
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 24, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

AGENDA

1. Call to Order ~ 4:00 pm
2. Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of June 26, 2014
5. Citizens Comments (*4 minutes each / Please state name and address*)
6. Financial Report and Administrative Expenses
 - a. **Action:** 2nd Quarter Administrative Expenses - \$3,600.72
 - b. **Discussion:** 2014 Year to Date
7. Discussion and/or Action Calendar
 - a. **Action** - 9008 Portage Road Update
 - i. Invoice 00123 - \$1,428.75
 - b. **Discussion** – Chem Link
 - i. Project Update
 - c. **Discussion** – Corner @ Drake
 - i. Project Update
 - ii. Brownfield Plan and Timeline Discussion
 - d. **Discussion** – Local Site Remediation Revolving Loan Fund
 - i. Continued Discussion and Possible Action
8. Staff Reports
 - a. County TIF Policy
9. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Aug 8th, 4:00 pm
 - c. Executive Committee – verbal report, meeting schedule Friday, Aug 14th, 8:30 am
 - d. PR/Media Committee –
10. Other
11. Board Member Comments
12. Adjournment

Next Meeting: 4th Thursday – August 28, 2014 at 4pm (room 207a, County Admin Bldg)
PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 26, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Habib Mandwee, Ken Peregon, Joe Agostinelli, Thell Woods, Tim Hudson, James Spurr, Andy Wenzel, Anne Summerfield

Members Excused: Christopher Carew, Travis Grimwood

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:02 p.m.
2. Members Excused: Christopher Carew, Travis Grimwood
3. Approval of the Agenda: 7f moved down below Committee Reports, requested by Spurr. **Peregon moved and Woods seconded the approval of agenda as amended. Motion Carried.**
4. Approval of Minutes:
Jarnefelt corrected, WO #12 that has been referred to in the agenda and minutes, should be WO #11.
Summerfield pointed out that Wenzel made motions but noted as excused also.
(Wenzel came in later)
Hudson moved and Mandwee seconded the approval of May 22, 2014 minutes as amended. Motion Carried.
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
 - a. 2014 Year to Date
 - b. 2015 budget
Jarnefelt referred to the packet provided and explained the spreadsheet included. An error was corrected and the adjustments are highlighted.
Jarnefelt also indicated that the 2013 Administrative Expenses will be reimbursed in 2014 that are not tied to site specific TIF.

The 2015 Budget was approved at a previous meeting, and was submitted.

Rogers wanted to discuss a LSRRF Policy at future meeting. Spurr agreed.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action** - 9008 Portage Road Update
 - i. Invoice 00072 - \$351.25
Hawkins stated that Envirologic Technologies completed the majority of the proposed work on the project; only the due care plan remains. Invoice 00072 accounts for the majority of this work.

In addition, Envirologic has attended many meetings with the developer and the MDEQ; these meetings have cost staff time to exceed the original budget.

As part of Alex's ownership of the property, from a due care perspective, there is a high contaminant level remaining at the edge of the building. The remaining contamination may cause the developer to install a sub-slab depressurization system.

Hawkins requested an additional \$3,500 for aforementioned oversight and meetings. The request brings the project total to \$13,500.00.

Spurr moved and Rogers seconded the approval of the Envirolgic Technology's invoice #00072 in the amount of \$351.25. Motion Carried.

- ii. Work Order #4a (amendment to Work Order #4) - \$13,500

Hudson moved and Woods seconded the approval of Work Order #4 for \$13,500.00 as amended. Motion Carried.

- iii. Act 381 Discussion

Adams led a discussion around the potential need for an Act 381 Work Plan on the site.

Jarnefelt stated that the WO #8 (Act 381 Work Plan) was presented at a previous meeting and it was not approved.

Hudson moved and Peregon seconded the approval of Work Order #8 to authorize Envirolgic Technology to prepare the 381 Work Plan for 9008 Portage Road. Motion Carried.

b. Discussion – Chem Link

- i. Update

The BEA was completed. Envirolgic is waiting on more information to move forward on a combined brownfield/work plan as agreed to do. They have information on personal property values but have not estimated the demolition cost yet.

Agostinelli will prompt Chemlink to send information to Envirolgic.

- ii. Invoice 00073 - \$3,049.54

The expenses in invoice 00073 are for Phase I, BEA and Due Care Plan.

Hudson moved and Woods seconded the approval of Envirolgic Technology's invoice # 00073 in the amount of \$3,049.54. Motion Carried.

c. Discussion – Corner @ Drake

- i. Update on Project/Corridor Improvement Authority

The information needed to complete the brownfield plan was received by Envirolgic. The Brownfield Plan will be ready for the July or August Committees.

CIA

Adams gave a brief update on the Corridor Improvement Authority and County's TIF policy.

Discussion ensued.

Adams will send out the draft County TIF Policy to the board members for review.

d. **Discussion** – EPA Grant

i. Review and discussion for next year

Adams stated he, Lotta, and Hawkins received a call from an EPA representative to review the KCBRA grant application. The call revealed little about reasons the applications were not funded.

A brief discussion ensued. The board wants to continue discussions at a future meeting.

e. **Discussion** – Local Site Remediation Revolving Loan Fund

i. Presentation by Jeff Hawkins

Now that the BRA is capturing funds in the LSRRF, the board needs to understand what they can and cannot do with the funds.

Hawkins outlined his LSRRF white paper in the packet.

A brief discussion ensued.

The board will continue the discussion at a future meeting.

f. **Discussion/Action** – Legal Services RFP

Spurr excused himself from the meeting.

The board discussed all applications and found that three applications stood out; Miller Canfield, Varnum, and Kreis Enderle.

The board found it difficult to make a decision between the three firms; all three were highly qualified and offered competitive prices.

Rogers noted Miller Canfield's vast Brownfield experience including a long history with the KCBRA.

Agostinelli noted Varnum's Kalamazoo based Brownfield work and deeply discounted rate offered to the KCBRA.

Peregon liked that the Varnum proposal mentioned being cost conscious.

Further discussion ensued.

Woods move and Mandwee seconded the approval of contracting with Varnum for legal consultations as needed. Motion Carried.

The staff will contact Varnum and will send letters to other firms.

8. Staff Reports

a. None

9. Committees - times dates and places

a. Land Bank Report– No report per Woods

b. Project/Finance Committee– verbal report, meeting schedule Thursday, July 10th, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Friday, July 11th, 8:30 am

d. PR/Media Committee –

10. Other

Agostinelli cannot attend the July Board Meeting.

11. Board Member Comments

None

12. Adjournment at 5:42 p.m.

Next Meeting: 4th Thursday – July 24, 2014 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING



Department of Planning & Community Development

201 West Kalamazoo Avenue, Rm. 101 • Kalamazoo, Michigan 49007

Phone: (269) 384-8112 • FAX: (269) 383-8920 • Email: LMJARN@kalcounty.com

INTER-OFFICE INVOICE

Invoice

BILL TO
Kalamazoo County Brownfield Redevelopment Authority c/o County Planning Dept. 201 W. Kalamazoo Avenue Kalamazoo, MI 49007

Invoice No.	BRA-2-2014
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DATE	DUE DATE
07/23/14	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
07/23/14	2014 BRA administration hours County Pay Periods 8-14, 03/22/2014-06/27/2014 BRA General (247-000-808.11 Contractual Other)			
	Lee Adams (67 hours)	1,349.93	1	1,349.93
	Fringe Benefits 36.5%	492.72	1	492.72
	Lotta Jarnefelt (32.5 hours)	1,287.96	1	1,287.96
	Fringe Benefits 36.5%	470.11	1	470.11
THANK YOU! ☺		TOTAL --->		\$ 3,600.72

