
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 24, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Ken Peregon, Andy Wenzel, Joe Agostinelli, Julie Rogers, Douglas Milburn, Christopher Carew, Travis Grimwood

Members Excused: James Spurr, Tim Hudson, Habib Mandwee, Thell Woods

Kalamazoo Township: None

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:04 p.m.
2. Members Excused: James Spurr, Tim Hudson, Habib Mandwee, Thell Woods
3. Approval of the Agenda: **Carew moved and Peregon seconded the approval of the agenda. Motion Carried.**
4. Approval of Minutes: **Peregon moved and Rogers seconded the approval of February 25, 2016 minutes. Motion Carried.**
5. Citizens Comments: None
6. **Discussion/Action:** RAI AZO, LLC (RAI Jets)

a. Brownfield Plan

Staff Summary: Developer will install a vapor mitigation system. Due Care Plan is approved by MDEQ. Brownfield Plan estimated total eligible costs \$190,540 for reimbursement.

County operating TIF is \$17,000 and City of Portage is \$40,000 for the life of the plan, 8 years plus 5 years for LSRRF estimated, maximum of up to 15 years.

When developer submits invoice for work done on taxi way, they will submit proof of easement for access by the Airport Authority and neighboring properties.

b. Timeline provided.

Agostinelli is planning to attend Portage City Council on behalf of the Board.

Rogers suggests good to have a KCBRA member(s) present at the County Board meetings.

RAI Brownfield Plan presentation will be at April 19th COW and Public Hearing at May 3rd BOC Regular meeting.

Grimwood moved and Wenzel seconded the recommendation of approval of the plan to the City of Portage and County Board of Commissioners. Motion Carried.

Development Agreement will be drafted.

7. Consent Agenda – Invoices
 - a. \$945.00 – Envirologic related to WO#17 - General Environmental Review
Peregon moved and Wenzel seconded the approval of Consent Agenda in the amount of \$945.00. Motion Carried.
 8. Financial Reports
 - a. **Discussion:** Fund 247
 - b. **Discussion:** 2015 Administrative Expense Allocation
Clousing costs of \$6,600 not included in 2014 Administrative charges. Staff requests adding it to 2015 Administrative Expenses. Confirming Legal Administrative charges.
 9. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 555 Eliza Street
 - a. Envirologic Invoice related to WO#21 MDEQ Loan work: **\$1,140.00**
Envirologic working on the design aspect of vapor system and Hazardous materials removal in communication with developer. Hazardous materials should be out next month.
Carew moved and Peregon seconded the approval of WO #21 in the amount of \$1,140.00 Motion Carried.
 - b. Administrative Expenses for Quarterly Reporting – Grant expense
 - b. **Discussion/Action:** Kalamazoo West Professional Center
 - a. Envirologic Work Order #24 – Brownfield Plan Preparation - **\$4,000.00**
Grover is in communication with Oshtemo Township and sent the analysis sheet. Brownfield Plan will be a 15 year plan plus 5 years additional for LSRRF. Presentation to Oshtemo Trustee Work Session April 12, 2016.
Wenzel moved and Rogers seconded the approval of WO #24 in the amount of \$4,000.00. Motion Carried.
 - b. Draft Tentative Timeline – provided.
 - c. **Discussion/Action:** April Annual Meeting – Committee to elect Officers
Need nominating subcommittee to elect new officers. Grimwood and Wenzel volunteered for nomination subcommittee. They will get the slate for both EDC & BRA. Grover will send out new contact information.
 10. Staff Report
 - a. Presentation to County
Rogers suggested Grover contact County Board office to schedule potential presentation to County May or June.
 - b. 232 LLC updates – Act 381 Work Plan
Grover stated she received the Act 381 Work Plan and sent to Hawkins for review.
Agostinelli suggests sending the draft to Emily Petz the new Community Assistant.
 - c. Metal Mechanics
Stegink and Grover met with owner at the site. Waiting to see estimate of eligible costs.
Hawkins stated waiting to talk to the builder for amended work order but not there yet.
 - d. Oshtemo – Corner @ Drake TIF collection – check recently sent by Oshtemo Treasurer.
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11. Committees - times dates and places

- a. Land Bank Report – No meeting in March
- b. Project/Finance Committee –verbal report, next meeting **canceled** for Thursday, April 14th – in place of Project/Finance Committee, Development Agreement Work Group will meet at this time – 4:00pm.
- c. Executive Committee – verbal report, next meeting **canceled** for Friday, April 8th
- d. PR/Media Committee –

Rogers invited Board members to the Field and Stream Ribbon cutting on March 29, 2016 at 4:30 p.m. Official public opening will on March 30th or 31st .

Rogers commented it was good to see MLive article noted the Corner @ Drake Development was a Brownfield project.

12. Other

Grover stated waiting for the tables for the Act 381 Work Plan for Zeigler. Midlink received draft of the Amendment to the Development Agreement – language being reviewed by their lawyer but will need the Act 381 table that is an attachment to the Development Agreement.

13. Board Member Comments

Rogers commented spoken with some committee members and feel the committee meetings may have gotten away from original intent of subcommittee meetings. Rogers suggests keeping the committee dates scheduled in case there are questions from staff or new projects come in and need input.

Agostinelli commented on the value of committees for policy discussion.

Grover noted members can contact her individually with questions but no group email discussions.

Agostinelli suggested in lieu of committee meetings for April, the Development Agreement Work Group can meet to finish draft of Agreements.

April 8 and 14 committee meetings canceled except the Development Agreement Work Group will meet on the 14th at 4:00.

Agostinelli will likely speak at Vicksburg BRA in April.

Rogers suggested staff look into educational opportunities at State level for Board and Staff Brownfield trainings.

Hawkins mentioned there was good feedback of the Brownfield Sites bus tour – look into possibility of another bus tour in near future.

Wenzel suggested Real Estate community for educational outreach through Kalamazoo Association of Realtors.

Rogers suggested reminder to members to be present at meetings.

14. Adjournment @ 5:08 p.m.

Next Meeting: 4th Thursday – April 28, 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
