

BROWNFIELD REDEVELOPMENT AUTHORITY
June 7, 2011 MINUTES

1. The Brownfield Redevelopment Authority (BRA) meeting of June 7, 2011, held in the City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Chair McKinven-Copus at 2:01 pm.

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

Members Absent: Frank Beaver, Jeff Seng, and Jeff Stege.

Others Present: Jon Rose and Sarah Wojciechowski (Recording Secretary)

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

2. Public Hearing. None.

3. Approval of minutes of April 12, 2011. There was a motion by Carlson, seconded by McBride, to approve the minutes of April 12, 2011. All voted aye, motion carried.

4. Financial Reports.

a. Invoices for Payment. There was a motion by Trucks, seconded by Kuk, to approve payment of \$4,848.76 listed in the invoice summary (attached hereto and made a part of these minutes.) All voted aye, motion carried.

5. New Business.

a. Review of Bylaws. After discussion, there was a motion by Trucks, seconded by Kuk, to approve the Bylaws with the following changes:

Article II, **Directors**, Section 2, **Board of Directors**. The Board of Directors (hereinafter referred to as the Board) of the Authority shall consist of not less than five (5) persons and not more than nine (9) persons ~~unless and 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.

Article II, **Directors**, Section 7. **Meetings**. Meetings of the Board may be called by or at the request of the Chairperson of the Board or any two Directors. The meetings of the Board shall be public, and the appropriate notice of such meetings shall be provided to the public. The Board shall hold an Annual Meeting in the ~~second~~ third calendar quarter of each year at which time officers of the Board shall be elected as provided in Article III, Section 2.

Article III, **Officers**, 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** third calendar quarter of each year. Candidates shall be nominated by any Brownfield Redevelopment Authority Board member present at the meeting.

ARTICLE VII: REVIEW AND AMENDMENTS

These Bylaws will be reviewed annually at the **Organizational Meeting** Annual Meeting. These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose. Any proposed changes are subject to review and approval of the City Council.

All voted aye, motion carried. It was noted that the proposed amended bylaws must go before City Council for review and approval.

b. Elect Officers.

There was a motion by Kuk, seconded by Trucks, to postpone election of BRA officers until after the proposed amended bylaws have been reviewed and approved by City Council. All voted aye, motion carried.

6. Other Communications. None.

7. Staff Communications. Jon Rose said the owner of 334 River Street is eager to begin the project. The DEQ and the owner of 334 River Street concluded that the Brownfield Authority will administer the contract and hiring. Work should begin within a month.

Rose noted that the DEQ renewed a loan to Reith Riley, which was due to expire, for two years.

8. Citizen Questions, Concerns, and Consideration. None.

9. Work/Study Session. None.

10. Adjournment. There was a motion by Trucks, seconded by McBride, to adjourn at 2:30 pm. All voted aye, motion carried. The next meeting is scheduled for Tuesday, July 5, 2011, 2pm, in the City of Manistee Council Chambers.

Respectfully submitted by

Sarah Wojciechowski
Recording Secretary

Approved at the BRA meeting on: 9-6-11