
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 27, 2010
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207A
TIME: 4 pm

AGENDA

1. Call to Order **4:00 pm**
2. Members Excused **4:02 pm** – Ruth Blake, Leroy Crabtree, Matt VanDyk
3. Introduction of New Board Liaison – Brandt Iden 4:05 pm (Robert Barnard will remain as the alternate.)
4. Approval of the Agenda **4:07 pm – action**
5. Approval of Minutes: December 15, 2010 - (pp 4 through 9) **4:10 pm – action**
6. Citizens Comments (4 minutes each / Please state name and address)
7. Consent Calendar **4:15 pm - action on items a through f**
 - a. Gazette Posting of Public Notice of Hearing on Tuesday, December 7, 2010 in front of the County Board of Commissioners. Notice was published on November 19 and November 20, 2010. Total amount - **\$717.60** from BRA Account# 247-000-808.11
 - b. Clerical Support Services through Lori S. Pyatt of Kalamazoo – Minutes of the Meetings on November 18, 2010. Total amount - **\$101.25** from BRA Account# 247-000-808.11.
 - c. Clerical Support Services through Lori S. Pyatt of Kalamazoo – Minutes of the Meetings on December 15, 2010 with review in January 2011. Total amount - **\$120.00** from BRA Account# 247-000-808.11.
 - d. Legal Services – Susan Padley, Howard and Howard – December 8th through December 21, 2010 for review of Midlink Documents. 4.3 hours – Total amount - **\$1,333.00** from BRA Account 247-000-808.11
 - e. Envirologic Technologies - Invoice #26826: Total **\$300.00.** Midlink Business Park – BRA Account 247-000-808.00. Work Order #1 (Bill Group A) Activities include: communications with County, review of revised Developer Agreement and Act 381 Work Plan
 - f. Meeting Calendar for BRA for 2011 – 4th Thursday of the month except for November and December 2011 wherein it will be the 3rd Thursday of the month – (See p 10)
8. County's BRA Financial Balance Sheets will be handed out at the meeting for review and discussion only: **4:20 pm**

9. Discussion &/OR **Action Calendar:** -

- a. Consider approving the following application fee – **action** – (was tabled on 12/15/2010 for further review) **4:30 pm**

“I move that the BRA designates its staggered application fee to be potentially a total of \$2,500: \$1,500 non-refundable for environmental assessments application and \$1,000 for development of a Brownfield Plan if necessary; effective applications received 1/1/11 or later. The fee may be waived at the discretion of the BRA in circumstances they deem appropriate. The purpose of the fee is to cover the cost of processing the application and writing of a BRA. It is an eligible activity for reimbursement through Tax Increment Revenue (TIR) under a BRA Plan if the BRA Plan is created.”

- b. Consider approving the Developers agreement with Midlink if ready– **action** – (was deleted from agenda on 12/15/2010 as final plan was not approved) **4:40 pm**

“I move that the BRA approves the final version of the BRA Development and Reimbursement Agreement with 5200 East Cork Street Investors, LLC as dated and herein authorizes its chair to sign said agreement”

- c. Consider approving an expanded public notice procedure when board meetings are cancelled/ rescheduled. Item 1 has been the only required step to this date and items 2 & 3 have been informal & not required to this date. Staff will introduce this issue. The purpose of the expansion is to be openly communicative and welcoming. **4:50 pm -action**

“The BRA/EDC approves the expansion of the public meeting notice procedure to minimally include: 1)Posting formally in the County Board Office; 2) Posting on the BRA web page; and 3) Sending email notice to the BRA Partners listing ASAP (Partners listing includes regular attendees).

- d. Others will be added if necessary

10. Staff Reports –

- a. Update on Terra Contracting, LLC – **5:00 pm**
- b. BRA PLAN/ Amendment #3 – copy sent to BRA members on 12/28/2010. **5:05 pm**
- c. EPA Closeout report – Formal final report on EPA grants submitted on 12/28/2010. **5:10 pm**
- d. 381 Work Plan – was submitted to MDNRE on 12/27/2010 along with the final BRA Plan Amendment #3 as Attachment A. **5:15 pm**
- e. By-laws update – were approved on the consent agenda of the County Board of Commissioners on 1/17/2011. **5:20 pm**

- f. Media Exposure: **5:25 pm**
 - i. Article in Gazette December 16th related to BRA and Beckan Industries and receipt of our first TIR check from K-Twp.
 - ii. TV spot on WWMT-TV Channel 3 because of earlier article in Gazette on 12/17/2010
 - iii. Email correspondence related to above & our response of 12/20/2010 (p 11)
- g. There will be a verbal media report related to a January presentation at the Chamber of Commerce, Environmental Committee (with Mr. Crabtree) and a letter that was crafted for an early positioning on the possibility of a change in the BRA Act related to School Tax sent by Mr. Peregon. **5:35 pm** (pp 12/13)
- h. The BRA and its work will be included as a part of the Annual Report on the Planning and Community Development Department to the County Board in May. This is a part of the County's overall Strategic Framework.
- i. Policy Binders will be made for all BRA members for the meeting in February if desired
- j. Other

11. Committees - times dates and places

- a. Land Bank Report **5:30 pm** – Thell Woods
- b. Executive Committee – *none were scheduled for January.*
However, February's schedule is FRI. 2/11/11 @ 7:30 am in County Admin
- c. Project/Finance Committee – *none were scheduled for January*
However, February's schedule is THUR. 2/10/11 @ 4:00 pm in County Admin
- d. PR/Media Committee- none scheduled for January – will work with Mr. Crabtree

12. Other

13. Board Member Comments **5:40 pm**

14. Adjournment **approximately 5:55 pm depending on variables**

Next Meeting: February 24, 2011 at 4 pm.

PLEASE CALL 384-8304 OR EMAIL AT dpartl@kalcounty.com
IF YOU ARE UNABLE TO ATTEND THE MEETING, Please advise.