
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 28, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

Corrected MINUTES (item 7a corrected per 4/25/19 Board action)

Present: Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Douglas Milburn, Ken Peregón, Andy Wenzel

Members Excused: Joe Agostinelli, Jodi Milks, Meredith Place

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: David Stegink, Envirologic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 1

1. Chair Ken Peregón called the meeting to Order at 4:01 p.m.
2. Members Excused: Agostinelli, Milks, and Place
3. Approval of the Agenda: Chair Peregón added item 9c. for an update on the Vicksburg Mill and item 10e. for a report from the Officer Nominating committee.

Ferguson moved approval of the agenda with additional items added as amended and Mandwee supported the motion. Motion carried.

4. Approval of Minutes: **Ferguson motioned approval of the February 28, 2019 minutes, Grimwood seconded the motion. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices:
 - a. **\$ 1,511.25** – Envirologic General Environmental WO# 2019-1
 - b. **\$ 3,049.50** – Varnum – Paper City Mill Development (Invoice #1059288)
 - c. **EPA Grant Invoices**
 - i. **\$17,088.14** – (all to Haz.) – Envirologic WO# 18 – 100 Island Ave.
 - ii. **\$ 640.00** – (\$320 to Haz and \$320 to Pet.) MEDA Invoice for Grover to attend IEDC Real Estate and Redevelopment Course

Carew motioned to approve the consent agenda and Milburn supported the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Metal Mechanics (D&D Realty) Invoice Submittal
 - i. Total Invoice Request - \$34,301.60
Staff review and Envirologic review (Memo) recommend approval of Invoices.
Grimwood motioned to approve invoices upon receipt and review (minutes corrected to reflect review as per Board correction at 4/25/19 meeting) of final lien waiver and Wenzel supported the motion. Motion carried.
 - b. **Discussion/Action:** 2018 Administrative cost allocation to all Brownfield Plans
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Wenzel motioned approval of the Administrative cost allocation for 2018 as presented and Mandwee supported the motion. Motion carried.

- c. **Discussion/Action:** Stryker – Reimbursement - **\$93,662.92**

(From 2018 Local TIR \$38,144.43; from 2018 State TIR – \$55,518.49)

Wenzel motioned to approve reimbursement of \$93,662.92 to Stryker and Ferguson seconded the motion. Motion carried.

- d. **Discussion:** EPA Grant

- i. Envirologic Monthly Memo

Stegink provided update for projects as presented in the memo

- ii. Dashboard (through 12/31/2018)

- e. **Discussion/Action:** \$92.12 Reimbursement to Oshtemo Township – overpayment of County Operating millage. Oshtemo Township will then disburse to County Operating.

Barton motioned to approve reimbursement of \$92.12 to Oshtemo Township. Wenzel seconded the motion. Motion carried.

8. Financial Reports

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

Staff provided financial update from packet

9. Staff Report

- a. Administrative Staffing update – Jarnefelt provided an update regarding administrative staffing. County Human Resources have approved the new position description. The title is now Brownfield Redevelopment Coordinator with an increase up to the next K-band level. The increase is retroactive to January 15, 2019.

- b. Island Avenue/Parchment update if available

- c. Vicksburg Mill – staff provided an update.

- i. Draft of the indemnity agreement (for stream sampling on offsite property) has been sent to the developer.

- ii. MDEQ Work Plan has been reviewed by Envirologic and MDEQ has completed a review but not submitted to KCBRA yet.

- iii. Phone calls with the development team and the MEDC are occurring every two weeks to make sure all materials and questions are answered as the third party reviews move forward.

- iv. The County Commission approved the Transformational Plan on March 6, 2019.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, April 11, 2019, 8:30 a.m.

- b. Project/Finance Committee – Thursday, April 11, 2019, 4:00 p.m.

- c. Executive Committee – Friday, April 12, 2019, 9:15 a.m.

- d. Bylaws Committee - Bylaws committee has recommendation of changes and will present at the April KCBRA and EDC meetings.

- e. Nominating Committee – Grimwood provided an update and has spoken to all members interested in serving as officers for both the KCBRA and the EDC. Officers will be elected at the April Annual meeting. The Chair requested board members consider stepping in to fill the Chair position next year. Anyone interested can contact staff and Chair Peregón to
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talk about the position.

11. Other

12. Board Member Comments

Delta by Marriott Conference Center Open House is scheduled in May.

13. Adjournment: Meeting adjourned at 4:52 p.m.

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