
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 16, 2017
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Ken Peregon, Chris Carew, Connie Ferguson, Habib Mandwee, Joe Agostinelli, Andy Wenzel, Jodi Milks (arrival 4:26)

Members Excused: Doug Milburn, Jim Spurr, Travis Grimwood

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 11

1. Chair Peregon called the meeting to Order at 4:03 p.m.
2. Members Excused: Travis Grimwood, Doug Milburn, Jim Spurr
3. Approval of the Agenda: Chair Peregon requested removal of items 9a and 9c because these items will be covered in item 7e. **Agostinelli moved approval of the agenda as amended and Rogers seconded the motion. Motion Carried.**
4. Approval of Minutes: **Agostinelli moved and Mandwee seconded the approval October 26, 2017 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. **\$ 1,275.00** – Envirollogic General Environmental Review (Invoice #03970)
 - b. EPA Grant Invoices
 - i. **\$ 753.75** (\$376.88 Haz.; \$376.87 Pet.) – Outreach/Programmatic – Amended WO#3
 - ii. **\$ 115.00** (Haz.) – Jhamin, LLC, City of Portage – EPA Grant WO #12
 - iii. **\$2,425.00** (Pet. Funds) – 703 N. Burdick WO#14 & 15
 - iv. **\$ 602.50** (\$301.25 Haz; \$301.25 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8

Wenzel moved and Ferguson seconded the approval of the consent agenda. Motion Carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 615 W. Kalamazoo Avenue, City of Kalamazoo – Part I and Part II Application - \$6,500 Phase I Assessment and Asbestos Survey request for funds.

Phillip Reed, Justin Gregory, and Bill Murphy presented the redevelopment project.

Meeting with City of Kalamazoo BRA, City Staff and Administration, and County Administration was productive and discussed drafting a written agreement that detailed the reimbursement to the KCBRA first for assessment funds through TIF captured with a City of Kalamazoo Brownfield Plan.

Agostinelli moved to approve the application for \$6,500 in assessment grant funds subject to receipt of the reimbursement agreement and Wenzel seconded.

Developer of project provided the signed reimbursement agreement.

Agostinelli withdrew the motion.

Agostinelli moved approval of the project application contingent upon execution of a memorandum of understanding with the City of Kalamazoo that the KCBRA is reimbursed per KCBRA TIF reimbursement timing in the City Brownfield Plan with additional concurrence from the Developer. Wenzel supported the motion. Motion carried.

Ferguson motioned to authorize Envirologic to complete the Phase I and Asbestos survey under Work Order # 16, subject to the receipt of the memorandum of understanding with the City of Kalamazoo. Wenzel supported the motion. Motion carried.

- b. **Discussion/Action:** Select Products/Stadium Park Way Oshtemo Township
 - i. Stadium Park Way Brownfield Plan
 - ii. Kalamazoo Storage Phase II redevelopment/Vapor system

Hawkins described details of the Brownfield Plan.

Kalamazoo Storage representatives and their environmental consultants from SME described the additional building construction and the need for installation of a vapor system. The cost estimate for the vapor system has increased due to the type of construction required for the foundation of the building.

Board members expressed concern for administrative costs reflected in tables and the increased staff time involvement in the earlier years of the Brownfield Plan.

Milks moved to approve the Brownfield Plan with changes required for additional vapor system costs only, without changes to administrative costs, and recommend approval of the Plan to Oshtemo Township and the Kalamazoo County Board of Commissioners. Wenzel seconded the motion. Motion Carried.

- c. **Discussion/Action:** Former Holiday Terraces Bowling Alley Brownfield Plan, Oshtemo Township

Wenzel moved to approve the Brownfield Plan. Ferguson seconded the motion. Motion Carried.

- d. **Discussion/Action:** AJZ Sprinkle Reimbursement Check – Total Check - \$42,186.81
School Tax - \$29,162.40, Local Tax - \$13,024.41

Rogers moved and Ferguson seconded the approval of reimbursement check to AJZ Sprinkle. Motion Carried.

- e. **Discussion/Action:** EPA Grant
 - i. Envirologic Monthly Memo – included in packet

- f. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan
 - i. **\$ 22,817.90** – Invoice #03991

Rogers moved and Mandwee seconded approval of payment of invoice. Motion Carried.

- g. **Discussion/Action:** Envirologic General Environmental Work Orders
 - i. WO 2017-1, Amendment 1 – increase 2017 budget by \$3,000 to **\$13,000**
 - ii. WO 2018-1 – for work in General Environmental in 2018 - **\$10,000**

Ferguson moved to approve WO 2017-1 and WO 2018-1 for \$13,000 and \$10,000 respectively. Rogers seconded the motion. Motion Carried.

- h. **Discussion/Action:** 2017 End of Year Budget Adjustments
Rogers moved and Ferguson seconded the approval of end of year budget adjustments. Motion Carried.
 - i. **Discussion/Action:** 2018 Calendar – correction to June date
Carew moved and Rogers seconded the approval of 2018 Calendar for Public Notice. Motion Carried.
 - j. **Discussion/Action:** LBRF planning meeting – January 11th. Meeting Facilitator - \$250.00
Wenzel moved to approve use of funds for meeting facilitator and Milks seconded. Motion Carried.
8. Financial Reports
- a. Discussion: Fund 247 and 643
Staff described revenues received in 2017 to date.
9. Staff Report
- a. Vicksburg Mill – expecting a draft of the Transformational Plan
10. Committees - times dates and places
- a. Land Bank Report – Next Meeting December 14th, 2017, 8:30 a.m.
 - b. Project/Finance Committee – Thursday, December 14, 2017, 4:00 p.m.
 - c. Executive Committee – Friday, December 15, 2017, 9:15 a.m. proposed (3rd Friday)
 - d. Bylaws Committee – Rogers requesting wrapping this up in December
11. Other
- Chair Peregon received a request from the City of Parchment for a meeting with Senator O'Brien, KCBRA Chair and staff, and City of Parchment staff to discuss Parchment Brownfield projects.
12. Board Member Comments
13. Adjournment: Meeting adjourned at 5:55

Next Meeting: Thursday – December 21, 2017 at 4pm – Please note 3rd Thursday 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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