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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, April 25, 2013  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** 4:00 pm

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***AGENDA***

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1. Call to Order ~ 4:00 pm
2. Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of March 28, 2013
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
  - a. Authorize payment of the 1<sup>st</sup> Quarter Staff Expenses
  - b. Authorize disbursement of Midlink Reimbursement Check - \$1,294.90
7. Discussion and/or Action Calendar
  - a. **Discussion/Action** – 306 N Grand
    - i. Approval of Agreement
    - ii. Update from Envirollogic on work progress
    - iii. Timeline
  - b. **Discussion** – Policy Subcommittee
    - i. Members
    - ii. Meeting dates and times
  - c. **Discussion** – Potential Parchment request
8. Staff Reports
  - a. Annual Budget Timeline
  - b. Planning Department/BRA Annual Report
9. Committees - times dates and places
  - a. Land Bank Report–
  - b. Project/Finance Committee – verbal report/meeting schedule Thursday, May 9<sup>th</sup>, 4:00 pm
  - c. Executive Committee – verbal report/meeting schedule Friday, April 10<sup>th</sup>, 8:00 am
  - d. PR/Media Committee –
10. Other –
11. Board Member Comments
12. Adjournment

**Next Meeting: 4<sup>th</sup> Thursday – May 23, 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

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**MEETING DATE:** Thursday, March 28, 2013  
**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:** Joe Agostinelli, Clare Annen, Christopher Carew, Tim Hudson, Ken Peregon, Julie Rogers, Anne Summerfield, Andy Wenzel, Thell Woods

**Members Excused:** Grimwood, Van Dyk

**Kalamazoo Township:** None

**Staff:** Lee Adams, Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Lee Adams

**Community:** 1

1. Chair Agostinelli called the meeting to Order at 4:05 pm.
2. Members Excused: Kenneth Peregon
3. Approval of the Agenda: **Summerfield moved and Peregon seconded the approval of the Agenda as presented. Motion Carried.**
4. Approval of Minutes: **Annen moved and Rogers seconded the approval of February 28, 2013 minutes. Motion Carried.**
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
7. Discussion and/or Action Calendar
  - a. **Discussion/Action** – BRA Board Membership
    - i. *Approve Agreement with Land Bank, Village and DDA*
      1. Swearing in of the new members was postponed until the County Clerk could administer the oath of office
  - b. **Discussion/Action** – 306 North Grand
    - i. Discuss/Approve Work Order for Phase I, DEQ file review, and Brownfield/381 work plan
      1. The chair gave a brief history of the site for the new members.
      2. Jeff Hawkins explained the work order
        - a. The work order includes review of the DEQ files on the site and a phase I environmental assessment.
        - b. The work order also includes the creation of a Brownfield plan amendment and 381 work plan.
          - i. The Brownfield plan amendment was included in this work order because the BRA wants to expedite the plan creation process because the Land Bank received a grant to demolish the remnants of the existing building on the site. The plan is required to be in place before the work is conducted in order to receive reimbursement.
      3. **Rogers moved and Peregon seconded the motion to approve work order number 1 contingent upon the approval of the agreement by the Village and DDA. Motion Carried.**
    - ii. Meetings with Village and DDA for approval of the Agreement
      1. Staff will meet is discuss the agreement with the DDA and Village on April 4<sup>th</sup> and 15<sup>th</sup> respectively.

- c. **Discussion** – 2012 Administrative Expenses Review
  - i. Staff provided the board with an overview of the 2012 administrative expenses
    - 1. There were a few questions about how the costs were distributed to each site. 80% of the general BRA expenses are attributed to Midlink and 20% to Brown family holdings.
- d. **Discussion** – Funds Received/Reimbursement Analysis
  - i. Midlink
    - 1. Staff cleared up the confusion with the Midlink check and received the correct amount for the winter tax.
    - 2. Approx \$16,000 was distributed to the BRA, and approx \$1,300 was distributed to Midlink towards interest
    - 3. A brief discussion about interest ensued. It was reinforced that interest is calculated on both local and state eligible expenses and only paid for with local revenue.
    - 4. It was discovered that the plan explains that the BRA may issue two payments a year. A payment will be presented at the April meeting.
  - ii. Brown
    - 1. Staff presented the reimbursement analysis for Brown Family Holdings
    - 2. Staff reported that Brown did not expect to use any of the contingency we had set aside. Staff will solicit written confirmation to that effect.

