

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
Board of Directors Meeting
MINUTES

MEETING DATE: Thursday, July 26, 2012 at 4:00 p.m.

PLACE OF MEETING: Room 207A, County Administration Building

Present: Clare Annen, Brandt Iden, Kenneth Peregon, Julie Rogers, Thell Woods, Ruth Blake,
Matt Van Dyk, Andy Wenzel

Members Excused: Larry Baumgart, Joe Agostinelli, Anne Summerfield

Kalamazoo Township: George Cochran

Community: Connie Ferguson

Staff: Lee Adams, Jeff Hawkins, Lotta Jarnefelt

Recording Secretary: Zeña Vos

1. Vice Chairperson Rogers called the meeting to order at 4:00 pm
2. Members Excused: Larry Baumgart, Joe Agostinelli, Anne Summerfield

Jarnefelt introduce the new recording secretary Zeña "Z" Vos, Administrative Assistant of Planning and Community Development.

3. Approval of Agenda: **Iden moved and Peregon seconded approval of the agenda. Motion Carried.**

4. Approval of Minutes: **Van Dyk moved and Peregon seconded approval of the minutes of June 28, 2012. Motion Carried.**

5. Citizen Comments: none

6. Consent Calendar:

- a. Invoice from Envirollogic Technologies in the amount of \$521.38 for catering of the Lunch & Learn event and retrieval and moving BRA sign at Consumers Credit Union.

Motion to approve the consent calendar made by Van Dyk and seconded by Peregon. Motion Carried.

7. Discussion and/or Action Calendar

- a. Discussion – Financial status reports

- i. Staff Reimbursement Invoice – Jarnefelt explained the staff reimbursement invoice for the first quarter. This invoice includes reimbursement for work completed by David Artley and Lotta Jarnefelt.

1. Invoice#: BRA-1QT in the total amount of \$1,032.39

2. Presented to the BRA Board for approval. Staff will submit to County Finance, if approved.

- ii. Rogers asked if this will be done quarterly.

- iii. Van Dyk asked if this should be included in Consent Calendar.

- iv. Jarnefelt: Staff reimbursement will be submitted for approval quarterly and will be included in Consent Calendar.
- v. Annen asked about the County allocation; what it would cost the board?
- vi. Jarnefelt: it is separate report that is created every year. Staff has not received the latest report. The next report should be available in October. Staff will present the information then.

Motion to approve the County Staffing Invoice#: BRA-1QT in the total amount of \$1,032.39 made by Van Dyk and seconded by Woods. Motion Carried.

- b. Discussion – National Brownfield Association
 - i. Adams explained the cost for membership
 - 1. Group membership is \$950.00 and includes three memberships. Can rotate member benefits among BRA board. Membership is paid on an annual basis. Two enrollment options: from January to January or July to July.
 - 2. Individual membership \$300.00 – locked to one person.
 - ii. Peregón & Woods expressed: membership is only beneficial if attending more than eight conferences.
 - iii. Rogers: National Brownfield Conference (EPA) had been free in the past. Only paid for bus tours, about \$20.00.
 - iv. Adams: NBA conference in Lansing had scholarship, no cost.
 - v. Peregón: Hold off on membership. Try out conferences first. Will revisit later. Rogers support the idea.
 - vi. Rogers: Conference in St. Joseph is the same as one in Lansing. Member that has been to Lansing conference does not need to attend in St. Joseph.
 - vii. Adams expressed interest in the St. Joseph & Chicago conferences.
 - viii. Jarnefelt expressed interest in Chicago Conference if board support.
 - ix. Adams: Conference in Chicago held: October 3 & 4 for one and a half day.
 - 1. Will stay at his brother's house so no lodging expenses.

Motion to approve to send two staff members to NBA conference held in Chicago including lodging, and one staff to St. Joseph conferences made by Van Dyk and seconded by Blake. Motion Carried.

- c. Discussion – Potential brownfield site: Kartar #6 – LUST site in Schoolcraft
 - i. Adams explained site was an old gas station that was foreclosed on by the County Treasurer.
 - 1. On MDEQ LUST list
 - 2. Ranked #5 on the County priority list
 - 3. Will track during the tax auction. If not sold, returned to auction with no minimum bid
 - 4. Approximately \$10,000 in back taxes.
 - ii. Adams: Most of the board members voiced a preference in committees to let the market play itself out. If someone wants to purchase it, let them buy it and BRA will offer assistance.
 - 1. Have contacted the Village of Schoolcraft – Sheri Lutz, Village Manager. Village does not have a categorical problem offering TIF as reimbursement.
 - 2. Second auction is held on September 24, 2012.
 - iii. Rogers: Didn't make the committee meeting, was there any discussion

about reviewing the prioritization list? Has not been looked at in a while. Advised staff to look in to it.

8. Staff Reports

a. Land Bank Conference

- i. Adams contacted Land Bank Director Kelly Clarke. She asked Jeff Hawkins to supply a list of project sites for potential bus tour. She later asked if Jeff could speak for the BRA. The City BRA will also be represented on the bus tour.
 1. Who is going to speak on behalf of BRA? – LandBank assumed Jeff would speak.
 2. The BRA is not responsible for any of the costs associated with the bus tour. The conference will pay for all bus tour expenses.
- ii. Hawkins: Kisscorni was copied the same email he received.
 1. The City is willing to cooperate. They have some sites they feel would merit a drive by. Want to participate and want to showcase some of their sites.
 2. Midlink and Davis Creek are the top priority sites of the County BRA.
- iii. The BRA voiced that they are happy to help and happy to participate.
- iv. Rogers: if not costing BRA, would be nice to showcase BRA project.
 1. In support of collaborative effort and equal showcasing.
 2. No cost for bus.
- v. Van Dyk suggests participating in conjunction with the city.
- vi. Rogers agrees with Van Dyk and advised staff to send email to the group when plans are clarified.

b. Environmental Consultant – RFP

- i. Adams: BRA needs to go through the process of bidding out consultant contract. Envirollogic's contract ends at the end of the year. Staff will put the RFP together and it will be reviewed by the committees.

9. Committees - times dates and places

a. Land Bank Report– Thell Woods

- i. Woods: Land Bank passed its audit. Final approval of NSP 2 disbursement policy. Was worried about the expenditure deadline for this grant, there is only eight months left. If the State consortium was successful in expending the original amount of a grant, it may be possible for consortium member to keep program income locally. MSHDA is still developing formal guidance on this issue and is likely to release further information. The Kalamazoo Land Bank has sold 16 homes.
- ii. Van Dyk: What happened to the money?
- iii. Woods: It goes back in the NSP pot.

b. Project/Finance Committee – verbal report/meeting schedule Thursday, Aug 9th, 4:00 pm

c. Executive Committee – Van Dyk can't make it. Iden will serve as the alternate.

d. PR/Media Committee –

- i. Rogers wrote a Letter to the Editor of Kalamazoo Gazette about the County BRA
 - 1. Wrote to the editor saying Consumers Credit Union is one example of a project supported by the County BRA. The BRA as funding, interested parties encouraged to go to the website and submit application.
- ii. Consumers Credit Union is having an open house coming up August 6-8
 - 1. At two locations: one in Mattawan and one in Portage Road
 - 2. Would be good to have one of the BRA members as well as staff at the events.
- iii. Adams will email the contacts and find out details about the open house.
- iv. Hawkins suggested when talking to Scott at Consumers Credit Union, to check if they would allow a BRA link on their website.

10. Other – None

11. Board Member Comments: none

12. Adjournment

- a. Meeting adjourned at 4:48 p.m.

NEXT BRA Meeting: Thursday, August 23, 2012, 4:00 p.m. Rm. 207A, County Building