

KALAMAZOO COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY  
**MINUTES**

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**MEETING DATE:** Thursday, April 22, 2010  
**PLACE OF MEETING:** County Administration Building

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Present were: Clare Annen, Robert Barnard, Ruth Blake, Leroy Crabtree, Marc Hatton, Ken Peregón, Julie Rogers, Anne Summerfield, Matthew VanDyk, Thell Woods  
Kalamazoo Township: George Cochran  
Staff Support: David Artley, Jeff Hawkins (consultant), Lotta Jarnefelt  
Excused: Larry Baumgart  
Absent: Representatives from Augusta and Comstock  
Recording Secretary: Lori Pyatt

1. CALL TO ORDER

Chairperson Rogers called the meeting to order at 5:15 pm.

2. APPROVAL OF MINUTES

A motion to approve the March 23rd Minutes as presented was made by Mr. Annen, supported by Mr. Crabtree, and was unanimously approved.

3. CITIZENS COMMENTS

There were no comments made. Ms. Rogers reminded the Members that parking was available in the County parking ramp, and that, in order to be excused, the Members should contact staff to let them report their absence before the meeting.

4. CONSENT CALENDAR

There were no items on the consent agenda.

5. STAFF REPORTS

a. DAVIS CREEK (2805 E. CORK) - The project budget contained about \$45K in the Petroleum Grant. Work Order #20, before the board that evening would commit just over \$39K, but first the final documents would be analyzed and agreed upon with the City BRA. Mr. Hawkins noted that the amount would go toward additional environmental assessment work, including activities such as:

- monitoring of methane levels during hot summer months,
- development of a Due Care Plan Template, and
- a feasibility analysis to determine the viability of using the methane as an alternative fuel source.

There may be other grants &/or tax abatements that could go toward the property. Discussion ensued on the Due Care Plan, and the amount that would be left in the budget. There were no applications for other projects.

Mr. Hatton spoke on behalf of the city, stating that they were very thankful for the past funds from the KCBRA.

*A motion was made by Mr. Annen to approve work order #20 related to additional environmental assessment work to be done at the Davis Creek*

*Business Park in the amount not to exceed \$39,325 (with the following stipulations:*

- 1. KCBRA staff would review the final document and reach concurrence with the City BRA as to the exact functions of the work order, and*
- 2. KCBRA staff will report back to the KCBRA no later than the meeting of May 27<sup>th</sup> as to the final wording and content of the work order.*

*The motion was supported by Mr. VanDyk, and was approved unanimously with one abstention (Mr. Hatton).*

- b. MIDLINK (5200 E. Cork) UPDATE - A letter was being drafted indicating action was needed on the 381 Work Plan or the Development Agreement. (Mr. Artley would send the letter to the BRA before sending it via: certified letter to Midlink.) If no action was taken before the collection of the LSRF funds, the BRA would begin collecting for 5 years for the Local Revolving Site Fund, and Midlink would miss the opportunity. The deadline would be set for the fall of 2010. Discussion turned to the repayment schedule; it was determined that statutorily the reimbursements were paid first, then the 5 years' collection began. Various scenarios were covered.
- c. PRESENTATION TO COUNTY & COMMITTEE RESOURCES COMMITTEE – The committee structure was something Mr. Artley thought would be helpful for the BRA. This Board was the first to take advantage of the new committee structure; the whole hour of the County Committee's second meeting was given to the BRA's presentation and questions. The Chair of that Committee had the time and tenacity to make it a successful body.
- d. AUDIT - The audit of the BRA's financial records was included in the County's. Any audit letter for grant applications would come from the County's audit.
- e. BY-LAWS COMMITTEE - Matt had agreed to do the legal review. Thell and Leroy looked at simplifying the administrative logistics. Another meeting would occur in a week, and a draft of the report would be brought May 27<sup>th</sup>.
- f. BUDGET - There would be a fully updated financial spreadsheet at the next meeting. Discussion turned to the old numbers, which covered expenditures in '07 or '08, and what lines various expenses were paid out of.
- g. TRAINING OPPORTUNITIES - Mr. Artley reviewed the email (dated 4/9/10) & the Brownfield Workshops document; both listed the upcoming training sessions. Members were asked to contact staff if they wanted to attend.
- h. EPA GRANTS – Mr. Artley had sent an email on not being awarded the EPA grants that had been applied for. Discussion turned to the process for awarding grants. Mr. Hatton said that, after a certain threshold was met, it became a lottery-type system that determined who won the grants. Other opportunities were possible and would be/were being pursued.
- i. OTHER -
  - Attention was directed toward the "Financial Report on the Status of Activities of a Brownfield Redevelopment Authority" form filed with the MI Dept. of

Treasury. (It would be more filled out the year this BRA begins collecting TIF.)

- Mr. Artley asked for the Board Members to send their resume to him by May 1<sup>st</sup>; he explained what information was needed.
- Joe Augustinelli had left the MEDC and had signed on with MavCon. Sarah Rainero replaced him.
- Kendall Electric's open house would be May 5<sup>th</sup> from 11am to 7pm; the group was asked to RSVP to staff. Ms. Rogers reminded the members to wear their name badges (one needed to be made for the Ms. Summerfield).

#### 6. COMMITTEE REPORTS

- A. Executive Committee – would meet May 12<sup>th</sup> (2<sup>nd</sup> Wednesday of month) at 7:30am, by conference call if preferred.
- B. Project/Finance Committee – would meet May 20<sup>th</sup> (3<sup>rd</sup> Thursday of month) at 4pm.
- C. PR/Media Committee – next meeting will be determined via: email.

#### 7. OTHER

- A. "State Brownfield Association" – Mr. Hatton would be presenting at the upcoming workshop on the idea of having a state association of brownfield authorities. A mission statement had been worked on.
- B. Memberships and organizations – commented on earlier in the meeting.
- C. Meeting dates of BRA/EDC – the frequency of future meetings would be discussed at committee meetings.
- D. Other:
  - Ms. Balkema would be coming to the EDC on May 27<sup>th</sup> to present on the Land Bank.
  - An orientation would be held before that meeting; Mr. Artley would send a reminder and request for questions.

#### 8. BOARD MEMBERS COMMENTS

- Ms. Rogers reminded the Board to vote on May 4th.
- Mr. Crabtree stated if anyone needed cats, he could provide some.
- Mr. Hatton thanked the board for the approval of the work order

#### 9. ADJOURNEMNT

A motion to adjourn the meeting was made by Mr. VanDyk, supported by Mr. Hatton, and was unanimously approved at 6:21 pm.

***NEXT MEETING: Thursday, May 27, 2010***

*Respectfully submitted: LP*