

## KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 26, 2012 at 4:00 p.m.  
PLACE OF MEETING: Room 207A, County Administration Building

### MINUTES

Present: Joe Agostinelli, Larry Baumgart, Ruth Blake, Brandt Iden, Kenneth Peregou, Julie Rogers, Matthew VanDyk, Andy Wenzel, Thell Woods, Anne Summerfield

Excused: Clare Annen

Staff: David Artley, Jeff Hawkins (Envirologic), Lotta Jarnefelt

Kalamazoo Township:

City of Kalamazoo:

Community: Connie Ferguson, Mary Brown

Recording Secretary: Lotta Jarnefelt

1. Chairperson Agostinelli called the meeting to order at 4:05 p.m.
2. Members Excused: Clare Annen
3. VanDyk moved and Baumgart seconded approval of the Agenda. Motion Carried
4. Rogers moved and Baumart seconded approval of the Minutes of the November 17, 2011 meeting, with adjustments that were provided on a separate sheet at the meeting. Motion Carried.
5. Citizens Comments: Connie Ferguson from CUR (Coalition for Urban Redevelopment) mentioned that a lively lunch meeting of CUR had taken place earlier that day. CUR is a group that meets to informally discuss Brownfield issues. The next meeting was planned April 17 at 7:30 am at the Kalamazoo Twp hall, and she invited the BRA members to attend.
6. Consent Calendar:
  - a. Approve payment of Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of November 17, 2011 Meeting. (2.00 hours X \$15/hr) Total amount - **\$30.00** from BRA 247-000-808.11.
  - b. Approve payment of Envirologic Technologies Invoice #27576 in the amount of **\$317.50** for tracking review and technical review of documents/TIF invoice related to Midlink Work Order #4. Fund from Account 247-000-808.00.
  - c. Approve payment of Howard & Howard invoice dated 12/6/2011/Bill Number 104555-00001-391310 for document review in November 2011 related to Midlink's initial invoice in the amount of **\$1,054.00** from Account 247-000-808.00

Rogers moved and Woods supported approval of the consent calendar.  
Motion Carried

9. Discussion/Action Calendar [see Board packet]

- a. **Discussion** – Monthly financial reports and review of 2012 budget – pp.6/32. Ms. Jarnefelt reviewed the 2011 expenses and revenues as shown on the summary sheet. When adding all TIF revenue and the funds provided to the BRA by the County, the total available was \$150,007.43 at the end of 2011. Total spent on General Activities was \$20,914.63. Reimbursement to the County for allocated costs to administer the BRA grants and the BRA program was \$6,631.00. From the Midlink Brownfield Plan, school TIF received and paid to Midlink for eligible activities was \$52,184.44.

The meeting packet included the 2011 expense and revenue status & detail reports for the three accounts in the BRA fund:

- 1) 247-000 BRA – Administrative and Environmental
- 2) 247-001 – Midlink Redevelopment
- 3) 247-002 – Brown Family Holdings Redevelopment

Also included was the 2012 budget for the three accounts (status reports only). Ms. Jarnefelt mentioned that when the proposed 2012 BRA Budget was provided to the County in the Summer of 2011, some of the line items had not been created and there was still some discussion on how to track the TIF and other activities in the BRA fund. Staff is meeting with Finance Dept to clarify some issues, and will report back some changes to the line items in the 2012 budget at a later date.

The question came up whether the 2012 BRA budget had been formally approved by the BRA; staff will look into this and report back.

- b. **Presentation** – Envirollogic Technologies/Jeff Hawkins talked about some of the recent changes in the Brownfield redevelopment funding on the State level. Funding is available for two major categories of development, Community Revitalization and Business Development which replace what was known as Brownfield credits, Historic preservation credits and MEGA credits. The funds will be provided as grants and loans. Grants cannot exceed 1 million, and the support cannot exceed 25% of the cost of the project. Any funding is performance based and the applicant has to meet certain program parameters. Eligibility requirements are stringent, and the emphasis is on projects in downtown areas and core corridors that are in financial need and will create jobs. The application is submitted by the local unit of government. Mixed use, LEED certification, sustainability etc. are some of the emphasis in the projects. Mr. Hawkins mentioned that Anne Couture is now working for EPA. Lisa Pung is the CAT contact for the Kalamazoo area. It would be a good idea to have her come and present to the BRA.

10. Staff Reports –

A summary of the status of Midlink was provided in the packet, page 5. The 2011

school TIF money from Midlink has been collected and dispersed to Midlink based on carefully reviewed eligible BRA activities. The check for \$52,184.44 was formally presented to Rob Brittigan at Midlink on December 5, 2011 with several BRA members and staff present.

A brief verbal report was given by Mr. Artley regarding a N. Pitcher Street site that was discussed in the committees. The discussion continues with County Treasurer and potential interested parties. Staff will report back when more is known.

11. Committees - times, dates and places

- a. **Land Bank report:** Thell Woods reported on the January 12 meeting of the Land Bank. "Vibrant Kalamazoo", a non-profit 501c3 organization that is being formed to be able to fund raise for the LandBank was discussed. One concern is how close and how controlled by the LandBank the organization would be. The main reason for creating the 501 c3 is that many organizations will not donate money to a group if it does not have this designation.

There will be a reception on February 17 at the LandBank offices, more information to follow.

Al Rowe resigned from the LandBank.

Several of the LandBank homes on Market Street have been sold, and several are pending.

**b. Executive Committee –**

Met in January and discussed potential site. More information is being gathered.

**Next meeting: It was suggested to move the Exec Committee meeting to Friday, Feb 17 at 7:30 a.m. due to scheduling conflicts.**

- c. **Project/Finance Committee –** Met in January and discussed potential new site. More information is being gathered.

**Next meeting: Thursday, Feb 9, 4:00 pm in County Administration Bldg.**

- d. **PR/Media Committee:** Nothing to report

12. Other: Staffing – Ms. Jarnefelt reported about upcoming changes in the staffing in the Department of Planning and Community Development. Mr. Artley has been working in that department as the Director of Resource Development for the last 6 years. In the 2012 County budget, a 4 million dollar shortfall had to be eliminated, and all departments had to cut back a certain amount. At the same time, there have been efforts to do succession planning for Mr. Artley, who will most likely retire in the next several years. There is a need to keep his legacy alive, especially concerning his work in grants, housing and homelessness issues in the county. Also at the same time, there was an opening and a need to create a centralized place for

housing issues in the county in the Health and Community Services (HCS). As a result, some time in the spring of 2012, Mr. Artley will be transferring over to the HCS to work in a position that will focus on housing and neighborhood issues. His position at the Planning department will be replaced with a more narrowly defined position of Resource Coordinator, whose focus will be grants, brownfield development and special projects. The required savings will be realized in the Planning department, Mr. Artley will be available to help the new Resource Coordinator get his/her bearings, and he will be able to create the framework for a housing and neighborhood program in HCS that can be handed over to his follower when he decides to retire.

The exact timeline has not been decided, and Mr. Artley will continue his work as staff for the BRA until further notice.

13. Board Member Comments:

There were no comments.

14. Meeting adjourned at 5:20 p.m.

Next Meeting: **Thursday, February 23, 2012 at 4:00 p.m.**