
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 19, 2017
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Joe Agostinelli, Andy Wenzel, Douglas Milburn, Connie Ferguson, James Spurr, Habib Mandwee, Jodi Milks, Travis Grimwood, Ken Peregon

Members Excused: Christopher Carew

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 4:04 p.m.
 2. Members Excused: Christopher Carew
 3. Approval of the Agenda: **Wenzel moved and Peregon seconded the approval of the Agenda. Motion Carried.**
 4. Approval of Minutes: under 7c: to add language “after this disbursement” to end of sentence “Midlink is no longer eligible to receive the State and School eligible taxes”. **Peregon moved and Mandwee seconded the approval of Minutes of December 15, 2016 minutes as amended. Motion Carried.**
 5. Citizens Comments: none
 6. Public Officer’s Oath – New KCBRA members Connie Ferguson and Jodi Milks
Tim Snow, the Kalamazoo County Clerk officiated the oath to the 2 new board members.
Congratulations Ferguson and Milks!
 7. Consent Agenda – Invoices
 - a. **\$ 350.00** – Envirologic - Related to Work Order # 17 General Environmental
 - b. **\$9,705.44** - Staff 4th Quarter Administrative Expenses (Oct.- Dec. 2016)
Milks moved and Grimwood seconded the approval of Consent Agenda. Motion Carried.
 8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Stryker – City of Portage Project
Pete Mitchell, Vice President, Rockford Construction, Program Manager for Stryker, gave an overview of the project. Total acreage of the property is 288 acres. Stryker is proposing to develop 70 acres for the Research and Design Facility with building size of 485,000 sq. ft. and \$150-\$180 million investment.
They are seeking approval for Part I and Part II application.

Brent Lalomia, Vice President, Quality and Facilities, Stryker, gave an overview of site and building design.
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The site has soil contaminated with selenium and groundwater beneath the property contaminated with nitrates.

Hawkins explained Brownfield Plan tables provided.

Vicki Georgeau, Director of Planning and Community Development in Portage, discussed road improvements to Lovers Lane that will be funded by the City of Portage and reimbursed through TIF in the Brownfield Plan. The Brownfield Plan will be presented to the Portage Brownfield Authority on January 27th and the Portage City Council on February 14th.

Rogers expressed her support for this project and thanked everyone involved in this project.

Agostinelli thanked Jill Bland of Southwest Michigan First for her hard work and thanked the Stryker Team for their partnership.

- i. Part I and Part II Application, Reimbursement Agreement

Peregon moved and Rogers seconded the approval of the Part I & Part II application. Motion Carried.

- ii. Brownfield Plan

Wenzel moved and Spurr seconded the approval of the Brownfield Plan. Motion Carried.

- iii. Development Agreement

Spurr moved and Peregon seconded the approval authorizing the Chair to execute the Development Agreement. Motion Carried.

- iv. Authorization to submit Act 381 Work Plan

Rogers moved and Grimwood seconded the approval authorizing staff to submit the Act 381 Work Plan. Motion Carried.

- v. Timeline – included in the packet.

Rogers encourages everyone to attend the 2/21/17 BOC meeting.

- b. **Discussion/Action:** Select Products Limited – Oshtemo Township Project

Mike Anderson, President of Select Products, Limited, also known as Select Hinges. They manufacture door hinges, mostly for commercial doors for extra security needs and high traffic doors. Incorporated in 1990, they moved to South Portage in 1999 and expanded in 2013. Now they are looking for another site for further expansion.

Select Products is requesting grant funds to assist with site assessment.

Hawkins stated the scope of work will be affected by recognized conditions identified in Phase I.

- i. Part I Application – Request for EPA Assessment Grant funds

Wenzel moved and Rogers seconded the approval of Phase I subject to staff receiving a copy of executed Purchase Agreement and subject to receipt of 10% Application fee of Phase I, subject to applicable 10% application fee for each subsequent step of the project. Motion Carried.

