

KALAMAZOO COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY  
**MINUTES**

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**MEETING DATE:** Thursday, March 24, 2011  
**PLACE OF MEETING:** County Administration Building

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Present were: Joe Agostinelli, Clare Annen, Larry Baumgart, Ruth Blake, Leroy Crabtree, Brandt Iden, Ken Peregon, Julie Rogers, Anne Summerfield, Matthew VanDyk, Thell Woods  
Kalamazoo Township: George Cochran  
Staff Support: David Artley, Jeff Hawkins (consultant), Lotta Jarnefelt  
Guests: Mary Brown, Connie Ferguson  
Absent: Representatives from Augusta and Comstock  
Recording Secretary: Lori Pyatt

1. CALL TO ORDER

Chairperson Rogers called the meeting to order at 4:02 pm.

2. MEMBERS EXCUSED

Mr. VanDyk had said he would be a few minutes late.

3. APPROVAL OF AGENDA

*A motion was made to approve the Agenda.*

*Motion: Iden                      Support: Summerfield*

*Motion carried by unanimous voice vote.*

4. APPROVAL OF MINUTES

Ms. Rogers asked that the fifth bullet in Section 8) b) read: "Worst-case scenario, *if the 381 Work Plan was not approved*, the Authority would receive non-school TIF, *and would not receive school TIF.*" *Typos were corrected as well.*

*A motion was made to approve the minutes from February 24<sup>th</sup> as amended.*

*Motion: Peregon                      Support: Summerfield*

*Motion carried by unanimous voice vote.*

5. CITIZENS COMMENTS

Ms. Brown stated there was good attendance at the Legislative Breakfast held at the Nature Center. That discussion produced topics to bring up at the Chamber's Legislative Roll Call.

6. CONSENT CALENDAR

a. *The following motion was made:*

*I move approval of the invoice for Clerical Support Services through Lori S. Pyatt of Kalamazoo for Minutes of the Meeting on February 24, 2011, totaling **\$71.25** from BRA Account #247-000-808.11.*

*Motion: Peregon                      Support: Summerfield*

*Motion carried by unanimous voice vote.*

7. COUNTY'S BRA FINANCIAL BALANCE SHEETS

The Financial Reports started on page eight of the packet:  
(Mr. VanDyk arrived at 4:07)

- Page 8-12: showed the 'overall Brownfield' account (#247.00) Expenditure and Revenue Status & Detail to date.
- Page 18: Expenditure Detail Report for Brown Family Holding (#247.02); Account 860.00-Travel recorded the expense for April's trip to the National Brownfield Conference and the trip to Lansing.
- Page 20: Revenue Status for Brown Family holdings reported the total to date of about \$12,300.
- Page 21: showed when the check came in from Kalamazoo Township in the amount of \$7,658.88. (This amount was higher than the summer tax receipt.)

Mr. Artley and Ms. Jarnefelt stated that a spreadsheet would be created in order to show all the financial data and revenue streams on one sheet. Brief discussion ensued on the layout.

8. DISCUSSION

- a. The Michigan Land and Prosperity Summit would occur on April 8, 2011, in the Kellogg Center in East Lansing. Mr. Woods, Mr. Artley and Ms. Jarnefelt were registered. The dollars for this would come out of Brown Family Holding Account #860.00.
- b. Wednesday, April 13, 2011, Sustainable Communities – Redeveloping Your Town, in East Lansing:  
Several scholarships were awarded. Carpooling would be arranged.
- c. National Brownfield Conference, April 4 – 6, 2011 in Philadelphia, PA:  
Mr. Idem and Mr. Baumgart would be attending, and plane tickets had been purchased. Chairperson Rogers asked the attendees to bring back brochures and updates and to do their best to 'get the KCBRA name out there' to the Region 5 representatives at the Regional meeting; she recommended getting there early.
- d. Latest out of Lansing:  
Mr. Agostinelli indicated that the Governor's budget proposal eliminated the tax credit programs and proposed an annual appropriations grant program, which would affect developers because of the lead-time, involved in their projects. The Governor said the State would honor any previously approved deal, but the bill was worded differently. The idea of keeping the tax credit program was gaining traction because grant dollars would be considered taxable as income. He and Ms. Rogers had received

supportive feedback from many legislators including O'Brien, Schuitmaker and McCann. Discussion ensued on film credits.

