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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, June 25, 2020  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
**TIME:** 4:00 pm

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***MINUTES – Final approved by KCBRA 7/23/2020 (w/ spelling corrected 7.a.ii.)***

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

**Members Excused:** Coleman, Mandwee

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** None

**Staff:** Rachael Grover and Lotta Jarnefelt

**Consultant:** Jeff Hawkins, Envirologic Technologies

**Recording Secretary:** Rachael Grover

**Community:** 5

**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: Kevin Coleman, Habib Mandwee
3. Approval of the Agenda: **Agostinelli motioned approval of the agenda and Barton seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of May 28, 2020

Jarnefelt suggested that the address of the Brownfield Plan be included in minutes where reimbursements to developers are approved, as opposed to only developer names so the Brownfield Plan that the TIF reimbursement is related to is clear.

Peregon requested attaching the approved Public Comment Policy to the May 28, 2020 minutes to complete the record.

Ferguson noted that Chair Peregon's electronic connection to the meeting was re-established prior to the motion that was made for 8.c.i.

**Wenzel motioned approval of the May 28, 2020 minutes as amended and Place 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:  
Grimwood requested items 6.d.i and 6.d.ii pulled from the Consent Agenda
  - a. **\$2,793.75** – Envirologic WO# 2020-1 General Env. Review
  - b. **\$ 139.50** – Varnum Inv. #1101409 – General – Kalamazoo West ownership change
  - c. **EPA Grant Invoices**
    - i. **\$ 82.50** – (\$41.25 Haz.; \$41.25 Pet.) – Envirologic WO#3 Outreach/Programmatic

**Agostinelli motioned to approve consent agenda items 6.a., 6.b., and 6.c. and Ferguson seconded the motion. Motion passed.**

- d. **Vicksburg Mill Grant and Loan oversight**
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- i. **\$ 52.50** – Envirologic Grant Oversight Inv# 06655
- ii. **\$ 236.25** – Envirologic Loan Oversight Inv# 06656

**Agostinelli motioned approval for payment of items 6.d.i and 6.d.ii and Wenzel seconded the motion. Motion carried via voice roll call vote with 8 Yes and Grimwood abstaining.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** 660 Gull Road and 508 Harrison Street

i. Application

Kevin McGraw of River Caddis Development, LLC, provided the project information and general information from the application. The Developer is requesting assistance for the cost of a MSHDA compliant Phase I Environmental Site Assessment, which includes a noise survey, and a Hazardous Materials survey for the 660 Gull Road parcel.

Staff summarized the Application packet noting the Part I and Part II Application is complete and includes signed Exhibit A – Reimbursement Agreement. Application fee of \$820.00 has not yet been received.

**Wenzel motioned to approve to accept the Application and execute the Reimbursement Agreement, contingent on the receipt of the application fee. Carew seconded the motion. Motion carried via voice vote with 9 Yes.**

ii. Envirologic Work Order #32 - \$8,200 from EPA Hazardous Grant

**Hawkins** provided summary of the Work Order. (Hawkins name spelling corrected per Board direction and approval at 7/23/2020 meeting).

**Carew motioned to approve Work Order #32 and Ferguson seconded the motion. Motion carried via voice vote with 9 Yes.**

b. **Discussion/Action:** 619 Porter Street and additional railroad properties

i. Application

Andrew Wenzel of 619 LLC provided an overview of the project. The redevelopment of 619 Porter Street includes the construction of a mixed use building that will include apartments and retail or office space. The redevelopment of the former railroad properties will provide parking for other redevelopment projects the owner is completing in the neighborhood and will provide connectivity between these properties and downtown amenities.

Staff summarized the Application packet noting the Part I, Part II Application, and the Reimbursement Agreement are complete. The application fee of \$2,500 has not yet been received.

**Carew motioned to approve to accept the Application for the 619 Porter project and execute the Reimbursement Agreement, contingent on receipt of the application fee. Barton seconded the motion. Motion carried via voice roll call vote with 6 Yes. Agostinelli, Grimwood and Wenzel abstained.**

ii. Work Order #31- \$29,200 total (\$21,700 from EPA Hazardous; \$7,500 LBRF)

Hawkins provided a summary of the work to be completed under the Work Order. Discussion occurred regarding remaining EPA grant funds and the use of LBRF funds. Some of the properties are included in the City of Kalamazoo Brownfield Plan, which allows for use of LBRF funds under Act 381.

**Carew motioned to approve the Work Order amount, allowing staff to determine which funds (EPA Grant and/or LBRF) can be used appropriately and that are**

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available. **Barton seconded the motion. Motion carried via voice roll call vote with 6 yes. Agostinelli, Grimwood, and Wenzel abstained.**

c. **Discussion/Action:** Boys & Girls Club of Greater Kalamazoo

i. Application

Staff provided a summary of the proposed project. The Boys & Girls Club of Greater Kalamazoo needs to relocate and has a purchase agreement for the property at 825 Portage Street. Mathew Lynn of the Boys & Girls Club provided additional information regarding the project. Staff provided a summary of the application. The Part I and Part II Application and the Reimbursement agreement have been received. The Boys & Girls Club requested the KCBRA consider waiving the application fee.

ii. Work Order #30 – total \$21,400 (\$10,000 from remaining EPA Petroleum Grant, what source for remaining funding – set-aside funding; developer or combination).

Hawkins provided information regarding the work and costs described in the Work Order. Staff and Hawkins provided information regarding the potential source of funding. There is \$10,000 remaining in the EPA Petroleum Grant funds.

Ferguson and Place left the meeting. Quorum still in place with 7 Board members present.

**Grimwood motioned to accept the Application, waive the fee and fund a portion of the work in the Work Order up to \$12,000, with \$10,000 from the remaining EPA Petroleum funding and \$2,000 from the Brownfield General funds budgeted annually for non-profit and non-TIF generating projects. Agostinelli seconded the motion. Motion carried via voice roll call vote with 5 Yes of the 7 Board members present. Barton and Milks abstained.**

d. **Discussion/Action:** \$1,039.29 - Oshtemo Township Refund local taxes

Oshtemo paid Summer 2019 taxes twice but under-captured Winter 2019 taxes (left out CCTA millage) for the Kalamazoo West Professional Ctr Brownfield (Kalamazoo Mortgage).

\$1,237.58 overpayment - \$198.29 CCTA expected = **\$1,039.29** owed back to Oshtemo Twp.

**Request approval to refund Oshtemo Township amount of \$1,039.29**

**Carew motioned to approve refund to Oshtemo Township and Agostinelli seconded the motion. Motion carried.**

e. **Discussion/Action:** \$211,427.30 – Request Transfer TIF from Corner @ Drake to LBRF

**Wenzel motioned approval of transfer of remaining available TIF from Corner @ Drake TIF account to the LBRF account and Agostinelli seconded the motion. Motion carried.**

f. **Discussion:** EPA Grant

i. Envirologic Monthly Memo

Hawkins provided an update as per the memo available in the packet

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 Payment due September 14, 2020

The KCBRA received a letter from EGLE that provided a potential opportunity to renegotiate loan terms if a site was experiencing any financial hardship due to the Covid-19 crisis that

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could impact upcoming loan payments. Developer/owner for 555 E. Eliza street property is expected to experience significant revenue losses in 2020 at the site due to cancelled events for the 36,000 square foot space. Staff and Chair Peregon will be meeting with EGLE staff to discuss renegotiating the terms of the EGLE Loan for this property.

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, July 9, 2020, 4:00 p.m. ***if needed***
- c. Executive Committee – Friday, July 10, 2020, 9:15 a.m. ***if needed***

11. Other

12. Board Member Comments

Chair Peregon thanked the Board members for thoughtful discussion and consideration of funds for all three projects presented today and especially for the 825 Portage Street project.

13. Adjournment: **Meeting adjourned at 6:15 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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