
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, February 28, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

Present: Joe Agostinelli, Clare Annen, Travis Grimwood, Ken Peregon, Julie Rogers, Anne Summerfield, Andy Wenzel, Thell Woods

Members Excused: Van Dyk

Kalamazoo Township: None

Staff: Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Lee Adams

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:05 pm.
2. Members Excused: Kenneth Peregon
3. Approval of the Agenda: Item 7ci was moved to between item 3 and item 4 to accommodate the County Clerk. **Peregon moved and Grimwood seconded the approval of the Agenda as amended. Motion Carried.**
4. Approval of Minutes: **Annen moved and Peregon seconded the approval of January 24, 2013 minutes. Motion Carried.**
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
 - a. *NBA Conference Expenses - \$150.00*
 - i. Staff thanked Mr Hawkins for the carpool opportunity to the conference.
 - ii. **Summerfield moved and Rogers seconded the approval of the consent calendar. Motion Carried.**
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 306 N Grand
 - i. *Approve Agreement with Land Bank, Village and DDA*
 1. Staff informed the board that the Land Bank approved the agreement at the February board meeting.
 2. **Grimwood moved and Woods seconded the motion to authorize the chair to execute the agreement between the Land Bank, KCBRA, Village of Schoolcraft, and the Schoolcraft DDA. Motion Carried.**
 - ii. *Discuss/Approve Work Order for Phase I and DEQ file review*
 1. The board felt that approval of the Phase I work order could wait until the next board meeting since the village authorities will not decide on the agreement until their April meetings.
 2. Since it has taken a substantial amount of time to have all authorities approve the agreement, the board felt that Envirologic should begin work on the Brownfield Plan Amendment soon.
 - i. The Land Bank should only expend the Anti-Blight Grant funds after a Brownfield Plan Amendment is in place on the site. This will ensure proper reimbursement of eligible expenses on the site.
 - ii. The grant requires the Land Bank to expend the grant funds before February of 2014.

3. It was determined that Envirologic will submit a work order for the Phase I, DEQ file review, and Brownfield Plan Amendment at the March meeting.
 - b. **Discussion/Action** – Annual Report
 - i. *Review and approve 2012 Michigan Department of Treasury Annual Report*
 1. Staff submitted the annual report for the past several years without the approval of the board. The Chair expressed a desire to review the annual report before staff submitted it to the Department of Treasury.
 2. Staff supplied copies of the 2012 Annual Report for all sites in the Brownfield Plan. Two amendments to the report are needed: The forms are the 2011 version, and a parcel was sold at Midlink. Staff will correct these items before submitting to the state.
 3. **Rogers moved and Wenzel seconded the motion to authorize staff to submit the Annual Report to the State Department of Treasury. Motion Carried.**
 - c. **Discussion** – BRA Board Membership
 - i. Swearing In of Rogers
 1. The oath of office was administered by the County Clerk to all members present. Occurred between items 3 and 4.
 - ii. Interview Committee recommendation to County Board
 1. Staff reported that the County Board of Commissioners Interview Committee interviewed three candidates and are recommending to the full board the appointment of Tim Hudson and Christopher Carew.
 2. Two interviewees could not attend the time allotted for interviews. Some members expressed concern over the interview times; it is not a conducive time for working people.
 3. The County Board of Commissioners will possibly appoint Mr Hudson and Mr Carew at the March 5 meeting. If so, they are available for the March committee meetings. Staff will contact the new members and inform them of their appointment and committee assignments.
 - iii. Review Committee Assignments
 1. The two new members were assigned to the Projects and Finance Committee, all officers are on the Executive Committee, Rogers will serve as the alternate and the remaining members are on the Projects and Finance Committee.
 - d. **Discussion** – Educational Outreach
 - i. Meeting with Township Supervisors – March 20, 10:00am, Oshtemo Township Hall
 1. Agostinelli, along with staff and Evironlogic will present at the meeting.
 - ii. Educational breakfast with local organizations and leaders – Tom Doherty
 1. Evironlogic is willing to host an outreach breakfast for all of the community based organizations that provide letters of support for the EPA grants. Many of the organization are unfamiliar with the BRA and its activities. The proposed date for the breakfast is March 28.
 2. The organizations that provided letters of support and their board, local elected officials, the Chamber, and Land Bank board will receive invitations.
8. Staff Reports
 - a. NBA Conference in Lansing
 - i. Staff and Hawkins gave verbal report on the conference
 9. Committees - times dates and places
 - a. Land Bank Report
 - i. The Land approved the 306 N Grand agreement at their last meeting.
 - ii. The Land Bank is looking to redevelop a parcel on Riverview Drive, the site of the old greenhouse. This projects has a lot of community support.
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10. Other –

- a. Rogers suggested forming an election committee ahead of the Annual Meeting in April.
 - i. Rogers and Peregon volunteered for the committee.
 - ii. Staff will provide the committee with updated board contact information.

11. Board Member Comments

- a. Annen inquired about the winter taxes from Comstock Township.
 - i. Staff said that the taxes were not correct and the check received was sent back to the township.
 - ii. Staff is working with Comstock Township staff to correct the matter.
- b. Annen also inquired about the total administrative expenses for 2012.
 - i. Staff will have the 2012 total administrative expenses at the March meeting, as well as an updated reimbursement analysis.

12. Adjournment at 4:57pm

Next Meeting: 4th Thursday – March 28, 2013 at 4 pm (room 207a, County Admin Bldg)

