

**BROWNFIELD REDEVELOPMENT AUTHORITY
AUGUST 20, 2008 MINUTES**

1. Roll Call. The regular Brownfield Redevelopment Authority (BRA) meeting of August 20, 2008, held in City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Chair Beaver at 9:36 a.m.

Members Present: Frank Beaver, Steve Brower, Dave Carlson, Marlene McBride, Clinton McKinven-Copus, Jeff Seng, Jeffrey Stege, and Lee Trucks.

Others Present: T. Eftaxiadis (Brownfield Consultant), Jon Rose (Director, Community Development, City of Manistee), and Sarah Wojciechowski (Recording Secretary)

2. Approval of Agenda. There was a motion by Carlson, seconded by Brower, to approve the agenda as submitted. All voted aye, motion carried.
3. Public Hearing. None.
4. Approval of Minutes of April 16, 2008, May 21, 2008, and July 16, 2008. There was a motion by Carlson, seconded by Seng, to approve the minutes of April 16, May 21, and July 16, 2008. All voted aye, motion carried.
5. Financial Reports.
 - a. Invoices for Payment. There was a motion by Brower, seconded by McKinven-Copus, to accept the Summary of Invoices Submitted for Payment (copy attached hereto and made a part of these minutes.) All voted aye, motion carried.
6. New Business. None.
7. Unfinished Business
 - a. Update on the Environmental Consultant RFP process. Eftaxiadis noted that an email address was set up for the Brownfield Redevelopment Authority, at CMBRA@ci.manistee.mi.us. Notices of the final Request for Qualifications and Cost Proposal Attachment A, dated August 1, 2008, and Requirements for Work Samples, were sent electronically to fifteen consultants. There was an ad in the local newspaper. Scheduled inspections for the City Marina were set up as needed for the consultants to obtain information for preparing a Phase I environmental assessment and a work plan and a budget for the Phase II environmental assessment. Upon request, consultants will be provided with additional information (file reviews, EDR reports, etc.) they need to prepare a Phase I environmental assessment. Any requests for information or questions are due by September 4, and Eftaxiadis will respond within a week. The proposals will be due on September 30, 2008.
 - b. Update on American Materials Brownfield project. Eftaxiadis said work is progressing very quickly. Eftaxiadis said there are three agreements in place

as follows: a Development & Reimbursement agreement between the Brownfield Redevelopment Authority and Rieth Riley (American Materials) to ensure that the development is completed and how Rieth Riley (American Materials) would be reimbursed through Tax Increment Financing, a second agreement between the Brownfield Redevelopment Authority and Rieth Riley (American Materials) for repayment of the DEQ loan, and a third agreement between the MDEQ and the BRA for the repayment of the MDEQ loan. Rieth Riley submitted a draft Restated Development & Reimbursement Agreement to replace the two agreements between the BRA and Rieth Riley. Discussions are taking place, between Jon Rose, T. Eftaxiadis and City Attorney Bruce Gockerman, regarding having agreements combined, as requested by Rieth Riley, and providing terms acceptable to the BRA. The State's fiscal year ends September 30, so there is a need to provide the State with information regarding reimbursements of Rieth Riley's grant/loan eligible expenses or encumbrances by that time. An agreement (restated) should be in place before the next BRA meeting on September 17. After discussion, there was a motion by Trucks, seconded by McBride, to authorize Chair Frank Beaver to sign a restated agreement with Rieth Riley (American Materials), if it is acceptable to and/or modified by Rose, Eftaxiadis and Gockerman. All voted aye, motion carried.

8. Unfinished Business. None.
9. Other Communications. Rose said MasTech had been discussed by the Brownfield Authority previously. The Manistee City Council approved, at last night's meeting, an industrial development district for MasTech. This may not take place before next year; however, MasTech may ask for BRA support through a Brownfield Plan, which may come before the Brownfield Redevelopment Authority as early as September 17, 2008, the next BRA meeting.
10. Citizen Questions, Concerns and Consideration. None.
11. Work/Study Session. None.
12. Adjournment. Chair Beaver noted the Brownfield Development Authority meeting was adjourned at 10:08 am. The next BRA meeting will be held on September 17, 2008, at 9:30 a.m. in the City of Manistee Council Chambers, 70 Maple Street.

Minutes of August 20, 2008, respectfully submitted by

Sarah Wojciechowski
Recording Secretary

Approved at BRA meeting on 11/19/08