
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 28, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Andy Wenzel, Julie Rogers, Douglas Milburn, Christopher Carew, Ken Peregou, Thell Woods

Members Excused: James Spurr, Travis Grimwood (arrives at 5:20), Joe Agostinelli, Tim Hudson, Habib Mandwee

Kalamazoo Township: Steve Leuty

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: David Stegink

Recording Secretary: Zeña Vos and Rachael Grover

Community: 3

1. Vice Chair Peregou called the meeting to Order at 4:13 p.m.
 2. Members Excused: James Spurr, Travis Grimwood, Joe Agostinelli, Tim Hudson, Habib Mandwee
 3. Approval of the Agenda: **Rogers moved and Carew seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: **Woods moved and Carew seconded the approval of June 23, 2016 minutes. Motion Carried.**
 5. Citizens Comments: Mike Gurnee, an MDEQ new hire, re-introduced himself as the Brownfield coordinator for Kalamazoo District. Provided his business card.
 6. Consent Agenda – Invoices
 - a. **\$ 1,570.00** – Envirologic related to WO#25 - Metal Mechanics
 - b. **\$ 8,314.35** – Staff 2nd Quarter Administrative Expenses (April-June)
Wenzel moved and Woods seconded the approval of the Consent Agenda. Motion Carried.
 7. Financial Reports
 - a. **Discussion:** Fund 247
Grover noted that TIF reimbursement to Midlink, General Mills and Gesmundo, LLC has occurred. Administrative Expenses reimbursed for 2015 were approved in June.

The transfer from Brown Family Holdings to the LSRRF that was approved by the KCBRA in June has not yet been recorded.

Stegink reported on the Loan related work for E. Eliza St: the system is in the final design stage. A meeting with MDEQ will be scheduled soon.
 - b. **Discussion:** Audit 2015

Grover stated the County audit was completed and noted the transfer process from the 247 fund to the 643 LSRRF account will need to change. Grover is working with County Finance.
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8. Discussion and/or Action Calendar

a. **Discussion/Action:** 555 Eliza Street

- i. Envirologic Invoice related to WO#21 MDEQ Loan work: **\$1,046.25**
Rogers moved and Woods seconded the approval of payment for WO #21 in the amount of \$1,046.25. Motion Carried.

Stegink noted hazardous material has been removed but has not been invoiced.

- ii. Quarter 3 MDEQ Loan Report

Loan Report is for the State's 3rd quarter, April 1st to June 30th. The Chair has signed the report - now needs approval for staff to submit to MDEQ.

The County Treasurer's office calculated interest earned for that quarter and it is included in the report.

Wenzel moved and Carew seconded the approval for staff to submit the signed Loan Report to the MDEQ. Motion Carried.

- iii. Quarter 3 MDEQ Grant Report – spread sheet provided.

Grover stated that the Grant Report/Reimbursement request will be submitted once the Chair is able to sign it and the board approves it. It is a reimbursement request to the MDEQ for Loan and Grant Administrative expenses that occurred from October 1, 2015 through March 31, 2016. The note on payment date of Grover's time on the Planning Department invoice should read "paid December 31, 2015" not 2016.

Rogers moved and Milburn seconded to authorize the Chair to sign and for staff to submit the Grant Report, with noted date correction on invoice.

b. **Discussion/Action:** Reimbursement Agreement Template – proposed changes to this agreement were not voted on during the May 26, 2016 meeting.

Language in the introductory paragraph changed for consistency with Item #1.

Carew moved and Rogers seconded the approval of the language changes in the Reimbursement Agreement Template. Motion Carried.

Introduction of Steve Leuty, Trustee of Kalamazoo Township, representing George Cochran at this meeting. Mr. Leuty expressed the willingness of the Township to continue to work with and support the KCBRA in Brownfield efforts in Kalamazoo Township.

c. **Discussion:** Personal Property Tax Reform

- i. Submitted 2016 for Brown July 15, 2016 – expected reimbursement **\$1,177.95**
The KCBRA should be receiving the amount of \$1,177.95 for PPT loss in the increase in taxable value from 2013 to 2016.

