

Otsego County Brownfield Redevelopment Authority (BRA)
September 29, 2010

Agenda

Members: Norm Brecheisen, Vern Kassuba, Jan Kellogg, Jack Card, Paul Liss, Jeff Ratcliffe (Recording Secretary)

1. Approval of the August 25, 2010 Minutes (Attached)

2. Review of Financial Statements
 - Otsego County Financial Statements (Hand out)
 - Elmer's Financial Management Spreadsheet (Hand out)
 - Northern Michigan Eco Industrial Park Financial Management Spreadsheet (Hand out)

3. Elmer's Brownfield Redevelopment Project
 - MDNRE Payment Approval #201009295-1 (Hand out)
 - OCEA Loan Administration Payment Approval #20100929-2 (Hand out)

4. Georgia-Pacific Redevelopment Project
 - Project Update
 - Sagasser & Associates Payment Approval #20100929-3 (Hand out)
 - OCEA Grant Administration Payment Approval 20100929-4 (Hand out)

5. Other
 - EPA Grant Termination

6. Next meeting is tentatively scheduled for October 27, 2010 at 5:15 p.m.

Otsego County Brownfield Redevelopment Authority
August 25, 2010

Minutes

Present: Jan Kellogg, Vern Kassuba, Paul Liss
Absent: Norm Brecheisen (Excused), Jack Card (Excused)
Others Present: Kevin Sagasser, Jeff Ratcliffe

Meeting called to order at 5:20 p.m. by Liss

Approval of Minutes. Motion by Kellogg, support by Kassuba to approve the July 28, 2010 minutes as amended. Ayes all.

Financial Report. The financial report from the County was reviewed. Motion to Kassuba, support by Kellogg to acknowledge as presented. Ayes all. Ratcliffe reviewed project specific spreadsheets showing project budgets and invoices paid.

Elmer's Brownfield Redevelopment Project. A project summary prepared by Otwell Mawby was reviewed. The project has been completed. Ratcliffe indicated that there are still two outstanding invoices – one from the MDNRE for Act 381 Work Plan review and the other for OCEA project administration. Payment of these is pending more details requested from the MDNRE regarding their invoice.

Approval #20100825-1. Motion by Kellogg, support by Kassuba to approve Payment Request No. 12 from Otwell Mawby, P.C. in an amount of \$5,801.22 for consulting services related to the Elmer's project and authorize payment from the MDEQ Brownfield Loan funds. In addition, to approve these expenses as eligible for tax capture and reimbursement to the OCBRA for Brownfield Loan repayment under the Brownfield Plan. Roll call vote. Ayes all. Brecheisen and Card absent

Approval #20100825-2. Motion by Kellogg, support by Kassuba to approve Final Payment Request No. 3 from Elmer's Crane and Dozer, Inc. in an amount of \$31,350 for mitigation work related to the Elmer's project and authorize payment from the MDEQ Brownfield Loan funds. In addition, to approve these expenses as eligible for tax capture and reimbursement to the OCBRA for Brownfield Loan repayment under the Brownfield Plan. Roll call vote. Ayes all. Brecheisen and Card absent.

Georgia-Pacific Redevelopment Project. Sagasser provided an update on the Baseline Environmental Assessment just completed and under review by the MDNRE as well as a Phase II Supplemental Assessment work plan that has been submitted for approval. He indicated that the supplemental assessment work is designed to further delineate identified contamination and provide the purchaser and seller with a means of differentiating impacts on existing contaminate plumes as well as better plan redevelopment of the site.

Approval #20100825-3. Motion by Kassuba, support by Kellogg to approve Payment Request No. 5 from Sagasser & Associates, Inc. in an amount of \$10,268.65 for consulting services related to the Georgia-Pacific project and authorize payment from the MDNRE Brownfield grant funds. Roll call vote. Ayes all. Brecheisen and Card absent.

Next meeting will be on September 29, 2010.

Meeting adjourned at 6:00 p.m.