
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 27, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Habib Mandwee, Christopher Carew, Ken Peregon, Joe Agostinelli, Thell Woods, Tim Hudson, Andy Wenzel

Members Excused: Anne Summerfield, Travis Grimwood

Kalamazoo Township: None

Staff: Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 1

1. Chair Agostinelli called the meeting to Order at 4:05 pm
2. Members Excused: Anne Summerfield, Travis Grimwood
3. Approval of the Agenda: Add under Other: Annen's resignation by Rogers. **Woods moved and Rogers seconded the approval of Agenda. Motion Carried.**
4. Approval of Minutes: **Hudson moved and Peregon seconded the approval of February 27, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Calendar
 - a. None
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Corner @ Drake, applicant Gesmundo, LLC
 - i. Application Update
The updated application from Gesmundo, LLC was reviewed at the committee meetings. Phase I came back with minimal issues. Also the client is interested in having Envirologic Technology write their BRA Plan and is requesting BRA funding in the amount of \$4,000.00 to cover the cost of writing the Brownfield Plan.

Aardema (from AVB) noted he had been working with the Township Assessor, and the houses and infrastructure have been deemed obsolete.

Parcel lines will be redrawn as part of the redevelopment of the site.

Hudson moved and Woods seconded the approval of the application. Motion Carried.
 - ii. Work Order #10 for Brownfield Plan for Corner @ Drake, \$4,000
Woods moved and Mandwee seconded the approval of Work Order #10 in the amount of \$4,000.00. Motion Carried.
 - iii. Timeline

Ms. Jarnefelt reviewed the timeline on page 13 of the packet.

After the review and approval of the application staff will cash the \$1,500 check covering the application fee.

Work Order has been approved.

Dates in parenthesis are the potential alternate dates if there are delays in the process.

Rogers suggested presenting the BRA Plan (and CIA TIF Plan) to the Board of Commissioners as informational on May 6th at 4 p.m. Agostinelli should be attending the meeting.

Agostinelli expressed that County legal counsel may not have the necessary expertise on Brownfields, suggesting the BRA should seek outside legal counsel. Staff should post an RFP to select a firm.

Hawkins suggested E. Kennedy who works for the Land Bank and the Village of Vicksburg. Rogers recommended consulting Susan Padley

Hawkins suggested drafting the BRA Plan where the Board voluntarily forgoes the capture on what CIA would capture.

The Board agreed Hawkins will put together the Plan.

b. Discussion/Action – General Mills

i. Amendment to Work Order #2 - Additional \$1,500

Hawkins stated that the General Mills project is moving along. Their legal counsel is reviewing the Plan, and asking for certain “tweaks” on BEA’s and submittals. Hawkins stated there is a cost associated with making the changes.

ii. Invoice 29761 - \$551.84 – Envirologic Technology

Rogers moved and Wenzel seconded the approval of Work Order #2 in the additional amount of \$1,500.00 and Invoice # 29762 in the amount of \$551.84. Motion Carried.

c. Discussion/Action – Vicksburg Paper Mill

i. Update on Project

Adams stated that the Village of Vicksburg is re-introducing their BRA and asking him to come to help show them the daily operations. He stated that they need to get the BRA Plan that currently sits on the new part of the Mill off and put in the County BRA Plan. Kennedy will help with the legality of it.

Agostinelli agreed with Rogers that County BRA should not pay for Adams’ time consulting another Authority. Staff should keep track of the time spent on helping the Village with their BRA.

ii. MOU

Adams stated that the Village BRA will take it up first and then the Village Counsel. Land Bank has already signed.

Adams stated the Land Bank has met with several Brokers but have not selected one. They will go with an RFP.

Hawkins shared that MDEQ submitted a letter to Neena Paper indicating there’s potential liability with respect to issues at the site.

Harn from MDEQ stated he received a call from the Simpson Paper Company representative, which is the company that takes care of the liability issues for Simpson. He explained that Simpson takes on the liability for everything that was known prior to the sale, and there is a shared responsibility between the buyer Neena and Simpson for anything that is discovered after the sale.

Hawkins noted that they met with Joe ?? from MDEQ, and on behalf of the Land Bank they submitted an application to MDEQ for Section 128 A Funds, an EPA assessment fund that the state manages.

d. **Discussion/Action** – 321 Duncan, Schoolcraft

Agostinelli noted that this is a former Apollo Plastic site. ChemLink, a green company, would like to purchase the building for the expansion of their business. They are filling out the BRA application and will send it in the next week or so. There will be a large demolition to take place, they need to rise up the concrete roof and will use it for warehousing and manufacturing. He spoke with Village Manager Sheri Lutz last week and they are interested in participating at the Village level. Agostinelli also stated they may get some money from MDOT to improve the roads (Elisa and Duncan streets.)

e. **Discussion/Action** - BRA Policy

Major changes in the Policy are highlighted. Adams briefly reviewed the highlighted areas.

Discussion on interest ensued. Jarnefelt suggest flat rate for all projects.

Rogers suggested it should be case by case and negotiated, stating that projects vary from big fish to little fish.

The new application has Part 1 and part 2.

Liabe Party

Hawkins stated he is part of the continuing program improvement process of the State BRA Program, looking at rules, regulations and legislation, a 6 month process. He stated that they are looking at it as a group recommending flexibility with the interpretation of the liable party, especially if someone forgot to file a BEA or missed the date accidentally but still can demonstrate that they didn't contribute to the release.

Hudson moved and seconded by Woods the approval of the BRA Policy with 1 amendment to the section discussed. Motion Carried.

f. **Discussion/Action** - Allocation of 2013 Administrative Expenses

Jarnefelt have not heard any suggestions for changes since the last BRA meeting where the 2013 expenses were presented. There were approximately \$31,000 in administrative expenses and \$85,000 in activities.

Peregon moved and seconded by Hudson the approval of Allocation of 2013 Administrative Expenses as presented in the meeting packet. Motion Carried.

8. Staff Reports
a. None
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9. Committees - times dates and places
 - a. Land Bank Report– no meeting.
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, April 10th, 4:00 pm
 - c. Executive Committee – verbal report, meeting schedule Friday, April 11th, 8:30 am
 - d. PR/Media Committee –

10. Other

Annen's resignation was received. Rogers and Hawkins have tried to contact him but have not heard back.

Rogers feels that it would be good to have somebody in the Board who is from a legal firm. Agostinelli also reached out to a couple of firms in town.

Jarnefelt stated that the County Board Appointment Committee normally reviews what applicants are on file and contacts the applicants to check if they are still interested, then interviews suitable applicants and recommends appointment by the County Board of Commissioners. She stated she doesn't have the schedule for interviews yet.

Staff will send out a thank you letter to Annen for his 12 years service to be signed by the Board Members.

11. Board Member Comments:

Rogers is in contact with Oshtemo Township and she has been attending their Board Meetings once a month. Rogers feels that they would need in depth training in brownfield redevelopment. She spoke with Greg Milliken, Township Planner, and he agreed it would be a good idea since they didn't have a lot of experience with brownfields.

Agostinelli suggested having MEDC give a presentation on Tax Increment Financing.

Rogers & Grimwood have reached out to everybody regarding the slate of officers, and are ironing out last details for the Vice Chair and Secretary. They will email the slate to the staff to send out to everybody. The next meeting will have both the annual meeting and the regular meeting.

12. Adjournment @ 5:20 p.m.

Next Meeting: 4th Thursday – April 24, 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
