
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 25, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Thell Woods, Andy Wenzel, Joe Agostinelli, Travis Grimwood, Habib Mandwee, Anne Summerfield

Members Excused: Carew, Peregou, Hudson, Spurr

Kalamazoo Township: None

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 2

1. Chair Agostinelli called the meeting to Order at 4:17 p.m.
2. Members Excused: No members absent
3. Approval of the agenda: Addition of item 8.b.iii for additional Envirologic Work Order.
Summerfield motioned to approve agenda as amended, Mandwee seconded. Motion adopted.
4. Approval of Minutes: BRA Minutes of May 28, 2015. **Wenzel moved and Grimwood seconded the approval of May 28, 2015 minutes. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. \$627.00 – Varnum – Eliza St. Loan Reimbursement Agreement
 - b. \$161.25 – Envirologic WO#17 General Environmental Review**Summerfield moved and Mandwee seconded approval of Consent Agenda. Motion carried.**
7. Financial Report
 - a. **Discussion:** Fund 247 Year to date
 - b. **Discussion:** 2015 YTD Reimbursement Analysis Sheets
 - c. **Discussion/Action:**
 - i. 2016 Budget for Fund 247. **Woods motioned to approve budget, Wenzel seconded. Motion adopted.**
 - ii. 2016 Budget for LSRRF Fund 643. **Mandwee motioned to approve Fund 643 Budget, Rogers seconded. Motion adopted.**
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Corner @ Drake
 - i. Envirologic WO#10, Amendment #2, Developer Invoice Review - \$500.00
Summerfield motioned to approve WO, support from Wenzel. Motion carried.
 - ii. Draft summary Invoices
Staff will send response to AVB requesting unconditional lien waivers and clarification of some invoice items.
 - b. **Discussion/Action:** 555 E. Eliza St.
 - i. Update MDEQ Grant/Loan and Letter of Credit – Grant and Loan Contracts received from MDEQ. Waiting on LOC which has been approved by Clark’s Bank Board – waiting for the LOC documents.

Staff will reach out to MEDC to explain our timing dilemma and request an extension for submitting the Act 381 Work Plan. MDEQ Loan funds will be used to pay for the Act 381 Work Plan, however, KCBRA waiting to sign contracts with MDEQ until LOC is received. In addition, and as an alternate solution, staff and Envirologic will talk to Clark regarding the possibility of Clark expending the funds for the Act 381 Work Plan so that the Act 381 Work Plan will be submitted on time to MEDC.

- ii. Envirologic Invoice update – Clark has agreed to pay for the overage of \$760 invoice on WO#18
- iii. Added to Agenda – WO#18, Amendment 3 for \$5,000 to create Act 381 Work Plan **No Action**; postponed to possible later meeting pending results of possible MEDC extension or Clark paying for the Act 381 Work Plan as the developer.

c. **Discussion/Action:** TIF Statements to Townships

Grover provided example for 9008 Portage Road TIF Statement that will be sent to City of Portage showing summary of Brownfield Plan and expected collection for Summer of 2015. These are being created for all of the sites and will be sent to taxing authorities. Future meeting planned with Treasurers/Assessors to discuss statements and TIF collections.

- d. **Discussion:** Development Agreement Template and Tax appeal – Tabled to Project and Finance Committee discussion.
- e. **Discussion/Action:** Approval for Grover to accept ICMA Hotel Scholarship for 2015 National Brownfield Conference
Rogers motioned to approve acceptance of ICMA travel scholarship, seconded by Summerfield. Motion carried.

9. Staff Reports:

- a. Parking update at Administration Building – Parking structure is scheduled to be torn down early July. Parking for meetings may be more difficult. Alternative County locations are possibility.
- b. Grover gave update about attendance to MEDC Spring Toolbox

10. Committees - times dates and places

- a. Land Bank Report– None
- b. Project/Finance Committee–verbal report, meeting schedule Thursday, July 9th , 4:00pm
- c. Executive Committee – verbal report, meeting schedule Friday, July 10th , 8:30 am
- d. PR/Media Committee –

11. Other – none

12. Board Member Comments

Rogers discussed County Administrator Interviews – meet and greet public reception to meet the candidates Monday, June 29, 6:00-7:30.

Rogers – County BOC members have been discussing a volunteer reception as a thank you for all County Boards/Committees and looking for input of whether Board members would be interested in attending.

13. Adjournment at 5:30 p.m.

Next Meeting: 4th Thursday – July 23, 2015 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING
