

BROWNFIELD REDEVELOPMENT AUTHORITY
September 7, 2010 MINUTES

1. The regular Brownfield Redevelopment Authority (BRA) meeting of September 7, 2010, held in City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Acting Chair Steve Brower at 3:07 pm.

Members Present: Steve Brower, Dave Carlson, Marlene McBride, Jeff Seng, and Lee Trucks.

Members Absent: Frank Beaver, Donald Kuk, Clinton McKinven-Copus, and Jeff Stege.

Others Present: T. Eftaxiadis (Brownfield Consultant), Jon Rose (BRA Administrator), and Sarah Wojciechowski (Recording Secretary)

Approval of Agenda. There was a motion by Carlson, seconded by Seng, to approve the agenda as submitted. All voted aye, motion carried.

2. Public Hearing. None.

3. Approval of Minutes of June 1, 2010. There was a motion by Trucks, seconded by Seng, to approve the minutes of June 1, 2010. All voted aye, motion carried.

4. Financial Reports.

- a. Invoices for Payment. There was a motion by Seng, seconded by McBride, to approve the invoice summary (attached hereto and made a part of these minutes) , totaling \$30,202.33, for payment. When questioned, Eftaxiadis said all items except invoice CMBRA-1005, for 334 River St., are paid from the two EPA grants and the MDEQ grant and loan. Invoice CMBRA-1005, for 334 River St. is the application fee which is paid by the developer. Acting Chair Brower called the question on the motion. All voted aye, motion carried.

6. New Business.

- a. Review bylaws. There was a motion by Trucks, seconded by Seng, to change Article III: Officers, Section 2, to read as follows:

“Section 2. Nomination, Election and Term of Office. The officers of the Authority shall be elected by the Board at an annual meeting held during the second calendar quarter of each year. Candidates shall be nominated by any Brownfield Redevelopment Authority Board member present at the meeting.” All voted aye, motion carried.

There was a lengthy discussion on residency requirements for BRA members. There was a motion by Trucks, seconded by Brower, to change the bylaws as follows:

“Article II, Directors, Section 2. Board of Directors.

The Board of Directors (hereinafter referred to as the Board) of the Brownfield Redevelopment Authority shall consist of not less than five (5) persons and not more than nine (9) persons unless EDC, DDA, TIFA or LDFA Board was appointed. BRA Board members are to be city residents or persons with an interest in property in the City of Manistee.” All voted aye, motion carried.

- b. Elect Officers. There was a motion by Trucks, seconded by Seng, to nominate Clinton McKinven-Copus as Chair of the BRA Board, Jeff Seng as Vice-Chair, and Donald Kuk as Secretary-Treasurer. There were no further nominations. Nominations were closed. All voted aye, motion carried.

There was a motion by Trucks, seconded by Seng, to appoint Clinton McKinven-Copus as Chair, Jeff Seng as Vice-Chair, and Donald Kuk as Secretary Treasurer of the Brownfield Redevelopment Authority. Brower, Carlson, McBride and Trucks voted aye; Seng voted nay. Motion carried.

Newly elected Vice-Chair Seng was asked to preside over the meeting at this time.

7. Unfinished Business.

- a. EPA Grants Status. Consultant Updates (T. Eftaxiadis) Eftaxiadis said a request for an extension for two EPA grants for two years has been requested, noting that all the funds that are available have not been used. Eftaxiadis said copies of all reports have been requested, and asked if Board members would like a copy of these reports, via a CD. All agreed they would like to receive a summary.

A request for a financial statement on income and expenses was requested. Eftaxiadis said he would check with Ed Bradford to see if a balance sheet could be obtained. Eftaxiadis said he maintains records on grants and expenses and would make those available if desired.

- b. 334 River Street site BRA Plan. Eftaxiadis presented a copy of the proposed Brownfield Plan for 334 River Street. After discussion, there was a motion by Trucks, seconded by Carlson, to approve the Brownfield Plan for 334 River Street. All voted aye, motion carried.

8. Other Communications. None.

9. Staff Communications. Rose noted complaints about fumes from Reith Riley have been received.

10. Citizen Questions, Concerns and Consideration. No input.

11. Work/Study Session. None.

12. Adjournment. There was a motion by Brower, seconded by Seng, to adjourn the meeting at 4:07 pm. The next meeting will be held on October 5, 2010, in the City of Manistee Council Chambers.

Respectfully submitted by

Sarah Wojciechowski
Recording Secretary

Approved at the BRA meeting on October 5, 2010