
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 20, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

1. Call to Order
 - a. The meeting was called to order at 4:01.
 2. Members Excused
 - a. Grimwood
 - b. Rogers
 - c. Wenzel
 3. Approval of the Agenda
 - a. *Carew moved approval of the agenda.*
 - i. *Hudson seconded.*
 - ii. **Motion carried.**
 4. Approval of Minutes: BRA Minutes of October 23, 2014
 - a. The board asked for two amendments to the minutes:
 - i. The language regarding the capture cap for the Corner @ Drake Brownfield Plan was amended.
 - ii. David Stegink attended the meeting as the BRA's consultant.
 - b. *Hudson moved approval of the minutes as amended.*
 - i. *Spurr seconded.*
 - 1.
 - ii. **Motion carried.**
 5. Citizens Comments (4 minutes each / Please state name and address)
 - a. None made
 6. Financial Report and Administrative Expenses
 - a. **Discussion:** 2014 Year to Date
 - i. Staff led a review of the year to date expenses.
 - b. **Envirologic Invoices:**
 - i. #00527: Corner @ Drake - \$605.00
 - ii. #00559: 555 Eliza - \$5,062.24
 - iii. #00526: 9008 Portage Road - \$210.00
 - iv. #00525: General Consulting WO - \$140.00
 - v. *Woods authorized payment of invoices*
 1. *Peregon Seconded.*
 2. **Motion Carried.**
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 555 Eliza
 - i. Discussion
 1. Stegink gave an overview of the environmental concerns on the site. The major concern is over the indoor air quality within the existing structures. A survey of the air quality is needed. If the air quality isn't acceptable, a mitigation system will be needed – possibly a sub-slab depressurization system. An asbestos survey is also needed.
 2. The board had a few questions about the work needed to remediate the site.
 3. The Brownfield Plan is on the Schoolcraft Village Council agenda on December 1st and the County Committee of the Whole on December 2nd.
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4. Staff does not anticipate issues with approval of the Brownfield Plan.
- ii. Work Order #15 - \$39,700.00
 1. Stegink explained the need for the work included in the work order. The board had a couple of related questions. The consultant may not spend all the funds earmarked in the work order.
 2. The board and staff expressed some concern over approving that large sum for the site. They were concerned with the potential of being handcuffed by the lack of available funds.
 3. *Spurr moved approval of Work Order #15.*
 - a. *Mandwee seconded.*
 - b. Motion Carried.**
- iii. Brownfield Plan
 1. Stegink outlined the brownfield plan for the site. He stated that the TIF anticipated was insufficient to repay anticipated eligible expenses.
 - a. David Harn from the MDEQ mentioned that the site may qualify for an MDEQ grant/loan. KCBRA staff and consultants will meet with the MDEQ to discuss the possibility of applying for a grant and/or loan.
 2. The board expressed some concern over the repayment of its expenses. The development agreement will outline a repayment timeline that puts the KCBRA before the developer.
 3. The board requested one amendment to table 5. The Authority and/or Development (local) column and the LSRRF column will be merged.
 4. Peregón moved to approve the Brownfield Plan as amended.
 - a. *Hudson seconded.*
 - b. Motion carried.**
- b. **Discussion/Action** – Corner @ Drake
 - i. Development Agreement Review
 1. Agostinelli and staff gave an update on the development agreement negotiations.
 - a. The only substantive amendment to the agreement proposed by the developer was an administrative cap.
 - i. The cap would limit admin expenses to \$5,000 per year.
 - ii. The board briefly discussed the potential cap.
- c. **Discussion/Action** - Midlink
 - i. Reimbursement Analysis
 1. Staff led a review of the Midlink Reimbursement Analysis.
 - ii. Check
 1. Staff also requested authorization to provide Midlink with a reimbursement check.
 2. Woods made a motion to authorize staff to send Midlink a reimbursement check.
 - a. *Spurr seconded.*
 - b. Motion carried.**
- d. **Discussion/Action** – Sign Proposals
 - i. Review of design
 1. Staff supplied a couple of sample designs.
 - a. The board chose the design supplied by the sign company.
 - b. The board wanted the text to read “Incentives Provided by Kalamazoo County Brownfield Redevelopment Authority”
 - ii. Invoice
 1. The board decided that half of the signs should be two sided.
 2. Carew made a motion to approve up to \$862.00 for the creation of signs.
 - a. *Hudson seconded.*
 - b. Motion carried.**

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

i. Progress on Cleanup Grant/Applicant County Treasurer

1. Stegink gave an update on the Vicksburg Paper Mill clean-up grant application.

a. The County Treasurer is still in favor of pursuing the grant.

b. Several steps are needed before submission of the application.

i. ET will host a public meeting on December 9th at 7:00 pm at Angel's Crossing Clubhouse.

1 The meeting will outline the grant application, the proposed clean-up and over strategy on the site

2 The public is welcome to make comments and ask questions

ii. Work Order #13 - \$3,000 Assessment Grant

1. The board wanted to give Envirologic some compensation for preparing the EPA grant.

2. Envirologic requested \$3,000 for the work associated with the grant application preparation.

3. Woods made a motion to approve Work Order #13.

a. *Mandwee seconded.*

b. Motion carried.

f. **Discussion/Action** – KRESA

i. Approval of reimbursement of over-collection

1. Staff gave an overview of the issue with KRESA's millages and the KCBRA's over-collection

a. The KRESA millage is comprised of four distinct parts, one of the parts was a debt millage.

i. Debt millages are not allowed to be captured by a BRA

2. Staff calculated the over-collection

a. The over-collection of Brown Family Holdings was \$866.85

b. The over-collection of Midlink was \$1,999.70

3. The board briefly discussed the over-collection

4. Hudson made a motion to authorize staff to reimburse KRESA for the over-collected funds.

a. *Peregon seconded.*

b. Motion carried.

ii. Approval of administrative restatements of TIF tables

1. Staff stated that several of the Brownfield Plans have the wrong rate for KRESA.

a. The TIF tables will need to be updated.

b. Staff request permission to make the administrative changes to the affected plans to reflect the correct KRESA millage

2. Spurr made a motion to authorize staff to make administrative changes to any Brownfield Plans affected by the KRESA millage calculation.

a. *Hudson seconded.*

b. Motion carried.

8. Staff Reports

a. Staff and Agostinelli mentioned that interviews were conducted for the Resource Coordinator position at the County

i. Second interview are scheduled for next week

ii. Agostinelli was impressed with the candidates

9. Committees - times dates and places

a. Land Bank Report–

b. Project/Finance Committee– verbal report, meeting schedule Thursday, Dec 11th, 4:00 pm

- c. Executive Committee – verbal report, meeting schedule Friday, Dec 12th, 8:30 am
- d. PR/Media Committee –

10. Other

- a. Summerfield thanked Agostinelli for his expanded service to the board over the past couple of months.
- b. Agostinelli mentioned that he will bring materials from the Southwest Michigan First Annual Report to the EDC meeting in January.

11. Board Member Comments

- a. None

12. Adjournment

- a. Adjourned at 5:31

Next Meeting: 4th Thursday –December 18, 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
