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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, July 25, 2013  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** After the EDC Meeting at 4:00 pm

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**AGENDA**

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1. Call to Order ~ 4:00 pm
2. Members Excused
3. Swearing in of new members
4. Approval of the Agenda
5. Approval of Minutes: BRA Minutes of June 27, 2013
6. Citizens Comments (4 minutes each / Please state name and address)
7. Consent Calendar
  - a. Travel Reimbursement - \$27.63
8. Discussion and/or Action Calendar
  - a. **Discussion/Action** – Administrative Expenses
    - i. Past staff expense adjustments
    - ii. 2<sup>nd</sup> quarter staff expenses
  - b. **Discussion/Action** – 306 N Grand
    - i. Review/Approval of proposed Brownfield Plan
    - ii. Meetings scheduled with DDA and Village Council on August 1<sup>st</sup> and 5<sup>th</sup> respectively
    - iii. Planning meeting with Land Bank
9. Staff Reports
  - a. County Fair information table – August 5-10
10. Committees - times dates and places
  - a. Land Bank Report–
  - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Aug 8<sup>th</sup>, 4:00 pm
  - c. Executive Committee – verbal report, meeting schedule Friday, Aug 9<sup>th</sup>, 8:00 am
  - d. PR/Media Committee –
  - e. Policy Subcommittee – verbal report, meeting schedule: TBD
11. Other –
12. Board Member Comments
13. Adjournment

**Next Meeting: 4<sup>th</sup> Thursday – August 22, 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, June 27, 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, Ken Peregon, Julie Rogers, Thell Woods, Anne Summerfield, Tim Hudson

**Members Excused:** Christopher Carew, Travis Grimwood, Andy Wenzel

**Kalamazoo Township:** George Cochran

**Staff:** Lee Adams, Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 1

1. Chair Agostinelli called the meeting to Order at 4:05 pm.
2. Approval of the Agenda: Update to the Agenda: Add the MEDA Membership under Other, and Potential Site in Kalamazoo Township under 7c. **Annen moved and Woods seconded the approval of the agenda as amended. Motion Carried.**
3. Approval of Minutes: **Summerfield moved and Rogers seconded the approval of May 23, 2013 minutes. Motion Carried.**
4. Citizens Comments: None.
5. Consent Calendar
  - a. Travel Reimbursement  
**Peregon moved and Summerfield seconded the approval of Consent Calendar. Motion Carried.**
6. Discussion and/or Action Calendar
  - a. **Discussion/Action** – 306 N Grand
    - i. Phase I and DEQ file review
      1. Envirologic Invoice - \$2,571.43  
Hawkins stated that Phase I Environmental Site assessment and review of the DEQ Files are complete.  
Hawkins provided copies of the Phase I. Hawkins walked the board through the findings in the Phase I.  
He expressed some concern over a record of an additional tank not removed by the DEQ, but the record is potentially an error.  
Hawkins recommended a Phase II to gain a clearer understanding of the potential contamination, existing septic system, and to answer the question about an additional tank.  
  
**Annen moved and Peregon seconded the approval of Envirologic's Invoice for Phase I in the amount of \$2,571.43. Motion Carried.**
    - ii. Staff informed the board of the demolition planning meeting on July 9.
    - iii. Review of proposed Brownfield Plan  
Agostinelli pointed out that the BRA board has the ability to amend any Brownfield

Plan when a developer is identified. Currently, the plan covers work that is going to occur in the immediate future.

Hawkins also stated the TIF capture is slated to start in 2018. The identification of a developer before or after will alter the TIF capture start date.

Hawkins outlined the process for the Brownfield Plan adoption: the BRA will need to adopt the plan through resolution; the Village will have to pass a resolution agreeing to the terms of the plan; the Country Board will hold a public hearing on the plan.

**b. Discussion – National Brownfield Conference**

i. Report from attendees

Adams provided the report. He focused on sessions that are relevant to Kalamazoo County and KCBRA. It was a great experience.

Woods will provide his report at the next meeting. He attended different sessions than Adams.

ii. Expense Report is not finalized yet. It will be added at the next meeting.

**c. Potential Site in Kalamazoo Township**

Adams received a call from Lisa Phillips of Phillips Environmental stating she has a client who is looking at a site on the corner of West Main and Clarendon. It is a former gas station and Phillips thinks that there is the possibility of tanks still on site. They are looking at creating an Ice Cream Shop on the site.

