
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, August 23, 2012
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207
TIME: 4:00 pm

AGENDA

1. Call to Order ~ 4:00 pm
2. Members Excused ~ 4:01pm -
3. Approval of the Agenda ~ 4:02 pm – action
4. Approval of Minutes: BRA Minutes of July 26, 2012 ~ 4:03 - action
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar ~ 4:05 - action
 - a. None
7. Discussion and/or Action Calendar ~ 4:15
 - a. Discussion – Financial status reports
 - i. Accounts Tracking Sheet
 - ii. Midlink TIF Received
 - b. Discussion – Potential Partnership between Land Bank & BRA
 - i. Kartar #6
 - c. Consumers Credit Union
 - i. Grand Opening September 18th at 6:00 pm
 - d. Environmental Consultant RFP
8. Staff Reports ~ 4:35
 - a. Land Bank Conference
 - i. Bus Tour
 - b. September Meeting Location
 - i. Room 105
9. Committees - times dates and places ~ 4:55
 - a. Land Bank Report– Thell Woods
 - b. Project/Finance Committee – verbal report/meeting schedule Thursday, Sept 13th, 4:00 pm
 - c. Executive Committee – verbal report/meeting schedule Friday, Sept 14th, 7:30 am
 - d. PR/Media Committee –
10. Other –
11. Board Member Comments
12. Adjournment ~ 5:00 pm - action

Next Meeting: 4th Thursday – September 27, 2012 at 4 pm (room 105, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
Board of Directors Meeting
MINUTES

MEETING DATE: Thursday, July 26, 2012 at 4:00 p.m.

PLACE OF MEETING: Room 207A, County Administration Building

Present: Clare Annen, Brandt Iden, Kenneth Peregon, Julie Rogers, Thell Woods, Ruth Blake,
Matt Van Dyk, Andy Wenzel

Members Excused: Larry Baumgart, Joe Agostinelli, Anne Summerfield

Kalamazoo Township: George Cochran

Community: Connie Ferguson

Staff: Lee Adams, Jeff Hawkins, Lotta Jarnefelt

Recording Secretary: Zeña Vos

1. Vice Chairperson Rogers called the meeting to order at 4:00 pm
2. Members Excused: Larry Baumgart, Joe Agostinelli, Anne Summerfield

Jarnefelt introduce the new recording secretary Zeña "Z" Vos, Administrative Assistant of Planning and Community Development.

3. Approval of Agenda: **Iden moved and Peregon seconded approval of the agenda. Motion Carried.**

4. Approval of Minutes: **Van Dyk moved and Peregon seconded approval of the minutes of June 28, 2012. Motion Carried.**

5. Citizen Comments: none

6. Consent Calendar:

- a. Invoice from Envirollogic Technologies in the amount of \$521.38 for catering of the Lunch & Learn event and retrieval and moving BRA sign at Consumers Credit Union.

Motion to approve the consent calendar made by Van Dyk and seconded by Peregon. Motion Carried.

7. Discussion and/or Action Calendar

- a. Discussion – Financial status reports

- i. Staff Reimbursement Invoice – Jarnefelt explained the staff reimbursement invoice for the first quarter. This invoice includes reimbursement for work completed by David Artley and Lotta Jarnefelt.

1. Invoice#: BRA-1QT in the total amount of \$1,032.39

2. Presented to the BRA Board for approval. Staff will submit to County Finance, if approved.

- ii. Rogers asked if this will be done quarterly.

- iii. Van Dyk asked if this should be included in Consent Calendar.

- iv. Jarnefelt: Staff reimbursement will be submitted for approval quarterly and will be included in Consent Calendar.
- v. Annen asked about the County allocation; what it would cost the board?
- vi. Jarnefelt: it is separate report that is created every year. Staff has not received the latest report. The next report should be available in October. Staff will present the information then.

Motion to approve the County Staffing Invoice#: BRA-1QT in the total amount of \$1,032.39 made by Van Dyk and seconded by Woods. Motion Carried.

