

CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 4, 2011

A regularly scheduled meeting of the Manistee City Brownfield Redevelopment Authority was held on Tuesday, October 4, 2011 at 2pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:07 pm by Chair McKinven-Copus

Roll Call:

Members Present: Steve Brower, Dave Carlson, Marlene McBride, Clinton McKinven-Copus, Lee Trucks

Members Absent: Frank Beaver, Don Kuk, (excused), Jeff Seng, Jeff Stege (excused)

Others: Jon R. Rose (BRA Administrator), and Denise Blakeslee (Temporary Recording Secretary)

It was determined upon review of the By-Laws that a quorum was not present at the Special Meeting of September 28, 2011. The minutes that were drafted from September 28, 2011 will be considered notes and were reviewed by the members in attendance at this meeting.

APPROVAL OF AGENDA

Motion by Dave Carlson, seconded by Steve Brower that the agenda be approved as prepared.

With a voice vote this motion passed unanimously.

PUBLIC HEARING: None

APPROVAL OF MINUTES

Motion by Lee Trucks, seconded by Steve Brower that the minutes of the September 6, 2011 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a voice vote this motion passed unanimously.

FINANCIAL REPORTS: Invoices for payment - Members reviewed the Summary of Invoices Submitted for Payment as of September 27, 2011.

MOTION by Dave Carlson, seconded by Marlene McBride to approve payment of invoices as of 9-27-11 as follows:

Vendor Name	Invoice Date	Invoice Number	Invoice Amount	Service Description
Nordlund & Associates	21-Jul-11	12376	\$5,100	75% of total fee for \$6,800 to complete the engineering plans and specifications for the demolition and shoring portion of the project.
NTH Consultants Ltd.	15-Sep-11	587306	\$1,687	Engineering-Consulting Services on the Manistee BRA MDNRE Grant Phase DNRE11G-334River.
Eftaxiadis Consulting Inc.	22-Sept-11	CMBRA-1108D	\$2,747	Consulting-MDEQ Grant (334 River) Misc. Adm. Work \$1,517 Environmental Consulting – MDEQ Grant (334 River); Technical services \$1,230
TOTAL			\$9,534	

With a voice vote motion passed unanimously.

NEW BUSINESS: 334 River Street Remediation & Demolition Discussion of Contractors’ Bids and Potential MDEQ Loan.

Jon Rose spoke of the two bids that were received and the bid from Swidorski Bros. Excavating LLC was deemed non-responsive. There is approximately \$220,000 of grant funds available. Discussion with the DEQ is there are no more grant monies available for the project but they may allow a loan. The owner of the property does not want to wait the two months for the loan and wants to negotiate with Elmer’s. Once a Notice of Intent to Award Contract is in place negotiations can commence.

MOTION by Marlene McBride, seconded by Dave Carlson to Authorize the Brownfield Redevelopment Authority Administrator to issue a Notice of Intent to Award Contract for 334 River Street Remediation and Demolition to Team Elmer’s and allow the Administrator to attempt to negotiation a better price.

With a voice vote motion passed unanimously.

Jon Rose said that while the applicant does not want to apply for a loan. In the event that it was necessary a motion to allow the applicant to pursue the loan would be in order.

MOTION by Lee Trucks, seconded by Marlene McBride to Authorize the Brownfield Redevelopment Authority Administrator to pursue a loan from the Department of

Environmental Quality to supplement the grant for 334 River Street if negotiations with Team Elmer's proves unsuccessful.

With a voice vote motion passed unanimously.

UNFINISHED BUSINESS: None

OTHER COMMUNICATIONS: None

STAFF COMMUNICATIONS: None

CITIZEN QUESTIONS, CONCERNS AND CONSIDERATION: None

WORK/STUDY SESSION: None

Lee Trucks questioned the list of members and their term expiration date. Review of the most recent Council Minutes showed:

BROWNFIELD REDEVELOPMENT AUTHORITY - Three vacancies, two terms ending 06/30/13 and one term ending 06/30/14; Mayoral appointment.

Staff will clarify with the City Clerk on what vacancies remain on the BRA.

The next regular meeting of the Brownfield Redevelopment Authority will be held on Tuesday, November 1, 2011 at 2pm in the Council Chambers.

ADJOURNMENT

Motion by Lee Trucks, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 2:37 pm

BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee
Temporary Recording Secretary