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**CITY OF KALAMAZOO**  
**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**Thursday, November 16, 2017 • Community Room, City Hall**

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**MEMBERS PRESENT:** Nathan Bolton; Fritz Brown; Kevan Hess; Bob Miller; Patti Owens; Doug Phillips; Tom Schlueter; Nancy Troff

**MEMBERS ABSENT:** Jim Escamilla; Mayor Bobby J. Hopewell; John MacKenzie

**CITY COMMISSIONERS/CITY STAFF PRESENT:** Jerome Kisscorni (ACM, Director of Economic Development); Eric Kemmer (Development Manager); Dwayne Powell (Neighborhood Business & Special Projects Coordinator); Sara Jo Shipley (Redevelopment Coordinator); Joy Orr (Admin Assistant); Ryan Simpson (Economic Development Coordinator); John Kneas (Legal Counsel to the Brownfield Redevelopment Authority)

Meeting was called to order at 7:30 a.m. by Chair Phillips

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**MOTION TO EXCUSE ABSENT MEMBERS:** Ms. Owens moved to excuse the absent; supported by Mr. Schlueter. Motion approved by voice vote unanimously.

**APPROVAL OF AGENDA:** Mr. Kisscorni requested an amendment be made to the agenda asking that New Business Item #3 (Consideration of a recommendation to approve the First Amendment to the Declaration of Restrictive Covenant between the BRA and the Family Health Center) be removed; New Business Item #4 (Approval of an MOU between Precision Heat Treating, Co. and the BRA) move to Item #3; and adding a new item for New Business Item #4 (Approval of the County Project Easement for 400 Bryant and authorize the BRA Chair to sign).

Mr. Miller moved the approval of the amended agenda; supported by Ms. Troff. Motion approved by voice vote unanimously.

**APPROVAL OF THE MINUTES OF OCTOBER 19, 2017:** Mr. Miller moved approval of the agenda; supported by Ms. Troff. Motion approved by voice vote unanimously.

**NEW BUSINESS**

**1. Staff Presentation of a proposal for the EPA Brownfield Cleanup Grant application for 116 Cedar Street, Former Public Safety Training Facility followed by a Public Hearing for the EPA Brownfield Cleanup Grant application for 116 Cedar Street.**

Ms. Shipley presented the need for the EPA Cleanup grant for the asbestos cleanup for the 116 Cedar property. The property was surveyed and the asbestos cleanup was estimated at \$240,000. The EPA cleanup is a match grant requesting the applicant to provide 20% of the awarded grant amount. Mr. Kisscorni has approved a BRA match of \$40,000 as our 20% for the requested \$200,000 award.

Mr. Phillips asked if the asbestos cleanup would be the only area the grant will focus on. Ms. Shipley answered yes, but there are other potential areas, such as the cleanup of lead paint, to keep in mind.

Mr. Miller asked if there was timeline concerning the approval of the grant to beginning cleanup. Ms. Shipley answered that the application was due today, and we hope to have everything finalized within six months.

Mr. Kisscorni asked for a debrief on what will become of the contaminated equipment and supplies within the building. Ms. Shipley answered that everything would be removed and set to a special landfill.

Mr. Schlueter asked if it made sense to save the building. Ms. Shipley answered that the asbestos needs to be removed regardless, but it will be up to the developing and building communities to decide if the building is worth saving in the end.

The Public Hearing opened after Ms. Shipley's presentation. There were no questions or comments from the public.

**2. Consideration of a recommendation to authorize the expenditure of \$13,000 for the demolition of a BRA owned structure located at 915 North Pitcher Street. (Action: Approval to authorize the expenditure of \$13,000 for the demolition of a BRA owned structure located at 915 North Pitcher Street.)**

Mr. Kisscorni opened the discussion with a brief history of the 915 North Pitcher Street property. It is a building that has been vacant and deteriorating for quite some time, and there have been bids to develop on the land. Mr. Kisscorni is proposing that we demo the house that is on the property that has been deemed inhabitable and obsolete, so that the property can be redeveloped. The total cost of demolition will be around \$21,500.

Mr. Phillips added that within the proposed agreement there is asbestos that would need to be removed costing an additional \$9,000. Mr. Kisscorni informed the board that there is \$10,000 reserved to accomplish this.

Mr. Bolton asked for a timeline on the demolition in which Mr. Kemmer answered it should be within the next few weeks.

