
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 22, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Habib Mandwee, Travis Grimwood, Ken Peregon, Joe Agostinelli, Thell Woods, Christopher Carew, Tim Hudson, James Spurr

Members Excused: Anne Summerfield, Andy Wenzel

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:02 pm.
2. **Agostinelli introduced the newest member of the Board, Jim Spurr.**

4:22 p.m. Tim Snow, County Clerk swore in Jim Spurr.

3. Members Excused: Anne Summerfield, Andy Wenzel
4. Approval of the Agenda: **Grimwood moved and Rogers seconded the approval of agenda as amended. Motion Carried.**
5. Approval of Minutes: Peregon suggested, under Discussion 7A, to identify the location of 321 Duncan. **Woods moved and Peregon seconded the approval of April 24, 2014 minutes as amended. Motion Carried.**
6. Citizens Comments: None
7. Consent Calendar
 - a. None
8. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Chem Link
 - i. Update

Agostinelli stated that Chem Link closed on the property the previous day. Hawkins stated they were authorized to complete the Phase I from the last meeting. Based on Phase I and the information that was already generated on that site, a Phase II was not necessary. He was able to wrap up the Phase I, BEA & Due Care Plan which was delivered on May 20th and able to meet the deadline.

Adams stated he met with the Schoolcraft Village Manager, Treasurer, and President, they were all supportive of the project. Adams presented the Brownfield Plan concept to the Village Council at their meeting the following week; none of the council members expressed opposition to the idea of creating the Brownfield Plan on the site.

Agostinelli gave a brief history of the site for the benefit of new members.

- ii. Work Order #12
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Hudson moved and Woods seconded the approval of Work Order #12 to authorize Envirologic Technologies to prepare Brownfield Plan and 381 Work Plan for the Chem Link site. Motion Carried.

- iii. Envirologic Invoice - \$2,751.75
Hawkins stated the invoice is primarily associated with the creation of a Phase I. The BRA should expect a subsequent invoice(s).

Wenzel moved and Peregón seconded the approval of the invoice in the amount of \$2,751.25. Motion Carried.

b. **Discussion/Action** – Envirologic Invoices

- i. General Mills – \$360.76

Hawkins stated this invoice is related to amendment on additional funding, and legal counsel regarding the language for the BEA. It should be the last invoice.

Wenzel moved and Carew seconded the approval of the invoice in the amount of \$360.76. Motion Carried.

- ii. Corner @ Drake - \$875.00

Hawkins stated this is a partial billing for some of the work related to Brownfield Plan.

Woods moved and Mandwee seconded the approval of the invoice in the amount of \$875.00. Motion Carried.

Rogers asked when the KCBRA support sign can go up.

c. **Discussion/Action** – Vicksburg Paper Mill

- i. Update on Project

Adams stated that the Vicksburg Brownfield Development Authority (BDA) voted to approved the MOU between the Vicksburg BDA, the KCBRA, and the Land Bank at their meeting earlier in the week.

Hawkins – noted that EPA funds through the MDEQ were approved for the mill site. The MDEQ is about to start their site assessment work on the site.

d. **Discussion/Action** – 2015 Budget

Jarnefelt explained the BRA account numbers and budget. She stated they may have to revise the 2014 budget before end of the year.

Discussion ensued regarding 2014 and 2015 budget.

Adams will provide the detailed spreadsheets after the meeting and at subsequent committee meetings.

Woods moved and Rogers seconded the adoption of the 2015 Budget. Motion Carried.

9. Staff Reports

- a. None

10. Committees - times dates and places

- a. Land Bank Report–

Woods stated that the bulk of the meeting was devoted to review of the annual audit; the Land bank remains in good fiscal health.

- b. Project/Finance Committee– verbal report, meeting schedule Thursday, June 12th, 4:00 pm
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Jim Spurr is assigned to Finance Committee which meets the second Thursday of each month at 4:00 pm in Room 105, in the County Administration Building.

- c. Executive Committee – verbal report, meeting schedule Friday, June 13th, 8:30 am
- d. PR/Media Committee –

11. Other

Legal Services RFP

Jarnefelt stated that responses are due to the County's Purchasing Department by 5:00 pm on May 30th.

Agostinelli gave a brief explanation of the need for legal services.

Agostinelli stated that the grand opening of General Mills is scheduled for July 9th at 11:00 am.

12. Board Member Comments

Woods mentioned that the state legislature just unanimously passed the creation of a local stock exchange to help Crowd Funding. It has yet to pass in the Senate. Woods provided materials related to crowd funding.

Agostinelli - new deals are on the horizon but are not ready to be disclosed.

13. Adjournment at 5:19 p.m.

Next Meeting: 4th Thursday – June 26, 2014 at 4pm (room 207a, County Admin Bldg)

**PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING**