Brownfield Redevelopment Authority Fund 2010	Revenues	Expenditures		REV-EXP	BAL-YR	BAL-CUMUL
County BRA	125,000	3,876		121,124		
Midlink local TIR tax	0	0		0		
Midlink school TIR tax	0	0		0		
Brown Family holdings/Beckan Industries	4,618	0		4,618		
BRA TOTAL 2010	129,618	3,876		125,742	125,742	
Brownfield Redevelopment Authority Fund 2011						
	Revenues	Expenditures		REV-EXP		
County BRA	22,268	22,166		102		
Midlink local TIR tax	17,531	6,631		10,900		
Midlink school TIR tax	52,184	52,184		0		
Brown Family holdings/Beckan Industries	12,824	150		12,674		
BRA TOTAL 2011	104,807	81,131		23,676	23,676	149,418
Brownfield Redevelopment Authority Fund 2012						
	Revenues	Expenditures		REV-EXP		
County BRA	0	6,173		-6,173		
Midlink Contractual Other		287		-287		
Midlink Indirect Costs		911		-911		
Midlink local TIR tax	35,424	0		35,424		
Midlink school TIR tax	53,819	53,819		0		
Brown Family holdings/Beckan Industries	13,848	0		13,848		
BRA TOTAL 2012	103,091	61,190		41,901	41,901	191,319
Brownfield Redevelopment Authority Fund 2013						
	Revenues	Expenditures		REV-EXP		
County BRA	4,500	85,905		-81,405		
Midlink Contractual Other	0	105		-105		
Midlink local TIR tax	38,015	20,353		17,662		
Midlink school TIR tax	56,534	56,534		0		
Brown Family holdings/Beckan Industries	13,719	0		13,719		
BRA TOTAL 2013	112,768	162,897		-50,129	-50,129	141,190
Brownfield Redevelopment Authority Fund 2014						
	Revenues	Expenses	Encumbrances	REV-EXP		
County BRA (acct 247-000-) PO 9863	2,750	8,501	2,500	-8,251		
Midlink local TIR tax (acct 247-001-)	17,729	0		17,729		
Midlink school TIR tax (acct 247-001-)	0	0		0		
Brown Family/Beckan Industries (acct 247-002)	8,218	0		8,218		
BRA ACTUAL TOTAL 2014 AS OF 7-23-2014	28,697	8,501	2,500	17,696	17,696	158,886
2014 Pending approved staff exp Pay Period 1-7		2,745			-2,745	156,141
2014 Pending approved invoices 7-23-2014:						
WO #9, PO 9863, INV 29840 (pd fr \$2,500 encumbrance)		718				
TOTAL		718			718	156,858
2014 Pending remaining of approved Work Orders 6-19-2014:						
WO#3 Kartar (\$11,400 approved in WO#1 & 3)		338				
WO#6 GenMills (\$32,400 approved in WO#2 & 6)		1,505				
WO#8 Portage (\$10,000+3500 appr 6-26 in WO#4 & 8)		6,609				
WO#5 Lake St (\$12,000 approved in WO#5)		964				
WO# 10 Corner@Drake (\$4,000 approved in WO#10)		3,125				
WO#11 ChemLink (\$6,000 approved in WO#11)		199				
TOTAL		12,740			-12,740	144,118



2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

Remit payment to:
 Envirologic Technologies, Inc.
 2960 Interstate Parkway
 Kalamazoo, MI 49048

Kalamazoo County Brownfield Redevelopment Authority (1020)
 Lee Adams
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice number 00123
 Date 07/10/2014
 Project **130367 Former Bud's Auto, 9008
 Portage, Portage, MI**

INVOICE: Through Jun 29, 2014

PHASE I ESA/BEA/DUE CARE

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
Senior Project Manager			
David A. Stegink			
Professional Services	4.75	105.00	498.75
Project Scientist			
Bradford J. Yocum			
Professional Services	10.75	80.00	860.00
Professional Fees subtotal	16.00		1,428.75
Phase subtotal			1,428.75
		Invoice total	1,428.75

**Kalamazoo County Brownfield Redevelopment Authority
County #247-000-808.00
Brownfield EA and Admin
Budget and Cost Summary**

