
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 22, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:45 pm (after the EDC Meeting)

MINUTES

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

Members Excused: Tim Hudson, Travis Grimwood

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Rachael Grover & Lee Adams

Consultant: David Stegink

Recording Secretary: Zeña Vos

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:45 p.m.
 2. Members Excused: Tim Hudson, Travis Grimwood
 3. Approval of the Agenda: **Wenzel moved and Peregon seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: Correction on 7b – *The cap proposed for the BRA Admin costs for the Corner @ Drake Plan is maximum 10% of the annual TIR, except the first year, as presented in the development agreement.* **Rogers moved and Woods seconded the approval of December 18, 2014 minutes as corrected. Motion Carried.**
 5. Citizens Comments: None
 6. Financial Report and Administrative Expenses
 - a. **Discussion:** 2014 Year to date
Jarnefelt briefly explained Fund 247 spreadsheet in the packet. She noted that as Work Order items are being approved, the balance will be running low. 2014 Administrative expenses will be reimbursed which will appear in 2015 budget. Need to keep awareness of expenditures/balance. She noted that a higher level of TIF is expected in 2015.
 - b. **Action:** Staff Administrative Expenses
 - i. 4th quarter staff expenses: Ms. Jarnefelt - \$2,704.71
Woods moved and Wenzel seconded the approval of 4th quarter staff expenses in the amount of \$2,704.71. Motion Carried.
 - c. **Action:** County Cost Allocation Plan (Maximus Report): \$1,052.00
Report included in the packet.
Wenzel moved and Summerfield second the approval of County Cost Allocation Plan in the amount of \$1,052.00. Motion Carried.
 - d. **Action:** SMPC Invoice - \$2,110.54
Expenses for SMPC/Lee Adams' hours and expenses, detailed invoice included in the packet.
Carew moved and Mandwee seconded the approval of SMPC Invoice in the amount of \$2,110.54. Motion Carried.
-

Adams will still be involved in the final wrap up for 2014 budget through the end of February.

Contract for on call basis with Adams (SMPC) will be discussed at the committee meeting.

- e. **Action:** Envirologic Invoices and Budget Cost Summary
 - i. #00755: USEPA Brownfield Assessment Grant Application - \$3,000 (WO#13)
 - ii. #00757: Clausing Phase I and II, BEA, Due Care - \$6,678.21 (WO#16)
 - iii. #00759: General Environmental Review - \$546.25 (WO#9)
 - iv. #00760: General Mills - \$700.00 (WO#6)
 - v. #00761: 555 Eliza St./CMS - \$36,829.54 (\$6,133.13 for BF Plan part of WO#14, \$30,696.41 for Air sampling/Env. Assessment part of WO#15)

Stegink explained that air sampling in Eliza Street identified significant problems with air quality under the building. They need to characterize the extent of problem. 40+ samples were collected.

He noted that the project is still under budget within two WO's #14 & 15.

Woods moved and Summerfield seconded the approval of item e, Envirologic Tech's invoices. Motion Carried.

- f. **Discussion/Action:** BRA 2014 General Administrative Expenses
 - i. Percentage Allocation to TIF Sites
Agostinelli explained that historically the KCBRA was able to apply general administrative expenses of the authority to all sites with a Brownfield Plan with rough estimate of how much time was spent on each site. Suggested instead allocating Administrative Expenses based on the size of each project.

Adams stated the information is open for FOIA but it's not noted in the law that the Allocation of Administrative expenses needs to be justified.

Spurr suggested that if law allows, include the allocation for Administrative Expenses in the application or other agreement documents.

Agostinelli suggests contacting neighboring Authorities on how they allocate Admin costs and discuss at the committee meetings.

7. Discussion and/or Action Calendar

- a. **Discussion/Action** - Corner @ Drake
 - i. Varnum Invoice: \$3,719.25
Carew moved and Peregon seconded the approval of Varnum invoice in the amount of \$3,719.25. Motion Carried.
 - ii. Development Agreement signed
Development Agreement is signed by both parties and fully executed.
 - iii. Sign conveyed to developer
Signs given to AVB in December. Grover will follow up regarding installation of the sign.
 - b. **Discussion/Action** – 555 Eliza St.
 - i. Development Agreement – review and approval for signature
Woods moved and Wenzel seconded authorizing the Chair to execute the Development Agreement. Motion Carried.
-

Jarnefelt received hard copies of the Brownfield Plan from Envirollogic Technologies. Copies will be sent to all involved parties (Village, developer, County Administration and KCBRA files).

