

Manistee County Planning Building - 395 Third Street - Manistee, Michigan 49660

DRAFT

6:15 p.m., Thursday
June 22, 2023

Planning Department Conference Room
395 Third Street
Manistee, Michigan

MANISTEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY MINUTES

A. Call to Order, Pledge of Allegiance and Roll Call

The meeting was called to order by Chair Ted Batzer at 6:15 p.m.

MEMBERS PRESENT: Duane Jones, Glenn Zaring, Mary Becker-Witt, Eleanor DeYoung, and Theodore Batzer

MEMBERS ABSENT: Phil Landis and Margaret Batzer

OTHERS PRESENT: Mike Szokola Planning Director, Katie Mehl Planner 1/City Zoning Administer, Jodie Lynch Planner 1 and Nancy Baker Assistant to Planner. Jeff Dontz, County Board Chair

B. Housekeeping Business

a. Approve June 22, 2023 Agenda

Ms. Becker-Witt moved, seconded by Mr. Zaring to approve the June 22, 2023 agenda as printed. Motion passed with a voice vote.

b. Approve May 31, 2023 Special Meeting Minutes

Mr. Zaring moved, seconded by Mr. Jones to approve the May 31, 2023 Special meeting minutes as printed. Motion passed with a voice vote.

C. Conflict of Interest

There are no members with a conflict of interest regarding the agenda items.

D. Public Comment

None

E. New Business

a) Election of Officers for July 1, 2023 – June 30, 2024

Chair:

Planning Director Mr. Szokola asked for Chair nominations for the 2023/2024 term.

Ms. Becker-Witt nominated Mr. Batzer for Chair. Mr. Batzer accepted.

Nominations were closed.

With a voice vote Mr. Batzer received the Brownfield Redevelopment Authority Chair position for 2023/2024 term.

Vice Chair:

Chair Batzer asked for Vice Chair nominations for the 2023/2024 term.

Mr. Jones nominated Ms. Becker-Witt for Vice Chair. Ms. Becker-Witt accepted. Nominations were closed.

With a voice vote Ms. Becker-Witt received the Brownfield Redevelopment Authority Vice Chair position for 2023/2024 term.

Secretary:

Chair Batzer asked for Secretary nominations for the 2023/2024 term.

Mr. Jones nominated Ms. DeYoung for Secretary. Ms. DeYoung accepted. Nominations were closed.

With a voice vote Ms. DeYoung received the Brownfield Redevelopment Authority Secretary position for 2023/2024 term.

Recording Secretary:

The Brownfield Redevelopment Authority appointed Ms. Baker as Recording Secretary for 2023/2024 term.

With a voice vote Ms. Baker received the Brownfield Redevelopment Authority Recording Secretary appointed position for 2023/2024 term.

F. Old Business

a) Lawyer Review

- Revolving Fund Guidelines and Amended/Restated Guidelines for Brownfield Plan Proposals
- Attorney review
 - Remove areas relating to Detroit and change to Manistee County
 - Do not use 15-20% range; use 20%
 - Can waive % with good reasoning
 - Strategic plan changes
 - Make Attachment B requirements clear
 - Remove some fee schedules
- Phase 1 and 2 to be reviewed by Fishbeck
- Occupancy must be completed

Mr. Zaring motioned, seconded by Ms. Becker-Witt, recommending sending the Manistee County Brownfield Redevelopment Authority Local Brownfield Revolving Fund Guidelines to the County Board for approval. Motion passed with a voice vote.

Mr. Zaring motioned, seconded by Mr. Jones, recommending sending the Manistee County Brownfield Redevelopment Authority Amended and Restated Guidelines for Brownfield Plan Proposals to the County Board for approval. Motion passed with a voice vote.

- G. Other business from Brownfield Redevelopment Authority members or staff.
None.

H. Adjournment.

The meeting was adjourned by call of the chair at 6:38 p.m.

Respectfully submitted,

Nancy Baker, Planning Assistant
Recording for Margaret Batzer
Brownfield Authority Secretary
Date: June 22, 2023