
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 27, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Thell Woods, Joe Agostinelli, Ken Peregon, Andy Wenzel, Travis Grimwood, Douglas Milburn

Members Excused: James Spurr, Christopher Carew, Habib Mandwee

Kalamazoo Township: Steve Leuty

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 8

1. Chair Agostinelli called the meeting to Order at 4:03 p.m.
 2. Members Excused: James Spurr, Christopher Carew, Habib Mandwee
 3. Approval of the Agenda: **Peregon moved and Woods seconded the approval of the Agenda. Motion Carried.**
 4. Approval of Minutes: **Woods moved and Mandwee seconded the approval of September 22, 2016 minutes. Motion Carried.**
 5. Citizens Comments: Steve Leuty commented that Kalamazoo Township Representatives met with KCBRA Chair and Staff members. Mr. Leuty expressed that Kalamazoo Township is supportive of brownfield redevelopment efforts in the Township through the KCBRA.
 6. Consent Agenda – Invoices
 - a. **\$ 566.25** – Envirologic related to WO#25 - Metal Mechanics
 - b. **\$ 70.00** – Envirologic related to WO#17 General Environmental
 - c. **\$11,509.90** – Staff 3rd Quarter Administrative Expenses (July-September)

Peregon moved and Woods seconded the approval of Consent Agenda. Motion Carried
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Jhamin LLC – 8212 Shaver Rd, Portage – request for assessment – EPA Grant Project – not currently expected to move to Brownfield Plan stage
 - i. Project Application
Nigam Trapathi, owner of Jhamin LLC and WL Molding, presented information about WL Molding and environmental issues at the property in Portage. WL Molding started in 1945. Jhamin, LLC purchased the property in June.
 - Suspected contamination at the site includes trichloroethylene, tetrachloroethylene, and PCB. Additional concerns are a compressor blow down area and a former dumping area that received waste oil at one time from previous operator years ago.
-

- Additionally, there are 2 vacant residences on the property. Proposing to do hazardous materials building survey including asbestos.

Currently there are 50 employees at this facility.

Hawkins stated that expansion in 2 to 3 years could potentially recover some eligible costs with TIF in a brownfield plan.

Rogers moved and Woods seconded the approval of application for Jhamin LLC. Motion Carried.

ii. ET Work Order 4 - \$24,625

Currently all of the funds in this Work Order are in EPA Hazardous substances grant category but it may be possible that some of the areas could qualify for Petroleum grant funds.

Peregon moved and Wenzel seconded the approval Work Order #4 subject to approval of EPA to incur grant dollars on the project. Motion Carried.

b. **Discussion/Action:** WMU BTR Park 2.0

i. Part I and Part II Application

Peregon will abstain in the conversation and any action. His firm is a contractor for this project.

Bob Miller from WMU provided an overview of the project, involving expansion of the WMU Business and Technology Research Park in Oshtemo Township. There are approximately 850 employees in the original park plus an additional 400 employees in the WMU College of Engineering & Sciences complex.

The U.S. Economic Development Administration (EDA) has awarded a \$2.1 million grant to fund up to 50% of the infrastructure for the project for the road and utilities. The balance of the infrastructure expenditure will be made up by the contribution by Oshtemo Township and the University.

There are some environmental issues on the property related to previous farming activity that will need remediation and a due care plan in place. Contamination includes arsenic, selenium, and mercury.

Agostinelli commented on the demand side for industrial sites – there is a severe shortage of buildable industrial sites in the area and Kalamazoo County is losing a lot of economic development due to this shortage.

Discussion ensued.

Further discussion with Oshtemo Township staff and elected officials is recommended.

Tabled for future meeting.

ii. EPA Grant Work Order - \$67,600

Hawkins described potential approach to assessing environmental issues at the site. Board discussed delaying decision regarding this amount of grant funds used for this project until more decisions are made based on community outreach and site prioritization.

Tabled for future meeting.

c. **Discussion/Action:** EPA Grant Presentation – Envirologic

Hawkins gave presentation regarding next steps, prioritization, and community outreach approach for use of the EPA grant funds. Presentation slides will be sent to the Board.

- i. Work Order 1 – QAPP
- ii. Work Order 2 – Site Inventory and Prioritization
- iii. Work Order 3 – Outreach and Programmatic

Rogers moved and Woods seconded the approval of 3 Grant Work Orders 1, 2, & 3 and splitting cost between the Petroleum Assessment grant and the Hazardous substance grant as discussed in the EPA Work Plan. Motion Carried.

