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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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

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**MINUTES**

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**Present:** Julie Rogers, Ken Peregon, Thell Woods, Andy Wenzel, Anne Summerfield, Christopher Carew, Travis Grimwood

**Members Excused:** Joe Agostinelli, James Spurr, Habib Mandwee, Tim Hudson

**Kalamazoo Township:** George Cochran

**Staff:** Lotta Jarnefelt, Lee Adams

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 2

1. Vice Chair Peregon called the meeting to Order at 4:06 p.m.
  2. Members Excused: Joe Agostinelli, James Spurr, Habib Mandwee, Tim Hudson
  3. Approval of the Agenda: added "Update on the Vicksburg Mill" as item 8b. **Wenzel moved and Woods seconded the approval of the agenda as amended. Motion Carried.**
  4. Approval of Minutes: **Woods moved and Carew seconded the approval of June 26, 2014 minutes. Motion Carried.**
  5. Citizens Comments: None
  6. Financial Report and Administrative Expenses
    - a. **Action:** 2<sup>nd</sup> Quarter Administrative Expenses - \$3,600.72  
**Woods moved and Carew seconded the approval of payment of invoice # BRA-2-2014. Motion Carried.**
    - b. **Discussion:** 2014 Year to Date  
Jarnefelt explained the spreadsheet included in the packet. She also shared that the first quarter invoice has not been processed yet by Finance.
  7. Discussion and/or Action Calendar
    - a. **Action** - 9008 Portage Road Update  
Hawkins stated that MDEQ is done with the planned work on the site. Envirologic is now working on putting together the 381 Work Plan, the intent is to have it reviewed at the next committee meetings.
      - i. Invoice 00123 - \$1,428.75  
Hawkins stated this is a continuation of work that is related to 381 Work Plan evaluation and Due Care activity at the site. This is part of WO #4 and 4a.  
**Carew moved and Wenzel seconded the approval of the invoice #00123 in the amount of \$1,428.75. Motion Carried.**
    - b. **Discussion** – Chem Link
      - i. Project Update  
Hawkins stated that the Brownfield Plan work was approved at the last meeting. Based on projections, only a little amount of TIF is available through personal property. Hawkins recommends not moving ahead at this time.
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c. **Discussion** – Corner @ Drake

i. Project Update

Hawkins provided a revised timeline for this project. The Brownfield Plan draft will be reviewed in the August Committees, with potential approval at the August board meeting.

August 14-15<sup>th</sup> –present plan to committees

August 28<sup>th</sup> – Approval at KCBRA Board Meeting

Sept. 9<sup>th</sup> – Present for approval at the Oshtemo Township board meeting

Sept. 16<sup>th</sup> – County Board of Commisioners Public Hearing

Rogers stated the BOC voted to opt out of Oshtemo Township TIF and does not have the TIF policy in place yet. The BOC will be voting on it on August 6<sup>th</sup>.

Discussion ensued...

Adams asked the board for permission to have the Legal Counsel (Varnum) review the Policy Development Agreement for Corner @ Drake and Chem link.

**Rogers move and Wenzel seconded the approval for Legal Council to briefly review the Policy Development Agreement of Corner @ Drake and Chem Link.**

Summerfield suggested to have Varnum call the staff if they identify major issues in the Agreement before further review.

Hawkins recommended waiting on the Chem Link Development Agreement.

**Motion amended, to briefly review Policy Development Agreement for Corner @ Drake only. Motion Carried.**

d. **Discussion** – Local Site Remediation Revolving Loan Fund

i. Continued Discussion and Possible Action

Adams stated they could draft the policy for board to review but can go in two divergent directions. He stated the Board could let the money sit and wait for a big project or it could use the funds as they come in on eligible expenses.

Woods stated that the funds should be kept separate so they can spend them on specific special projects.

Rogers expressed a preference to wait for bigger projects. She also stated that the BRA can actively market the funds through Southwest Michigan First.

Hawkins agreed with Rogers. He stated that the Board could model their funds after other state and local organization with similar pots of money.

Several on the board felt it would be good to focus the funds on a few key sites. Discussion ensued about the KCBRA site prioritization list.

8. Staff Reports

a. County TIF Policy – included in previous discussion

b. South County Mill

Adams stated that he and a few others met with a potential developer earlier that

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afternoon. The potential developer is very interested in the site. Adams encouraged him to submit an application as soon as possible.

Hawkins stated he is still in communication with some of the attorneys representing previous owners of the mill. They were seeking an update. He let them know that the MDEQ has implemented their Brownfield assessment on the property and that he still waiting for the data.

Board wants to tour the site sometime in September. Adams will send out dates to choose from.

9. Committees - times dates and places

a. Land Bank Report–

Woods stated that the Land Bank meeting was on the 7<sup>th</sup> but he was not notified.

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

i. Changed to August 15<sup>th</sup>, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Thursday, Aug 14<sup>th</sup>, 8:30 am

d. PR/Media Committee –

10. Other

Woods suggested postponing the EDC meeting until next month.

11. Board Member Comments

Wenzel mentioned that it is may be important to mention to Oshtemo Township officials that Brownfield funds captured on the Corner @ Drake Site could help other Brownfield sites in Oshtemo Township, like the Citgo Station in the DDA.

12. Adjournment at 5:32 p.m.

***Next Meeting: 4<sup>th</sup> Thursday – August 28, 2014 at 4pm (room 207a, County Admin Bldg)***

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

**IF YOU ARE UNABLE TO ATTEND THE MEETING**

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