelli motioned to approve the Brownfield Plan Amendment for the Stadium Park Way redevelopment. Ferguson supported the motion. Motion carried.

ii. Timeline

Staff provided estimated timeline for meeting dates for Oshtemo Township and County Commission approvals.

c. **Discussion/Action:** Vicksburg Mill Transformational Brownfield Plan timeline update

d. **Discussion/Action:** Reimbursements for eligible costs

i. Midlink - \$155,617.51 (from Local taxes)

ii. General Mills – \$294,739.38 (\$33,036.27 Local + \$261,703.11 School taxes)

iii. AJZ Sprinkle – \$71,888.73 (\$22,194.33 Local + \$49,694.40 School)

Rogers motioned to reimburse Midlink for \$155,617.51, General Mills for \$294,739.38, and AJZ Sprinkle for \$71,888.73. Carew supported the motion. Motion Carried.

e. **Discussion/Action:** Envirologic General Environmental Work Order for 2019 - \$15,000

Carew motion to approved General Environmental Work Order #2019-1 and Grimwood supported the motion. Motion Carried.

f. **Discussion/Action:** 555 E. Eliza St. - MDEQ Loan – MDEQ Refund - **\$400.49**

(includes \$391.28 Interest earned – transferred to KCBRA Account from County Fund – plus \$9.21 Loan remaining of original \$150,000 MDEQ Loan) – need approval for payment to MDEQ for Grant and Loan closeout

Ferguson motioned to approved payment to the MDEQ to return loan funds and interest totaling \$400.49. Agostinelli supported the motion. Motion carried.

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

i. Envirologic Monthly Memo

ii. EPA Grant Work Order # 3; Amendment 3 – add \$2,000 to Community Outreach and Programmatic

This will require moving funds from another line item to add funds to the Outreach. There are excess funds available in the Site inventory category.

Agostinelli motioned to approved Amendment 3 to Work Order #3 and Ferguson supported the motion. Motion carried.

iii. Annual End of Year Financial Report

Envirologic and Staff are preparing end of year reports for EPA and will submit prior to December 30, 2018.

9. Financial Reports

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

Staff provided financial update from packet

10. Staff Report

Staff informed Board that parking for KCBRA meetings is now located in the County dirt parking lot located at the southwest corner of Park Street and Kalamazoo Ave.

11. Committees - times dates and places

- a. Land Bank Report – Next Meeting, Thursday, February 14, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, January 10, 2019, 4:00 p.m.
- c. Executive Committee – Friday, January 11, 2019, 9:15 a.m.
- d. Bylaws Committee – Bylaws – Phone Call scheduled with Varnum to discuss

12. Other

Chair Peregón is suggesting some educational discussion for new Commissioners regarding Brownfield projects.

Rogers recommends a new member board orientation. Staff is preparing binders.

Rogers recommends trying to attend the ribbon cutting/business openings for Brownfield projects and try to post to website and social media to increase exposure to the KCBRA.

13. Board Member Comments

14. Adjournment: Meeting adjourned at 5:48 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:

Rachael Grover
Resource Coordinator, Planning and Development
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
TELEPHONE: (269)384-8305