
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 27, 2017
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Connie Ferguson, Travis Grimwood, Julie Rogers, Andy Wenzel (4:22 pm arrival), Douglas Milburn, Chris Carew, Ken Peregon, Habib Mandwee

Members Excused: Jim Spurr, Jodi Milks

Kalamazoo Township: Dexter Mitchell

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: Jim Spurr, Jodi Milks
3. Approval of the Agenda: Revised Agenda adding the 6c Administrative Invoices. **Ferguson moved and Peregon seconded the approval of the Agenda as revised. Motion Carried.**
4. Approval of Minutes: **Rogers moved and Mandwee seconded the approval of the March 23, 2017 minutes. Motion Carried.**
5. Citizens Comments:

Dexter Mitchell, the new Kalamazoo Township Manager, was introduced and attended the meeting in place of Kalamazoo Township Ex Officio, Sherine Miller.

6. Consent Agenda – Invoices
 - a. **\$ 385.00** – Envirologic General Environmental Review (Invoice #03322)
 - b. **\$ 883.50** – Varnum (Invoice # 998447) – Stryker Project
 - c. **Administrative/Programmatic invoices**
 - i. **\$12,827.93** - KCBRA General Administrative Invoice
 - ii. **\$ 422.69** – MDEQ Grant and Loan Administrative Invoice
 - iii. **\$ 715.31** – EPA Grant Programmatic Expense Invoice

Peregon moved and Milburn seconded the approval of the Consent Agenda. Motion Carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** County Commissioner Advisory Board Appointments update
Jarnefelt reported that the County Board Chair has appointed a second Commissioner to each advisory board in the County. The second appointee to the KCBRA is Scott McGraw. Direction to staff from County Administration is that the second commissioner does not require the KCBRA Board to remove any members to accommodate or change bylaws. For now, Commissioner McGraw will serve ex officio to allow an additional commissioner to
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report back to the County Board of Commissioners and help with information in case the other commissioner is absent.

Chair welcomed Commissioner McGraw to the meetings.

Rogers recommended review of KCBRA and EDC Bylaws, they have not been reviewed since 2010.

Agostinelli explained that the EDC is referenced in the BRA bylaws due to statute, because the EDC existed before the Brownfield Redevelopment Authority, and the statute allowed for the creation of the BRA board with members of the EDC board.

Staff will email board members to ask if anyone is interested in being on a committee to review bylaws.

b. **Discussion/Action:** 383 S. Pitcher, City of Kalamazoo

i. Development Agreement

Carew moved and Peregon seconded the approval to authorize the Chair to execute the Development Agreement. Grimwood abstained. Motion Carried.

c. **Discussion/Action:** NACD – 622 N Park St

i. Part I and Part II Application

Grover noted the Application is not signed yet.

Hawkins stated that Envirologic had previously provided the preliminary cost to evaluate whether to remove the underground storage tank and if there is potential indoor air related issues in the building north of the complex. There is a potential need to remove the tank in order to assess the contamination underneath the tank.

Hawkins has discussed the potential use of the MDEQ refined petroleum fund with David Harn. In the discussion, they determined that because this is a known fuel oil tank for consumptive purposes on that property, it would not be considered a regulated tank. It would not qualify for the refined petroleum fund.

Hawkins is still exploring potential for other funding sources.

ii. \$2,000 Work Order for EPA Grant work – Envirologic – for EPA grant eligibility determination, conduct further data review, and further MDEQ communication and planning.

Rogers expressed that the KCBRA should wait until Application is signed by NACD before approving the WO. Rogers will support the motion but does not like to set a precedent.

Mandwee moved and Carew seconded the approval of Work Order #11 contingent on receipt of the signed application. Motion Carried.

d. **Discussion/Action:** RAI Jets Invoice Request #1 - \$32,377.53

Grover provided a copy of the final summary table.

Grimwood moved and Ferguson seconded the approval of invoices for reimbursement to developer in the amount of \$32,377.53. Motion Carried.

e. **Discussion/Action:** 2016 Administrative Expenses Allocation

Staff presented the allocation of Tax Increment Revenue collected from brownfield plans to cover general administrative expenses for 2016.

Wenzel moved and Grimwood seconded the approval of the 2016 Administrative Expense Allocation. Motion Carried.

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

i. Quarterly Report

Hawkins is completing the quarterly grant report and Grover will submit it to EPA by Friday, April 28th.

ii. Envirologic Monthly Memo – provided in packet and project updates given with EPA Grant invoices.

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

i. **\$560.00** (\$280 Hazardous; \$280 Petroleum)– Site Inventory – EPA Grant WO #2

Carry over from information gathered at the educational event. Added to the list, one former landfill in Charleston Township owned by Georgia Pacific near the I-94 exit and one former landfill owned by Cooper Township near Parchment.

ii. **\$1,190.00** (\$595 Haz.; \$595 Petroleum)– Programmatic/Outreach– EPA Grant WO#3

Hawkins and Grover attended meetings in March regarding potential sites with Comstock Schools, Rock of Ages Church, and Gull Lake Schools. Information provided in Envirologic monthly EPA grant memo

In April, also met with Kalamazoo Township to discuss the EPA grant and potential projects that might be available in the township.

iii. **\$ 136.25** – Jhamin, LLC, City of Portage – WO #4

Scheduling additional air sampling.

iv. **\$2,681.25** – Metal Mechanics, Schoolcraft - EPA Grant WO#6

Reports completed and in process of submitting to the State.

v. **\$2,608.75** – Select Products, Oshtemo Twp. – EPA Grant WO#8

Completed eligibility demonstration and Phase I. Reviewed the file to establish the scope of Phase II and completed drilling activity on April 19th with results expected soon.

vi. **\$4,256.90** – 343 W. Prairie, Vicksburg – EPA Grant WO#10, Amendment 1

Completed the eligibility approval from the MDEQ, completed the Phase I and completed the Phase II last week. Results available next week.

Grimwood moved and Rogers seconded the approval of invoices from item 7g i, ii, iii, iv & vi. Motion Carried.

Ferguson moved and Mandwee seconded the approval of invoice from item 7g v. Grimwood abstained. Motion Carried.

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

i. **\$ 1,530.00** – Invoice #03351 - MDEQ Loan Work Order #21

ii. Quarterly Loan Report

Hawkins noted that bids for the sub-slab system installation are in and bid selected.

A one-year extension has been submitted to MDEQ for the grant loan work to allow for installation and post-installation air monitoring (current expiration September 14, 2017).

Wenzel moved and Peregon seconded the approval of invoice #03351 in the amount of \$1,530.00. Motion Carried.

iii. Quarterly Grant Report

Peregon moved and Rogers seconded the approval to authorize the chair to execute both Loan and Grant Reports. Motion Carried.

8. Financial Reports

- a. **Discussion:** Fund 247 and 643 reports were reviewed.

9. Staff Report

- a. Redevelopment Ready Communities Training, Benton Harbor - May 2nd and June 6th – no charge. Grover is attending the training along with Hawkins in Benton Harbor next week.
- b. MEDA Spring Toolbox – May 16, 2017 – Lansing, MI - \$170

Rogers moved and Milburn seconded the approval for 2 staff and up to 3 members to attend the MEDA Spring Toolbox on May 16, 2017. Motion Carried.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting May 11, 2017 – 8:30 a.m.
- b. Project/Finance Committee – Thursday, May 11th, 2017, 4:00 p.m.
- c. Executive Committee – Friday, May 12th, 2017, note – 9:15 a.m.

11. Other

Agostinelli and Grover met with the Select Products developer and their legal counsel. MDEQ is agreeing to \$100,000 from Oshtemo Township for the MDEQ lien on the property. Oshtemo Township is hopeful that they can get the cost reimbursed through a Brownfield Plan.

KCBRA legal counsel at Varnum reviewed the structure for reimbursing the Township for the brownfield eligible cost incurred by the MDEQ many years ago. Varnum is recommending MDEQ assign the interest in eligible costs of up to the \$100,000 through a release document between the Township and MDEQ at closing.

Rogers thanked Agostinelli for his service as the Chair of the KCBRA Board for many years.

12. Board Member Comments

13. Adjournment @ 5:35 p.m.

Next Meeting: 4rd Thursday – May 25, 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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