
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 27, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Gary Barton, Chris Carew (arrived at 4:06), Connie Ferguson, Travis Grimwood, Habib Mandwee, Ken Peregon,

Members Excused: Douglas Milburn, Jodi Milks, Meredith Place, Andy Wenzel

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 1

1. Chair Ken Peregon called the meeting to Order at 4:03 p.m.
2. Members Absent: Milburn, Milks, Place, Wenzel
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Ferguson seconded. Motion carried.**
4. Approval of Minutes: **Agostinelli motioned approval of the May 23, 2019 minutes. Mandwee seconded the motion. Motion carried.**
5. Citizens Comments: Jared Lutz was introduced by Agostinelli. Mr. Lutz is a new employee with Southwest Michigan First.
6. Consent Agenda – Invoices:
 - a. **\$ 1,043.75** – Envirologic General Environmental WO# 2019-1
 - b. **\$ 1,662.50** – MDEQ/EGLE Grant 3rd Party Environmental Oversight Invoice – Envirologic
 - c. **\$ 57.00** – Varnum - Parchment Mill – Inv. # 1068561
 - d. **\$ 3,733.50** – Varnum – Paper City Inv. # 1068460
 - e. **\$1, 311.00** - Varnum - Paper City Development Agreement – Inv. # 1068562
 - f. **\$ 701.22** - Grover Travel for AIPG Environmental Risk Assessment Workshop
 - g. **EPA Grant Invoices**
 - i. **\$ 2,551.25** – (all to Haz.) – Envirologic WO# 18 – 100 Island Ave
 - ii. **\$ 91.25** – (\$45.62 to Haz.; \$ 45.63 to Pet.) Envirologic WO#3 – Outreach/Programmatic

Ferguson motioned to approve the consent agenda and Agostinelli seconded the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 1616 E. Main Street Project
 - i. Application from Kalamazoo County Land Bank - Phase II ESA from EPA Grant funds
 - ii. Envirologic Work Order #20 for Phase II ESA - \$15,000
 - iii. Envirologic Work Order #21 – Brownfield Plan and Act 381 Work Plan - \$12,500Chair Ken Peregon noted that he will abstain from voting on any of these items as OCBA is a consultant working on this project.
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Board had additional questions regarding the potential project and preparation of a brownfield plan.

Barton motioned to table action on the application and work orders pending further information received from the Land Bank and Ferguson seconded the motion. Motion carried with Carew and Peregón abstaining.

Board requested that Staff and a representative from the Board meet with the Land Bank to discuss options regarding a brownfield plan for the project.

b. **Discussion/Action:** Vicksburg Mill

i. Letter of Credit Document

Agostinelli motioned to formally accept the Letter of Credit upon execution by Southern Michigan Bank and Trust, subject to approval by staff, KCBRA legal counsel and Grimwood. Mandwee seconded the motion. Motion carried.

ii. Submittal of Loan Work Plan to EGLE

Grimwood motioned to approve submitting the Loan Work Plan to EGLE subject to receipt of the accepted Letter of Credit. Barton seconded the motion. Motion carried.

iii. EGLE review of Combined Act 381 Work Plan and Transformational Brownfield Plan

Staff and Lisa Phillips from Phillips Environmental described the need to request removing the Act 381 portion of the combined Plan from EGLE consideration at this time. Once sampling results have been received and response activities can be further defined, Act 381 Work Plan will be resubmitted to EGLE and the 60-day statutory clock for EGLE review will begin.

Agostinelli motioned to approve staff to submit letter to EGLE requesting to remove the Act 381 Work Plan for the Vicksburg Mill from EGLE review at this time. Barton seconded the motion. Motion carried.

iv. Request to EGLE – need approval to exceed \$5,000 Grant and Loan Work Plan cap

Staff provided justification for a request to EGLE to exceed the \$5,000 cap for Grant and Loan Work Plan development that is specified in the Loan Contract.

Agostinelli motioned to approve staff to submit request to EGLE for additional \$5,000 for grant and loan work plan development beyond the \$5,000 work plan cap. Motion seconded by Carew. Motion carried.

c. **Discussion/Action:** Reimbursement to Developers – from remaining 2018 TIR

i. Kalamazoo West Professional Center - **\$4,821.37**

Ferguson motioned to approve reimbursement to Kalamazoo West Professional Center and Mandwee seconded motion. Motion carried.

ii. AJZ Sprinkle - **\$16,599.13**

Agostinelli motioned to approve reimbursement amount as presented to AJZ Sprinkle and Grimwood seconded the motion. Motion carried.

d. **Discussion:** EPA Grant

i. Envirologic Monthly Memo

Hawkins provided an update per the memo

e. **Discussion/Action:** Corner @ Drake – Costco appeal settlement – need to return \$12,206.17 of 2018 TIR capture plus \$293.07 interest. Need approval of Invoice from Kalamazoo County Treasurer for total of \$12,499.24.

Agostinelli motioned to approve paying Kalamazoo County Treasurer as presented and Carew seconded the motion. Motion carried.

8. Financial Reports

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

Staff provided report of funds.

9. Staff Report

- a. With Envirologic's assistance, staff sent an email out to an outreach list of approximately 250 people with a link to the new website and to remind the community of remaining EPA Assessment grant funds.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, August 8, 2019, 8:30 a.m.
b. Project/Finance Committee – Thursday, July 11, 2019, 4:00 p.m.
c. Executive Committee – Friday, July 12, 2019, 9:15 a.m.

11. Other – None

12. Board Member Comments

Sherine Miller noted that there is a site near Douglas Avenue and the 131 Business Loop in Kalamazoo Township that is in foreclosure but is ready to be developed.

13. Adjournment: Meeting adjourned at 5:19 p.m.

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

