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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, July 23, 2020  
**PLACE OF MEETING:** ELECTRONIC Meeting via Zoom  
**TIME:** 4:00 pm

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***MINUTES Final - approved at 8/27/2020 meeting***

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

**Members Excused:** Travis Grimwood

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** None

**Staff:** Rachael Grover and Lotta Jarnefelt

**Consultant:** David Stegink, Envirollogic 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 4:04 p.m.
2. Members Absent: Travis Grimwood
3. Approval of the Agenda: **Wenzel motioned approval of the agenda and Agostinelli seconded the motion. Motion carried.**
4. Approval of Minutes: BRA Minutes of June 25, 2020  
Ferguson noted misspelling of Hawkins name in item 7.a.ii.  
**Place motioned approval of the June 25, 2020 minutes as amended and Agostinelli 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. **\$1,945.00** – Envirollogic WO# 2020-1 General Env. Review
  - b. **EPA Grant Invoices**
    - i. **\$ 525.00** – (Pet.) – Envirollogic WO#30 Boys and Girls Club – Portage St.
  - c. **Administrative Invoices** –Includes General KCBRA, EGLE Grant/Loan, EPA
    - i. General KCBRA
    - ii. EGLE Grant and Loan (Vicksburg Mill Project)
    - iii. EPA

**Agostinelli motioned approval and Wenzel seconded the motion. Motion carried.**

7. Discussion and/or Action Calendar
  - a. **Discussion/Action: Vicksburg Mill Grant and Loan oversight**
    - i. **\$105.00** – Envirollogic Grant Oversight Inv# 06714
    - ii. **\$130.00** – Envirollogic Loan Oversight Inv# 06713

**Agostinelli motioned to approve Items 7.a.i and 7.a.ii as presented and Wenzel seconded the motion. Motion carried.**

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iii. FYI Q3 Grant and Loan Reports to be submitted by 7/31/2020

b. **Discussion/Action: Developer Reimbursements – from 2019 TIF Capture**

- i. **\$4,704.34** - Kalamazoo West Professional Center (aka Kalamazoo Mortgage), Stadium Dr/131, Oshtemo Township – all from local TIF

**Ferguson motioned to approve reimbursement to Kalamazoo West as presented and Agostinelli seconded the motion. Motion carried via voice roll call vote with 10 yes.**

- ii. **\$6,375.40** - 383 S. Pitcher Street (PS383, LLC) – in City of Kalamazoo, State TIF

With technical difficulties during discussion for PS383 LLC reimbursement, Milks did not reconnect to the meeting. Quorum still achieved with 9 board members present and 2 absent.

**Barton motioned to approve reimbursement to PS383 LLC as presented and Coleman seconded the motion. Motion carried via voice roll call vote with 7 Yes, Wenzel and Agostinelli abstained, and 2 members were absent.**

c. **Discussion/Action:** MEDC Annual Reports – 2019 TIF capture

Request approval for staff to submit reports completed to-date

Staff requested approval to submit all reports. MEDC allows for corrections after reports are submitted and Board will review as reports are completed. Reports are due before 8/31/2020.

**Wenzel motioned for staff to submit all reports and Place seconded the motion. Motion carried.**

d. **Discussion:** EPA Grant

- i. Envirologic Monthly Memo

Stegink provided a brief update per the memo available in the packet

- ii. FYI – Q3 Grant report to be submitted 7/31/2020 (Q3 April-June Federal FY2020)

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

Chair Peregón and staff had a phone conference with EGLE staff regarding the process for requesting new loan terms related to COVID-19 economic impacts. Staff will submit letter to EGLE with a request for new loan terms.

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, August 13, 2020, 4:00 p.m. **if needed**  
c. Executive Committee – Friday, August 14, 2020, 9:15 a.m. **if needed**

11. Other - None

12. Board Member Comments – None provided

13. Adjournment: **Meeting adjourned at 5:02 p.m.**

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