

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 27, 2011, 4:00 p.m.
PLACE OF MEETING: Room 207A, County Administration Building

MINUTES

Present: Joe Agostinelli, Larry Baumgart, Clare Annen, Ruth Blake, Brandt Iden, Kenneth Peregon, Julie Rogers, Matthew VanDyk, Andy Wenzel, Thell Woods

Excused: Anne Summerfield,

Staff: David Artley, Jeff Hawkins (Envirologic), Lotta Jarnefelt

Kalamazoo Township: George Cochran

City of Kalamazoo: Marc Hatton

Community: Connie Ferguson

Recording Secretary: Janet Jones

1. Chairperson Agostinelli called the meeting to order at 4:03 p.m.
2. Members Excused: Anne Summerfield,
3. Peregon moved and VanDyk seconded approval of the Agenda. Motion Carried
4. Blake moved and Rogers seconded approval of the Minutes of the September 22, 2011 meeting. Motion Carried.
5. Oath of Office: Andy Wenzel was sworn in as a new member of the Brownfield Redevelopment Authority.
6. Citizen Comments: None. Thanks to Connie Ferguson for sending the document about the KEC Water Quality Forum.
7. Davis Creek Business Park Methane Monitoring Assessment (former Lakeside Refinery – this was a partnership between the City and County BRAs): Marc Hatton of the City of Kalamazoo Brownfield Authority and Jeff Hawkins of Envirologic Technologies presented information of the 2-year study which concluded that the site can be developed safely. Guidelines for new development and management of the site are also in place. There is potential for harnessing the methane gas to use in generating power.
8. Consent Calendar:
 - a. Approve payment of Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of September 22, 2011 Meeting. (3.50 hours X \$15/hr) Total amount - **\$52.50** from BRA 247-000-808.11.
 - b. Approve payment of Envirologic Technologies Invoice #27495 in the amount of **\$504.06** technical review of documents/invoice related to Midlink Work Order #1. Fund from Account 247-000-808.00. [closes out work order #1]

Rogers moved and Woods supported approval of the consent calendar.
Motion Carried

9. Discussion/Action Calendar [see Board packet]
 - a. **Discussion** – Monthly financial reports. The estimates for the TIF to be used for the Midlink project are accurate at . Encumbrances (p7) will be zeroed out as per the consent agenda just accepted. Full CMS reimbursement has been received. The “BRA Planning \$6,100” allocation has been received and will be posted in the 247-000 account next month.
 - b. **Discussion** – MIDLINK Invoice Response: Staff presented a timeline from August through November, 2011 of the invoices received and reviewed. A conference call with Jared Belka of Warner, Norcross, and Judd clarified some of the concerns about what expenses are allowable for reimbursement from TIF. A recommendation as to payment will be ready for consideration at the November BRA meeting. A spread sheet tracking the invoices will be included. It is likely that the entire \$52K amount from School TIF will be used. Discussion centered around the potential for local decisions being challenged by the State. More discussion will occur at Committee meetings. We must exercise all due caution to ensure a track that justifies payments.
 - c. **Action** – Consider approval of new Work Order #4 Envirollogic Technologies for \$1,500 to continue the review of Midlink documents. Annen moved and Iden seconded approval of the Work Order. Motion Carried.
 - d. **Action-** approve payment of Envirollogic Technologies Invoice # 27496 in the amount of \$335.94 technical document review/ invoice related to Work Order #4. Fund from BRA Account 247-000-808.00. VanDyk moved and Rogers seconded approval of the invoice. Motion carried.
 - e. **Discussion** - Central Manufacturing Services - 2nd payment check has been received. CMS has identified another potential site.

10. Staff Reports – none at this time.

11. Committees - times dates and places

- a. **Land Bank:** Woods reported that much of the October meeting was spent in discussion of the senior housing to be built at the former Blakeslee Hospital site. There may be as many as 36 units. Two of the Marketplace houses have been sold with two more pending. The demolition of the old creamery site on Portage is ready to begin. Justin VanderArk has left the Board (he has left his position at HomeBuilders). Several new projects were discussed. There is some concern that the timing on the Federal funding may run out before it is spent.

Landbank is hiring for a position of Project Manager.

- b. **Executive Committee** – Met in October to discuss potential new projects.

Next meeting: Friday, November 11, 2011, 7:30 a.m. County Administration Bldg. Agenda will include discussion of the Midlink invoices and payments.

- c. **Project/Finance Committee** – Met in October and discussed potential new projects.

Next meeting: Thursday, Nov. 10, 2011, 4:00 pm in County Administration Bldg. Agenda will include discussion of the Midlink invoices and payments.

- d. **PR/Media Committee:** Staff distributed a calendar of public awareness events occurring in the year to date.

A presentation will be made to the Township Board on Wed. Nov. 9. Agostinelli will attend along with staff.

Iden requested a similar presentation to the Oshtemo Township Board.

Oshtemo, Comstock, Kalamazoo, and Schoolcraft Townships will meet on Friday, October 28. BRA staff will be present.

Discussion centered on other opportunities for public awareness.

12. Other: Hawkins suggested that the next application to the EPA for \$200K for hazardous waste abatement should come from the BRA itself (rather than the County). There have been cuts in Federal funding and the competition is increasing. There is a preference to spread the money to entities not previously funded. 10% of funds can be used to monitor the health of people living close to a hazardous site (e.g. lead exposure). Application is due November 28. A letter of support from the State of Michigan has been received and it is expected that the proposal will be on the BOC consent calendar on November 22.

13. Board Member Comments:

Woods: inquired about the need for a guide to be given to people who want to apply to BRA. Artley indicated that potential applicants view the application on line; there are guidelines on the site. The person is instructed to contact staff for consultation as to whether their project is appropriate.

Iden: Welcome Andy

Rogers: Supports the 10% for health and welfare being included in EPA grant proposal.

14. Meeting adjourned at 5:37 p.m.

Next Meeting: **Thursday, November 17, 2011 at 4:00 p.m.**