

MEETING MINUTES
DELTA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
Wednesday, June 17, 2009

Members present: Tom Rymkos, Gary Olsen, Dave Rivard, Larry Grimsby, Don Spodeck, Tom Brayak

Members Absent: Mark Nelson

Director Peter Van Steen present

Public: Dennis Bittner, John D'Addona, Gabriel Zawadski

1. The meeting was called to order at 6:34 pm by Chairman Tom Rymkos in the Circuit Courtroom of the Delta County Courthouse. A quorum was present.
2. The Pledge of Allegiance was recited.
3. Additions to the agenda were presented: payment of \$114 to Bay College, site assessment request for Cycle City, Inc. and Delta County Road Commission garage in Wells. MOTION BY LARRY GRIMSBY, SECONDED BY DON SPODECK TO ACCEPT THE AGENDA WITH THE MODIFICATIONS AS PRESENTED; MOTION CARRIED.
4. MOTION BY GARY OLSEN, SECONDED BY DAVE RIVARD TO APPROVE THE MINUTES OF THE LAST MEETING; MOTION CARRIED.
5. Gabriel Zawadzki, Flo McCormack's assistant introduced himself.
6. REPORTS:
 - A. Peter Van Steen reported on attendance at the Land Bank Conference in Traverse City; outreach activities in meeting with local real estate agents, bankers sellers of property to discuss the program and encourage participation; the second quarterly report was submitted and approved by EPA and information on the site assessment projects have been entered in the EPA ACRES database system (the date the consultants are authorized to begin work on the project for the ACRES database is the date EPA approved the eligibility determination request).
 - B. Dennis Bittner presented a consultant progress report for Bittner/ECT. Dennis presented a tracking report summary sheet that will be used to identify projects and the status of projects being worked on. Dennis gave an update on the current projects being worked on. The Phase I assessment of the Delta County Road Commission Garden garage should be completed by the next meeting; Dennis anticipates that a Phase II will be required. To facilitate the process, Dennis asked the Board to authorize Bittner/ECT with development of plans required by EPA that need EPA approval before starting the Phase II assessments. MOTION BY DAVE RIVARD,

SECONDED BY TOM BRAYAK TO HAVE BITTNER/ECT PROCEED WITH DEVELOPMENT OF HEALTH AND SAFETY PLAN AND SAMPLING AND ANALYSIS PLAN AT A COST STIPULATED IN THEIR PROPOSAL; MOTION CARRIED. Dennis mentioned the QAPP is still being reviewed by EPA.

C. The second quarterly report was reviewed. Monthly financial reports for April and May were presented. Bittner/ECT will provide financial information on costs incurred for each project.

D. BILLING APPROVALS:

1. MOTION BY DON SPODECK, SECONDED BY LARRY GRIMSBY TO APPROVE THE INVOICE SUBMITTED BY BAY COLLEGE IN THE AMOUNT OF \$114 FOR SERVICES IN CONJUNCTION WITH OUTREACH PROGRAM; MOTION CARRIED

2. MOTION BY DAVE RIVARD, SECONDED BY GARY OLSEN TO APPROVE THE INVOICE SUBMITTED BY MAC IN THE AMOUNT OF \$37.50 FOR SERVICES RENDERED IN MAY FOR THE DELTA COUNTY SITE ASSESSMENT GRANTS; MOTION CARRIED.

3. MOTION BY GARY OLSEN, SECONDED BY DAVE RIVARD TO APPROVE THE INVOICE SUBMITTED BY PETER VAN STEEN IN THE AMOUNT OF \$200 FOR SERVICES RENDERED IN MAY FOR THE DELTA COUNTY SITE ASSESMENT GRANTS; MOTION CARRIED.

4. MOTION BY DAVE RIVARD, SECONDED BY LARRY GRIMSBY TO APPROVE THE INVOICE SUBMITTED BY BITTNER/ECT IN THE AMOUNT OF \$10,851.90 FOR SERVICES RENDERED IN MAY FOR THE DELTA COUNTY SITE ASSESSMENT GRANTS; MOTION CARRIED.

7. UNFINISHED BUSINESS:

D. The meeting minutes and meeting schedule will be posted on the county website; Peter will send the past minutes and meeting schedule to Brandon at the courthouse. John will send the outreach presentation to Brandon to be posted on the website. John will also provide the site nomination form to Brandon.

E. Two outreach sessions were held: program addressed to bankers and real estate personnel held at Bay College and meeting with townships at recent township association meeting. Dennis suggested meeting individually with township supervisors; Dennis will contact supervisors to start this process. Dave Rivard mentioned we should approach the Daily Press to have a feature article on the Brownfield program. Dave Rivard and Larry

Grimsby also mentioned the program at recent joint governmental meeting and to the Delta County Chamber Director.

- F. Discussed/reviewed criteria to be used in prioritizing brownfield sites. Reviewed criteria suggested by Flo McCormack and a revised scoring system as developed by Tom Brayak. Bittner/ECT passed out a recommended site prioritization form with four factors (chemicals used at the site, public health issues, developer interest and location) with points ranging from 0-5 for each factor. Discussion ensued. **MOTION BY TOM BRAYAK, SECONDED BY DAVE RIVARD TO ADOPT THE SITE PRIORITIZATION FORM AS RECOMMENDED BY BITTNER/ECT; MOTION CARRIED.**
- G. John talked with an EPA official at the recent Land Bank Authority conference who suggested the county have at least one site identified in an RLF application. At present, Delta County does not have a track record and it could be difficult to respond to questions in the application at present. John suggested waiting until the Fall so the county will be able to answer/respond to questions in the application.
- H. Discussion on the establishment of Land Bank Authority for Delta County. **MOTION BY DAVE RIVARD, SECONDED BY LARRY GRIMSBY TO HAVE PETER VAN STEEN PROCEED WITH THE PAPERWORK TO ESTABLISH A LAND BANK AUTHORITY FOR DELTA COUNTY; MOTION CARRIED.**

8. NEW BUSINESS

- A. Reviewed site assessment request from Cycle City, Inc. for the property on North Lincoln Road; there have been inquiries into the property. A site access agreement has been obtained from the current owner, Cycle City, Inc. **MOTION BY TOM BRAYAK, SECONDED BY GARY OLSEN TO APPROVE CONDUCTING A PHASE I SITE ASSESSMENT IN AN AMOUNT OF \$2,000 AT THE CYCLE CITY INC. PROPERTIES AT 1401 AND 1415 NORTH LINCOLN ROAD; MOTION CARRIED.**

Reviewed request presented by Dennis Bittner to conduct a Phase I assessment at the Delta County Road Commission Wells Township garage. It was decided to postpone action on this property until the nominated sites have been ranked using the adopted scoring prioritization.

Dennis Bittner suggested that a Standing Committee be established to review requests for assessments in between Authority meetings. **MOTION BY DAVE RIVARD; SECONDED BY DON SPODECK TO ESTABLISH A STANDING COMMITTEE TO REVIEW AND TAKE ACTION ON BEHALF OF THE BROWNFIELD AUTHORITY FOR REQUESTS FOR ASSESSMENTS AND TOM BRAYAK AND LARRY GRIMSBY BE APPOINTED AS MEMBERS WITH OTHER MEMBERS**

SERVING AS ALTERNATES; MOTION CARRIED. It is the intent of the Standing Committee to take action in “emergency situations” where the request cannot wait until the next meeting.

9. PUBLIC COMMENTS: None

10. MOTION TO ADJOURN BY LARRY GRIMSBY, SECONDED BY DON SPODECK AT 8:50 PM; MOTION CARRIED.

Minutes submitted by Peter Van Steen