

## KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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**MEETING DATE:** Wednesday, December **15**, 2010  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Board Chambers  
Kalamazoo, Michigan 49007  
**TIME:** AFTER EDC meeting which starts at 4 pm

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### **AGENDA** *revised*

1. Call to Order
2. Members Excused – Ruth Blake, Anne Summerfield
3. Approval of the Agenda – **action**
4. Approval of Minutes: – **action**
  - a. November 18, 2010 meeting – **action**
5. Citizens Comments (4 minutes each/ any item on the agenda or not on the agenda/ Please state name and address)
6. Consent Calendar - **action – no items at present**
7. Discussion &/OR Action Calendar: -
  - a. Consider approving the application for environmental assessment et. al. funds from Terra Contracting, LLC for the Georgia Pacific and Nolichucky sites on Kings Highway: – **Action** (Work Order #2 attached. Final development agreement sooner if possible; staff will walk the BRA through the adjustments since last week.)

“The BRA authorizes the \$41,000 in environmental assessment and environmental activity funds as requested by Terra Contracting LLC as outlined in their request dated November 17, 2010; and further approves Work Order #2 with Envirologic Technologies, Inc. to perform said work. Source of funds is account # 247-000-808.00.”

“This action is contingent on receipt of three items: A) an executed reimbursement agreement with Terra Contracting, LLC related to the actual development of the properties within the specified timeline; and B) Land ownership transfer to Terra Contracting, LLC in the form of a copy of a signed purchase agreement with Georgia Pacific and C) Land ownership transfer related to the Nolichucky site to Terra Contracting, LLC in the form of documentation of an agreement between Kalamazoo Township and Terra Contracting, LLC.”

- b. Consider approving the following application fee – **action**

“The BRA designates its application fee to be \$2,500 for environmental assessments effective applications received 1/1/11 or later. The fee may be waived at the discretion of the BRA in circumstances they deem appropriate. The purpose of the fee is to cover the cost of processing the application. It is an eligible activity for reimbursement through Tax Increment Revenue (TIR) under a BRA Plan if the BRA Plan is created.”

- c. Consider approving the Developers agreement with Midlink – **action**

“The BRA approves the final version of the BRA Development and Reimbursement Agreement with 5200 East Cork Street Investors, LLC as dated 11/15/2010 and herein authorizes its chair to sign said agreement”

- d. Discussion and Consider approving a new work order related to Midlink not to exceed \$2,500 – **action** (Work Order #1 attached)

“The BRA approves Work Order #1 with Envirologic Technologies, Inc. in an amount not to exceed \$2,500 for additional work at the Midlink site. Source of funds is account # 247-000-808.00.”

- e. Discussion and approval of an ET Invoice – **action** – (Invoice attached)

“Approve ET Invoice # 26729 in the amount of \$1,260.00 for work related to Midlink and our Brownfield work. Source of funds is account #247-000-808.00.”

- f. Discussion and Consider approving the Attendance Policy –Staff will introduce-**action**

“The BRA adopts the following: Attendance is critical in order to have a quorum to do business. Persons are appointed by the County Board of Commissioners to the BRA/EDC to be active, attending and participating members. Members have the responsibility to advise the BRA/EDC members if they are unable to attend a meeting. If contact is made within a reasonable time prior to the meeting, an absence can be excused. If no contact is made prior to a meeting, an absence will be unexcused. Further it is the responsibility of each member to ensure that the BRA/EDC has contact information that is current including, but not limited to a working phone number and a mailing address. The responsibility for contacting the BRA/EDC is with the member and not the board.

The following are cause to request the County Board of Commissioners to remove an absent and non-participating member. These are base on the PHC meeting schedule of twelve (12) meetings a year. 1) Three (3) unexcused absences OR 2) Four (4) excused absences”

- g. Others will be added if necessary

8. Staff Reports –

- a. BRA PLAN/ Amendment #3 – Approved by the County Board 12/7/2010
- b. EPA Closeout report – Hand out
- c. 381 Work Plan
- d. By-laws update
- e. Copies of press release
- f. Other.

9. Committees - times dates and places
  - a. Land Bank Report – staff –
  - b. Executive Committee – none scheduled for January
  - c. Project/Finance Committee – none scheduled for January
  - d. PR/Media Committee- none scheduled for January
10. Other
11. Board Member Comments
12. Adjournment

***Next Meeting: January 27, 2011 at 4 pm.***

PLEASE CALL 384-8304 OR EMAIL AT [dpartl@kalcounty.com](mailto:dpartl@kalcounty.com)  
IF YOU ARE UNABLE TO ATTEND THE MEETING, Please advise.