
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 23, 2017
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Connie Ferguson, Jodi Milks, Travis Grimwood, Julie Rogers, Andy Wenzel, Douglas Milburn

Members Excused: Chris Carew, Jim Spurr, Ken Peregon, Habib Mandwee

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 4

1. Chair Agostinelli called the meeting to Order at 4:04 p.m.
2. Members Excused: Chris Carew, Jim Spurr, Ken Peregon, Habib Mandwee
3. Approval of the Agenda: Addition to agenda under item 6Aa; Work Order Amendment Request for Additional Phase II Assessment funds for Cole Krum property.
Wenzel moved and Grimwood seconded the approval of the Agenda as amended. Motion Carried.
4. Approval of Minutes: **Ferguson moved and Milks seconded the approval of the February 23, 2017 minutes. Motion Carried.**
5. Citizens Comments: None
6. Discussion and/or Action Calendar

aa. **Discussion/Action:** Request for Additional Funds – Cole Krum Property

- i. Amendment to Work Order #10 for 343 W. Prairie, Vicksburg

Envirologic finished the site inspection and determined need to expand the scope of work. Previously Board approved amount of \$13,000 for EPA Grant WO#10 (\$3,000 for Phase I Assessment, \$10,000 for Phase II Assessment). Requesting Amendment to Work Order for additional \$5,000 for Phase II – new Phase II Assessment amount of \$15,000 (bringing total for Grant WO#10 to \$18,000).

The Developer, 343 W. Prairie, LLC, submitted the Part II Application and will submit additional application fee for 10% of Phase II assessment.

Kelly Oswald updated project information including strong interest from three potential tenants. Expecting estimated 30 full time jobs and the building size is 17,000 sq. ft.

Wenzel moved and Rogers seconded the approval of amendment of Work Order adding the \$5,000.00 contingent upon receipt of second phase application fee. Motion Carried.

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

- i. Brownfield Plan/Act 381 Work Plan updates and timeline
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Grover stated that the City Commission approved the plan on Monday, March 21st. The Plan will be public noticed 3/24/2017. Timeline is included in packet.

MDEQ has reviewed Plan. The MEDC will not review plan until the rest of the Community Revitalization Program (CRP) Application is in place and they will move forward with the regular process. There are no comments from MEDC at this time.

Public hearing is April 4, 2017 at 7:00 p.m.

b. **Discussion/Action:** Envirologic General Environmental Review

- i. **\$ 630.00** – General Environmental Review WO #17 (\$80 over budget)

Wenzel moved and Milks seconded the approval of the invoice in the amount of \$630.00. Motion Carried.

- ii. Work Order # **2017-1** – new General Environmental Review - \$10,000

\$80 over budget from original General Environmental Work Order will be paid from this new Work Order #2017-1.

Milks moved and Ferguson seconded the approval of Work Order 2017-1. Motion Carried.

c. **Discussion/Action:** April Annual Meeting – 4/27/17

- i. Nominating Committee members – Determine slate of officers ready for April Annual meeting.

Rogers and Grimwood agree to serve on the nominating committee.

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

- i. **\$855.00** (\$427.50 Hazardous; \$427.50 Petroleum)– Site Inventory – EPA Grant WO #2

- ii. **\$581.25** (\$290.63 Haz.; \$290.63 Petroleum)– Programmatic/Outreach– EPA Grant WO#3

- iii. **\$7,257.95** – Jhamin, LLC, City of Portage – WO #4
Will be evaluating needs for additional sampling event.

- iv. **\$3,311.75** – (Haz. Grant and Petroleum grant) Metal Mechanics, Schoolcraft - EPA Grant WO#6.

- v. **\$914.25** – Select Products, Oshtemo Twp. – EPA Grant WO#8
Focusing on the Phase I assessment. Still working out details with Oshtemo Township and MDEQ regarding release of MDEQ lien on property.

- vi. **\$240.00 and \$113.00 = \$353 Total** - GIS Map charges – Grant Supply related to community outreach – Task 5 EPA Grant budget item – presentation materials.

Milburn moved and Wenzel seconded the approval of all the EPA Grant Invoices. Motion Carried.

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

- i. Family Health Center – Part I application, Part II application, Reimbursement Agreement – estimated request \$17,500

Grover stated that KCBRA cannot spend the EPA Grant dollar on the Family Health Center project as they don't know if this is listed on the Superfund list.

Action tabled until Superfund determination is made.

Agostinelli provided update on the Davis Creek Business Park Project. The KCBRA requested to the City of Kalamazoo that the KCBRA would consider assisting with EPA Assessment Grant dollars for this project if the KCBRA can recoup these additional grant dollars plus the grant dollars that the KCBRA put in for the site previously in 2008. City has determined it will move forward without KCBRA assistance.

- ii. Northside Association for Community Development
estimated request \$22,000 - \$27,000

NACD Director Mattie Jordan-Woods briefly described concerns regarding an underground storage tank in the alley behind their office building. The tank was used for oil for dairy property. Perceptions of the tank are preventing best use and redevelopment of building and surrounding property.

Hawkins stated extent of groundwater or soil contamination underneath the tank is not known.

Proposal is to conduct vapor intrusion assessment in and around the building. Hawkins states they will propose use of petroleum grant funds to remove the tank in order to get samples from beneath the tank.

Hawkins also stated he has been in communication with the MDEQ regarding this project. He will communicate with David Harn with intention/potential for use of MDEQ resources.

- iii. Projects list to date and potential projects

Hardware Store is not on the list because a meeting has not been scheduled regarding this project in the City of Kalamazoo. Hawkins and Grover scheduling meeting date with City of Kalamazoo and MEDC to brainstorm possible approaches to cooperative assistance in redevelopment of former hardware store.

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

- i. **\$1,865.07 – Invoice #3227 - MDEQ Loan Work Order #21**

Hawkins update: Bid walk-through was conducted for the installation of vapor system with 4 companies attending. Bids are due 4/24/2017 and bid selection is before March 31st with installation 30 days from bid selection.

Rogers moved and Milks supported the approval of payment of Invoice # 3227 in the amount of \$1,865.07. Motion Carried.

7. Financial Reports

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

Grover shared that the Oshtemo Township 2016 TIF check in the amount of the \$143,000 for the Corner @ Drake brownfield plan has been received.

8. Staff Report

- a. EPA Air Community Outreach meeting

Grover stated EPA Region 5 Air Group requested meeting with the KCBRA. They are looking at Kalamazoo area as an EPA "Air Community" where they can provide additional resources to some projects and any enforcement needs. They also met with the City of Kalamazoo and MDEQ.

b. Additional signs

Grover shared logo – discussed options so that logo meets different space requirements for developer signs where multiple agency logos are represented.

9. Committees - times dates and places

- a. Land Bank Report – Next Meeting May 11, 2017 – 8:30 a.m.
- b. Project/Finance Committee – Thursday, April 13th, 2017, 4:00 p.m.
- c. Executive Committee – Friday, April 14th, 2017, note – 9:15 a.m.
- d. PR/Media Committee –

10. Other

Jarnefelt mentioned that County Board of Commissioner Chair Shugars has requested to have a commissioner from both parties on all boards. Commissioner Scott McGraw is the additional Commissioner on KCBRA. Chair Shugars is not asking to change Bylaws. County Administration direction is that no need to remove any current Board members. When there is a vacancy on the board, staff will request further information from the commissioners/County Administration at that time.

Grover shared letter from Senator Margaret O'Brien sending congratulations to Chair and KCBRA for work on the Stryker project in Portage.

11. Board Member Comments

12. Adjournment at 5:32 p.m.

Next Meeting: 4rd Thursday – April 27, 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

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:

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