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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, May 28, 2015  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**MINUTES**

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**Present:** Julie Rogers, Thell Woods, Andy Wenzel, Joe Agostinelli, Travis Grimwood, Habib Mandwee, Tim Hudson, Ken Peregón, Chris Carew, Jim Spurr, Anne Summerfield

**Members Excused:** None

**Kalamazoo Township:** George Cochran, Ex-Officio Member

**Staff:** Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zena Vos, Lotta Jarnefelt

**Community:** 3

1. Chair Agostinelli called the meeting to Order at 4:01 p.m.
2. Members Excused: No members absent
3. Approval of the agenda: **Hudson motioned to approve agenda, Woods seconded. Motion Carried.**
4. Approval of Minutes: **Hudson moved and Woods seconded the approval of April 23, 2015 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
  - a. \$2,850.00 – Varnum – Eliza St. Loan Reimbursement Agreement
  - b. \$1,206.25 – WO#17 General Environmental Review
  - c. \$ 28.75 – WO#19 Checker Motors Site

**Carew moved and Peregón seconded the approval of Consent Agenda. Motion Carried.**

- 8a. Vicksburg Mill - Moved without Board objection to earlier in agenda to hear Presentation of Vicksburg Mill application
  - i. **Discussion/Action:** Vicksburg Mill Brownfield Application – Lisa Phillips, Phillips Environmental Consulting Services representing the developer of the site Paper City Development, LLC presented the Application.

Discussion regarding timing of Brownfield Plan, possibly early 2016 for Plan approval. However, the Land Bank would like to sell the smaller parcel to developer as soon as possible. If Brownfield Plan is not in place at time of purchase, smaller property will not be eligible for Core Community status which allows for the reimbursement of site preparation and infrastructure improvements.

Developer has submitted the Brownfield Application fee with the Brownfield application.

Board confirmed that the Developer would not be requesting funds from the Authority at this time for developing this Brownfield Plan. Authority funds will likely incur once the Brownfield Plan is submitted and will require Enviologic review. Board is not requiring

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signature of the Clawback/Reimbursement Agreement at this time but Agreement will need to be executed prior to review and approval of the Brownfield Plan. Summerfield requested that execution of the Clawback Agreement be added to the timeline.

**Carew motioned to approve the Vicksburg Mill Brownfield Application, Spurr seconded. Motion Approved.**

7. Financial Report

a. **Discussion:** Fund 247 Year to date

**Woods made a motion authorizing staff to process payment of \$6,515.87 to Midlink. Motion seconded by Grimwood. Motion approved.**

b. **Discussion/Action:** 2016 Budget

Requested addition of 232 LLC to the 2016 proposed budget.

Further discussion regarding the budget and the carry forward amount will occur in committee. Staff and Rogers will discuss with County Finance that the 2016 BRA budget will not be submitted until after the June KCBRA meeting at the end of June.

Staff is working with Envirologic on developing TIF statements that will be sent to townships as statements to track the projects and expected TIF collections over the life of the project.

**Rogers motioned to table the 2016 Budget until the next meeting. Support from Grimwood. Motion to table budget adopted.**

8. Discussion and/or Action Calendar

a. **Discussion/Action:** Vicksburg Mill moved to before item 7.

b. **Discussion/Action:** 555 E. Eliza St.

i. Budget exceeded for WO#18 – MDEQ Grant/Loan application – Envirologic Invoice for \$760.00.

Hawkins provided information regarding the extra time involved in reviewing the MDEQ Loan Reimbursement Agreement due to the tax appeal issue at this site.

Staff will contact Clark/CMS to request Clark pay the \$760.00 Envirologic invoice due to the additional work that was required related to the MDEQ Loan application after it was learned that there would be less TIF to cover expenses, at least in the short term.

c. **Discussion/Action:** Part I and Part II Brownfield Application

Discussion regarding having cells highlighted on application until completed to ensure all required information is supplied.

**Spurr motioned approval of Part I and II revised Brownfield Application. Rogers seconded. Motion approved.**

d. **Discussion:** Development Agreement Template and Tax appeal

Project and Finance Committee will discuss language and direction for this issue. Request that Wenzel be present at this discussion for developer perspective.

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9. Staff Reports – The KCBRA Grant Application was not selected for award this year by EPA.

10. Committees - times dates and places

- a. Land Bank Report– None
- b. Project/Finance Committee–verbal report, meeting schedule Thursday, June 11<sup>th</sup> , 4:00pm
- c. Executive Committee – verbal report, meeting schedule Friday, June 12<sup>th</sup> , 8:30 am
- d. PR/Media Committee – KCBRA sign is up at 232, LLC

11. Other – none

12. Board Member Comments – none

13. Adjournment at 5:33 p.m.

***Next Meeting: 4<sup>th</sup> Thursday – June 25, 2015 at 4pm (room 207a, County Admin Bldg)***

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING

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