They are preparing an application and should submit next week.

**7. Staff Reports**

a. Meeting regarding Vicksburg Paper Mill

Staff, Agostinelli, Hawkins, the County Treasurer, representatives from Vicksburg, and David Harn from DEQ met to discuss the Vicksburg paper mill. They are gathering information and planning for the next steps for the site. David Harn is looking into DEQ funding for potential demolition of the building. David Harn indicated that DEQ is also working with their enforcement group to look at previous owners and their potential liability.

**8. Committees - times dates and places**

a. Land Bank Report–

Woods reported that the Land Bank is petitioning the state to allow the Land Bank and City to retain some the revenue generated from the sale of properties in Kalamazoo County.

The Land Bank did received \$928,000 from the state for blight elimination. A portion of those funds is earmarked for 306 N Grand in Schoolcraft.

The Land Bank has recently obtained nonprofit status.

They received a \$27,000 recoverable grant from LISC. They also accepted a \$20,000 grant from Gilmore foundation.

b. Project/Finance Committee– verbal report, meeting schedule Thursday, July 11<sup>th</sup>, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Friday, July 12<sup>th</sup>, 8:30 am

d. PR/Media Committee –

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- e. Policy Subcommittee – verbal report, meeting schedule: TBD  
Jarnefelt stated that they went over the minor typographical and reference updates. The policy level changes were set aside until the whole committee could meet.

Adams will send out Doodle next week to determine a meeting time.

9. Other

a. MEDA Membership

Woods provided the MEDA Membership Services & Programs brochure. He suggested a membership for EDC and BRA. Woods stated that there are 50 members who are from a Brownfield background. He felt that MEDA would provide good network opportunities. The membership is \$260 annually per person. The August conference cost without membership is \$390. There are many other meetings during the year.

**Woods moved to become a MEDA member.**

Motion was tabled for further review.

10. Board Member Comments – none

11. Adjournment at 4:58p.m.

***Next Meeting: 4<sup>th</sup> Thursday – July 25, 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





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-COR-2012
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<b>DATE</b>	<b>DUE DATE</b>
07/15/13	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
07/15/13	BRA General (247-000-808.11 Contractual Other) Fringe benefits 36.5% were not billed in 2012 as they were supposed to. Total sum paid to staff in 2012 was \$2,310.33, 36.5% fringe = 843.27	843.27	1	- 843.27
THANK YOU! ☺		<b>TOTAL ---&gt;</b>		<b>\$ 843.27</b>

Department of Planning & Community Development

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<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-COR
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Fringe & Benefit correction

<b>DATE</b>	<b>DUE DATE</b>
07/15/13	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
07/15/13	2013 1st quarter BRA administration hours (Jan-Mar) BRA General (247-000-808.11 Contractual Other) Lee Adams (6 hours \$114.77) Lotta Jarnefelt (5 hours \$191.95)  Fringe benefits were supposed to be included in the 1st quarter billing.	41.89 69.88	1 1	41.89 69.88
THANK YOU! ☺		<b>TOTAL ---&gt;</b>		<b>\$ 111.77</b>

Department of Planning & Community Development

INTER-OFFICE INVOICE

**Invoice**

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

Invoice No.	BRA-2QT-2013
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<b>DATE</b>	<b>DUE DATE</b>
07/15/13	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
07/15/13	2013 2nd quarter BRA administration hours (Apr-Jun) BRA General (247-000-808.11 Contractual Other)			
	Lee Adams (66 hours)	1,277.58	1	1,277.58
	Fringe Benefits 36.5%	466.32	1	466.32
	Lotta Jarnefelt (19 hours)	733.65	1	733.65
	Fringe Benefits 36.5%	267.78	1	267.78
THANK YOU! ☺		<b>TOTAL ---&gt;</b>		<b>\$ 2,745.33</b>

## 2013 BRA Committee Roster

<b><i>Executive Committee</i></b> <i>Meets 2nd Friday at 8:30am</i>	<b><i>Projects and Finance Committee</i></b> <i>Meets 2nd Thursday at 4:00 pm</i>	<i>Alternate</i>
Joe Agostinelli Clare Annen Tim Hudson Andy Wenzel Thell Woods	Chris Carew Travis Grimwood Habib Mandwee Ken Peregon Anne Summerfield	Julie Rogers