
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, August 27, 2020
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

MINUTES Final – approved at 9/24/20 Board meeting

Present: Ken Peregon, Joe Agostinelli, Gary Barton, Chris Carew, Kevin Coleman, Connie Ferguson, Travis Grimwood, Jodi Milks (arrived 4:14), Meredith Place, Andy Wenzel

Members Excused: Mandwee

Kalamazoo Township: none

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover and Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: 0

Prior to the start of the meeting Chair and staff noted that the meeting is recorded.

1. Chair Peregon called the electronic meeting to Order at 4:02 p.m.
2. Members Absent: Staff took attendance roll call. Habib Mandwee absent. Jodi Milks notified she would be a few minutes late and was not present for attendance roll call.
3. Approval of the Agenda: Chair Peregon requested to add item 7.h – Planning Department technology charges for phone and computer use.

Wenzel motioned approval of the agenda as amended and Carew seconded the motion. Motion carried.

4. Approval of Minutes: BRA Minutes of June 25, 2020

Carew motioned approval of the July 23, 2020 minutes and Barton seconded the motion. Motion carried.

5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input. No Public comment was provided.
6. Consent Agenda – Invoices:

- a. **\$ 332.50** – Envirologic WO# 2020-1 General Env. Review
- b. **\$ 372.00** – Varnum Inv# 1106356 - General
- c. **\$ 93.00** – Varnum Inv# 1106377 – Paper City/MEDC Agreement
- d. **\$ 713.00** – Varnum Inv# 1109087 – Paper City/MEDC Agreement
- e. **EPA Grant Invoices**
 - i. **\$ 347.50** - (\$173.75 Haz.; \$173.75 Pet.) – Envirologic WO#3 Outreach/Programmatic
 - ii. **\$3,249.00** – (Pet.) – Envirologic WO#30 Boys and Girls Club – Portage St.
 - iii. **\$6,405.08** – (Haz.) – Envirologic WO#31 Project 619 Porter and Railroad parcels
 - iv. **\$ 886.25** – (Haz.) – Envirologic WO#32 River's Edge (508 Harrison and 660 Gull Rd)

Agostinelli motioned approval and Ferguson seconded the motion. Motion carried.

7. Discussion and/or Action Calendar
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- a. **Discussion/Action:** Great Lakes Native Seed (Foster Property Holdings, LLC) Phase I Reimbursement - \$1,970.00 from Community support budget in General Fund
Wenzel motioned to approve reimbursement as presented and Ferguson seconded the motion. Motion carried via voice roll vote with 8 yes. Carew abstained.
- b. **Discussion/Action: Vicksburg Mill Grant and Loan oversight**
i. **\$78.75** – Envirologic Grant Oversight Inv# 06808
ii. **\$78.75** – Envirologic Loan Oversight Inv# 06809

Agostinelli motioned to approve payment of invoices presented in 7.b.i. and ii. and Barton seconded the motion. Motion carried via voice roll call vote with 8 yes. Grimwood abstained.

Board member Milks joined the meeting at 4:14 p.m.

- c. **Discussion/Action: Developer Reimbursements – from 2019 TIF Capture**
i. RAI Jets (5825 and 5901 Willoughby Dr.) – Local TIR – **\$947.76**
ii. Metal Mechanics – 400 S. 14th St., Schoolcraft – Local TIR - **\$1,599.28**
iii. Midlink - **\$185,924.16** (Local TIR = \$166,146.48 from Midlink Parcels + \$19,777.68 from AJZ Sprinkle Parcel)
iv. General Mills (@ Midlink) - School TIR - **\$93,300.12**

Staff presented reimbursement analysis for items 7.c.i through 7.c.iv.

Agostinelli motioned to approve the reimbursements to developers as presented and Milks seconded the motion. Motion carried via voice roll call vote with 10 Yes.

- d. **Discussion:** MEDC Annual Reports – 2019 TIF capture

Staff presented remaining reports to Board. Agostinelli requested check on Stryker’s job metrics. Staff is following up with Stryker.

- e. **Discussion:** EPA Grant
i. Envirologic Monthly Memo

Hawkins provided the update as presented in the memo

- f. **Discussion/Action:** EPA Grant Application – Applications due 10/28/2020

Ferguson motioned to approve Envirologic WO#2020-2 to develop a grant application for the EPA Brownfield Assessment grant as described and Place seconded the motion. Motion carried via voice roll call vote with 10 Yes.

- g. **Discussion/Action:** 2019 Annual Report

Carew motioned to approve \$1,200 of Envirologic WO#2020-1 for the 2019 KCBRA Annual Report and Agostinelli seconded the motion. Motion carried.

Board member Milks needed to leave the meeting.

- h. **Discussion/Action:** Staff Telecommunication and phone charges – request to reimburse Planning Department for Staff computer/internet/phone usage for 2020

Agostinelli motioned to approve reimbursement to the Planning department for staff telephone and computer charges from January through July 31 of 2020 with specific caveat the future charges are not reimbursed until discussion with County regarding KCBRA interest is held and Ferguson seconded the motion.

Staff and Chair Peregon will request meeting with relevant County staff regarding KCBRA interest.

Motion carried via voice roll call vote with 8 Yes and 1 No.

Barton motioned to approve up to \$203.00 per month to cover staff computer and phone charges for August through December of 2020. Motion was not supported with a second.

8. Financial Reports

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

Staff provided an update of Brownfield accounts

9. Staff Report

- a. 555 E. Eliza Street EGLE Loan – renegotiating Loan terms with EGLE

10. Committees - times dates and places

- a. Land Bank Report – Next meeting is Thursday, August 13, 2020, 8:30 a.m.
b. Project/Finance Committee – Thursday, September 10, 2020, 4:00 p.m.
c. Executive Committee – Friday, September 11, 2020, 9:15 a.m.

11. Other - None

12. Board Member Comments

Ferguson had a question regarding availability of space at Midlink. Hawkins and Agostinelli noted that the built space is full but there is potential land development space available.

13. Adjournment: **Meeting adjourned at 6:02 p.m.**

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