

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY  
Board of Directors Meeting  
**MINUTES**

**MEETING DATE:** Thursday, January 24 at 4:00 p.m.  
**PLACE OF MEETING:** Room 207A, County Administration Building

Present: Joe Agostinelli, Clare Annen, Travis Grimwood, Julie Rogers, Anne Summerfield, Matthew Van Dyk, Andy Wenzel, Thell Woods

Members Excused: Kenneth Peregon (arrived at 4:10)

**Kalamazoo Township:** None  
Staff: Lee Adams, Lotta Jarnefelt  
Consultant: Jeff Hawkins  
Recording Secretary: Zeña Vos  
Community: 1

1. Chair Agostinelli called the meeting to Order at 4:00 pm.
2. Members Excused: Kenneth Peregon
3. Approval of the Agenda: Agostinelli added to the agenda the update on a new project for discussion only under "Other". **Van Dyk moved and Wenzel seconded approval of the Agenda as amended. Motion Carried.**
4. Approval of Minutes: **Annen moved and Van Dyk seconded the approval of December 20, 2012 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Calendar
  - a. 4<sup>th</sup> Quarter Administrative Expenses  
**Van Dyk moved and Wenzel seconded the approval of 4<sup>th</sup> quarter invoice (invoice #: BRA-4QT) in the amount of \$613.59. Motion Carried.**
7. Discussion and/or Action Calendar
  - a. **Action** – Approve Midlink Interest Calculation  
Adams spoke with Jared Belka regarding finalizing the interest calculation. Belka prefers that the BRA use the actual numbers rather than example calculation, but was fine with an example calculation.

The example table was provided.

Hawkins has correction under 4<sup>th</sup> bullet; "local non school tax *income* revenue", change **income** to **increment**. Also under last main bullet, example 2012 calculation, 2<sup>nd</sup> bullet with the second sub-bullet, "since all local tax *income* revenue", change to **increment**.

*(Peregon arrived at 4:10pm)*

A long discussion regarding Taxable Value and the Renaissance Zone on the Midlink site ensued. Hawkins will provide a summary at the next meeting.

**Van Dyk moved and Woods seconded the approval of the Midlink Interest Calculation as amended. Motion Carried (enclosed).**

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b. **Discussion/Action** – 306 N Grand

i. Approve MOU

The minor changes suggested in the last meeting are incorporated in this version of the agreement. The changes were in the initial paragraph and section 7; they referenced the DDA and the Village's responsibility.

Rogers indicated that the language in 7a is not clear.

Adams said the Village's attorney would like to re-word 7a.

The DDA meeting is on February 7, and the Village will meet on February 18

Van Dyk's correction on a missing word on 6b, "Grant the authority to **collect**". Add the work "collect"

ii. Discuss Work Order for Phase I and DEQ file review

Staff will request the approval of a work order for the Phase I site assessment and the review of the DEQ files related to the site. Hawkins will have the work order available at the next meeting.

c. **Discussion/Action** – BRA Board Membership

i. Rogers Appointment

- The Authority congratulated Rogers on her appointment as the County Board liaison.

ii. The chair will swear in Rogers and other new members at the next meeting.

d. **Discussion** – Brownfield Legislative Changes

i. Presentation by Jeff Hawkins – Hawkins gave a PowerPoint presentation and provided handouts.

The annual BRA report is due March 15. Staff will have a copy of the 2012 report available at the next meeting. Rogers suggested that staff give a copy of the annual report to the County Board.

8. Staff Reports

a. Meeting with Dennis Durham, Parchment City Manager

- Staff and Chair Agostinelli met with Dennis Durham, Parchment City Manager. The City of Parchment is moving forward with their River Reach Development. They have some changes to the plans and are working on how to develop parts of the residential designated area as commercial.

- Agostinelli said they have someone interested in renovating and occupying the old Hercules administration building. The KCBRA may have the opportunity to work with them on that building, but the BRA has not received any request yet.

The Board agrees that they should reach out to other units of governments. Staff, Hawkins, and Agostinelli are planning to present at one of the upcoming monthly Township Supervisors meetings.

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9. Committees - times dates and places

- a. Land Bank Report–  
Woods – There was no meeting in January. The Land Bank now meets every other month.
- b. Project/Finance Committee – verbal report/meeting schedule Thursday, Feb 14<sup>th</sup>, 4:00 pm
- c. Executive Committee – verbal report/meeting schedule Friday, Feb 8<sup>th</sup>, 8:00 am
- d. PR/Media Committee –

Rogers suggested writing a press release when the collaboration with Land Bank on Schoolcraft property is formalized. Van Dyk disagreed because it's a small project, he suggested we wait until we partner of a larger site.

Annen suggested cooperating with the Land Bank on the Checker Motor site.

10. Other –

New Project

Agostinelli shared information that he received today regarding a new project. He was asked if he could include the project on agenda for this meeting. Due to very short notice, Agostinelli did not feel the board had enough information to consider the request at this time. A large company is looking to locate in the BTR Park and was seeking the assistance of the BRA. There are a number of unanswered questions:

- Is the City BRA involved?
- Is the KCBRA going to be involved if the site is not likely a Brownfield site?
- Is it worth spending the assessment dollars with the understanding that there is a good chance the County may not receive reimbursement?
- Agostinelli hoped to discuss this in the February committee meetings.

11. Board Member Comments: None

12. Adjournment ~ **5:28 pm**

**Next Meeting: 4<sup>th</sup> Thursday – February 28, 2013 at 4 pm (room 207a, County Admin Bldg)**

**PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM**

**IF YOU ARE UNABLE TO ATTEND THE MEETING**

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