

Keweenaw County Brownfield Redevelopment Authority  
Minutes  
September 24, 2008

Present – Janet Shea, Mac Marzke, Steven Karpiak, Marlin Wingard, Mark Bonner

Shea called the meeting to order a 6:30 pm.

No public comment.

Karpiak brought up a problem with the Keweenaw County issued checks. Shea will check into it.

Minutes of the August 27, 2008, meeting were approved unanimously, Karpiak moved and Marzke seconded.

The agenda was approved unanimously with the addition of EPA financing procedure added. Karpiak moved and Marzke seconded.

#### Unfinished Business

David Sundberg was welcomed as a new Authority member.

Shea spoke with Darryl Owens and Flo McCormack in a conference call and agreed to put the fee schedule back in the RFQ. Karpiak moved, seconded by Marzke, to include section P, page 12 (the fee paragraph) in the RFQ. Passed unanimously.

Shea will email RFQ document for member's review.

Shea will send the RFP for Small Purchase Contracts to Hitch, UP Engineering, WUPPDR, and Michigan Association of Counties. This was agreed to by consensus.

Marzke presented the marketing brochure. Shea asked the “obsolete and mine scared land” and the Keweenaw County web site address be added. Karpiak wanted a picture in Keweenaw County. Marzke will email the final version to members. Marzke moved, Karpiak seconded, to approve \$1000.00 for the first brochure printing on recycled paper. Passed unanimously.

Shea mentioned that an EPA on line training session will be available for members on November 11<sup>th</sup> at 2pm.

Shea stated that we will submit bills monthly or quarterly. A separate account will be set up in the Keweenaw County budget for us. Yearly and quarterly reports will be required.

Karpiak asked how we submit our costs to the Authority for reimbursement? Shea stated

that all bills come to the Authority, we will approve them, and send them to the EPA. The EPA will send the money to the county account and the county will write the check. The county treasurer will keep the original bills.

#### New Business

Wingard volunteered to be the financial officer. Karpiak moved, Marzke seconded, and it passed unanimously.

Marzke moved, seconded by Wingard, to reapply for the Brownfield Petroleum Contamination Grant of \$200,000.00. Passed unanimously. Shea said she will find out why the first application was denied.

A new meeting schedule was discussed. The agreed to by consensus meeting date of November 4<sup>th</sup> will need to be published. The RFQ deadline will be October 20<sup>th</sup>. At the October 22<sup>nd</sup> meeting we will decide on the RFP and distribute the RFQ responses. At the November 4<sup>th</sup> meeting we will review the RFQ.

Bonner submitted a letter of resignation. He has a job outside the country. Karpiak moved, Marzke seconded, to accept the resignation with regret. Passed unanimously.

Members submitted travel vouchers.

Wingard moved, Marzke seconded, to have Karpiak be the recording secretary. Passed unanimously.

Shea recommended two web sites – Brownfield Roadmap and Brownfields and Land Revitalization Technology Support Center to review.

EPA financing procedures were already discussed.

Adjourned 8:07 pm.

Submitted,

Steven Karpiak