



**THE CHARTER TOWNSHIP OF NORTHVILLE
BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING MINUTES**

DATE: August 10, 2020
TIME: 7:00 P.M.
PLACE: VIRTUAL MEETING

CALL TO ORDER: Meeting was called to order at 7:14 P.M.

Present: William Bufe, Scott Frush, Matthew Heron, Joseph Hige, Mark Knoth, Mike Nolta, Joe Vig, Janice Wilkiemeyer

Absent: Jim Petrie

Approval of Minutes: Minutes from 3-16-20 meeting were approved with a motion by Knoth and supported by Heron

New Business

1. Election of Officers

Action: Motion to approve

Motion by Knoth, supported by Bufe, to re-elect Chair: Vig, Vice Chair: Hige & Secretary: Nolta

Roll call vote: Ayes: Bufe, Frush, Heron, Knoth, Nolta, Vig, Wilkiemeyer, Hige
Nays: None

Motion approved 8-0

2. Status updates – Supervisor Nix

A. EPA Loan – Approved and loan documents sent to MI Land Bank

B. First draw request for SME payment – Submitted to MI Land Bank

C. Bid Documents for Gun Range Project – Prepared by SME and submitted to MI Land Bank for approval. Project contains two components; Remove lead from the hill & clean up unauthorized fill area to increase the value of the land. Goal is not to incur additional expenses beyond the \$75,000 loan. Bid package has been reviewed by Joe Vig, as requested by Supervisor Nix. Bid package to go out by 8/15.

3. Review and approve SME proposal for construction management services – Supervisor Nix summarized SME proposal to facilitate project (define project scope, project management and loan compliance paperwork). Estimates are based on time and materials, which have been reviewed and look reasonable. Supervisor Nix will ask SME for a “not to exceed” amount for each category.

Action: Motion to approve

Motion by Knoth, supported by Heron, to approved SME proposal as presented (\$71,000) with stipulation that scope of services not to exceed \$80,000. If scope exceeds \$80,000, it must come back to the BRA for approval.

Roll call vote: Ayes: Bufe, Frush, Heron, Knoth, Nolta, Vig, Wilkiemeyer, Hige
Nays: None

Motion approved 8-0

4. Authorize Chairman to sign construction management services contract

Action: Motion to Approve

Motion by Nolta, supported by Knoth, to authorized Joe Vig to sign construction management services contract, subject to the contract being revised to include "not to exceed \$80,000" stipulation.

Roll call vote: Ayes: Bufe, Frush, Heron, Knoth, Nolta, Vig, Wilkiemeyer, Hige
Nays: None

Motion approved 8-0

5. Discussion of authorizing the Chairman to sign construction contract and project documents – BRA will be provided bid tabulation with recommendation. Meeting will be scheduled when bids are received.

Action: Tabled

Communications & Reports

- Mike Nolta inquired if the meeting minutes from 8-29-19 have been approved. Supervisor Nix said he will follow up to confirm.
- BRA thanked supervisor Nix for all his guidance during his time as Supervisor. BRA asked who will represent the township at BRA & EDC meetings after November. Supervisor Nix indicated that will need to be determined.

Adjournment 8:24 P.M.