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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, December 18, 2014  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** 4:00 pm

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**MINUTES**

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**Present:** Julie Rogers, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Joe Agostinelli, Tim Hudson, Anne Summerfield

**Members Excused:** Christopher Carew, Habib Mandwee, James Spurr

**Kalamazoo Township:** George Cochran

**Staff:** Lee Adams, Rachael Grover

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 2

1. Chair Agostinelli called the meeting to Order at 4:07 p.m.
2. Members Excused: Christopher Carew, Habib Mandwee, James Spurr
3. Approval of the Agenda: Agostinelli added item 3a to introduce the new KCBRA staff member. **Hudson moved and Summerfield seconded the approval of the agenda as amended. Motion Carried.**

**3a. Introducing a Guest**

Agostinelli introduced Rachael Grover, the new BRA Staff.

Grover gave a brief introduction including her professional experience and education. Her official start date is December 29, 2014.

4. Approval of Minutes: **Woods moved and Peregon seconded the approval of November 22, 2014 minutes. Motion Carried.**
5. Citizens Comments: None made.
6. Financial Report and Administrative Expenses
  - a. **Discussion:** 2014 Year to Date  
Adams briefly explained the spreadsheet included in the packet. The year-to-date balance is almost negative \$90,000; this mostly stems from the large number of projects the BRA has supported this year. The total unencumbered cash in the Brownfield Fund is roughly \$62,000.
  - b. **Envirologic Invoices:**
    - i. #00631: Corner @ Drake - \$202.50  
Hawkins indicated that the work order for the Corner @ Drake project was exhausted.
    - ii. #00595: 555 E Eliza St - \$12,491.68  
This invoice work includes Phase I, Phase II, BEA, Brownfield plan activities. To date expenses roughly total \$17,000, with a remaining balance of \$38,000
    - iii. #00596: General Consulting WO - \$280.00  
This invoice covers general consulting activities with staff. Total budget: \$2,500, expenses to date: \$1,820.00

**Woods moved and Hudson seconded approval of Enviologic Technologies invoice numbers: 00631 (\$202.50), 00595 (\$12,491.68) and 00596 (\$280.00). Motion Carried.**

**c. SMPC Invoice:**

i. #34052-1:Oct-Nov: - \$2,618.24

The invoice and supplemental information outlines the work performed by SMPC/Lee Adams in October and November.

**Wenzel moved and Rogers seconded the approval of payment for SMPC Invoice #34052-1 in the amount of \$2,618.24. Motion Carried.**

**7. Discussion and/or Action Calendar**

**a. Discussion/Action – 555 Eliza**

i. Brownfield Plan Approval Update

Agostinelli stated the Plan was approved by Schoolcraft Village, and also approved by the County Board on December 16<sup>th</sup>. The County Board was complimentary of the BRA's work.

ii. DEQ Grant/Loan

Hawkins gave an update on the potential MDEQ grant/loan. The discussed total was \$350,000. Hawkins indicated that the KCBRA was given a formal invitation to submit an application. The board wanted ET to submit the application on its behalf.

**Rogers moved and Peregon seconded to authorize Enviologic Technologies to submit an application to the MDEQ for a grant and/or loan.**

iii. Development Agreement

The board discussed edits to the Development Agreement.

**b. Discussion/Action – Corner @ Drake**

i. Development Agreement

Agostinelli gave an overview of the discussion between KCBRA representatives and the developer's representatives.

The developer requested a \$5,000 per year cap on Administrative Expenses collected through tax increment revenues generated at the Corner @ Drake site. A potential cap was discussed in committees.

Discussion ensued.

The board reviewed the developer request but wanted to remain with the 10% cap on Administrative Expenses as presented.

**Wenzel moved and Woods seconded to authorize the Chair to execute the Development Agreement as presented upon receipt of a signed copy from the developer. Motion Carried.**

**c. Discussion/Action – Clausing (1819 and 2019 N Pitcher St)**

i. Application

Agostinelli stated that Jaime Clark is pursuing the purchase of the Clausing properties. The Land Bank, the County and the City of Kalamazoo previously worked together to acquire and demolish the building on property located to the south of the Clausing property. Clark is looking for another property in the City to serve as a hub for logistic operations.

