

**Brownfield Redevelopment Authority (BRA)**

**Minutes February 9, 2021**

**Via Zoom**

**1. Call to Order & Introductions**

Chair McCoy called the meeting to order with the time being 1:03pm.

**2. Roll Call**

Members Present:	Tom Veum Dan Dasho	Dr. Rachael McCoy Gary Sharp	Jim Devaprasad Rob Landis
Members Absent:	Kelley Bunker	Tim Ellis	
Staff Present:	Jeff Holt	Tracey Laitinen	
Others Present:	Mac McClellan, Otwell Mawby Kali Brosco, Accountant/Deputy Treasurer Morrie Walworth, LSSU Vice President for Finance & Operations Brian Chapman, City Manager Jeff Hagan, EUP Regional Planning Tyler Perron, City Engineering		

It was moved by Devaprasad, supported by Dasho to excuse those board members absent. The motion carried unanimously.

**3. Changes or Additions to the Agenda-None**

**4. Matters presented by the Public - None**

**5. Approval of Minutes**

Moved by Devaprasad supported by Dasho to approve the January 12, 2021 minutes. The motion carried unanimously.

**6. Approval of Financial Report**

Brosco reviewed the financial report ending December 31, 2020 for City Fund 243. The two environmental reimbursements were processed last week and will be reflected on the next financials. \$3,000 is left in the environmental line item and approximately \$140,000 in the fund.

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

**7. LSSU CFRE Project Update**

McClellan updated the group on the project:

**PROJECT UPDATE – February 1, 2021  
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.

- The structural slab as part of the Special Foundations was installed mid-December, with the approval of the amendment to Work Plan #4 for Special Foundations to increase the approved expenses, due to remaining historic foundations and structures being left in place and cantilevering a portion of the CFRE foundation.
- The storm water system was revised to provide for a retention basin, which will mean additional excavation and likely additional site demolition work. A supplement Work Plan #2B to request an increase in the demolition costs under the Loan in the amount of \$106,500 was approved by EGLE.
- An amendment to allocate the balance of the Grant funds from Investigation, Third Party Review, and Admin (\$51,442.18) to Due Care for soil disposal and Special Foundation to ensure that all Grant funds are utilized was approved by EGLE. Any subsequent expenses from the three above line items would be allocated to the Loan. Administrative expense in Q1 FY 2020 were allocated to the Loan to maintain the values for the line item adjustment.
- The EGLE Grant Contract includes a 10% retainage (in this case, \$100,000) at the end of the Grant until the Grant and Loan are closed out. Grant expenditures through December 31, 2020, Q1 FY 2021 were \$948,577.81, so retainage now totals \$48,477.81. The balance of grant expenditures will be withheld until the work is completed, a final report is submitted, and the project is closed out.
- The Q1 FY 2021 Quarterly Report for the period October 1 – December 31, 2021 was submitted. The following are the anticipated reimbursements:

McCoy added that it has been nice to drive by and see the construction progressing and that she cannot wait for the open house.

Payment	Expenses	Grant	Retainage	Total Retainage	Grant Payment	Loan	Loan Payment
LSSU	\$169,124.59	\$0.00		(\$45,567.81)	<b>\$0.00</b>	\$169,124.59	<b>\$169,124.59</b>
SSMBRA	\$191.25	\$0.00	\$0.00	(\$377.50)	<b>\$0.00</b>	\$191.25	<b>\$191.25</b>
Otwell Mawby	<u>\$3,685.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	(\$2,612.50)	<b><u>\$0.00</u></b>	<u>\$3,685.00</u>	<b><u>\$3,685.00</u></b>
	\$173,000.84	\$0.00	\$0.00	(\$48,557.81)	<b>\$0.00</b>	\$173,000.84	<b>\$173,000.84</b>

#### 8. Mac Building Brownfield Plan 411 W. Portage Ave.

McClelland built on last month's initial presentation of the property and progress with the Brownfield plan. McClelland shared the potential timeline and will be presenting this material to the Downtown Development Authority tomorrow. The group reviewed the Interlocal Agreement and McClelland reviewed the necessary process of public hearings. Next month the documents will be updated with the language of the City's attorney and will be ready for action by the SSMBRA and DDA. EGLE grants were just issues statewide and \$9.5 million is available. This plan does allow for SSMBRA administration reimbursement. At this point there is no upfront risk or obligation.

- February 9 – SSMBRA Brownfield Plan resolution and Interlocal Agreement
- February 10 – DDA introduction to Interlocal Agreement (Mac - presentation)

- No Later Than March 5 – Notices to Taxing Jurisdictions (Mac will prepare notices for distribution by City)
- March 10 – DDA Interlocal Agreement
- March 15 – City Commission Public Hearing and Brownfield Plan (Mac will provide resolution)

*It was moved by Dasho, supported by Landis, to adopt the resolution approving the Brownfield Plan for reimbursement of Environmental and Non-Environmental Eligible Activities, costs for Brownfield Plan preparation, approval, and implementation, and SSMBRA Administration and Operation for the MAC Building with final form approved by the SSMBRA Executive Director. The motion carried unanimously.*

**9. Review any submitted applications – none at this time**

**10. Other Matters**

**Next meeting is March 9, 2021 via Zoom**

**11. Adjournment**

*It was moved by Devaprasad, supported by Dasho to adjourn the meeting at 1:45 p.m. The motion was carried unanimously.*



Dan Dasho, Secretary