

# **MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY**

Meeting of October 29, 2013  
2 pm - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

## **AGENDA**

### **I Call to Order**

### **II Roll Call**

### **III Approval of Agenda**

At this time the Brownfield Redevelopment Authority can take action to approve the October 29, 2013 Agenda.

### **IV Approval of Minutes**

At this time Brownfield Redevelopment Authority can take action to approve the July 30, 2013 meeting Minutes.

### **V Public Hearing**

### **VI Financial Reports**

#### **Approval of Invoices**

At this time the Brownfield Redevelopment Authority can take action to approve invoices for payment

### **VII New Business**

#### **Schedule Meeting Dates 2014**

The City of Manistee Brownfield Redevelopment Authority has regularly scheduled meetings in the months of January, April, July and October. Special Meetings can be scheduled as issues arise that need immediate review by the board.

At this time the Brownfield Redevelopment Authority will scheduled meetings for 2014.

## **US EPA Grant Status**

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

## **VIII Old Business**

### **Oath of Office/Section 6 Conflict of Interest**

Members that were not in attendance at the July Meeting will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority.

## **IX Public Comments and Communications**

At this time the Chair will ask if there are any public comments.

## **X Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

## **XI Staff Reports**

At this time the Chair will ask Staff for their report.

## **XII Members Discussion**

At this time the Chair will ask members of the Brownfield Redevelopment Authority if they have any items they want to discuss.

## **XIII Adjournment**



Planning & Zoning  
Community Development  
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[www.manisteemi.gov](http://www.manisteemi.gov)

## MEMORANDUM

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TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee  
Planning & Zoning

DATE: October 24, 2013

RE: October 29, 2013 Brownfield Redevelopment Authority Meeting

Directors, the next meeting of the Brownfield Redevelopment Authority will be on Tuesday, October 29, 2013 at 2 pm in the Council Chambers. We have the following items on the Agenda.

**Approval of Invoices** – A copy of the Invoice Summary is included in your packet for your review.

**Schedule Meeting Dates 2014** – Staff has drafted a schedule for meetings for 2014. The By Laws state that the BRA will meet quarterly (January, April, July and October).

**US EPA Grant Status** – T. Eftaxiadis will update the BRA on current grants and projects.

**Oath of Office/Section 6 Conflict of Interest** - Members that were not in attendance at the July Meeting will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By Laws of the City of Manistee Brownfield Redevelopment Authority

If you are unable to attend the meeting please call me at 398.2805.

:djb

# MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

July 30, 2013

A meeting of the Manistee City Brownfield Redevelopment Authority was held on Tuesday, July 30, 2013 at 2 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:00 pm by Chair Clinton McKinven-Copus

Roll Call:

Members Present: W. Frank Beaver, Donald Kuk, Marlene McBride, Clinton McKinven-Copus

Members Absent: Dave Carlson, Steve Brower (excused), Jeffrey Stege (excused)

Others: Ed Bradford (Finance Director), T. Eftaxiadis (Consultant), Jon R. Rose (Community Development Director), Denise Blakeslee (Planning & Zoning) and others

### APPROVAL OF AGENDA

Motion by Donald Kuk, seconded by W. Frank Beaver that the agenda be approved as prepared.

With a Voice Vote this MOTION PASSED UNANIMOUSLY.

### APPROVAL OF MINUTES

Motion by Donald Kuk, seconded by Marlene McBride that the minutes of the June 4, 2013 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a Voice Vote this MOTION PASSED UNANIMOUSLY.

### PUBLIC HEARING

None

## FINANCIAL REPORTS

### Approval of Invoices

Members reviewed the summary of Invoices Submitted for Payment.

