

DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
December 9, 2009

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

Director: Peter Van Steen

Members Absent (excused): Jake DeGrand, Don Spodeck

Public: Joe Erickson, Jill Martin

1. The meeting was called to order at 6:03 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. MOTION BY L. GRIMSBY, SECONDED BY L. RUOHOMAKI TO ACCEPT THE AGENDA AS PRINTED; MOTION CARRIED.
4. MOTION BY D. RIVARD SECONDED BY T. BRAYAK TO APPROVE THE MINUTES OF THE PREVIOUS MEETING; MOTION CARRIED.
5. There were no public comments.
6. There were no financial reports to review. Peter Van Steen reported that the Request for Proposals was sent to all five engineering consultant firms with a due date of December 30, 2008. There have been no questions asked by the firms regarding the proposal.
7. Old Business

There was no old business.
8. New Business
 - A. The Michigan Association of Counties, Grant Services Program submitted a contract for providing technical services to the Brownfield Authority in connection with the EPA funded grant. Per EPA contract, the maximum amount for the services is \$20,000. The agreement will between the Delta County Brownfield Redevelopment Authority and MAC with the appropriate changes made to the contract as submitted by MAC.
MOTION BY D. RIVARD, SECONDED BY G. OLSEN TO APPROVE THE GRANT IMPLEMENTATION SERVICES AGREEMENT WITH THE MICHIGAN ASSOCIATION OF COUNTIES AND AUTHORIZE

THE CHAIRMAN OF THE BROWNFIELD AUTHORITY TO SIGN THE DOCUMENT; MOTION CARRIED.

- B. Discussion on the timeline and process for selection of the Consultant. Proposals are due December 30, 2008 at 2:00 p.m. with bid opening at 2:15 p.m. It was the consensus of the Authority to have Tom Brayak, Tom Rymkos and Dave Rivard present at the bid opening.

There was discussion if interviews will be conducted by the entire Authority or by an Interview Committee. A couple members did not feel comfortable being part of the interview process and others expressed concern about committing an entire day to the interview. Interviews would be conducted of those responding to the RFP. Flo McCormack had expressed desire to be present at the interviews and at the meeting where the consultant is selected. She had indicated that if both meetings were held in the same week she would be able to attend both meetings.

MOTION BY G. OLSEN SECONDED BY M. NELSON TO APPOINT AN INTERVIEW COMMITTEE COMPOSED OF LARRY GRIMSBY, DAVE RIVARD, MARK NELSON AND TOM RYMKOS WITH INTERVIEWS SCHEDULED IN THE AFTERNOON AND EVENING OF JANUARY 13, 2009 AND A REGULAR MEETING OF THE BROWNFIELD AUTHORITY BE HELD ON JANUARY 14TH AT 6:00 P.M. TO REVIEW/DISCUSS THE INTERVIEWS AND PROPOSALS AND SELECT A CONSULTANT; MOTION CARRIED. The tentative order of interviews is UPEA, Coleman Engineering, STS, Wilcox and Bittner/ECT.

There was discussion on the possibility have the Authority having two consultant working together on the project, or one or two being subcontractors with a selected Prime Consultant. EPA will be consulted on whether two consultants could work on the assessment work.

- C. Flo McCormack developed questions for use in the interview process. Prior to the interviews, the members will meet to review the questions.
9. Dave Rivard asked if the time and date is convenient for the members. Discussion but no change in time and date was made. This will be an agenda item for the January meeting. No other public comments.
10. MOTION BY T. BRAYAK, SECONDED BY D. RIVARD TO ADJOURN AT 7:02 P.M.; MOTION CARRIED.

Minutes prepared by Peter Van Steen