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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, September 28, 2017  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**MINUTES**

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

**Members Excused:** Jim Spurr

**Kalamazoo Township:** Sherine Miller

**Staff:** Lotta Jarnefelt, Rachael Grover

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos and Rachael Grover

**Community:** Commissioner McGraw; 7 community

1. Chair Peregon called the meeting to Order at 4:00 p.m.
2. Members Excused: Jim Spurr
3. Approval of the Agenda: **Agostinelli moved and Milks seconded the approval of the agenda. Motion Carried.**
4. Approval of Minutes: **Mandwee moved and Carew seconded the approval of the August 24, 2017 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
  - a. **\$1,538.75** – Envirollogic General Environmental Review (Invoice #03805)
  - b. **\$ 712.50** - Varnum Invoice re: Vicksburg Mill Development Agreement
  - c. EPA Grant Invoices
    - i. **\$1,667.50** ( Haz.) – Jhamin, LLC, City of Portage – EPA Grant WO #12
    - ii. **\$630.00** (\$315 Haz.; \$315 Pet.) – Select Products, Oshtemo Twp. – EPA Grant WO#8
    - iii. **\$482.50** (Pet. Funds) – NACD – EPA Grant WO#13
    - iv. **\$2,338.75** (Pet. Funds) – 703 N. Burdick WO#14

**Item 6c ii is removed from the consent agenda.**

**Agostinelli moved and Ferguson seconded the approval of the consent agenda with the exception of item 6c ii. Motion Carried.**

**Agostinelli moved and Wenzel seconded the approval of item 6c ii. Grimwood abstained. Motion Carried.**

7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** Vicksburg Mill Update
      - i. MDEQ Loan and Grant Proposal
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The proposal has no technical changes. It is to distribute to the Board for review and send comments back to Grover.

**Agostinelli moved and Milburn seconded the approval for staff to submit the MDEQ Grant Proposal subject to Board review and if no significant changes. If changes required, staff will seek Chair review and approval prior to submittal. Motion Carried.**

- ii. Draft Brownfield Plan summary memo

Provided as an informational item. Grover will email the tables electronically.

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

- i. 703 N. Burdick - Work Order #15 – Phase II, BEA, Due Care - **\$15,225.00**

Hawkins noted that Phase I is complete. Based on historical research, the site at one time included 10 underground storage tanks. Tanks were removed in the mid-1980s. The City of Kalamazoo demolished buildings on the site. There are notations in the tank removal records that some material from tanks dumped onsite. Hawkins recommends a Phase II assessment. The budget for the WO of this project also inclusive of a Baseline Environmental Assessment and Due Care Plan should the Thrash family decide to move forward with the project.

Ricky Thrash shared that he received a letter from Senator O'Brien thanking him for working on the distressed property.

This additional work can be funded through the EPA Petroleum Assessment Grant.

Rogers expressed she is supportive of this funding but not any higher dollar amount with the limited amount of employment this project will provide.

Hawkins noted that if there are additional tanks or additional cleanup required, there may be additional funding sources to assist with cleanup. Can check with MDEQ to see if Refined Petroleum funds are available.

**Wenzel moved and Carew seconded the approval of WO #15. Motion Carried.**

- ii. Work Order #3 – Amendment #1 – Additional \$3,000 for Outreach Programmatic  
**Agostinelli moved and Carew seconded the approval of the Amendment #1 additional \$3,000. Motion Carried.**
- iii. **Invoice \$710.00** (\$355.00 Haz.; \$355.00 Pet.) – Outreach Programmatic WO#3  
**Milks moved and Agostinelli seconded the approval of the payment of invoice in the amount of \$710.00. Motion Carried.**

- iv. Envirologic Monthly Memo

Hawkins noted Envirologic team is working with Grover on several projects with respect to outreach materials including project profiles and TIF revenue forecast.

Jhamin LLC – project proposal submitted to MDEQ.

Select Products – is on the agenda to review draft tables for draft Brownfield Plan. Oshtemo Township work session meeting is October 24, 2017

Cole Krum Site – Redevelopment of the site may still be pending. They have potential new tenant interest.

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NACD – have results and report is in process. Hawkins noted results showing building is safe to occupy, however, there is still an odor issue. Envirologic will offer recommendations to address odor issue.

- c. **Discussion/Action:** Select Products Draft Brownfield Plan
  - i. Brownfield Plan Draft tables and timeline (Oshtemo Township Work session 10/24)  
Hawkins gave brief update included in the packet.  
Jarnefelt commented that the neighbors should be informed that their sites will be included in a Brownfield Plan. Grover will inform the neighboring properties.
- d. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan
  - i. **\$ 352.50** – Invoice #3830  
**Rogers moved and Ferguson seconded the approval of payment of invoice #3830. Motion Carried.**  
Bid company has been chosen and now moving to vapor system installation.
- e. **Discussion/Action:** **\$103.50** – MEDC State Brownfield Fund Invoice (3 mils of SET for: 9008 Portage Rd. and 555 E. Eliza Street)  
**Agostinelli moved and Wenzel seconded the approval of the \$103.50 payment to MEDC State Brownfield Fund. Motion Carried.**

#### 8. Financial Reports

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

Grover stated TIF checks for payment for Midlink and General Mills have been processed. Remaining summer TIF coming in this week so there will be more funds to reimburse for Midlink parcels.

#### 9. Staff Report

- a. Jhamin LLC update on MDEQ Loan Project Proposal - Proposal submitted – waiting for response.
- b. LBRF retreat update – January 11<sup>th</sup> date (4:00 to 7:30 and in place of January committees)  
This date and time works for most except Mandwee will not be present.

#### 10. Committees - times dates and places

- a. Land Bank Report – Next Meeting October 12<sup>th</sup>, 2017, 8:30 a.m.
- b. Project/Finance Committee – Thursday, October 12, 2017, 4:00 p.m.
- c. Executive Committee – Friday, October 13, 2017, 9:15 a.m.
- d. Bylaws Committee – October 12, 2017, 4:00 p.m.

#### 11. Other

Peregon received a call from County Administrator Tracie Moored asking to get a sense from the Board regarding the county parking lot project that is part of Plaza Corp Redevelopment of the Rose Street Market building. The question is whether there is support from the KCBRA to include this project as a County Brownfield Plan. Peregon noted that a county plan will require city approval.

Wenzel provided brief background – the county parking lot will be combined with the Rose Street Market Building for redevelopment of the Rose Street Market into a boutique hotel. The site qualifies as a Brownfield.

Board members expressed support for taking the lead of the of the Rose Street Market project.

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12. Board Member Comments

13. Adjournment @ 5:21 p.m.

***Next Meeting: 4<sup>th</sup> Thursday – October 26, 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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