Number		Site/Phase	Budget Estimates		Actual				
Project	W.O.		Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
		Brownfield EA and Admin. 247-000-808.00							
B	4	Review of TIF Reimbursement Requests	\$ 1,500.00	\$ 1,500.00	27496	10/4/2011	\$ 335.94		
		P.O. #008582			27551	11/14/2011	\$ 810.00		
					27576	12/13/2011	\$ 317.50	\$ 36.56	
		Project Subtotal	\$ 1,500.00	\$ 1,500.00			\$ 1,463.44		\$ 36.56
120215	6	General Environmental Review	\$ 1,500.00	\$ 1,500.00	27993	6/8/2012	\$ 210.00		
		P.O. #8897			28069	7/9/2012	\$ 521.38		
					28454	11/15/2012	\$ 150.00		
					28557	12/18/2012	\$ 150.00	\$ 468.62	
		Project Subtotal	\$ 1,500.00	\$ 1,500.00			\$ 1,031.38		\$ 468.62
	9	General Environmental Review	\$ 2,500.00	\$ 2,500.00	29840	4/17/2014	\$ 717.50	\$ 1,782.50	
		P.O. #9853							
		Project Subtotal	\$ 2,500.00	\$ 2,500.00			\$ 717.50		\$ 1,782.50
130129	1	Kartar #6, 306 N. Grand, Schoolcraft, MI							
		Phase I ESA	\$ 2,400.00	\$ 2,400.00	28951	6/12/2013	\$ 2,400.00	\$ -	
		File Review	\$ 2,000.00	\$ 2,000.00	28951	6/12/2013	\$ 171.43	1,828.57	
					29031	7/18/2013	\$ 1,858.57	(30.00)	
		Brownfield Plan and Act 381 Work Plan	\$ 4,000.00	\$ 4,000.00	29031	7/18/2013	\$ 1,250.18	2,749.82	
					29098	8/13/2013	\$ 1,383.75	1,366.07	
					29427	11/13/2013	\$ 1,336.25	29.82	
	3	A- Demolition Observations/Assessment	\$ 2,000.00	\$ 2,000.00	29520	12/10/2013	\$ 2,011.60	(11.60)	
		Additional approved budget if needed	\$ 1,000.00	\$ 1,000.00	29660	1/22/2014	\$ 650.00	350.00	
		Project Subtotal	\$ 11,400.00	\$ 11,400.00			\$ 11,061.78		\$ 338.22
130307	2	Project Spartan - Midlink Business Park							
		A - Phase I ESA	\$ 3,000.00	\$ 3,000.00	29337	10/18/2013	\$ 3,008.75	(8.75)	
		B- Phase II ESA	\$ 15,900.00	\$ 15,900.00	29337	10/18/2013	\$ 13,994.66	1,905.34	
					29526	12/10/2013	\$ 1,914.35	(9.01)	
		C- BEA	\$ 2,000.00	\$ 2,000.00	29526	12/10/2013	\$ 2,001.25	(1.25)	
		D- Section 7a Compliance Analysis (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29526	12/10/2013	\$ 2,990.00	10.00	
		Work Order #2 - Amendment #1	\$ 1,500.00	\$ 1,500.00	29761	3/19/2014	\$ 551.84	948.16	
					29925*	4/30/2014	\$ 360.76	587.40	
	6	E- General Brownfield Consulting	\$ 3,000.00	\$ 3,000.00	29526	12/10/2013	\$ 1,960.00	1,040.00	
		F- Act 381 Work Plan	\$ 4,000.00	\$ 4,000.00	29526	12/10/2013	\$ 4,113.75	(113.75)	
		Project Subtotal	\$ 32,400.00	\$ 32,400.00			\$ 30,895.36		\$ 1,504.64
130367	4	9008 Portage Road, Former Bud's Auto Service							
		A - Phase I ESA	\$ 2,300.00	\$ 2,300.00					
		B- BEA/Section 7a CA (Due Care Plan)	\$ 2,700.00	\$ 2,700.00					
		C- Brownfield Plan	\$ 2,500.00	\$ 2,500.00					
		Work Order 4a - Amendment for Due Care Activities	\$ 3,500.00	\$ 3,500.00					
	8	D - Act 381 Work Plan	\$ 2,500.00	\$ 2,500.00	29414	11/12/2013	\$ 6,209.06	7,290.94	
					29630	1/16/2014	\$ 330.44	6,960.50	
					00072	6/19/2014	\$ 351.25	6,609.25	
					00123	7/10/2014	\$ 1,428.75		
		Project Subtotal	\$ 13,500.00	\$ 13,500.00			\$ 8,319.50		\$ 5,180.50
130368	5	2015 Lake Street, J&L Motor X-Press							
		A - Phase I ESA	\$ 2,500.00	\$ 2,500.00					
		B- Phase II ESA	\$ 7,000.00	\$ 7,000.00					
		C- BEA/ Section 7a CA (Due Care Plan)	\$ 2,500.00	\$ 2,500.00					
					29415	11/12/2013	\$ 10,552.12	1,447.88	
					29527	12/10/2013	\$ 483.75		
		Project Subtotal	\$ 12,000.00	\$ 12,000.00			\$ 11,035.87		\$ 964.13
130388	7	Former Fox River Paper Mill (Hov-Aire Parcel)							
		A - Phase I ESA	\$ 4,000.00	\$ 4,000.00	29521	12/10/2013	\$ 4,000.00	-	
		B- BEA/ Section 7a CA (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29523	12/10/2013	\$ 3,000.00	-	
		Project Subtotal	\$ 7,000.00	\$ 7,000.00			\$ 7,000.00		\$ -
140154	10	The Corner @ Drake Development							
		A- Brownfield Plan	\$ 4,000.00	\$ 4,000.00	29926*	4/30/2014	\$ 875.00	\$ 3,125.00	\$ 3,125.00
		Project Subtotal	\$ 4,000.00	\$ 4,000.00			\$ 875.00		\$ 3,125.00
140175	11	Chem Link Acquisition of Former Apollo Plastics							
		A - Phase I ESA, BEA, Due Care	\$ 6,000.00	\$ 6,000.00	29924*	4/30/2014	\$ 2,751.75	\$ 3,248.25	\$ 3,248.25
					00073	6/19/2014	\$ 3,049.54	\$ 198.71	\$ 198.71
		B- Phase II ESA	\$ 8,000.00	\$ 8,000.00					
		C - Brownfield Plan and Act 381 Work Plan	\$ 7,000.00	\$ 7,000.00					
		Project Subtotal	\$ 6,000.00	\$ 6,000.00			\$ 5,801.29		\$ 198.71
		Total Project Budgets	\$ 91,800.00	\$ 91,800.00			Total \$ 78,201.12		\$ 13,598.88