

## BROWNFIELD REDEVELOPMENT AUTHORITY

January 21, 2009 MINUTES

1. Roll Call. The regular Brownfield Redevelopment Authority (BRA) meeting of January 21, 2009, held in City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Vice Chair McKinven-Copus at 9:33 a.m.

Members Present: Steve Brower, Donald Kuk, Marlene McBride, Vice Chair Clinton McKinven-Copus, Jeff Stege, Lee Trucks.

Members Absent: Frank Beaver, Dave Carlson, and Jeff Seng.

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

2. Approval of Agenda. Eftaxiadis proposed two changes to the agenda, as follows:  
Table agenda item 6a. Potential BRA Plan for Manistee Peninsula.  
Add new agenda item 6.c. Discuss BRA meeting schedule.  
There was a motion by Stege, seconded by McBride, to approve the agenda, with the two changes referenced above. All voted aye, motion carried.
3. Public Hearing. None.
4. Approval of Minutes of December 17, 2008. There was a motion by Brower, seconded by Stege, to approve the minutes of December 17, 2008. All voted aye, motion carried.
5. Financial Reports.
  - a. Invoices for Payment. There was a motion by Brower, seconded by Kuk, to accept the Summary of Invoices Submitted for Payment totaling \$2,235.21 (copy attached hereto and made a part of these minutes.) All voted aye, motion carried.
6. New Business.
  - a. Potential BRA Plan for Manistee Peninsula. Tabled.
  - b. Public meeting/presentation re Site Inventory and Site Selection for Phase I Environmental Site Assessments. Eftaxiadis said the BRA needs to have a public meeting as part of the selection and prioritization of documented, potential, or documented brownfield sites to perform Phase I ESA's. The public meeting will involve developers, realtors and contractors, as well as owners of selected properties. The public meeting will explain the process following in inventorying, selecting and prioritizing brownfield sites, and obtain input from the attendees. Eftaxiadis suggested setting up the public meeting either at the next BRA meeting, or another date in late February or early March. Discussion on this item was tabled until discussion regarding revising the BRA meeting dates, under item 6c.
  - c. Discuss BRA Meeting Schedule. Discussion of this item was deferred, to be discussed later during this meeting.
7. Unfinished Business.

- a. Environmental Consultant Procurement Process. Eftaxiadis confirmed that, per a request from the BRA Authority at the December 17, 2008 meeting, qualifications, work samples and proposals from the shortlisted environmental firms had been sent to the BRA authority members for their supplemental review. There was discussion on the material reviewed and the recommendation of the BRA Review Committee concerning the selection of environmental firms. There was a motion by McBride, a BRA member on the Review Committee reviewing proposals from consulting firms, to select EC&S and NTH to perform Phase I and Phase II environmental assessments, respectively. Seconded by Stege. All voted aye, motion carried.

Lee Trucks joined the meeting at this time, 10:05 am.

6. c. Discuss BRA Meeting Schedule. After discussion, it was decided that a survey of availability for meetings would be sent to BRA members. The next BRA meeting will be held Wednesday, February 18, at 9:30 am, the regular time/date. A change in meeting schedule will be discussed at that time. The Public meeting for the Site Selection and Prioritization will be set up after the survey of meeting availability for BRA members has been determined.
8. Other Communications. None.
9. Staff Communications. Rose said there have been discussions with Lakebridge, a startup company, regarding a proposed semi-trailer shipping barge operation from/to Manitowoc across Lake Michigan. Eftaxiadis said a brownfield plan may be needed in the next couple months for redevelopment activities at the site proposed for the Lakebridge operation. As part of facilitating the setup of this operation, the City of Manistee City Council authorized a Resolution of Support for a Marine Highway Corridor designation between Manistee, Michigan and Manitowoc, Wisconsin at their meeting on 1-20-09.
10. Citizen Questions, Concerns and Consideration. None.
11. Work/Study Session. None.
12. Adjournment. Vice Chair McKinven-Copus noted the Brownfield Development Authority meeting was adjourned at 10:33 am. The next BRA meeting will be held on February 18, 2009, at 9:30 a.m. in the City of Manistee Council Chambers, 70 Maple Street.

Recording Secretary

Approved at BRA meeting on February 18, 2009