
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 22, 2009
PLACE OF MEETING: County Administration Building

MINUTES

Present were: Marc Hatton, Robert Barnard, Thell Woods, Clare Annen, Larry Baumgart, Ken Peregon, Katrina Schuur, Julie Rogers, Ruth Blake
Absent: Art Hoekstra, John Dillworth
Ex Officio members absent: Tim Hudson, Glen Avis
Staff Support: Lotta Jarnefelt, David Artley, Jeff Hawkins (consultant)
Guests present: Connie Ferguson, Mary Brown, Leroy Crabtree, Matt VanDyk

- I. Meeting called to order – by Chair Mr. Woods at 4:05 pm
- II. Seating of New Member
Ms Ruth Blake was welcomed as the new appointed member of the BRA/EDC. She will assume a term which will expire October 31, 2012.
- III. Approval of Minutes: December 18, 2008 meeting minutes were approved unanimously without revisions
- IV. Bills for Payment
 1. **Invoice #25183: Total \$120.00**
General Programmatic Activities
Work Order #9 (Bill Group C) - \$120.00
This can be split between Haz. Substances Grant and Petroleum Grant
Activities included responding to 1103 Douglas site and WMU site regarding potential eligibility.
 2. **Invoice #25184: Total \$285.00**
Act 381/Loan Work Plan
Work Order #10 (Bill Group B) - \$285.00
Activities include calls with County and Midlink and preparation of Act 381/Loan Work Plan.
 3. **Invoice #25185: Total \$6,608.29**
Consumers Credit Union – 4017- 4025 Portage Rd., Kalamazoo
Work Order #11 - \$6,608.29
This can be applied only to the Petroleum Grant.
Activities included implementation of field activities for Phase II ESA. Costs include project management, removal of floor, subsurface exploration, lab expenses, geoprobe and materials.
 4. **Invoice #25186: Total \$10,374.28**
SFE Manufacturing – 9718 Portage Road, Portage, MI
Work Order #13 - \$10,374.28

This can be applied only to the Hazardous Substances Grant.
Activities include completion of Phase I ESA, partial completion of Phase II ESA activities including data evaluation, field services, geoprobe, lab expenses and client communications.

5. Invoice #25187: Total \$2,125.50

Brown Family Holdings – 2700 N. Pitcher, Kalamazoo, MI
Work Order #15 - \$2,125.50

This can be applied only to the Hazardous Substances Grant.
Activities include data review, eligibility determination activities and meeting with MDEQ.

Mr. Hawkins noted as a reminder from last month's meeting, that due to the additional projects that are underway, the Budget and Cost Summary has been modified. The major modification is that the Summary Page at the beginning has been expanded to two pages. The overall budget amounts and remaining fund totals can be viewed on Page 2 of the Summary Page. Additionally, detailed information related to completed projects has been included on a separate page of the table following the summary pages. The Project detail pages follow as usual.

Payment of bills was approved unanimously.

V. Work order adjustment/New– None expected
No adjustments in work orders at this time.

VI. Staff Report

Mr. Artley and Mr. Hawkins reviewed the projects listed below. Mr. Hawkins also provided a one page summary at the meeting.

- a) **4017/4023 Portage – Credit Union – City of Kalamazoo**
Work is done, no problems found.
- b) **9718 Portage – SFE – City of Portage**
Work is done, no problems found.
- c) **Davis Creek – City of Kalamazoo**
Still working with getting clarification with the EPA and planning the actual implementation of Phase II.
- d) **2700 North Pitcher – Old Goodwill site – Kalamazoo Twp**
Mr. Artley and Mr. Hawkins discussed details of the project. Mr. Hawkins explained what type of corrective measures can be expected to deal with the found contamination. Tif from this site will be minimal.
- e) **Other**
Mr. Artley has been in contact with Mr. Paquin from the City of Kalamazoo regarding the use of Petroleum grant money. Project has not been pursued at this time. Mr. Annen requested that this project be explored after the MidLink project's demand for staff time decreases.
- f) **Midlink**
 - 1. BEA is ready to be signed by MidLink.

2. 38/Loan Work Plan. If the MEDQ loan is accepted, the Work plan has to be approved before any eligible work starts.
3. The loan acceptance deadline is approaching. The County will not accept the loan without a letter of credit from MidLink. Letter of credit has not been received. Mr. Artley continues discussions with MidLink.
4. The Loan management Agreement will be created if and when the MDEQ loan is accepted.

VII. PR/Media Committee

Nothing to report except that Rotary is looking to fill its slots for presentations. The question arose whether BRA wants to put up signage at finished sites to inform the public about the BRAs involvement. Mr. Hawkins will provide samples of signs.

VIII. Other

- Mr. John Dillworth has resigned from the BRA and EDC. Appointment Committee has interviewed interested applicants and will appoint a new member by the next BRA/EDC meeting.
- It was suggested that a news release be issued when new members are appointed to the BRA/EDC.
- An updated roster with terms of the members was requested
- Nothing has been done for Ms. Anderson, who resigned as Chair and member earlier. Staff was requested to decide on an appropriate recognition of her service to the BRA/EDC.

IX. Meeting was adjourned at 5:14 pm

Next Meeting is Thursday, February 26, 2009 @ 4:00 pm in Room 207A.

PLEASE CALL 384-8304 OR EMAIL DPARTL@KALCOUNTY.COM IF YOU ARE UNABLE TO ATTEND THE MEETING. IT IS IMPORTANT THAT WE HAVE A QUORUM. Thank You!