

**DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**  
**November 12, 2008**

Members present: Donald Spodeck, Tom Brayak, Tom Rymkos, Gary Olsen, Mark Nelson, Dave Rivard, Larry Grimsby, Les Ruohomaki,

Director: Peter Van Steen

Members Absent: Jake DeGrand

Public: Joe Erickson, Jill Martin, Myron Berry, Dennis Bittner, John D'Addona

1. The meeting was called to order at 6:05 p.m. by Chairman Tom Rymkos in the Circuit Courtroom in the Delta County Courthouse. A quorum was present. Chairman Rymkos welcomed the two new members: Larry Grimsby and Les Ruohomaki to the board. Everyone gave a short introduction of himself.
2. The Pledge of Allegiance was recited.
3. MOTION BY D. SPODECK, SECONDED BY T. BRAYAK TO ACCEPT THE AGENDA AS PRINTED; MOTION CARRIED.
4. Gary Olsen questioned as to who is referenced to as the "county" in the previous meeting's minutes. Dave Rivard responded stating the Delta County Board made the application for the EPA grant and at the last county board meeting it was decided that the Brownfield Redevelopment Authority would make the ultimate decisions. MOTION BY D. RIVARD SECONDED BY L. GRIMSBY TO APPROVE THE MINUTES OF THE PREVIOUS MEETING; MOTION CARRIED.
5. Representatives of several consulting firms were recognized as being in attendance. There were no public comments.
6. There were no financial reports to review.
7. Old Business  
  
There was no old business.
8. New Business
  - A. Eleven consulting firms had earlier responded to the Delta County Brownfield Redevelopment Authority's Request for Qualifications. By consensus, it was decided each member would indicate his top four choices of consulting firms on a separate piece of paper and those firms

receiving four or more votes would be invited to respond to the Request for Proposal to the Brownfield Authority. Each member indicated on a slip of paper his selection of the top four consulting firms. Joe Erickson collected the slips and tabulated the results. The firms receiving four or more votes from the members present were Coleman Engineering Co.; Bittner Engineering/Environmental Consulting & Technology, Inc.; STS/AECOM; U.P. Engineers and Architects; and Wilcox Professional Services. MOTION BY L. GRIMSBY, SECONDED BY D. SPODECK TO SEND THE REQUEST FOR PROPOSAL TO COLEMAN ENGINEERING CO.; BITTNER ENGINEERING/ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.; STS/AECOM; U.P. ENGINEERS AND ARCHITECTS; AND WILCOX PROFESSIONAL SERVICES; MOTION CARRIED.

- B. The members reviewed the draft Request for Proposal. A subcommittee comprised of Gary Olsen, Jake DeGrand, Flo McCormack, Peter Van Steen, and Joe Erickson prepared the document. MOTION BY T. BRAYAK, SECONDED BY G. OLSEN TO ACCEPT THE REQUEST FOR PROPOSAL; MOTION CARRIED. MOTION BY D. RIVARD, SECONDED BY L. GRIMSBY TO SEND OUT AN INITIAL LETTER OF INTEREST TO THE FIVE FIRMS AND UPON THEIR AFFIRMATIVE RESPONSE FORWARD A REQUEST FOR PROPOSAL TO THEM WITH A DUE DATE OF DECEMBER 30, 2008 AT 2:00 P.M. EST.; MOTION CARRIED.
  - C. The Michigan Association of Counties, Grant Services Program has indicated their interest in providing technical services to the Brownfield Authority in connection with the EPA funded grant. Letters soliciting interest from CUPPAD, Delta County Community Action Agency and UPCAP Services to provide services to the Authority were sent out. A response was only received from CUPPAD who declined to submit a proposal for the project. MOTION BY G. OLSEN, SECONDED BY L. GRIMSBY TO CONTRACT WITH THE MICHIGAN ASSOCIATION OF COUNTIES GRANT SERVICES PROGRAM FOR TECHNICAL ASSISTANCE WITH THE EPA FUNDED GRANT PROJECT; MOTION CARRIED.
  - D. The city of Escanaba is submitting a grant proposal to the EPA for funding of brownfield assessment grants. The city requested support of its grant application. MOTION BY D. RIVARD, SECONDED BY T. BRAYAK TO AUTHORIZE SENDING A LETTER OF SUPPORT TO THE CITY OF ESCANABA; MOTION CARRIED.
9. John D'Addona thanked the Authority for the opportunity to submit the RFQ and to respond to the RFP. Jill Martin indicated the letter of support should indicate that development of brownfields would not impact wetlands.

10. MOTION BY D. SPODECK, SECONDED BY G. OLSEN TO ADJOURN AT 7:25 P.M.; MOTION CARRIED.

Minutes prepared by Peter Van Steen