
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 21, 2013
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 p.m.

MINUTES

Present: Joe Agostinelli, Clare Annen, Tim Hudson, Ken Peregon, Julie Rogers, Anne Summerfield, Thell Woods, Travis Grimwood, Habib Mandwee, Julie Rogers

Members Excused: Christopher Carew, Andy Wenzel

Kalamazoo Township: None

Staff: Lee Adams, Lotta Jarnefelt

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos

Community: 4

1. Chair Agostinelli called the meeting to Order at 4:02 pm.
 2. Member's Excused: Christopher Carew, Andy Wenzel
 3. Approval of the Agenda: **Annen moved and Summerfield seconded the approval of the agenda. Motion Carried.**
 4. Approval of Minutes: **Hudson moved and Woods seconded the approval of October 24, 2013 minutes. Motion Carried.**
 5. Citizens Comments:
 - a. Mary Brown stated that the Coalition for Urban Redevelopment will get together for lunch on 12/4/13.
 - b. Three students attended the meeting to observe.
 6. Consent Calendar
 - a. Work Order #8 - \$2,500
Hawkins stated after meeting with Mr. Gwiazdowski they are considering a 381 Work Plan to capture school TIF. He will check with the MDEQ and MEDC before submitting the plan.
Peregon moved and Summerfield seconded the approval of Work Order #8 in the amount of \$2,500.00. Motion Carried.
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – 9008 Portage Road
 - i. Review Development Agreement draft
Adams stated that the Kalamazoo County Legal Counsel reviewed the Development Agreement and had no suggested alterations. Adams also noted that Section 3.2 limits the number of years of capture available to the developer at 23.

Rogers moved and Grimwood seconded to authorize the Chair to execute the Development Agreement. Motion Carried.
 - ii. Update on Brownfield Plan progress
Agostinelli noted that he, Adams, and Jarnefelt attended the November 19th Portage City Council meeting in which the Council approved the Brownfield Plan. Adams and Jarnefelt presented the plan to the Kalamazoo County Committee of the Whole on November 19th as well.
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- iii. Envirologic Technologies Invoice – \$6,209.06
This invoice is for work related to the Phase I Assessment, BEA & completion of Brownfield Plan for the 9008 Portage Road site. Envirologic is waiting to complete the Due Care Plan until the MEDQ work is complete.

Annen moved and Mandwee seconded the approval of Invoice #29414 and payment in the amount of \$6,209.06. Motion Carried.

b. **Discussion/Action** – Midlink TIF Payment

- i. Review/Approve TIF payment to Midlink – \$75,591.89
 - 1. \$19,058.34 local (interest payment), \$56,533.55 schoolAdams stated that all TIR for 2013 was collected. If approved by the BRA, the County Board of Commissioners should approve payment at the December 3rd meeting.

Annen questioned why the Board of Commissioners has to also approve the disbursement. He acknowledged that he understood that the approval is a procedural matter.

Adams explained the County's payment approval process.

Woods moved and Peregon seconded the approval of disbursement to Midlink in the amount of \$75,591.89. Motion Carried.

Rogers suggested that staff create a press release.

c. **Discussion/Action** – Update on Projects

- i. 306 N Grand
 - 1. 381 Work Plan Approved
Approval letter from the MDEQ is included in the packet.
 - 2. Demolition Update
Agostinelli has driven by the site, it appeared to be clear and still no sign.

Hawkins provided a verbal report on the conditions of the site.
 - 3. Envirologic Technologies Invoice – \$1,336.25 – Work Order #1
This invoice is for work conducted on the Brownfield Plan & 381 Work Plan. Another invoice is expected for this site.

Rogers moved and Summerfield seconded the approval of Invoice #29427 and payment in the amount of \$1,336.25. Motion Carried.

- ii. Brown Family Holdings
Staff attempted to contact representatives from Brown Family Holdings but was unsuccessful. Staff would like to find out if the developer anticipates any expenses on the site. All eligible expenses are scheduled for reimbursement in 2014. Once all eligible expenses are reimbursed, the LSRRF will begin on that site.

- iii. Vicksburg Paper Mill
Adams reported that the County Treasurer has entered into a contract with Terra Contracting to remove the clarifiers on the east side of the Mill.

Hawkins is working with the County Treasurer and the MDEQ to secure potential funding for a site assessment on the older portion of the mill.

Agostinelli stated that he, Jill Bland, and Bill Adams are meeting next week with a local company who is interested in moving in to the newer section of the building.

iv. CMS, Lake Street

1. Envirologic Technologies Invoice – \$10,552.12 Work Order #5

Hawkins reported that these invoices are for the Phase I, Phase II, BEA, and Due Care Plan work on the site. Hawkins will provide a more detailed analysis at the next meeting.

Hudson moved and Woods seconded the approval of Invoice #29415 and payment in the amount of \$10,552.12. Motion Carried.

v. 232, LLC

Staff has tracked the taxable value of the site and noticed that the value has crept up over the baseline value. Hawkins will review the Brownfield Plan in regards to delaying the capture.

8. Staff Reports

a. NBA Conference

Adams and Jarnefelt attended the conference. Adams stated, conference was good and provided a lot of information. There were not many representative of municipal BRAs, instead many were consultants, lawyers, and developers.

9. Committees - times dates and places

a. Land Bank Report–
No meeting

b. Project/Finance Committee– verbal report, meeting schedule Thursday, Dec 12th, 4:00 pm

c. Executive Committee – verbal report, meeting schedule Friday, Dec 13th, 8:30 am

d. PR/Media Committee –

Rogers reported that Southwest Michigan First, at the 11/19 BOC Meeting, gave credit to the BRA for its assistance with the General Mills development

e. Policy Subcommittee – verbal report, meeting schedule: TBD

10. Other –

Agostinelli led a brief discussion about Midlink.

Rogers stated that multiple people have asked her if the BRA would require developers to hire local contractors.

Agostinelli expressed his support to encourage developers to hire local contractors but not to require it.

11. Board Member Comments

Woods commented that other communities are now focusing on community centric Crowd Funding. He feels that crowd funding is a tool that the BRA could use.

12. Adjournment at 5:12 p.m.

Next Meeting: 4th Thursday – December 19, 2013 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LAADAM@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING
