
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 26, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Habib Mandwee, Ken Peregon, Joe Agostinelli, Thell Woods, Tim Hudson, James Spurr, Andy Wenzel, Anne Summerfield

Members Excused: Christopher Carew, Travis Grimwood

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Lee Adams

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: Christopher Carew, Travis Grimwood
3. Approval of the Agenda: 7f moved down below Committee Reports, requested by Spurr. **Peregon moved and Woods seconded the approval of agenda as amended. Motion Carried.**
4. Approval of Minutes:
Jarnefelt corrected, WO #12 that has been referred to in the agenda and minutes, should be WO #11.
Summerfield pointed out that Wenzel made motions but noted as excused also.
(Wenzel came in later)
Hudson moved and Mandwee seconded the approval of May 22, 2014 minutes as amended. Motion Carried.
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
 - a. 2014 Year to Date
 - b. 2015 budget
Jarnefelt referred to the packet provided and explained the spreadsheet included. An error was corrected and the adjustments are highlighted.
Jarnefelt also indicated that the 2013 Administrative Expenses will be reimbursed in 2014 that are not tied to site specific TIF.

The 2015 Budget was approved at a previous meeting, and was submitted.

Rogers wanted to discuss a LSRRF Policy at future meeting. Spurr agreed.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action** - 9008 Portage Road Update
 - i. Invoice 00072 - \$351.25
Hawkins stated that Envirologic Technologies completed the majority of the proposed work on the project; only the due care plan remains. Invoice 00072 accounts for the majority of this work.

In addition, Envirologic has attended many meetings with the developer and the MDEQ; these meetings have cost staff time to exceed the original budget.

As part of Alex's ownership of the property, from a due care perspective, there is a high contaminant level remaining at the edge of the building. The remaining contamination may cause the developer to install a sub-slab depressurization system.

Hawkins requested an additional \$3,500 for aforementioned oversight and meetings. The request brings the project total to \$13,500.00.

Spurr moved and Rogers seconded the approval of the Envirolgic Technology's invoice #00072 in the amount of \$351.25. Motion Carried.

- ii. Work Order #4a (amendment to Work Order #4) - \$13,500

Hudson moved and Woods seconded the approval of Work Order #4 for \$13,500.00 as amended. Motion Carried.

- iii. Act 381 Discussion

Adams led a discussion around the potential need for an Act 381 Work Plan on the site.

Jarnefelt stated that the WO #8 (Act 381 Work Plan) was presented at a previous meeting and it was not approved.

Hudson moved and Peregon seconded the approval of Work Order #8 to authorize Envirolgic Technology to prepare the 381 Work Plan for 9008 Portage Road. Motion Carried.

b. Discussion – Chem Link

- i. Update

The BEA was completed. Envirolgic is waiting on more information to move forward on a combined brownfield/work plan as agreed to do. They have information on personal property values but have not estimated the demolition cost yet.

Agostinelli will prompt Chemlink to send information to Envirolgic.

- ii. Invoice 00073 - \$3,049.54

The expenses in invoice 00073 are for Phase I, BEA and Due Care Plan.

Hudson moved and Woods seconded the approval of Envirolgic Technology's invoice # 00073 in the amount of \$3,049.54. Motion Carried.

c. Discussion – Corner @ Drake

- i. Update on Project/Corridor Improvement Authority

The information needed to complete the brownfield plan was received by Envirolgic. The Brownfield Plan will be ready for the July or August Committees.

CIA

Adams gave a brief update on the Corridor Improvement Authority and County's TIF policy.

Discussion ensued.

Adams will send out the draft County TIF Policy to the board members for review.

d. **Discussion** – EPA Grant

i. Review and discussion for next year

Adams stated he, Lotta, and Hawkins received a call from an EPA representative to review the KCBRA grant application. The call revealed little about reasons the applications were not funded.

A brief discussion ensued. The board wants to continue discussions at a future meeting.

e. **Discussion** – Local Site Remediation Revolving Loan Fund

i. Presentation by Jeff Hawkins

Now that the BRA is capturing funds in the LSRRF, the board needs to understand what they can and cannot do with the funds.

Hawkins outlined his LSRRF white paper in the packet.

A brief discussion ensued.

The board will continue the discussion at a future meeting.

f. **Discussion/Action** – Legal Services RFP

Spurr excused himself from the meeting.

The board discussed all applications and found that three applications stood out; Miller Canfield, Varnum, and Kreis Enderle.

The board found it difficult to make a decision between the three firms; all three were highly qualified and offered competitive prices.

Rogers noted Miller Canfield's vast Brownfield experience including a long history with the KCBRA.

Agostinelli noted Varnum's Kalamazoo based Brownfield work and deeply discounted rate offered to the KCBRA.

Peregon liked that the Varnum proposal mentioned being cost conscious.

Further discussion ensued.

Woods move and Mandwee seconded the approval of contracting with Varnum for legal consultations as needed. Motion Carried.

The staff will contact Varnum and will send letters to other firms.

8. Staff Reports

a. None

9. Committees - times dates and places

a. Land Bank Report– No report per Woods

b. Project/Finance Committee– verbal report, meeting schedule Thursday, July 10th, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Friday, July 11th, 8:30 am

d. PR/Media Committee –

10. Other

Agostinelli cannot attend the July Board Meeting.

11. Board Member Comments

None

12. Adjournment at 5:42 p.m.

Next Meeting: 4th Thursday – July 24, 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
