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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, October 22, 2015  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**MINUTES**

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**Present:** Joe Agostinelli, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Habib Mandwee, Anne Summerfield, Julie Rogers, Chris Carew

**Members Excused:** Tim Hudson and Jim Spurr

**Kalamazoo Township:** None present

**Staff:** Rachael Grover, Lotta Jarnefelt

**Consultant:** Jeff Hawkins

**Recording Secretary:** Rachael Grover

**Community:** 3

1. Chair Agostinelli called the meeting to Order at 4:03 p.m.
  2. Members Excused: Tim Hudson, Jim Spurr
  3. Approval of the agenda: **Motion to approve agenda as amended Wenzel, support from Peregon. Motion adopted.**
  4. Approval of Minutes: BRA Minutes of September 24, 2015. **Summerfield moved and Mandwee seconded the approval of September 24, 2015 minutes. Motion carried.**
  5. Citizens Comments: Connie Ferguson thanked Anne Summerfield for her service with the Authority.
  6. **Discussion/Action:**
    - a. 2425 S. 11<sup>th</sup> Street, Oshtemo Township – Brownfield Plan Application
      - i. Approval of Brownfield Plan Application.  
**Grimwood moved to approve the 2425 S. 11<sup>th</sup> St. Brownfield Application contingent on receipt of the Application Fee. Motion seconded by Rogers. Motion adopted.**
      - ii. Approval for KCBRA to expend funds for the Brownfield Plan  
**Grimwood motioned to authorize moving forward in developing a Brownfield Plan up to a \$6,000 cost, subject to working with Oshtemo Township regarding support for the plan and receipt of the Application fee from Kalamazoo Mortgage. Support from Woods. Motion adopted.**
  7. Consent Agenda – Invoices
    - a. **\$6,905.71** – 3<sup>rd</sup> Quarter Staff Administrative Expenses
    - b. **\$140.00** – Envirologic WO#17 General Environmental Review**Woods moved and Peregon seconded approval of Consent Agenda. Motion carried.**
  8. Financial Report
    - a. **Discussion:** Fund 247 Year-to-date
    - b. **Discussion:** Budget 2015 Year-to-date
  9. Discussion and/or Action Calendar
    - a. **Discussion/Action:** 555 E. Eliza St.
      - i. Loan Draw Form – Authorization for Chair to sign form  
**Carew authorized Chair to sign the MDEQ Loan Draw documents and to accept the \$150,000 Loan money. Support from Mandwee. Motion adopted.**
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- ii. Delay of Tax Capture – Board took no action to delay tax capture at 555 E. Eliza St. Brownfield Plan will be followed as written.
- iii. Envirologic Work Order #21 - \$340,000 for implementation of MDEQ Loan and Grant work. MDEQ and MEDC have approved the Act 381 Work Plan.

**Peregon moved to approve Work Order #21 from Envirologic for work on the MDEQ Loan and Grant, support from Carew. Motion adopted.**

b. **Discussion/Action:** TIF Statements

- i. Breakfast for municipalities November 10, 2015 at Riverview Launch - \$300 from PR budget for breakfast.

**Rogers motioned to allow expending up to \$300.00 from the PR budget for the Township TIF Statement breakfast meeting, support from Summerfield. Motion adopted.**

c. **Discussion/Action:** Costco Tax Appeal

**Carew motioned to authorize staff to discuss this appeal with contracted legal counsel, support from Summerfield. Motion adopted.**

d. **Discussion/Action:** 2016 Calendar

January 2016 meeting has been moved to the 3<sup>rd</sup> Thursday due to Catalyst University scheduled for the 4<sup>th</sup> Thursday. The November and December 2016 meeting will be the 3<sup>rd</sup> Thursday due to Holidays.

**Woods moved to approve the 2016 Calendar as presented, support from Wenzel. Motion adopted.**

e. **Discussion/Action:** EPA Assessment Grant Application - \$3,000 Envirologic WO #22

**Rogers motioned to approve Envirologic Work Order #22 up to \$3,000 as presented. Motion supported by Peregon. Motion adopted.**

10. Staff Reports:

- a. Board Position interviews were completed on October 20, 2015. Reappointment interviews for Mandwee and Grimwood. Four additional people were interviewed for 1 vacant position.
- b. November meeting: 3<sup>rd</sup> Thursday, December meeting: 3<sup>rd</sup> Thursday due to holidays.
- c. Brownfield Conference discussion postponed to future meeting.

11. Committees - times dates and places

- a. Land Bank Report –
- b. Project/Finance Committee–verbal report, next meeting Thursday, November 12<sup>th</sup> , 4:00pm
- c. Executive Committee – verbal report, next meeting Friday, November 13<sup>th</sup> , 8:30 am
- d. PR/Media Committee –

12. Other –

13. Board Member Comments

14. Adjournment at 5:43 p.m.

**Next Meeting: 3<sup>rd</sup> Thursday – November 19, 2015 at 4pm (room 207a, County Admin Bldg)**

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

IF YOU ARE UNABLE TO ATTEND THE MEETING

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