

# **MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY**

70 Maple Street  
Manistee, MI 49660

## **MEETING MINUTES**

October 30, 2018

A meeting of the Manistee City Brownfield Redevelopment Authority was held on October 30, 2018 at 2:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:01 pm by Chairperson Kempf.

Roll Call:

Members Present: Meagan Kempf, Marlene McBride, Kipp Pomranky, Jeffrey Stege, Roger Yoder

Others: T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), and others

### **APPROVAL OF AGENDA**

Motion by McBride, seconded by Yoder that the agenda be approved.

Motion passed unanimously.

### **PUBLIC HEARING**

None

### **PUBLIC COMMENTS**

None

### **CORRESPONDENCE**

None

### **APPROVAL OF MINUTES**

Motion by Yoder, seconded by Stege that the minutes of the June 12, 2018 Brownfield Redevelopment Authority Meeting be approved with the terms of Eftaxiadis' contract to be corrected as follows: The BRA should consider using Manistee County's consultant for North Channel since Eftaxiadis has a conflict of interest.

Motion passed unanimously.

## **FINANCIAL REPORTS**

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

Motion by McBride, seconded by Stege to accept the financial report.

Motion passed unanimously.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Approval of Reimbursement of South Washington Area Eligible Expenses (River Parc, LLC)**

Submittal #1, dated September 25, 2018, requests reimbursement for construction, design, and engineering expenses for the Short Street retaining wall. Eligible expenses are \$383,053, plus interest accrued on this principal starting with completion of wall and continuing during the full reimbursement period.

Submittal #2, dated September 25, 2018, requests reimbursement for redevelopment expenses associated with interior demolition, site grading and balancing, preparation of Brownfield plan and Act 381 work plan, environmental assessments and due care planning. Eligible expenses are \$44,960, plus interest accrued on principal during the full reimbursement period.

Motion by Yoder, seconded by McBride to approve reimbursement of eligible expenses of \$383,053, plus applicable interest, for Submittal #1, and \$44,960, plus applicable interest for Submittal #2.

Motion passed unanimously.

Eftaxiadis explained that the reimbursement period for private contractors is approximately nine (9) years and 30 years for City expenses.

### **Requests for Proposals – Brownfield Consultant**

The Brownfield Redevelopment Authority issued a Request for Qualifications and Cost Proposal – Brownfield Redevelopment Consulting Services on October 9, 2018. The BRA received seven (7) responses. The Brownfield Consultant and the Brownfield Administrator reviewed the responses. Based on the responses received, the BRA agreed that a committee composed of the BRA Consultant, Administrator, and Chair interview the top three (3) firms. Tentatively, the interviews will take place on Monday November 19, 2018. After the completion of these interviews, a final recommendation will be made to the Authority at its next meeting.

No action taken.

## **STAFF REPORTS**

There have been inquiries for Brownfield projects from:

Music Vault  
Manistee Vocational Building  
Joslin Cove

## **NEXT MEETING DATES**

The BRA decided to tentatively meet on Tuesday December 4, 2018 at 2:00 p.m. at City of Manistee, 70 Maple St., Manistee, MI 49660 – Council Chambers; if work on the consultant selection was complete.

## **MEMBERS DISCUSSION**

None.

The next regular meeting of the Brownfield Redevelopment Authority will be tentatively scheduled for Tuesday December 4, 2018 at 2:00 PM in the City Council Chambers at City Hall.

## **ADJOURNMENT**

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

Meeting adjourned at 3:05 pm

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Angela L. Rabb, Recording Secretary