
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 22, 2020
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

MINUTES Final as approved 11/19/2020

Present: Ken Peregon, Chris Carew, Connie Ferguson, Habib Mandwee, Meredith Place, Andy Wenzel

Members Excused: Barton, Coleman, Grimwood, Milks

Kalamazoo Township: Sherine Miller

Oshtemo Township: Iris Lubbert

Staff: Rachael Grover and Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: 2

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 4:04 p.m.
2. Members Absent: Staff took attendance roll call. Gary Barton, Kevin Coleman, Travis Grimwood and Jodi Milks absent.
3. Approval of the Agenda: **Wenzel motioned approval of the agenda as presented and Carew seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of September 24, 2020
Ferguson requested change to 7.b.ii of wording from “contingent and continuous” to “contiguous to 619 Porter Street”. Staff will also add the notes to the minutes for Item 9.c. Staff report – County is reviewing a policy regarding interest earned on accounts. **Ferguson motioned approval of the September 24, 2020 minutes with changes and Wenzel 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. **\$1,701.25** – Envirologic WO# 2020-1 General Env. Review
 - b. **\$18,027.57** - General Administrative

Carew motioned to approve the consent agenda and Mandwee seconded the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 10 and 2 Mills Street
 - i. Ruach Industries – signed purchase agreement with closing date
 - ii. Request to fund remaining Work Order #2020-3 - \$3,000 – BEA, and Due care documentation – now from General KCBRA fund (or special projects budget)
 - iii. Additional request to fund Phase I update – estimated cost \$1,000 – from General KCBRA fund

Remi Harrington provided an update on the project. Ruach has closed on the property with the Land Bank and original plans are moving forward with the intended use of the property as the Urban Folk Art Exploratory. It will include a co-working space with a mixed industrial use and an art gallery. Funds to start the development have been obtained and

they are continuing with fundraising. Ruach is requesting funding to complete the Phase I update and the BEA and Due Care documentation. KCBRA originally approved funding for the BEA and Due Care Documentation through the EPA grant, but the EPA grant funding has expired. A Phase I update is now required because the original Phase I was done over 6 months ago.

Hawkins provided a summary on the results from the Environmental Assessments. No changes or updates since that summary was previously provided.

This project is located in the City DEGA area and will likely be included as a Kalamazoo City Brownfield Plan.

Wenzel motioned to approve funding from the General fund as presented in the Work Order and Carew seconded the motion. Wenzel requested a letter to the City as a reminder to reimburse the KCBRA for funds when this project is part of a City Brownfield Plan as discussed in previous meetings with the City. Motion carried via voice roll call vote.

b. **Discussion/Action:** EPA grant remaining funding and updates

- i. Project 619 Porter and Railroad parcels - Envirologic Invoice # 06993 –
Total \$4,807.50
\$ 3,841.37 from EPA Hazardous Grant
\$ 966.13 Remaining from LBRF

This project is currently in a City Brownfield Plan which makes it eligible for payment from LBRF. This will also require a reminder to City to reimburse the KCBRA when TIF is available through the City BRA Brownfield Plan.

Place motioned approval to pay invoice and Mandwee seconded the motion. Motion carried via voice roll call vote with Wenzel abstaining.

- ii. Project 409, 413, 417 E. North St (619 Porter addl parcels) – ET Inv # 06995 –
Total Invoice \$9,235.23

\$6,235.23 from EPA Hazardous Grant
\$3,000.00 Remaining from General 247-000-808.00 Contractual Budget

Ferguson motioned approval of payment of invoice in 7.b.ii and Carew seconded the motion. Motion carried via voice roll call vote with Wenzel abstaining.

- iii. Remaining Outreach Programmatic - **\$1,100.56** – Envirologic Inv.# 06992 split between remaining Hazardous and Petroleum budgeted for this activity.
- iv. **\$ 2,547.18** – from Hazardous Grant– Envirologic WO#32 River’s Edge (508 Harrison and 660 Gull Rd)
- v. **\$1,026.48** - EPA Grant programmatic (staff) – \$513.24 to Haz.; \$513.24 to Pet.

Wenzel motioned approval of invoices presented in items 7.b.iii, 7.b.iv, and 7.b.v. and Mandwee seconded the motion. Motion carried via voice roll call vote.

- vi. EPA Grant Memo

Hawkins provided an update as presented in the memo.

c. **Discussion/Action:** FY2021 EPA Brownfield Assessment Grant Application

Hawkins provided an update of progress with putting together the application. The application is due October 28th and Envirologic will circulate a copy of the draft application once completed.

Miller noted there are some Kalamazoo Township Fire Station properties that the Township is considering for redevelopment if those are possible projects that could be supported with potential EPA grant funds.

d. **Discussion/Action:** Paper City Development/ Vicksburg Mill

- i. **\$446.25** – Envirologic Invoice # 06994 - EGLE Grant oversight
- ii. **\$297.50** – Envirologic Invoice #06982 - EGLE Loan oversight
- iii. **\$903.30** - \$574.83 Grant and \$328.47 Loan - Administrative Invoice

Carew motioned approval of the invoices in 7.d.i., 7.d.ii., and 7.d.iii. and Ferguson seconded the motion. Motion carried via voice roll call vote.

iv. Quarterly Loan and Grant reports

Staff will submit 4th Quarter Loan and Grant reports by October 30th and share reports with the Board.

e. **Discussion/Action:** **\$157,357.50** - MEDC Invoice – for State Brownfield Fund (from 2019 Annual Reports) – from State Education Tax captured in 2019 for specific Brownfield Plans

Wenzel motioned to pay the MEDC invoice as presented and Carew seconded the motion. Motion carried via roll call vote.

f. **Discussion/Action:** Staff Telecommunication Charges August-December 2020 and next fiscal year. Request automatic charge to Fund 247 Communication account – estimated \$113 per month.

Ferguson motioned to approve automatic payment of Telecommunication charges from August through the end of December, with redetermination in January when the 2021 charges are available. Wenzel seconded the motion. Motion carried via roll call vote.

g. **Discussion/Action:** Vice-Chairperson and Board opening update.

Wenzel volunteered to contact Board members for interest in serving as Vice-Chair.

Staff will send application for vacant position to Board members so they can share and recruit applicants. Applications are due to the County Commission website at advisory board openings by November 12, 2020.

8. Financial Reports

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

Staff provided an update of Brownfield accounts.

9. Staff Report

a. 555 E. Eliza Street Loan – update.

Staff provided an update that the terms have been approved by EGLE and EGLE will send the amended contract to the KCBRA soon.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting is Thursday, December 10, 2020, 8:30 a.m.
- b. Project/Finance Committee – Thursday, November 12, 2020, 4:00 p.m.
- c. Executive Committee – Friday, November 13, 2020, 9:15 a.m.

11. Other – Grover noted that the County has two openings on the Solid Waste Management Committee. These openings are specifically for members of the community that are also part of an Environmental Interest Group. See the County website under County Commission – Advisory Board openings. Please share with anyone that may be interested.

12. Board Member Comments

Wenzel noted that he will be attending the MEDC Interlocal and Corporate Partners meeting on October 28, 2020 on behalf of the EDC of Kalamazoo County.

Ferguson noted that Kalamazoo Nature Center is celebrating their 60th Anniversary on October 30th.

13. Adjournment: **Meeting adjourned at 5:50 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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