- d. **Discussion/Action:** Metal Mechanics - additional funds for Due Care Compliance report, Phase I update, and BEA – use of Grant funds are a possibility for these eligible costs. Total cost estimate is \$6,000 and is TIF reimbursable (already in approved Brownfield Plan) – additional \$300 for Grant Eligibility and ACRES related to the EPA grant.

More information provided at next meeting.

- e. **Discussion/Action:** MDEQ Loan/Grant 555 Eliza St.
 - i. **\$23,711.00** – Envirollogic Invoice (\$20,553.75 Loan; \$3,157.50 Grant)
Hawkins stated the bid spec has been submitted to MDEQ.
Grover states the invoice has already been submitted to MDEQ for the end of year reporting and it was approved but the Authority needs to approve it for payment.
Wenzel moved and Woods seconded the approval of invoice payment in the amount of \$23,711.00. Motion Carried.
 - ii. **\$350.86** – Administrative Staff time 4th Qtr. MDEQ Grant and Loan (already submitted to MDEQ for reimbursement for end-of-year reporting)
Rogers moved and Peregon seconded the approval of 4th Quarter Administrative Staff time in the amount of \$350.86. Motion Carried.
 - iii. MDEQ 4th Quarter/End of State FY – Loan
 - iv. MDEQ 4th Quarter/End of State FY – Grant

- f. **Discussion/Action:** Kalamazoo West Professional Center, 2425 S. 11th Street Development Agreement

Peregon moved and Woods seconded the approval for the Chair to execute the Development Agreement. Motion Carried.

- g. **Discussion/Action:** State of Michigan Brownfield Redevelopment Fund Invoice - **\$104.00**
3 mils of SET for 2015 9008 Portage Road (\$72.00) and 555 E. Eliza St. (\$32.00)

Woods moved and Peregon seconded the approval of payment in the amount of \$104.00. Motion Carried.

- h. **Discussion/Action:** Varnum Invoice - \$1,282.50

Rogers moved and Wenzel seconded the approval of payment in the amount of \$1,282.50. Motion Carried.

- i. **Discussion/Action:** Staff Travel expenses
 - i. Grover MEDA/IEDC Basic Economic Development Course - **\$464.81**
 - ii. Grover General Mileage - **\$70.74**

Rogers moved and Peregón seconded the approval of reimbursement to Grover in the total amount of \$535.55. Motion Carried.

- j. **Discussion/Action:** 2017 Calendar

January meeting will be on the 3rd week. Meeting for December will be on 21st.

Grimwood moved and Wenzel seconded the approval of 2017 Calendar. Motion Carried.

8. Financial Reports

- a. **Discussion:** Fund 247 and 643

- b. **Discussion:** 2016 Budget Amendments

Grover stated adjustments are due to the County prior to November meeting Jarnefelt is asking the Board if they would allow staff to make the budget amendments. Grover stated Midlink revenue higher than expected and will need to adjust to account for increase in revenue and increase in the amount of payment that will need to be sent to Midlink.

9. Staff Report

- a. Potential new project Holiday Inn West Project Application – Functionally Obsolete Property
Grover stated she received a Part 1 & Part II applications for the bowling alley to redevelop in to a conference center.
- b. Potential New Project in Vicksburg
Application not yet received
- c. Project Updates – Vicksburg Mill
Has a draft of the TIF table and met with the Land Bank and developer to discuss. The Land Bank did approve the use of escrow for emergency roof repairs.
Brownfield Plan is expected to come in January or February 2017.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting December 8, 2016 – 8:30 a.m.
Paper City gave an update to Land Bank about the Mill. Grover requesting that Paper City give similar update to the KCBRA Board.
- b. Project/Finance Committee – Thursday, November 10, 2016, 4:00 p.m.
- c. Executive Committee – Friday, November 11, 2016, 8:30 a.m.
- d. PR/Media Committee –

11. Other

Peregón and Woods Board terms ended October 31, 2016. The County Board appointed Jodi Milks and reappointed Ken Peregón.

On behalf of the KCBRA Board, Agostinelli thanked Woods for many years of service.

Jodi Milks is a Commercial Real Estates Broker in the Southwest Michigan area and will be joining the Board in November.

12. Board Member Comments

13. Adjournment @ 6:26 p.m.

Next Meeting: 3rd Thursday – November 17, 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

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four (4) business days' notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

Rachael Grover
Resource Coordinator, Planning and Community Development
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
TELEPHONE: (269)384-8305

