
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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

MINUTES

Present: Joe Agostinelli, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Jodi Milks, Ken Peregou, Julie Rogers, Andy Wenzel

Members Excused: Douglas Milburn

Vacancy: 1 vacancy

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover

Consultant: David Stegink, Envirologic

Recording Secretary: Rachael Grover

Community: 1 Community

1. Chair Peregou called the meeting to Order at 4:03 p.m.
2. Members Excused: Milburn
3. Approval of the Agenda and Minutes:

Wenzel moved approval of the agenda. Milks supported the motion. Motion carried.

4. Approval of Minutes: **Wenzel moved approval of the minutes of August 23, 2018. Agostinelli supported the motion. Motion carried.**
5. Citizens Comments: none
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
\$ 435.00 – (\$217.50 Haz.; \$217.50 Pet.) – Outreach/Programmatic, WO# 3

Agostinelli motioned to approve the consent agenda and Mandwee supported the motion. Motion carried.

7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** General Consulting Contract - Envirologic
 - i. Amendment to extend contract for additional 1 year
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Grimwood suggested adding dates of previous amendments into Contract Amendment #5.

Grimwood motioned to authorize Chair to execute contract amendment with addition of amendment dates, Ferguson supported the motion. Motion carried.

b. **Discussion/Action:** Annual Report

Ferguson motioned to submit 2017 Annual Report to the Board of Commissioners pending suggested changes and confirmation of job/redevelopment numbers. Mandwee supported the motion. Motion carried.

Revised copy will be circulated.

c. **Discussion/Action:** Website Development

i. **\$2,500 Blue Tree Web Design**

Agostinelli motioned to authorized staff to get a contract executed between KCBRA and Blue Tree Web Design. Rogers supported the motion. Motion carried.

ii. **\$350 Web hosting (annual fee)**

iii. **Domain name purchase estimated \$30.00 (annual renewal)**

Milks motioned for staff to register and pay fees for both the Web hosting fee for \$350 and the Domain name purchase for \$30.00. Rogers supported the motion. Motion carried.

Wenzel requested confirming that the KCBRA retain ownership of website and content.

d. **Discussion/Action:** EPA Grant

i. **Envirologic Monthly Memo and Dashboard updated**

David Stegink with Envirologic provided summary of Monthly EPA grant report

e. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant

f. **\$10,143.92 – Invoice #04892 MDEQ Grant**

Agostinelli motioned to pay invoice #04892 and Wenzel supported the motion. Motion carried.

8. Financial Reports

a. **Discussion:** Fund 247 and 643

Staff provided financial update from packet.

9. Staff Report

a. Reminder – October 11th 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 –staff summarized meeting

d. Vicksburg Mill Brownfield Plan and MDEQ Grant/Loan Update

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 Thursday, October 11, 2018 in lieu of committee meeting

c. Executive Committee – LBRF Policy meeting Thursday, October 11, 2018 in lieu of

committee meeting

- d. Bylaws Committee – Bylaws are with Varnum for review

11. Other

None

12. Board Member Comments

Wenzel will be attending the MEDC Annual Meeting for Interlocal Partners on October 30, 2018. The EDC of Kalamazoo County is an Interlocal Partner. There is an opportunity to ask questions at this meeting. EDC/KCBRA Board of Directors please submit any questions to Wenzel prior to this meeting.

13. Adjournment: Meeting adjourned at 5:25 pm

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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