- ii. Envirologic Work Order
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Ferguson moved and Mandwee seconded the approval of Enviologic Work Order No. 8 for Select Product Limited. Motion Carried. Grimwood abstained.

c. **Discussion/Action:** 383 S. Pitcher – City of Kalamazoo

Wenzel and Grimwood abstain from discussion or vote with this project

Mark Hatton from Plaza Corps gave overview of the project. This site is the former Superior Colour Graphics

Grover stated City of Kalamazoo would defer this project to the KCBRA and allow 5 year additional capture from the County BRA to the KCBRA Local Brownfield Revolving Fund, subject to City Council approval, as communicated via email by the Kalamazoo City Manager.

i. Part I and Part II Application

Milks moved and Peregón seconded the approval of the Part I and Part II application. Motion Carried. Wenzel and Grimwood abstained.

d. **Discussion/Action:** Enviologic General Consulting Contract renewal for 2017

One year extension – 4th amendment for General Consulting Contract.

Rogers recommends RFP after this extension. Jarnefelt suggested extending the contract the same amount of time as EPA Grant.

Wenzel moved and Rogers seconded the approval of 2 year extension through December 31, 2018. Motion Carried.

e. **Discussion/Action:** EPA Grant Invoices

i. **\$ 340.00** (\$170.00 Hazardous; \$170.00 Petroleum)– Site Inventory – EPA Grant WO #2

ii. **\$ 210.00** (\$105 Haz.; \$105 Petroleum)– Programmatic/Outreach – EPA Grant WO # 3

iii. **\$ 382.50** (Haz.) – Jhamin, LLC – WO #4

Milks moved and Mandwee seconded the approval of the EPA Grant Invoices. Motion Carried.

f. **Discussion/Action:** EPA Grant

i. Memo EPA Grant updates

Hawkins discussed update

ii. February 16, 2017 Community Outreach Session

Planning an open house education session at Northside Association for Community Development. Food will be provided. Planning to have a short presentation on the EPA Assessment Grant funds plus the benefits of the brownfield program and additional tools available. Inventory list will be available and will have nomination forms for attendees to nominate potential sites. Invitation will be sent out.

WL Molding, City of Portage – received approval from EPA to do the work.

Quality Precast, Alamo Township got an approval from EPA on January 11, 2017. They are moving forward with the Phase I.

g. **Discussion/Action:** MDEQ Loan/Grant 555 Eliza St.

i. **\$ 7,362.35** - Envirologic Invoice – **MDEQ Loan Work Order #21**

Hawkins indicated this is the continuation of design effort and implementation. They have not implemented the system as they are still waiting for the MDEQ which they are meeting today and should hear back with comments. Vapor system design approval should be received soon.

Peregon moved and Wenzel seconded the approval of WO #21 in the amount of \$7,362.35. Motion Carried.

ii. **\$350.86** – Grant – Staff administrative

iii. MDEQ Q1 Grant and Loan Reports (State of MI FY2017 – Q1)

Milks moved and Ferguson seconded the approval for Chair to sign both grant and loan quarterly reports to MDEQ. Motion Carried.

9. Financial Reports

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

Grover stated they are still waiting for Midlink signature on the Amendment to the Development Agreement. Zeigler has already signed it.

10. Staff Report

Grover and Envirologic do not have EPA quarterly report completed. Will be completed in the next week.

Peregon moved and Wenzel seconded the approval authorizing the staff to submit the EPA quarterly report. Motion Carried.

11. Committees - times dates and places

a. Land Bank Report – Next Meeting February 9, 2017 – 8:30 a.m.

Meeting is every other month at 8:30am.

Rogers expressed she is comfortable for staff to attend the meeting.

b. Project/Finance Committee – Thursday, February 9th, 2017, 4:00 p.m.

c. Executive Committee – Friday, February 10th, 2017, note – 9:15 a.m.

d. PR/Media Committee –

12. Other

Rogers has discussed with Staff and Administration the need for additional staff to help with BRA with increase in projects.

Jarnefelt has also talked with County Administration, discussing the potential of an additional position as part of the 2018 Budget which will be in effect January 2018. However, they will need help already in the next 2-3 months.

Further information will be gathered for discussion at committee.

Agostinelli shared a potential project for the Davis Creek Business Park.

Rogers discussed the new County Board Chair has assigned both Republican and Democrat on each advisory Board. Jarnefelt is following up with Administration regarding how that impacts KCBRA Board.

13. Board Member Comments

14. Adjournment at 6:07p.m.

Next Meeting: 4th Thursday – February 23, 2017 at 4pm (room 207a, County Admin Bldg)

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

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