



Allegan County Brownfield Redevelopment Authority

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March 13, 2008

County Services Building

Nederveld Conference Room

6:00pm

**Minutes of a Scheduled Meeting of the
Allegan County Brownfield Redevelopment Authority**

A scheduled meeting of the Allegan County Brownfield Redevelopment Authority was called to order by Chair Steve McNeal at 6:00pm on Thursday, March 13, 2008.

Roll call showed the following members:

PRESENT: Suzanne Dixon Scott Miller
 Al Meshkin David Patchak
 Sally Brooks Mark Evans
 Jeff Balgoyen Steve McNeal

ABSENT: None

Also present: Kevin Ricco, Recording Secretary

ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF JANUARY MEETING MINUTES

Motion by Scott Miller, seconded by Sally Brooks, to approve the February meeting minutes as presented.

Motion carried by everyone present.

CORRESPONDENCE

There were two items of correspondence to report. The first was an inquiry from Carolyn Hemphill representing an engineering/development firm from the SE side of the state. Ms. Hemphill and her firm are interested in any brownfield sites in Allegan County that might be available for purchase and asked Kevin to send her any site maps the County might have. Kevin did this on February 25, 2008 and he has not heard from her since the maps were sent.

The second correspondence came from Tom Fitzpatrick. His firm represents a client in Douglas that owns a parcel of land that the client is interested in having declared a brownfield site. Mr. Fitzpatrick contacted Kevin and wanted to know the application procedure with the County to get the process started. Kevin told Mr. Fitzpatrick that he would bring his request to the BRA for discussion and get back in touch with him.

PUBLIC PARTICIPATION

There were no members of the public present.

Unfinished Business

FILLING OF VACANCY

Mark Evans reported that he has had conversations with Thad Beard, the Otsego City Manager, about getting someone from the Otsego Brownfield Authority to join the County authority. So far no one has been interested. Mr. Beard requested some further information regarding the County BRA and Kevin sent him a copy of the BRA bylaws which outline the duties and responsibilities of County BRA members. The feeling of the BRA is that it would be good to add a member from one of the local brownfield authorities that exist in the County. A decision was made that Chairman McNeal would draft a letter that would be distributed to all of the local authorities in the County asking if any of them would be interested in appointing a member to sit on the County BRA. Steve will draft this letter and then distribute to the group via e-mail for approval.

WORK PLAN

Prior to the meeting, Jeff had e-mailed a copy of the updated work plan and policy to all BRA members for review. According to Jeff the new draft of the work plan reflects all of the recent changes in the brownfield laws. Further, policy language was pulled from the previous draft of the work plan and put in a separate policy statement.

Motion by Scott Miller, seconded by Al Meshkin, to recommend this final draft of the work plan and policy statement to the County Board of Commissioners for final approval. Motion carried by everyone present.

Kevin will submit an RFA to County Administration to get this item on an upcoming Board agenda for final approval.

With the work plan nearly complete, the final item that needs to be created is the initial application form. Scott stated that the group had looked at using the form created by the Grand Traverse Brownfield group and modifying it to suit our needs. Kevin said he would work on this and send a draft to the group.

WEB SITE DISCUSSION

Kevin stated that he had sent an e-mail out to the group with some bullet pointed items that could be included in the County's brownfield Web site page. Kevin reviewed the items with the group and there seemed to be general agreement that these were the key items to include on the Web page. Kevin said he would arrange a meeting with the County's Web developer and get the process moving forward.

New Business

SAUGATUCK HARBOR/MACC GRANT

In regards to the Saugatuck Harbor issue, Suzanne stated that the local units involved (Saugatuck, Douglas, and Saugatuck Township) have begun the process of creating a collaborative group to work on this project, but it is moving slowly. There are currently other issues on the front burner in some of these communities and it will take time for the group to organize and move forward with the harbor project.

In regards to the MACC grant from the EPA, there was really no new news to report. The largest issue seems to be that the group used Allegan County on its initial application in order to include a larger area, but the MACC does not seem interested in spending any of the approved grant funds in Allegan County. At this time they are seeking a legal opinion on this issue, but there was no time table available. Terry Burns is Allegan County's MACC representative and Steve will ask Terry to follow up on this item with the MACC.

OTHER BUSINESS

Steve reported that at the most recent Michigan Association of Counties conference he attended a session on land banking. Steve was not clear on all of the specific details but he thought it might be something that

Allegan County, specially the BRA, might be interested in creating. There were many questions about the process of forming and using the land bank concept, but it was clear more research needed to be done. Kevin stated he would attempt to research this item further and update the group at the May meeting.

ADJOURNMENT

Motion by Scott Miller, seconded by Mark Evans, to adjourn the meeting. Motion carried by everyone present and meeting was adjourned at 6:55pm.

Minutes submitted by Kevin Ricco, recording secretary