## 9. STAFF REORTS

- a. Update on Terra Contracting, LLC –  
They proposals were being worked on; no further detail was available.
- b. Update on Midlink: 381 Work Plan & Development Agreement –  
Mr. Artley gave a brief history. In theory, Midlink's "clock stopped" when they submitted their questions, yet a definitive answer would be needed by the time the townships begin preparing tax bills. Mr. Artley stated he would prepare a letter communicating this information.
- c. Web Page Postings –  
Mr. Artley explained his handouts. On the Grant Funding Application Cover Letter the following was discussed:
  - Mr. Artley agreed to delete the last sentence of the third full paragraph, since the \$1,500 was a non-refundable fee.
  - The typo in the following sentence would be addressed as well.
  - The last word of second sentence in 6<sup>th</sup> paragraph would be deleted.The website was otherwise up to date.
- d. Research NSP2 Fund Availability to BRA –  
Staff would be meeting with the Land Bank to discuss NSP2 Funding, although it was expected that dollars would continue to be restricted to residential properties. There may be future opportunities. Blight reduction dollars were possible, but the work would have to be in one of the six neighborhoods and would have to be tied back to key elements in the grant. Dialogue ensued on where the dollars could be used. Mr. Artley believed that if dollars were to go to a Brownfield, the City Brownfield would probably be selected.
- e. Nominating Committee for Annual Meetings –  
Work was in progress; a report would probably be distributed early April.
- f. Annual MDNRE Report –  
Envirolgic Technology staff was mentioned and thanked for their work on this document.
- g. Other –  
Nothing further was reported.

## 10. COMMITTEES

- a. Land Bank Report: Land negotiations were exempt in the Open Meetings Act, which is why Mr. Woods and Crabtree were unable to attend.

- b. Executive Committee – There was no March meeting. The April meeting would be scheduled after discussions were held.
- c. Project/Finance Committee – These members (except Mr. Annen) made up the current Nominating Committee. The next meeting would be held to review the agenda and prioritization charts.

Mr. Artley would send out emails in order to schedule the next meetings for the Executive Committee and Project/Finance Committee.

- d. PR/Media Committee – Letter to LUGS  
Mr. Artley drew the Member's attention to the letter on page 28, which was sent to all the local units of government and other Brownfields in the County.

Ms. Rogers reported on business growth in Midlink. There was an article on the City Brownfield Authority. Members were invited to stay after the meeting in order to further discuss P/R issues and ideas. She asked the Members to begin thinking of groups to present to, as well as continuing to spread the word. She stated it was important to use the County dollars successfully by the end of the year.

GKAR would be holding a Commercial Committee meeting; they would get back to Mr. VanDyk afterward. Mr. Artley had a conversation with SWMF's Jill Bland to see if there were companies who needed to do their environmental due diligence.

Other suggestions included:

- "Lunch and Learns" where builders and bankers could be informed of the BRA tools and resources.
- A presentation to the Kalamazoo Rotary Club.
- A presentation to the Downtown Kiwanis Club.
- A presentation to the Council of Governments.
- A letter had been sent to Portage as well.
- The Victory Tour document summarized BRA's accomplishments well; it would be reviewed and placed on the website.
- Mr. Hawkins would update the "tri-fold" brochure.
- Mr. Artley had been updating the slide show as well.
- Chair Rogers reminded them that all BRA Members were ambassadors and members of the P/R Committee; she encouraged them to bring up BRA in conversations.

## 11. OTHER

It was stated that an update on Federal Funding would happen at the National Conference.

The Association of Brownfields was drawing up documents for incorporation.

12. BOARD MEMBERS COMMENTS

- Mr. Peregón suggested that the wording on the township letter be used on the website.
- Mr. Agostinelli suggested that blighted and functionally obsolete properties be addressed on the website as well.
- Mr. VanDyk would discuss the reimbursement agreement with Mr. Artley.
- Mr. Iden was keeping the CBOC updated on BRA activities and didn't think the CBOC would need monthly updates until there was more activity to report.

13. ADJOURNMENT

*The meeting was adjourned at 5:00pm.*

*Next Meeting: Annual Meeting on April 28, 2011 at 4pm.*

Respectfully submitted: LP