

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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| MEETING DATE: | Thursday, December 15, 2016 |
| PLACE OF MEETING: | County Administration Building 201 West Kalamazoo Avenue, Room 207a |
| TIME: | 4:00 pm |

MINUTES

Present: Julie Rogers, Joe Agostinelli, Douglas Milburn, Connie Ferguson, Ken Peregon, James Spurr, Christopher Carew, Habib Mandwee, Jodi Milks, Travis Grimwood

Members Excused: Andy Wenzel – (arrived at 4:40 p.m.)

Kalamazoo Township: Sherine Miller

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 6

1. Chair Agostinelli called the meeting to Order at 4:03 p.m.
2. Members Excused: Andy Wenzel (arrived at 4:40 p.m.)
3. Approval of the Agenda: Addition to the agenda under 7a - Portage Project. Re-letter the rest of the items after addition of 7a. **Spurr moved and Carew seconded the approval of the Agenda as amended. Motion Carried.**
4. Approval of Minutes: **Mandwee moved and Ferguson seconded the approval of Minutes of November 17, 2016. Motion Carried.**
5. Citizens Comments: none
6. Consent Agenda – Invoices
 - a. **\$280.00** – Envirologic - Related to Work Order # 17 General Environmental
Spurr moved and Mandwee seconded the approval of Consent Agenda. Motion Carried.
7. Discussion and/or Action Calendar
 - a. **Portage Project**

Jill Bland from Southwest Michigan First presented project in the City of Portage; working with the City of Portage and with Michigan Economic Development Corporation.

This project was presented today to give overview of project to the Board in preparation for discussion and action at next KCBRA Board meeting on January 19, 2017.

Portage City Manager Larry Shaffer expressed the support from the City of Portage for this project.
 - b. **Discussion/Action:** Quality Precast, Inc.
 - i. Part I Application (Application for Phase I Assessment assistance through EPA Grant funds)

Jeff Hubert & Dan Schierbeek from Quality Pre-Cast gave overview of their company. They are outgrowing the current location on N. Westnedge and in process of purchasing a property to relocate on Adobe Road. They are working with Alamo Township regarding rezoning. Quality Precast is a manufacturer of concrete

underground products such as storm sewer, sanitary sewer, electrical underground boxes and other miscellaneous concrete products.

Grover stated that the history of the site is unknown but Phase I is needed.

This project will be under Hazardous Assessment Grant but could potentially do the split with Petroleum.

Staff memo - suggestion that KCBRA charge incremental fee based on work needing to be done.

Rogers is supportive of fee of 10% of the Phase I Assessment cost, which is \$300.00

Grimwood moved and Rogers seconded the approval of the Phase I Application subject to receipt of \$300 application fee and approval of Reimbursement Agreement. Motion Carried.

- ii. EPA Grant Work Order #7 - \$3,000 Phase I

Peregon moved and Ferguson seconded the approval of Work Order #7. Motion Carried.

c. **Discussion/Action:** Reimbursement Checks

- i. 5200 East Cork Street Investors (Midlink) – Total Check: \$222,534.41
 - State School Tax eligible costs: \$107,316.58
 - Local Eligible costs: \$106,090.66
 - Interest payment (Local taxes only): \$ 9,127.17

Midlink is no longer eligible to receive the State and School eligible taxes after this disbursement.

Milks moved and Peregon seconded the approval of reimbursement check to Midlink in the total amount of \$222,534.41. Motion Carried.

- ii. General Mills – total check: \$145,789.20
 - State School Tax eligible costs: \$110,974.93 (includes \$19,256.85 Midlink School taxes)
 - Local Tax eligible costs: \$ 34,814.27

Peregon moved and Wenzel seconded the approval of reimbursement check to General Mills in the total amount of \$145,789.20. Motion Carried.

- d. **Discussion/Action:** Transfer of Brown Funds to Account 643 LSRRF: **\$ 6,314.00**
Rogers moved and Mandwee seconded the approval of transfer of Brown funds to 643 LSRRF in the amount of \$6,314.00. Motion Carried.

