
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 28, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Chris Carew, Travis Grimwood, Habib Mandwee, Doug Milburn, Ken Peregon, Julie Rogers

Members Excused: Joe Agostinelli, Connie Ferguson, Jodi Milks, Jim Spurr, Andy Wenzel

Kalamazoo Township: None

Staff: Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Lotta Jarnefelt

Community: 1 Community

1. Chair Peregon called the meeting to Order at 4:20 p.m. (Mandwee and Milburn absent at this time)
2. Members Excused: Agostinelli, Ferguson, Milks, Spurr, Wenzel
Mandwee and Milburn present starting at 4:41pm.
3. Approval of the Agenda and Minutes: Delayed until quorum was established at 4:41 pm after item "8. Financial Report." **Grimwood moved approval of the June 28, 2018 agenda and the May 24, 2018 minutes, Milburn supported the motion. Motion carried.**
4. Approval of Minutes: Delayed until quorum was established, motion to approve was together with June 28, 2018 Agenda and May 24, 2018 minutes approvals in item 3. above.
5. Citizens Comments: none
6. Consent Agenda – Invoices:
 - a. **\$ 1,473.75** - Envirologic General Environmental Review (Invoice #04563 – WO# 2018-1)
 - b. **\$ 446.00** – Varnum, Paper City Development, LLC – 4/13/18 Invoice
 - c. **\$ 427.75** - Varnum, Paper City Development, LLC – 5/16/18 Invoice (Draft MOU from Land Bank – Varnum review and counsel)
 - d. **\$ 539.99** – Grover Registration plus mileage and per diem - AIPG Emerging Contaminants and Pathways Conference, Roscommon
 - e. **EPA Grant Invoices**
 - i. **\$11,443.45** - (\$340.00 Haz.; \$ 11,103.45 Pet.) – NACD Mall City Ambulance, WO# 17
 - ii. **\$ 800.69** – (\$400.34 Haz.; \$400.35 Pet.) – Outreach/Programmatic, WO# 3

Approval of consent agenda delayed until quorum was established. **Carew moved approval of the consent agenda and Rogers supported the motion. Motion carried.**

7. Discussion and/or Action Calendar: Delayed until quorum was established.
 - a. **Discussion/Action:** 2019 Budget for submittal to Kalamazoo County Finance
Carew moved for approval of the 2019 KCBRA budget and Habib supported the motion. Motion carried. Rogers commented that the budget may have to be revisited in 6 months to review the cost for additional staffing.
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- b. **Discussion/Action:** Vicksburg Paper Mill – MDEQ Grant Contract - \$100,000
Request to Authorize Chair to sign Grant Contract
Grimwood moved to authorize the KCBRA Chair to sign the MDEQ \$100,000 grant contract for the Vicksburg Mill project and Rogers supported the motion. Motion carried. Several steps still need to be taken before funds become available, including a work plan approved by MDEQ. The grant is received in the form of reimbursement for completed work.
- c. **Discussion/Action:** EPA Grant
 - i. Envirologic Monthly Memo review provided by Hawkins
- d. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant
 - i. **\$ 9,132.69** – Invoice #04609 MDEQ Grant
Rogers moved to approve payment of invoice #04609 in the amount of \$9,132.69, supported by Mandwee. Motion carried.

8. Financial Reports

- a. **Discussion:** Fund 247 and 643
Staff provided financial update.

9. Staff Report

- a. Vicksburg Mill update
 - i. Transformational BF Plan – Invite from MEDC, developer has paid application fee, staff is reviewing Plan. Meetings scheduled with staff and Vicksburg Village for July 6 and MDEQ for July 10.
 - ii. MDEQ Loan – Loan reimbursement agreement needed, additional minor edits being reviewed by KCBRA legal counsel.
- b. Update on LBRF Policy – see memo in packet. Review and comments to Grover requested by the end of July.

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, July 12, 2018, 4:00 p.m.
- c. Executive Committee – Next meeting Friday, July 13, 2018, 9:15 a.m.
- d. Bylaws Committee – staff has made additional changes – committee will review.

11. Other

Chair Peregon mentioned that he is trying to schedule a lunch meeting with County Administrator to discuss conflicts between Board Guidelines and state brownfield legislation.

12. Board Member Comments

Grimwood mentioned that he had responded to Grover's email regarding loan reimbursement agreement stating that the CD should match the amount that the KCBRA is committing to.

13. Adjournment: Meeting adjourned at 5:20 pm

Next Meeting: Thursday – July 26, 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

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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