

**Brownfield Redevelopment Authority**  
**Minutes May 9, 2017**  
**Smartzone Building**

1. **Call to Order**

Chairman Welton called the meeting to order at 1:16 p.m.

2. **Roll Call**

|                  |               |                   |                |
|------------------|---------------|-------------------|----------------|
| Members Present: | Gwen Worley   | Dan Dasho         | Tom Veum       |
|                  | Bob Mattson   | Doug Welton       | Jim Devaprasad |
|                  | Kelley Bunker | Dr. Rachael McCoy | Steve Glezen   |

Members Absent: None

Staff Present: Jeff Holt Tracey Laitinen

Also Present: Oliver Turner, City Manager  
Rebecca Bolen, EUP Regional Planning & Development

3. **No changes or Additions to the Agenda**

4. **Matters presented by the public**

No public present at this time.

5. **Approval of Minutes**

Moved by Dasho, supported by Worley to approve the February 14, 2017 minutes. The motion carried unanimously.

6. **Approval of Financial Report**

Laitinen submitted the financial report ending March 31, 2017 for City Fund 242 with a balance of \$35,401. Projected revenue is approximately \$35,800 annually.

Holt reviewed the total expected revenue over the next several years and how the reimbursement program works.

Moved by Bunker, supported by Veum to approve the financial report as presented. The motion was carried unanimously.

7. **Demolition Costs for 2 homes**

Included in the packet was background information from Turner on the almost 8 year process in condemning these 2 properties. Back taxes were owed on 606 Eureka and 629 Magazine. The County foreclosed on the properties and offered them to the State of Michigan. The State did not want the property so the City was able to obtain them with the intent to remove the blighted structures. Discussion was had on the process with Turner noting that unpaid taxes in the City are paid by the County. Worley inquired on past use of BRA funds to demolition homes to which Holt replied that this would be the first time this had been done. Holt reiterated that in order to help market our community we need to invest and utilize these funds. Veum inquired on the parcel sizes which were noted to be small. Worley inquired on use of vacant lots, after the demolition,

and suggested that Sault Housing might be interested since they were having a hard time finding sites to build in previous years. Turner noted that preliminary estimates have come in at \$30,000 total for both of the homes but that bids would be taken later this year. McCoy supported this notion noting that we cannot continue to revitalize all our old buildings and that some just need to be demolished noting Petoskey, Gaylord and Marquette are all cleaning up their towns. Bunker inquired on the future sale of the lots once they were cleaned up.

Moved by McCoy, supported by Dasho to approve the estimated demolition costs for 606 Eureka and 629 Magazine Street for a total of \$30,000 as presented. The motion was carried unanimously.

**8. Acceptance of final budget**

Pending final City Commission approval May 15<sup>th</sup> the BRA budget will have expenses of \$30,000 and revenue of \$35,800. Future discussion of potential projects will need to occur to spend down funds.

Veum asked about proceeds giving an example of selling them for \$5,000 each. Turner noted that any revenue would be returned to the pro rata to the taxing jurisdictions.

It was moved by Glezen, supported by Bunker to accept the budgets for fiscal 2017-2018 and 2018-2019 as presented. The motion carried unanimously.

**9. Application Materials**

Holt noted the timeline and how the process would flow. Laitinen noted that input was gathered from the City Assessor, City Finance, City Planning, the City Attorney, the City Manager and Jen Tucker at the DEQ before coming forward with these materials. The BRA will now have a formal process and a way to capture jobs created, this will also ensure tax payer dollars are being well spent. The EDC website will be updated as soon as possible with the fillable forms. Marketing and outreach will be done in the months to come.

It was moved by Worley, supported by Veum to accept the Timeline, Anonymous submission and Phase I & II applications as presented. The motion carried unanimously.

**10. Revised Bylaws**

Laitinen reviewed the updated version including address, making the document gender neutral as well as to reflect that City Finance does all the collection and distribution of BRA funds.

It was moved by Glezen, supported by Mattson to accept the amended bylaws as presented. The motion carried unanimously.

**11. Update on the Bambi Project**

Holt gave an update that the store should be open soon. Laitinen noted that the signs were up but that no formal opening had been announced.

**12. EUP Regional Planning – Brownfield Coalition**

Rebecca Bolen was present to give an update to the board. State level support for the project has been dwindling and other projects have been funded. If the \$600,000 was approved an EUP Coalition would be formed including the City of SSM, Kinross,

Chippewa, Luce and Mackinac Counties, and Sault Tribe. Each body would send a representative with applications to review for project support. Bolen has met with DEQ and the DEQ will provide site review at no cost with the possibility of covering Phase 1 and 2 environmental studies.

It was moved by Dasho, supported by Glezen to adjourn the meeting at 1:42 p.m. The motion was carried unanimously.

A handwritten signature in black ink, appearing to read 'Dan Dasho', is written over a horizontal line.

Dan Dasho, Secretary