
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 23, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Ken Peregon, Andy Wenzel, Travis Grimwood, Joe Agostinelli, Habib Mandwee

Members Excused: Tim Hudson, Anne Summerfield, Thell Woods, James Spurr, Christopher Carew

Kalamazoo Township:

Staff: Lotta Jarnefelt, Lee Adams

Consultant: David Stegink

Recording Secretary: Kathy Schott

Community: 7

1. Chair Agostinelli called the meeting to Order at 4:15 p.m.
2. Members Excused: Tim Hudson, Anne Summerfield, Thell Woods, James Spurr, Christopher Carew, (George Cochran, ex officio member)
3. Approval of the Agenda: **Wenzel moved and Mandwee seconded the approval of the agenda as amended (reordering of items). Motion Carried.**
4. Approval of Minutes: **Wenzel moved and Peregon seconded the approval of September 25, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
 - a. **Discussion:** 2014 Year to Date – A spreadsheet prepared by Lotta Jarnefelt was included in the packet.
 - b. **Staff Administration expenses**
 - i. 3rd Quarter Staff Expenses - \$4,515.91. Staff explained that this invoice was for expenses incurred while Adams was employed by the County. Future invoices will come from both the County and SMPC. **Wenzel made a motion to approve staff expenses in the amount of \$4,515.91. Peregon seconded. Motion carried.**
 - ii. Travel expenses for Lee Adams – Request for \$56.11 for mileage from 8/1/14 thru 9/30/14. **Wenzel made a motion to approve travel expenses totaling \$56.11. Mandwee seconded. Motion carried.**
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Corner @ Drake
 - i. Brownfield Plan Approval and Timeline.
Project Update – Oshtemo Township approved the Brownfield Plan with an amendment that will put a cap on the total capture of 1.3 million. Agostinelli gave a brief update on the meetings with Oshtemo Township and why the cap was required by the Board of Trustees. Discussion ensued. **Grimwood made a motion to approve the Brownfield Plan as presented. Wenzel seconded. Motion carried.**
 - ii. Development Agreement Draft Review – Continues to be reviewed by developer.

- iii. Envirologic Technologies Invoice #00464 - \$1,165.00 – **Peregon made a motion to approve invoice number 00464 totaling \$1,165.00. Rogers seconded. Motion carried.**

- b. **Discussion/Action** – New Project – CMS/555 E. Eliza Street, Schoolcraft, MI
 - i. Jamie Clark from Central Manufacturing Services, Inc (CMS) presented information regarding the project and the scope of work that will need to be done. The site is bank owned. Mr. Clark submitted an Application for BRA assistance. Mr. Clark stated that the project be completed over several years. A plan will need to be put together quickly as a close date is being requested prior to 12/31/14. The majority of the tax increment will come from the uncapping of value from the sale. **Grimwood made a motion to approve the application submitted by CMS for 555 Eliza Street. Rogers seconded. Motion carried.**

 - ii. As related to the application for assistance requested by Mr. Clark Envirologic prepared a Work Order to conduct site assessment work and to prepare a brownfield plan. **Wenzel made a motion to approve Work Order #14 for assessment work and preparation of a Brownfield Plan for the CMS/555 E Eliza St Project totaling \$16,500.00. Peregon seconded. Motion carried.**

- c. **Discussion/Action** – Invoice
 - i. An invoice was submitted by ET for Professional Services rendered. General Environmental Review Purchase Order #9853, in the amount of \$472.50. **Mandwee made a motion to approve payment of invoice number 9853. Peregon seconded. Motion carried.**

- d. **Discussion/Action** – General Mills Expenses
 - i. Invoice #00465 submitted by ET for Professional Services in the amount of \$420.00. Peregon made a **motion to approve payment of invoice #00465 Wenzel seconded. Motion carried.**

- e. **Discussion/Action** – Vicksburg Mill
 - i. Project Update and Timeline – **Jarnefelt** reported that the Vicksburg DDA Amended Plan is being reviewed by the County. The amended DDA Plan adds to the existing DDA area and covers the Vicksburg Mill area where a Brownfield Plan is likely to be established in 2015. The intent by the DDA is to forego TIF on the mill site. Jarnefelt will contact Vicksburg DDA to clarify.

- f. **Discussion/Action** – EPA Grants
 - i. Hawkins reported that EPA Revolving Loan Fund grants are not going to be offered during the 2015 grant cycle. The site specific EPA Clean-Up grant requires that the applicant own the property. Since the County Treasurer owns the larger Vicksburg Mill parcel, the Treasurer has agreed to be the applicant for a Clean-up grant for the site. After discussion, it was agreed that the KCBRA should again submit an application for EPA assessment grants. Envirologic Technologies will submit a Work order to prepare the application for 2015 submission. **Rogers made a motion to compensate Envirologic for the preparation of assessment grant applications. Mandwee seconded. Motion carried.**

8. Staff Reports

- a. The contract, with minor adjustments, to use SMPC as temporary staff was signed by the Chair. Lee Adams will serve as staff to the KCBRA as needed for an indefinite period of time - until the Resource Coordinator position at the County is filled.
 - b. National Brownfield Conference is in Chicago in the Fall of 2015
 - c. A request for TIF projection on the Midlink project was requested.
 - d. There is a local DDQ Workshop in Grand Rapids on 11/13/14. **Cost is \$35.00 per person. Rogers made a motion to approve expense related to attendance of the workshop of board members and staff attending up to \$500.00. Peregon seconded. Motion**
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Carried.

9. Committees - times dates and places

- a. Land Bank Report – None
- b. Project/Finance Committee – verbal report, meeting scheduled for **Thursday, November 6, 2014 at 4 pm**
- c. Executive Committee – verbal report, meeting scheduled for **Friday, November 7, 2014 at 8:30 am**
- d. **PR/Media Committee** – None

10. Other - None

11. Board Member Comments – It needs to be stressed that it is important to attend the monthly meetings. No items can be voted on without a quorum.

12. Adjournment – Meeting adjourned at 5:15 PM

***Next Meeting: 4th Thursday – November 20, 2014 @ 4:00 PM. (Must have quorum present)
Meeting is being held 1 week early due to Thanksgiving Holiday.***

**PLEASE CALL 384-8112 OR EMAIL LMJARN@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING**
