

Minutes
Keweenaw County
Brownfield Redevelopment Authority
July 23, 2008 6:30 pm
Keweenaw County Courthouse
Eagle River Michigan 49950

In accordance with procedure, the new KCBRA members appointed by the County Board of Commissioners were sworn in by Marilyn Winquist, County Clerk.

Roll call of members appointed by the County Commission, July 2, 2008 - All present Janet Shea - Mac Marzke - Steve Karpiak - Marlin Wingard - Mark Bonner

Public Meeting
Brownfield Hazardous Substance Assessment Award R05-08-A-095, Keweenaw County

The Public Meeting was called to order at 6:30 pm.

The original grant proposal and the grant application Cooperative Agreement were made available at the Keweenaw County Courthouse Clerk's Office prior to the public meeting to allow public review and comment. The meeting was opened for further public comment. Eleven people were in the audience (sign-in list attached).

Being there were no public comments, it was moved to adjourn the public hearing. Carried. Adjourned public hearing at 6:35 pm.

**Meeting of the Keweenaw County
Brownfield Redevelopment Authority**

The meeting was called to order at 6:35 pm.

The Agenda was approved as presented.

Guests

Flo McCormack, Michigan Association of Counties, answered numerous questions from the Authority and the audience, as noted in the following minutes**. She presented MAC Brownfield booklet to the Authority for their information and review.

Unfinished Business

None

New Business

Member Terms of Service were approved, staggered over 3 years:

Mac Marzke - 1 year
Steve Karpiak - 1 year
Mark Bonner - 2 years
Marlin Wingard - 3 years
Janet Shea - 3 years

It was noted by Flo McCormack that terms would not expire at the end of the time period stated above until a replacement was found to fill the position.

Motion made and carried to adopt Roberts Rules of Order.

Members' oaths of office, sworn in by the Clerk (above).

Appoint Chairman, Vice-Chairman, Secretary

Motions made and carried to approve:

Janet Shea - Chairman

Marlin Wingard - Vice-Chairman
Mark Bonner - Secretary

Chairman Shea requested suggestions for additional members (4 positions open), (Require County Commission approval.)

** Compensation to KCBRA members was discussed. Flo McCormack clarified that mileage and treats for the meetings were allowable expenses but that payment for meeting attendance is not. There is a line item in the EPA approved Work Plan to cover supplies related to KCBRA activities. Grant fund accounting must be set up as a separate line item in the County budget.

** Review Notice of Request for Qualifications and Proposals to retain a Consultant was reviewed. The Authority chose to use a two-part RFQP, asking initially for an RFQ, followed by a more detailed proposal. MAC will assist in sanitizing the prospective consultants' information for the purposes of conducting a blind review and will compare the proposals through a matrix system that reviews experience and compares per-task information. The Authority, at their option, could then conduct face-to-face interviews with a selected group of consultants before making a decision. Flo McCormack will send the two-part RFQP forms for review. She also advised the Authority to take time to choose a consultant; there are many other action items that can be accomplished beforehand. She will send a generic timeline example for our use in determining the steps needed and a form that can be used by the public for identifying possible brownfield sites.

** Notification to County Treasurer to set up accounts under the ASAP accounting system: The County Treasurer would be designated a secondary contact as the Financial Officer, plus two additional names. Janet Shea will coordinate with the County Treasurer to assure the accounts are set up properly to receive EPA grant funds when released (estimated September).

** MDEQ "Sunny Money" Grant for Site-Specific assessment Flo McCormack said that this grant can be applied for at any time. Typically, applications are accepted annually until all of the allotted times are filled. Work on sites by DEQ staff occurs during the Spring, Fall and Summer months with report writing being completed during the winter months. For example, a governmental unit can apply for the services in the spring, with assessment activities taking place in the Summer and receive a final report with laboratory analyses in late fall or winter. No cost share is required for this service, but the property must be owned, or will be owned, by a governmental entity.

** Interim use of Mt. Horace Greeley was discussed. Since the facility has been closed for three years, there may be contamination that has occurred before or during its closure. Until an assessment is done in Phase I and Phase II, interim uses are not advisable.

Janet Shea gave the Authority members brownfield information on CD for study and review, to be discussed at the next meeting:

Hazardous Substance Assessment Award submitted to EPA on June 4, 2006
Cooperative Agreement application in connection with the award of a Brownfield (i.e., the Work Plan)
Notice of Request for Qualifications and Proposals to retain a Consultant
Other Brownfield Information

Motion by Mark Bonner, second by Marlin Wingard to conduct future KCBRA meetings on the 4th Wednesday of each month, at the Keweenaw County Courthouse, Eagle Harbor, MI at 6:30 pm. Motion carried.

Public Comment - None

Motion for adjournment at 8:45 pm.

Janet Shea, Chairman

Mark Bonner, Recording Secretary