MOTION by Donald Kuk, seconded by Marlene McBride to approve payment of invoices as follows:

Invoice Summary for BRA Meeting 7/30/13				
VENDOR NAME	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Abonmarche	05/21/13	106671	\$600.00	EPA Grant - PETROLEUM; Monitoring Well Elevation Survey: Briny and 166 Cleveland sites
Abonmarche	05/21/13	106678	\$750.00	EPA Grant - HAZARDOUS; Topographic Survey for Demolition: Manistee Plating site
NTH Consultants Ltd	06/14/13	589606	\$1,200.00	EPA Grant - PETROLEUM; Baseline Environmental Assessment: Former Tuscan Grill site
NTH Consultants Ltd	06/14/13	589605	\$1,200.00	EPA Grant - PETROLEUM; Baseline Environmental Assessment: Former MAPS Vocational Training site
NTH Consultants Ltd	06/14/13	589604	\$1,200.00	EPA Grant - PETROLEUM; Baseline Environmental Assessment: 166 Cleveland site
NTH Consultants Ltd	06/14/13	589602	\$687.19	EPA Grant - PETROLEUM; Phase II ESA (partial): Former Tuscan Grill site
NTH Consultants Ltd	06/14/13	589601	\$752.94	EPA Grant - PETROLEUM; Phase II ESA (partial): Former MAPS Vocational Training site
NTH Consultants Ltd	06/14/13	589603	\$10,506.63	EPA Grant - PETROLEUM; Phase II ESA (partial):166 Cleveland site
Traverse Reproduction	05/28/13	12455	\$6,929.72	EPA Grants - PETROLEUM and HAZARDOUS; scanner system
City of Manistee	02/12/13	'2-12-2013	\$10,362.00	EPA Grants - PETROLEUM and HAZARDOUS; labor for administering Grants by City/BRA personnel
Eftaxiadis Consulting Inc.	07/12/13	CMBRA-1306H	\$2,890.00	EPA Grant - HAZARDOUS; technical project coordination and Brownfield redevelopment assistance; 133 16th Street, Manistee Plating sites; services for April-May-June '13
Eftaxiadis Consulting Inc.	07/12/13	CMBRA-1306P	\$5,631.25	EPA Grant - PETROLEUM; technical project coordination and Brownfield redevelopment assistance; 166 Cleveland, MAPS Voc Center, Tuscan Grill; services for April-May-June '13
<b>TOTAL:</b>			<b>\$42,709.73</b>	

With a Voice Vote this MOTION PASSED UNANIMOUSLY.

## **NEW BUSINESS**

### **US EPA Grant Status**

T. Eftaxiadis prepared a Status Memo for the Members of the Brownfield Redevelopment Authority which updated them on the status of current projects. Mr. Eftaxiadis reviewed the memo with the members and answered questions. Copy of Memo attached. Mr. Eftaxiadis also spoke of the River Parc project and the expiration of the grants.

### **Oath of Office/Section 6 Conflict of Interest**

Annually the Brownfield Redevelopment Authority members will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority.

Denise Blakeslee in her capacity as a Notary Public administered the Oath of Office for each member present; each member signed an Agreement to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority.

### **Brownfield Director/Administrator**

Jon Rose has served as the Brownfield Director/Administrator since the BRA was formed in 2006. Mr. Rose will be retiring from the City of Manistee and moving to Texline, Texas where he has accepted the position of City Manager.

With Mr. Rose's departure Finance Director Ed Bradford has been assigned to serve as the Brownfield Director/Administrator.

MOTION by Don Kuk, seconded by W. Frank Beaver that Ed Bradford be appointed as the Brownfield Director/Administrator.

Denise Blakeslee in her capacity as a Notary Public administered the Oath of Office for Mr. Bradford as the new Brownfield Director/Administrator.

With a Voice Vote this MOTION PASSED UNANIMOUSLY.

Mr. Rose took a seat in the audience and Mr. Bradford took a seat at the staff table.

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS**

Mr. Rose thanked the members of the Brownfield Redevelopment Authority for their work in the community and said how much he appreciated working with them.

## **CORRESPONDENCE**

None

## **STAFF REPORTS**

None

## **MEMBERS DISCUSSION**

W. Frank Beaver introduced Rochelle Rollenhagen. Ms. Rollenhagen works for the Little River Band of Ottawa Indians with their Brownfield Program and is on the County Brownfield Redevelopment Authority.

Ms. Rollenhagen said the County is in the same situation as the City with the expiration of grants in September and they also have grant funds that have not been spent.

Clinton McKinven-Copus thanked Jon Rose for his service and wished him and his family all the best in Texas.

The next regular meeting of the Brownfield Redevelopment Authority will be held on October 29, 2013 at 2 pm in the Council Chambers.

Mr. Eftaxiadis said a Special Meeting may need to be called in the event they hear from the owner of River Parc.

## **ADJOURNMENT**

Motion by Donald Kuk, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 2:45 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

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Denise J. Blakeslee, Recording Secretary

# Memo

**To:** City of Manistee Brownfield Redevelopment Authority Directors  
**From:** T. Eftaxiadis, Eftaxiadis Consulting Inc.  
**Date:** July 30, 2013  
**Re:** USEPA Grant Projects

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1. USEPA Grants Expiration.  
The two Grants (Petroleum and Hazardous) are due to expire on September 30, 2013. Work performed through that date can be invoiced after that date. As of end of July the estimated balance remaining in the Grants is approximately \$38,800 for the Hazardous and \$9,200 for the Petroleum.
2. Since the last reporting date (June 4, 2013), we have completed or we are working on Environmental Site Assessments (ESA), Baseline Environmental Assessments (BEA) and related activities, at the following properties:
  - i. North Channel Outlet. An interested redeveloper is expected to request assistance with performing environmental due diligence work through the Grants. Formal access to the property from the property owner and EPA Eligibility Determination will be required.
  - ii. Manistee Iron Works. Phase I and II ESAs have been completed under previous USEPA grants. The property is a "facility" per MDEQ rules. The property owner has inquired about the feasibility of performing an Asbestos and Lead survey through the Grants. Subject to funding availability and approval by USEPA, the survey may be performed in late August.
  - iii. MAPS Vocational Training Facility. The Phase I and II ESAs, an Asbestos & Lead Survey, and the draft BEA have been completed. We are still waiting for the property owner to provide NTH with the signatures required to submit the BEA to the State.
  - iv. 166 Cleveland Street Property (former Auto Value store). The Phase I and Phase II ESAs, the Asbestos & Lead Survey and the draft BEA have been completed. The BEA will be submitted to the State shortly.
  - v. 133 16<sup>th</sup> Street Property (former DRK Cabinetry). The Phase I and Phase II ESAs have been completed. The property is a "facility", therefore a draft BEA has been completed and will be submitted to the State shortly.
  - vi. 518 River Street Property (former Rengo property). The new property owner has expressed interest in environmental due diligence work through the Grants and redevelopment expense reimbursement through a Brownfield Plan. We are waiting for the owner to provide background documentation as needed for preparing an Eligibility Determination request for EPA approval.
  - vii. 429 River Street Property (Lloyd & Henry Building). The current property owner has expressed interest in obtaining environmental due diligence work through the Grants for the

empty lot located behind the building. Preliminary Eligibility Determination work will be performed prior to committing Grant funds for Phase I and/or II ESAs.

3. OTHER. Following expiration of the Grants at the end of September the BRA will no longer be able to provide Grant-funded environmental due diligence and redevelopment assistance to prospective developers or other parties. Alternative funding mechanisms will be required.