- b. Discussion – National Brownfield Association
 - i. Adams explained the cost for membership
 - 1. Group membership is \$950.00 and includes three memberships. Can rotate member benefits among BRA board. Membership is paid on an annual basis. Two enrollment options: from January to January or July to July.
 - 2. Individual membership \$300.00 – locked to one person.
 - ii. Peregón & Woods expressed: membership is only beneficial if attending more than eight conferences.
 - iii. Rogers: National Brownfield Conference (EPA) had been free in the past. Only paid for bus tours, about \$20.00.
 - iv. Adams: NBA conference in Lansing had scholarship, no cost.
 - v. Peregón: Hold off on membership. Try out conferences first. Will revisit later. Rogers support the idea.
 - vi. Rogers: Conference in St. Joseph is the same as one in Lansing. Member that has been to Lansing conference does not need to attend in St. Joseph.
 - vii. Adams expressed interest in the St. Joseph & Chicago conferences.
 - viii. Jarnefelt expressed interest in Chicago Conference if board support.
 - ix. Adams: Conference in Chicago held: October 3 & 4 for one and a half day.
 - 1. Will stay at his brother's house so no lodging expenses.

Motion to approve to send two staff members to NBA conference held in Chicago including lodging, and one staff to St. Joseph conferences made by Van Dyk and seconded by Blake. Motion Carried.

- c. Discussion – Potential brownfield site: Kartar #6 – LUST site in Schoolcraft
 - i. Adams explained site was an old gas station that was foreclosed on by the County Treasurer.
 - 1. On MDEQ LUST list
 - 2. Ranked #5 on the County priority list
 - 3. Will track during the tax auction. If not sold, returned to auction with no minimum bid
 - 4. Approximately \$10,000 in back taxes.
 - ii. Adams: Most of the board members voiced a preference in committees to let the market play itself out. If someone wants to purchase it, let them buy it and BRA will offer assistance.
 - 1. Have contacted the Village of Schoolcraft – Sheri Lutz, Village Manager. Village does not have a categorical problem offering TIF as reimbursement.
 - 2. Second auction is held on September 24, 2012.
 - iii. Rogers: Didn't make the committee meeting, was there any discussion

about reviewing the prioritization list? Has not been looked at in a while. Advised staff to look in to it.

8. Staff Reports

a. Land Bank Conference

- i. Adams contacted Land Bank Director Kelly Clarke. She asked Jeff Hawkins to supply a list of project sites for potential bus tour. She later asked if Jeff could speak for the BRA. The City BRA will also be represented on the bus tour.
 1. Who is going to speak on behalf of BRA? – LandBank assumed Jeff would speak.
 2. The BRA is not responsible for any of the costs associated with the bus tour. The conference will pay for all bus tour expenses.
- ii. Hawkins: Kisscorni was copied the same email he received.
 1. The City is willing to cooperate. They have some sites they feel would merit a drive by. Want to participate and want to showcase some of their sites.
 2. Midlink and Davis Creek are the top priority sites of the County BRA.
- iii. The BRA voiced that they are happy to help and happy to participate.
- iv. Rogers: if not costing BRA, would be nice to showcase BRA project.
 1. In support of collaborative effort and equal showcasing.
 2. No cost for bus.
- v. Van Dyk suggests participating in conjunction with the city.
- vi. Rogers agrees with Van Dyk and advised staff to send email to the group when plans are clarified.

b. Environmental Consultant – RFP

- i. Adams: BRA needs to go through the process of bidding out consultant contract. Envirollogic's contract ends at the end of the year. Staff will put the RFP together and it will be reviewed by the committees.

9. Committees - times dates and places

a. Land Bank Report– Thell Woods

- i. Woods: Land Bank passed its audit. Final approval of NSP 2 disbursement policy. Was worried about the expenditure deadline for this grant, there is only eight months left. If the State consortium was successful in expending the original amount of a grant, it may be possible for consortium member to keep program income locally. MSHDA is still developing formal guidance on this issue and is likely to release further information. The Kalamazoo Land Bank has sold 16 homes.
- ii. Van Dyk: What happened to the money?
- iii. Woods: It goes back in the NSP pot.

b. Project/Finance Committee – verbal report/meeting schedule Thursday, Aug 9th, 4:00 pm

c. Executive Committee – Van Dyk can't make it. Iden will serve as the alternate.

d. PR/Media Committee –

- i. Rogers wrote a Letter to the Editor of Kalamazoo Gazette about the County BRA
 - 1. Wrote to the editor saying Consumers Credit Union is one example of a project supported by the County BRA. The BRA as funding, interested parties encouraged to go to the website and submit application.
- ii. Consumers Credit Union is having an open house coming up August 6-8
 - 1. At two locations: one in Mattawan and one in Portage Road
 - 2. Would be good to have one of the BRA members as well as staff at the events.
- iii. Adams will email the contacts and find out details about the open house.
- iv. Hawkins suggested when talking to Scott at Consumers Credit Union, to check if they would allow a BRA link on their website.