- e. **Discussion/Action:** EPA Grant Work Order #6 - Metal Mechanics - Due Care Compliance report, Phase I update, and BEA **\$6,000**

Carew moved and Wenzel seconded the approval of the Metal Mechanics Work Order #6. Motion Carried.

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

- i. **\$4,726.65** – QAPP Development – EPA Grant WO # 1 (\$2,363.32 Hazardous; \$2,363.33 Petroleum)

Hawkins noted QAPP has been completed.

- ii. **\$140.00** (\$70.00 Hazardous; \$70.00 Petroleum)– Site Inventory – EPA Grant WO #2

- iii. **\$210.00** (\$105 Haz.; \$105 Petroleum)– Programmatic/Outreach – EPA Grant WO # 3
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iv. **\$1,008.75** (Haz.) – Jhamin, LLC – WO #4

Item i, ii, iii can be split between Hazardous & Petroleum.

Peregon moved and Mandwee seconded the approval of payment for Work Order 1, 2, 3 & 4; for Work Orders 1, 2 & 3, split between Hazardous and Petroleum Grants. Motion Carried.

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

i. **\$2,299.17** - Envirologic Invoice – **MDEQ Loan Work Order #21**

Envirologic and Grover met with MDEQ – sub-slab depressurization system will be expanded to cover entire building to make sure the system is designed to meet changing indoor air requirements.

Carew moved and Milks seconded the approval of payment for Work Order #21. Motion Carried.

ii. **\$82.08** – Grant - Grover mileage to MDEQ meeting in Lansing on 11/30/2016

Rogers moved and Wenzel seconded the approval of mileage for Grover MDEQ meeting in Lansing on 11/30/16. Motion Carried.

h. **Discussion/Action:** Metal Mechanics Development Agreement

Signed agreement included in the packet.

Milks moved and Wenzel seconded the approval authorizing the Chair to execute the Metal Mechanics' Development Agreement. Motion Carried.

i. **Discussion/Action:** Blackbird Billiards Administrative change in TIF capture start date

Grover stated need to make Administrative change to the Brownfield Plan. Capture did not start in 2016.

Grover working with Kalamazoo Township regarding tax capture in 2017.

8. Financial Reports

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

9. Staff Report

a. Kalamazoo Township Resolution

Resolution included in the packet. Kalamazoo Township passed the resolution to agree to have the KCBRA to act on their behalf. As per the KCBRA By-laws, Kalamazoo Township is eligible to appoint an ex-officio member to the Board.

b. BTR Park

Grover, Chair Agostinelli, and Commissioner Rogers met with Oshtemo Township and WMU - still evaluating the ability to use any EPA grant funds in conjunction with their EDA grant funds.

c. Zeigler Motorsports

No update. Development Agreement is still with East Cork Street Investors.

d. Jhamin, LLC/WL Molding

Grover stated waiting for the Eligibility Determination.

e. Holiday Lanes – 2747 S 11th Street

Grover stated that Holiday Lanes was determined by the Oshtemo assessor to be functionally obsolete. The Assessor will send the functionally obsolete affidavit.

10. Committees - times dates and places

a. Land Bank Report – Next Meeting February 9, 2017 – 8:30 a.m.

Grover attended the meeting. They discussed a lot about the financial status and they will need project specific. There's a lot of movement on the Merchants crossing property. They will have Vietnamese Restaurant at Washington Square.

b. Project/Finance Committee – Thursday, January 12th, 2017, 4:00 p.m.

c. Executive Committee – Friday, January 13th, 2017, **note – 9:15 a.m.**

d. PR/Media Committee –

11. Other

Agostinelli noted the announcement for Sigma Machine expanding at Midlink.

Also announced last week (not BRA related), Mophie is expanding in Texas Township. Opening a third party customer support call center for their new parent company. Bringing jobs from Salt Lake City to Kalamazoo.

12. Board Member Comments

Rogers suggested members consider attending the National Brownfield Conference in Pittsburgh next year, December 3-5, 2017. Money in grant budget to send a few KCBRA representatives to this conference.

13. Adjournment @ 5:52p.m.

Next Meeting: 3rd Thursday – January 19, 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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