

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
Board of Directors Meeting
MINUTES

MEETING DATE: Thursday, September 27, 2012 at 4:00 p.m.

PLACE OF MEETING: Room 207A, County Administration Building

Present: Clare Annen, Brandt Iden, Julie Rogers, Thell Woods, Ruth Blake,
Andy Wenzel, Joe Agostinelli, Anne Summerfield

Members Excused: Larry Baumgart, Ken Peregon, Matt Van Dyk

Kalamazoo Township: None

Community: 1

Staff: Lee Adams, Jeff Hawkins, Lotta Jarnefelt

Recording Secretary: Zeña Vos

1. Chair Agostinelli call the meeting to Order at 4:01 pm
2. Members Excused: Larry Baumgart, Ken Peregon, Matt Van Dyk
3. Approval of the Agenda: **Summerfield moved and Iden seconded approval of the agenda. Motion Carried.**
4. Approval of Minutes: Amendments to August 23, 2012 minutes - One amendment: Blake as excused instead of present. **Iden moved and Rogers seconded approval of August 23, 2012 minutes as amended. Motion Carried.**
5. Citizens Comments: Hawkins introduced Envirollogic Technology's new member Tom Doherty who has an environmental background and worked for the Kalamazoo County Land Bank. He will work on grant activities as well as various other tasks.
6. Consent Calendar:
 - a. 2nd quarter staff expenses - Invoice # BRA-2QT in the amount of \$300.24
 - i. Jarnefelt explained in comparison to the previous invoice where hourly rates were used, this invoice only shows the lump sum due to rounding issue. There is also a step increase in the hourly rate. The invoice will be billed out to the general County BRA Account 247-000.
Motion to approve the County Staffing Invoice#: BRA-2QT in the total amount of \$300.24 made by Blake and seconded by Wenzel. Motion Carried.
7. Discussion and/or Action Calendar
 - a. Discussion – Financial status reports
 - i. Accounts Tracking Sheet
 - Jarnefelt – On September 24th we received a TIF payment from Midlink. \$16,684.88 for local tax and \$49,329.70 for School tax, totaling in \$66,014.58.

- ii. Midlink TIF Received
 - Adams explained the details of the spreadsheet. See “Sources of Midlink TIF” sheet.
 - Jarnefelt – Since small checks have arrived inconsistently staff will wait until next month see if there are more checks coming from Comstock Township. Staff will prepare a check for Midlink when all TIF income is received for 2012 and seek board approval at the following meeting. At that time, we should know how much to charge for Administration.
 - Hawkins – Midlink has submitted \$32,594.00 in additional expenses that will be available for reimbursement through local tax only. Reviewed it with Jared Belka the attorney from Warner Norcross & Judd LLP. He will provide a write up and summary of the invoices and will present at the next committee meeting.
- b. Discussion – Partnership between Land Bank & BRA
 - i. Staff presented the draft of the Memorandum of Understanding (MOU) between the BRA and Land Bank regarding Kartar #6
 - Agostinelli – The MOU is not ready to adopt, some language may need alterations.

Motion for discussion purposes only made by Woods and seconded by Annen.

- Agostinelli - MOU on the table, members to review as there are changes added to it.
- Adams – the text highlight in yellow are the changes made from the previous version. Setback requirements on the site are: 5 ft. from the road, 5 ft. on the west & south side, 10 ft. from the residential lot line to the east and 0 setback against other commercial zone property to the north.
- Members agreed this should be reviewed by an attorney. Ask Matt Van Dyk?
- Adams – updated the spreadsheet attached to the MOU. In the previous calculation, the sale property was included as part of the reimbursement. Talked to ET about it, we do not have to include the sale in reimbursement. Increased the IRR for BRA and LBA but extended the TIF 3 more years.
- c. Website updates - Action
 - i. Adams - \$350.00 onetime set-up fee to give staff the ability to add and update meeting documents on the County Website. Last year, spent \$160.00 to just update documents.

Motion to approve the set-up fee of \$350.00 to give staff the ability to add and update meeting documents on the County Website made by Wenzel and seconded by Rogers. Motion Carried.

- d. EPA Grant update
- Hawkins – Grant Application is due November 19th. ET will work with staff to complete the application.
 - Summerfield – Is there any way to collaborate with the City?
 - Hawkins – Artley met with the city on numerous occasions to write a coalition grant but was unable to come together. That does not preclude the County BRA from potentially looking at partnering with the Townships. A coalition can request a grant up to \$600.00.
 - Agostinelli – We will discuss more in the next committee meeting.

- e. Larry Baumgart's Resignation
- Agostinelli – Baumgart sent an email stating that his business was improving and his time has become limited. He expressed his appreciation and gratitude for all he learned while serving of the BRA.
 - Jarnefelt – Terms end for Rogers, Blake, and Annen at the end of October. She advised them that the County reappointment process has changed and they need to send a letter of intent if they want to continue. She informed Rogers, Blake, and Annen of the process.
 - Rogers – can the vacancy be posted on the website?
 - Jarnefelt – Yes, it can be posted on the County website.
 - Rogers – requested to send a thank you letter to Baumgart.

8. Staff Reports

a. RFP

- Adams – We have not received any responses yet. Did receive a clarifying question from NTH.

b. Consumer's Credit Union grand opening

- Rogers – Attended with Adams. It was nice, and they had our informational sign up.

c. Portage Brewing Company

- Agostinelli – went with Adams, walked the site and talked with the developer. Their opening is scheduled for March 2013.
- Jarnefelt – Commented, the County froze the EDRP funds. Funds are no longer available for Portage Brewing or any other EDRP project.

9. Committees - times dates and places

a. Land Bank Report

- Woods – There was a low registration for the local partners attending the Land bank Conference. Jarnefelt, Adams, Peregón, & Woods are registered to go.
- The Land Bank is forming a Non-profit organization in an attempt to increase private donations to the Land Bank. The Land Bank has consistently expended their NSP funding, they are 84% expended with a

deadline in February.

- The Kalamazoo consortium (City and County) is seeing highest sale of all Michigan consortium members.
- b. Project/Finance Committee – verbal report/meeting schedule Thursday, Oct 11th.
 - Blake – won't be back then.
- c. Executive Committee – verbal report/meeting schedule Friday, Oct 12th, 7:30 am
- d. PR/Media Committee –
 - Agostinelli – Prior to Baumgart's resignation, he asked Agostinelli to speak on behalf of the BRA to the Institute of Management Accountants. Hawkins is also speaking to them. Will ask ET to help him with the presentation. Will probably incur some costs. The presentation will be on October 16, 2012.

10. Other – none

11. Board Member Comments

Annen – Brown Family Holding - Are we going to get reimburse the \$19,000 for vapor extraction?

Jarnefelt – Have not heard back from them, will contact them.

12. Adjournment ~ **5:18 pm**

NEXT BRA Meeting: Thursday, October 25, 2012, 4:00 p.m. Rm. 207a, County Administration Building