
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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

Minutes

Present: Clare Annen, Christopher Carew, Tim Hudson, Ken Peregón, Julie Rogers,
Anne Summerfield, Thell Woods, Travis Grimwood, Andy Wenzel, Habib Mandwee

Members Excused: Joe Agostinelli

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: none

1. Vice Chair Annen called the meeting to Order at 4:18 pm.
 2. Approval of the Agenda: Update to the Agenda: Add the Envirolologic invoice under 8b. **Peregón moved and Summerfield seconded the approval of the agenda as amended. Motion Carried.**
 3. Approval of Minutes: **Rogers moved and Hudson seconded the approval of June 27, 2013 minutes. Motion Carried.**
 4. Citizens Comments: None.
 5. Consent Calendar
 - a. Travel Reimbursement - \$27.63
Adams explained the invoice was from April 2013 and got lost in the shuffle. The invoice was discussed at the committee meeting.
Peregón moved and Wenzel seconded the approval of Travel Reimbursement in the amount of \$27.36 Motion Carried.
 6. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Administrative Expenses
 - i. Past staff expense adjustments
Jarnefelt explained the corrective invoice for 2012 included in the packet. The new invoice includes the fringe rate that should have been included in the original invoices.

The second invoice (BRA-1QT-2013-COR) is also a corrective invoice that includes the fringe rate for the staff expenses incurred during the first quarter of 2013.
 - ii. 2nd quarter staffs expenses including the salary and fringe.
An invoice for the 2nd quarter staff expenses was included.

Wenzel moved and Peregón seconded the approval of Administrative Expenses as presented in the invoices. Motion Carried.
 - b. **Discussion/Action** – 306 N Grand
 - i. Review/Approval of proposed Brownfield Plan
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Woods moved and Hudson seconded the approved the Brownfield Plan.

Discussion:

Hawkins took a few minutes to explain the Brownfield Plan.

Rogers expressed concern about the eligible expense totals.

Jarnefelt pointed out on page 12 that the costs listed are eligible for reimbursement by TIF in the plan. The estimates are high because it is a list of all possible expenses.

Adams noted that according to the Agreement, the BRA is only committed to paying for the expenses that it has already approved; the Phase I & the BRA Plan. Other expenses are contingent upon Board approval.

The Land Bank plans to conduct demolition activities in November 2013.

Motion Carried.

- ii. Meetings scheduled with DDA and Village Council on August 1st and 5th respectively.
Adams will present the plan for their approval. After the approval from the Village, staff will present the plan to the County Board in the beginning of September.

- iii. Planning meeting with Land Bank
Adams, Jarnefelt, Agostinelli, and Hawkins met with Land Bank to create a schedule for the demolition and disposition of the site. Another meeting will be scheduled after all the approvals are in place.

Kelly Clark will keep the Land Bank Board informed.

Hawkins suggested to create a document that outlines the roles of the Land Bank and BRA.

- iv. Envirologic Invoice in the amount of \$3,108.75 for the creation of the BRA Plan.
Woods moved and Hudson seconded the approval of payment of invoice in the amount of \$3,108.75. Motion Carried.

7. Staff Reports

- a. County Fair information table – August 5-10
Jarnefelt stated that the Planning Department is having an exhibit at the County Fair. The display will include information regarding the Planning Department, the BRA, and GIS mapping.
- b. Adams stated that there is no new information on Super Duper site on West Main; will try to have an update next month.

8. Committees - times dates and places

- a. Land Bank Report–
No report. The board meets every other month now.
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Aug 8th, 4:00 pm.
Mandwee is a member of the Committee.
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- c. Executive Committee – verbal report, meeting schedule Friday, Aug 9th, 8:30 am
 - d. PR/Media Committee – none
 - e. Policy Subcommittee – verbal report, meeting schedule:
Adams noted they are still examining the potential structural and policy changes. Members are emailing staff their ideas for potential change.
9. Other – MEDA

Woods moved to expend funds for a member of the BRA to become a member of the Michigan Economic Developers Association.

Discussion:

Woods desired a membership in MEDA to support the organization, and receive a benefit from the MEDA as a good source of information. Woods noted that there are 50 members from around the State who have a Brownfield background. An individual membership is \$260.00 annual.

Hawkins noted that MEDA has a decent relationship with the Michigan Economic Development Corporation. The annual meeting is coming up in August; it is a three day event that will give members an opportunity to network and learn about various topics. They are planning to have a Brownfield session but meetings are typically not focused on Brownfields. Hawkins felt that the emphasis is more on general economic development rather than Brownfield issues.

The Board did not see the benefit of an individual membership.

The motion was not seconded and thus failed.

10. Board Member Comments

Hudson wanted to make the board aware of the Midlink roundabouts. Hudson asked for the board members to support Midlink while they try to find the solution for the future vacated section of Cork Street. The concepts for the roundabouts are available on MDOT website.

Summerfield wanted to mention the Sun Chemical site at 1807 North Pitcher. The Land Bank deeded it over to City of Kalamazoo after it was demolish and remediated. The site is now ready for development and is for sale.

11. Adjournment at 5:47 pm

Next Meeting: 4th 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
