

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

DRAFT

6:15 p.m.

Thursday, March 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, Duane Jones, Phil Landis, Eleanor DeYoung, Margaret Batzer, and Theodore Batzer

MEMBERS ABSENT: 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 March 23, 2023 Agenda

Mr. Batzer wished to amend the agenda by moving Old Business, Landbank Update after Public Comment.

Mr. Jones moved, seconded by Mr. Zaring to approve the March 23, 2023 agenda as amended. Motion carried with a voice vote.

b. Approve February 23, 2023 Minutes.

There were no changes to the February 23, 2023 Minutes.

Mr. Zaring moved, seconded by Mr. Jones to approve the February 23, 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. Old Business

a. Landbank Update

Mike Szokola: Request for Qualifications and Cost Proposal

- PC past requested changes: Page 9-change request of 90-day termination clause, Page 7--5 years changed to 3 years
- Landbank has approved requested changes

- Reviewed Brownfield payment to consultant

New changes:

- Page 7— c. REFERENCES
- First sentence as a bullet: I. 1. MCLBA and MCBRA reviewers may solicit references from some or all client contacts as provided above with previous experience profiles.
- Add: I. 2. MCLBA and MCBRA reserves the right to do background checks on all “key” personal and/or staff person (ultimately was not recommend by H.R. due to legal concerns)
- Change date of RFQ; with the allowance of 45 days after approval of the document

Ms. Batzer moved, seconded by Ms. DeYoung to allow the Landbank to change the deadline of receipt of the proposal up to 45 days from March 23, 2023 after approval of the document.

Roll call vote:

Yes: Ms. Batzer, Mr. Jones, Mr. Zaring, Mr. Batzer, Mr. Landis, and Ms. DeYoung.

No: none. Motion passed.

F. New Business

a. Brownfield Redevelopment Processes

Mike Szokola reviewed document:

- Detroit Brownfield process document used as a guide
- All references of Michigan Department of Environmental Quality (MDEQ) change to Environment, Great Lakes, and Energy (EGLE)
- 1. Project Evaluation, c. remove “exceeds fifteen-percent (15%) to twenty-percent (20%); replace with “as indicated in the Brownfield Act”
- 15. Insurance; add “provide update of insurance with annual report”
- Attachment D: Brownfield Plan and Transformational Brownfield Plan Fee Schedule-- Minimum Payment of Processing Fee, change \$3,00.00 to \$1,00.00
- Attachment C: change Detroit to Manistee
- Send revised document to attorney for their review
- Department to check with IT to enable others to sign up for notices
- Amend By-laws; review document every 2/3 years and new members are required to receive the document

Ms. Batzer moved, seconded by Mr. Landis, to take the revised document to the attorney for their review. With a voice vote this motion passed.

G. Old Business

a. Manistee County Revolving Fund

Mike Szokola: changes to document were made

- Per February 23, 2023 minutes, all listed changes have been completed

Ms. Batzer moved, seconded by Mr. Zaring to take the revised document to the attorney for their review. With a voice vote this motion passed.

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

Katie Mehl: Todd Harding of Joslin Cove-North building #1 April start date and building #2 to be completed by Memorial Day.

Vanessa Booth: Manistee County Habitat for Humanity

- Potential project
- Attended meeting to learn more of Brownfield process
- Reviewed recently completed and future projects
- Morton Salt donated land; receive building material donations from companies
- Working with Brownfield consultant and Landbank
- Newly donated land will have 10 houses built-- will not be low-income housing

H. Adjournment.

The meeting was adjourned by call of the Chair at 7:55 p.m.

Respectfully submitted,

Nancy Baker

Nancy Baker, Planning Assistant

Recording for Margaret Batzer

Brownfield Authority Secretary

Date: March 23, 2023