

DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
October 15, 2008

Members present: Donald Spodeck, Tom Brayak, Tom Rymkos, Peter Van Steen, Jake DeGrand, Gary Olsen, Mark Nelson, and Dave Rivard

Members Absent: Dave Nordin

Public: Joe Erickson, Myron Berry, Jill Martin, Elizabeth Keller, Flora McCormack, Tom Elegeert

1. The meeting was called to order at 6:06 p.m. by Chairman Tom Rymkos in the Circuit Courtroom in the Delta County Courthouse. A quorum was present.
2. The Pledge of Allegiance was recited.
3. Dave Rivard took the moment to welcome Flo McCormack, MASC Grant Program to the meeting and recognize Elizabeth Keller from the Escanaba Brownfield Authority and County Board Chairman Tom Elegeert. He requested the following items be placed on the agenda: 8A: Brownfield Director; 8B: New Board Member and 8C: Contract letter. MOTION BY D. RIVARD SECONDED BY M. NELSON TO ACCEPTED THE AGENDA WITH THE ADDITIONS; MOTION CARRIED.
4. The minutes of the previous meeting were reviewed. MOTION BY D. SPODECK, SECONDED BY M. NELSON TO APPROVE THE MINUTES; MOTION CARRIED.
5. There were no public comments.
6. There were no financial reports to review. Joe Erickson reported the approvals have been received from EPA and a quarterly report will be due in December with an annual report due at the end of January.
7. Old Business
 - A. Joe Erickson mentioned the county has received its EPA award and the grant paperwork has been signed and the grant is in place.
 - B. Statements of Qualifications were received from 11 consulting firms. Flo McCormack with MACSC Grant Program was present to review the Statements of Qualifications from the consulting firms. Flo mentioned a QAPP is an important document and the county needs to be a named insurer with the engineering firm selected. Most firms are from the U.P. Flo mentioned the county could require/ask firms to partner with others or

not. The county is not bound by the lowest bidder. She suggested the county submit proposals from firms and then interview top candidates. The eventual goal is to go after more EPA monies for clean-up and revolving loan funds. She indicated we need to hire a firm that sees the bigger picture. Flo will help with interview questions. The county needs to maintain absolute control over the firm and be able to dismiss without cause. A question arose as to who has the authority to dismiss, the county board or the Brownfield Authority. Joe mentioned that the Authority needs to communicate with the consultant to see things are done. The site nomination forms needs to be submitted to the director and/or consultant in order to contact the property owner to determine the date the property was acquired. This is a voluntary program; the program is help with economic development. The program should not crate a stigma on properties nominated as a brownfield. Flo will provide us with criteria to review the various sites. The RFP should state the county has the final say as to who the subcontractor is. The County should also examine the rate schedule of the firms that have different levels of staffing and to determine who the firm is paying for what. An organizational chart is very important to have. Flo discussed the consulting firms using a matrix she designed that highlighted important items from the SOQ submitted. Tom Brayak suggested each member pick the top four consulting firms to be discussed at the next meeting. Dave Rivard mentioned that members should express if they have a "conflict of interest" with any of the consulting firms. **MOTION BY T. BRAYAK, SECONDED BY M. NELSON THAT EACH PERSON INDICATE THEIR TOP FOUR FIRMS FOR CONSIDERATION AT THE NEXT MEETING; MOTION CARRIED.** A subcommittee consisting of Joe Erickson, Peter Van Steen, Gary Olsen, and Jake DeGrand will meet November 5, 2008 at 2 p.m. in the second floor meeting room to prepare a draft RFP (Flo will also be in attendance). The draft RFP will be mailed to members prior to the November 12 meeting. Flo mentioned that Leelanau County has created a Land Bank Authority and the county planner would be able to discuss with Delta County how they use DEQ loan funds.

- C. Peter Van Steen reported a number of Site Nomination forms have been received by the Authority. They will be reviewed later when there is a consulting engineer on board.

8. New Business

- A. Dave Rivard mentioned that Joe Erickson has been the interim Brownfield Authority Director since the inception of the Delta County Brownfield Authority. Dave Rivard suggested that Peter Van Steen be named as Director. **MOTION BY T. BRYAK SECONDED BY D. SPODECK THAT PETER VAN STEEN BE NAMED AS DIRECTOR OF THE**

DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY;
MOTION CARRIED.

B. Dave Rivard received the resignation of Tom Nordin from the Delta County Brownfield Redevelopment Authority. Discussion ensued as to replacements. Dave mentioned that he had discussed a possible vacancy on the board with Larry Grimsby, Ford River Township Supervisor. MOTION BY D. RIVARD, SECONDED BY T. BRAYAK TO RECOMMEND THE DELTA COUNTY BOARD APPOINT LARRY GRIMSBY TO THE DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY; MOTION CARRIED. Dave Rivard mentioned that he and Joe met with the Elizabeth Keller to discuss the city and county brownfield authorities; possibly after the first of the year the boards of Escanaba, Gladstone, Wells and the county can meet together.

C. EPA requires a written contract for services for those providing services to the Authority. The MACS Grant Program has submitted a bid for its technical services to be provided to the Authority in conjunction with the EPA grant. Bids are required from at least three other organizations for services to be rendered for the brownfield services. MOTION BY M. NELSON, SECONDED BY D. SPODECK TO SOLICIT BIDS FOR TECHNICAL SERVICES REPRESENTING THE COUNTY'S INTERESTS IN REGARD TO ITS EPA FUNDED GRANT PROGRAM; MOTION CARRIED.

9. Public Comments: Elizabeth Keller said the City of Escanaba is willing to work the county and the city brownfield authority will be nominating some parcels. She mentioned that the city is applying to EPA for grant funds.

10. MOTION BY D. SPODECK, SECONDED BY G. OLSEN TO ADJOURN AT 8:40 P.M.; MOTION CARRIED.

Minutes prepared by Peter Van Steen