

GRAND TRAVERSE COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of Thursday, January 26, 2023

Anne Jamieson called the meeting to order at 8:00 a.m.

Members Present: John Peck, Scott Sieffert, Gary Howe, Shea O'Brien, Tim Werner,  
Amanda Scott (8:10)  
Excused: Marv Radtke  
Absent:  
Others Present: Anne Jamieson, Chris Forsyth, Heidi Scheppe, Scott Howard, Lisa Emery

PUBLIC COMMENT:

None

NOMINATIONS:

Peck questioned the Bylaws noted in the agenda.

The Board and legal counsel discussed the nomination process and amending the bylaws.

It was decided to table the elections of Board Chair and Vice Chair. Gary Howe will serve as Chair until a nominating committee makes further recommendations.

A nomination committee composed of Gary Howe, Marv Radtke, and John Peck was created.

Jamieson asked if the Board would like the bylaws to be amended.

At the next meeting Jamieson will provide amended bylaws for discussion.

AGENDA APPROVAL:

**MOVED** by Werner seconded by O'Brien to approve the agenda as presented.  
**APPROVED** unanimously.

CONSENT CALENDAR:

- a. Approval of December 15th, 2022 Meeting Minutes
- b. Approval to pay invoices (Administrative payables – claims listing)
  - 1) TC Place LBRF Loan – Applied Environmental total amount for 3rd of groundwater testing to evaluate reduction in chlorinated solvents in the groundwater as a result of the groundwater remediation– total recommended approval Invoice #7855- \$17,800.02.
  - 2) Brownfield Administrative Fund – ECT - Invoice # : 224953 - \$11,415.00; Invoice #226116 -\$4,435.00; Invoice #230449 - \$11,348.75

3) TIF Reimbursement – City of Traverse City and Joint Planning Commission Engineering Study at the Commons – Hubbell, Roth & Clark consulting engineers – Invoice# \$40,084.36

c. Receive and File: None

Jamieson stated an invoice was not included in the packet but included in the consent calendar.

**MOVED** by Sieffert seconded by O'Brien to approve the consent calendar with the addition of a claims invoice that was not included in the packet.

**APPROVED** unanimously.

SPECIAL ORDER OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR:

None

DEPARTMENTAL ITEMS

- a. Treasurer
  - 1) Trial Balance/Monthly Brownfield Activity Sheet – Heidi Scheppe
- b. Legal Counsel – Howard stated a review of the bylaws will be presented at the next meeting
- c. Administration – Update on the 211 and 221 property, regarding monthly testing. There have been favorable results coming back with an update coming from Applied Environmental with the full results.

OLD BUSINESS

None

NEW BUSINESS

- a. Approve \$200,000 of LBRF dollars as collateral to back the State Land Bank Authority – Blight Elimination Grant in order to waive the lien on the property.

Forysth provided a background on the project.

Jamieson provided information on how the funds will be used.

The Board discussed the questions regarding the liability of the lien that would be waived.

**MOVED** by O'Brien, seconded by Sieffert to approve \$200,000 from the GTCBRA LBRF to provide collateral in order to seek a waiver of lien on Cottage 34, as defined in A 166 of 2022, Section 1094f(2), appropriated monies to SLBA for blight elimination grants RFP.

**APPROVED** unanimously.

PUBLIC COMMENT/INPUT:

NONE.

ADDITIONAL BOARD COMMENTS

NOTICES

- a. Next GTCBRA meeting is on February 23, 2023

SPECIAL MATTERS:

None

ADJOURNMENT: Meeting adjourned at 8:28 am

DRAFT