
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 22, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Thell Woods, James Spurr, Joe Agostinelli, Habib Mandwee, Christopher Carew, Ken Peregon, Andy Wenzel (*arrival at 4:27p.m.*)

Members Excused: Travis Grimwood, Douglas Milburn

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:00 p.m.
 2. Members Excused: Travis Grimwood, Douglas Milburn
 3. Approval of the Agenda: **Spurr moved and Peregon seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: **Woods moved and Mandwee seconded the approval of August 25, 2016 minutes. Motion Carried.**
 5. Citizens Comments: None
 6. Consent Agenda – Invoices
 - a. **\$1,932.50** – Envirologic related to WO#25 - Metal Mechanics
 - b. **\$70.00** – Envirologic related to WO#17 General Environmental

Peregon moved and Spurr seconded the approval of Consent Agenda. Motion Carried.
 7. Financial Reports
 - a. **Discussion:** Fund 247
Grover briefly explained the spreadsheet – Summer 2016 tax payments are coming in for Midlink parcels.
 8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Metal Mechanics – Village of Schoolcraft
 - i. Amendment #1 to WO#25 –\$1,000 addition to Work Order to complete additional Brownfield activities
Hawkins stated there is additional work to complete in getting the Brownfield Plan through the approval process.
Mandwee moved and Carew seconded the approval of the additional \$1,000 to Work Order #25. Motion Carried.
 - ii. County Board of Commission Resolution to approve Brownfield Plan and Public Hearing – October 4, 2016, 7:00 p.m.
The Developer will be present at the Public Hearing. Agostinelli may be attending.
 - b. **Discussion/Action:** MDEQ Loan/Grant 555 Eliza St., Village of Schoolcraft
 - i. \$1,150.65 – Envirologic Invoice - MDEQ Loan
-

Hawkins stated they are in the final sub-slab system design stage and will be meeting with the MDEQ.

Peregon moved and Spurr seconded the approval of Enviologic Invoice in the amount of \$1,150.65. Motion Carried.

ii. MDEQ 4th Quarter/End of State FY – Loan

Grover – The State needs the 4th Quarter Loan and Grant reports by Oct. 4th. It is an estimate at this point.

Rogers moved and Woods seconded the approval to authorize the staff to submit the MDEQ FY 2016 quarter loan report after the review and signed by the chair. Motion Carried.

iii. MDEQ 4th Quarter/End of State FY – Grant

MDEQ needs an estimate of any grant expenditures through the end of September.

Rogers moved and Mandwee seconded the approval to authorize the staff to submit the MDEQ FY 2016 4th quarter grant report after the review and signed by the chair. Motion Carried.

c. **Discussion/Action:** EPA Grant

i. Consultant Professional Services Contract

Agostinelli noted that the Executive Committee met and reviewed all the proposals submitted. Five out of the six proposal received were very competitive. The committee recommended selection of Enviologic Technologies due to clear understanding of Kalamazoo County needs and detailed community outreach approach for the EPA grant funding. The Executive Committee recommends awarding the EPA Assessment Grant Environmental Services Contract to Enviologic Technologies.

Spurr moved and Woods second the approval to award the EPA Grant Services Contract to Enviologic Technologies. Motion Carried.

The contractual part of the EPA grant is \$382,000 of the \$400,000 EPA Grant award. The remainder is for travel for Authority members to attend Brownfield Conferences and some supply costs.

County Legal Counsel reviewed the contract.

Wenzel arrival at 4:27 p.m.

d. **Discussion/Action:** Blackbird Billiards - Kalamazoo Twp: Development Agreement

Grover stated the Developer has signed the Agreement as presented in packet

George Cochran noted that the Development Agreement mentions the “City” and it should be changed to Township.

Spurr moved and Wenzel seconded the approval to authorize the Chair to sign the Development Agreement with initial to change “City” to Township where required. Motion Carried.

Grover is in contact with Zeigler at Midlink for placement of a KCBRA sign. Will also need one for Metal Mechanics. There are only 2 large signs. Need to get quote for additional signs.

- e. **Discussion/Action:** Varnum Invoice - \$1,296.75

Rogers and Spurr requested correction of May and July invoices. Staff will contact Varnum.

- f. **Discussion/Action:** Potential Project Requests – Committee meeting – Project and Finance

Project requests are coming in.

Rogers suggests using criteria when they do site prioritization as done in the past. Geographically, if there are a lot of projects coming in, to be equitable in the community and not concentrate in one area. Grover added one criteria already discussed in committee is the possibility project will generate TIF to leverage grant dollars.

Discussion also occurred regarding current fee structure for Project applications. Hawkins noted that using the fee to pay the activities that are not funded by the grant such as administrative staff time is acceptable. Rogers prefers Application fee structure remain the same.

Grover and Hawkins met with Maddie Jordan Woods. NACD has 2 potential projects for assessment dollars in the City of Kalamazoo. They were provided the Part I Application form.

Agostinelli stated in the short term, the immediate projects should use the current application and review as the applications come in. In the long term grant project applications require site prioritization.

9. Staff Report

- a. Project Updates

Redevelopment work is now in progress at 9008 Portage Road, Portage.

RAI Jets, Portage, has completed all documentation of Due Care that was required, their soil vapor system is in. Grover attended the open house.

- b. Tim Hudson has submitted his resignation and regrets resigning from the KCBRA Board but he will not be able to attend the next few board meetings and will be spending time out of town for several months.

Rogers stated they had ended the posting for the 2 Board positions but she has advised County Administration staff to leave it open for another 30 days from the day of Hudson's resignation. Policy is to post open positions for 30 days.

There are 6 applicants that are being scheduled for interviews. At this time, interviewing for 2 open positions. Interviews for the third position due to Hudson resignation will be scheduled for a later date.

10. Committees –

- a. Land Bank Report – Next Meeting October 13, 2016 – 8:30 a.m.

Rogers stated County Board Appointments Committee interviewed for the Land Bank.

They selected Heather Isch from LKF Marketing and member of the Land Bank's Nonprofit Vibrant Board.

- b. Project/Finance Committee – Possibly meeting in October.

Hawkins suggested maybe put together a presentation on a timeline and moving forward with the grant.

- c. Executive Committee – Not meeting this month
-

- d. PR/Media Committee – Outreach to realtors to make their clients aware.

Hawkins suggests a general meeting with the community including realtors. Additionally one meeting more focused on areas specified in grant. When done with prioritization, reconvene and have an open house style meeting.

- 11. Other – Discussion regarding working with City BRA on grant funded projects

Hawkins suggests joint working BRA session/lunch and learn with other Authorities in the county or just the City of Kalamazoo BRA and the KCBRA to discuss priorities.

- 12. Board Member Comments

- 13. Adjournment at 5:16 p.m.

Next Meeting: 4th Thursday – October 27, 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:

Rachael Grover
Resource Coordinator, Planning and Community Development
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
TELEPHONE: (269)384-8305

