
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 27, 2013
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 May 23, 2013
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
 - a. Travel Reimbursement
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 306 N Grand
 - i. Phase I and DEQ file review
 1. Envirologic Invoice - \$2,571.43
 - ii. Demolition planning meeting on July 9
 - iii. Review of proposed Brownfield Plan
 - b. **Discussion** – National Brownfield Conference
 - i. Report from attendees
 - ii. Expense Report
8. Staff Reports
 - a. Meeting regarding Vicksburg Paper Mill
9. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, July 11th, 4:00 pm
 - c. Executive Committee – verbal report, meeting schedule Friday, July 12th, 8:00 am
 - d. PR/Media Committee –
 - e. Policy Subcommittee – verbal report, meeting schedule: TBD
10. Other –
11. Board Member Comments
12. Adjournment

Next Meeting: 4th Thursday – July 25, 2013 at 4 pm (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, May 23, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

Present: Joe Agostinelli, Clare Annen, Christopher Carew, Ken Peregon, Julie Rogers, Thell Woods, Travis Grimwood, Andy Wenzel

Members Excused: Anne Summerfield, Tim Hudson

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 1

1. Chair Agostinelli called the meeting to Order at 4:03 pm.
2. Members Excused: Anne Summerfield, Tim Hudson
3. Approval of the Agenda: Update to the Agenda: Add 7e for BRA Fund and add EPA Grant update under Staff Reports. **Peregon moved and Wenzel seconded the approval of the agenda as amended. Motion Carried.**
4. Approval of Minutes: **Annen moved and Rogers seconded the approval of April 25, 2013 minutes. Motion Carried.**
5. Citizens Comments: None.
6. Consent Calendar
 - a. None
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 306 N Grand
 - i. Hawkins stated that the Phase I is done. The review of the DEQ files was delayed because the DEQ has taken an extended amount of time to process the FOIA request.

Hawkins also stated that they did an inspection of the concrete slabs still on the site. He wants to check them again closely; there are questions related to floor drains and the septic system on the site. Since the site housed a vehicle repair shop, there is a concern about the drains.

Envirologic should have a Brownfield Plan draft available at the next meeting.

- ii. Demolition planning meeting on July 9 – Hawkins, Agostinelli, staff and Land Bank representatives are going to meet to plan the demolition of the site.

The Land Bank has received the state grant for blight elimination and demolition.

b. Discussion – Midlink TIR Projection

- i. Adams provided and explained the non-attached spreadsheet. Adams noted that BRA Plan Renaissance Zone expires after 2015.
-

c. **Discussion/Action** – 2014 Budget

- i. Discussion ensued regarding the budget proposal.

Additional discussion ensued regarding policies, fees, and how to handle projects that will not generate TIF.

Jarnefelt shared that Finance Department made her aware of an oversight that benefits should also be included in Administrative Expenses, which is 36.5% of salary.

Annen moved and Woods seconded the approval of the budget as presented with amendments to create a line item for “Marketing” with \$1,000 anticipated in expenditures, and \$1,000 deducted from the anticipated Contractual Other expenditures. Motion Carried.

d. **Discussion** - Center for Transformation Application

- i. Adams presented the request from CFT to the policy subcommittee. CFT is looking to acquire a former gas station site in the City of Kalamazoo from the Land Bank. The Land Bank advised CFT to conduct a Phase I and all due diligence before acquiring the property. CFT does not have the requisite funding for the site assessment or BEA. They are asking the BRA if they would provide the site assessment and BEA for the site.

Rogers felt that the application is incomplete.

Agostinelli advised staff to inform CFT that there is some level of interest from the board but would like to see more secured funding/financing for the project and it's in broader policy discussion at this time.

e. **Interest on BRA Fund** -

Jarnefelt talked to the County Treasurer about where the interest for the money in the BRA fund ends up. Normally, it goes to the County General account. However, the Treasurer is willing to put the interest earned in BRA fund. There was some discussion about how far back the BRA could collect interest. Initially the Treasurer stated that the BRA could recoup the interest back to 2010 but later stated that was not possible. Staff will ask the Treasurer to start collecting interest separately for the BRA funds.

8. Staff Reports

a. EPA Grant Update

Jarnefelt said that they did not get the EPA Grant. There's an option for debriefing with an EPA representative. She requested an over the phone debriefing. Staff and Hawkins will participate in the call. Staff asked if anyone else would like to participate.

Rogers commented that the board should start sooner on the grant application and should look at site specific funding.

9. Committees - times dates and places

a. Land Bank Report–
None

b. Project/Finance Committee– verbal report, meeting schedule Thursday, June 13th, 4:00 pm

- c. Executive Committee – verbal report, meeting schedule Friday, June 14th, 8:00 am
- d. PR/Media Committee – Breakfast PR meeting is to be rescheduled.
- e. Policy Subcommittee – verbal report, meeting schedule Thursday, June 13th, 3:00 pm
Adams will send out a word file of the Policy.

10. Other –

Annen wanted to know if there was an update on the Parchment BEA template proposal.

Hawkins commented on the template BEA – he felt it is more applicable to a due care plan.

Agostinelli stated that they are not asking for money at this time, just making BRA aware of the issue and they may ask for assistance in the future.

Members agreed that there is still no clarity in this project and that they still need to gather more information.

11. Board Member Comments

Rogers is creating a community newsletter as a county commissioner, she will feature the BRA to enhance education. She would welcome any ideas.

Agostinelli informed members that he took a job at SW MI First as an Associate Vice President and is working on the business acceleration team.

12. Adjournment at 5:02p.m.

Next Meeting: 4th Thursday – June 27, 2013 at 4 pm (room 207a, County Admin Bldg)

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IF YOU ARE UNABLE TO ATTEND THE MEETING



COUNTY OF KALAMAZOO

TRAVEL EXPENSE FORM

2013 MILEAGE ONLY

Employee Name Lee Adams		Vendor #	Date Submitted Jul 1, 2013	
Street Address 2516 Benton Ave		Department: Planning		
City, State, Zip Code Kalamazoo, MI 49008		Period Covered From: May 1, 2013	Period Covered To: Jun 21, 2013	
Date	Description (include point to point traveled and purpose of trip)	Mileage		
		Travel	Training	
May 6, 2013	BRA - Meeting at Vicksburg Paper Mill	34.6		

I HEARBY CERTIFY THAT ALL ITEMS OF EXPENSE INCLUDED IN THIS STATEMENT WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL BUSINESS; THAT THE AMOUNTS ARE CORRECT; THAT PROPER DOCUMENTATION HAS BEEN SUBMITTED; AND THAT THEY REPRESENT PROPER CHARGES AGAINST THE COUNTY.

Total Mileage	34.6
Travel Account	19.55
Training Account	.00
Total Due	19.55

Employee Signature Date

Authorized Signature Date

**PHASE I ENVIRONMENTAL SITE ASSESSMENT
OF
FORMER KARTAR #6
306 N. GRAND AVENUE
SCHOOLCRAFT, MICHIGAN**

EXECUTIVE SUMMARY

Envirologic Technologies, Inc. (Envirologic) performed a Phase I Environmental Site Assessment (ESA) of a vacant commercial property located at 306 N. Grand Ave., Schoolcraft, Michigan (subject property). The Phase I ESA has been performed in accordance with the American Society for Testing and Materials (ASTM) Standard Practice for Phase I ESAs (Standard E1527-05). Non-CERCLA issues that are not typically part of the ASTM standard scope of investigation (i.e., asbestos, lead paint, radon, mold, vapor intrusion, wetlands, universal wastes) were not addressed as part of this Phase I ESA. The Phase I ESA was conducted for evaluating the environmental condition of the property in order to support marketing and redevelopment of the site. This report was prepared for the exclusive use of the Kalamazoo County Land Bank Authority which may rely on the report contents.

The subject property consists of one parcel occupying approximately 0.22 acres. The site is currently developed with remnant asphalt cover and a concrete slab associated with the historic gasoline/automotive service station that operated onsite from approximately 1946-1998.

On Site Concerns

We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E 1527-05 of the former Kartar #6, 306 N. Grand Ave., Schoolcraft, Michigan, the property. Any exceptions to, or deletions from, this practice are described in the Limitations section of this report. This assessment has revealed no evidence of Recognized Environmental Conditions in connection with the property, except for the following:

- The subject property meets the definition of a “facility” as defined by Part 201 of NREPA based upon the previous identification of petroleum impact to soil and groundwater associated with the “open” Leaking Underground Storage Tank (LUST) status of the site,



- Discrepancies between Schoolcraft Assessor records and MDEQ UST registration records indicates the potential for a UST to potentially remain on site, beyond the five USTs that have been removed from the subject property,
- Historic automotive service operations at the subject property from at least 1946 through at least 1998 including at least one service pit, a floor drain, and an on-site septic system.

Previously completed assessment activities indicate that the extent of identified soil impact is limited to former UST vault and dispenser locations on the subject property while groundwater impact historically extended beyond the subject property to the west/southwest. Fate and transport modeling completed in 2004 indicated natural attenuation was occurring and that groundwater impact emanating beyond the subject property would not exceed Residential drinking water criteria by approximately 2006. The MDEQ provided partial “closure” for the UST release in 2007 and funded removal of the groundwater monitoring well network in 2008.

Based upon the Phase I ESA findings Envirologic has identified the following tasks/concerns that are relevant to acquisition and redevelopment of the site:

- Completion of a Phase II ESA;
- Preparation of a Baseline Environmental Assessment;
- Preparation of a Section 7a Compliance Analysis;
- Site preparation including:
 - Removal of remnant UST system piping
 - Removal of remnant asphalt/concrete and historic subsurface features such as the service pit and septic system

The objective of Phase II ESA activities would be to characterize current site conditions relative to the “partial closure” gasoline release and also to investigate the potential for impact to the property in association with former automotive service operations that have not been previously investigated. The previously completed environmental investigation focused on former USTs and did not include sampling additional areas of identified concern (service pit and hoist locations, former septic system) or analysis of additional compounds also commonly associated with historic automotive service operations (i.e. chlorinated solvent/degreaser compounds).



The “facility” status of the property indicates that preparation of a Baseline Environmental Assessment and Section 7a Compliance Analysis is applicable on behalf of a new owner/operator in order to obtain an exemption to remedial liability for pre-existing contaminant conditions and to demonstrate compliance with “due care” obligations.

Redevelopment of the property will presumably involve site preparation activities including the removal of remnant subsurface piping/utilities as well as the removal of asphalt/concrete cover remaining in place.

A Brownfield Plan will be prepared which identifies eligible activities based upon the Phase I ESA findings. The Brownfield Plan provides a mechanism, through tax increment financing (TIF), for reimbursement of expenses related to identified eligible activities.

Off-site Concerns

The potential for off-site activities to adversely impact the subject property has been evaluated. No indications of the potential for current or historic impact from off-site sources were identified through the course of this Phase I ESA. Regional impact to groundwater from chlorinated solvents has previously been identified in association with the Village of Schoolcraft. However, the delineated extent of previously identified impact is limited to southern portions of the Village of Schoolcraft; south of the subject property. The potential for impact to the subject property from off-site sources is believed to be low.





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

Invoice

INVOICE NO.
28951

DATE	CLIENT	PAGE
06/12/13	KZOOCO	1 of 3

INVOICE DUE DATE: 7/12/13

Kalamazoo County Brownfield Redevelopment Authority
Mr. Lee Adams, Resource Coordinator
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 206
Kalamazoo, MI 49007

Professional services incurred for environmental consulting through May 31, 2013, including: billed time involving Phase I Environmental Site Assessment and file review.

Project: 130129 A Kalamazoo County Brownfield Redevelopment Authority - KARTAR #6,
P.O. #: Schoolcraft, Michigan

Invoice Summary (Detail Attached)

Professional Time	\$2,325.00
Field Equipment/Materials	\$108.43
Miscellaneous Expenses	\$138.00

A FINANCE CHARGE OF 1-1/2% PER MONTH
(18% PER YEAR) WILL BE ADDED TO DELINQUENT ACCOUNTS.

TOTAL \$ 2,571.43





environmental consulting + services

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

Invoice

INVOICE NO.
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DATE	CLIENT	PAGE
06/12/13	KZOOCO	2 of 3

INVOICE DUE DATE: 7/12/13

Kalamazoo County Brownfield Redevelopment Authority
 Mr. Lee Adams, Resource Coordinator
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice Detail for Billing Group 'A'

Phase I Environmental Site Assessment; BF Plan & Act 381 WP

Order #:

Professional Time

04/17/13	Project Coordination	EDP	1.00	95.00	\$ 95.00
04/19/13	Project Coordination	BJY	1.50	80.00	\$ 120.00
04/22/13	Data Analysis & Evaluation	BJY	1.00	80.00	\$ 80.00
04/23/13	Data Analysis & Evaluation	BJY	0.50	80.00	\$ 40.00
04/23/13	Report Preparation	BJY	1.50	80.00	\$ 120.00
04/24/13	Cartography & Drafting	MAB	1.00	90.00	\$ 90.00
04/25/13	Cartography & Drafting	MAB	2.00	90.00	\$ 180.00
05/08/13	Data Analysis & Evaluation	BJY	1.00	80.00	\$ 80.00
05/10/13	Data Analysis & Evaluation	BJY	1.00	80.00	\$ 80.00
05/20/13	Project Coordination	BJY	0.50	80.00	\$ 40.00
05/20/13	Data Analysis & Evaluation	BJY	1.50	80.00	\$ 120.00
05/21/13	Project Coordination	BJY	0.50	80.00	\$ 40.00
05/21/13	Report Preparation	BJY	2.00	80.00	\$ 160.00
05/21/13	Site Inspection	BJY	2.50	80.00	\$ 200.00
05/22/13	Project Coordination	BJY	0.75	80.00	\$ 60.00
05/22/13	Report Preparation	BJY	2.00	80.00	\$ 160.00
05/24/13	Data Analysis & Evaluation	BJY	3.00	80.00	\$ 240.00
05/29/13	Report Preparation	BJY	1.25	80.00	\$ 100.00



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Invoice

INVOICE NO.
28951

DATE	CLIENT	PAGE
06/12/13	KZOOCO	3 of 3

INVOICE DUE DATE: 7/12/13

Kalamazoo County Brownfield Redevelopment Authority
 Mr. Lee Adams, Resource Coordinator
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice Detail for Billing Group 'A'

Phase I Environmental Site Assessment; BF Plan & Act 381 WP

Order #:

Professional Time

05/31/13	Data Analysis & Evaluation	BJY	1.50	80.00	\$ 120.00
05/31/13	Report Preparation	BJY	2.50	80.00	\$ 200.00
					\$2,325.00

Field Equipment/Materials

05/24/13	FOIA		1.00	108.43	\$108.43
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Miscellaneous Expenses

04/23/13	Database Research		1.00	138.00	\$138.00
	Radius Map - No Geo				
	Environmental Data Resources, Inc.				

\$2,571.43

Report on the EPA National Brownfield Conference

Report by Lee Adams

The conference was an overall great experience and offered a plethora of information on a wide range of topics. Below are a few notes on the sessions attended.

Gas Stations and USTs

I wanted to attend this session because 306 N Grand and other former gas stations that may become Brownfield sites in the future. The speakers were incredible knowledgeable in the Gas Station redevelopment realm. They provided some interesting statistics: At one point there were over 250,000 gas stations in the US - there are about 120,000 now, about half of the Brownfield sites in the US are former gas stations, 27% of developers will not work with a former gas station. The speakers recommended that municipalities keep incentives broad to attract as many developers as possible, including non-monetary incentives like zoning and parking requirements.

