

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
Board of Directors Meeting
MINUTES

MEETING DATE: Thursday, August 23, 2012 at 4:00 p.m.

PLACE OF MEETING: Room 207A, County Administration Building

Present: Joe Agostinelli, Clare Annen, Kenneth Peregon, Julie Rogers, Anne Summerfield,
Andy Wenzel, Thell Woods

Members Excused: Brandt Iden, Larry Baumgart, Matt Van Dyk, Ruth Blake

Kalamazoo Township: George Cochran

Community:

Staff: David Stegink for Jeff Hawkins - Envirollogic, Lotta Jarnefelt, Lee Adams
Recording Secretary: Zeña Vos

1. Chair Agostinelli call the meeting to Order at 4:01 pm
2. Members Excused: Brandt Iden, Larry Baumgart, Matt Van Dyk
3. Approval of the Agenda: **Rogers moved and Wenzel seconded approval of the agenda. Motion Carried.**
4. Approval of Minutes: Amendments to July 26, 2012 minutes - One amendment: Wenzel as excused instead of present. **Woods moved and Paragon seconded approval of July 26, 2012 minutes as amended. Motion Carried.**
5. Citizens Comments: None
6. Consent Calendar: None
7. Discussion and/or Action Calendar
 - a. Discussion – Financial status reports
 - i. Accounts Tracking Sheet - Midlink TIF Received - Jarnefelt explained the Admin Fee of \$409.80 was an error that remains with the Township. The amount will be deducted from the next check.
 - ii. Jarnefelt: FYI – spoke with Amanda Harpe, Deputy Treasurer of Comstock Township. She is receiving training on the Department's functions because Chad Meints will not run for Township Treasurer again.
 - iii. Jarnefelt: Note – The administration costs that were approved last month have not been processed in the accounting system. Staff will update the tracking sheet when the invoice is processed.

- b. Discussion – Potential Partnership between Land Bank & BRA
 - i. Adams and Jarnefelt met with the County Treasurer and Kelley Clark, the Director of the Land Bank. They discussed how to work together and augment the strength of each organization. The BRA can provide site assessment funds while the land bank can provide carrying costs and holding expertise. Income generated on properties is split according to how the Land Bank and BRA rules are set-up.
 - ii. Agostinelli commented: Number of BRA's are partnering with Land Banks around the state. He thinks that this partnership is something to consider whether 306 N Grand is the right site to try it on or not. Properties in a Land Bank are automatically considered core communities; Kalamazoo and Portage are the only core community in the County.
 - iii. Adams: The treasurer is concerned that if 306 N Grand was put up for auction without a minimum bid, the property would in end up back in her hands through foreclosure in a few years.
 - iv. Agostinelli: Staff should meet with Land Bank, Treasurer, and Village of Schoolcraft with a staff report in the next meeting.
- c. Consumers Credit Union
 - i. Grand Opening September 18th at 6:00 pm – Rogers will attend the event. ET had a poster created for the Grand Opening week; the poster will be at the September 18th event.
- d. Environmental Consultant RFP
 - i. Adams: Have the list of 7 firms and will send the RFP out next week. The response deadline is October 19, 2012. Staff will have RFPs compiled ready for October Board meeting and November committees.
 - ii. Jarnefelt: Should look at Kalamazoo City's list of firms.

8. Staff Reports

- a. Land Bank Conference
 - i. Adams: Finalized the itinerary with the City for the Land Bank Conference Bus Tour on October 14, 2012. Going to McKenzie Bakery area, Midlink, Davis Creek, and the InterAct building on S. Burdick, then walking up the mall.
 - ii. September Meeting Location - Room 105.

9. Committees - times dates and places

- a. Land Bank Report – The August meeting was canceled.
- b. Project/Finance Committee – verbal report/meeting schedule Thursday, Sept 13th, 4:00 pm
- c. Executive Committee – verbal report/meeting schedule Friday, Sept 14th, 7:30 am

- d. PR/Media Committee – Rogers was on WKZO on Saturday mentioning about the BRA/EDC projects.

10. Other –

- i. Jarnefelt: Potential project in downtown Kalamazoo on E. Michigan Ave. Staff received a call from the DDA asking if money for assessment work is available. Staff would like more clarification from the Board on how to handle requests in the City. Will this kind of request be worth it for the client to pay \$1,500 fee to put in an application for assessment money?
- ii. Agostinelli and Summerfield agreed the board should review these requests on a case by case basis.
- iii. Jarnefelt: Suggests that she can accept the full application without the fee and take it to the board for discussion and review. If the Board responds favorable to an initial review, staff will accept the application fee.
- iv. Agostinelli requests that this discussion should continue in the committees next month.
- v. Jarnefelt: Another potential project in Schoolcraft Township. Jamie Clarke from CMS is looking at property in Schoolcraft Township south of the Village. In the application Jamie did not project any increase in SEV. CMS will not add to the existing structure, only renovate the existing facility. Staff should receive the application in time to review in committee next month.

11. Board Member Comments

Rogers asked about the status of the Chicago brownfield conference.

Adams: Staff is seeking scholarships. The registration deadline is September 15.

12. Adjournment ~ 5:12 pm

NEXT BRA Meeting: Thursday, September 27, 2012, 4:00 p.m. Rm. 105, County Building