

CRAWFORD COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
HELD ON THE 21th Day of NOVEMBER 2017 @ 9 AM
200 W. MICHIGAN AVENUE, GRAYLING, MICHIGAN

The Regular Meeting of the Crawford County Brownfield Redevelopment Authority was called to order by Paul Compo, at 9:02, A.M. in the Crawford County Building, Grayling, Michigan on the 21st Day of November 2017.

1) Roll Call

Members Present: Paul Compo, Lynn McConnell, April Hehir, Erich Podjaske, Abigail Ertel, Joe Wakeley (Late Arrival)

Members Absent: None

Others Present: Margie Lathrop, Tim Rombach – ATC Group Services, Therese Kaiser – Northern Market, Doug Baum – City of Grayling/Northern Market, Thomas Steffen – Steffen Development, and Mac McClellan – Otwell Mawby, Anne Jamieson (via phone) – ATC Group Services

2) Approval of Agenda

Motion by McConnell, Second by Hehir, to accept agenda as written.

Ayes (5) five, Nays (0) none, Absent (1) one, Motion Carried.

3) Public Comment

None

Joe Wakeley arrived at 09:05 a.m.

4) Approval of Minutes – October 17, 2017

Motion by Podjaske, Second by McConnel, to accept minutes with correction. Correction: Misspelling on Ertel email.

Ayes (6) six, Nays (0) none, Absent (0) none, Motion Carried.

5) Conflict of Interest Declaration

Hehir – Stated she is employed by ATC Group Services (ATC) and has no personal gain from any projects presented to the Board by ATC.

Ertel – Stated that she is an employee of Huron Pines and they are working with Northern Market on another project and she has no personal gain from the Northern Market Project.

6) New Business

- a) Brownfield Plan for Northern Market– Ms. Lathrop discussed MDEQ eligible activities table included in the Brownfield Plan and Ms. Jamieson discussed the details of the Tax Increment Financing (TIF) table for the Plan. Discussion took place regarding the TIF table and clarification to the administrative fees and reporting requirements. Lathrop explained administrative fees can be used to hire a consultant for documentation review, invoice tracking and review. Question was asked if initial spending taken on by the City of Grayling is reimbursable. Lathrop

indicated this would be reimbursed through TIF. Mr. Baum indicated the City has been asked to prepare a feasibility study to receive additional funding through USDA. The outcome of the feasibility study would determine if they move forward with the project and asked when he could stop the project. Rombach indicated that the project can be stopped at any time and the money used in the loan would need repayment. Jamieson indicated that if grant money was used for the additional assessment and the project fell through at least that would be a benefit for re-sale if project was stopped. Kaiser indicated the request for the feasibility study came just a week ago. Baum indicated he wanted to further discuss his options of pulling out of the project and wanted a packet put together for City Council. A request was also placed for a work session to be held between City Council, Crawford County Commissioners, ATC and CCBRA.

Motion by Ertel, Second by Wakeley, to approve the Brownfield Plan for Northern Market. Ayes (6) six, Nays (0) none, Absent (0) none, Motion Carried.

- b) Inter-local agreement re: Northern Market (City/CCBRA)
 - i) Tabled until next meeting after work session.
- c) Brownfield Plan for Sawmill –Mr. McClellan presented a brownfield plan for the Sawmill to the Crawford County BRA. Mr. McClellan stated that the City of Grayling will be the applicant for the MDEQ Grant and Loan. Mr. McClellan stated that the overall goal of the project was to receive more than the loan payment amount each year to pay the Developer. The full presentation is attached to the minutes.

Ertel left meeting – 10:15 a.m.

Podjaske asked how the taxable revenue was acquired. Mr. McClellan stated they used a total development cost of 4-Million and divided it in half. Podjaske stated that the MDEQ wants to use this project as a show case for Grayling to spark new development.

Motion by Wakeley, Second by McConnel, to approve the Brownfield Plan for the Sawmill. Ayes (5) five, Nays (0) none, Absent (1) one, Motion Carried.

- d) Resolution adopting the Brownfield Plan(s) – The board was present with the Resolutions for adopting the plans for Sawmill Project and Northern Market for review. The board read through them and made minor clerical edits. The Resolutions were re-printed and signed by Paul Compo and April Hehir.
- e) Other - None

7) **Old Business – None**

8) **Board Member Comment**

- a) Compo – None
- b) Ertel - Absent
- c) Hehir – None
- d) McConnell – Will be gone from January through April 2018.
- e) Podjaske – City of Grayling working on purchase of property behind Northern Market.
- f) Wakeley - None

9) **Next Meeting – December 19, 2017 @ 9:00 AM**

Motion by McConnel, Second by Podjaske, to Adjourn the Meeting.

Ayes (5) five, Nays (0) none, Absent (1) one, Motion Carried.

10) **Adjournment – 10:40 a.m.**