
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 21, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Ken Peregou, Andy Wenzel, Joe Agostinelli, Douglas Milburn, Christopher Carew, James Spurr, Tim Hudson, Travis Grimwood, Thell Woods

Members Excused: Habib Mandwee, Julie Rogers

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 4:02 p.m.
2. Members Excused: Habib Mandwee, Julie Rogers
3. Approval of the Agenda: **Hudson moved and Spurr seconded the approval of the agenda. Motion Carried.**
4. Approval of Minutes: **Carew moved and Hudson seconded the approval of December 17, 2015 minutes. Motion Carried.**
5. Citizens Comments: None
6. Oath of Office – **New member Douglas Milburn was sworn in by Kalamazoo County Clerk Tim Snow. On behalf of the Board, Chair Agostinelli warmly welcomed Milburn 😊**
7. Discussion/Action Calendar
 - a. **Discussion/Action:** RAI AZO, LLC Part I and Part II Application
David Riley presented. RAI is a private jet management and private charter company. They are a certified air carrier. RAI will take over the hanger owned by the Air Museum. Historically, it has been used for maintaining aircraft and component part overhaul and restoration.

Lisa Phillips of Phillips Environmental Consulting presented the environmental aspect of the property. There was a Phase I Environmental site assessment back in 2012 that identified the potential environmental concerns associated with an underground storage tank that had been present on site and potential concerns with the floor drains at the property. The environmental site assessment activities found TCE below the building at levels of concern for vapor intrusion into the hanger and office space. They are in the process of getting the Due Care Plan approved by the State of Michigan. The Brownfield Plan is largely for the cost of installing the sub slab depressurization system to mitigate the potential for indoor air vapor intrusion concerns.

Initially there would be 3 jobs created but going further out hope to have 5-10 jobs created in 5 years with average of \$40,000 annual salary. In 7 years, hopeful for 10-15 jobs created.

Grover noted that the City of Portage has been notified about the potential Brownfield project and seems supportive. City of Portage Brownfield does not meet on regular basis. They need time to review and to send it to City of Portage Council. The timeline for them is a little tight for the April 5th BOC meeting. The purchase agreement timeline may need to be extended.

Application fee is not received yet.

Hudson moved and Woods seconded the approval of RAI AZO's application Part I and Part II contingent to receiving the fee. Motion Carried.

8. Consent Agenda – Invoices

- a. **\$ 1,824.00** – Varnum Invoice – Related to tax appeal question
- b. **\$ 1,335.00** – Envirologic WO#22 – EPA BF Assessment Grant Application
- c. **\$ 280.00** – Envirologic WO#17 – General Environmental Review
- d. **\$ 8,814.50** – 4th Quarter Staff Administrative Expenses

Spurr moved and Hudson seconded the approval of payment of Consent Agenda. Motion Carried.

9. Financial Reports

- a. **Discussion:** Fund 247 for 2015

10. Discussion and/or Action Calendar

- a. **Discussion/Action:** 555 E. Eliza Street
 - i. Quarterly Loan Report
 - ii. Quarterly Grant Report

Grover stated MDEQ Quarterly Loan and Quarterly Grant reports need an approval for the chair to sign and be submitted to MDEQ by end of the month.

The Loan money was deposited among other County money into an interest bearing account. The County Deputy Treasurer Greg Vlietstra calculated the interest earned on this loan money and provided an email attesting to this for the MDEQ Quarterly Report. The BRA does not keep the interest amount and will return interest earned when the Loan is closed with MDEQ.

Ron Smedley did communicate with Greg Vlietstra on the phone and will communicate with County Finance Deputy if needed.

Peregon moved and Woods seconded the approval to authorize the Chair to execute the MDEQ Quarterly Report and documents. Motion Carried.

- iii. **\$ 5,528.42** – Invoice Envirologic WO#21 – Vapor Transmission Pilot study

Carew moved and Spurr seconded the approval of payment of WO #21 in the amount of \$5,528.42. Motion Carried.

- b. **Discussion/Action:** Corner @ Drake
 - i. Draft letter to Gesmundo, LLC

Grover stated she's working on the letter and will cc Oshtemo Township Supervisor/Township Legal Council Jim Porter.

- c. **Discussion/Action:** Approval of Indirect Cost Allocation/Maximus Report - \$1,311.00

Hudson moved and Woods seconded the approval to authorize transfer of fund for indirect cost allocation. Motion Carried.

- d. **Discussion:** Clawback/Reimbursement Agreement and Development Agreement update

Agostinelli asked that email be circulated and workgroup will decide if they need to meet.

11. Staff Report

- a. Kalamazoo Mortgage update
Grover stated the Oshtemo Assessor walked through the property on 12/30/15, interior is completely demolished. Waiting for the 2016 assessed value in order to determine the base value for the Brownfield Plan. She also stated that the application fee has been received.
- b. 232 LLC updates
Still waiting for the Act 381 Work Plan. Addendum to the Development Agreement was discussed at the committee meeting.
- c. Blackbird Billiards Development Agreement
Grover stated they need to do a Development Agreement.
- d. Grover shared it has been a good year since she started working with KCBRA and thanked the Board for their patience as she was learning the job.

12. Committees - times dates and places

- a. Land Bank Report – No meeting
Hawkins stated meeting is tomorrow at 8:30 at Riverview Launch.
Hawkins stated Mill Update and Update proposal are on Agenda. Grover will attend the meeting.
- b. Project/Finance Committee –verbal report, next meeting Thursday, February 11th , 4:00pm
- c. Executive Committee – verbal report, next meeting Friday, February 12th , 8:30 am
- d. PR/Media Committee –

13. Other

Jarnefelt asked about the sign in Schoolcraft Village for Eliza Street. Grover stated the sign company that Clark Logic hired will send the draft of the sign, not received yet.

MEDA Capital Day on Feb. 23, 2016 Re: Potential Changes to TIF Laws. Hawkins may attend.

Jarnefelt stated she met with County Finance regarding keeping track of Brownfield TIF. Jarnefelt reported that they are increasing communication with local treasurers, reporting twice a year. There is a lot more communication this year than last year.

14. Board Member Comments: None

15. Adjournment at **4:57 p.m.**

Next Meeting: 4th Thursday – February 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