- ii. Update - MEDC involvement
Jarnefelt was in communication with MEDC. MEDC was interested in contacting the Schoolcraft Village regarding the project.

Stegink shared that Ron Smedley from MDEQ contacted MEDC. MDEQ Grant and loan only pays environmental related activities. It would still leave significant asbestos abatement and demolition costs. Need to hear from MEDC if site eligible for School TIF. Agostinelli will follow up with MEDC.

- iii. MDEQ loan and grant application - Work Order #18 - \$2,500
Summerfield moved and Mandwee seconded the approval of MDEQ loan and grant application and Work Order #18 in the amount of \$2,500.00 Motion Carried.

c. **Discussion/Action** – Clausing

- i. Project Update

Stegink stated that environmental data was received yesterday. Similar issues as Eliza Street with contamination. Jamie Clark remains interested in the project. Meeting with Clark next Wednesday.

- ii. Application fee

Jarnefelt stated that previously in 2011, Jamie Clark did pay the \$1,500 application fee and spent nearly \$13,000 investigating the Clausing site. As agreed, Mr. Clark returned \$12,000 of the funds that KCBRA had spent on the project when seller backed off from the sales agreement.

Summerfield moved and Rogers seconded to table the application fee discussion until next meeting. Motion Carried.

d. **Discussion/Action** – Checker Motors Site

- i. MDEQ Site Specific Assessment grant application and Work Order #19 - \$4,000

Agostinelli noted that John Byl is in contact with current owner and has the letter of intent being negotiated currently. Agostinelli is in communication with MDEQ regarding the need of grant/loan for the site.

Cochran shared that current owner is under order to clean up in 60 days

Rogers moved and Summerfield seconded the MDEQ Site Specific Assessment grant application and Work Order #19 in the amount of \$4,000. Motion Carried.

MDEQ representative noted that Site Assessment grant is part of the Brownfield Assessment Unit, they get Federal funding to assist sites.

e. **Discussion/Action** – 4460 Commercial Ave. Portage – ACCU Mold

- i. Application and Work Order #20 - \$7,500

Stegink noted the WO is for Brownfield Plan and 381 Work Plan.

Rogers moved and Peregón seconded the approval of application and WO #20 for 4460 Commercial Ave. Portage – ACCU Mold contingent on receiving the application fee. Motion Carried.

- f. **Discussion/Action** – Envirollogic Work Order #17
 - i. General Document Review and Consultation – \$3,500
Stegink noted it is an open PO for consultation. In 2014 about \$2,500 was spent.
Peregon moved and Rogers seconded the approval of WO #17 in the amount of \$3,500.00. Motion Carried.
- g. **Discussion/Action** – EPA Brownfield Conference in Chicago – Sept. 2-4, 2015
 - i. Early Registration by Feb. 1
Jarnefelt stated the estimated cost is \$1,000 per person including registration, transportation, and 2 nights hotel – approximately \$4,000 total for 4 people.
Rogers moved and Summerfield seconded the approval of 2 staff and 2 Board members to attend the EPA Brownfield Conference in Chicago on Sept 2-4, 2015. Motion Carried.

8. Staff Reports

- a. Website updates
Grover updated Board member names. Old Guidance document replaced with updated policy. Adding Corner @ Drake and Eliza Street approved Brownfield Plans and Staff contact information soon.

9. Committees - times dates and places

- a. Land Bank Report– Woods reported that the County has authorized a payment of \$250,000 to the Land Bank. Agostinelli mentioned that a conversation should be had regarding the KCBRA and the Land Bank working together on projects.
- b. Project/Finance Committee– no meeting in January, meeting schedule Thursday, Feb 12th, 4:00 pm
- c. Executive Committee – no meeting in January, meeting schedule Friday, Feb 13th, 8:30 am
- d. PR/Media Committee –

10. Other

11. Board Member Comments

Members discussed Catalyst University.

Also that it's exciting to have such a long and full agenda

12. Adjournment at 5:55 pm.

Next Meeting: 4th Thursday – February 26, 2015 at 4pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING
