

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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

MINUTES

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

Members Excused: Douglas Milburn, Chris Carew, Jim Spurr

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Lotta Jarnefelt

Community: Commissioner McGraw; 3 community

1. Chair Peregon called the meeting to Order at 4:03 p.m.
2. Members Excused: Douglas Milburn, Chris Carew, Jim Spurr
3. Approval of the Agenda: Addition to Agenda: add under 7 c iii To Authorize the Chair to sign the Grant Loan Amendment contract with MEDQ. **Agostinelli moved and Ferguson seconded the approval of the agenda as amended. Motion Carried.**
4. Approval of Minutes: **Rogers moved and Ferguson seconded the approval of the June 22, 2017 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. **\$ 595.00** – Envirologic General Environmental Review (Invoice #03661)
 - b. **\$12,077.79** – Administrative Staff (Kalamazoo County Q2)
 - c. **\$ 455.20** – MDEQ Grant/Loan Administrative – Q3 of State FY 2017 (April-June)
 - d. EPA Grant Invoices
 - i. **\$195.09** – EPA Q3 Programmatic Staff Expenses (\$97.54 Haz.; \$97.55 Pet.)
 - ii. **\$2,085.00** (Haz.) – Jhamin, LLC, City of Portage – EPA Grant WO #4 and #12
 - iii. **\$1,346.25** (\$673.13 Haz.; \$673.12 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8
 - iv. **\$988.75** (Pet. Funds) – NACD – EPA Grant WO#11 and WO#13

Grimwood requested the d iii Select Products to be removed as he can't vote on it.

Agostinelli moved and Mandwee seconded the approval of the consent agenda with the exemption of d iii. Motion Carried.

Rogers moved and Milks seconded the approval of the consent agenda item d iii for Select Products. Motion carried. Grimwood abstained.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** EPA Grant
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- i. 703 N. Burdick Street, City of Kalamazoo: EPA Grant Work Order #14
- Ricky Thrash would like to develop the lot into a park and outdoor cafe next to his current business called Ennovy's Beauty Bar. He is requesting the Authority waive the application fee. The City of Kalamazoo is giving him 15-18 months to complete the project.
- The Café will have a food truck and the park will be fenced in. During winter, they are hoping to have carryout food. There will not be a permanent building structure on the property. The City is ok with the proposed use for the property.
- Thrash noted from what he has been able to gather, the site was previously a shoe repair shop and may have been a gas station, also.
- Hawkins stated Work Order for Phase I will be needed to find out the history of the property and evaluate the site.
- The property is currently owned by the City.
- Jarnefelt shared that Grover was in contact with Peter Eldridge from the City and they are supportive of the project.
- Page #22 of the application needs to be completed. Estimated employee would be 3-4 employees; 1-2 full time, 2 part time and total funding request of \$3,000.00
- Ferguson moved and Agostinelli seconded the acceptance of the application. Motion Carried.**

Agostinelli noted that this is a severely distressed neighborhood area in need of business activity, therefore waving the application fee can be considered.

Agostinelli moved and Grimwood seconded the approval of waiving the 10% of the Work Order application fee. Motion Carried.

Milks moved and Mandwee seconded the approval of the Work Order #14. Motion Carried.

- ii. Envirologic Monthly Memo included in the packet.
- Hawkins stated that plans for Community outreach activities continue. The N. Burdick Street project came through Maddie Jordan Woods as a result of the Community meeting arranged earlier.
- July 17th, a meeting was held with Chuck Vlieg and other representatives from LISC (Local Initiative Support Corp) along with Grover. They are trying to support more projects in the Northside Neighborhood.
- Jhamin LLC is approved. Sub-slab sampling. The memo to accompany the loan grant application discussion is attached.
- Select Products is being evaluated and a Brownfield Plan is being discussed that would include neighboring properties to see if that could boost the tax increment.
- Cole Krum is completing brownfield analysis. Meeting on August 4th –a preliminary date.
- iii. EPA Quarterly report
- Jarnefelt noted that quarterly report is ready to submit. Needs Grover signature but Jarnefelt will sign it in Grover's absence.
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Jarnefelt - updated dashboard Phase I for Select Products, Cole Krum site, and Metal Mechanics. Will email the EPA report to the Board.

A list of Board Authorized EPA activities is part of the monthly KCBRA meeting packets. Hawkins provides the info every month to Grover and it is included in the packet.

b. Discussion/Action: WL Molding MDEQ Loan/Grant

i. Submit Proposal request to MDEQ

Peregon noted they met with the MDEQ 2 weeks ago. MDEQ offered they may be able to tap into MDEQ Loan funding. Last week, Hawkins, Stegink, Peregon, and Grover met with Mr. Tripathi to talk about MDEQ loan funding.

Hawkins provided a memo.

ii. Loan security options

MDEQ Loan Project Proposal cost is estimated at \$2,000.00

Hawkins noted that at the meeting it was mentioned that Kalamazoo County will not be willing to enter into a loan with the MDEQ without adequate collateral that would equal the loan amount. The County Commissioner's desire has been a Letter of Credit.

Agostinelli moved and Wenzel seconded the approval allowing WL Molding to hire Envirollogic Technology to prepare the project proposal on behalf of the KCBRA at the cost of the developer. Motion carried.

c. Discussion/Action: MDEQ Loan/Grant 555 Eliza St.

i. **\$ 1,482.50** – Invoice # 03616 - MDEQ Loan Work Order #21

Rogers moved and Milks seconded the approval of the WO# 21 invoice# 03616 in the amount of \$1,482.50. Motion Carried.

ii. Quarterly Reports – Loan Report and Grant Reimbursement request

Agostinelli moved and Mandwee seconded the approval authorizing the Chair to execute the Quarterly Reports. Motion Carried.

iii. Authorize the Chair to sign the Grant Loan Amendment contract with MDEQ, extending to another year.

Ferguson moved and Wenzel seconded the approval authorizing the Chair to execute the Grant Loan Amendment Contract with MDEQ. Motion Carried.

d. Discussion/Action: Brown – Transfer funds to LBRF - \$6,984.90

Grimwood moved and Agostinelli seconded the approval of transfer from Brown Family Holdings account to LBRF. Motion Carried.

8. Financial Reports

a. Discussion: Fund 247 and 643

Jarnefelt stated that some TIF money has not been paid out yet this year. Request for approval to cut the checks will be brought to the next meeting.

9. Staff Report

a. Vicksburg Mill update

Peregon stated a meeting was held this morning; in attendance were Paper City Development, County Treasurer, County Land Bank Director, Agostinelli, Hawkins, Jarnefelt and Fred Schubkegel.

Agostinelli stated that the County Treasurer/Land Bank put in \$1.8 million to fix the roof and demolition costs. Originally the understanding was the Treasurer would not request reimbursement through TIF, but is requesting now due to extensive costs. Reimbursement to the County Treasurer is now reflected in the TIF tables. Discussion about the TIF tables continued.

Chair Peregon noted: KCBRA legal counsel, Fred Schubkegel, is the father-in-law of Steve Sielatycki, who is serving as legal counsel for Paper City, LLC. Staff discussed with Kalamazoo County Corporate Counsel Thom Canny and he responded that it should not be an issue unless the Board has any concerns. No objections or concerns expressed by the Board.

b. Cole Krum update – The developers are working on a pro forma. Hawkins is working on establishing what TIF capture may be expected based on estimated value. Meeting is scheduled for August 4th.

10. Committees - times dates and places

a. Land Bank Report – Next Meeting August 10th, 2017, 8:30 a.m.

No meeting at this time.

Rogers suggests that a KCBRA member should attend the next meeting. Grover also attends meetings.

b. Project/Finance Committee – Thursday, August 10th, 2017, 4:00 p.m.

c. Executive Committee – Friday, August 11th, 2017, 9:15 a.m.

To discuss about EDC Amendment.

11. Other

Agostinelli stated that the Southwest Michigan First intern is continuing to work on how other brownfield authorities are using their LBRF. Largely no one is doing anything with LBRF yet. The intern had a long talk with Washtenaw County.

Rogers noted that County has a new newsletter on the website and can opt to receive monthly. Staff Diane Erikson is looking for articles for the next few months. Rogers suggests that Brownfield would be excellent to highlight KCBRA projects.

Sherine Miller shared that there are only a few Tesla car chargers in the area. She is interested in getting additional super chargers in 3 spots in Kalamazoo. Rogers stated there needs to be concerted efforts from politicians. There is a need to try to get the region on board.

12. Board Member Comments

13. Adjournment @5:45p.m.

Next Meeting: 4th Thursday – August 24, 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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