10. Other – None

11. Board Member Comments: none

12. Adjournment

- a. Meeting adjourned at 4:48 p.m.

NEXT BRA Meeting: Thursday, August 23, 2012, 4:00 p.m. Rm. 207A, County Building

2010-2012 KCBRA
TRACKING

Through June 19, 2012

REVENUES	KCBRA	TIF	TIF	TIF	EXPENSES						
REVENUES		Local Tax	School Tax	LSRRF	KCBRA Gen Activities	KCBRA Plan Adm	KCBRA Elig. Activities	Encumbrances	Developer Elig. Activities	Exp fr LSRRF	BALANCE
BRA 247-000											
2010 Carry-over 4)	121,123.37										121,123.37
2011 Expenses Total					-22,166.13						-22,166.13
2011 BRA Fees	4,000.00										4,000.00
CMS Claw back 2)	12,168.83										12,168.83
FrPlanDptBRAAcct 1)	6,100.00										6,100.00
2012 Expenses to date					-1,762.53			-805.18			-2,567.71
Midlink 247-001											0.00
2011 TIR - Nov		17,531.34	52,184.44						-52,184.44		17,531.34
County Indirect Costs						-6,631.00					-6,631.00
2012 TIR - Feb		17,294.32									17,294.32
2012 TIR - Oct		0.00	0.00								0
Brown Fam 247-002											0.00
2010 TIR - Nov		4,618.18									4,618.18
2011 TIR - March		7,658.88			-150.00						7,508.88
2011 TIR - Oct		2,214.33									2,214.33
2011 TIR - Oct 3)		2,951.50									2,951.50
2012 TIR - Feb		8,570.36									8,570.36
2012 TIR - Oct		0.00									0
232, LLC											
HazWasteGrant											
PetroleumGrant											
										Grand Total	172,716.27
1) Approved in the County non-allocated fund balance process in September, 2011. Sum transferred to acct # 247-000 Dec 2011.											
2) Of the \$13,168.83 paid to ET for Clausung assessment, all but \$1,000 was reimbursed to BRA since sale of property fell through											
3) The sum \$2,214.33 was not calculated correctly. Corrective check \$2,951.50 received from K Twp.											
4) Sum adjusted 05/15/2012 to exact dollar amount: 2010 revenues (\$125,000) minus 2012 expenses (\$3,876.63) equals \$121,123.37 (was rounded sum \$121,000 in previous spreadsheets)											

2713971

Date	Invoice	Description/Detail	Amount
/09/2012	8912	School tax COMSTOCK SET- 7/20-8/2/12	843.00
/09/2012	8912	School tax COMSTOCK SCHOOL OP.- 7/20-8/2/12	2,529.00
/09/2012	8912	non-school KRESA SUMMER COLLECTION- 7/20-8/2/12	427.34
/09/2012	8912	non-School SUM. COUNTY OP. 7/20-8/2/12	658.53
/09/2012	8912	non-school ADMIN FEE COLLECTED 7/20-8/2/12	409.88

↳ This fee should not be here.
 Will be deducted from next check
 from Comstock Twp (Co Operational)
 per Amanda Harpe Dep. Treasurer Com. Twp/Lotta
 8/14/2012

RECEIVED
 AUG 13 2012
 BY:

Accts:
 241-001-420.00 Non-school 1,495.75
 241-001-420.01 School tax 3,372.00

3/09/12 Check #: 00002713971 4,867.75

WARNING: DO NOT CASH UNLESS LOGO APPEARS IN BACKGROUND OF CHECK AND ORIGINAL DOCUMENT APPEARS ON BACK OF CHECK

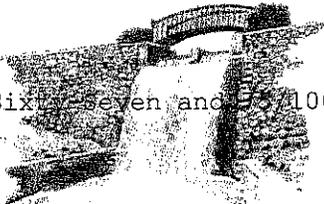
CHARTER TOWNSHIP OF COMSTOCK
 COMSTOCK, MICHIGAN 49041
 TAX SETTLEMENT

Fifth Third Bank
 WESTERN MICHIGAN
 74-005 / 724

2713971
 CHECK NO.

00002713971

Four Thousand Eight Hundred Sixty Seven and 86/100 Dollars**



DATE AMOUNT

08/09/12 \$4,867.75

KALAMAZOO CO. BROWNFIELD AUTHORITY
 201 W. KALAMAZOO AVE.

KALAMAZOO MI 49007

Amanda L. Harpe
Chris Harpe

⑈ 2713971 ⑆ ⑆ 072400052 ⑆ 7164866258 ⑆

Remediation and Redevelopment Division

Documentation for Approved Partial Closure



Printed under the authority of Part 201, Environmental Remediation, and/or Part 213, Leaking Underground Storage Tanks, of the of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

Site Name: Kartar #6

County: Kalamazoo

Site Address: 306 North Grand (US-131)
Schoolcraft, Michigan

Site ID#: 39000458

The DEQ undertook response activities to remove abandoned Underground Storage Tanks (USTs) at the property in 2000. As part of these activities, releases from three leaking gasoline USTs were reported on July 11, 2000. In response to the releases, DEQ consultants performed additional response activities, including removing some contaminated soils, defining the extent of soils and groundwater contamination, evaluating potential receptors of the contamination, monitoring the contamination, and completing of an Initial Assessment Report and a Final Assessment Report. Soil samples collected in 2000, indicated the presence of soils in two locations above the soil saturation (Csat) concentrations for xylenes and 1,2,4-trimethylbenzene (TMB), however, soil borings collected in 2002, 2002, and 2004 showed steadily decreasing soil concentrations and did not confirm any above Csat.

Groundwater monitoring for four years did not identify the presence of free phase liquids in any monitoring well and showed steadily decreasing groundwater concentrations. The most recent groundwater samples collected on the property indicated concentrations for ethylbenzene up to 3 times, xylenes up to 6 times, 1,2,4-TMB up to 30 times, and 1,3,5-TMB up to 8 times residential drinking water criteria. The most recent groundwater samples collect off the property for all parameters did not detect any concentrations above residential drinking water criteria except for 1,2,4-TMB up to 2 times residential drinking water criteria. Downgradient residents are connected to the municipal water supply and no other receptors were identified.

Full Closure under Part 201 will not be sought because the additional state investment is not warranted. Based on the overall need to allocate a finite amount of resources among many sites, an Approved Partial Closure (APC) is recommended. Remediation and Redevelopment Division approval of an APC does not relieve any parties of any remaining obligations under Part 201.

Prepared by:

K. J. Balls

Project Manager

11/27/06

Date

David O'Donnell

District Supervisor

11/27/06

Date

Approved by:

[Signature]

Field Operations Supervisor

11-27-06

Date

Approved by:

[Signature]

