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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, May 23, 2013  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207a  
**TIME:** 4:00 pm

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***Minutes***

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**Present:** Joe Agostinelli, Clare Annen, Christopher Carew, Ken Peregón, Julie Rogers, Thell Woods, Travis Grimwood, Andy Wenzel

**Members Excused:** Anne Summerfield, Tim Hudson

**Kalamazoo Township:** None

**Staff:** Lee Adams, Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Zeña Vos

**Community:** 1

1. Chair Agostinelli called the meeting to Order at 4:03 pm.
2. Members Excused: Anne Summerfield, Tim Hudson
3. Approval of the Agenda: Update to the Agenda: Add 7e for BRA Fund and add EPA Grant update under Staff Reports. **Peregón moved and Wenzel seconded the approval of the agenda as amended. Motion Carried.**
4. Approval of Minutes: **Annen moved and Rogers seconded the approval of April 25, 2013 minutes. Motion Carried.**
5. Citizens Comments: None.
6. Consent Calendar
  - a. None
7. Discussion and/or Action Calendar
  - a. **Discussion/Action** – 306 N Grand
    - i. Hawkins stated that the Phase I is done. The review of the DEQ files was delayed because the DEQ has taken an extended amount of time to process the FOIA request.

Hawkins also stated that they did an inspection of the concrete slabs still on the site. He wants to check them again closely; there are questions related to floor drains and the septic system on the site. Since the site housed a vehicle repair shop, there is a concern about the drains.

Envirologic should have a Brownfield Plan draft available at the next meeting.

- ii. Demolition planning meeting on July 9 – Hawkins, Agostinelli, staff and Land Bank representatives are going to meet to plan the demolition of the site.

The Land Bank has received the state grant for blight elimination and demolition.

**b. Discussion** – Midlink TIR Projection

- i. Adams provided and explained the non-attached spreadsheet. Adams noted that BRA Plan Renaissance Zone expires after 2015.
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c. **Discussion/Action** – 2014 Budget

- i. Discussion ensued regarding the budget proposal.

Additional discussion ensued regarding policies, fees, and how to handle projects that will not generate TIF.

Jarnefelt shared that Finance Department made her aware of an oversight that benefits should also be included in Administrative Expenses, which is 36.5% of salary.

**Annen moved and Woods seconded the approval of the budget as presented with amendments to create a line item for “Marketing” with \$1,000 anticipated in expenditures, and \$1,000 deducted from the anticipated Contractual Other expenditures. Motion Carried.**

d. **Discussion** - Center for Transformation Application

- i. Adams presented the request from CFT to the policy subcommittee. CFT is looking to acquire a former gas station site in the City of Kalamazoo from the Land Bank. The Land Bank advised CFT to conduct a Phase I and all due diligence before acquiring the property. CFT does not have the requisite funding for the site assessment or BEA. They are asking the BRA if they would provide the site assessment and BEA for the site.

Rogers felt that the application is incomplete.

Agostinelli advised staff to inform CFT that there is some level of interest from the board but would like to see more secured funding/financing for the project and it's in broader policy discussion at this time.

e. **Interest on BRA Fund** -

Jarnefelt talked to the County Treasurer about where the interest for the money in the BRA fund ends up. Normally, it goes to the County General account. However, the Treasurer is willing to put the interest earned in BRA fund. There was some discussion about how far back the BRA could collect interest. Initially the Treasurer stated that the BRA could recoup the interest back to 2010 but later stated that was not possible. Staff will ask the Treasurer to start collecting interest separately for the BRA funds.

8. Staff Reports

a. EPA Grant Update

Jarnefelt said that they did not get the EPA Grant. There's an option for debriefing with an EPA representative. She requested an over the phone debriefing. Staff and Hawkins will participate in the call. Staff asked if anyone else would like to participate.

Rogers commented that the board should start sooner on the grant application and should look at site specific funding.

9. Committees - times dates and places

a. Land Bank Report–  
None

b. Project/Finance Committee– verbal report, meeting schedule Thursday, June 13<sup>th</sup>, 4:00 pm

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- c. Executive Committee – verbal report, meeting schedule Friday, June 14<sup>th</sup>, 8:00 am
- d. PR/Media Committee – Breakfast PR meeting is to be rescheduled.
- e. Policy Subcommittee – verbal report, meeting schedule Thursday, June 13<sup>th</sup>, 3:00 pm  
Adams will send out a word file of the Policy.

10. Other –

Annen wanted to know if there was an update on the Parchment BEA template proposal.

Hawkins commented on the template BEA – he felt it is more applicable to a due care plan.

Agostinelli stated that they are not asking for money at this time, just making BRA aware of the issue and they may ask for assistance in the future.

Members agreed that there is still no clarity in this project and that they still need to gather more information.

11. Board Member Comments

Rogers is creating a community newsletter as a county commissioner, she will feature the BRA to enhance education. She would welcome any ideas.

Agostinelli informed members that he took a job at SW MI First as an Associate Vice President and is working on the business acceleration team.

12. Adjournment at 5:02p.m.

***Next Meeting: 4<sup>th</sup> Thursday – June 27, 2013 at 4 pm (room 207a, County Admin Bldg)***

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

**IF YOU ARE UNABLE TO ATTEND THE MEETING**

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