

Brownfield Redevelopment Authority (BRA)
Minutes June 8, 2021
In-person & Zoom

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6-8-21

1. Call to Order & Introductions

Chair Dasho called the meeting to order with the time being 1:30pm.

2. Roll Call

Members Present:	Dr. Rachael McCoy	Tim Ellis	Dan Dasho
	Jim Devaprasad	Gary Sharp	Rob Landis
	Tom Veum		

Members Absent: Kelley Bunker

Staff Present: Jeff Holt Tracey Laitinen

Others Present: Kali Brosco – City Assistant Treasurer/Accountant
Mac McClelland – Otwell Mawby
Kristin Collins – City Finance Director
Morrie Walworth – LSSU CFO

It was moved by Ellis, supported by Landis to excuse those board members absent. Motion passed unanimously.

3. Changes or Additions to the Agenda-None at this time

4. Matters presented by the Public-None at this time

5. Approval of Minutes

It was moved by Landis supported by Ellis to accept the May 11, 2021 meeting minutes. The motion carried unanimously.

6. Approval of Financial Report

Brosco reviewed the financial report ending April 30, 2021 for City Fund 243. Revenues are \$1,440 with \$11,959 in environmental expenditures. There is approximately \$18,000 remaining in the budget for this year and \$140,000 in the fund balance.

Moved by Devaprasad, supported by Ellis to approve the financial report as presented. The motion carried unanimously.

7. Selection of firm for RFP Q-7-21 pending City Commission approval

Holt gave some background on the Mac Building project and EGLE's request for third party environmental oversight. A RFP was prepared and advertised through the City Clerk's office and only one bid was received, not to exceed the plan's budgeted amount of \$42,500. McClelland is familiar with Trimedia, as well as the EDC, as they were the environmental consultant on the LSSU CFRE project. Dasho inquired about the large admin fee to which McClelland explained that this line item can be utilized elsewhere if needed or if not necessary then funds do not need to be maxed out.

Moved by Landis, supported by Ellis to approve the selection of Trimedia, the sole bidder, for RFP Q-7-21 pending City Commission approval. The motion carried unanimously.

8. EGLE Grant Agreement for the MAC Building Redevelopment pending City Commission approval

McClelland gave an update on the project noting that this is a draft agreement that is under review with EGLE concurrently. It was determined that a vapor mitigation system will be required along with soil removal and disposal, asbestos abatement, selective demolition, and potential dewatering. Dasho inquired about where the vapor mitigation was in the budget to which McClelland replied that it was included under Due Care activities at \$375,000.

Moved by Sharp, supported by Landis to approve the EGLE Grant Agreement for the MAC Building pending City Commission approval. The motion carried unanimously.

9. Project Updates

A. CENTER FOR FRESHWATER RESEARCH AND EDUCATION (CFRE) EGLE BROWNFIELD GRANT AND LOAN

The following is a project update for the Michigan Department of Environment, Great Lakes and Energy (EGLE) Brownfield Grant and Loan to the Sault Ste. Marie Brownfield Redevelopment Authority for environmental response activities and site demolition for the Center for Freshwater Research and Education of Lake Superior State University.

- Work on the interior and exterior of the CFRE building continues.
- Sanitary, water and storms lead and connections continue. Soils were removed from these excavations that will require loading, transport and disposal under the EGLE Loan.
- The site work for the storm water retention basin and anticipated additional site demolition work is anticipated to begin in June.
- A Pre-construction meeting will be held on June 2 with Bacco and the City to initiate the contract. After sanitary, water and storm utilities are completed, work is anticipated to begin on Salmon Run Way, likely late June or early July. A limited amount of soils may need be removed under the EGLE Grant/Loan.
- An extension for the EGLE Brownfield Grant and Loan from July 23, 2021 to July 23, 2022 was approved by the SSMBRA on May 11 and by the City Commission on May 17 and executed by the State on May 20.
- The Quarterly Report for Q2 FY 2021 was submitted on April 30, 2021. The following is a summary:

Payments	Expenses	Loan	Loan Payment
LSSU	\$857.37	\$857.37	\$857.37
SSMBRA	\$527.50	\$527.50	\$527.50
Otwell Mawby	\$2,200.00	\$2,200.00	\$2,200.00
	\$3,584.87	\$3,584.87	\$3,584.87

Holt explained the need for the extension due to delays with Covid that was recently approved by the Commission and EGLE to end July 23, 2023. McClelland explained that the loan and grant should wrap by September 30th and then the retainage can be returned to LSSU. Perron was unable to attend but emailed an update that Burton is working on Salmon Run Way and that this includes the water tap main at Portage Ave. Once Burton is finished then Bacco can start which he anticipates the first week of July.

B. Bambi/Family Dollar

Holt reported that the Family Dollar store has been sold and the Brownfield has been transferred and the public fee has been paid and delivered to city hall (5% or \$2,000) which was \$2,900.

10. Review any submitted applications – none at this time

11. Other Matters – none at this time

12. Next meeting will be determined by survey monkey. Please check your email.

13. Adjournment

It was moved by Ellis, supported by Devaprasad to adjourn the meeting at 1:52pm. The motion was carried unanimously.

Tim Ellis, Secretary

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