
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 28, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

Minutes

Present: Joe Agostinelli, Clare Annen, Christopher Carew, Tim Hudson, Ken Peregon, Julie Rogers, Anne Summerfield, Andy Wenzel, Thell Woods

Members Excused: Grimwood, Van Dyk

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Lee Adams

Community: 1

1. Chair Agostinelli called the meeting to Order at 4:05 pm.
2. Members Excused: Kenneth Peregon
3. Approval of the Agenda: **Summerfield moved and Peregon seconded the approval of the Agenda as presented. Motion Carried.**
4. Approval of Minutes: **Annen moved and Rogers seconded the approval of February 28, 2013 minutes. Motion Carried.**
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – BRA Board Membership
 - i. *Approve Agreement with Land Bank, Village and DDA*
 1. Swearing in of the new members was postponed until the County Clerk could administer the oath of office
 - b. **Discussion/Action** – 306 North Grand
 - i. Discuss/Approve Work Order for Phase I, DEQ file review, and Brownfield/381 work plan
 1. The chair gave a brief history of the site for the new members.
 2. Jeff Hawkins explained the work order
 - a. The work order includes review of the DEQ files on the site and a phase I environmental assessment.
 - b. The work order also includes the creation of a Brownfield plan amendment and 381 work plan.
 - i. The Brownfield plan amendment was included in this work order because the BRA wants to expedite the plan creation process because the Land Bank received a grant to demolish the remnants of the existing building on the site. The plan is required to be in place before the work is conducted in order to receive reimbursement.
 3. **Rogers moved and Peregon seconded the motion to approve up to \$8,400.00 for Work Order number 1 contingent upon the approval of the agreement by the Village and DDA. Motion Carried.**
 - ii. Meetings with Village and DDA for approval of the Agreement
 1. Staff will meet is discuss the agreement with the DDA and Village on April 4th and 15th respectively.

- c. **Discussion** – 2012 Administrative Expenses Review
 - i. Staff provided the board with an overview of the 2012 administrative expenses
 - 1. There were a few questions about how the costs were distributed to each site. 80% of the general BRA expenses are attributed to Midlink and 20% to Brown family holdings.
- d. **Discussion** – Funds Received/Reimbursement Analysis
 - i. Midlink
 - 1. Staff cleared up the confusion with the Midlink check and received the correct amount for the winter tax.
 - 2. Approx \$16,000 was distributed to the BRA, and approx \$1,300 was distributed to Midlink towards interest
 - 3. A brief discussion about interest ensued. It was reinforced that interest is calculated on both local and state eligible expenses and only paid for with local revenue.
 - 4. It was discovered that the plan explains that the BRA may issue two payments a year. A payment will be presented at the April meeting.
 - ii. Brown
 - 1. Staff presented the reimbursement analysis for Brown Family Holdings
 - 2. Staff reported that Brown did not expect to use any of the contingency we had set aside. Staff will solicit written confirmation to that effect.

8. Staff Reports

- a. Township Supervisors meeting
 - i. Staff along with Hawkins presented at the Township Supervisors meeting on March 20th.
 - ii. Lou Conti from Alamo Township expressed some interest about a parcel in their Township
 - iii. Ann Nieuwenhuis also expressed some interest in using brownfield tools on a site in Comstock Township.

9. Committees - times dates and places

- a. Land Bank Report
 - i. The Land Bank did not meet in March. They meet every other month now.
- b. The new members were reminded of their committee assignments
- c. The community breakfast was postponed to a later date.

10. Other –

- a. Rogers and Peregon called each member to gauge interest in leadership positions.
 - i. Based on the interest the board members are recommended to remain the same as the currently stand.
- b. Annen requested a TIF projection for the Midlink site based on the phase out of the renaissance zone.
 - i. Staff said they would provide a projection at the next meeting.
- c. Rogers informed the new members that the state trainings are a valuable resource and are inexpensive to attend. And ask them for ideas about PR and marketing the BRA.
- d. Hawkins suggested that with the amendments to Act 381 the BRA should review policies an by-laws.

11. Board Member Comments

- a. Agostonelli mentioned that the recently announced Rubermaid project was the potential project that requested a phase I assessment a couple of months ago.

12. Adjournment at 5:05pm

Next Meeting: 4th Thursday – April 25, 2013 at 4 pm (room 207a, County Admin Bldg)
