

**A REGULAR MEETING OF LEELANAU COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY (LCBRA) WAS HELD ON TUESDAY,
JANUARY 21, 2020, AT THE LEELANAU COUNTY GOVERNMENT CENTER,
SUTTONS BAY, MICHIGAN.**

Proceedings of the meeting were recorded and are not the official record of the meeting. The formally approved written copy of the minutes will be the official record of the meeting.

CALL TO ORDER: Meeting was called to order at 9:30 a.m. by Chairman Egan, who led the Pledge of Allegiance. Egan recognized the absence of member Randy Harmson who had recently passed away and would be missed on this board.

ROLL CALL:

Members Present: K. Egan, P. Soutas-Little, D. Bushey, C. Janik

Members Absent: R. Foster, J. Arens
(Prior Notice)

Staff Present: T. Galla

Public Present: J. Hawkins, J. Tischler, D. Heinz, R. Isphording, C. Frey, E. DePetrie

CONSIDERATION OF AGENDA

Motion by Soutas-Little, seconded by Bushey, to accept the agenda as presented. Motion carried 4-0.

CONFLICT OF INTEREST - None

ANNUAL ORGANIZATIONAL ITEMS

Election of Officers

Chairman

Vice Chairman

Secretary/Treasurer

Motion by Janik, seconded by Soutas-Little, to reappoint Egan as Chairman, appoint Bushey as Vice-Chairman, and Foster as Secretary/Treasurer. Motion carried 4-0.

Approve two Officers as Authorized Users for Bank Account.

Motion by Bushey, seconded by Janik, to appoint Egan and Foster as authorized users on the bank account for 2020. Motion carried 4-0.

Consideration of 2019 Meeting Schedule

Motion by Janik, seconded by Soutas-Little, to accept the proposed 2020 meeting schedule. Motion carried 4-0.

CONSIDERATION OF DECEMBER 19, 2019 MEETING MINUTES

Motion by Soutas-Little, seconded by Janik, to approve the meeting minutes as presented. Motion carried 4-0.

PUBLIC COMMENTS – None

DIRECTOR COMMENTS - None

CONSENT AGENDA

Motion by Janik, seconded by Soutas-Little, to accept the consent agenda as presented. Motion carried 4-0.

OLD BUSINESS - None

NEW BUSINESS

Recommendation to County Board for new member

Egan stated Dan Heinz, who had just been appointment to the Leelanau County Land Bank Authority (LCLBA), was also interested in being appointed to the Leelanau County Brownfield Redevelopment Authority (LCBRA).

Soutas-Little questioned if Heinz “checked off” that he had an interest in LCBRA when he applied. Heinz stated he did not. Soutas-Little questioned what affect this would have. Egan read from the application and stated they just needed an application on file, regardless of what boxes were “checked off.”

Motion by Soutas-Little, seconded by Janik, to recommend Dan Heinz for appointment.

Motion by Janik, seconded by Bushey, to recommend Richard Isphording for appointment.

Janik asked both Heinz and Isphording to give an overview of why they wanted to be on LCBRA.

Heinz stated that he was retired and living in Bingham Township. He worked as a public CPA in Traverse City for fourteen years, then became secretary/treasurer and CFO for a management company, also in Traverse City, for twenty-six years. Heinz continued, saying he was Chairman of the Leelanau County Planning Commission years ago, when the General Plan was formulated and approved. He has a lot of practical experience in business and said he could be a good addition to LCBRA.

Isphording said he was a U.S. Army veteran who lived in Northport and had seven kids and fourteen grandkids. He started his career with Proctor & Gamble and then started a couple of small companies himself. He was President of Isphording Associates, which sold labels for beauty products to Proctor & Gamble. He ended his career representing minority suppliers and firms to Proctor & Gamble. He feels he could bring a different perspective to the board and would like the opportunity to work with the LCBRA.

Janik questioned why Heinz did not apply for Brownfield. Heinz stated he was not aware at the time how closely related LCLBA and LCBRA were. The LCBRA fits in with his specialties in finance and business, etc.

Janik stated Isphording had also been recommended to the County Board, for appointment to the LCLBA.

Janik suggested recommending both gentlemen to the County Board. Bushey questioned if they could recommend three people.

Motion by Bushey to recommend T. Eftaxiadis for appointment.

Galla stated Eftaxiadis had not responded to her emails, as of today.

Bushey withdrew his motion.

Janik withdrew his motion.

Soutas-Little withdrew her motion.

Motion by Janik, seconded by Bushey, to recommend both Heinz and Isphording to the County Board, for appointment.

Janik said they were both excellent choices with excellent credentials and he felt comfortable recommending either one of them. Members agreed.

Motion on the table carried 4-0.

Policies & Procedures

Galla said they had been working with Hawkins to streamline them, but they have not been reviewed since they were adopted at the end of 2018.

Soutas-Little mentioned using abbreviations in parentheses after it has been spelled out once, and instead of saying “SE portion”, spell out southeast. Egan suggested putting this on a future agenda to give all of the members time to review. It was agreed that Galla would email a copy to all Brownfield members and request comments be sent back to her. Galla said she would set a deadline on making comments and then make corrections, and bring it back before the board for review.

FINANCIALS

Claims & Accounts

Galla handed out an invoice in the amount of \$115.50, that was overdue. This was from EGLE and it is for the collection of 3 mills for the Two Peas, LLC Site. The email and invoice did not come through on Galla’s email but Hawkins had also received a copy of it.

Motion by Soutas-Little, seconded by Janik, to approve C & A in the amount of \$586.37 which includes the EGLE invoice. Motion carried 4-0.

Post Audit – None

Budget Amendments, Transfers – None

Other – EGLE Loan Balance, Bank Account Balances

Egan reviewed the Michigan Department of Environment, Great Lakes, and Energy (EGLE) f/k/a Department of Environmental Quality (DEQ) loan balance for the Leland Brownfield site, saying the payment was due in June, with an outstanding balance of \$350,594.00 that should be paid off in nine years.

Egan questioned the balance in the checking account. Galla explained there would be more money coming off the balance for end of year charges that are not on the statement yet. Also, this account includes all the TIF dollars that have been received and she is working with Hawkins to sort those out by brownfield plan, and to track them for future reference and for reimbursement purposes. Galla continued, saying the Grant Account was for incoming grant money from EPA which was required to have its own account. The money hit this account and then was transferred into the checking account to cover checks written for grant items. She has left just over \$1,000 in it to make sure there are no fees but it could all be transferred to checking and this account closed at some point. The third account called the Leland Site, is where funds from the sale of the Leland property are sitting and those are funds that reimbursed the Brownfield for money put into the site. When the sale of the property occurred, the Brownfield received back funds they put into the site. This money would have to be used to cover the EGLE annual payments if the TIF does not generate enough per year, and also pay back the loans the Brownfield has with the county.

Galla concluded by saying she was notified that they should be receiving an application for Brownfield assistance for a new site.

CORRESPONDENCE/COMMUNICATION ITEMS - None

PUBLIC COMMENT

Heinz asked if the Sugar Loaf owner could potentially apply for a Brownfield plan. Egan stated any business could potentially apply. Galla said there had been some discussion, but no application at this point.

DIRECTOR COMMENTS - None

MEMBER/CHAIR COMMENTS - None

ADJOURN

Meeting adjourned at 10:38 a.m.