

GRAND TRAVERSE COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of January 30, 2019

Chairman Joseph called the meeting to order at 8:05 a.m. in the Commission Chambers, located on the second floor of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, and led the Pledge of allegiance.

Members Present: Scott Joseph, Ron Clous, John Peck, Jay Zollinger, Heidi Scheppe, County Treasurer

Members Excused: Richard Lewis, Erick Welch, Gary Howe

Others Present: Lydia Barbash-Riley, GTCBRA Attorney, Dirk Mammen, ECT, Mac McClelland, Otwell Mawby

**PUBLIC COMMENT** None.

**AGENDA APPROVAL – ADDITIONS/SUBTRACTIONS**

This being the first meeting of the year, nominations and elections of officers, welcoming of new members and approval of meeting calendar were added to the agenda.

MOVED by Zollinger, seconded by Clous to approve the agenda with additions. APPROVED unanimously.

MOVED by Zollinger, seconded by Clous to nominate Scott Joseph to continue as Chairman. There being no further nominations, a vote was taken. Scott Joseph was approved unanimously as chairman.

Moved by Joseph, seconded by Zollinger to nominated to Howe as Vice Chairman. There being no further nominations, a vote was taken. Gary Howe was approved unanimously as vice chairman.

Chair Joseph welcomed new Board member John Peck.

The 2019 Calendar was presented for consideration with the knowledge that November and December meeting schedule may be changed closer to the end of the year.

Moved by Zollinger, seconded by Clous to approve the 2019 meeting date schedule as presented. APPROVED unanimously.

**CONSENT CALENDAR**

- a. Approval of December 5, 2018 meeting minutes.
- b. Approval to pay invoices (Administrative/TIF payables listing).
- c. Receive and File – none

MOVED by Clous, seconded by Zollinger to approve the consent calendar as presented.  
APPROVED unanimously.

**SPECIAL ORDERS OF BUSINESS**

None

**ITEMS REMOVED FROM CONSENT CALENDAR**

None

**ITEMS ADDED TO AGENDA UNDER SECTION 3**

None

**DEPARTMENTAL ITEMS**

- a. Treasurer – Heidi Scheppe
  - 1) Trial Balance/Monthly Brownfield Activity Sheet – Provided for information.  
Scheppe provided the information for the year and indicated that this was the earliest in the year that everything been closed and that the estimates for expenses (page 26) were quite close.
- b. Legal Counsel - Updates – Scott Howard provide update
  - 1) Four Corners/Front and Division Update – Update provided - approved liable parties.  
DEQ not asking additional work - what will be put in place so there will be no additional Meeting next month - with attorneys and will provide update next month.
  - 2) There is no need for a closed session.
- c. Administration  
A brief update was provided regarding Grandview Parkway property. The buildings are gone and in the removal there was an oil pit discovered that has been taken care of. A more detailed updated will be provided next month.

**OLD BUSINESS**

- a. Approval of the Amended Brownfield Plan for the Rennie School Road Project. Mac McClelland, Otwell Mawby, presented update and changes included in the amended plan, and answered questions.

Discussion.

MOVED by Clous, seconded by Zollinger to approve the amended Brownfield Plan for the Rennie School Road Project. APPROVED unanimously.

**NEW BUSINESS**

Consideration of request of Local Brownfield Redevelopment Fund (LBRF) funds for due care related soil investigation and dewatering effluent discharge engineering analysis for the Eighth and Boardman Redevelopment per the development and reimbursement agreement for the Eighth and Boardman Redevelopment that included Commongrounds, LLC approved by the GTCBRA on June 27, 2018.

Mac McClelland presented the request for LBRF funds in the amount of \$23,600 for the investment for work being requested and answered questions.

MOVED by Zollinger, seconded by Clous to approve the LBRF funds for due care related soil investigation and dewatering effluent discharge engineering analysis for the Eighth and Boardman Redevelopment per the development and reimbursement agreement approved by the GTCBRA on June 2, 2018. APPROVED unanimously.

**PUBLIC COMMENT/INPUT**

None

**ADDITIONAL BOARD COMMENTS**

**NOTICES**

a. Next GTCBRA meeting is scheduled for Wednesday, February 27, 2019, at 8:00 am.

**SPECIAL MATTERS**

No closed session required.

**ADJOURNMENT**

Moved by Zollinger, seconded by Clous to adjourn. APPROVED unanimously.

Meeting adjourned at 8:58 a.m.

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Date

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Scott Joseph, Chairperson