
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 23, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Thell Woods, Andy Wenzel, Joe Agostinelli, Travis Grimwood, Habib Mandwee, Anne Summerfield, Christopher Carew, Tim Hudson, James Spurr, Ken Peregou

Members Excused: All present

Kalamazoo Township: None

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:00 p.m.
2. Members Excused: No members absent
3. Approval of the agenda: **Motion to approve agenda Hudson, support from Summerfield. Motion adopted.**
4. Approval of Minutes: BRA Minutes of June 25, 2015. **Grimwood moved and Spurr seconded the approval of June 25, 2015 minutes. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. \$9,261.44 – 2nd Quarter Administrative Expenses
 - b. \$ 90.28 – Staff 2nd Quarter mileage
 - c. \$ 263.75 – Envirologic WO#8 – 9008 Portage Road Act 381 Work Plan
 - d. \$ 490.00 – Envirologic WO#10, Amendment #2 – Corner @ Drake invoice review
 - e. \$ 287.50 – Envirologic WO#17 General Environmental Review

Summerfield moved and Woods seconded approval of Consent Agenda. Motion carried.

7. Financial Report
 - a. **Discussion:** Fund 247 Year to date – No changes at this time
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Corner @ Drake
 - i. No action at this time. Staff sent letter to AVB requesting additional information and unconditional lien waivers. As per Curt Aardema, AVB should be able to respond by the August 8, 2015 date in the request letter.
 - b. **Discussion/Action:** 555 E. Eliza St.
 - i. Letter of Credit Documents – Request a draft from the bank of the documents before closing for our review.
 - ii. MDEQ Grant and Loan Contracts – On hold for signing until the Letter of Credit is reviewed and liability insurance is confirmed.

Woods motioned to authorize Chair to execute loan and grant contracts after the LOC has been approved and executed. Support of the motion from Spurr. Motion Carried.

- iii. Act 381 Work Plan Update – Envirologic has completed a draft of the Work Plan. Staff is reviewing. Act 381 Work Plan will be submitted to MEDC tomorrow and then to MDEQ once the loan and grant contracts have been signed and approved.
 - c. **Discussion:** Checker Motors Site update. Property has a parcel in the City of Kalamazoo and a parcel in Kalamazoo Township. Finance committee felt in spirit of intergovernmental relations that the KCBRA could support negotiating sharing the LSRRF if KCBRA administers the Brownfield Plan. Executive committee also supported negotiating sharing of the LSRRF.
 - d. **Discussion:** Development Agreement Template and Tax appeals
 - i. Project and Finance Committee Recommendations
Staff will work on some language to add to the Reimbursement agreement and development agreement – additional discussion to follow
 - e. **Discussion/Action:** Environmental Consultant Contract Renewal
Motion from Spurr supporting 1 year extension of contract with Envirologic Technologies; support from Wenzel. Motion carried.
 - f. **Discussion:** Educational outreach opportunities/possibilities. Receiving many inquiries asking about Brownfield. Discussion regarding the possibility of doing a lunch and learn again.
9. Staff Reports:
- a. Annual TIF reports to the MEDC for 2014 will be available for approval for August meeting
10. Committees - times dates and places
- a. Land Bank Report– Appointed new member to Board of Directors; Land Bank moved to new offices at Riverview Launch; accepted a grant for blight elimination; purchase agreement with a closing date of September 30, 2015 for Vicksburg Mill parcel.
 - b. Project/Finance Committee–verbal report, meeting schedule Thursday, August 13, 4:00pm
 - c. Executive Committee – verbal report, meeting schedule Friday, August 14th , 8:30 am
 - d. PR/Media Committee – Rogers is drafting a response to Mlive article regarding Midlink and lack of mention of Brownfield.
11. Other – Agostinelli and Hawkins will be attending a stakeholder discussion with MDEQ Director Dan Wyant in August.
12. Board Member Comments
13. Adjournment at 5:12 p.m.

Next Meeting: 4th Thursday – August 27, 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
