

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 29, 2013

A meeting of the Manistee City Brownfield Redevelopment Authority was held on Tuesday, October 29, 2013 at 2 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:05 pm by Vice Chair Steve Brower

Roll Call:

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

Members Absent: Dave Carlson, Jeffrey Stege (excused)

Others: Mitch Deisch, (City Manager), T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), Denise Blakeslee (BRA Recording Secretary)

APPROVAL OF AGENDA

Motion by Frank Beaver, seconded by Don Kuk that the agenda be approved with the addition of "City of Manistee Housing Commission - Demolition of former Manistee Plating Building" under New Business

With a Voice Vote this motion passed unanimously.

Chair Clinton McKinven-Copus entered the meeting at 2:07 pm.

APPROVAL OF MINUTES

Motion by Steve Brower, seconded by Don Kuk that the minutes of the July 30, 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 Frank Beaver, seconded by Steve Brower to approve payment of invoices as follows:

Invoice summary for BRA Meeting 10/29/13				
VENDOR NAME	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
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
TOTAL:			\$25,507.28	

With a Voice Vote this motion passed unanimously.

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. Staff has recommended that the meetings be scheduled the last Tuesday of the month (January 28, 2014, April 29, 2014, July 29, 2014 and October 28, 2014).

MOTION by Don Kuk, seconded by Frank Beaver to schedule the Brownfield Redevelopment Authority meetings for 2:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan for 2014 as follows:

January 28, 2014	April 29, 2014	July 29, 2014	October 28, 2014
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With a Voice Vote this motion passed unanimously.

US EPA Grant Status

T. Eftaxiadis updated the members of the Brownfield Redevelopment Authority on both grants and current projects as follows:

Received notification that both grants have been extended until March 31, 2014.

- Asbestos & Lead Survey of the former Iron Works Building has been completed.
- Started Phase 1 ESA for the former Rengo Building, 518 River Street, however, the owner has put property up for sale; owner will be contacted to find out if need to proceed with work.
- Contacted bank that now owns former North Channel Outlet, 84 & 86 Washington Street property, concerning Phase I and Phase II ESAs, ACM/LBP Survey and Structural Survey requested by interested redeveloper of the property. Bank is not willing to provide access for any work in the building unless an offer to purchase is in place. Therefore, the assessments are currently on hold.
- Per property owner, parking Lot on NE corner of Water and Oak Street may contain an underground fuel storage tank and other waste. Based on preliminary research required for an Eligibility Determination, no evidence of buried fuel tank was found. Per discussion with property owner, decided to not proceed with Phase I ESA, unless a development plan is prepared for property. Will prepare cover letter with available databases as attachments, and provide to owner.
- Completed preliminary review of Armory Property and First Street Beach Area (locations of former lumbering & salt/brining operations) as needed for the preparation of Eligibility Determinations. No adequate Sandborn Maps and other relevant information is available for properties. No need to expend additional effort at this time.
- Veterans Memorial Park. A Phase I ESA was completed several months ago; no Phase 2 ESA was performed. Will talk with MSDDA to determine whether there are new plans for area that

would justify proceeding with Phase 2 ESA.

Remaining funds estimated at \$8,000 Petroleum Grant and \$50,000 +/- Hazardous Grant.

The Board asked Mr. Eftaxiadis what will be done once USEPA grant funding is no longer available following the expiration of the grants. Mr. Eftaxiadis briefly discussed funding sources available to the BRA for its administrative expenses and for supporting environmental and redevelopment activities.

Mr. Bradford discussed the past use of General Fund dollars to support some of the BRA's administration costs, accountability and the need to reimburse the General Fund if funds are available.

The members determined that a Planning Session needs to be scheduled as part of the January 28, 2014 meeting to discuss a business plan and budget for the BRA; the BRA members, the City Manager and the BRA staff will be involved in this planning session. Relevant material will be prepared in advance by staff for the planning session.

City of Manistee Housing Commission - Demolition of former Manistee Plating Building

Director McKinven-Copus declared a Conflict of Interest

Mr. Eftaxiadis explained that the City of Manistee Housing Commission received a grant from the State of Michigan to demolish the former Manistee Plating Building. Due to the complexity of the procurement requirements for hiring a contractor under the Housing Commission/HUD guidelines and the need to expedite the process, the Housing Commission is asking the Brownfield Redevelopment Authority to facilitate the procurement of the demolition contractor. The procurement process would be similar to the one that the BRA employed for the procurement of the demolition and remediation contractor for the 334 River Street project last year. The procurement would be done at no cost to the BRA or the City. The Housing Commission will pay all fees associated with the procurement of the contractor from the demolition grant funds. The contract to demolish the building will be between the Housing Commission and the selected Contractor, and will not involve the BRA or the City.

MOTION by Don Kuk, seconded by Frank Beaver that the Brownfield Redevelopment Authority facilitates the procurement requirements for the demolition of the former Manistee Plating Building (parcel code #51-211-106-02). Any contracts for the work will be between the City of Manistee Housing Commission and the Contractor. All costs associated with the procurement and demolition will be paid by the Housing Commission.

With a Voice Vote this motion passed unanimously, with Director McKinven-Copus abstaining due to a conflict of interest.

OLD BUSINESS

Oath of Office/Section 6 Conflict of Interest

Annually the Brownfield Redevelopment Authority member take an Oath of Office and agrees 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 Director Steve Brower and he signed an Agreement to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority before today's meeting began.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

T. Eftaxiadis, BRA Consultant – Mr. Eftaxiadis spoke of the need to schedule a Public Hearing/Special Meeting for a Brownfield Plan for the River Parc Place II redevelopment project. Mr. Eftaxiadis represents the developer for this project, therefore he will be unable to assist the BRA with this project. Drafts of the Brownfield Plan and the Act 351 Work Plan will be prepared by the developer and will be submitted to, and reviewed by the BRA's Administrator and Kathy Morin, AES Director. Recommendations for action on the two documents will be provided to the BRA by the Administrator and Ms. Morin.

After discussion, the members of the Brownfield Redevelopment Authority agreed to schedule a Public Hearing/Special Meeting on Wednesday, December 4th, 2013 at 3:00 pm for the Brownfield Plan for River Parc Place II.

Denise Blakeslee, BRA Recording Secretary – January is the Annual Meeting for the Brownfield Redevelopment Authority. The Agenda will include Election of Officers, Appointment of a Recording Secretary, Review of By Laws. Members will take their Oath of Office and agree to abide by Section 6 Conflict of Interest.

The Brownfield Redevelopment Authority will hold a Public Hearing/Special meeting on Wednesday, December 4, 2013 at 3 pm to review the Brownfield Plan for River Parc Place II redevelopment project.

The next regular meeting of the Brownfield Redevelopment Authority will be held on Tuesday, January 28, 2014.

ADJOURNMENT

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

Meeting adjourned at 3:07 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary