

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 26, 2011
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207A
TIME: 4:00 pm

AGENDA

1. Call to Order ~5:00 pm
2. Members Excused ~5:01pm
3. Approval of the Agenda ~ 5:02 pm – action
4. Approval of Minutes: BRA Minutes April 28, 2011 attached – action
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Calendar ~ 5:04 pm
 - a. Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of the four Meetings on April 24, 2011. (6.5 hours) Total amount - **\$97.50** from PCD - "BRA" Account# 101-801-808.11.

[The trips to NBRA CONF in Philly came from same account]
7. County's BRA Financial Balance Sheets will be handed out at the meeting for review and discussion only: ~5:07 pm
8. Discussion &/OR Action Calendar: ~ none as of now
 - a. It is your intent to use the Account# 101-801 funds first; then the balance of the \$125,000 from County in Account#247-000 second; and lastly use the TIF funds in Account# 247-002 (Brown Family Holding). While a motion to approve this priority list from first to last fund usage would be in order, we are already committed to following the direction effective bills for payment of last month including the conference in April. Authority's option if you want a motion to affirm the priority.
9. Staff Reports ~ 5:15 pm
 - a. Update on Terra Contracting, LLC –
 - b. Update on Midlink – 381 Work Plan & Development Agreement
 - c. Update on Beckan
 - d. Galesburg Properties
 - e. Web page postings – single document - app cover page and draft reimbursement agreement
 - f. Planning and Community Development Report to CBOC on 5/17/11
 - g. Other

10. Committees - times dates and places ~ 5:38 pm

- a. Land Bank Report– Thell Woods/ David
- b. Executive Committee – May meeting not held. June schedule is FRI. 6/10/11 @ 7:30 am in County Admin
- c. Project/Finance Committee –May meeting not held – June schedule is THUR. 6/09/11 @ 4:00 pm in County Admin
- d. PR/Media Committee– Lunch and Learn Friday June 17th @ the Beacon Club at noon – 100 invites sent out May 23rd/ PR list of activities

11. National Brownfield Conference presentation by members Iden and Baumgart who attended the Conference in early April 2011/ powerpoint ~5:50 pm

12. Other

13. Board Member Comments ~6:15 pm

14. Adjournment

Next Meeting: 4th Friday - June 23 , 2011 at 4 pm.
PLEASE CALL 384-8304 OR EMAIL AT dpartl@kalcounty.com
IF YOU ARE UNABLE TO ATTEND THE MEETING, Please advise.

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
MINUTES

MEETING DATE: Thursday, April 28, 2011

PLACE OF MEETING: Room 207A, County Administration Building

Present: Joe Agostinelli, Clare Annen, Larry Baumgart, Brandt Iden, Ken Peregon, Julie Rogers, Anne Summerfield, Matthew VanDyk, Thell Woods

Kalamazoo Township: George Cochran

Excused: Ruth Blake, Leroy Crabtree,

Staff: David Artley, Jeff Hawkins (consultant)

Guests: Mary Brown, Connie Ferguson

Recording Secretary: Janet Jones

1. Chairperson Agostinelli called the meeting to order at 5:01 pm.
2. Members Excused: Ruth Blake, Leroy Crabtree,
3. Baumgart moved and VanDyk seconded approval of the Agenda. Motion Carried
4. Annen moved and Rogers seconded approval of the Minutes of the March 24, 2011, BRA meeting. Motion Carried.
5. Citizen Comments: None
6. Consent Calendar: VanDyk moved and Rogers seconded acceptance of the Consent Calendar. Motion Carried
 - a. Clerical Support Services through Lori S. Pyatt of Kalamazoo – Minutes of the Meeting on March 24, 2011. (4.5 hours) Total amount - \$67.50 from BRA Account# 247-000-808.11.
 - b. Communication Expenses (Website Work) –Through Keith Knapp, webmaster – January 2011 – (3.0 hours) Total Amount - \$120.00 from BRA Account# 247-000-850.00
 - c. Michigan Land Prosperity Summit, Lansing, MI - \$150.00 from BRA Account#247-002-860.00 – April 8, 2011- Report later in meeting.

Artley pointed out that up to \$2900 was approved in January for attendance at the national Brownfield Conference. \$2387.33 was expended and will be paid.

7. County's BRA Financial Balance Sheets: Artley called attention to Page 7 of the Agenda packet – the Tracking sheet summarizes the expenditures YTD. The Balance column is an accurate account of the funds in hand and reflects changes based on previous comments/questions of the Committee.

Detail of the Summary page is contained in pages 8-12.

- Annen pointed out that there are 3 funds and recommended that charges be made against the 2 County accounts where possible rather than the Brown family account which is less flexible in what those funds can be used for. For instance, the money for the Philadelphia Conference (which was approved from the Brown Family Account) should be charged to the PlanDptBRA Account. VanDyk noted his support for this recommendation.

Agostinelli asked Artley to investigate whether County funds could be spent down first and

include action item on the next agenda.

8. Discussion/Action Calendar:

- a. Encumber \$5K for PR/Marketing from Acct# 247-000-808.11 based on a recommendation from Project/Finance Committee.
 - Rogers recommended tabling action until Artley has had time to investigate how Brownfield Planning Acct can be used.
 - Hawkins recommended that funds need to be authorized now so that planned for *Lunch and Learn* activities planned for May can be publicized.
 - VanDyk moved and Rogers seconded that the \$5K be approved based on the recommendation of the Project Finance Committee and the staff will determine which account it should come from with preference. Motion Carried.

- b. Report - Friday, April 8, 2011 – Michigan Land and Prosperity Summit, East Lansing, Kellogg Center: Jarnefelt and Woods attended. Woods reported that Dr. Soji Adelaja, Director, Land Policy Institute, MSU, presented and discussed how to make our Community a place that people want to be. Break-out sessions discussed how community organizations and agencies (e.g. education, job development) can work better together toward common goals.

- c. Report - Wednesday, April 13, 2011 – NBA – *Sustainable Communities – Redeveloping Your Town, East Lansing* – Woods, Peregon, Blake, Jarnefelt, Artley attended (the largest representation from a community) – no fees/ all scholarships and ET graciously drove.
 - Artley reported on a session about *Green Building and Sustainable Development*. It was speculated that tax credits may be gone as well as school district TIF but that there is likely to be something put in place to serve some of the same purposes. Also, local TIF revenue is unlikely to be affected by State budgets and policies.
 - Flint is now the Center for Community Progress (national)
 - Participants talked about “Place-Making” and development of community as destination.
 - Artley has pdf copies of the presentations available on request.
 - Woods commented that both meetings emphasized that there some things that CAN be done now.

- d. Discussion on latest out of Lansing on BRA:
Agnostelli reported that the House passed 4363-1&2 that eliminates SBT and tax credits and establishes the Governor’s proposed plans. The second bill deals with tax credits already approved. Future tax credits may amount to \$75-100M for job creation and brownfield development. The feeling is that the focus will continue to be on urban core projects and heavily contaminated sites. Nothing is likely to change with local TIF and Agostinelli expressed the opinion that there are not enough votes to eliminate the school TIF. The State budget must be finished by October 1 and the Governor would like to have it finished by June 1.

9. Staff Reports: Artley & Hawkins

- a. Update on Terra Contracting, LLC: Hawkins stated that Terra has “moved on” and will not be buying the property, and that Georgia Pacific was responsible for the deal falling through. GP apparently has no other plans for the property – it is not part of the

Superfund site. No BRA funding has been expended (no contracts/agreements were received). Nolichucky is a separate piece of property, but is completely surrounded by the Georgia Pacific property. Hawkins speculated that Terra is not interested in other locations in the County.

- b. Update on Midlink – 381 Work Plan & Development Agreement has been reached and will be signed next week.
- c. Update on Beckan: Hawkins reported on an e-mail from Sean Brown concerned that DeLisle & Associates, Goodwill's Brownfield Consultant, shut off the pressure system beneath the Goodwill building and asking if they should continue to occupy the building. Hawkins responded that the system needs to continue to dissipate the vapors until soil samples confirm that the area is safe with it. DeLisle will continue to operate the system until they can do the samples. A new development agreement would be necessary for reimbursement.
- d. Web page postings – app cover page and draft reimbursement agreement has been reached and disseminated to the BRA for comment.
- e. Research NSP2 fund availability to BRA – Analysis of the application suggests that there are no funds for BRA because it focuses on 6 neighborhoods in the City of Kalamazoo only.
- f. Other –
Galesburg and Land Bank - Artley will meet with Land Bank and Galesburg DBA (Mon., May 9) to plan for razing a building on the North side of the highway in downtown Galesburg which may result in an application from either a developer or the Land Bank for redevelopment. There is a developer interested.

Checker Cab Site on North Pitcher, Kalamazoo Township is owned by a Canadian Company which has razed most of the site. Clausing may take possession of the old Checker site which provides space for expansion and transfer their current site to the Canadian Company to be razed. Well trained tool and die professionals are not available off shore so Clausing may come back to Michigan to hire the workers they need.

10. Committees:

- a. Land Bank Report– Thell Woods and Leroy Crabtree serve on this Committee. Mr. Woods reported on the last Land Bank meeting: 14 site lots sold, several community gardens have been designated; J. Kisscorni, Director, Economic Development of the City of Kalamazoo, was appointed Chairman; 14 tax foreclosures; report will be 2-3 times worse in 2012 because the City of Kalamazoo has turned over most property to the County; moving forward on the former TB hospital site for an independent living facility; Creamery charette;
- b. Executive Committee – Report on April Meeting. – items have been discussed already
Next meeting: Friday, May 13, 2011, 7:30 am, County Administration Bldg
- c. Project/Finance Committee – Report on April Meeting – prioritization charts and

promotion of funding: Many of the properties have been already addressed or are in process. Eaton site is in limbo with discussion centered on a scrap metal yard. Cochran will forward the minutes of the meeting about Eaton. The committee needs to look at State sites and update the list. County Health Dept. has done some updating. Artley will request this information. PR/Marketing possibilities were also discussed.
Next meeting: Thursday, May 12, 2011, 4:00 pm in County Administration Bldg.

- d. PR/Media Committee– No response from LUG letters/ Handout – PR list including *Lunch and Learn* date in May or June are in the Agenda packet. Rogers recommended that the *Lunch and Learn* be scheduled as soon as possible checking with the Community Calendar to ensure that it doesn't conflict with another event – June 17 is suggested. E-vite will be used with the first 30 responses accepted.
11. Other: Hawkins announced that VanBuren BRA will meet to reach out to the Latino population to encourage participation -- Saturday, April 30, noon-2:00 at ISD building in Lawrence. EPA and DEQ representatives will be present.
 12. Member Comments:
 - Baumgart: do you pick a site, clean it up and try to market it? Or work with a developer prior to obtaining the site? The latter seems more successful because the developers know what sites work for them. Exp: City of Kalamazoo owns property they cannot match with developers.
 - VanDyk would like to come up with a priority list for which funds will be used first using the Brown Family funds last. Also, more detail is requested on what the Land Bank is doing. Artley will send minutes of the meetings to the BRA members.
 13. Summerfield moved and Woods seconded that the meeting adjourn. Motion Carried.
Meeting adjourned at 6:03 p.m.

Next Meeting: May 26, 2011 at 4:00 p.m.

BRA PR/ MARKETING POSSIBILITIES – 4/28/11

item	Time line	Next Steps	Resources	Responsible Party	Comments
Lunch and Learn at the Beacon Club	Set for 6/ 17/2011			ET/ Staff	Do more than one
Allocate \$5,000 of the \$125,000 for PR/Marketing.	Approved on 4/28/11		Current budget	BRA	recommended by the Project/Finance Committee
Revisit our Prioritization Sheets✓	P/F comm. Done April			Project/Finance Committee	
Rework the BRA webpage:	Summer	To add the BUS Tour – 10/10 document		Staff	Should be done in May 2011
	Done April	Refine grant application into a singular document			
	Spring/ Summer	Look for other links			
Redo the poster boards	May June			ET/staff	
Redo the brochure.	May June			ET/staff	
Review the State 201 and 213 site sheets for projects	May/ June			Staff/ Project/Finance Committee	Check HCS updates on the sheets
Convene Meeting with the City, MDEQ, and County related to Brownfield Sites that impact the County Wellhead / Groundwater (Drinking water) locations.	June/ July		Budget	Staff	(specifically 213 – LUST)
Meet with the Kalamazoo River Trailways folks for potential project work sites	ASAP			Staff	
Present to the Township Supervisors as follow up to the LUG letters and out-county DDA's. See informational presentation opportunities not necessarily related to specific sites.	July/ August			Staff/ Tim HUDson	

BRA PR/ MARKETING POSSIBILITIES – 4/28/11

<i>item</i>	<i>Time line</i>	<i>Next Steps</i>	<i>Resources</i>	<i>Responsible Party</i>	<i>Comments</i>
Bus Tour II	August September		Contract for bus 2 mo. in advance	PR committee & Staff	
Get back on the Service Club Circuit.	Fall	Thehell get us on down town Rotary		Thehell	
Connect with the local radio stations for interviews and talk shows.					
Present to Greater Kalamazoo Association of Realtors	October				