8. Staff Reports

- a. Township Supervisors meeting
  - i. Staff along with Hawkins presented at the Township Supervisors meeting on March 20<sup>th</sup>.
  - ii. Lou Conti from Alamo Township expressed some interest about a parcel in their Township
  - iii. Ann Nieuwenhuis also expressed some interest in using brownfield tools on a site in Comstock Township.

9. Committees - times dates and places

- a. Land Bank Report
  - i. The Land Bank did not meet in March. They meet every other month now.
- b. The new members were reminded of their committee assignments
- c. The community breakfast was postponed to a later date.

10. Other –

- a. Rogers and Peregon called each member to gauge interest in leadership positions.
  - i. Based on the interest the board members are recommended to remain the same as the currently stand.
- b. Annen requested a TIF projection for the Midlink site based on the phase out of the renaissance zone.
  - i. Staff said they would provide a projection at the next meeting.
- c. Rogers informed the new members that the state trainings are a valuable resource and are inexpensive to attend. And ask them for ideas about PR and marketing the BRA.
- d. Hawkins suggested that with the amendments to Act 381 the BRA should review policies an by-laws.

11. Board Member Comments

- a. Agostonelli mentioned that the recently announced Rubermaid project was the potential project that requested a phase I assessment a couple of months ago.

12. Adjournment at 5:05pm

***Next Meeting: 4<sup>th</sup> Thursday – April 25, 2013 at 4 pm (room 207a, County Admin Bldg)***

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Department of Planning & Community Development

INTER-OFFICE INVOICE

<b>BILL TO</b>
Kalamazoo County Brownfield Redevelopment Authority c/o County Planning Dept. 201 W. Kalamazoo Avenue Kalamazoo, MI 49007

**Invoice**

Invoice No.	BRA-1QT-2013
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<b>DATE</b>	<b>DUE DATE</b>
04/11/13	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
04/11/13	2013 1st quarter BRA administration hours (Jan-Mar) BRA General (247-000-808.11 Contractual Other)			
	Lee Adams (6 hours)	114.77	1	114.77
	Lotta Jarnefelt (5 hours)	191.95	1	191.95
THANK YOU! ☺		<b>TOTAL ---&gt;</b>		<b>\$ 306.72</b>

# DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

## 2012 ANNUAL REPORT – SUMMARY

### I. Planning

#### A. Kalamazoo County Brownfield Redevelopment Authority (KCBRA)

1. Brown Family Holdings (old Goodwill building), County Brownfield Plan site #1:  
\$13,848 Tax increment revenue collected
  - \$13,848 reimbursed to County BRA for eligible expenses
2. Midlink , County Brownfield Plan site # 2:  
\$89,243 Tax increment revenue collected
  - \$53,819 reimbursed to developer (Midlink) for BRA eligible expenses
  - \$35,424 reimbursed to County BRA for eligible expenses
3. Reviewed 4-6 preliminary applications for site assessment funds, none resulted in funds being dispersed
4. Started work with County LandBank on a pilot project to explore ways to combine tools available to the LandBank and Brownfield Redevelopment Authority to redevelop properties
5. Promoted KCBRA:
  - Lunch and Learn on June 7 at Southwest Michigan Innovation Center (SMIC)
  - Bus tour of brownfield sites with City BRA during Land Bank conference in Kalamazoo Oct 14-16
  - Attended grand opening at the Consumers Credit Union Portage Rd office (site was recipient of County brownfield assessment grant funds)
6. Created routines to:
  - Create and manage BRA budget
  - Track and bill quarterly administration costs
  - Upload agendas, meeting packets and minutes to BRA web page
7. Submitted annual report of BRA tif collection to State
8. Applied for EPA assessment grants
9. Selected BRA consultant based on RFP process
10. Staff and some BRA members attended workshops and training sessions in Michigan and Illinois

#### B. Economic Development in General

1. Economic Development Collaborative Regions continue to be strong focus of MEDC. Monthly meetings of Region 6 (Berrien, Calhoun, Cass, Branch, Kalamazoo, St Joseph and Van Buren) continue with Planning dept representative attending.
2. Economic Development Loan Review Committee recommends and County Board approves funds to Hark Orchids (\$250,000) to be disbursed when building is done in fall of 2013.
3. Economic Development Loan Fund program is eliminated in the 2013 County budget, with the remaining funds reserved in the Allocated Funds process for the Drug Court (one time payment of \$288,000) and Southwest Michigan First (\$150,000, paid over two years).

#### C. Southwest Michigan First (SWMF)

- Monitored annual \$75,000 allocation to SWMF
- Planning dept staff attended presentations and workshops by SWMF