

GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of December 5, 2019

Chairman Howe called the meeting to order at 8:00 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: Gary Howe, John Peck, Marvin Radtke, Ron Clous, Tim Werner, Heidi Scheppe, County Treasurer

Others Present: Anne Jamieson, Lydia Barbash-Riley, Dirk Manmen, Chris Cramer

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT None.

AGENDA APPROVAL: **MOVED** by Radtke, seconded by Clous to approve the agenda presented with the additions of 1) electing a vice-chairman, and East Bay Plaza Work Plan Item distributed. **APPROVED** unanimously.

CONSENT CALENDAR

- a. Approval of Minutes of October 31, 2019 minutes
- b. Approval to pay invoices (Administrative/LBRF/MDEQ Grant/Loan payables listing)
- c. Receive and File – none

Items a and b were pulled by commissioners.

Item a, minutes of October 31st, had a typo in the draw amount - both amounts should read \$30,236.46.

MOVED by Radtke, seconded by Clous, to approve the consent calendar with the correction made to the minutes of October 31st and Item b removed for discussion. **APPROVED** unanimously.

Addition to agenda - appoint Vice Chairman. **MOVED** by Clous, seconded by Werner to appoint Marvin Radtke as Vice Chairman. **APPROVED** unanimously.

Item 4b was removed from the consent calendar by Commissioner Clous who indicated that there was no invoice for the payment to Otwell/Mawby in the amount of \$13,052.62 in the packet. Jamieson suggested the board move forward with the rest of the invoices and bring that one back next month with the appropriate information.

MOVED by Clous, seconded by Werner to remove the cost of \$13,052.62 from the amount due to Otwell Mawby and pay the balance. **APPROVED** unanimously.

SPECIAL ORDERS OF BUSINESS

None

DEPARTMENTAL ITEMS

a. Treasurer

1) Trial Balance/Monthly Brownfield Activity Sheet presented by Scheppe.

b. Legal Counsel Updates: Lydia indicated that they are working on the development agreement for city and will bring back the new agreement upon completion.

c. Administration: Anne Jamieson presented updates/information on the following items.

1) Update on new GTCBRA members and welcome to Tim Werner, the City Commissioner representative.

OLD BUSINESS

a. An update was provided regarding the Grandview Parkway Project. Jamieson provided an update to the board indicating that this loan was closing out as of December 16, 2019. Eric Helzer summarized the project and identified what was accomplished. A complete closeout from a fiscal perspective will be presented at the January meeting.

Chairman Howe commented that presentations such as Eric provided contained useful information and questioned whether or not they are retained. Jamieson indicated they were available on the web site.

NEW BUSINESS:

a. Request was made to approve LBRF funds to reimburse SEEDS for tree planting under the former USDA Phytoremediation project. Discussion.

An error in billing was made during a previous project and SEEDS did not get reimbursed in the amount of \$5,722.50 prior to that project being closed out. Additional questions were raised which required further research. That information will be brought back to the next meeting.

MOVED by Radtke, seconded by Clous to table this item until the next meeting when clarification of the details can be provided. **APPROVED** unanimously.

b. Request to approve Tax Increment Revenues for the East Bay Plaza Project for environmental and non-environmental eligible activities in the amount of \$343,907.21. Discussion.

MOVED by Radtke, scnded by Werner to approve TIF eligible expeses to be paid to East Bay Plaza II, LLC, for environmental and non-environmental eligible activities in the amount of \$343,907.21. **APPROVED** unanimously.

PUBLIC COMMENT/INPUT

None

ADDITIONAL BOARD COMMENTS

Chair Howe will meet with Vice Chair Radtke to put together priority list for the authority moving forward.

NOTICES

Next GTCBRA meeting is scheduled for Thursday, January 30, 2020 @ 8:00 a.m.
The annual calendar will be presented for 2020 for approval.

ADJOURNMENT

MOVED by Radtke, seconded by Clous to adjourn the meeting at 9:01 a.m.. **APPROVED**
unanimously.

Date

Gary Howe, Chairperson

DRAFT