

# MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

December 5, 2017

A meeting of the Manistee City Brownfield Redevelopment Authority was held on December 5, 2017 at 2 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:17 pm by Brownfield Administrator Bradford, in the absence of the Chair & Vice Chair.

Roll Call:

Members Present: Steve Brower, Meagan Kempf, Jeffrey Stege, Roger Yoder

Members Absent: Marlene McBride, Vacancy (2)

Others: T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), Denise Blakeslee (Planning & Zoning Director) and others

### Vacancy of Chair/Vice Chair

At this time the Brownfield Redevelopment Authority addressed the vacancy of the position of Chair and Vice Chair as provided in Section 3.4 of the By Laws.

Kempf nominated Stege to serve as Chair for the remainder of the 2017 term. Supported by Brower. No other nominations.

By unanimous voice vote Stege will serve as Chair for the remainder of the 2017 term.

Yoder nominated Kempf to serve as Vice Chair for the remainder of the 2017 term. Supported by Stege. No other nominations

By unanimous voice vote Kempf will serve as Vice Chair for the remainder of the 2017 term.

Chair Stege took his seat and conducted the meeting.

Ms. Blakeslee is unable to take minutes for the meeting. Bradford was appointed by the board to act as Recording Secretary for the meeting.

### APPROVAL OF AGENDA

Motion by Brower, seconded by Yoder that the agenda be approved as prepared.

Motion passed unanimously.

**APPROVAL OF MINUTES**

Motion by Kempf, seconded by Yoder that the minutes of the June 6, 2017 Brownfield Redevelopment Authority Meeting be approved with the spelling of Commissioner Kempf’s name corrected.

Motion passed unanimously.

**PUBLIC HEARING**

None

**FINANCIAL REPORTS**

**Approval of Invoices**

Members reviewed the summary of paid invoices.

<b>VENDOR NAME</b>	<b>DATE</b>	<b>INVOICE NUMBER</b>	<b>INVOICE AMOUNT</b>	<b>SERVICE DESCRIPTION</b>
Eftaxiadis Consulting LLC.	8/1/17	CMBRA-1707	562.50	Professional and Consulting Services
<b>TOTAL:</b>			<b>\$562.50</b>	

MOTION by Yoder seconded by Brower to approve previously paid invoices.

Motion passed unanimously.

**Financial Statements** - Finance Director and Brownfield Administrator Ed Bradford gave a financial status update on the Brownfield Redevelopment Authority Funds.

MOTION by Brower, seconded by Yoder to accept the financial report.

Motion passed unanimously.

**NEW BUSINESS**

**Project Updates**

Staff will update the Brownfield Redevelopment Authority on the status of current projects including:

Hotel Northern

The BRA has anticipated receiving information from the owners to review. They are aware what is reimbursable. However, there has been no contact with them in some time. The DDA has talked to them.

Music Vault

The owners are methodically moving thru the process. They have a consultant on board. They are continuing their due diligence and planning and we should be receiving an application soon.

SWA

Edgewater is complete. No reimbursable costs have been received for review. North Channel Outlet is about 2/3 done. Eftaxiadis reiterated that he is a part owner. MEDC has awarded a CRP grant. The project is anticipated to be complete in March or April.

Others

American Materials has acquired adjacent property. The City has communicated with them about the need to cap some monitoring wells that were installed as part of an EPA grant.

### **Application Forms**

Staff reviewed existing application forms for the Brownfield Redevelopment Authority. Discussed the new developer forms that the City had created to streamline the process. The new City forms do not ask for all the information that the existing BRA forms do, nor address the pre-application.

Consensus that the Brownfield Redevelopment Authority continue to use the existing forms and that the Brownfield Administrator work with the City to incorporate any missing pieces into the new Developer Assistance Application and then present the revised forms at a later meeting for review and potential adoption.

### **Membership**

Staff discussed with the members the option of reducing the number of members from seven to five.

The Board understood the difficulty in getting members and in ensuring a quorum for meetings. However, they were equally concerned with getting more qualified people on the Board. Discussed the need to recruit new Board Members.

Motion by Kempf seconded by Brower to table until the June meeting or first meeting thereafter the request that City Council reduce the size Brownfield Redevelopment Authority from seven to five members as allowed by the Brownfield Redevelopment Financing Act MCL 125.2655.

Motion passed unanimously.

### **OLD BUSINESS**

None

### **PUBLIC COMMENTS AND COMMUNICATIONS**

Chair Stege asked the public in attendance if they had any comments. No comments were received.

## **CORRESPONDENCE**

Chair Stege asked if any correspondence had been received. Bradford again discussed the communication with Rieth-Riley\American materials about the monitoring wells.

## **STAFF REPORTS**

### **T. Eftaxiadis, BRA Consultant -**

Eftaxiadis commented that meetings must be of interest to the members and that there be relevant information to discuss. Otherwise, people lose interest and getting a quorum is difficult. He suggested that meetings be bi-monthly.

### **Ed Bradford, BRA Administrator –**

Meetings will likely be videotaped in the future as the technology is now available.

## **MEMBERS DISCUSSION**

None.

The next regular meeting of the Brownfield Redevelopment Authority will be held on January 9, 2018 at 2:00 PM in the City Council Chambers at City Hall/

## **ADJOURNMENT**

Motion by Yoder, seconded by Brower that the meeting be adjourned. Motion passed unanimously.

Meeting adjourned at 3:23 pm

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Acting as Recording Secretary