

---

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

---

**MEETING DATE:** Thursday, April 24, 2014  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** 4:00 pm

---

**AGENDA**

---

**Present:** Julie Rogers, Anne Summerfield, Habib Mandwee, Travis Grimwood, Ken Peregon, Joe Agostinelli, Thell Woods,

**Members Excused:** Christopher Carew, Andy Wenzel, Tim Hudson

**Kalamazoo Township:** None

**Staff:** Lotta Jarnefelt, Lee Adams

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 2

1. Chair Agostinelli called the meeting to Order at 4:04 pm.
2. Members Excused: Christopher Carew, Andy Wenzel, Tim Hudson
3. Approval of the Agenda: Adams adds 1<sup>st</sup> Quarter Staff Time under 7e. **Summerfield moved and Mandwee seconded the approval of agenda as amended. Motion Carried.**
4. Approval of Minutes: **Woods moved and Summerfield seconded the approval of March 27, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Calendar
  - a. None
7. Discussion and/or Action Calendar
  - a. **Discussion/Action** – Chemlink
    - i. Application  
Don Webb from Chemlink and gave brief overview of Chem Link and their need to purchase the building at 321 Duncan in Schoolcraft. He stated that the building needs some selective demolition to make it suitable for their manufacturing and warehousing.

Phase I and II environmental site assessments were completed on the site in 2006.

Hawkins stated the Phase I expired but the information from the Phase II could potentially satisfy the developer's requirements.

Jarnefelt noted that this application was reviewed by the committees.

Agostinelli stated that he and Chem Link officials met with the Village Manager and she was supportive. He also noted that MDOT is likely to commit Transportation Economic Development Fund (TEDF) grant funds to pay for the road improvements around the facility.

Summerfield wants staff to gauge the Village Council's level of support for the project before the BRA expended too many funds.

---

Agostinelli noted the May 10<sup>th</sup> deadline in their Purchase Agreement to complete the Environmental Due Diligence.

Hawkins stated that ET's familiarity with the site will help them meet the May 10<sup>th</sup> deadline. Chem Link has 45 days following the execution of the purchase agreement to complete the BEA.

Discussion ensued.

**Woods moved and Peregon seconded the approval of Application and funds for a Phase I, BEA, Due Care Plan and potentially a Phase II.**

Summerfield expressed concern over expending funds without the Village's approval. She asked for a letter of cooperation from the Village.

**Woods amended his motion supported by Peregon, approval of the Phase I, only until an MOU is in place.**

Discussion ensued.

Jarnefelt suggested being on the Village's Council agenda at the next meeting to request a letter to support. Meeting is on May 5<sup>th</sup>.

**Woods again amended his motion seconded by Peregon, the approval of a Phase I and BEA while awaiting for the Village's support, before proceeding with a Phase II and Brownfield Plan.**

Further discussion ensued

Summerfield suggested asking the Village Council to pass a Resolution of the Board in support of the project including the portion of TIF recaptures.

Jarnefelt pointed the successful project where the Village gave approve 100% of TIF.

Adams suggested that staff try to garner an attitude of support but nothing legally binding.

Rogers suggests getting support for the TIF in general term from the Village's Board.

**Woods withdrew his motion, supported by Peregon.**

**Summerfield moved and Rogers seconded in support of the Application as presented. Motion Carried.**

- ii. Work Order #12 - \$21,000  
Discussion ensued on how to cap the amount on contingency.

**Woods moved and Mandwee seconded the approval of Work Order #12 with an amendment to remove the Brownfield Plan and direct staffs to obtain conceptual support from the Village prior to authorizing Envirologic to perform the BEA & Due Care Plan. Motion Carried.**

i. Invoice # 29840 – \$717.50

Hawkins noted that these costs are for general review activities under new general assistance purchase order. The majority of the charges are related to the Costco project and working on LSRF document, which should be available at the committee meeting.

**Grimwood moved and Summerfield seconded the approval of Invoice # 29840 in the amount of the \$717.50. Motion Carried.**

c. **Discussion/Action** – MEDA Conference – May 29<sup>th</sup>

Adams noted there is a specific session for Brownfield Redevelopment and the Brownfield reporting requirements. The state is changing how to report projects.

Conference cost \$165.00 for non-members, in Lansing.

**Rogers moved and Peregon seconded the approval of expense for one BRA member and one staff member to attend the conference with costs not to exceed \$500.00. Motion Carried.**

d. **Discussion** – Act 381 Letter

Staff received a letter from a Brownfield attorney inquiring about potential changes BRAs would like to see in Act 381. Hawkins stated that he is on the same committee and could relay the BRA's position easily.

e. **Staff Time Report**

Jarnefelt noted that she will be billing by payroll period, which is bi-weekly to have a more specific report from County system.

**Peregon moved and Woods seconded the approval of Invoice for Staff Expenses (#BRA-1-2014) in the amount of \$2,745.41. Motion Carried.**

8. Staff Reports

a. Board vacancy update

Adams stated the application review subcommittee reviewed the applications for the board vacancy, the selected Vince Kalahari, James Spur, and Thomas McKercher to partake in interviews next Tuesday.

9. Committees - times dates and places

a. Land Bank Report–

Woods stated meeting was canceled.

b. Project/Finance Committee– verbal report, meeting schedule Thursday, May 8<sup>th</sup>, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Friday, May 9<sup>th</sup>, 8:30 am

d. PR/Media Committee –

10. Other - none

11. Board Member Comments - none

12. Adjournment at **5:23 p.m.**

**Next Meeting: 4<sup>th</sup> Thursday – May 22, 2014 at 4pm (room 207a, County Admin Bldg)**

---