

KALAMAZOO COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY  
**MINUTES**

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**MEETING DATE:** Thursday, March 25, 2010  
**PLACE OF MEETING:** County Administration Building

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Present were: Clare Annen, Ruth Blake, Leroy Crabtree, Ken Peregón, Julie Rogers, Matthew VanDyk, Thell Woods  
Kalamazoo Township: George Cochran  
Staff Support: David Artley, Jeff Hawkins (consultant), Lotta Jarnefelt  
Excused: Larry Baumgart  
Absent: Robert Barnard, Marc Hatton, Representatives from Augusta and Comstock  
Recording Secretary: Lori Pyatt

1. CALL TO ORDER

The meeting was called to order by Chairperson Rogers at 4:00p.m.

2. APPROVAL OF MINUTES

A motion to approve the February 25, 2010, Minutes as presented was made by Mr. Crabtree, supported by Ms. Blake and unanimously approved.

Mr. Hawkins introduced a new Envirologic Technology intern, Brittany Roth.

3. CITIZENS COMMENTS

There were no comments made

4. CONSENT CALENDAR

**Invoice #26083: Total \$660.00**

General Programmatic Activities

Work Order #16 and 19 (Bill Group D) - \$660.00

This can be split evenly between the Petroleum Grant and the Hazardous Substances Grant. Activities include: communications and meetings with client; meetings regarding the Abbey Site and Catalyst Development Project. Drafted memo regarding brownfield incentives for Abbey Property, developed updates and budget tables

A motion to approve Invoice #26083 was made by Mr. Crabtree, supported by Mr. Annen and unanimously approved.

5. COMMITTEE REPORTS

A. Executive Committee – The Executive Committee had not met the previous month. Ms. Rogers asked to discuss the meeting times because of her new job.

- The group agreed to meet 7:30 am on Fridays, on opposite weeks of the ACW meetings. The next meeting would be 7:30 am on April 9; it would be adjusted if needed.

B. Project/Finance Committee – Next meeting would be April 8<sup>th</sup> at 4 pm.

C. PR/Media Committee –

- Ms. Schuur had submitted her letter of resignation. Mr. Crabtree agreed to serve as the new PR/Media Chairperson; the others were asked consider serving on the committee.
- The committee had met March 15<sup>th</sup>. The list of ‘suggestions’ was gone over, including:
  - A feature article was being worked on for the Gazette. Mr. Artley agreed to make Ms. Russon, with the Gazette, aware of the BRA/EDC meetings, and would send her the agendas.
  - A brownfield site tour to showcase the work the BRA had done.

- Adding links to the BRA County webpage. The group agreed to make available by request the site prioritization list on the website. Mr. Artley said he would find out what it would cost to track hits on the BRA website. He also stated that the fact sheets could be posted, possibly to a 'Hot Topics' section. An intern may be contacted for website development.
  - Engaging with Township Supervisors more regularly—there could also be an opportunity to talk to them at the monthly meeting of the Supervisors. Mr. Cochran stated he would get more information to Mr. Artley regarding the Kalamazoo County Michigan Township Association; the MTA's next quarterly meeting would be June at Texas Township.
  - Board training and costs: Mr. Artley agreed to find out more information regarding the training opportunities. Ms. Rogers stated she would like to send members to the local trainings. Discussion ensued on joining (MEDA) Michigan Economic Development Association —Ms. Rogers said that could be addressed on a different agenda.
  - Getting the BRA presentations to a group of local bankers and credit union professionals.
  - Developing a better relationship with SW Michigan First. Ms. Rogers asked that Mr. Artley's and Ms. Jarnefelt's interactions with this organization be a standing agenda item under the staff report section.
  - The members were asked to send Mr. Artley their resumes by April 2, and to include what organizations they were members of.
  - Mr. Hawkins offered to do a refresher course on BRA issues for the group at no charge.
- D. By-Laws Committee - The next meeting would be held 7:30 am on April 7 at the County Building.
- E. Nominating Committee – Mr. Artley explained that the officers would need to be elected at the Annual Meeting in April. Ms. Blake volunteered to chair the Nominating Committee. Mr. Peregon volunteered to serve on the Nominating Committee also.

## 6. STAFF REPORTS

### A. Midlink

The new lawyer, Mr. Alan Schwartz, was getting things moving. The 381 was expected to be presented in the near future; Mr. Artley listed the things that would happen if a 381 plan was not presented by December 31— discussion ensued.

### B. Davis Creek – 2805 East Cork

Mr. Hawkins' Power Point presentation included:

- Background information
- Before and after pictures
- Investigation program and summary
- Pictures of the monitoring work done
- Investigation and sampling summary (timeline)
- Time-lapsed aerial photography of the methane pockets; discussion turned to the color key pertaining to methane concentrations, allowable levels, and who would vent the concentrations.
- Conclusions and future activities

Mr. Hawkins commended the BRA for the intergovernmental cooperation on this site. Discussion turned to the value of the property, and recapturing the methane runoff to provide onsite energy generation.

C. Future Funding – EPA submitted 10/16/09. More information was expected in April.

D. County Board of Commissioners Sub-Committees and their impact on the BRA/EDC.

- There were going to be three sub-committees with five members each. The BRA/EDC would be under the committee called County and Community Resource Committee (Chair: Jack Urban). Tuesday, April 6<sup>th</sup> at 8am a status report would be given by staff covering: GIS, Brownfield, and the EDC.
- Mr. Artley was asked to email the names of the different Committees and members.

#### E. Other

- Township folks were met with the previous Friday. The slide show presentation was given.
- Discussion turned to Mr. Annen's concerns regarding:
  - Catalyst development: Two oil tanks were in the basement. A walk through was done. The issue was left in their court, and no request had been made of the BRA yet.
  - Apollo lien: Mr. Artley stated it was not feasible because they were an out of state corporation and one of the principles was in jail. Mr. Annen clarified his question as hinging on a sale of the property.
    - Mr. Artley stated he would ask the clarified questions in writing and would ask for the County's answer in writing.
    - Discussion turned to the 'clawback' option; Mr. Hawkins thought the agreement itself was the 'clawback'.

### 7. OTHER

A. Board Retreat – the group discussed the summary document. A few in the group felt it was a listing of the topics discussed, but it was not a plan for moving forward. (Discussion turned to money in the "Brownfield Redevelopment" line item and the approval process for spending out of the fund.) Mr. Artley asked for the members to email their concerns about the Board retreat summary, stating that he would send the comments on to the person who drafted it (with members' names removed).

B. Appointing the By-Laws Committee for both BRA and EDC  
There was nothing to report.

C. Letter of Resignation of Member Schuur / Process

The group agreed that a thank-you letter should be sent to Ms. Schuur for her service. A motion to accept Ms. Schuur's resignation with regrets (effective March 15<sup>th</sup>) was made by Ms. Blake, supported by Mr. VanDyk and was approved unanimously.

Another application had been submitted; the interview would be held April 6<sup>th</sup>, and an appointment could come at the April 18<sup>th</sup> County Board meeting.

D. Other

The BRA Annual Report had been sent to the State electronically. It was simple in nature as we had collected no TIF in 2009. It will be more complex for 2010 as we will be collecting TIF.

### 8. BOARD MEMBERS COMMENTS

-Mr. VanDyk agreed that the Board retreat Summary was light on analysis.

### 9. ADJOURNMENT

The meeting was adjourned at 5:42 pm.

**Next meeting: April 22, 2010 Annual Meeting and a Regular Meeting**

Respectfully submitted: LP