
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 23, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: After 4:00 pm EDC Meeting

AGENDA

1. Call to Order ~ 4:00 pm
2. Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of December 19, 2013
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
 - a. Mileage Reimbursement
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – General Mills Project
 - i. Update on Development Agreement
 - ii. Howard and Howard Invoice - \$395.00
 - iii. Reimbursement Analysis
 - b. **Discussion/Action** – Vicksburg Paper Mill
 - i. Update on Project, meeting on January 15
 - c. **Discussion/Action** - 2013 Invoices
 - i. 9008 Portage Road – \$330.44
 - ii. 306 N Grand, Schoolcraft - \$650.00
 - d. **Discussion** – Apollo Plastics
 - e. **Discussion/Action** - 4th Quarter and End of Year Expenses
8. Staff Reports
 - a. None
9. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Feb 13th, 4:00 pm
 - c. Executive Committee – verbal report, meeting schedule Friday, Feb 14th, 8:30 am
 - d. PR/Media Committee –
 - e. Policy Subcommittee – verbal report, meeting schedule: TBD
10. Other
11. Board Member Comments
12. Adjournment

Next Meeting: 4th Thursday – February 27, 2014 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, December 19, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Clare Annen, Tim Hudson, Julie Rogers, Anne Summerfield, Thell Woods, Habib Mandwee, Christopher Carew, Andy Wenzel

Members Excused: Ken Peregon, Travis Grimwood

Kalamazoo Township: None

Staff: Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 1

1. Chair called the meeting to Order at 4:04 pm.
 2. Members Excused: Ken Peregon, Travis Grimwood
 3. Approval of the Agenda: **Wenzel moved and Summerfield seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: **Hudson moved and Carew seconded the approval of November 21, 2013 minutes. Motion Carried.**
 5. Citizens Comments: None
 6. Consent Calendar
 - a. Mileage Reimbursement
Jarnefelt's mileage for attending the NBA Conference in Lansing amount of \$88.14 & Adams' mileage for month of November \$27.74
Hudson moved and Summerfield seconded the approval of the mileage in the total amount of \$115.88. Motion Carried.
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – General Mills Project
 - i. Update on Development Agreement
The representatives from each party have made all required changes and approved the development agreement. The agreement was signed by General Mills and Tippman. Agostinelli will sign and send it to Midlink for their signatures.
 - ii. Invoice #29526 from Envirologic Technologies – \$12,979.35
This invoice is for work on the Phase II, BEA, Sec 7A Compliance, General BRA consulting activities, and Act 381 Work Plan.
Wenzel moved and Hudson seconded the approval of payment for invoice #29526 in the amount of \$12,979.35. Motion Carried.
 - iii. Howard and Howard Invoice - \$1,461.50
Summerfield expressed her support to hire local firm since the current firm no longer has a Kalamazoo office. Agostinelli is in support of finding a local firm but expressed concern with the level of brownfield expertise in the area. For any future
-

projects, Summerfield suggests that the BRA go through a competitive bidding process.

Summerfield moved and Woods seconded the approval of payment for invoice in the amount of \$1,461.50. Motion Carried.

b. **Discussion** – 9008 Portage Road

i. Update on Brownfield Plan

Adams sent the Development Agreement to Alex Gwiazdowski. His attorney is currently reviewing it. The County Board of Commissioners approved the Brownfield Plan at their Dec 3rd Meeting.

Hawkins mentioned that the authority approved the creation of an Act 381 Work plan but he suggested waiting until BRA staff has a meeting with the MEDC.

Adams will contact the MEDC Community Assistant Team member Roselyn Jones.

c. **Discussion/Action** – Update on Projects/Invoices

i. 306 N Grand

1. Demolition Update

Hawkins reported that demolition is complete. He made a request to the MDEQ for use of emergency funds to address the vessel containing an unknown substance still on site.

2. Invoice #29520 from Envirologic Technologies – \$2,011.60

Hawkins briefly explained the work related to this invoice.

Hudson moved and Mandwee seconded the approval of payment for invoice #29520 in the amount of \$2,011.60. Motion Carried.

ii. Vicksburg Paper Mill

Agostinelli gave a brief update on the project and meetings with companies potentially interested in locating at the mill site.

Hawkins noted that the clarifiers are currently in the midst of demolition.

Agostinelli noted that the Village wants to dissolve the existing Brownfield Plan for the site and enter the site into a County Brownfield Plan.

1. Invoice #29521 from Envirologic Technologies – \$4,000.00

Hawkins stated that this invoice is for the Phase I Environmental site assessment of the newer portion of the mill.

2. Invoice #29523 from Envirologic Technologies – \$3,000.00

This invoice is for the BEA for the newer portion of the mill.

Annen moved and Summerfield seconded the approval of payment for invoices #29521 & 25923 in the total amount of \$7,000.00 Motion Carried.

Hawkins stated that the County Treasurer has contracted with ET to apply for MDEQ assessment funding and perform the preliminary assessment work needed for the application.

iii. CMS Lake St

1. Invoice #29527 from Envirologic Technologies – \$483.75

Hawkins confirmed the suspected petroleum contamination associated with former underground storage tank. The site also contained evidence of metal contaminations. The Phase I, BEA Due Care Plan are all complete and has been provided to the developer.

Adams stated that staff received a letter from the City of Kalamazoo confirming their willingness to allow the KCBRA to enter the site into a Brownfield Plan.

Rogers moved and Woods seconded the approval of payment for invoice #29527 in the amount of \$483.75. Motion Carried.

d. **Discussion/Action** – Midlink

- i. Check Received - \$1,071.20

Adams requested board action to distribute payment to Midlink.

Annen moved and Wenzel seconded the reimbursement payment to 5200 East Cork Street LLC in the amount of \$1,071.20. Motion Carried.

e. **Discussion** – Apollo Plastics

Annen gave a brief history of the project. He felt that the BRA could recoup the funds expended on the site through administrative expenses.

Annen made a motion to add \$27,363.21 to the ongoing KCBRA administrative expenses.

Agostinelli asked if the law would allow for the capture of administrative expenses incurred in 2007.

Rogers suggested seeking a legal opinion on the issue.

Wenzel moved and Rogers seconded to table the motion until the next meeting. Motion Carried.

Hawkins will research the issue before the next meeting.

f. **Discussion** – EPA Grant Application

Adams noted that the deadline to apply is in January and Envirologic needs direction at this meeting.

The board briefly discussed the merits of an EPA grant application.

Woods moved and Rogers seconded the authorization of staff to submit a grant application for site assessment similar to last year's application. Motion Carried.

8. Staff Reports

- a. CUR Lunch – Adams said that CUR met last month. It was a good opportunity to discuss Brownfield issues with members from the MDEQ, Nature Center, City, and Land Bank.

- b. Interest Collection and Staff Expenses

Adams stated that staff met with the County Finance Department. The Finance Department stated that the rate charged to the BRA was not sufficient to cover all county related expenses.

Agostinelli would like to take part in the next conversation between staff and the Finance Department.

- c. Brown Family Update
Adams gave a brief update on the project. If there are no new developer expenses, the LSRRF collection should start in 2014.

9. Committees - times dates and places

- a. Land Bank Report–
Woods – the Land bank board approved the purchase of the newer section of the Vicksburg paper mill. Board member Mike Seelye resigned. Three community members applied for the opening and of them was David Artley. The Board made a recommendation of Michael Collins to the County Board of Commissioners.
- b. Project/Finance Committee– verbal report, meeting schedule Thursday, Jan 9th, 4:00 pm
- c. Executive Committee – verbal report, meeting schedule Friday, Jan10th, 8:30 am
- d. PR/Media Committee – none
- e. Policy Subcommittee – verbal report, meeting schedule: January 14, 4:00 p.m.

10. Other – none

11. Board Member Comments

Woods noted that the State Senate and the House unanimously approved a Crowd Funding Bill. Woods hopes the Governor will sign the bill and make crowdfunding a reality in Michigan.

The KCBRA Chair thanked the Board for their service in 2013. He is looking forward to another productive year.

12. Adjournment at 5:17 p.m.

Next Meeting: 4th Thursday – January 23, 2014 at 4pm (room 207a, County Admin Bldg)
PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

Howard & Howard

law for business®

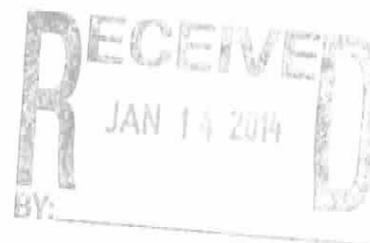
450 West Fourth Street
tel 248.645.1483

EIN: 26-3880752

Royal Oak, MI 48067-2557
fax 248.645.1568

January 8, 2014

Lotta Jarnefelt, Director
Department of Planning & Community Development
Kalamazoo County
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007-1111



Billed through 12/31/13

Bill Number 104555 - 00001 - 451583

Midlink Brownfield Development Agreement Review

Balance forward \$ 1,461.50

FOR PROFESSIONAL SERVICES RENDERED

12/04/13	SEP	Telephone call with J. Carlino to discuss GMO revisions to amendment; follow-up with J. Agostinelli regarding same.	0.40 hrs
12/09/13	SEP	Per conversation with J. Carlino, restore paragraph 4.2 language; prepare red line and clean versions of document and forward to all parties.	0.60 hrs

Total Fees For This Matter \$ 395.00

BILLING SUMMARY:

TOTAL FEES:	\$ 395.00
TOTAL CHARGES FOR THIS BILL:	\$ 395.00
NET BALANCE FORWARD:	\$ 1,461.50
TOTAL BALANCE NOW DUE:	\$ 1,856.50

Kalamazoo County Brownfield Redevelopment Authority Reimbursement Analysis Review

General Mills - 5200 E Cork St, kalamazoo, MI 49048

January 17, 2014

KCBRA				<u>State</u>	<u>Local</u>	<u>Total</u>
Expenditures	<i>Estimate</i>		Actual			
Phase I	\$ 3,000.00	\$	3,008.75	\$ 3,008.75	-	\$ 3,008.75
Phase II	\$ 15,900.00	\$	15,909.01	\$ 15,909.01	-	\$ 15,909.01
BEA/Due Care Plan	\$ 5,000.00	\$	4,991.25	\$ 4,991.25	-	\$ 4,991.25
Act 381 Work Plan	\$ 4,000.00	\$	4,113.75	\$ 4,113.75	-	\$ 4,113.75
ET - Project Management	\$ 3,000.00	\$	1,960.00	\$ 1,960.00	-	\$ 1,960.00
<i>Administrative</i>						
2013 Administrative Expenses						
2013 BRA Operating Expenses						
Subtotal KCBRA	\$ 30,900.00	\$	29,982.76	\$ 29,982.76	-	\$ 29,982.76
Payments	Approved		Distributed			
KCBRA				\$ -	\$ -	\$ -
Subtotal KCBRA				\$ -	\$ -	\$ -
Remaining Balances after Payments						
Subtotal KCBRA				\$ 29,982.76	\$ -	\$ 29,982.76

Developer				<u>State</u>	<u>Local</u>	<u>Total</u>
Expenditures	<i>Estimate</i>					
Eligible Developer Expense	\$ 1,800,000.00			\$ -	\$ -	\$ -
Total				\$ -	\$ -	\$ -
Subtotal Developer				\$ -	\$ -	\$ -
Non-Interest Payments	Approved		Distributed			
Subtotal Developer				\$ -	\$ -	\$ -
Remaining Balances after Payments						
Subtotal Developer				\$ -	\$ -	\$ -

Total Remaining Balances of all Entities	\$ 29,982.76	\$ -	\$ 29,982.76
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Estimated in work orders



2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirollogic.com

Invoice

INVOICE NO.
29630

DATE	CLIENT	PAGE
01/16/14	KZOOCO	2 of 2

INVOICE DUE DATE: 2/15/14

Kalamazoo County Brownfield Redevelopment Authority
 Mr. Lee Adams, Resource Coordinator
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice Detail for Billing Group 'A'
Order #:

Phase I Environmental Site Assessment / Baseline
 Environmental Assessment / Due Care

Professional Time

11/06/13	Meeting & Consultations	DAS	1.00	105.00	\$ 105.00
12/11/13	Report Preparation	DAS	1.00	105.00	\$ 105.00
12/11/13	Report Preparation	REL	2.25	45.00	\$ 101.25
					\$311.25

Field Equipment/Materials

12/11/13	Mailing Charges		1.00	19.19	\$19.19
	Ground / Baseline Environmental Assessment				

\$330.44



2960 Interstate Parkway | Kalamazoo, MI 49048
P 269.342.1100 | F 269.342.4945 | W envirologic.com

Invoice

INVOICE NO.
29660

DATE	CLIENT	PAGE
01/22/14	KZOOCO	1 of 2

INVOICE DUE DATE: 2/21/14

Kalamazoo County Brownfield Redevelopment Authority
Mr. Lee Adams, Resource Coordinator
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 206
Kalamazoo, MI 49007

Professional services incurred for environmental consulting through January 21, 2014, including: billed time and expenses associated with demolition observations, assessment sampling and disposal coordination.

Project: 130129 B Kalamazoo County Brownfield Redevelopment Authority - KARTAR #6,
Schoolcraft, Michigan
Order #:

Invoice Summary (Detail Attached)

Professional Time \$650.00

*A FINANCE CHARGE OF 1-1/2% PER MONTH
(18% PER YEAR) WILL BE ADDED TO DELINQUENT ACCOUNTS.*

TOTAL \$ 650.00





2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirollogic.com

Invoice

INVOICE NO.
29660

DATE	CLIENT	PAGE
01/22/14	KZOOCO	2 of 2

INVOICE DUE DATE: 2/21/14

Kalamazoo County Brownfield Redevelopment Authority
 Mr. Lee Adams, Resource Coordinator
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice Detail for Billing Group 'B'
Order #:

Demolition Observations / Assessment

Professional Time

12/31/13	Project Coordination	EDP	4.00	95.00	\$ 380.00
01/09/14	Cartography & Drafting	MAB	1.00	90.00	\$ 90.00
01/10/14	Cartography & Drafting	MAB	2.00	90.00	\$ 180.00
					\$650.00

\$650.00

**Kalamazoo County Brownfield Redevelopment Authority
County #247-000-808.00
Brownfield EA and Admin
Budget and Cost Summary**