<http://www.brownfieldsconference.org/en/Session/2063?returnurl=%2fen%2fsessions>

Rural Revitalization

This session wasn't great, mostly because the examples used did not seem applicable to Kalamazoo County they were more focused on Georgia and other southern states. There was some good discussion about potential funding sources for rural projects. Some of the funding sources included USDA-Rural Development, DOT, EPA, DEQ, Regional Planning grants, and Universities. The USDA- RD could apply to projects outside the Cities of Kalamazoo and Portage. Link to Session page:

<http://www.brownfieldsconference.org/en/Session/2079?returnurl=%2fen%2fsessions>

Phoenix Award Winners

A project is selected from each EPA Region as an ideal project. Not all of the award winners were large projects, the winner in the Pacific NW was very small. It was very interesting to see what is possible with a large amount of funding. Link to the session page and PowerPoint with each award winner:

<http://www.brownfieldsconference.org/en/Session/1966?returnurl=%2fen%2fsessions>

Here is a link to information our region's winner in Lansing:

<http://www.hok.com/design/service/lighting-design/accident-fund-insurance-company-headquarters/>

Dos and Don'ts for Attracting Developers

Municipalities should:

- Help developers minimize risks
- Provide market studies to support what is desired on a site
- Grants for environmental assessments
- Financial Incentives
- Non-financial incentives
- Secure an end user for a development
- Do due diligence on developers

- Perform tests on parcels
- Market Brownfields
- Determine if there is a market for your property
- Keep stakeholders involved
- Streamline the zoning and economic development process
 - Give answers to developers quickly and definitively
- Should not act as the developer
 - Know what the parcel is worth but do not control it.

Session page: <http://www.brownfieldsconference.org/en/Session/2091?returnurl=%2fen%2fsessions>

State Brownfield Tax Incentives

This session included some discussion of what many states use as tax incentives and how they are structured. Several from Michigan spoke on incentives in the state. It was very interesting to see how Michigan compares to other states and how developers view different incentives.

In Georgia:

- Only site assessment and cleanup costs are eligible for reimbursement
- Authorized by the state, not local unit
- TIF is limited to 10 years

In South Carolina, tax incentives are realized through income tax. This limits the impact on local units through TIF

In New York:

- Eligible Expenses include:
 - remediation, demolition, excavation, fencing, security and other capital costs to make the site usable for redevelopment, excluding site acquisition costs
- Tax credits cover 22-50% of the eligible costs depending on the level of cleanup
- Building and Improvement Tax Credit:
 - Covers costs of buildings and improvements, including structural components of buildings, that are placed into service within 10 years after a certificate of completion is issued for the site cleanup
 - Credits for 10-24% of the real property costs

Session page: <http://www.brownfieldsconference.org/en/Session/1980?returnurl=%2fen%2fsessions>

Evaluation tools for Brownfield Projects and Programs

In this session the speaker outlined how they measured the successfulness of their Brownfield projects and programs. All the speakers spoke from a municipal perspective.

Why Evaluate?

- Promotion
 - Internal and External
- Defend use of resources
- Grants

- Encourage development

Evaluation used in Milwaukee program: They focused on a program that targeted a neighborhood in Milwaukee

- List of ESA's incited
- Number of tanks removed
- Before and after photos
- Money leveraged

They also said it was important to keep the City Council aware of their successes

Columbia, SC: They evaluated the benefit of an EPA grant

- Return on investment
 - Private funds induced by public funds
- Social impact and connectivity (they had a particular problem with connectivity between neighborhoods)
- Volunteer hours donated
- Capacity building
- Creation of greenspace

Wilson, NC:

- Evaluated:
 - Promoted the advancement of the master plan
 - Addressed environmental justice
 - Repeat developers
 - Community members involved
 - Crime rates
- Advice:
 - Change the conversation – increase publicity to change perception
 - Highlight Partnerships
 - Report often to citizens

Link to the session page and pdf handout:

<http://www.brownfieldsconference.org/en/Session/1991?returnurl=%2fen%2fsessions>

Thell and I also attended a breakfast hosted by NALGEP (National Association of Local Government Environmental Professionals). Neither he nor I knew of this organization. It seems like a good forum for local governments to discuss and share ideas about Brownfield redevelopment. They also offer educational webinars, produce reports and publications, and distribute an e-newsletter that highlights noteworthy funding opportunities, policy developments, and innovative local projects. After attending the breakfast and listening to their presentations, we both felt that it was an organization that the KCBRA should look to join in some capacity. After the conference I tried to find out what it takes to join NALGEP but the page on their website is under construction. I will continue to try to gather information on membership. NALGEP website: <http://www.nalgep.org/nalgep-projects.html>