

CITY OF MONROE
Brownfield Redevelopment Authority
Regular Meeting Minutes
Thursday, December 11, 2014 -8:00 a.m.

1. Call to Order: 8:02 a.m.

2. Members Present:

Thomas A. Krzyston, Chairman
Dale Brose
Mayor Robert Clark
Don Lieto
Rodney Welliver
Patrick Williams

Members Excused:

Paul Livernois

Others Present:

Ed Sell
Dan Swallow
Matt Wallace
Paul LaMarre, Port of Monroe
John Emig, Johnson & Anderson
Glenn Noble, Johnson & Anderson
Megan Napier, AKT Peerless

3. Additions/Deletions to the Consent Agenda or Regular Meeting Agenda: None

4. Motioned by D. Lieto and supported by D. Brose to approve the Regular Meeting Agenda.
Ayes 6 Nays 0. Motion passed.

5. Public Comment: None

6. On a motion by D. Lieto and supported by Mayor Clark, the Consent Agenda was approved.
Ayes 6 Nays 0. Motion passed.

6.1. Approve BRA Minutes of Thursday, October 9, 2014.

6.2. Approve and place on file BRA Financial Report for October 31, 2014.

6.3. Approve and place on file BRA Financial Report for November 30, 2014.

6.4. Approve Invoice Summary prepared for Thursday, December 11, 2014 in the amount of \$2,243.11

6.5. Approve and place on file the Brownfield Redevelopment Authority Notice of Regular Meeting Notice for the 2015 Calendar year.

6.6 Accept and place on file Brownfield Redevelopment Authority's Audited Financial Report June 30, 2014.

7. Unfinished Business: None.

8. New Business:

8.1 On a motion by D. Brose and supported by D. Lieto the Johnson & Anderson Invoice 37892 in the amount of \$7,346.76 for inspection services and Contract Administration (services through 11-1-14) to be submitted to the Downriver Community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) for the Pump house demolition project after amending service dates to read (*services through 10-15-14 / 11-1-14*) was approved. Ayes 6 Nays 0. Motion passed.

8.2 Motioned by D. Lieto and supported by D. Brose to approve AKT Peerless Invoice 36968 in the amount of \$1,392.50 for environmental consulting services (services thru 10-1 /10-30-14) to be submitted to the Downriver Community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) for the Pump house demolition project was approved. Ayes 6 Nays 0. Motioned passed.

8.3 On a motion by D. Brose and supported by D. Lieto the Homrich Inc. Change Order No.1 for the Pump house demolition, for additional stone and railroad protective insurance to be submitted to the Downriver Community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) was approved. Ayes 6 Nays 0. Motion passed.

Original Contract:	\$158,350.00
Change Order #1 Increase:	<u>\$ 20,748.00</u>
Contract Price w/Change Order	\$179,098.00

8.4 On a motion made by Mayor Clark and supported by D. Lieto to approve AKT Peerless Invoice 37164 in the amount of \$2,561.70 for environmental consulting services (services through 11-1 / 11-30-14) to be submitted to the Downriver Community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) for the Pump house demolition project. Ayes 6 Nays 0. Motion passed.

8.5 On a motion by D. Lieto and supported by R. Welliver to approve Johnson & Anderson Invoice 37948 in the amount of \$5,012.50 for inspection services and Contract Administration (services through 11-29-14) to be submitted to the Downriver Community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) for the pump house demolition project after amending the service dates to read (*services through 11-2 / 11-29-14*). Ayes 6 Nays 0 to approve as amended. Motion passed.

8.6 On a motion made by D. Brose and supported by D. Lieto to approve funding to the Port of Monroe to fund a Phase II Environmental Site Assessment and a Baseline Environmental Assessment for property it plans to (acquire to) occupy located at 10 Port Avenue (former Monroe Recycling/Omni Source Facility) in an amount not to exceed \$9,800, based on the proposal from AKT Peerless dated September 10, 2014 from the Admin Funds account, and amend the word "acquire" to "occupy". Ayes 6 Nays 0. Motion passed as amended.

8.7 Moved by D. Brose and supported by D. Lieto to Approve to authorize payment of the Contractor's Application for Payment No. 1 from Homrich, Inc. for the amount of \$43,155 to be submitted to the Downriver community Conference Brownfield Consortium EPA Revolving Loan Fund (RLF) for the pump house demolition. Ayes 6 Nays 0. Motion passed.

8.8 Motioned by D. Lieto and supported by Mayor Clark to approve the Summer 2014 Tax Capture Distribution recommendations. Ayes 6 Nays 0. Motion passed.

9. Staff Reports:

- Dan Swallow:
Have completed engineering, environmental and legal services to complete the "Northern Battlefield" land transfer to the River Raisin National Battlefield Park and have submitted all documentation to the National Parks Service. We are now waiting for the letter of acceptance.

Working with the River Raisin National Battlefield Park Foundation on BRA funding for roads rights-of-way, environmental and other services for the property east of Detroit Avenue or "doughnut" parcel to get ready to donate to the Park Foundation. Discussion took place after parcel donation to the Park Foundation as to whom would be responsible for maintenance and funding of parcel in the future.

Will follow-up with the U.S. Fish and Wildlife on the parcel east of railroad.

Staff Reports cont.:

- John Emig

For those who had questions on the on-going pump house demolition project, John introduced the organization and procedure of submitting invoices, change orders and pay applications.

Glenn Noble of J&A and project engineer- updated the board on the pump house demolition development.

Megan Napier of AKT Peerless - reminded the board of the small amount of PCBs found on the concrete floor of the pump house basement earlier in the year. That was capped with cement last Tuesday with the EPA's approval. Will keep working with J&A to make sure no damage is done to the capped slab, before it's buried.

10. Public Comment: None

11. Comments by BRA Board Members:

D. Brose recognized the leadership and superior presentation Johnson and Anderson displayed while attending the Pre-Construction Meeting for the pump house demolition. Over the ten years J&A have been involved with BRA and Port projects, they continue to do an outstanding job.

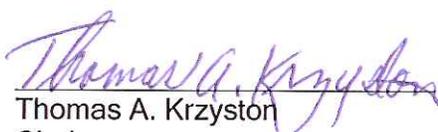
Chairman Krzyston announced Paul Livernois has resigned due to him splitting his time between Florida and Michigan, and noted his service to the BRA. Mayor Clark added he will be looking to replace Mr. Livernois and if anyone has someone in mind to let him know. The Mayor will be appointing individuals to committees in January 2015. An invitation to Mr. Livernois will be extended for him to attend a future BRA meeting to thank him for his service to the BRA board.

Mayor Clark attended the Downriver Community Conference Brownfield Consortium (DCC) Holiday Breakfast and was very pleased the Monroe BRA had good representation at the breakfast. In addition, the Monroe BRA was mentioned at the meeting of being "an example of a partnership" of the DCC.

Chairman Krzyston wished everyone safe travels and a Merry Christmas.

12. Adjournment: 9:22 a.m.

These minutes of Thursday, December 11, 2014 are not considered official until approved by the Brownfield Redevelopment Authority at its next regular scheduled meeting, Thursday, January 8, 2015.


Thomas A. Krzyston
Chairman

January 8, 2015
Date