

# City of Marquette Brownfield Redevelopment Authority Meeting Minutes

February 19, 2025

9:00 a.m.

Second Floor Conference Room, Municipal Service Center  
1100 Wright Street, Marquette

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**Call to Order:** A regular meeting of the City of Marquette Brownfield Redevelopment Authority was held in the Second Floor Conference Room of the Municipal Service Center, 1100 Wright Street, Marquette on February 20, 2025. The meeting was convened at 9:00 a.m.

## Roll Call:

Present: Chair Callie New, Vice Chair Robert Kulisheck, Doug Davis, Patrick Pecor, City/MBRA Treasurer Terra Bahram (ex-officio)

Absent: Secretary Matt Tuccini (excused), James Rankin (excused), Josh Bal (excused).

Also in Attendance: MBRA City Liaison Sean Hobbins and MBRA Consultant Mac McClelland (by phone).

## Approval of the Agenda:

**Motion:** Moved by Kulisheck, seconded by Davis to approve the agenda of the February 20, 2025 meeting. Motioned carried unanimously.

## Approval of Minutes:

**Motion:** Moved by Pecor, seconded by Kulisheck to approve the minutes of the January 15, 2025 meeting. Motion carried unanimously.

## Announcements: None

## Officer Reports:

### 1. Treasurer

#### a. Financial Report – January 2024

**b. Budget Adjustment:** Bahrman outlined the need for a FY 2025 budget adjustment with the approval of the Brownfield Plan for Fund 236 – The Chipp to account for the transfer from the LBRF to Professional/Contractual line item in the amount of \$12,710 for Brownfield Plan development and approval, Phase I Environmental Site Assessment and Pre-Demolition Survey, with the LBRF allocation of up to \$17,000 previously approved by the Board on August 21, 2024, with the Brownfield Plan approved on October 17, 2024.

**Motion:** Moved by Kulisheck, seconded by Davis to approve the minutes of the January 15, 2025 meeting. Motion carried unanimously.

- c. Audit Engagement Letter:** Bahrman explained that Anderson, Tackman & Company will be conducting the audit of the MBRA financial statements, as a subdivision of the City. The first step of the financial audit process is the approval of a Preliminary Community with the Board that outlines the audit process, scope and considerations.

***Motion:*** Moved by Davis, seconded by Kulisheck to authorize the Chair to sign the Preliminary Communication with the Board provided by Anderson, Tackman & Company, PLC. Motion carried unanimously.

**Public Comments:** None

**Other Reports:**

- 2. Executive Director** – Shared resignation of James Rankin

**Unfinished Business:**

- 3. (9a) Chipp Development Agreement:** McClelland outlined the Development and Reimbursement Agreement and the provision that reflects the impact of the MSHDA MI Neighborhood Grant to reduce the Maximum Eligible Activity Obligation from \$787,875 to \$454,150, reducing the estimated TIF capture timeframe from 21 years to 13 years. The Developers have agreed to maintain the workforce housing stipulation at 120% AMI for 20 years.

***Motion:*** Moved by Davis, seconded by Pecor to authorize the Chair to execute the Development and Reimbursement Agreement between SLA Property, LLC and the MBRA, with the stipulation of the Maximum Eligible Activity Obligation amount not to exceed \$454,150 and continuation of workforce housing stipulations for 120% AMI after TIF reimbursement though 20 years, with final approval as to substance by the MBRA Director and as to form by the City Attorney.

**New Business:**

**4. (10a) Community Outreach Plan**

Chair New provided some information based on discussions with firms that prepare community outreach plans with an outline of potential scope and cost. The Board engaged in a hearty and thoughtful discussion with the following key points:

- There is a distinction between base information about the MBRA (availability of minutes, project summaries, Brownfield basics) that should be on the website and outreach to actively communicate Authority activities, with the importance of focusing on base information.
- The LBRF represents a significant opportunity for outreach to share funding availability and support investments in the City.
- There is a need to effectively communicate the concept of Tax Increment Financing (TIF) with simple, straightforward explanations that Board members and Staff can share.
- A new Board member training program would be helpful.
- Some facilitation of goals and objectives would be appropriate.
- A large-scale effort for a Community Outreach Plan may not be appropriate at this time, but a more focused, phased approach may be more appropriate.

Mac noted that he had been involved in efforts to develop a work scope and hire firms for community outreach and suggested that he and Sheri can draft an approach based on the Board's discussion and bring back to the Board for future review and discussion. The Board concurred with this approach for a future agenda item.

**5. Invoice Approval**

**a. Cliffs Dow - TriMedia**

***Motion:*** Moved by Kulisheck, seconded by Davis to approve payment in the amount of \$14,032.23 to TriMedia for Cliffs Dow Groundwater Monitoring and Project Management. Motion carried unanimously.

**Public Comment:**

**Member Comments:**

**Adjournment:** The meeting was adjourned at 10:07 a.m.

Respectfully submitted by

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Mac McClelland, MBRA Consultant for  
Matt Tuccini, Secretary  
City of Marquette Brownfield Redevelopment Authority

  

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Date approved