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- ii. Work Order #16  
Hawkins stated that previous work revealed significant contaminant issues beneath the building. Based on the previous data, a Phase I and BEA is needed. Sub slab soil gas sampling is needed in some locations as well. The estimated cost for all of the work is \$20,800.

The board does not anticipate receiving tax increment revenues from the site. Therefore, the board wanted to limit its contribution to the site assessment costs to conform with its policy.

**Peregon moved and Rogers seconded the approval of the Clousing application and Work Order #16 with a cap of \$10,000. Motion Carried.**

d. **Discussion/Action** – Midlink/General Mills

- i. Eligible Expense – the table is included in the packet  
Adams and Hawkins gave an overview of the expenses and the need to approve them. Hawkins also stated that Tippmann submitted expenses in excess of the \$1,830,900.00 cap. He advised the board to approve all expenses but only reimburse up to the cap (or ten years of TIR), this would offer the authority some flexibility within the MDEQ proscribed categories. The development agreement governs the reimbursement process.

**Woods moved and Summerfield seconded approval of the eligible expenses presented. Motion Carried.**

e. **Discussion/Action** – EPA Grant(s) Update

- i. Approval of Application  
Hawkins stated that the application for assessment grants is complete; he is only waiting on letters of support.

**Peregon moved and Hudson seconded to authorize the chair to sign and to Enviologic Technologies to submit the application. Motion Carried.**

f. **Discussion/Action** – 2015 Meeting Schedule

- i. Approval of the 2015 Meeting Public Notice  
**Rogers moved and Hudson seconded approval of 2015 KCBRA meeting schedule as presented. Motion Carried.**

8. Staff Reports

- a. New Staff  
Board members introduced themselves to the new KCBRA staff member, Rachael Grover.
- b. Signs – Total cost: \$648.41  
Staff noted that the signs were finished and in possession of staff.

9. Committees - times dates and places

- a. Land Bank Report–
  - b. Woods stated that Balkema was voted the President of Michigan Association of Land Banks. The Land Bank is building additional 10 units at Prairie Garden. The Land Bank sold several properties. The River View Launch project is progressing very well.
  - c. Project/Finance Committee – verbal report, meeting schedule Thursday, Jan. 8<sup>th</sup>, 4:00 pm
  - d. Executive Committee – verbal report, meeting schedule Friday, Jan 9<sup>th</sup>, 8:30 am
  - e. PR/Media Committee –  
Rogers stated she had been working with Alex Mitchell from MLive to increase KCBRA coverage. He will be working with staff and the chair to write about BRA Projects
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undertaken in the past two years. She suggested that members create an MLive account so they can comment and share the article when it is released.

Rogers also mentioned that the EPA conference in Chicago is coming up next year. She felt that a few members should attend.

10. Other

Woods shared that he is now the President and Treasurer of the Crowd Funding Professional Association.

11. Board Member Comments

Agostinelli mentioned a big announcement for the region. A pork processing plant in Coldwater was announced. The project will spur a \$252 million investment and create 810 jobs. This was one of the biggest non-auto related announcements in years.

The State is completely reorganizing Economic Development, work force development and housing development. They are creating a Super Agency who will oversee the MEDC, MSHDA, Unemployment, etc. It will be run by the Economic Developer Steve Arwood, currently COO of MEDC.

Rogers mentioned a potential project for the EDC.

12. Adjournment @ 5:18 p.m.

***Next Meeting: 4<sup>th</sup> Thursday – January 22, 2015 at 4pm (room 207a, County Admin Bldg)***

PLEASE CALL 384-8112 OR EMAIL [RAGROV@KALCOUNTY.COM](mailto:RAGROV@KALCOUNTY.COM)

IF YOU ARE UNABLE TO ATTEND THE MEETING

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