

GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of August 29, 2018

Chairman Joseph called the meeting to order at 8:03 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: Ron Clous, Scott Joseph, Jay Zollinger, Gary Howe, Mark Crane, Richard Lewis

Members Excused: Eric Welch

Others Present: Lydia Barbash-Riley, GTCBRA Attorney, Anne Jamieson, ECT Inc., Dirk Mammen, ECT Inc., Heidi Scheppe, County Treasurer, Mac McClelland, Otwell Mawby, Chris Kushman, TART Trails, Marty Colburn, City Manager, Penny Hill, Assistant City Manager

PUBLIC COMMENT

None

AGENDA APPROVAL – ADDITIONS/SUBTRACTIONS

#10 – closed session moved to 13 b.

CONSENT CALENDAR

MOVED by Howe, seconded by Crane 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 – Summary provided.
 - 2) Discussion of Legal Counsel and Administrative Budgets – Discussed. Treasurer to provide cost breakdown.

- b. Legal Counsel - Updates – Lydia Barbash-Riley
 - 1) Food for Thought – Redevelopment and Reimbursement Agreement – Completed and filed.
 - 2) Envision 8th – Redevelopment and Reimbursement Agreement – Completed and filed.
 - 3) CVS – Additional information from the City is being requested. Development and

Reimbursement Agreement is being drafted.
4) 4 Corners Update – Verbal update provided.

c. Administration – Dirk Mammen, ECT Inc.

- 1) Summary of Phytoremediation Grant Core Team meeting regarding West Bay Area. – Update provided regarding planting and invasive species removal.
- 2) Rennie Road Brownfield Plan. – Update provided regarding approval and agreement.
- 3) Status report on Grandview Parkway demolition and development activities. – Update provided regarding filing of quarterly reports and draws.
- 4) CVS/626 W. Front Street. – Discussed reimbursement agreement status.
- 5) New Procedure for filing grant and loan program quarterly reports and updated eligible cost policy and procedure guidance. – Provided for information.

OLD BUSINESS

a. Approval of Extension of Loan Agreement - 124 W. Front Street. Request presented by Mammen for a 1-year extension.

MOVED by Lewis, seconded by Howe to extend the MDEQ Loan Agreement for the 124 W. Front Street property for 1 year and 1 year only.

Mac McClelland, Otwell Mawby, spoke regarding the timing of the extension in relation to possible eligible activities.

Discussion.

APPROVED unanimously.

b. Approval of Administrative Amendment to Boardman Lake Brownfield Plan (Boardman Trail) – Revised request provided by Marty Colburn, City Manager. Colburn spoke regarding the project and the reason for the requested increase. Discussion.

MOVED by Howe, seconded by Crane to approve the administrative amendment for the 2011 Amended Brownfield Plan budget as provided for state and local capture and add the new line item for interest on the bonds, local capture only.

Chris Kushman, TART Trails, answered questions regarding project funding sources.

APPROVED unanimously.

NEW BUSINESS

None

PUBLIC COMMENT/INPUT

None

ADDITIONAL BOARD COMMENTS

None

NOTICES

a. Next GTCBRA meeting is scheduled for Wednesday, September 26 at 8:00 am.

b. Closed Session

MOVED by Howe, seconded by Crane, to move into closed session to discuss attorney-client privileged correspondence at 8:36 a.m. APPROVED unanimously.

Returned to open session at 8:55 a.m.

ADJOURNMENT

MOVED by Lewis, seconded by Howe to adjourn. APPROVED unanimously.

Meeting adjourned at 8:56 a.m.

Date

Scott Joseph, Chairperson

DRAFT