**CITY OF MANISTEE  
BROWNFIELD REDEVELOPMENT AUTHORITY**

**SUMMARY OF INVOICES SUBMITTED FOR PAYMENT**

As of: 10/10/13

REPORTING PERIOD: August 1, 2013 through XXXXXXXXX

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION	SENT to TREASURER for PAYMENT	PAYMENT DATE
Northern Analytical Services LLC	05/22/13	2013-77	\$900.00	EPA Grant - PETROLEUM; Asbestos/Lead Survey: 166 Cleveland Street site		
Northern Analytical Services LLC	05/22/13	2013-78	\$900.00	EPA Grant - PETROLEUM; Asbestos/Lead Survey: 100 Washington Street site		
Environmental Data Resources Inc	07/26/13	3674175	\$325.00	EPA Grant - HAZARDOUS; EDR reports: Armory-LHL Area		
Eftaxiadis Consulting Inc.	08/03/13	CMBRA-133-H	\$2,000.00	EPA Grant - HAZARDOUS; Phase I ESA and Report; 133 16th Street site		
Eftaxiadis Consulting Inc.	08/03/13	CMBRA-166-P	\$2,000.00	EPA Grant - PETROLEUM; Phase I ESA and Report; 166 Cleveland Street site		
Eftaxiadis Consulting Inc.	08/13/13	CMBRA-1307	\$297.50	Technical assistance to CMBRA; misc issues and projects		
Eftaxiadis Consulting Inc.	08/13/13	CMBRA-1307-H	\$2,210.00	EPA Grant - HAZARDOUS; technical project coordination and Brownfield redevelopment assistance; Rengo Property, Manistee Iron Works, 133 16th Street, 518 1st Street site and Armory-LHL area		
Eftaxiadis Consulting Inc.	08/13/13	CMBRA-1307-P	\$722.50	EPA Grant - PETROLEUM; technical project coordination MAPS site, and various sites		
Environmental Data Resources Inc	08/30/13	3671493	\$325.00	EPA Grant - HAZARDOUS; EDR reports: 518 First Street site		
NTH Consultants Ltd	09/04/13	590887	\$645.80	EPA Grant - PETROLEUM; Phase II ESA (partial): Former MAPS Vocational Training site		
NTH Consultants Ltd	09/04/13	590888	\$636.71	EPA Grant - PETROLEUM; Phase II ESA (partial):166 Cleveland site		
NTH Consultants Ltd	09/04/13	590889	\$5,168.05	EPA Grant - HAZARDOUS; Phase II ESA (partial): 133 16th Street site		
NTH Consultants Ltd	09/04/13	590890	\$1,200.00	EPA Grant - HAZARDOUS; Baseline Environmental Assessment:133 16th Street site		
Eftaxiadis Consulting Inc.	09/06/13	CMBRA-1308	\$191.25	Technical assistance to CMBRA with 334 River grant closeout		
Eftaxiadis Consulting Inc.	09/06/13	CMBRA-1308H	\$1,742.50	EPA Grant - HAZARDOUS; technical project coordination and Brownfield redevelopment assistance; North Channel Outlet, Rengo Property, Manistee Iron Works, 133 16th Street; services for August '13		
Eftaxiadis Consulting Inc.	09/06/13	CMBRA-1308P	\$361.25	EPA Grant - PETROLEUM; technical project coordination		
Northern Analytical Services LLC	09/12/13	2013-139	\$4,700.00	EPA Grant - HAZARDOUS; Asbestos/Lead Survey: Manistee Iron Works site		
Eftaxiadis Consulting Inc.	10/07/13	CMBRA-1309H	\$488.75	EPA Grant - HAZARDOUS; technical project coordination; North Channel Outlet, 133 16th Street; services for September '13		
Eftaxiadis Consulting Inc.	10/07/13	CMBRA-1309P	\$340.00	EPA Grant - PETROLEUM; technical project coordination; 166 Cleveland Street and MAPS sites; services for September '13		
NTH Consultants Ltd	10/08/13	591358	\$352.97	EPA Grant - HAZARDOUS; Phase II ESA final payment:133 16th Street site		
<b>TOTAL:</b>			<b>\$25,507.28</b>			

# Calendar for year 2014 (United States)

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