RRD Assistant Division Chief

9/20/07

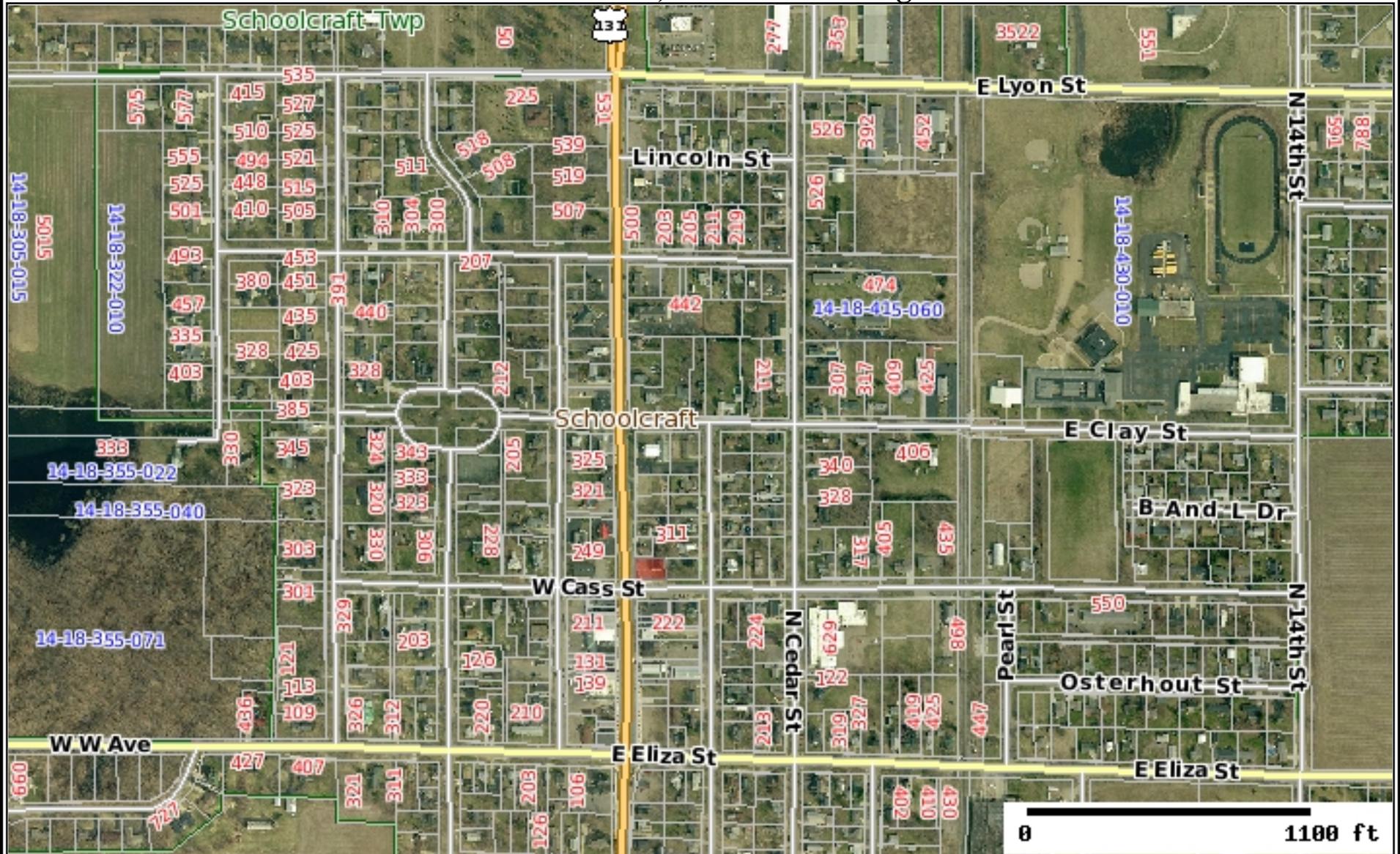
Date

306 N Grand

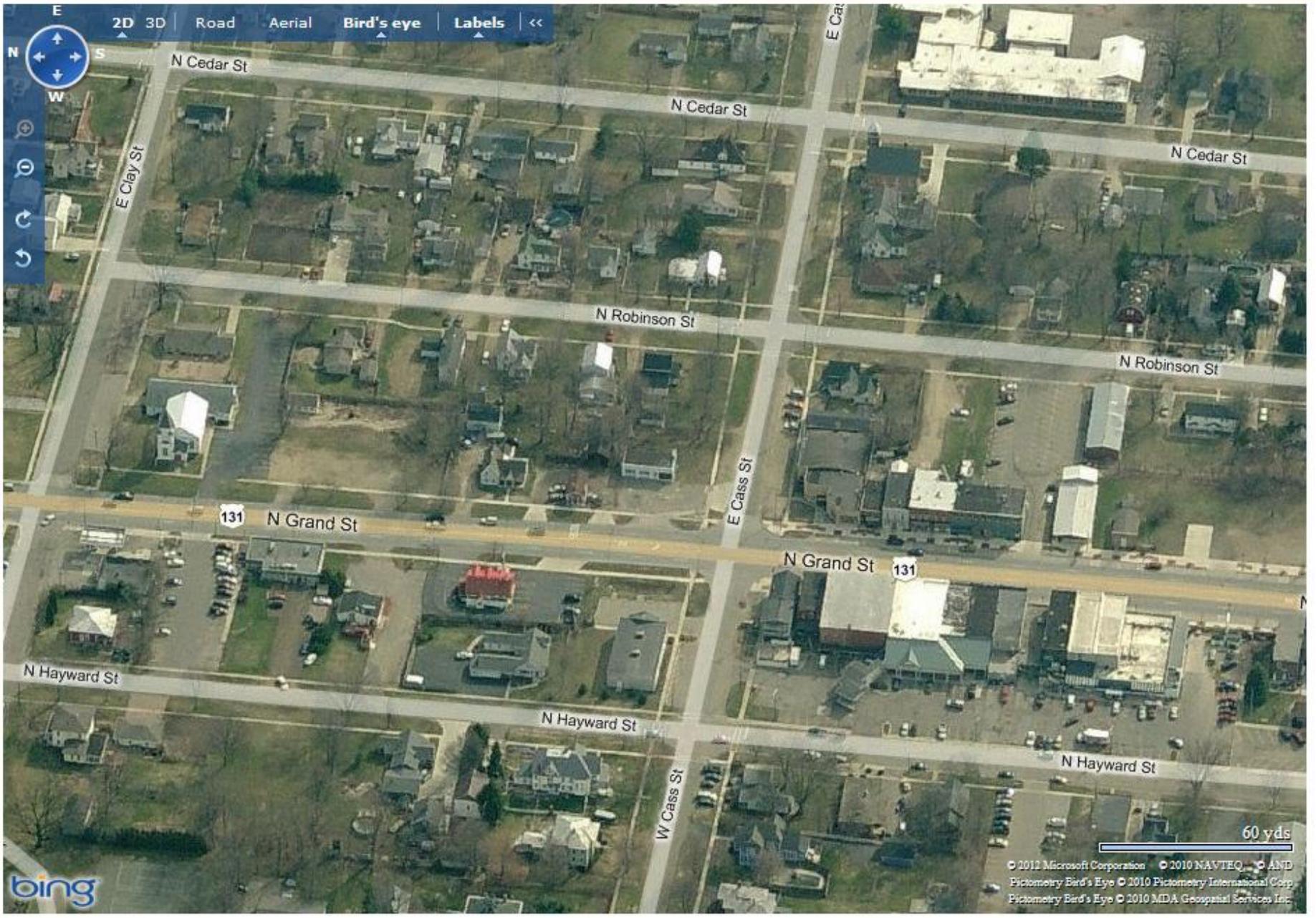


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306 N Grand, Schoolcraft Village



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Kalamazoo County Brownfield Redevelopment Authority (BRA)

Request for Proposal (RFP)

August 24, 2012

In 2002, the Kalamazoo County Board of Commissioners established a countywide Brownfield Redevelopment Authority (BRA). We have grown through the use of EPA granted funds to be an active BRA within the County. That growth has created the need for an environmental consultant to provide project management and environmental consulting services on a project-by-project basis. To that end, we send this abbreviated RFP and seek your response.

Contracts are offered on a yearly basis.

The BRA is actively pursuing grant funding. Upon acceptance of substantial grant funding, the BRA will issue a full RFP that includes grant related work.

We expect firms who respond will have the following minimal qualifications:

- Experience preparing status and financial reports required by the U.S. EPA.
- Have an EPA approved QAPP.
- Experience conducting assessment activities on priority Brownfield sites in Michigan (including Phase I ESAs, Phase II ESAs, BEAs, Due Care Plans, and Site Remediation Plans as necessary)
- Experience creating and updating Brownfield Plans

Your proposal MUST include the following information:

- Project management and site assessment approach
- Main point of contact at your firm
- References and samples of other similar projects
- Statement of qualifications
- Approximate costs to perform Phase I ESAs, Phase II EASs, BEAs, Due Care Plans and writing of BRA Plans (A max/min range on costs is acceptable)
- Approximate hourly rate for: meeting attendance, brownfield eligible expense review, and BRA administration activities.

Response:

- Please send a hard copy of response to:
Kalamazoo County Department of Planning, Room 101
201 W. Kalamazoo Ave
Kalamazoo, MI 49008
- Please also email an electronic copy of your response to Lee Adams at laadam@kalcounty.com; in email subject line, please insert, "KCBRA RFP 2012 Response".
- Only response received before October 19 at 5:00 pm will be considered.
- Staff will review all responses on October 22. The BRA will review responses at subsequent board meetings.
- Should you have any questions, please contact Lee Adams, Resource Coordinator, at (269) 384-8305 or by email before close of business on Thursday October 12th.
- BRA staff will share with all organizations who originally received this RFP, any substantive questions about the RFP process raised by any potential consultant.
- The BRA board maintains the right to accept or reject any or all proposals.