
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, December 20, 2012
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

1. Call to Order
 - a. Chair Agostinelli Called the meeting to order at 4:04 pm
2. Members Excused
 - a. Van Dyk (arrived at 4:42), Wenzel
3. Approval of the Agenda
 - a. Moved by Annen, seconded by Summerfield
 - i. Motion carried
4. Approval of Minutes: BRA Minutes of November 15, 2012
 - a. Moved by Summerfield, seconded by Peregou
 - i. Motion carried
5. Citizens Comments (4 minutes each / Please state name and address)
 - a. Ron Reid, Kalamazoo Township Supervisor
 - i. Introduced himself to the BRA and thanked the BRA for all of its hard work.
 - ii. He is connecting with boards that Kalamazoo Township is involved with.
6. Consent Calendar
 - a. Swearing in of Travis Grimwood
 - i. The oath of office was administered to Mr. Grimwood.
7. Discussion and/or Action Calendar
 - a. Contract with Envirollogic Technologies
 - i. No discussion
 - ii. Paragon moved to approve the 2013 Contract with Envirollogic Technologies.
 1. Summerfield Seconded
 2. Motion Carried
 - b. Envirollogic Invoices - \$300.00
 - i. It was noted that the invoices were for work performed on the Midlink site.
 - ii. Motion to approve the invoices made by Annen, supported by Woods.
 1. Motion carried
 - c. BRA Board Membership
 - i. New Applicants
 1. The County Board of Commissioners Interview Committee will most likely review the applications and interview candidates in February.
 2. Staff asked if the board had recommendations for the interview committee to consider.
 - i. The Executive Committee would like to recommend Habib Mandwee.
 3. Tim Hudson has expressed interest but has not sent in an application.
 4. Two applications were received after the committees met.
 - i. E. Allen Hayes
 - ii. Lynn Spurr
 - 1 She was briefly discussed at the Projects and Finance Committee.
 - 2 Works for Fishbeck, Thompson, Carr, & Huber.
 - ii. Rogers Resignation
 1. Resigned due to election to County Board.

- iii. Letters to Rogers and Blake
 - 1. Letters were signed by the chair and sent to Rogers and Blake.
- d. Midlink
 - i. Payment Sent
 - 1. The approved payment was sent to Midlink on 11/20/12.
 - 2. Annen asked if the County refunded Comstock Township the over payment of taxes collected on the Midlink site.
 - i. Jarnefelt confirmed that the refund was sent.
 - ii. Interest Calculation
 - 1. Annen asked that the board take formal action to approve the interest calculation to allow for consistent calculation for the duration of the TIF.
 - 2. Adams noted that the main amendment to the previous version is the removal of the state eligible expenses from the interest calculation.
 - 3. Agostinelli was in favor of adopting the language in the document but would prefer changing the calculation to sample figures instead of actual figures.
 - 4. Staff will amend the calculation to include “sample” language and confirm with Jared Belka.
 - iii. Reimbursement Analysis
 - 1. The reimbursement analysis was reformatted to flow better.
 - 2. Hawkins suggested that the BRA send the reimbursement analysis to Comstock Township each year.
- e. 306 N Grand Schoolcraft
 - i. Meeting with Village
 - 1. Staff and Kelly Clarke met with the Schoolcraft Village Council.
 - 2. The Village Council seemed to have discussed the project ahead of time and formed a very favorable opinion of BRA involvement on the site.
 - ii. MOU with Land Bank, Village and DDA
 - 1. The DDA was added to the same section as the Village.
 - 2. The DDA needs to be added as a party throughout the agreement.
 - 3. The MOU spells out the roles of each entity during the development of the site.
 - 4. The BRA is only committing to conduct a Phase I site assessment and other activities as deemed necessary by the BRA.
 - 5. The Phase I site assessment will expire within six months of completion, but an outdated assessment will give developers a sense of what is on the site.
 - 6. Hawkins stated that the redevelopment of sites in which the DEQ has worked has spurred increased interest from the DEQ in related sites. Pursuing this project may bring additional DEQ attention to the area.
 - iii. Land Bank Grant
 - 1. The land bank applied for a blight elimination grant from state held mortgage settlement funds.
 - 2. The Land Bank applied for \$10,000 to remove the foundation remaining on the site.
 - 3. Agostinelli: If the Land Bank does receive the grant, we need to have a brownfield plan in place to ensure that the work performed by the grant funding is reimbursed through TIF.

8. Staff Reports

- a. Meeting with Bill Adams – Vicksburg Village Council President
 - i. He met with Jarnefelt and Adams last week.
 - ii. He is interested in how the BRA can help redevelop the paper mill.
 - 1. The property is in both the Village of Vicksburg and Schoolcraft Township.
 - iii. He was under the impression that there are Village funds available for Brownfield projects, staff will follow up with him to determine what funding is available.
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- iv. The lessons learned on 306 N Grand Schoolcraft could apply to this parcel.
- v. Summerfield felt that it is best to connect with the newly elected officials throughout the county.
 - 1. The township supervisor meeting is a good forum.
 - 2. Maybe a community breakfast?
 - 3. Hawkins: This may be a good time to go over the new part of the legislation that allows for greater cooperation and consolidation between BRAs.
 - 4. Staff will meet with Hawkins to discuss and develop strategies for outreach with the local units of government throughout the county.

9. Committees - times dates and places

- a. Land Bank Report–
 - i. The Land Bank has the highest grossing sales in the statewide consortium.
 - ii. The Land Bank is looking to take additional consortium money unspent by other members.
- b. Project/Finance Committee – verbal report/meeting schedule Thursday, Jan 10th, 4:00 pm
- c. Executive Committee – verbal report/meeting schedule Friday, Jan 11th, 8:00 am
- d. PR/Media Committee –

10. Other –

11. Board Member Comments

12. Adjournment

Next Meeting: 4th Thursday – January 24, 2013 at 4 pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING
