
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 28, 2020
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

MINUTES – amended and approved by KCBRA 6/25/2020

Present: Ken Peregon, Joe Agostinelli, Gary Barton, Chris Carew, Kevin Coleman, Connie Ferguson, Travis Grimwood, Habib Mandwee, Jodi Milks, Meredith Place, Andy Wenzel

Members Excused: All Board members present

Kalamazoo Township: Sherine Miller

Oshtemo Township: None

Staff: Rachael Grover and Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: 2

1. Chair Peregon called the meeting to Order at 4:04 p.m.
 2. Members Absent: Staff took voice roll call – all Board members present
 3. Approval of the Agenda: Chair Peregon requested the addition of item 8.c.iii. for EPA grant funding application for 825 Portage Street submitted by the Boys and Girls Club of Greater Kalamazoo. **Agostinelli motioned approval of the agenda as amended and Wenzel seconded the motion. Motion passed via voice roll call vote with 11 Yes.**
 4. Approval of Minutes: BRA Minutes of February 27, 2020
Ferguson motioned approval of the February 27, 2020 minutes and Barton seconded the motion. Motion passed via voice roll call vote with 11 Yes.
 5. Discussion/Action: Policy and Guidelines for Public Comment
The Public Comment Policy was provided in the packet. ***Minutes amended to include attachment of policy to these minutes.***
Wenzel motioned to approve the Policy as presented and Agostinelli seconded the motion. Motion passed via voice roll call vote with 11 Yes.
 6. Public Comment: Chair Peregon read the public policy and gave directions for the public to provide input. No Public comment was provided.
 7. Consent Agenda – Invoices:
 - a. **\$1,187.50** – Envirologic WO# 2020-1 General Env. Review
 - b. **\$ 434.00** – Varnum Inv. #1101376 – Paper City MEDC Development Agreement
 - c. **EPA Grant Invoices**
 - i. **\$ 525.00** – (\$262.50 Haz.; \$262.50 Pet.) – Envirologic WO#3 Outreach/Programmatic
 - ii. **\$3,480.00** – (Pet.) – Envirologic WO# – 10 and 2 Mills Street**Agostinelli motioned to approve the consent agenda as presented and Barton seconded the motion. Motion passed via voice roll call vote with 11 Yes.**
 8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill
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- i. **\$113.75** – Envirologic Invoice #06579 – EGLE Grant Oversight
- ii. **\$840.00** – Envirologic Invoice #06580 – EGLE Loan oversight

Agostinelli motioned to approve EGLE Grant and Loan oversight invoices as presented for items 8.a.i and 8.a.ii and Mandwee seconded the motion. Motion passed via voice roll call vote with 11 Yes.

b. **Discussion/Action:** 2021 Budget

Agostinelli motioned to approve the 2021 Budget for submittal to County Finance as presented and Milks seconded the motion. Motion carried via voice roll call vote with 11 Yes.

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

Chair Peregon’s electronic connection was lost at 4:27. Vice Chair Agostinelli led the meeting in the absence of the Chair.

- i. Amendment to WO# 3 – Outreach Programmatic

***Minutes corrected to reflect correct timing for Chair retaking lead of meeting.* Chair Peregon reconnected to electronic meeting at 4:34 p.m., leading the meeting.**

Agostinelli motioned to approve Amendment #5 to WO #3 and Barton seconded the motion. Motion carried via voice roll call vote with 11 Yes.

- ii. Envirologic Monthly Memo and Federal FY2020 Quarter 2 Grant Dashboard included in packet

Hawkins provided update of continuing projects and the information presented in the Grant Dashboard.

- iii. 825 Portage Street Application

Discussion occurred regarding the application for Phase II ESA funding at 825 Portage Street in Kalamazoo. Two additional projects north of downtown Kalamazoo are coming forward to the Board in June. Board discussed preference to review all three projects to determine the amount of funding available from limited remaining EPA grant funds.

Agostinelli motioned to table action for this application and Place seconded the motion. Motion carried via voice roll call vote with 10 Yes and Milks abstaining.

d. **Discussion/Action:** TIF Reimbursements

- i. **232, LLC - \$4,330.26 (Local only)** – remaining \$156.52 of 2019 TIF to KCBRA

Wenzel motioned to approve reimbursement 232, LLC from available TIF and Carew seconded the motion. Motion carried via voice roll call vote with 10 Yes and Agostinelli abstaining.

e. **Discussion/Action:** 381/383 S. Pitcher St. Brownfield Plan - PS 383 LLC Reimbursements – from 2019 TIF - \$10,459.61 local TIR captured to date (*minutes amended to add street address of Brownfield Plan*)

- i. **PS 383, LLC – local only received to date - \$9,761.87**

Agostinelli motioned to approve reimbursement to PS 383 from available local TIF received and Place seconded the motion. Motion carried via voice roll call vote with 9 Yes. Grimwood and Wenzel abstained.

- ii. **PS 383, LLC – State taxes pending mid-June - \$6,369.34**
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State School TIF not yet received. Once TIF received, reimbursement will be brought forward for Board action. No motion made.

iii. **Remaining Local TIF to KCBRA for 2019 Administrative**

No action required. Local TIF remains in KCBRA account connected to 381/383 S. Pitcher Brownfield Plan 2019 Administrative expenses.

- f. **Discussion/Action:** Stadium Park Way Reimbursements 2018 TIR - \$33,840.62 State captured; \$25,081.23 Local TIR captured in 2018 – Total **\$58,921.85 TIR captured in 2018**
- i. Harrison Packing - **\$15,204.78 (All Local TIF)**
 - ii. National Flavors - **\$8,000 (All Local TIF)**
 - iii. Kalamazoo Storage - **\$14,748.54 (\$13,635.94 State TIF; \$1,112.60 Local TIF)**
 - iv. Remaining 2018 TIF - **\$14,896.53 to KCBRA (\$763.85 Local; \$14,132.68 State); \$6,072 already paid to State BF Fund in 2019**

Wenzel motioned to approve reimbursement from available TIF as presented for all items in 8.f. and Agostinelli seconded the motion. Motion carried with voice roll call vote with 11 Yes.

- g. **Discussion/Action:** Transfer to LBRF

- i. **\$ 677.00** - Metal Mechanics 2019 remaining available State TIF

Agostinelli motioned to transfer TIF to LBRF and Place seconded the motion. Motion carried via voice roll call vote with 11 Yes.

9. Financial Reports

- a. **Discussion:** Funds 247 and 643

Staff provided an update of Brownfield accounts

10. Staff Report

11. Committees - times dates and places

- a. Land Bank Report – Next meeting is Thursday, June 11, 2020
- b. Project/Finance Committee – Thursday, June 11, 2020 @ 4:00 p.m., via Zoom
- c. Executive Committee – Friday, June 12, 2020 @ 9:15 a.m., via Zoom

12. Other

13. Board Member Comments

14. Adjournment: **Meeting adjourned at 5:38 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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Kalamazoo County Government
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**Kalamazoo County Brownfield Redevelopment Authority
and
Economic Development Corporation of Kalamazoo County
Public Comment Policy and Guidelines**

Public Comment shall be received during a designated time of an open meeting as specified on the meeting Agenda.

During the designated time, the meeting Chairperson will read the public comment section rules prior to inviting members of the public to speak. The rules include the following:

1. Speakers will be invited to provide their name, but it is not required.
2. All public comment shall be limited to four (4) minutes. The meeting Chairperson, or designee, will notify the speaker when the 4 minutes has ended.
3. Public comment that includes profanity or is abusive, threatening, boisterous, or contrary to the orderly conduct of business will not be tolerated. The meeting Chairperson, or their designee, will terminate any public comment that does not follow these guidelines.

If meetings are held electronically, additional directions will be provided to the public in order to participate according to the technical requirements of the available electronic media (digital, teleconference, etc.).

Members of the public requiring assistance or with any questions or concerns, please contact Brownfield Redevelopment Coordinator at (269)384-8305 or Ragrov@kalcounty.com