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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, October 27, 2011  
**PLACE OF MEETING:** County Administration Building  
201 West Kalamazoo Avenue, 207A  
**TIME:** 4:00 pm

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***AGENDA revised***

1. Call to Order ~4:00 pm
2. Members Excused ~4:01pm
3. Approval of the Agenda ~ 4:02 pm – action
4. Approval of Minutes: BRA Minutes of September 22, 2011 {Attachment 1, pp.1-5} ~ 4:03 action
5. Introduction and Oath of Office – Andy Wentzel – {Attachment 2} p.6 ~ 4:04 pm
6. Citizens Comments (4 minutes each / Please state name and address)
7. Presentation of Davis Creek Business Park – Marc Hatton, City of Kalamazoo BRA and Jeff Hawkins of Enviologic Technologies ~ 4:08/4:38 pm
8. Consent Calendar ~ 4:39/4:44 pm
  - a. Approve payment of Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of September 22 Meeting. (3.50 hours X \$15/hr) Total amount - **\$52.50** from BRA 247-000-808.11.
  - b. Approve payment of Enviologic Technologies Invoice #27411 in the amount of **\$840.00** technical review of documents/invoice related to Midlink Work Order #1. Fund from Account 247-000-808.00. [Please note this is a slight overpayment of \$35.94 on the subject work order and will close it out. A new separate work order for \$1,500 is separately on the Action Calendar]
7. Discussion &/OR Action Calendar: ~ Packets will be available before the meeting.
  - a. **4:45/4:50 pm** – Discussion – Monthly financial reports - {See board packet- Attachment #3, pp 7-15 }
  - b. **4:51/ 4: 56 pm – Action** – Consider approval of new Work Order #4 Enviologic Technologies for \$1,500 on Midlink documents – (See board packet - Attachment #4, pp 16-17)
  - c. **4:57/ 5:02 pm** – Discussion - CENTRAL MANUFACTURING SERVICES - **2<sup>nd</sup> payment check has been received.** Has potentially another site.
  - d. **5:03/5:18 pm** – Discussion – MIDLINK Invoice Response – Handout at meeting.

- e. **5:19/5:24 pm – Discussion/Action -Authorization to submit EPA Grant**
- 8. Staff Reports ~ *none at this time/ they may appear before the meeting and staff will advise. Will hand out a copy of latest BRA/EDC contact.*
- 9. Committees - times dates and places ~ 5:25/5:31 pm
  - a. Land Bank Report– Thell Woods
  - b. Executive Committee – Met and discussed new potential projects.
    - i. November schedule is FRI. 11/4/11 @ 7:30 am in County Admin  
***{first Friday of November due to Thanksgiving being 4<sup>th</sup> Thursday}***
  - c. Project/Finance Committee – Met and discussed new potential projects.
    - i. October schedule is THUR. 11/3/11 @ 4:00 pm in County Admin  
***{first Friday of November due to Thanksgiving being 4<sup>th</sup> Thursday}***
  - d. PR/Media Committee – Discussion/handout @ Meeting or sooner.
- 10. Other
- 11. Board Member Comments ~ 5:32 pm
- 12. Adjournment

***Next Meeting: 3<sup>h</sup> Thursday –November 17, 2011 at 4 pm.  
(BECAUSE OF THANKSGIVING being 4<sup>th</sup> Thursday)***

PLEASE CALL 384-8304 OR EMAIL AT [dpartl@kalcounty.com](mailto:dpartl@kalcounty.com)  
IF YOU ARE UNABLE TO ATTEND THE MEETING, Please advise.