

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY  
Board of Directors Meeting  
**MINUTES**

**MEETING DATE:** Thursday, October 25, 2012 at 4:00 p.m.

**PLACE OF MEETING:** Room 207A, County Administration Building

Present: Joe Agostinelli, Clare Annen, Brandt Iden, Kenneth Peregon, Julie Rogers,  
Anne Summerfield, Thell Woods, Matthew Van Dyk, Andy Wenzel

Members Excused: Travis Grimwood, Ruth Blake

Kalamazoo Township: George Cochran

Community: 2

Staff: Lee Adams, Jeff Hawkins, Lotta Jarnefelt

Recording Secretary: Zena Vos

1. Chair Agostinelli call the meeting to Order at 4:00 pm
2. Members Excused: Travis Grimwood, Ruth Blake
3. Approval of the Agenda: **Wenzel moved and Summerfield seconded approval of the agenda. Motion Carried.**
4. Approval of Minutes: **Rogers moved and Wenzel seconded the approval of the September 27, 2012 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Calendar: None
7. Discussion and/or Action Calendar ~ **4:05**
  - a. **Discussion** – BRA Board Membership
    - i. Jarnefelt - New member Travis Grimwood was appointed at the last County Board of Commissioners meeting. He is not able to attend this meeting due to a previous commitment.  
  
Ruth Blake, who initially expressed interest in renewing her appointment, recently decided to resign from the board. Although her health assessment was good, she still can't guarantee to give 100%.  
  
Annen & Rogers have expressed interest in continuing to serve on the BRA & EDC board.
    - ii. Iden - The County Interview Committee was going to renew all three appointments. There are no applications pending. The lack of pending application will create a vacancy on the board.

- iii. Rogers - at a candidate forum for county commission last week, the lack of diversity on appointed boards was a concern raised. It may be helpful to make the process more transparent. We should advertise the opening on the website and send a press release to Kalamazoo Gazette.
- iv. Jarnefelt - maybe the BRA should advertise on the radio too.
- v. Agostinelli - In support of advertising publicly but keep in mind it is the County Board rule to appoint.
- vi. Rogers - in the past, the County boards have asked the opinion of the BRA members. She expressed that Blake was valuable to the board with her assessor background.
- vii. Iden - will take it to the interview committee.

b. **Discussion** – Financial status reports

- i. Jarnefelt – Talked to Chad Meints from Comstock Township regarding the Midlink TIF collection. Comstock Township made an error in their TIF calculation. They sent us the full tax revenue instead of the increment over the base value in 2008. They overpaid in the total amount of \$33,720.77 (Letter of explanation from Comstock Township and spread sheet were attached).

Note that due to rounding differences (BS&A always rounds down), the sums in the spreadsheet and the BS&A reports are off by \$0.53. The official numbers are the BS&A numbers.

It was requested that the BRA authorize staff to refund the overpaid amount of \$33,720.77.

**Motion to approve the refund to Comstock Township in the total amount of \$33,720.77 made by Annen and seconded by Woods. Motion Carried.**

- ii. Tracking Sheet

Jarnefelt – Staff received the Maximus report. The report allocated \$1,139.00 for county costs attributable to BRA activities. Staff estimated that 80% is attributable to Midlink, and 20% to the BRA general account. This is the cost to reimburse the County thru the end of 2011. \$911.20 comes from Midlink account and the \$227 would come from BRA general fund.

**Motion to approve the transfer back to the County in the total amount of \$1,139.00 made by Woods and seconded by Iden. Motion Carried.**

- iii. Jarnefelt – FYI - Received estimated TIF calculation of \$5,278.40 from Kalamazoo Township for Family Brown Holdings.

- c. **Discussion** – 306 N Grand Schoolcraft – Nov. 1 meeting with DDA at 8:00 a.m. Agostinelli informed staff he cannot make it to the meeting.

Adams & Jarnefelt will attend the meeting along with Kelly Clarke from the Land Bank. The meeting should inform staff of the attitude towards a brownfield project in Schoolcraft.

Adams – The septic drain field is not allowed under an impervious surface such as parking lot and must be 3 ft away from a lot line.

d. **Discussion** – EPA Grant Application Update

Hawkins – ET Submitted and received the required application letter from the MDEQ. ET will use updated letters of support from BRA community supporters. The letters of support must come from community organization, not governmental organization. The draft should be ready for review prior to the November 19 due date.

Question/Comment to the Board: Should the board pursue both petroleum and hazardous substances grants? The BRA did not pursue Petroleum funding last year; it is difficult to spend because of the eligibility requirements associated with it.

The City of Kalamazoo is not applying for EPA grants this year

Rogers – recommends applying for both grants if it can fit in the allowed pages 15 page application.

e. **Action and Discussion** – RFP review and recommendation process

Adams – received 7 responses to the RFP. From: ASTI, ET, NTH, Fleis and Vanden Brink, PM, and SME.

Agostinelli – Need to make a decision on how and what approach to take on reviewing the applications.

Peregon – Were there any criteria established for the RFPs review?

Jarnefelt – when BRA received the \$400,000 grant, they had extensive review criteria and point system. When staff renewed the contract with ET, they did not use the point system.

This contract is for general “go to” consultant and would potentially do the assessment work that is needed next year. If the BRA receives grant funds, we will send out another RFP for the grant work. Consultants that responded to RFP are aware that they are not necessarily the consultant if the BRA receives a grant.

Agostinelli –The Executive Committee will review the responses at their next meeting. They will come up with a recommendation for the next board meeting. Staff will do a preliminary review and prepare summary for the committee meeting.

f. **Action** – Upcoming Conferences

- i. MEDA – November 27, 2012 – Economic Development Training

Staff will send out the flier if anyone is interested. Member fee is \$90.00, non-member is \$165.00. Registration deadline is November 20, 2012.

- ii. National Brownfield – May 15-17, 2013 Conference in Atlanta  
Adams – Reminder: Airfare is more expensive and accommodations are harder find as the conference gets closer.

Agostinelli – if anyone is interested send an email to staff.

8. Staff Reports ~ **4:40**

- a. Land Bank Tour  
Adams spoke and Woods attended. They visited several sites. The tour had good attendance (about 30 people in the bus) with many good questions.
- b. CMS Update  
Jarnefelt – CMS decided not to apply for assessment money. Not sure why. They did not have the sales agreement.
- c. November and December Meetings  
Agostinelli – supports in moving the November meeting to the 15<sup>th</sup> and the December meeting to the 20<sup>th</sup>. Staff will send out notice.

9. Committees - times dates and places ~ **4:50**

- a. Land Bank Report– Thell Woods  
Woods – The National Land Bank conference was quite nice. He brought in packets for anyone interested.
  - The land bank did not have formal meeting in October.

Adding to the agenda: Update on NBA Chicago Conference

Jarnefelt – Attended the NBA conference in Chicago with Adams. It was a 2 half day conference. She will email a summary to the board. Adams managed to get one registration for free and he stayed with his brother, took the train and saved some money.

Woods – Commented on the Georgia Pacific tour. What they are doing is quite impressive, especially the layers they are putting on the land fill. Adams & Jarnefelt also attended the tour.

Jarnefelt – Three companies - Arcadis, Terra and Georgia Pacific have worked well together for years. It's landfill but nice looking, functioning and clean. There is a lot of testing done continuously. It is impressive.

- b. Project/Finance Committee – verbal report/meeting schedule Thursday, Nov 8<sup>th</sup>, 4:00 pm
- c. Executive Committee – verbal report/meeting schedule Friday, Nov 9<sup>th</sup>, 7:30 am
- d. PR/Media Committee – Report from presentation to Institute of Management Accountants

Agostinelli – Presented with Hawkins last Tuesday at Gallagher's. It was a good exposure for the BRA.

10. Other –

Rogers – has been approached by several people asking her regarding the Checker Motor facility. It is getting worse and possibly a public health hazard. Many are asking if there's anything the Brownfield can do about it.

Summerfield – drove by it last week, it is atrocious. Building is fenced off and inaccessible to the public. The building is sitting there as rubble. What is the status of the property in term of ownership?

Peregon – Checker does not own the property.

Hawkins – the property is owned by the demo company who got it out of bankruptcy but didn't do a BEA or any due diligence on the property. They may be the liable party.

Rogers – It would be helpful if staff investigated.

11. Board Member Comments

Adams – Staff received two resignations – Baumgart and Blake.

Agostinelli – The Executive Committee is now missing two people. Need to shift one person from project and finance to executive.

Staff will invite Grimwood to join the executive next month. The BRA will re-evaluate the committee rosters at the next meeting.

Rogers requested to send thank you letter to Ruth Blake.

Jarnefelt – sent a thank you letter to Larry Baumgart. Will send a thank you letter to Blake.

12. Adjournment ~ **5:15 pm – action**

***Next Meeting: 4<sup>th</sup> Thursday – November 15, 2012 at 4 pm - room 207a, County Admin Bldg***