

**MEETING MINUTES  
BROWNFIELD REDEVELOPMENT AUTHORITY  
TUESDAY, SEPTEMBER 24, 2019– 4:00 P.M.  
CITY OF FARMINGTON HILLS  
THE COMMUNITY ROOM  
31555 ELEVEN MILE ROAD  
FARMINGTON HILLS, MI 48336**

**Called to order by:** Chair Boyer at 4:04 PM

**Members Present:** Boyer, Brauer, Barr, Curran, Gardiner, McRae, Wilkinson,

**Members Absent:** McDaniel

**Others Present:** Samantha Seimer, Economic Development Director; Kirstie Hardy, Project Manager, AKT Peerless

**APPROVAL OF AGENDA:**

Motion by Brauer, support by Wilkinson, to approve the agenda as submitted.  
Motion carried unanimously.

**PUBLIC COMMENTS:**

There were none.

**APPROVAL OF MINUTES – December 19, 2018:**

Motion by Wilkinson, support by Gardiner, to approve the minutes as submitted.  
Motion carried unanimously.

**FINANCIAL REPORT:**

Mr. Barr presented the Brownfield Redevelopment Authority with a verbal Financial Report. He reviewed that the Authority ended June of 2019 with a fund balance of \$1.9 Million. Additional annual tax increment revenue capture is approximately \$350,000, bringing the projected year end fund balance to \$2.3 million. Majority of funds are set aside for capital outlay and contractual services.

No motion required.

**PROJECT UPDATES:**

Mr. Boyer updated the Board about the methane monitoring system at the Golf Course. There is a need to convert the currently passive systems to active ventilation systems to understand where the methane is coming from and may be migrating. HRC is the contractor and Mr. Barr added that there is \$250,000 in the budget for the services.

**BROWNFIELD PLAN – FORMER HARRISON HIGH SCHOOL:**

Ms. Seimer introduced Ms. Hardy, Project Manager for AKT Peerless. Ms. Hardy reviewed the Brownfield Plan with the Board. She stated that the site qualified as a facility based on its Phase 2 assessment report and the property is obsolete. She stated that this plan is unique because it has no impact on taxing jurisdictions because the site is owned by the City. Majority of the eligible activities in the Brownfield Plan are for demolition. The Brownfield Plan is expected to appear on the October 28, 2019 City Council Agenda,

Approved June 30, 2020

Motion by Brauer, support by Curran to recommend approval of the Brownfield Plan for the Former Harrison High School by City Council.

Motion carried unanimously.

**BROWNFIELD BYLAWS UPDATE:**

Ms. Seimer stated that all of the City Boards and Commissions have been undergoing an update of bylaws. City Attorney Joppich created a universal layout for all bylaws that references back to state legislation where necessary. The Brownfield Bylaws presented have been updated to reflect State statute, and Mr. Joppich's template. There was no additional discussion about the bylaws. The Brownfield Updated Bylaws are expected to appear on the October 14 City Council Agenda.

Motion by McRae to approve the updated Brownfield Bylaws as submitted, support by Wilkinson.

Motion carried unanimously.

**OTHER COMMENTS:**

There were none.

**NEXT MEETING DATE:**

To be determined, Ms. Seimer will set up a December meeting.

**ADJOURNMENT:**

Meeting adjourned at 4:49 PM

Respectfully submitted, Kurt Brauer, Secretary  
Prepared by Samantha Seimer