

BROWNFIELD REDEVELOPMENT AUTHORITY  
September 6, 2011 MINUTES

1. The Brownfield Redevelopment Authority (BRA) meeting of September 6, 2011, held in the City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Chair McKinven-Copus at 2:06 pm.

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

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

Others Present: Robert T Carson (Manistee County Planning Director), T. Eftaxiadis (Brownfield Consultant), Jon Rose (BRA Administrator) and Sarah Wojciechowski (Recording Secretary)

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

Rose introduced Robert T. Carson, Manistee County Planning Director. Carson said, in addition to his work as Planning Director, that he will be working with the Manistee County Brownfield Redevelopment Authority. The BRA Board welcomed Mr. Carson to Manistee and offered their congratulations on his new position.

2. Public Hearing. None.
3. Approval of minutes of June 7, 2011. There was a motion by Brower, seconded by Kuk, to approve the minutes of June 7, 2011. All voted aye, motion carried.
4. Financial Reports.
  - a. Invoices for Payment. Eftaxiadis said the invoice summary includes an invoice from Nordlund & Associates. Backup data for the Nordlund invoice has not been received yet, and Eftaxiadis recommended removing that invoice from the summary. When backup data has been received, it will be processed for payment and put on the next invoice summary. There was a motion by Carlson, seconded by Kuk, to approve payment of \$20,064.80 as listed in the invoice summary, excluding the Nordlund invoice (attached hereto and made a part of these minutes.) All voted aye, motion carried.
5. New Business.
  - a. Elect Officers. There was a motion by Kuk, seconded by McBride, to nominate Clinton McKinven-Copus as Chair of the Bra Board. There were no further nominations. Nominations were closed. All voted aye, motion carried.

There was a motion by Kuk, seconded by Carlson, to nominate Steve Brower as Vice-Chair of the BRA Board. There were no further nominations. Nominations were closed. All voted aye, motion carried. .

There was a motion by Brower, seconded by Carlson, to nominate Donald Kuk as Secretary Treasurer of the BRA Board. There were no further nominations. Nominations were closed. All voted aye, motion carried.

6. Unfinished Business: None.
7. Other Communications. None.
8. Staff Communications. Eftaxiadis said he will be away from Manistee during the month of October, but can be contacted by telephone and email.

Regarding 334 River Street, Eftaxiadis said requests for proposals have been sent out for construction of reinforcement structures and removal of contaminated material under the building. The work has to be done under Health and Safety guidelines. Bid packets were sent out and there was an ad in the local newspaper. The pre-bid meeting was held last week. Two firms declined to bid; however, Elmer's, Swidorski, and Orshal attended the mandatory pre-bid meeting and indicated interest in bidding. The due date for submission of bids is next week unless it is extended by addendum depending on pending review comments from MDEQ. Due to liability issues associated with the unstable conditions of the building, the work will be performed under two separate contracts; one held by the BRA and a second by the property owner. The property owner will be responsible for any excess construction costs that are grant-ineligible.

9. Eftaxiadis said information has been received from MDEC and the Governor's office regarding elimination of certain programs associated with Brownfield MBT credit, historic rehabilitation tax credits, renaissance zone tax abatements, and some other programs. The governor has established a pool of grant funds to assist selected Brownfield and non-Brownfield projects throughout the State; however, criteria for award of such grants are under development.
10. Work/Study Session. None.
11. Adjournment. The BRA Board decided the next BRA Board meeting would be at 2:00 PM on Tuesday, November 1, 2011. There was a motion by Kuk, seconded by McBride, to adjourn at 2:45 PM. All voted aye, motion carried.

Minutes of September 6, 2011

Respectfully submitted by

Sarah Wojciechowski  
Recording Secretary