
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 24, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Tim Hudson, Thell Woods, Travis Grimwood, Habib Mandwee, Anne Summerfield, Julie Rogers, Chris Carew (after 4:45)

Members Excused: Spurr, Peregon, Wenzel, Carew (late arrival approx. 4:45)

Kalamazoo Township: None present

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover

Community: 1

1. Chair Agostinelli called the meeting to Order at 4:05 p.m.
2. Members Excused: Jim Spurr, Ken Peregon, Andy Wenzel, Chris Carew (arrived approx. 4:45)
3. Approval of the agenda: Request to move item 8a to occur prior to item 6 to allow Checker Brownfield Application presentation. **Motion to approve agenda as amended Hudson, support from Woods. Motion adopted.**
4. Approval of Minutes: BRA Minutes of August 27, 2015. **Summerfield moved and Mandwee seconded the approval of August 27, 2015 minutes. Motion carried.**
5. Citizens Comments: None

8a. Discussion/Action: Checker Motor Site Brownfield Application

John Byl from Warner, Norcross, and Judd presented the Brownfield Application on behalf of the developer, Graphic Packaging.

Rogers requested photographs of the site prior to and during demolition that can be used later for before/after discussions.

Discussions are ongoing regarding Kalamazoo Township and City of Kalamazoo concurrence to approve the Brownfield Plan through the KCBRA.

Grimwood moved to accept Graphic Packaging's Brownfield Plan Application for the Checker Motor site subject to receipt of the application fee and to authorize the KCBRA Chair to execute the Reimbursement Agreement. Support from Hudson. Motion adopted.

6. Consent Agenda – Invoices
 - a. **\$210.00** – Envirologic WO#17 General Environmental Review**Woods moved and Hudson seconded approval of Consent Agenda. Motion carried.**
 7. Financial Report
 - a. **Discussion:** Fund 247 Year to date
 - b. **Discussion/Action:** \$1999.40 total reimbursement of travel expenses for National Brownfield Conference for 2 Staff and 2 Board Members
Hudson moved to support reimbursement of travel expenses, Rogers seconded. Motion carried.
 8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Checker Motor Brownfield Application moved to before item 6
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- b. **Discussion/Action:** 555 E. Eliza St.
 - i. Letter of Credit Documents – Fully executed with requested changes.
 - ii. Next steps – MDEQ Loan – Contracts have been fully executed. Envirologic has submitted the Act 381 Work Plan to MDEQ.
 - iii. Work Order from Envirologic for implementation of Loan and Grant work will be presented at committee and the next meeting. Need to wait for MDEQ approval of the Work Plan before any work can be implemented.

- c. **Discussion/Action:** Board Position Renewals – County Commissioners’ Committee will be doing interviews on October 20, 2015.

Hudson motioned to recommend reappointment of Mandwee and Grimwood to the KCBRA, support from Woods. Motion adopted.

- d. **Discussion/Action:** Anne Summerfield Resignation

Board members discussed Anne’s history with the Brownfield Authority and thanked her for her many years of service and support of the Authority.

Woods motioned to accept the resignation of Anne Summerfield, Hudson supported. Motion adopted.

9. Staff Reports:

- a. Jarnefelt provided information that staff participated in the County Lunch and Learn session presented by the Planning Department for County Commissioners and Department Heads.
- b. Jarnefelt gave brief update regarding PACE – discussions continuing regarding advertising the program to potential companies. Jarnefelt is working on adding the information to the County’s website; Kalamazoo County is listed on the Lean and Green website.
- c. Kalamazoo Mortgage – Staff is meeting with Oshtemo Township and Kalamazoo Mortgage Company regarding possible redevelopment of functionally obsolete building on 11th Street.

10. Committees - times dates and places

- a. Land Bank Report – Accepted Grants from Kalamazoo Foundation of \$30,000
- b. Project/Finance Committee–verbal report, meeting Thursday, October 8th, 4:00pm
- c. Executive Committee – verbal report, meeting schedule Friday, October 9th, 8:30 am
- d. PR/Media Committee –

11. Other –

12. Board Member Comments

Woods gave an update that the Invest in Kalamazoo LC3 Funding funded its first project. The project was Kalamazoo CAN, for the Kalamazoo County Child Abuse and Neglect Prevention Council, raising funds for printing of a parent booklet that lists area resources for families in need. Check the website at www.c3funding.com

13. Adjournment at 5:20 p.m.

Next Meeting: 4th Thursday – October 22, 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
