
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 23, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: After 4:00 pm EDC Meeting

MINUTES

Present: Clare Annen, Tim Hudson, Julie Rogers, Anne Summerfield, Thell Woods, Habib Mandwee, Christopher Carew, Andy Wenzel, Travis Grimwood

Members Excused: Joe Agostinelli, Ken Peregon

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 1

1. Vice Chair called the meeting to Order at 4:25 pm.
 2. Members Excused: Agostinelli, Peregon
 3. Approval of the Agenda: **Woods moved and Summerfield seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: **Rogers moved and Wenzel seconded the approval of December 19, 2013 minutes. Motion Carried.**
 5. Citizens Comments: None
 6. Consent Calendar
 - a. Mileage Reimbursement for Jarnefelt in the amount of \$41.81
Woods moved and Carew seconded the approval of the mileage in the amount of \$41.81. Motion Carried.
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – General Mills Project
 - i. Update on Development Agreement
Adams stated the Development Agreement is signed by General Mills and is now waiting for Midlink to sign and to return it to Agostinelli. Adams will follow-up.

Discussion ensued on the schedule for General Mills reimbursement.

Capture and reimbursement is scheduled for 2015.
 - ii. Howard and Howard Invoice - \$395.00
Woods moved and Hudson seconded the approval of invoice in the amount of \$395.00. Motion Carried.
 - iii. Reimbursement Analysis - included in the packet
Adams gave brief explanation of the reimbursement analysis.
 - b. **Discussion/Action** – Vicksburg Paper Mill
 - i. Update on Project, meeting on January 15
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Staff reported on a meeting with economic development and municipal representatives regarding the Mill.

Annen asked if they can legally dissolve the Brownfield Plan. Hawkins confirmed that a Brownfield Plan can be extinguished.

Jarnefelt stated, the parcel containing the newer section of the Mill is now in the ownership of the Land Bank and the rest of the Mill is still in the ownership of the County Treasurer.

Envirologic submitted a request to MDEQ for Sec 128a funds but has not received a response from MDEQ yet.

c. **Discussion/Action** - 2013 Invoices

i. 9008 Portage Road – \$330.44

Hawkins stated that this invoice is for the initial portion of the Due Care plan.

A contractor was selected to perform the MDEQ related work. Work is scheduled to start within 30-60 days.

The developer is still reviewing the Developer Agreement.

ii. 306 N Grand, Schoolcraft - \$650.00

Hawkins stated that this expense is for additional costs related to the unidentified buried vessel discovered during demolition. The MDEQ funded the disposal of the cylinder.

Wenzel moved and Woods seconded the approval of both invoices, \$330.44 & \$650.00. Motion Carried.

d. **Discussion** – Apollo Plastics

Hawkins contacted Jim Mill from the Department of Treasury, but he hasn't heard back. He hopes to have a more definitive answer for the next meeting.

Annen noted that his motion regarding the \$27,000 in potential administrative expense is still on hold.

e. **Discussion/Action** - 4th Quarter and End of Year Expenses

Jarnefelt explained the attached memo in the packet briefly.

Jarnefelt added most likely Brown Family Holding (BFH) will not have additional eligible expenses for reimbursement. The BRA should start collecting the LSRRF this year and will set up a separate account for the revenue because the funds have restricted uses.

Jarnefelt stated that she and Adams met with Lisa Bradshaw, Kalamazoo County Assistant Finance Director, before Christmas to discuss the interest issue and the Maximus Report. Bradshaw stated that the Maximus report does not cover all the expenses the County incurs; use of meeting rooms, parking, technology, etc. Bradshaw suggested that the County determine the true cost of housing the BRA and bill accordingly, and supply the BRA with interest on its fund balance.

Agostinelli would like to attend the next meeting with the Finance Department.

Rogers suggests examining how other BRAs are structured including the City of Kalamazoo BRA.

Jarnefelt asked for staff expense invoices to be approved so they can be included in 2013 expenses.

Woods moved and Wenzel seconded the approval of staff expenses in the amount of \$4,869.67. Motion Carried.

8. Staff Reports
 - a. None
9. Committees - times dates and places
 - a. Land Bank Report– no meeting
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Feb 13th, 4:00 pm
 - c. Executive Committee – verbal report, meeting schedule Friday, Feb 14th, 8:30 am
 - d. PR/Media Committee –
 - e. Policy Subcommittee – verbal report: The Subcommittee met to discuss the policy. The Subcommittee will present their recommendations at the next regular committee meetings.
10. Other

Rogers wants staff to examine possible membership organizations.

Hawkins stated that the BRA submitted the EPA Hazardous Substance (\$200,000) and Petroleum (\$200,000) Assessment Grant Application.
11. Board Member Comments
12. Adjournment – almost 6:00p.m.

Next Meeting: 4th Thursday – February 27, 2014 at 4pm (room 207a, County Admin Bldg)
PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING
