



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

6:15 p.m.
Thursday, February 23, 2023

Manistee County Board Room
415 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: Glenn Zaring, Eleanor DeYoung, Margaret Batzer, and Theodore Batzer

MEMBERS ABSENT: Duane Jones, Phil Landis, and Mary Becker-Witt

OTHERS PRESENT: Mike Szokola Planning Director, Katie Mehl City Zoning/Planner 1, Nancy Baker Assistant to Planner

B. Housekeeping Business.

a. Approve February 23, 2023 Agenda

The February 23, 2023 Agenda was approved by a voice vote.

b. Approve January 26, 2023 Minutes.

There were no changes to the January 26, 2023 Minutes.

Mr. Zaring moved, seconded by Ms. Batzer to approve the January 26, 2023 minutes as printed. Motion carried 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. Landbank—Rachel Nelson, County Treasurer

Rachel Nelson; Landbank Representative

- Landbank & Brownfield Request for Qualifications & Cost Proposal (RFQ)
- Landbank and BRA should have same consultant; developer obtain different consultant
- Changes: 5 to 3 years; clause for the ability to receive all documentation and supporting documentation from consultant; clause of 90 days of ability to obtain another consultant if desired, clause of sharing the work

- Discussion regarding consultant cost, end of service years review, not auto renewal, scope of work, no conflict of interest with Brownfield and parties requesting Brownfield, consultant payment

F. Old Business

a. Manistee County Revolving Fund

Mike Szokola, discussion of Revolving Fund document contents

- Process and procedures; all projects are handled the same
- Usage of funds; giving money out and recouping funds
- June desired completion date
- Termination of buildout by 3 years and developer to show financial backing
- Have attorney review
- Ability to amend document
- Loans to be used, not grants
- Remove all grant references and loan forgiveness
- Minimum of 5% for administration cost
- Eligible properties, encourage private investments, prioritize nonprofit and need base
- Process for development; may be different for different types of development-- like nonprofit
- Brownfield reimbursement
- Hold work session to thoroughly review each section of the document

G. Other Business from Brownfield Redevelopment Authority members or staff.

None

H. Adjournment.

Meeting was adjourned by call of the chair at 7:10 p.m.

Respectfully submitted,

Nancy Baker

Nancy Baker, Planning Assistant
Recording for Margaret Batzer
Brownfield Authority Secretary
Date: February 23, 2023