

BROWNFIELD REDEVELOPMENT AUTHORITY
AUGUST 7, 2012 MINUTES

1. The Brownfield Redevelopment Authority (BRA) Meeting of August 7, 2012, held in the City of Manistee Council Chambers, 70 Maple Street, Manistee, MI, was called to order by Chair Clinton McKinven-Copus at 2:01 pm.

Members Present: Steve Brower, Dave Carlson, Donald Kuk, Marlene McBride, Clinton McKinven-Copus, and Lynne Reinhardt

Members Absent: Jeff Stege

Others Present: T. Eftaxiadis (Brownfield Consultant), Jon Rose (Community Development, City of Manistee), and Sarah Wojciechowski, Recording Secretary.

Approval of the agenda: It was suggested that item 5.g. Elect Officers, should be moved to the top of the agenda. There was a motion by Kuk, seconded by Brower, to approve the agenda with the change mentioned above. All voted aye, motion carried.

Jon Rose asked for nominations for the office of Chair. There was a motion by Kuk, seconded by Brower, to nominate Clinton McKinven-Copus as Chair. Rose asked if there were any further nominations. Nominations were closed. All voted aye, motion carried.

Chair McKinven-Copus asked for nominations for the office of Vice-Chair. There was a motion by Kuk, seconded by McBride, to nominate Steve Brower for the office of Vice-Chair. Chair McKinven-Copus asked if there were any further nominations. Nominations were closed. All voted aye, motion carried.

Chair McKinven-Copus asked for nominations for the office of Secretary/Treasurer. There was a motion by Kuk, seconded by Brower, to nominate Marlene McBride for the office of Secretary/Treasurer. Chair McKinven-Copus asked if there were any further nominations. Nominations were closed. All voted aye, motion carried.

2. Public Hearing. None.
3. Approval of minutes of June 5, 2012. There was a motion by Kuk, seconded by McBride, to approve the BRA meeting minutes of June 5, 2012. All voted aye, motion carried.

4. Financial Reports.

- a. Invoices for payment. It was noted that NTH Consultants Ltd., invoice 594160 for \$1,647.71, is being held and is not submitted for approval at this time. It was also noted that the new total for the invoice summary would be \$11,148.33. There was a motion by Kuk, seconded by Brower, to approve payment of invoices listed in the revised Invoice Summary, totaling \$11,148.33. All voted aye, motion carried.
- b. Elmer's invoice. Eftaxiadis said this invoice was listed separately as it is for a large amount, and he proceeded to give details on the Elmer's invoices and charges for the River Street Brownfield project funded by the MDEQ grant. After discussion, there was a motion by Brower, seconded by Kuk, to approve the Elmer's Crane and Dozer Application and Certificate for Payment totaling \$34,376.50 and to submit it to the MDEQ for payment. All voted aye, motion carried.

5. New Business.

- a. Status of Phase I and Phase II ESA's under USEPA Grants. The findings of the Phase I ESAs for the Hotel Northern and Bookmark sites provided the basis for undertaking Phase II ESAs at both sites. The Phase II ESAs were completed and the reports are being finalized following review by Eftaxiadis. While relatively low detected at both sites, both sites are considered to be "facilities".
- b. Brownfield Plan for (former) Hotel Northern. Eftaxiadis said a prospective developer asked for the BRA's assistance to do a Brownfield Plan, BEA, and Due Care Plan. We will evaluate their request upon receiving their application describing the proposed project, private and public investment required, and listing of TIF reimbursable redevelopment costs. No action required at this time. Following the BRA meeting, Dave Carlson asked to have a note added to the minutes to indicate that he has a business interest in the Bookmark and the Hotel Northern sites, therefore he will not participate in any future votes concerning matters related to these sites.
- c. Status of 334 River Street Brownfield Redevelopment Project. Eftaxiadis said the MDEQ Grant-funded component of this project has been completed. A close-out report will be done within few weeks. When questioned, the consensus of the BRA was that they would like to do a tour of this building on September 4, 2012 before or after the monthly BRA meeting. Eftaxiadis said he would be in contact with the owner to confirm a date and time for the tour, and would advise the BRA of his findings.
- d. Potential BRA Plan for River Parc Place. Eftaxiadis said MSHDA and MEDC are both interested in supporting the rehabilitation of the building to complete it for multi-family residential use under the MSHDA Rental Rehabilitation Program. A new BEA, Due Care Plan, Brownfield Plan and an Act 381 Work Plan may be performed through the EPA grants to facilitate the project. However, the EPA grants are due to expire at the end of September. After discussion, there was a motion by Kuk, seconded by McBride, to apply for an extension of the EPA grants. All voted aye, motion carried.
- e. Potential CDBG for demolition of blighted Manistee Plating property. Eftaxiadis said the MEDC has funds available for demolishing blighted properties such as

the Manistee Plating property. Eftaxiadis said there was a meeting with the MEDC representatives concerning this matter, as well as the possibility of incorporating related infrastructure improvements in the CDBG on behalf of both the City of Manistee and the Manistee Housing Commission.

- f. Review bylaws. The bylaws were reviewed and no structural changes were recommended.

6. Unfinished Business. None.

7. Other Communications. None.

8. Staff Communications. None.

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

10. Work/Study Session. None.

11. Adjournment. There was a motion by Brower, seconded by Kuk, to adjourn at 3:05pm. The next scheduled meeting will be September 4, 2012, in City of Manistee Council Chambers.

Respectfully submitted by

Sarah Wojciechowski
Recording Secretary

Approved at the BRA meeting on:

**CITY OF MANISTEE
BROWNFIELD REDEVELOPMENT AUTHORITY
SUMMARY OF INVOICES SUBMITTED FOR PAYMENT
REPORTING PERIOD:**

Invoices for 8-7-12 BRA Meeting

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Nordlund & Associates	4-Jun-12	12700	\$2,000.00	Engineering services from 3/25/12 to 5/1/12 - Matthews - 334 River Street.
Fibertec Environmental Services	17-Apr-12	95971	\$2,089.00	EPA grant (Petroleum) 17 10Michigan Metals, 3 EPA Method 8260/624, Volatile Organics; 5 EPA Method 8270, Polynuclear Aromatic Hydrocarbons; 3 Methanol Kits
Eftaxiadis Consulting Inc.	5-Jul-12	CMBRA-1206H	\$2,132.00	Technical and administrative support services for various sites under USEPA Grant (Hazardous.)
Eftaxiadis Consulting Inc.	20-Jul-12	CMBRA-1206P	\$1,599.00	Technical and administrative support services for various sites under USEPA Grant (Petroleum)
Jackpine Business Centers	22-Jun-12	29747	\$175.00	400 Full Color Brochures. EPA Brownfield Assessment Grants Fact Sheet.
NTH Consultants Ltd.	17-Jul-12	74090136	\$3,153.33	H3B346 - Phase II Bookmart \$1,693.83; H3BNOR - Phase II Hotel Northern \$1,459.50.
TOTAL:			\$11,148.33	