

NOTICE OF MEETING

A Regular Meeting of the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** will be held at 10:00 a.m. on **Tuesday, January 16, 2024** (or immediately following the Land Bank Authority meeting, whichever is later) in the Leelanau County Government Center – 1st floor.

DRAFT AGENDA

Members

Dan Heinz
Rick Foster
John Arens
Deborah Allen
Gwenne Allgaier
T. Eftaxiadis
David King

Interim Director

Gail Myer

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

DIRECTOR COMMENTS

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST

ORGANIZATIONAL ITEMS

- A. Election of Officers (2023 officers: Dan Heinz-Chairman, Rick Foster-Vice Chair, John Arens-Sect/Treasurer)
 1. Chairman
 2. Vice Chairman
 3. Secretary/Treasurer
- B. Consideration of 2024 Meeting Schedule *pg. 3*
- C. Review/Adopt Bylaws *pgs. 4-6*
- D. Review/Adopt Rules of Order and Procedure *pgs. 7-10*
- E. Review/Adopt Policies & Procedures *pgs. 11-24*
- F. Proposed 2024 Goals (2023 goals attached) *pg. 25*
- G. Review/Adopt Policy on TIF Collection and Disbursal *pg. 26*
- H. Review and Revise Authorized Check Signers List (2023 will be provided at meeting)

CONSIDERATION OF DECEMBER 19, 2023 MEETING MINUTES *pgs. 27-31*

CONSENT AGENDA

Items of a routine nature to be voted on with one motion - no discussion. Upon request, members may remove any item and place elsewhere on the agenda, with no vote of the commission. Members will vote on remaining items on the Consent Agenda, after the item removed has been placed elsewhere on the agenda.

- a. Fishbeck – General Consulting and TIF Management *pgs. 32-34*
- b. Fishbeck – EPA Assessment Grant *pgs. 35-39*

OLD BUSINESS

NEW BUSINESS

1. Part 1 and Part 2 Brownfield Project Applications – Parcel in Empire Village/old school house *pgs.40-57*
2. Fishbeck Work Order:
 - a. Work Order #6 – Four Land Bank parcels *pgs. 58-59*
 - b. Work Order #7 – Empire Downtown Revitalization *pgs. 60-63*
 - c. Work Order #8 - Former Empire Schoolhouse Restoration Project *pgs. 64-66*

FINANCIALS

1. Claims & Accounts \$3,398.00 *pgs. 67-73*
2. Post Audit, Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER / CHAIRPERSON COMMENTS

ADJOURN