Number			Budget Estimates		Actual				
Project	W.O.	Site/Phase	Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
		Brownfield EA and Admin. 247-000-808.00							
B	4	Review of TIF Reimbursement Requests P.O. #008582	\$ 1,500.00	\$ 1,500.00	27496 27551 27576	10/4/2011 11/14/2011 12/13/2011	\$ 335.94 810.00 317.50		\$ 36.56
		Project Subtotal	\$ 1,500.00	\$ 1,500.00		Project Subtotal	\$ 1,463.44		\$ 36.56
120215	6	General Environmental Review P.O. #8897	\$ 1,500.00	\$ 1,500.00	27993 28069 28454 28557	6/8/2012 7/9/2012 11/15/2012 12/18/2012	\$ 210.00 521.38 150.00 150.00		\$ 468.62
		Project Subtotal	\$ 1,500.00	\$ 1,500.00		Project Subtotal	\$ 1,031.38		\$ 468.62
130129	1	Kartar #6, 306 N. Grand, Schoolcraft, MI Phase I ESA	\$ 2,400.00	\$ 2,400.00	28951	6/12/2013	\$ 2,400.00	\$ -	
		File Review	\$ 2,000.00	\$ 2,000.00	28951 29031	6/12/2013 7/18/2013	\$ 141.43 1,858.57	1,858.57 -	
		Brownfield Plan and Act 381 Work Plan	\$ 4,000.00	\$ 4,000.00	29031 29098 29427	7/18/2013 8/13/2013 11/13/2013	\$ 1,250.18 1,383.75 1,336.25	2,749.82 1,366.07 29.82	
	3	A- Demolition Observations/Assessment Additional approved budget if needed	\$ 2,000.00 \$ 1,000.00	\$ 2,000.00 \$ 1,000.00	29520 29660*	12/10/2013 1/22/2014	\$ 2,011.60 \$ 650.00	(11.60) 350.00	
		Project Subtotal	\$ 11,400.00	\$ 11,400.00		Project Subtotal	\$ 11,031.78		\$ 368.22
130307	2	Project Spartan - Midlink Business Park A - Phase I ESA	\$ 3,000.00	\$ 3,000.00	29337	10/18/2013	\$ 3,008.75	\$ (8.75)	
		B- Phase II ESA	\$ 15,900.00	\$ 15,900.00	29337 29526	10/18/2013 12/10/2013	\$ 13,994.66 1,914.35	1,905.34 (9.01)	
		C- BEA	\$ 2,000.00	\$ 2,000.00	29526	12/10/2013	\$ 2,001.25	(1.25)	
		D- Section 7a Compliance Analysis (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29526	12/10/2013	\$ 2,990.00	10.00	
	6	E- General Brownfield Consulting F- Act 381 Work Plan	\$ 3,000.00 \$ 4,000.00	\$ 3,000.00 \$ 4,000.00	29526 29526	12/10/2013 12/10/2013	\$ 1,960.00 4,113.75	1,040.00 (113.75)	
		Project Subtotal	\$ 30,900.00	\$ 30,900.00		Project Subtotal	\$ 29,982.76		\$ 917.24
130367	4	9008 Portage Road, Former Bud's Auto Service A - Phase I ESA	\$ 2,300.00	\$ 2,300.00					
		B- BEA/Section 7a CA (Due Care Plan)	\$ 2,700.00	\$ 2,700.00					
		C- Brownfield Plan	\$ 2,500.00	\$ 2,500.00					
	8	D - Act 381 Work Plan	\$ 2,500.00	\$ 2,500.00	29414	11/12/2013	\$ 6,209.06	3,790.94	
					29630*	1/16/2014	\$ 330.44	3,460.50	
		Project Subtotal	\$ 10,000.00	\$ 10,000.00		Project Subtotal	\$ 6,539.50		\$ 3,460.50
130368	5	2015 Lake Street, J&L Motor X-Press A - Phase I ESA	\$ 2,500.00	\$ 2,500.00					
		B- Phase II ESA	\$ 7,000.00	\$ 7,000.00					
		C- BEA/ Section 7a CA (Due Care Plan)	\$ 2,500.00	\$ 2,500.00					
					29415	11/12/2013	\$ 10,552.12	1,447.88	
					29527	12/10/2013	\$ 483.75		
		Project Subtotal	\$ 12,000.00	\$ 12,000.00		Project Subtotal	\$ 11,035.87		\$ 964.13
130388	7	Former Fox River Paper Mill (Hov-Aire Parcel) A - Phase I ESA	\$ 4,000.00	\$ 4,000.00	29521	12/10/2013	\$ 4,000.00	-	
		B- BEA/ Section 7a CA (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29523	12/10/2013	\$ 3,000.00	-	
		Project Subtotal	\$ 7,000.00	\$ 7,000.00		Project Subtotal	\$ 7,000.00		\$ -
		Total Project Budgets	\$ 74,300.00	\$ 74,300.00		Total	\$ 68,084.73		\$ 6,215.27

MEMO

Date: January 17, 2014

To: Kalamazoo County Brownfield Redevelopment Authority

From: KCBRA staff

Re: 2013 expenses

Lee and I are finalizing the KCBRA 2013 expenses. There are some additional last minute activities that will be processed before the beginning of February.

As of today, the total revenues to the KCBRA fund (Fund 247, includes County General, Midlink, and Brown Family holding) was \$112,768.

Expenses were \$156,571. This includes our tif payments to Midlink.

Our total remaining balance in the 247 fund is \$147,517

The 4th quarterly payments for Lee's and my time will be processed, as well as the payment to the County for the Allocated costs (Maximus report). These costs are:

Lee's hrs: 74 hrs	\$1,434.10
Fringe 36.5%	\$ 523.44
Lotta's hrs: 34 hrs	\$1,334.16
Fringe 36.5%	\$ 486.97
<u>Maximus report:</u>	<u>\$1,091.00</u>
Total	\$4,869.67

Invoices will be available for your approval at the January meeting. In addition a request for mileage reimbursement for Lotta for 2013 for \$41.81 is provided that was already processed due to cut-off date. It is included in the \$147,517 balance above.

After the \$4,869.67 is processed, the remaining balance in the 247 fund will be \$142,647.

There may be some additional miscellaneous costs like copies or postage. We will give the final report, including the proposed Admin costs to be added to our Brownfield plans for 2014, at the February KCBRA meeting.