

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 28, 2011
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207A
TIME: After BRA Annual Meeting (4th meeting)

AGENDA

1. Call to Order ~5:00 pm
2. Members Excused ~5:01pm
3. Approval of the Agenda ~ 5:02 pm – **action**
4. Approval of Minutes: BRA Minutes March 24 , 2011 attached – **action**
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar ~ 5:04 pm
 - a. Clerical Support Services through Lori S. Pyatt of Kalamazoo – Minutes of the Meeting on March 24, 2011. (4.5 hours) Total amount - **\$67.50** from BRA Account# 247-000-808.11.
 - b. Communication Expenses (Website Work) –Through Keith Knapp, webmaster – January 2011 – (3.0 hours) Total Amount - **\$120.00** from BRA Account# 247-000-850.00
 - c. Michigan Land Prosperity Summit, Lansing, MI - **\$150.00** from BRA Account#247-002-860.00 – April 8, 2011- Report later in meeting.
- Informational only: Total Costs for the National BRA attendees Iden and Baumgart were \$2,387.33. On February 24, 2011 the Authority approved expenses up to \$2,900.00 from BRA Account# 247-002-860.00. Since the max allowed was under the cap, this is brought to you as an informational item only. A Report on the Conference will come from Members Iden and Baumgart and Consultant Hawkins @ the May Meeting.
7. County's BRA Financial Balance Sheets will be handed out at the meeting for review and discussion only: ~5:07 pm
8. Discussion &/OR Action Calendar: ~5:10 pm
 - a. Encumber \$5,000 for PR/Marketing – Acct# 247-000-808.11 - based on recommendation of Project/Finance Committee - **ACTION**
 - b. Report - Friday, April 8, 2011 – Michigan Land and Prosperity Summit, East Landing, Kellogg Center – Woods.
 - c. Report - Wednesday, April 13, 2011 – NBA – Sustainable Communities – Redeveloping Your Town, East Lansing – staff and others – no fees/ all scholarships and ET graciously drove.
 - d. Discussion on latest out of Lansing on BRA...

9. Staff Reports ~ 5:15 pm

- a. Update on Terra Contracting, LLC –
- b. Update on Midlink – 381 Work Plan & Development Agreement
- c. Update on Beckan
- d. Web page postings – app cover page and draft reimbursement agreement
- e. Research NSP2 fund availability to BRA - Staff
- f. Other – GB/LB

10. Committees - times dates and places ~ 5:38 pm

- a. Land Bank Report– Thell Woods/ Leroy Crabtree
- b. Executive Committee – Report on April Meeting. May schedule is FRI. 5/13/11 @ 7:30 am in County Admin
- c. Project/Finance Committee – Report on April Meeting – prioritization charts and promotion of funding. May schedule is THUR. 5/12/11 @ 4:00 pm in County Admin
- d. PR/Media Committee– No response from LUG letters/ Handout – PR list including Lunch and Learn date in May or June.

11. Other

12. Board Member Comments ~5:50 pm

13. Adjournment

Next Meeting: May 26, 2011 at 4 pm.

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

KALAMAZOO COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY
MINUTES

MEETING DATE: Thursday, March 24, 2011
PLACE OF MEETING: County Administration Building

Present were: Joe Agostinelli, Clare Annen, Larry Baumgart, Ruth Blake, Leroy Crabtree,
Brandt Iden, Ken Peregou, Julie Rogers, Anne Summerfield, Matthew VanDyk,
Thell Woods
Kalamazoo Township: George Cochran
Staff Support: David Artley, Jeff Hawkins (consultant), Lotta Jarnefelt
Guests: Mary Brown, Connie Ferguson
Absent: Representatives from Augusta and Comstock
Recording Secretary: Lori Pyatt

1. CALL TO ORDER

Chairperson Rogers called the meeting to order at 4:02 pm.

2. MEMBERS EXCUSED

Mr. VanDyk had said he would be a few minutes late.

3. APPROVAL OF AGENDA

A motion was made to approve the Agenda.

Motion: Iden Support: Summerfield

Motion carried by unanimous voice vote.

4. APPROVAL OF MINUTES

Ms. Rogers asked that the fifth bullet in Section 8) b) read: "Worst-case scenario, *if the 381 Work Plan was not approved*, the Authority would receive non-school TIF, and would not receive school TIF." Typos were corrected as well.

A motion was made to approve the minutes from February 24th as amended.

Motion: Peregou Support: Summerfield

Motion carried by unanimous voice vote.

5. CITIZENS COMMENTS

Ms. Brown stated there was good attendance at the Legislative Breakfast held at the Nature Center. That discussion produced topics to bring up at the Chamber's Legislative Roll Call.

6. CONSENT CALENDAR

a. *The following motion was made:*

I move approval of the invoice for Clerical Support Services through Lori S. Pyatt of Kalamazoo for Minutes of the Meeting on February 24, 2011, totaling \$71.25 from BRA Account #247-000-808.11.

Motion: Peregou Support: Summerfield

Motion carried by unanimous voice vote.

7. COUNTY'S BRA FINANCIAL BALANCE SHEETS

The Financial Reports started on page eight of the packet:
(Mr. VanDyk arrived at 4:07)

- Page 8-12: showed the 'overall Brownfield' account (#247.00) Expenditure and Revenue Status & Detail to date.
- Page 18: Expenditure Detail Report for Brown Family Holding (#247.02); Account 860.00-Travel recorded the expense for April's trip to the National Brownfield Conference and the trip to Lansing.
- Page 20: Revenue Status for Brown Family holdings reported the total to date of about \$12,300.
- Page 21: showed when the check came in from Kalamazoo Township in the amount of \$7,658.88. (This amount was higher than the summer tax receipt.)

Mr. Artley and Ms. Jarnefelt stated that a spreadsheet would be created in order to show all the financial data and revenue streams on one sheet. Brief discussion ensued on the layout.

8. DISCUSSION

- a. The Michigan Land and Prosperity Summit would occur on April 8, 2011, in the Kellogg Center in East Lansing. Mr. Woods, Mr. Artley and Ms. Jarnefelt were registered. The dollars for this would come out of Brown Family Holding Account #860.00.
- b. Wednesday, April 13, 2011, Sustainable Communities – Redeveloping Your Town, in East Lansing:
Several scholarships were awarded. Carpooling would be arranged.
- c. National Brownfield Conference, April 4 – 6, 2011 in Philadelphia, PA:
Mr. Idem and Mr. Baumgart would be attending, and plane tickets had been purchased. Chairperson Rogers asked the attendees to bring back brochures and updates and to do their best to 'get the KCBRA name out there' to the Region 5 representatives at the Regional meeting; she recommended getting there early.
- d. Latest out of Lansing:
Mr. Agostinelli indicated that the Governor's budget proposal eliminated the tax credit programs and proposed an annual appropriations grant program, which would affect developers because of the lead-time, involved in their projects. The Governor said the State would honor any previously approved deal, but the bill was worded differently. The idea of keeping the tax credit program was gaining traction because grant dollars would be considered taxable as income. He and Ms. Rogers had received supportive feedback from many legislators including O'Brien, Schuitmaker and McCann. Discussion ensued on film credits.

9. STAFF REORTS

- g. Update on Terra Contracting, LLC –
They proposals were being worked on; no further detail was available.
- h. Update on Midlink: 381 Work Plan & Development Agreement –
Mr. Artley gave a brief history. In theory, Midlink's "clock stopped" when they submitted their questions, yet a definitive answer would be needed by the time the townships begin preparing tax bills. Mr. Artley stated he would prepare a letter communicating this information.

- i. Web Page Postings –
Mr. Artley explained his handouts. On the Grant Funding Application Cover Letter the following was discussed:
 - Mr. Artley agreed to delete the last sentence of the third full paragraph, since the \$1,500 was a non-refundable fee.
 - The typo in the following sentence would be addressed as well.
 - The last word of second sentence in 6th paragraph would be deleted.
 The website was otherwise up to date.

- j. Research NSP2 Fund Availability to BRA –
Staff would be meeting with the Land Bank to discuss NSP2 Funding, although it was expected that dollars would continue to be restricted to residential properties. There may be future opportunities. Blight reduction dollars were possible, but the work would have to be in one of the six neighborhoods and would have to be tied back to key elements in the grant. Dialogue ensued on where the dollars could be used. Mr. Artley believed that if dollars were to go to a Brownfield, the City Brownfield would probably be selected.

- k. Nominating Committee for Annual Meetings –
Work was in progress; a report would probably be distributed early April.

- l. Annual MDNRE Report –
Envirolgic Technology staff was mentioned and thanked for their work on this document.