**Mr. Schlueter motioned to approve to authorize the expenditure of \$13,000 for the demolition of a BRA owned structure located at 915 North Pitcher Street.; supported by Mr. Miller. The motion passed 8 votes in favor, 0 against.**

**3. Consideration of a recommendation to approve a Memorandum of Understanding (MOU) between Precision Heat Treating, Company and BRA. (Action: Approval of an MOU between Precision Heat Treating, Co. and the BRA)**

Mr. Kneas debriefed the MOU with Precision Heat Treatment (PHT) stating that there has always been a plan for the BRA to vacate Cave's Court, and that PHT will be purchasing the eastern half of the Court, and the KTS site would be absorbing the western half. An easement has been proposed including 10ft of snowmelt and storm water. All questions were answered to the board's satisfaction.

**Ms. Troff motioned to approve an MOU between Precision Heat Treating, Co. and the BRA; supported by Ms. Owens. The motion passed 8 votes in favor, 0 against.**

**4. Consideration of a recommendation to approve a proposed easement agreement for the County Project located at 400 Bryant and authorize the BRA Chair to sign. (Action: Approval of proposed easement agreement for the County Project located at 400 Bryant and authorize the BRA Chair to sign.)**

Mr. Kneas presented the proposed easement agreement to the board giving details on how Consumers is in need of a new electric pole and underground electric work. Consumers had originally proposed the project in the summer but due to delays there had been no action. Consumers has come back requesting the easement be put into place before winter to avoid the weather which would delay construction. Mr. Kemmer added that staff has been working with City Public Services to get the required right of way approved. Mr. Kneas brought up a quick history that Consumers had an easement approved in 2011 by the BRA, but they needed a more recent approval. All questions were answered to the board's satisfaction.

**OLD BUSINESS**

**None**

**COMMUNICATIONS & ANNOUNCEMENTS**

**None**

**STAFF UPDATES**

Mr. Kisscorni reported that the DEQ does not have the money to remove the ash for 400 Bryant despite the commitment they gave the City and PlazaCorp. He also reported that staff has been working with Senator O'Brien to find a solution, but so far have not found one. The next step would be asking MEDC for possible solutions. Questions were answered to the board's satisfaction.

Mr. Kisscorni debriefed the board on the status of the State DHHS Project including details on how the RFP was released with a mid-January deadline. Mr. Kneas added that there is an issue in design regarding the proposed parking, but that staff would continue to work to find a compromise. All questions were answered to the board's satisfaction.

Mr. Kisscorni updated the board on the status of KTS RFP stating that we have signed an MOU with developer, River Caddis. Ms. Shipley added that staff met with River Caddis and Emily Petz from MEDC this week. The next steps are for River Caddis to meet with their architects and finalize their design. Staff is also waiting on an updated project timeline that they are expecting within the next week. All questions were answered to the board's satisfaction.

Ms. Shipley gave an update on the RiverWest Scattered Sites RFP saying that we received two submissions from developers for the 525 E Ransom and 617 E. Harrison parcels, leaving two more parcels that have not had any proposals. At this time staff will not be aggressively advertising those parcels due to project capacity for 2018, however, they will keep them as available sites at this time. All questions were answered to the board's satisfaction.

Mr. Simpson gave a quick report on the status of the EOF proposal including that the Economic Development team gave a peer review on the proposed program this week, and another peer review will be conducted with City Planning & Development within the next few days. Mr. Simpson requested the loan committee to also review for feedback on the proposed loan process. All questions were answered to the board's satisfaction.

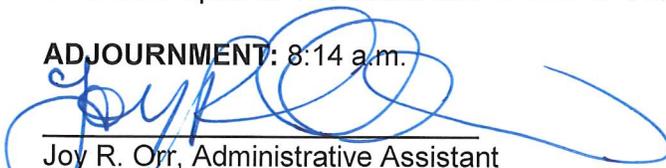
**CITIZEN COMMENTS**

None

**DIRECTOR'S COMMENTS**

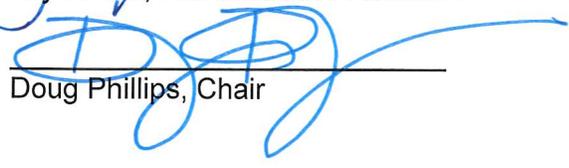
Mr. Phillips informed that board how staff met with the County BRA yesterday (November 15, 2017) to discuss trying to establish an alignment between the City and County BRA policies and practices. An issue that is occurring is that developers are shopping around for the best incentives which causes both the City and County to work against each other rather than with each other. Mr. Phillips proposed that it may be beneficial to have both boards meet as a whole to discuss options. The board was in favor of this idea.

**ADJOURNMENT:** 8:14 a.m.



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Joy R. Orr, Administrative Assistant



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Doug Phillips, Chair