

# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

July 14, 2020

## MEETING MINUTES

A meeting of the City of Manistee Brownfield Redevelopment Authority was held on July 14, 2020 at 2:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:06 pm.

Roll Call:

Members Present: Kipp Pomranky, Marlene McBride, Shelly Memberto, Roger Yoder

Members Absent: Meagan Kempf

Staff: Ed Bradford (BRA Administrator), Roman Wilson (Brownfield Consultant)(Virtual)

### APPROVAL OF AGENDA

Motion by Memberto, seconded by McBride to accept the agenda as presented. Motion passed unanimously.

### PUBLIC HEARING

None

### PUBLIC COMMENTS

None

### OATH OF OFFICE

City Clerk Heather Pefley administered the Oath of Office to Kipp Pomranky.

### INTRODUCTION OF GATEWAY PROJECT

The proposed Gateway Project at the intersection of US31 and River Street was presented and discussed. Ground is expected to be broken in 2021 with a 2022 opening date.

### APPROVAL OF MINUTES

Motion by Memberto, seconded by Pomranky to approve the July 17, 2019 minutes as presented. Motion carried unanimously.

### FINANCIAL REPORTS

Brownfield Administrator Ed Bradford gave a financial status update on the Brownfield Redevelopment Authority. No questions. Motion by McBride, seconded by Memberto to approve the financial reports as presented.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### Election of Officers

According to the By-Laws of the City of Manistee Brownfield Redevelopment Authority their annual election of Officers is held at their annual meeting in January. There was no January meeting, and this is the first meeting the year. At this time the meeting was turned over to Ed Bradford who will ask for nominations.

Bradford asked for nominations for Chair. McBride nominated Yoder. Yoder was unanimously elected Chair for 2020.

Yoder asked for nominations for Vice-Chair. Memberto nominated Kempf. Kempf was unanimously elected Vice-Chair for 2020.

Yoder asked for nominations for Secretary\Treasurer. Yoder nominated McBride. McBride was unanimously elected Secretary\Treasurer for 2020.

### Bylaw Review

According to the By-Laws of the City of Manistee Brownfield Redevelopment Authority shall annually review their By-Laws at their annual meeting in January. There was no January meeting and this is the first meeting the year. No changes were proposed to the Bylaws.

### Approval of FY 2021 Budget

The Brownfield Redevelopment Authority fiscal year runs from July 1 to June 30. The Brownfield Administrator has prepared a budget for consideration. The Brownfield Administrator explained the various components of the budget to the Board. Motion by Pomranky, seconded by McBride to adopt the FY 2021 budget. Motion approved unanimously.

### Consideration of Revised Brownfield Application Process and Fees

A new brownfield request for financial assistance policy and process was presented and discussed. Motion by Pomranky, support by Memberto to adopt the police. Motion approved unanimously.

## **STAFF REPORTS**

Bradford updated the members on the activities of the Brownfield Authority, including developer interest. and proposed projects.

## **CORRESPONDENCE**

None.

**NEXT MEETING DATES**

Members were reminded to keep the first Tuesday of each month open for potential meetings, though none are currently scheduled.

**MEMBERS DISCUSSION**

None.

**ADJOURNMENT**

MOTION by McBride, seconded by Pomranky to adjourn. Meeting adjourned at 2:55 pm

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Edward Bradford, Administrator