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City of Marquette
Brownfield Redevelopment Authority
Minutes of the Meeting of February 16, 2023

Members of the City of Marquette Brownfield Redevelopment Authority met on Thursday, February 16, 2023 at 8:00 a.m.

1. Call to Order – Chair--The meeting was called to order by Chair David Allen at 8:00 a.m. Present were Chair Allen, Secretary Tuccini and Directors Kulisheck ,Irby and New and City Treasurer Terra Bahrman. MBRA Executive Director Sheri Davie was in attendance along with Sean Hobbins MBRA City Liaison and MBRA Consultant Mac McClelland attended on Zoom. Chair Allen turned the meeting over to Executive Director, Sheri Davie to conduct the election of officers.

2. Election of Officers
MOTION made by Director Kulisheck, second by Director New to nominate Jerry Irby for Chair. MOTION by Director Allen, second by Matt Tuccini to nominate Bob Kulisheck to the position of Vice-Chair,. MOTION made by Director Allen, second by Director Irby to nominate Matt Tuccini as Secretary. A unanimous vote was cast for the slate of officers. Chairman Irby then resumed leadership of the meeting.

3. Agenda Approval: MOTION by Director Allen, second by Director Kulisheck to approve the agenda with the addition of Item - Audit Letter. Motion carried unanimously.

4. Consent Agenda
   a. Approval of the Meeting Minutes – November 4, 2022. MOTION by Director Kulisheck, second by Secretary Tuccini to approve the Minutes of the November 4, 2022 meeting. Motion carried unanimously.

5. Treasurers Report
   a. Financial Report – MBRA Treasurer Terra Bahrman provided a review of the financials for October, November and December, 2022 as well as the financial report as of January 31, 2023.
   b. Terra also reported on the Audit Engagement Letter that would require Chair signature. Dr. Kulisheck inquired whether there have been any findings. Treasurer Bahrman noted there were not. Director Allen noted that he had reviewed the letter and had no concerns. MOTION by Director New, second by Director Allen to approve the Audit Engagement Letter. Motion carried unanimously.

6. Public Comments – None

7. Announcements by the Chair – None.

8. Report from the Executive Director -- Sheri Davie shared information on the communications and activities in which she had been engaged on behalf of the MBRA over the past month at local and state levels regarding current projects.

9. Project Updates

Mac provided an overview on the projects noted in the Projects Update document.

a. *Founders Landing:* Chair Irby inquired about the size of the property the City is contemplating selling at Founders Landing. Mac noted that the property is big enough for a hotel.
b. *Former MGH:* The CDBG Grant for abatement and demolition at the former Marquette General Hospital is anticipated ot be approved at the February 28 Michigan Strategic Fund Board meeting. The project has also secured a Michigan Land Bank Authority Blight Elimination Grant. The total State funding of $16 million will significantly reduce the Brownfield TIF Eligible Activity obligation. An Act 381 Work Plan has been submitted to MEDC for State tax capture approval for abatement and demolition costs over and above grant funding.
c. *Ore Dock:* Mac noted that the Ore Dock received a Revitalization and Placemaking (RAP) Grant from MEDC. The request included State tax capture for Brownfield Eligible Activities. An Act 381 Work Plan has been submitted to MEDC with approval anticipated by the end of April. Because Brownfield Eligible Activities total less than $1 million, the request can be delegate (administratively) approved and doesn't need to go to the Strategic Fund Board.
d. *Vault Marquette:* The revised Redevelopment Agreement has been on-going and is anticipated to be presented to the MBRA at the March meeting. Director Kulisheck inquired about the demolition and Mac noted that demolition will only include selective portions of the interior of the State Savings Bank building.

10. Unfinished Business -None

11. New Business

a. *Former MGH Letter of Support for CDBG Application*

MOTION by Director Allen, second by Secretary Tuccini to authorize the MBRA Chair to sign the letter of support from the MBRA to the City of Marquette for their CDBG application to the Michigan Strategic Fund board for the former Marquette General Hospital Demolition Project. Motion carried.

b. *Customs House Invoice Review*

Mac reviewed the invoice review recommendation for Customs House and noted that there are still some outstanding questions and required additional information that may come back to the MBRA. The recommendation includes documented and approved expenses. MOTION by Director Allen, second by Secretary Tuccini to approve reimbursement in the amount of $368,595.20 for Environmental and Non-Environmental Eligible Activity Expenses of Customs house, LLC and the amount of $47,741.08 for Non-Environmental Eligible Activity expenses of the City of Marquette as a long-term obligation for reimbursement from Brownfield TIF in accordance with the Brownfield Plan and Development and Reimbursement Agreement for Customs House. Motion carried.

c. *Vault Marquette – EGLE Grant Loan Financial Procedures*

Mac reviewed the proposed financial procedures and noted the extensive expense controls under the State grant. The financial procedures authorize the Treasurer, Director and Consultant to be authorized to approved expenses for submittal to EGLE, with reports provided to the MBRA on at least a quarterly basis. MOTION by Chair Irby, second by Director New to approve the financial management process for the Vault Marquette EGLE Brownfield Grant and Loan as presented. Motion carried.

d. *National Brownfield Association Conference – Detroit, August 8-11, 2023*
The National Brownfield Association conference will be held in Detroit on August 8 – 11. A request is being made for the Executive Director and any interested MBRA Directors to attend and to provide for a budget adjustment for the cost. MOTION by Secretary Tuccini, second by Director New to approve expenses and attendance by the Executive Director and board members at the national conference. Additional information will be provided on conference information as available. Motion carried.

e. *Invoice Approval*
(i) Pier Redevelopment Expenses – MOTION by Director Allen, second by Secretary Tuccini to approve expenses in the amount of $1,683,438.29 for the Pier Redevelopment Project for construction and bond paying agent fees to be paid from Bond proceeds. Motion carried.
(ii) Former Hospital LBRF Invoice – MOTION by Vice-Chair Kulisheck, second by Secretary Tuccini to approve payment in the amount of $26,309.48 for supplement pre-demolition inspection services for the former MGH under the LBRF allocation. Motion carried.
(iii) Mac Consulting Service, LLC Invoices – MOTION by Chair Irby, second by Secretary Tuccini to approve payment in the amount of $6,840.00 to Mac Consulting Service, LLC from December 2022 through January 2023. Motion carried.

12. Public Comment – None.

13. Next regular MBRA meeting is scheduled for March 16, 2023

12. Comments from the Board Members – Director Allen noted his plan to step down from the MBRA due to personal opportunities and time constraints. He noted his enjoyment in being part of MBRA and pride in what has been accomplished in the City through those projects. Board members expressed their appreciation for his service.

Motion by Secretary Tuccini, second by Director New to adjourn. Board adjourned at 9:20 a.m.

Respectfully submitted.

Matt Tuccini, Secretary