- m. Other –
Nothing further was reported.

10. COMMITTEES

- a. Land Bank Report: Land negotiations were exempt in the Open Meetings Act, which is why Mr. Woods and Crabtree were unable to attend.

- b. Executive Committee – There was no March meeting. The April meeting would be scheduled after discussions were held.

- c. Project/Finance Committee – These members (except Mr. Annen) made up the current Nominating Committee. The next meeting would be held to review the agenda and prioritization charts.

Mr. Artley would send out emails in order to schedule the next meetings for the Executive Committee and Project/Finance Committee.

- d. PR/Media Committee – Letter to LUGS
Mr. Artley drew the Member's attention to the letter on page 28, which was sent to all the local units of government and other Brownfields in the County.

Ms. Rogers reported on business growth in Midlink. There was an article on the City Brownfield Authority. Members were invited to stay after the meeting in order to further discuss P/R issues and ideas. She asked the Members to begin thinking of groups to present to, as well as continuing to spread the word. She stated it was important to use the County dollars successfully by the end of the year.

GKAR would be holding a Commercial Committee meeting; they would get back to Mr. VanDyk afterward. Mr. Artley had a conversation with SWMF's Jill Bland to see if there were companies who needed to do their environmental due diligence.

Other suggestions included:

- "Lunch and Learns" where builders and bankers could be informed of the BRA tools and resources.
- A presentation to the Kalamazoo Rotary Club.
- A presentation to the Downtown Kiwanis Club.
- A presentation to the Council of Governments.
- A letter had been sent to Portage as well.
- The Victory Tour document summarized BRA's accomplishments well; it would be reviewed and placed on the website.
- Mr. Hawkins would update the "tri-fold" brochure.
- Mr. Artley had been updating the slide show as well.
- Chair Rogers reminded them that all BRA Members were ambassadors and members of the P/R Committee; she encouraged them to bring up BRA in conversations.

11. OTHER

It was stated that an update on Federal Funding would happen at the National Conference. The Association of Brownfields was drawing up documents for incorporation.

12. BOARD MEMBERS COMMENTS

-Mr. Peregon suggested that the wording on the township letter be used on the website.

-Mr. Agostinelli suggested that blighted and functionally obsolete properties be addressed on the website as well.

-Mr. VanDyk would discuss the reimbursement agreement with Mr. Artley.

-Mr. Iden was keeping the CBOC updated on BRA activities and didn't think the CBOC would need monthly updates until there was more activity to report.

13. ADJOURNEMNT

The meeting was adjourned at 5:00pm.

Next Meeting: Annual Meeting on April 28, 2011 at 4pm.

Respectfully submitted: LP

Expenditure Status Report
 KALAMAZOO COUNTY
 1/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
247 BROWNFIELD REDEVELOPMENT AUTHORITY						
000 BRA - ADMINISTRATIVE & ENVIRONMENTAL						
728.00 POSTAGE	0.00	10.70	10.70	0.00	-10.70	0.00
729.00 COPY CHARGES	1,500.00	223.01	223.01	0.00	1,276.99	14.87
808.00 CONTRACTUAL SERVICES	108,500.00	0.00	0.00	940.00	107,560.00	0.87
808.11 CONTRACTUAL OTHER	10,000.00	187.50	187.50	0.00	9,812.50	1.88
850.00 COMMUNICATIONS EXPENSE	0.00	120.00	120.00	0.00	-120.00	0.00
957.00 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total BROWNFIELD REDEVELOPMENT AUTHORITY	121,000.00	541.21	541.21	940.00	119,518.79	1.22
Grand Total	121,000.00	541.21	541.21	940.00	119,518.79	1.22

247 BROWNFIELD REDEVELOPMENT AUTHORITY
000 BRA - ADMINISTRATIVE & ENVIRONMENTAL

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
727.00 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0.00
728.00 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
3/31/2011 0311je GJ 218		10.70				
Line Description: 3/2011 COSTING OUT - FUND 247						
728.00 POSTAGE	0.00	10.70	10.70	0.00	-10.70	0.00
729.00 COPY CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
2/28/2011 0211je GJ 250		85.74				
Line Description: 2/2011 COSTING OUT - FUND 247						
3/17/2011 budadj BA 883	1,500.00					
Line Description: 3/15/11 BOARD ACTION						
3/31/2011 0311je GJ 218		137.27				
Line Description: 3/2011 COSTING OUT - FUND 247						
729.00 COPY CHARGES	1,500.00	223.01	223.01	0.00	1,276.99	14.87
730.00 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
808.00 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2/17/2011 po PO pur-008229						
Line Description: FOR BROWNFIELD REDEVELOPMENT						
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.						
3/17/2011 budadj BA 883	108,500.00					
Line Description: 3/15/11 BOARD ACTION						
808.00 CONTRACTUAL SERVICES	108,500.00	0.00	0.00	940.00	107,560.00	0.87
1/6/2011 invoice IN JAN11-MIN						
Line Description: RECORD KEEPING FOR JAN 2011 ME						
Vendor: 025030 PYATT, LORI						
2/23/2011 invoice IN JAN-FEB-MIN						
Line Description: JAN & FEB 2011 RECORD KEEPING						
Vendor: 025030 PYATT, LORI						
3/17/2011 budadj BA 883	10,000.00					
Line Description: 3/15/11 BOARD ACTION						

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
808.11 CONTRACTUAL OTHER						
3/24/2011 invoice						
IN MAR-MIN		71.25				
Line Description: RECORD KEEPING FOR MARCH MEE						
Vendor: 025030 PYATT, LORI						
Check # 401174						
808.11 CONTRACTUAL OTHER	10,000.00	187.50	187.50	0.00	9,812.50	1.88
850.00 COMMUNICATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
4/18/2011 invoice		20.00				
IN 0211						
Line Description: KALCOUNTRY.COM HOSTING, PROGR						
Vendor: 022453 KKZO LLC						
Check # 0						
4/18/2011 invoice		100.00				
IN 0111						
Line Description: KALCOUNTRY.COM HOSTING PROGR/						
Vendor: 022453 KKZO LLC						
Check # 0						
850.00 COMMUNICATIONS EXPENSE	0.00	120.00	120.00	0.00	-120.00	0.00
860.00 TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
897.01 RESERVE FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
931.00 EQUIPMENT MAINT.	0.00	0.00	0.00	0.00	0.00	0.00
956.00 EMPLOYEE TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
957.00 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
3/17/2011 budadj	1,000.00					
BA 883						
Line Description: 3/15/11 BOARD ACTION						
957.00 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
958.00 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total	121,000.00	541.21	541.21	940.00	119,518.79	1.22
Grand Total	121,000.00	541.21	541.21	940.00	119,518.79	1.22

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BRA PR/ MARKETING POSSIBILITIES – 4/28/11

item	Time line	Next Steps	Resources	Responsible Party	Comments
Lunch and Learn at the Beacon Club	5/ 20 or 6/ 17 or 24			ET/ Staff	Do more than one
Allocate \$5,000 of the \$125,000 for PR/Marketing.	April 28 BRA mtg.		Current budget	BRA	recommended by the Project/Finance Committee
Revisit our Prioritization Sheets✓.	P/F comm. Done April			Project/Finance Committee	
Rework the BRA webpage:	Summer	To add the BUS Tour – 10/10 document		Staff	
	Done April	Refine grant application into a singular document			
	Spring/ Summer	Look for other links			
Redo the poster boards	May June			ET/staff	
Redo the brochure.	May June			ET/staff	
Review the State 201 and 213 site sheets for projects	May/ June			Staff/ Project/Finance Committee	Check HCS updates on the sheets
Convene Meeting with the City, MDEQ, and County related to Brownfield Sites that impact the County Wellhead / Groundwater (Drinking water) locations.	June/ July		Budget	Staff	(specifically 213 – LUST)
Meet with the Kalamazoo River Trailways folks for potential project work sites	ASAP			Staff	
Present to the Township Supervisors as follow up to the LUG letters and out-county DDA's. See informational presentation opportunities not necessarily related to specific sites.	July/ August			Staff/ Tim HUDson	

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BRA PR/ MARKETING POSSIBILITIES – 4/28/11

<i>item</i>	<i>Time line</i>	<i>Next Steps</i>	<i>Resources</i>	<i>Responsible Party</i>	<i>Comments</i>
Bus Tour II	August September		Contract for bus 2 mo. in advance	PR committee & Staff	
Get back on the Service Club Circuit.	Fall	The'll get us on down town Rotary		The'll	
Connect with the local radio stations for interviews and talk shows.					
Present to Greater Kalamazoo Association of Realtors	October				