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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, September 27, 2018  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, Room 207a  
**TIME:** 4:00 pm

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**AGENDA**

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1. Call to Order: 4:00
  2. Members Excused
  3. Approval of the Agenda
  4. Approval of Minutes: BRA Minutes of August 23, 2018
  5. Citizens Comments (*4 minutes each / Please state name and address*)
  6. Consent Agenda – Invoices
    - a. **\$ 777.50** - Envirologic General Environmental Review (Invoice #04823 – WO# 2018-1)
    - b. **\$ 687.50** – Envirologic Annual Report (Invoice #180202 – WO# 2018-2)
    - c. **\$ 675.00** – Envirologic Website Management (Invoice #180214 – WO# 2018-3)
    - d. **\$ 85.00** - Envirologic Metal mechanics invoice review (Invoice #04872 – WO#25)
    - e. **\$ 71.25** - Varnum,- Bylaws Invoice # 1042829
    - f. **\$ 370.50** – Varnum - Paper City Invoice # 1042830
    - g. **\$ 769.50** – Varnum - Kalamazoo Storage Development Agreement – Stadium Park Way – corrected invoice (corrected hourly rate) – Invoice #1045369
    - h. **EPA Grant Invoices**
      - i. **\$1,256.25** - (All to Pet.) – NACD Mall City Ambulance, WO# 17
      - ii. **\$1,936.25** – (All to Haz.) – Jhamin, LLC, WO# 12
      - iii. **\$ 435.00** – (\$217.50 Haz.; \$217.50 Pet.) – Outreach/Programmatic, WO# 3
  7. Discussion and/or Action Calendar
    - a. **Discussion/Action:** General Consulting Contract - Envirologic
      - i. Amendment to extend contract for additional 1 year
    - b. **Discussion/Action:** Annual Report
    - c. **Discussion/Action:** Website Development
      - i. **\$2,500 Blue Tree Web Design**
      - ii. **\$350 Web hosting (annual fee)**
      - iii. **Domain name purchase estimated \$30.00 (annual renewal)**
    - d. **Discussion/Action:** EPA Grant
      - i. Envirologic Monthly Memo and Dashboard updated
    - e. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant
      - i. **\$10,143.92** – Invoice #04892 MDEQ Grant
  8. Financial Reports
    - a. **Discussion:** Fund 247 and 643
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9. Staff Report

- a. Reminder – October 11<sup>th</sup> LBRF Policy meeting 4:00 – 6:00 p.m.; Room 311 of County Administration Building
- b. Update Island Avenue Project in Parchment
- c. Westwood Neighborhood Association Presentation
- d. Vicksburg Mill Brownfield Plan and MDEQ Grant/Loan Updates

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, October 11, 2018, 8:30 a.m.
- b. Project/Finance Committee – LBRF Policy meeting Oct. 11<sup>th</sup> in lieu of committee meeting
- c. Executive Committee – LBRF Policy meeting Oct. 11<sup>th</sup> in lieu of committee meeting
- d. Bylaws Committee

11. Other

12. Board Member Comments

13. Adjournment

***Next Meeting: Thursday, October 25, 2018 at 4:00 p.m. – Please note 4<sup>th</sup> Thursday  
Room 207a, County Admin Bldg***

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM  
IF YOU ARE UNABLE TO ATTEND THE MEETING

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four (4) business days' notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

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