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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** May 5, 2016  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 9:00 am

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***Special Meeting MINUTES***

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**Present:** Ken Peregón, Andy Wenzel, Joe Agostinelli, Travis Grimwood, James Spurr, Habib Mandwee, Thell Woods, Commissioner Gisler on behalf of Rogers

**Members Excused:** Douglas Milburn, Christopher Carew, Tim Hudson, Julie Rogers

**Kalamazoo Township:** None

**Staff:** Rachael Grover

**Consultant:** Erik Peterson

**Recording Secretary:** Rachael Grover

**Community:** 1

1. Chair Agostinelli called the meeting to Order at 9:07 a.m.

2. Members Excused: Douglas Milburn, Christopher Carew, Tim Hudson, Julie Rogers

Gisler stated he has been a County Commissioner for 4 years, Rogers has been an anchor for the commission on the BRA doing a good job providing updates to the County Commissioners. As a citizen perspective, he expressed his appreciation of the BRA Board for what they do.

3. Approval of the Agenda: **Woods moved and Peregón seconded the approval of the agenda.**

**Motion Carried.**

4. Approval of Minutes: **Wenzel moved and Spurr seconded the approval of March 24, 2016 minutes. Motion Carried.**

5. Citizens Comments (*4 minutes each / Please state name and address*)

6. Consent Agenda – Invoices

a. **\$700.00** – Envirologic related to WO#17 - General Environmental Review

b. **\$743.75** – Envirologic related to WO#25 – Metal Mechanics

c. **\$9,652.69** - 1<sup>st</sup> Quarter Staff Administrative Expenses

**Grimwood moved and Mandwee seconded the approval of consent agenda. Motion Carried.**

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Kalamazoo West Professional Center

i. Brownfield Plan

Ryan Rarick of Kalamazoo West updated construction is going well and hoping for occupancy sometime mid June.

The board recommends approval to Oshtemo Township and to County Board. Oshtemo Township meeting is on May 10<sup>th</sup>. Request submitted on the Agenda for County Commission Committee of Whole May 17, 2016. Request for Regular County Board meeting on June 7<sup>th</sup>.

**Grimwood moved, Wenzel seconded the recommendation of approval of the Kalamazoo West Professional Center Brownfield Plan to the Oshtemo Township Board of Trustees and to Kalamazoo County Board of Commissioners. Motion Carried.**

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- b. **Discussion/Action:** 555 Eliza Street
- i. Envirologic Invoice related to WO#21 MDEQ Loan work: **\$810.00**  
**Woods moved and Spurr seconded the approval of payment for WO# 21 in the amount of \$810.00. Motion Carried.**
  - ii. Administrative Expenses for Quarterly Reporting – Grant expenses  
Up to \$10,000 can be spent from the Grant on Administrative expenses. After speaking to MDEQ – Grant reimbursement request can be submitted at any time within the fiscal year. Administrative costs for Q1 and Q2 will be detailed for a Grant reimbursement request next month.  
Update on Loan and Grant work at Eliza Street provided by Erik Peterson of Envirologic. Still in the design phase for the sub slab depressurization system.  
Grover received an email from Caitlin Andler of Envirologic saying they had received bids for the hazardous materials removal.
  - iii. Quarterly Report – Q2 January to March 2016  
Report was due end of April - MDEQ knows it will be late due to lack of quorum for April's meeting. Ron Smedley asked for a draft and it was sent by the deadline – now need formal submittal with signature  
**Peregon moved Wenzel seconded to authorize the Chair to execute and submit the Quarterly report to MDEQ. Motion Carried.**
- c. **Discussion/Action:** Zeigler Act 381 Work Plan – formal submittal to MDEQ  
Envirologic submitted draft of the Act 381 Work Plan to MDEQ to both Ron Smedley and Dave Harn. Received comments back from MDEQ and had discussions regarding geotechnical and backfill as similar expenses approved in the General Mills Act 381 Work Plan. MDEQ is comfortable with Draft of the Plan – now needs to be formally submitted.  
**Spurr moved and Wenzel seconded to approve submittal of the Act 381 Work Plan to MDEQ. Motion adopted with 6 approving and Grimwood abstaining from voting.**
8. Staff Report
- a. New Voice Recorder needed for meeting minutes  
**Woods moved Peregon seconded to authorize staff to spend up to \$150.00 from the miscellaneous account on a voice recorder. Motion Carried.**
9. Other
10. Board Member Comments  
Woods noted National Crowd Funding Day is May 16<sup>th</sup>.
11. Adjournment at 10:09 a.m.

**Next Meeting: 4<sup>th</sup> Thursday – May 26, 2016 at 4:00 pm (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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