
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 15, 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, Habib Mandwee, Douglas Milburn, Ken Peregou, Julie Rogers (arrival at 4:10), Andy Wenzel

Members Excused: Travis Grimwood, Jodi Milks

Vacancy: 1 vacancy

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: 2

1. Chair Peregou called the meeting to Order at 4:04 p.m.
2. Members Excused: Grimwood, Milks (Rogers arrived at 4:10)
3. Approval of the Agenda and Minutes:
Agostinelli moved approval of the agenda. Mandwee supported the motion. Motion carried.
4. Approval of Minutes: **Agostinelli moved approval of the minutes of October 25, 2018. Carew supported the motion. Motion carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices:
 - a. **2,186.25** - Envirologic General Environmental Review (Invoice #05046 – WO# 2018-1)
 - b. **\$ 90.00** – Envirologic Annual Report (Invoice #05043 – WO# 2018-2)
 - c. **\$ 877.50** – Envirologic Website Management (Invoice #05044 – WO# 2018-3)
 - d. **\$ 350.00** – Web Hosting – One-year
 - e. **\$ 9.34** – Domain address purchase
 - f. **\$ 250.00** – Blue Tree Web Design Deposit
 - g. **EPA Grant Invoices**
 - i. **\$133.75** - (\$66.88 to Haz., \$66.87 to Pet.) –Select Products Plan Amendment, WO# 8
 - ii. **\$6,648.75** – (All to Haz.) – Jhamin, LLC, WO# 12
 - iii. **\$ 212.50** – (\$106.25 Haz.; \$106.25 Pet.) – Outreach/Programmatic, WO# 3

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

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill
 - i. Transformational Brownfield Plan
Wenzel motioned recommending approval of the Transformational Brownfield Plan for the Vicksburg Mill redevelopment to the local units of government
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contingent on receipt of the signed application reimbursement agreement from Paper City Development, LLC, and prior to taking the Plan to the local governmental units for approval. Milburn supported the motion as presented.

Discussion – In interest of disclosure, Agostinelli stated his spouse is taking a position with Sielatycki, who is legal counsel for the developer. She will not be working on the Mill project.

Motion carried.

ii. Timeline

Dates were presented and discussed regarding local units approval dates, pending receipt of the application reimbursement agreement from the developer.

b. **Discussion/Action:** Reimbursement to Blackbird Billiards

- i. Blackbird Billiards, LLC - **\$605.40** School Taxes (\$298.71 from 2017 School TIR and \$306.69 from 2018 School TIR)

Agostinelli motioned to approve reimbursement to Blackbird Billiards, LLC for approved eligible costs from available Tax Increment Revenue. Rogers supported the motion. Motion carried.

c. **Discussion/Action:** Kalamazoo Storage (Stadium Park Way Brownfield Plan)

- i. Development Agreement – Included as Appendix D of Act 381 Work Plan
ii. Act 381 Work Plan – approval to submit Act 381 Work Plan to MDEQ

Agostinelli motioned to approve staff to submit the Act 381 Work Plan to the MDEQ upon receipt of the executed Development Agreement from Kalamazoo Storage. Wenzel supported the motion. Motion carried.

d. **Discussion/Action:** 2018 Budget Amendments

Carew motioned to approve end of 2018 budget amendments. Mandwee supported the motion. Motion carried.

e. **Discussion/Action:** LBRF Policy

Wenzel motioned to approve the LBRF Policy. Ferguson supported the motion. Motion carried.

f. **Discussion/Action:** MEDC State Brownfield Fund Invoice – ½ of the 6 mils of 2017 SET

- i. 9008 Portage Road - \$81.00
ii. RAI Jets - \$708.50
iii. Metal Mechanics - \$1080.50
iv. 555 E. Eliza Street - \$32.50
v. Blackbird Billiards - \$42.50

Agostinelli motioned to approve paying MEDC Invoice for the State Brownfield Fund in the total amount of \$1,945 and Rogers supported the motion. Motion carried.

g. **Discussion/Action:** 2019 Calendar

Rogers motioned to approve 2019 Calendar for KCBRA meetings as presented and Agostinelli supported the motion. Motion carried.

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

- i. Envirollogic Monthly Memo

Hawkins provided updates from memo in packet

8. Financial Reports

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

Staff provided financial update from packet

9. Staff Report

- a. .gov domain update – Pam Jackson from Envirologic researched the .gov domain. The application for the government domains has a lot of requirements and it is not necessary at this time to apply.
- b. Update – Rogers provided an update regarding board appointments. Ferguson has been recommended to the BOC. Carew will be interviewed on November 20th. The BOC appointments committee will then recommend for the other 2 openings.
- c. Ribbon Cutting – Corner @ Drake – Chow Hound – November 30th -12:00 to 12:30 – looking for Board members to attend.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, Thursday, December 13th, 8:30 a.m.
- b. Project/Finance Committee – Thursday, December 13, 2018 4:00 p.m.
- c. Executive Committee – Friday, December 14, 2018, 9:15 a.m.
- d. Bylaws Committee – Bylaws are with Varnum for review

11. Other

Rogers suggested having an open house to showcase successful projects.

12. 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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