

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 25, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Joe Agostinelli, Christopher Carew, Habib Mandwee, James Spurr

Members Excused: Tim Hudson, Anne Summerfield

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Kathy Schott

Community: 3

1. Chair Agostinelli called the meeting to Order at 4:04 p.m.
2. Members Excused: Tim Hudson, Anne Summerfield
3. Approval of the Agenda: Contract for Temporary Staffing was added to the Agenda as item 7.g. **Carew moved and Wenzel seconded the approval of the agenda as amended. Motion Carried.**
4. Approval of Minutes: **Wenzel moved and Rogers seconded the approval of August 28, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
 - a. **Discussion:** 2014 Year to Date – A spreadsheet prepared by Lotta Jarnefelt was included in the packet. Non-school and school TIR was received for the Midlink Site, totaling \$36,637 and \$56,377 respectively.
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Corner @ Drake
 - i. Brownfield Plan Approval and Timeline.
Project Update – At the Oshtemo Township Board meeting on 9/9/14 the response regarding the Brownfield Plan was not favorable. Rogers stated that the issues raised by the Oshtemo Township Board should be addressed and resolved in follow up meetings. Agostinelli is planning to meet with the Township Supervisor and Planner before they vote on approving the plan at their next meeting on 10/14/14.
 - ii. Development Agreement Draft Review – The Development Agreement was reviewed by attorneys at Varnum. The attorneys made several edits and changes. Staff will send the agreement to the developer for review.
 - iii. Envirollogic Technologies Invoice - \$1,653.75 – If approved, this Invoice will exhaust the established budget of \$4,000.00. **A Motion to approve the invoice totaling \$1,653.75 was made by Peregon with a 2nd by Thell Woods. Motion carried.**
 - iv. Request to Amend Work Order #10_ET made a request to amend Work Order #10 to include an additional \$2,000.00 for edits to the Brownfield plan needed after the

CIA decisions and additional staff time anticipated for meeting with Oshtemo Township and the Developer. This amount should complete the project. **A motion to approve the amendment to Work Order #10 was made by Carew, seconded by Spurr. Motion carried.**

b. **Discussion/Action** – Vicksburg Mill

- i. Project Update and Timeline – After discussions with the County Treasurer and the Developer, both parties agreed to finalize the sale of the newer portion of the mill on January 1, 2015. This will allow the KCBRA additional time to prepare the Brownfield Plan; the plan will establish a baseline value of \$0 if put in place anytime in 2015.
- ii. Project Application – Lee Adams is expecting a revised project application from the developer soon.

c. **Discussion/Action** - Invoices

- i. Envirollogic: 9008 Portage Road - \$1,497.13 – Hawkins noted that the invoice billed for consultant fees for addressing issues on stormwater management on the site. **A motion to approve the invoice totaling \$1,497.13 was made by Andy Wenzel and seconded by Rogers. Motion Carried.**
- ii. Varnum: Development Agreement Review – Invoice \$2,294.25. There was a small discussion explaining the services that were provided and the related charges. **A motion to approve the invoice totaling \$2,294.25 was made by Spurr and seconded by Mandwee. Motion carried.**

d. **Discussion/Action** – General Mills Expenses

Hawkins, Adams and Jarnefelt reviewed invoices from General Mills regarding reimbursement of eligible expenses. Staff and Hawkins had some questions regarding what categories the expenses belong in. Follow-up is needed with Tippman Constuction – Hawkins will contact them.

e. **Discussion/Action** – Sign Proposals. Adams led a brief discussion regarding the size, type, cost, and placement of KCBRA project signs. Staff requested authorization to expend up to \$525.00 to purchase four signs (2 – 2’x3’ and 2 – 3’x4’). **A motion was made by Spurr to purchase the proscribed signs from SignCenter (estimate \$506.82) and execute a purchase order, seconded by Julie Rogers. Motion carried.**

f. **Discussion/Action** – EPA Grants – Staff and Hawkins led a brief discussion on EPA Grants. After discussing the various types of grants offered by the EPA, many board members expressed interest in pursuing a clean-up grant for the Vicksburg Paper Mill and another grant for the creation of a Revolving Loan Fund; the board felt that assessment grants have proved too difficult to obtain and that resources should be directed towards other grant opportunities. The board requested a work order from ET to cover the cost of preparing the grant applications. **A motion was made by Rogers to move forward with applications for both a site specific clean-up grant for Vicksburg Mill and a Revolving Loan Fund grant, seconded by Wenzel. Motion carried.**

g. **Discussion/Action** – Staffing Services Contract – There was a discussion regarding temporary staffing and the need to replace the hours dedicated to the KCBRA by County staff while the Resource Coordinator position is vacant. A draft Contract between the KCBRA and the Southcentral Michigan Planning Council (SMPC) was presented. Board members had a few suggestions for minor revisions. It was suggested that County Corporate Counsel, Thom Canny, review the contract. **A motion was made by Woods to authorize legal counsel to review the contract and give the Chair discretion to approve the contract after legal review. Seconded by Peregón. Motion carried.**

8. Staff Reports

- a. None

9. Committees - times dates and places

- a. Land Bank Report – None

- b. Project/Finance Committee – meeting scheduled for Thursday, October 9th at 4 pm
- c. Executive Committee – meeting scheduled for Friday, October 10th at 8:30 am
- d. PR/Media Committee – None

10. Other - None

11. Board Member Comments - None

12. Adjournment – Meeting adjourned at 5:37 PM

Next Meeting: 4th Thursday – October 23, 2014 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LMJARN@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING