
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 24, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: After 4:00 pm EDC Meeting

MINUTES

Present: Joe Agostinelli, Clare Annen, Christopher Carew, Tim Hudson, Ken Peregón, Brandt Iden – alternate to Julie Rogers, Anne Summerfield, Thell Woods, Travis Grimwood, Andy Wenzel, Habib Mandwee

Members Excused: Julie Rogers

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: none

1. Vice Chair Annen called the meeting to Order at 4:10 pm.
2. Member's Excused: Julie Rogers
3. Approval of the Agenda: Additions to the Agenda: under 7A iii – Budget revision. **Woods moved and Summerfield seconded the approval of the agenda as amended. Motion Carried with Iden abstaining.**
4. Approval of Minutes: **Woods moved and Wenzel seconded the approval of September 26, 2013 minutes. Motion Carried with Iden abstaining.**
5. Citizens Comments: None
6. Consent Calendar
 - a. *Envirologic Invoices - \$17,003.41*

Hawkins stated that more invoices are expected for the Project Spartan 381 Work Plan, BEA and Due Care Plan; the project remains on budget.
Wenzel moved and Carew seconded the approval of the Envirologic Invoice in the amount of \$17,003.41. Motion Carried.
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Staff Expenses
 - i. *Review third quarter staff wages and benefits*
Carew moved and Mandwee seconded the approval of Staff Expenses associated with Invoice# BRA-3QT-2013 in the amount of \$2,099.67. Motion carried.
 - ii. *Review travel expenses*
Wenzel moved and Woods seconded the approval of Adams' Travel Expenses between months of August through October in the amount of \$57.29. Motion carried.
 - iii. *2013 Budget Revision*

Jarnefelt explained that a revision to the 2013 Budget is needed due to the larger number of projects this year. She also noted the staff failed to budget for the

reimbursement to Midlink from local taxes. She also wanted to budget for the possibility of additional projects for this year.

Jarnefelt requested to increase the budget for expenses in the amount of \$55,900. She noted that if the BRA incurs the additional expenses, the general fund will have \$120,860.00 remaining.

Woods moved and Summerfield seconded approval of the proposed budget adjustments. Motion carried.

Agostinelli arrived at 4:25 p.m., took over as chair of the meeting.

b. Discussion/Action – 9008 Portage Rd

i. Review Brownfield Plan draft

Hawkins presented a draft of the Brownfield Plan.

Adams noted that the developer will close on the site on Friday and that the lien was removed.

Jarnefelt noted the need for the Portage City Council Resolution under attachment, D – Resolutions.

Adams noted that the Portage BRA will meet on either November 4th or 6th to review the plan.

Grimwood moved and Peregon seconded the approval of the BRA Plan as amended and as discussed. Motion carried.

c. Discussion/Action – Vicksburg Paper Mill

i. Application for MDEQ assessment funds

Staff stated that the County Treasurer may fund the application to MDEQ for assessment funding discussed in committees. Staff asked for a motion to support the application for assessment funding if the Treasurer is unable.

Hawkins explained: Section 128a Funds, funds that comes from EPA to the MDEQ. The EPA funds the analytical cost and the State funds the labor. The MEDQ will perform the work. Hawkins is proposing to prepare the application to direct the MDEQ where the investigation would have the greatest impact.

Summerfield moved and Woods seconded the approval of funding to prepare the Application for MDEQ assessment funds in the amount of \$5,000.00. Motion carried.

d. Discussion/Action – Midlink

i. Project Spartan

1. Update from Agostinelli

Agostinelli noted that he, staff, and ET are working with Midlink and General Mills/Tippmann legal counsel on an amendment to the existing development agreement to assign TIF associated with the development to General Mills.

2. Review Amendment to Development Agreement

Gary Komrska from Tippmann Construction gave a presentation on the General Mills project so far. He stated that they hope to break ground in the next couple of weeks, with an aggressive schedule working through winter; they plan to open the facility on July 3, 2014. The second phase of construction, if needed, will start shortly after, with a 115,000 sq ft addition proposed.

Hudson abstained from any discussions.

Annen moved and Iden seconded the approval to the Development Agreement in concept and authorizes staff and BRA council to work through the final technical issues, and authorizes the Chair to sign when all parties are satisfied. Motion Carried with Hudson abstaining.

ii. Midlink request to amend the Brownfield Plan

Rob Britigan from Midlink gave a brief presentation of the Midlink development. John Byl, legal counsel for Midlink discussed proposed amendments to the Midlink Brownfield plan. Midlink requested an amendment to the Brownfield plan to allow for an increase in the number of years allotted for TIR capture attributed to developer expenses; Midlink would like to offset the potential TIR given to General Mills. Midlink also requested an increase in the eligible expenses to reflect the additional expenses incurred by the General Mill facility development. Midlink further requested that the revised Brownfield Plan allow for the reimbursement of infrastructure expenses; Midlink supplied printed materials to support the need and plan for infrastructure development on the site.

Discussion ensued.

Members of the BRA expressed concern over utilizing TIR to reimburse infrastructure costs. There is concern that allowing infrastructure costs may jeopardize school TIF capture.

Discussion was tabled until a later meeting. The proposals will be discussed at the committee level before the board will make a decision.

e. Discussion/Action – NBA, Michigan Chapter Conference

i. Nov 13th 9:00 am – 3:00 pm

Adams referred to the agenda in the package. The cost for a government employee to attend is \$75.00.

Summerfield moved and Hudson seconded the approval to authorize staff to spend up to \$500.00 to attend the NBA Michigan Chapter Conference. Motion carried.

8. Staff Reports

a. 381 Work Plan submitted for 306 N Grand

Adams stated it's submitted to the MDEQ and should hear back from them within 60 days.

9. Committees - times dates and places

a. Land Bank Report–

i. No meeting.

b. Project/Finance Committee– verbal report,

i. Meeting schedule change to Thursday, Nov 7^h, 4:00 pm. Staff will send out email reminder.

c. Executive Committee – verbal report, meeting schedule Friday, Nov 8th, 8:30 am

d. PR/Media Committee – none

e. Policy Subcommittee – verbal report, meeting schedule: TBD

10. Other –

Woods commented in favor of the Midlink proposals. A brief discussion ensued.

11. Board Member Comments

Adams noted he circulated a Doodle for the new members for orientation/refresher. He will send out email with the date and time are finalized.

12. Adjournment at 6:30 pm.

Next Meeting: 4th Thursday – November 21, 2013 at 4pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING
