

**BROWNFIELD REDEVELOPMENT AUTHORITY
NOVEMBER 19, 2008 MINUTES**

1. Roll Call. The regular Brownfield Redevelopment Authority (BRA) meeting of November 19, 2008, held in City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Chair Beaver at 9:31 a.m.

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

Members Absent: Donald Kuk and Jeffrey Stege

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 McKinven-Copus, to approve the agenda as submitted. All voted aye, motion carried.
3. Public Hearing. None.
4. Approval of Minutes of August 20, 2008. There was a motion by Trucks, seconded by Carlson, to approve the minutes of August 20, 2008. All voted aye, motion carried.
5. Financial Reports.
 - a. Invoices for Payment. Eftaxiadis said the Rieth Riley invoices are reimbursements of eligible activities from the state grant and loan. Invoices have not yet been received for Tax Increment Financing eligible work. Rose said that American Materials may request reimbursement for additional un-anticipated eligible activities, as determined by the MDEQ and CMBRA. Also, Rose said the City plans to use grant funds to help pay for the abandonment of two former General Chemical production wells located on American Materials property right-of-way. There was a motion by Brower, seconded by Seng, 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.
 - a. Former Manistee Plating Baseline Environmental Assessment. Eftaxiadis said when the Housing Commission acquires the Manistee Plating property, a Baseline Environmental Assessment will be done under the EPA grant. However, that acquisition is now on hold for several months. Eftaxiadis asked to have this item deferred indefinitely.
7. Unfinished Business
 - a. Status of EPA Grant Consultant RFP Process. Eftaxiadis said we have received qualifications and proposals from eight local, regional and national environmental consulting firms. Packets include qualifications, sample work products, including a sample Phase I Environmental Assessment of City Marina property and cost proposals. The Selection Committee is in the process of reviewing the submittals and will present their recommendation to the BRA Board at their December meeting. The Review Committee will also recommend whether interviews of short-listed firms will be necessary.

8. Other Communications. Rose said there have been no communications from MasTech regarding moving forward with their expansion. In one to two years, they might contact the BRA for their help with a Tax Increment Financing plan.
9. Citizen Questions, Concerns and Consideration. None.
10. Work/Study Session. None.
11. Adjournment. Chair Beaver noted the Brownfield Development Authority meeting was adjourned at 9:58 am. The next BRA meeting will be held on December 17, 2008, at 9:30 a.m. in the City of Manistee Council Chambers, 70 Maple Street.

Minutes of November 19, 2008, respectfully submitted by

Sarah Wojciechowski
Recording Secretary

Approved at BRA meeting 12/17/08