

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY  
Board of Directors Meeting  
**MINUTES**

**MEETING DATE:** Thursday, June 28, 2012 following the 4:00 p.m.

**PLACE OF MEETING:** Room 207A, County Administration Building

Present: Joe Agostinelli, Clare Annen, Brandt Iden, Kenneth Peregon, Julie Rogers, Anne Summerfield, Thell Woods

Members Excused: Larry Baumgart, Ruth Blake, Matthew VanDyk, Andy Wenzel

Kalamazoo Township: none

Community: Mary Brown

Staff: Lee Adams, Jeff Hawkins, Lotta Jarnefelt

Recording Secretary: Staff

1. Chairperson Agostinelli called the meeting to order at 4:02 pm
2. Members Excused: Larry Baumgart, Matthew VanDyk, Andy Wenzel
3. Approval of Agenda: Chair requested the addition of items numbered 11a and 11b  
**Rogers moved and Woods seconded approval of the Agenda as amended.  
Motion Carried.**
4. Approval of Minutes: The following amendments were made to the April 26, 2012 Board meeting minutes
5. Citizen Comments: none
6. Consent Calendar:
  - a. Janet Jones for minute taking and preparation of April 26, 2012 meeting
    - i. 3 hours at \$15 = \$45.00
  - b. Invoice from Envirollogic Technologies for \$210 for general environmental review
    - i. Payment drawn from previously approved \$1,500 work order**Motion to approve the consent calendar made by Rogers and seconded by Woods.  
Motion Carried**
7. Discussion/Action:
  - a. Minute Taking
    - i. Iden thought that it would be great for an intern to take over the minute taking
      1. Interns will take minutes for the BOC subcommittees
      2. John Faul thought that could start soon
    - ii. Rogers thought that this was an item that should have been discussed in the BRA meeting before we took any course of action
    - iii. Jarnefelt: Interns will not arrive until the fall
      1. They will change each semester
      2. Staff time spent on minutes is more expensive than a minute taker
    - iv. Rogers suggested that we find a professional minute taker until an intern is available
      1. Difficult for staff to take minutes and participate

- 2. Not too expensive
      - 3. Anybody but staff take minutes
    - v. Annen questions whether an intern is capable to take the minutes
      - 1. Want someone qualified because the BRA is a difficult committee
      - 2. Maybe share someone who take minutes for other committees in addition to the BRA
      - 3. Decision need to be made within the board
      - 4. The funds used are from BRA money not the county's money
      - 5. Iden interjected that it was the taxpayers money not the BRA's
    - vi. Summerfield asked if there is a resource offered by the county
      - 1. Could the county hire someone to take minutes for all boards/committees
      - 2. Interns may not be qualified to take minutes they may not have the typing skills
    - vii. Peregón: concerned about the quality of minute taking
      - 1. Also concerned about the minute taking during the summer
      - 2. Minimal cost
    - viii. Agostinelli: staff should not take minutes long term
      - 1. Have staff legislative committees that do not have as detailed minutes
      - 2. Thinks an intern can handle the task
    - ix. Staff will look for a permanent replacement
  - b. Financial status reports
    - i. Update of expenses and account balances
    - ii. Staff presented a detailed financial report
      - 1. Showed BRA that the approved changes in budget were incorporated
    - iii. Agostinelli: Should staff time be approved in a motion when billed?
      - 1. Funds under the BRA control should be allocated by the BRA
    - iv. Annen: wants BRA oversight of funds in and out including administrative costs and staff time used
      - 1. Wants us to be clear about what account staff time comes from
      - 2. The expense is paid from TIF collection
    - v. Hawkins: we can charge up to 100k in admin costs for up to five projects for reasonable admin and operational expenses
      - 1. Staff time is reimbursed through TIF
    - vi. Staff will prepare a quarterly report of admin expenses
    - vii. The BRA board will make a motion to allocate funds towards staff time
  - c. TIF Collected and anticipated comparison
    - i. Staff presented and Summerfield stated that it was helpful
  - d. Midlink interest calculation
    - i. Tabled for further discussion in committees
8. Policy Work Session
  - a. Discussion of BRA policies and project guidelines
    - i. Agostinelli outlined that the lack of activity is generating the need to review the BRA policy
      - 1. Are we going to be proactive or wait until a deal comes
      - 2. We could look into property, but be selective
      - 3. Should we expand our operation
    - ii. Annen: we should look to improve properties on the north side of

#### Kalamazoo

1. We should look into picking up properties in tax foreclosure or help get project done
- iii. Rogers: Highlighted a section of the purpose section of the policy
  1. Felt that the priorities of the authority are environmental clean-up, job creation, helping business, and ultimately for the BRA to become self-sustaining.
  2. There are a lot of opportunities in Kalamazoo and Oshtemo Townships, but not sure about the complicated process of owning property.
  3. BRA must choose wisely which projects we fund. Receiving a return on investment is not always needed.
  4. Not sure about owning property, interested in what everyone else thinks.
- iv. Woods: be aware of the properties auctioned off in August, pick up properties and look at owning them for several years
  1. We may have a priority in the auction process as a county affiliated entity
  2. Some of the properties are valuable and we need to make the board aware of them
- v. Peregón: we should be proactive, what can we do to stimulate activity and generate projects

#### 9. Staff Reports

- a. Sun Chemical Site (1807 N Pitcher)
  - i. Staff report
    1. The site will be cleaned-up using the Treasurer's funds. The City of Kalamazoo will manage the clean-up and then take over the property
- b. Lunch and Learn debrief
  - i. Woods: we had a really nice turnout and the presentation was very good
  - ii. Summerfield: the information was well received
- c. Meetings with Kalamazoo and Portage BRA staff
  - i. Agostinelli reported on the meetings

#### 10. Committees - times dates and places

- a. Land Bank Report– Thell Woods
  - i. Jill Bland resigned from the committee
  - ii. City will have a table for the Land Bank Conference, Thell presented the idea of county and city partnering with a table
    1. Committees will discuss expenses
- b. Project/Finance Committee – report/schedule Thursday, July 12th, 4:00 pm
- c. Executive Committee – report/schedule Friday, July 13th, 7:30 am
- d. PR/Media Committee –

#### 11. Other – Brownfield conferences, July meeting, county allocation of staff time

- a. Possibly cancel all July meetings
  - i. For now the BRA will meet in July as planned
- b. Conferences
  - i. Staff will send details to board members
    1. Julie suggested that we send 1 staff member and 2 board

members to the Chicago conference

12. Board Member Comments

a. Summerfield:

- i. David Smith spoke on the Midlink project at the Kalamazoo Rotary Club and was complementary towards Southwest Michigan First and Tim Hudson for their work on the project
- ii. He said that the site was 80% occupied

13. Adjournment

- a. Meeting adjourned at 5:45pm

**NEXT BRA Meeting: Thursday, July 26 2012, 4:00 p.m. Rm. 207A, County Building**