- ii. Midlink – 2016 – not yet submitted. Will submit once it is determined which parcels meet the definition for qualification.

d. **Discussion/Action:** EPA Grant Planning

- i. Grant Forms – Authorizing Chair to sign – Assurances

Grover submitted the work plan and other forms that were authorized for signature to the EPA. Not sure if the Assurances form is required but requesting approval from Board for Chair to sign the Assurance Form if EPA requests it.

Wenzel moved and Woods seconded the approval for Chair to sign Assurances form and for staff to convey to EPA if required. Motion Carried.

Grover added non-discrimination language that is consistent with County language to the Public Notice for the meeting dates posted in the County Administration Office and on the County website where the public notice of meetings is posted.

- ii. Priority list from last grant – Summary of Project and Finance Committee discussion: Committee discussed and reviewed the site priority list and how to score sites as requests come in for assessments.

Grover stated they will meet with the Northside Association for Community Development for specific sites they are interested in redeveloping.

Rogers noted to include the City in the conversation about potential sites. Wenzel suggested including the City Manager in discussions.

- iii. RFP

- 1. Issuance of RFP

Rogers motioned for a closed session for RFP discussion and Woods supported.

Wenzel suggests to continue item 8e first before going into closed session.

Rogers postponed her motion for closed session, Woods supported. Move to Item 8e

- e. **Discussion/Action:** 232 LLC Development Agreement Addendum

232 LLC requested removing 6.7 from the Addendum or requests a change in language.

Rogers commented on history of this project referencing the extensive time that this project has been delayed. The KCBRA Board has extended multiple times. Board member Rogers does not support removal of item 6.7.

Developer is currently in default with the Development Agreement and the redevelopment is not complete. If the developer is in default with the Agreement, developer will not be eligible for reimbursement with Tax Increment Revenue.

The Michigan Brownfield Tax Credit for the 232 project will expire in August 26, 2016. Grover provided the developer and legal team with the application form to apply for an extension to the MEDC. Grover is not aware if this extension request has been submitted to the MEDC.

--Back to item 8d iii 1. Issuance of RFP

Rogers motioned for a closed session to discuss whether or not to issue and RFP. Woods Supported. Motion Carried.

--Closed Session Discussion at 5:05

Return from Closed Session at 5:18. Roger's summary of closed session discussion, for the record: in the best interest of the Community, transparency, and due to the amount of the EPA award, the Board should issue an RFP.

Rogers moved and Woods seconded the approval to issue RFP for \$400,000 EPA Grant Award. Motion Carried.

- 8d iii. RFP

- 2. Structure of RFP

Woods moved and Carew seconded the approval of RFP distribution in current form with only minor edits to timeline, with review by Chair. Motion Carried.

--Return to item 9 in Agenda

Quorum no longer present after RFP discussion with exit of Rogers and Milburn. Grimwood arrives but only 5 present. Proceeding on with updates, no actions. EDC forward to August.

2. Staff Report

a. Vicksburg Mill Update

Grover and Agostinelli met with the Developer, Lisa Phillips, and Ron Smedley (MDEQ). Mill Developer is interested in the possibility of the KCBRA or the Village of Vicksburg applying for MDEQ Loan Funding. Ron Smedley advises applying for Loan/Grant funding in a phased approach.

b. Envirologic Project Updates – Metal Mechanics, Pro Services

Metal Mechanics: Developer applied for IFT (12 years, 50%) abatement. Village of Schoolcraft approved the IFT. A meeting with the Village of Schoolcraft to discuss the Brownfield Plan will be scheduled.

Pro-Services: No recent updates

3. Committees - times dates and places

a. Land Bank Report – Next Meeting August 11, 2016, 9:00 a.m.

Woods stated no meeting. Another meeting coming up in August.

Grover attended the Land Bank meeting in June. Merchant Publishing Site was discussed as a potential project.

b. Project/Finance Committee – Tentative - August 11, 2016, 4:00 p.m. – Committee topics?

c. Executive Committee – Tentative - August 12, 2016, 8:30 a.m. – Committee topics?

d. PR/Media Committee –

4. Other

5. Board Member Comments

No quorum for EDC, to proceed meeting next month. Woods is asked staff to research possibility that EDC could use TIF for projects or if other EDCs have used TIF.

6. Adjournment @ 5:39p.m.

Next Meeting: 4th Thursday – August 25, 2016 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING

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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