
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 26, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Chris Carew, Connie Ferguson, Habib Mandwee, Doug Milburn, Jodi Milks, Ken Peregon, Julie Rogers (arrived at 4:08)

Members Excused: Joe Agostinelli, Travis Grimwood, Andy Wenzel

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 1 Community

1. Chair Peregon called the meeting to Order at 4:05 p.m.
2. Members Excused: Agostinelli, Grimwood, Wenzel

Chair Peregon noted that Board Member Jim Spurr has officially resigned from the Board.

3. Approval of the Agenda and Minutes:

Chair Peregon requested an amendment to the Agenda with the addition of LBRF Policy Update under Item 9 – Staff reports.

Ferguson moved approval of the agenda as amended. Carew supported the motion. Motion carried.

4. Approval of Minutes: **Mandwee moved approval of the minutes of June 28, 2018. Carew supported the motion. Motion carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices:

- a. **\$ 2,118.75** - Envirologic General Environmental Review (Invoice #04727 – WO# 2018-1)
- b. **\$ 475.00** - Envirologic Annual Report (Invoice #04729 – WO# 2018-2)
- c. **\$ 798.00** - Varnum, Paper City Development, LLC –6/20/18 Invoice (Draft MOU from Land Bank – Varnum review and counsel)
- d. **\$ 13,448.64** - 2nd Quarter Administrative Costs
- e. **EPA Grant Invoices**
 - i. **\$2,493.75** - (All to Pet.) – NACD Mall City Ambulance, WO# 17
 - ii. **\$ 836.25** – (All to Haz.) – Jhamin, LLC, WO# 12
 - iii. **\$ 135.00** – (\$67.50 Haz.; \$67.50 Pet.) – Outreach/Programmatic, WO# 3
 - iv. **\$ 552.55** – (\$276.28 Haz.; \$276.27 Pet.) – Q3 Staff Outreach/Programmatic

Ferguson moved approval of the consent agenda and Milks supported the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Paper Mill
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- i. Loan reimbursement agreement
KCBRA has submitted agreement back to developer for signature.
- ii. MDEQ Loan Contract
MDEQ is requesting that the Loan contract be signed before the State will execute the Grant contract (the Grant contract was approved for Chair signature at the June 2018 meeting). This needs to be completed by end of the State's fiscal year of 9/30/2018. Paper City closed on purchase of property.
- iii. Draft Transformational Brownfield Plan update
Grover attended the kickoff meeting for the Transformational Brownfield Plan at the MEDC in Lansing. Timeline for third party review and Plan approvals will be determined and sent to project team. Third party review of pro forma and economic benefits has not yet started. Technical review of draft of Transformational Plan by MEDC staff has started.

b. **Discussion/Action:** Amendment #1 to General Work Order 2018-1 – add \$5,000

Milks moved to approve Amendment #1 to Work Order 2018-1, Mandwee supported the motion. Motion carried.

c. **Discussion/Action:** Envirologic Work Order #2018-3 – Website Development

Envirologic received a quote from one local website developer. Rogers requested getting quotes from two additional website developers. No action taken.

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

- i. Envirologic Monthly Memo
- ii. For Information – Grant Quarterly Report due July 30, 2018

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

- i. **\$4,323.32** – Invoice #04695 MDEQ Grant – Invoice was corrected to remove 10% upcharge on shipping cost – correct invoice amount is \$4,323.32

Ferguson moved to approve payment of invoice for \$4,323.32, Rogers supported the motion. Motion carried.

- ii. **\$ 379.88** – 3rd Qtr. (State FY2018) Grant Administrative invoice

Rogers moved to approve grant administrative invoice for \$379.88, Milks supported the motion. Motion carried.

- iii. For Information – Quarterly Report due July 30, 2018

Staff will submit Grant and Loan Quarterly reports to MDEQ

f. **Discussion/Action:** Coalition EPA Grant Application – through South Central Michigan Planning Council

Board requested more information including amount of funding, how funding would be spent among partners, and what projects would be supported.

8. Financial Reports

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

Staff provided financial update from packet.

9. Staff Report

a. LBRF Policy – Staff requested moving the LBRF Policy discussion from September to October – in lieu of October committee meetings. Meeting will be scheduled for Thursday,

October 11, 2018 at 4:00. Staff will contact Board members that are not currently present to check on availability.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, August 9, 2018, 8:30 a.m.
- b. Project/Finance Committee – Next meeting Thursday, August 9, 2018, 4:00 p.m.
- c. Executive Committee – Next meeting Friday, August 10, 2018, 9:15 a.m.
- d. Bylaws Committee – Staff will submit draft revisions to Varnum for review

11. Other

Chair Peregon met with County Administrator Moored regarding County Board of Commissioner Guidelines. For consideration: "Rules of General Conduct" page for signature by each KCBRA/EDC Board member. Staff and Chair will review the language on this page.

The KCBRA now has a vacancy. Jarnefelt notified the County Board of Commissioners of the vacancy.

Jarnefelt noted County Finance Director is assisting staff regarding projecting cash flow with changes to administrative costs for the KCBRA.

City of Kalamazoo BRA is planning a committee to set guidance for prioritizing brownfield redevelopment within the City of Kalamazoo. KCBRA Staff Grover will attend the meeting of the City committee.

12. Board Member Comments

13. Adjournment: Meeting adjourned at 5:17 pm

Next Meeting: Thursday – August 23, 2018 at 4pm
Room 207a, County Admin Bldg

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

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