
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 25, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

Present: Joe Agostinelli, Clare Annen, Christopher Carew, Tim Hudson, Ken Peregon, Julie Rogers, Anne Summerfield, Thell Woods, Travis Grimwood, Matt Van Dyk

Members Excused: Andy Wenzel

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: none

1. Chair Agostinelli called the meeting to Order at 4:01 pm.
 2. Members Excused: Andy Wenzel
 3. Approval of the Agenda: Item 7c was tabled until more information is provided. **Summerfield moved and Hudson seconded the approval of the agenda as amended. Motion Carried.**
 4. Approval of Minutes: Correction in 7B3 – a board member requested that the minutes enumerate the total amount authorized for 306 N Grand Work Order #1. **Van Dyk moved and Hudson seconded the approval of March 28, 2013 minutes as amended. Motion Carried.**
 5. Citizens Comments: None
 6. Consent Calendar
 - a. Authorize payment of the 1st Quarter Staff Expenses \$306.72
Jarnefelt – staff will more accurately account for time devoted to BRA related activities. Accordingly, staff expenses will increase in the future.
 - b. Authorize disbursement of Midlink Reimbursement Check - \$1,294.90
This check is for the amount of the Winter Tax collection over the amount owed to the BRA. The BRA is now fully reimbursed; the BRA will continue to collect administrative expenses on a yearly basis. The funds sent to Midlink are applied to interest accrued only. **Van Dyk moved and Peregon seconded the approval of the Consent Calendar. Motion Carried.**
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 306 N Grand
 - i. Approval of Agreement
Adams stated that all parties have signed the agreement and Envirollogic was instructed to begin conducting the Phase I ESA and DEQ file review.
Hawkins commented that the Phase I was initiated and should be completed in three or four weeks. Hawkins will provide an update at the next meeting.
 - b. **Discussion** – Policy Subcommittee
 - i. The chair gave a brief background of the reasons for creating the subcommittee.
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Carew, Grimwood, Hudson and Agostinelli volunteered for the committee. Hawkins offered to help as well.

Adams will work the volunteers to schedule a meeting time.

8. Staff Reports

a. Annual Budget Timeline

Adams noted that staff will start working on the annual BRA budget and should have a preliminary budget soon.

Jarnefelt commented that the budget will be similar to last year.

b. Planning Department/BRA Annual Report

The Planning Department will not present the annual report to the County Board, but will instead submit a written report. The BRA is included as part of the annual report. Staff will submit the written report in a couple of weeks.

9. Committees - times dates and places

a. Land Bank Report–

Woods – The Land Bank received a historical preservation award for the house they rebuilt on Rose Street in the Vine Neighborhood. There is an open house tomorrow at 3:00 p.m. if anyone is interested in seeing it. Also they sold all the north side houses and only three houses are left in the Market Place development. They are starting to construct a house on North Burdick Street.

b. Project/Finance Committee – verbal report/meeting schedule Thursday, April 9th, 4:00 pm

c. Executive Committee – verbal report/meeting schedule Friday, April 10th, 8:00 am

d. PR/Media Committee – none

10. Other – none

11. Board Member Comments

Van Dyk informed the members that he is resigning from the BRA/EDC Board due to his demanding schedule. One of his associates at his firm is interested in replacing him on the board. He will direct the associate to contact Adams about the board position. He noted the he will stay until the replacement is seated. He remarked that his time on the board was a great experience.

The Chair, on the behalf of the board, thanked Mr Van Dyk for his many year of service. Staff will formally thank him.

Agostinelli commented that he will present at the Michigan Community Conference next week in Lansing. It was previously named the Affordable Housing Conference.

12. Adjournment at 4:18 p.m.

Next Meeting: 4th Thursday – May 23, 2013 at 4 pm (room 207a, County Admin Bldg)

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