

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 28, 2011
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207A
TIME: 4:00 pm

Revised AGENDA

(3rd Quarter EDC Meeting will follow BRA)

1. Call to Order ~4:00 pm
2. Members Excused ~4:01pm
3. Approval of the Agenda ~ 4:02 pm – action
4. Approval of Minutes: BRA Minutes of June 23, 2011 {Attachment 1, pp. 1-7} – action
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar ~ 4:04 pm
 - a. Approve payment of Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of June 23rd Meetings. (3.5 hours X \$15/hr) Total amount - **\$52.50** from BRA 247-000-808.11.
 - b. Approve payment of Envirollogic Technologies Invoice # 27235 for Lunch and Learn (5/16 & 5/23) costs in amount of **\$135.94** for colored postcard invites from Account #247-000-818.00 (under approved Work Order #1.) (A reminder that we did allocate \$5,000 to marketing)
 - c. Approve payment of CMS work order costs at Clausung by Envirollogic Technologies on ET Invoice #27185 in the amount of **\$1,664.52** from Account # 247-000-808.00 (Work Order # revised to #2 was originally approved on June 23, 2011).
 - d. Approve Work Order # 3 dated June 21, 2011 for BRA activities performed by Envirollogic Technologies on the 232, LLC project not to exceed \$1,500 – Account# 247-000-808.00 {work order #3 in Packet as Attachment #2, pp. 8/9}.
 - e. Approve payment of Envirollogic Technologies Invoice #27190 in the amount of **\$767.50** for environmental review of BRA Plan and meetings related to 232, LLC project under Work Order #3. Fund from Account 247-000-808.00 (actually from the application fee)

7. Discussion &/OR Action Calendar: ~ Packets will be available before the meeting. ~4:20 pm

a. ~ 4:20/4:30 pm –

- i. Discussion – **Monthly financial reports** - {See board packet- Attachment #3, pp.10-14}
- ii. Discussion – **Budget Projections for 2012 and beyond** – {See board packet- Attachment #4, pp.15-18}

b. ~ 4:31/4:36 pm - **Action** – Procedure to Meeting Schedules and Meeting Deadlines. {See Board Packet- Attachment #5, pg.19} “I move that we approve the Meeting Schedules and Meeting Deadlines Procedure. This procedure to take effect immediately.”

c. ~4:37/4:40 pm – **Action** – Procedure related to document review. “I move that we approve the following Procedure – All Brownfield Authority Plans and Brownfield Authority Development & Reimbursement Agreements must be reviewed by legal counsel and an environmental consultant prior to an Authority vote. This procedure to take effect immediately.”

KEY:

On items 7d. and 7e. that follow: ✓☉ and italics and underlined= occurred;
DsTBD= Dates to be determined

d. ~ 4:41/4:49 pm – Discussion/Report - **CENTRAL MANUFACTURING SERVICES** {See Board Packet – Project Update Attachment# 6, pg. 20}

i. **Kalamazoo County BRA** : awaiting “need determination” for a BRA plan.

1. ✓☉ Approved Application & Work Order on 6/23. Notify of change in the number.
2. DsTBD – Consider approval of work order to write BRA Plan.
3. BRA Plan would be considered by BRA on 8/25 if necessary with vote potentially on 9/22.
4. Discuss and vote on Development Agreement - DsTBD

ii. **Kalamazoo City Commission** - DsTBD – awaiting “need determination” for a BRA plan.

1. **Informational** - City Council and/or City BRA approval/concur with work and the eventual taking of 1819/2019 Pitcher Street into the County BRA.

2. **Action** - approval of the 1819 Pitcher site in the County BRA Plan.

iii. Kalamazoo Township Board

1. √⊙ July 11- Informational discussion with KTwp Board in workshop – positive feed back about eventually taking both 1819/2019 Pitcher into the County BRA
2. DsTBD –approval of the site in the County BRA Plan.

iv. Kalamazoo County Board of Commissioners - DsTBD – after 9/22

1. **informational** - Present BRA Plan to CBOC at a CoW for discussion
2. **Action**- Present to public at CBOC Public Hearing and final vote by the CBOC at its regular meeting.

e. ~ 4:50/5:04 pm 232, LLC_{See Board Packet – Project Update Attachment# 6, pg. 20-22}

- i. √⊙ 6/23 We have endorsement of the City of Kalamazoo Staff and the D's to collect TIF.

ii. Kalamazoo County BRA –

1. √⊙ 6/23 approved BRA application and acceptance of BRA Plan
2. 7/28 – BRA Consider approval of ET Work Order #3
3. Development Agreement (will require Consultant and Legal Review)
 - a. Receive for August Committee / Authority Discussion
 - b. Vote scheduled at BRA discretion.

- iii. **City of Kalamazoo** √⊙ 7/18 - approved inclusion of 232, LLC in County BRA Plan by unanimous vote of City Commission.

iv. Kalamazoo County Board of Commissioners

1. √⊙ 7/5 – Informational - Present BRA Plan to the County Board in CoW for discussion.
2. **8/3 Action** – Hold Public Hearing and actual vote of acceptance of the BRA Plan by the County

8. Staff Reports ~ 5:05 pm

- a. Midlink {See Board Packet – Project Update Attachment# 6, pg 20}
- b. Galesburg Properties
- c. EPA GRANTS –
- d. Bucket List/ Collaboration/consolidation: Opportunities {see Board Packet – Attachment 7, 23-25}
- e. 8/25 or 9/22 – Presentation by City BRA and Envirollogic Technologies on the Davis Creek Business Park (formerly Lakeside Refinery where in we invested \$137,000 of our 2006/2010 EPA Petroleum Grant)
- f. Other

9. Committees - times dates and places ~ 5:20 pm

- a. Land Bank Report– Thell Woods/ David
- b. Executive Committee –
 - i. Report on July Committee meeting
 - ii. August schedule is FRI. 8/12/11 @ 7:30 am in County Admin
- c. Project/Finance Committee –
 - i. August schedule is THUR. 8/11/11 @ 4:00 pm in County Admin
- d. PR/Media Committee – County Board Handouts....”bits and pieces” – Staff & Member Iden

10. Other

11. Board Member Comments ~ 5:39 pm

12. Adjournment

Next Meeting: 4th Friday – August 25, 2011 at 4 pm.
PLEASE CALL 384-8304 OR EMAIL AT dpartl@kalcounty.com
IF YOU ARE UNABLE TO ATTEND THE MEETING, Please advise.