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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday August 28, 2014  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** 4:00 pm

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**MINUTES**

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**Present:** Julie Rogers, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Joe Agostinelli

**Members Excused:** Tim Hudson, Christopher Carew, Habib Mandwee, James Spurr, Anne Summerfield

**Kalamazoo Township:** George Cochran

**Staff:** Lotta Jarnefelt, Lee Adams

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 2

1. Chair Agostinelli called the meeting to Order at 4:10 p.m.
2. Members Excused: Tim Hudson, Christopher Carew, Habib Mandwee, James Spurr, Anne Summerfield
3. Approval of the Agenda: **Wenzel moved and Rogers seconded the approval of the agenda. Motion Carried.**
4. Approval of Minutes: **Peregon and Wenzel seconded the approval of July 24, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
  - a. **Discussion:** 2014 Year to Date – Spreadsheet included in the packet.  
Jarnefelt shared that a check from Comstock Township for Midlink was received in the amount of \$31,758.00. Staff will make preparations for a check to the Developer, will request board action in November.
  - b. **Action:** Mileage Reimbursements  
Jarnefelt's mileage expense is \$125.56. Adams mileage expense is \$178.14.

**Rogers moved and Peregon seconded the approval of mileage expenses in the total amount of \$304.70. Motion Carried.**

7. Discussion and/or Action Calendar
  - a. **Discussion/Action** – Corner @ Drake
    - i. Project Update – Staff met with Oshtemo Township staff on Friday, 8/22/14 to discuss the project. Oshtemo staff had a few questions but did not express disagreement with the plan.  
The board briefly discussed signage at the site with the developer.
    - ii. Brownfield Plan and Timeline Discussion  
Envirologic made adjustments to the plan to account for the SoDA capture and the Board's policy to allow a maximum of 3% interest. Other adjustments include: a more accurate amount of eligible expenses and a reduction in the contingency to 5%.

**Woods moved and Grimwood seconded the approval of the Corner @ Drake Brownfield Plan as presented. Motion Carried.**

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- iii. Envirologic Invoice - \$1,471.25 – Envirologic Staff explained the charges and noted that the project is currently within budget.

**Peregon moved and Grimwood seconded the approval of the Envirologic Invoice totaling \$1,471.25. Motion Carried.**

**b. Discussion/Action – Vicksburg Mill**

- i. Staff received an application from a potential developer.

Staff reported that the Land Bank agreed to sell the newer portion for \$25,000.00.

Hawkins reported that the DEQ is wrapping up their work with the data collected on the site. Concern about the identified potential liable party remain.

The board reviewed the project application and supporting documentation. A couple board members were uncomfortable moving forward with the application as presented. Staff will request additional information for the next meeting. Staff will also attempt to arrange a tour of the mill and a presentation by the developer at the committee meetings.

- ii. Agreement

Staff requested action by the board regarding the agreement between the KCBRA, the Land Bank, Village of Vicksburg, and the Village of Vicksburg Brownfield Development Authority. The agreement was approved by the other entities a few months prior. The agreement spells out the roles and responsibilities of each entity regarding this project.

The Board briefly discussed the agreement.

**Peregon moved and Woods seconded the approval of, and authorized the chair to sign, the Mill of South County Agreement. Motion Carried.**

- iii. Brownfield Plan

The board delayed action on Work Order #12 (creation of the Brownfield Plan for the Mill site).

**c. Discussion/Action – Envirologic Expenses**

- i. Hawkins explained the charges under the Chem Link and general consulting work orders. A brief discussion regarding the Chem Link project and potential Brownfield Plan ensued. The Board was informed that the tax increment revenue from the site was too small to warrant the creation of the Brownfield Plan.

**Grimwood moved and Wenzel seconded the approval of the Envirologic Invoices in the amounts of \$655.95 and \$210.00. Motion Carried.**

**d. Discussion/Action – General Mills Expenses**

- i. Nothing new to report at this meeting, action will be requested at the September meeting.

**e. Discussion/Action – Envirologic Contract**

- i. The board reviewed an extension of the Environmental Consultant contract and agreed that a one year extension was appropriate.

**Wenzel moved and Rogers seconded the approval of the Environmental Contract extension with Envirologic Technologies. Motion Carried.**

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- f. **Discussion/Action** – Legal Services Contract
  - i. Staff requested authorization for the Chair to sign a letter of intent provided by the KCBRA legal services contractor.

**Peregon moved and Woods seconded the authorization of the chair to sign the letter of intent from Varnum LLP. Motion Carried.**

- g. **Discussion/Action** – 2013 Annual Report
  - i. Staff prepared and presented the annual report. The annual report is much different than previous years, the information requested was much more detailed and was required to be submitted through an on-line portal. The board review the report as staff presented and briefly discussed the information and requirements.

**Woods moved and Peregon seconded the authorization of staff to submit the 2014 annual report. Motion Carried.**

8. Staff Reports

- a. None.

9. Committees - times dates and places

- a. Project/Finance Committee– verbal report, meeting schedule Thursday, Sept 11<sup>th</sup>, 4:00 pm
- b. Executive Committee – verbal report, meeting schedule Friday, Sept 12<sup>th</sup>, 8:30 am

10. Other

- a. None.

11. Board Member Comments

- a. None made.

12. Adjournment

***Next Meeting: 4<sup>th</sup> Thursday – September 25, 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**

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