

**CITY OF IONIA**  
**Brownfield Redevelopment Authority**  
**Board of Directors**  
**August 14, 2023**  
**Meeting Minutes**

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**CALL TO ORDER**

City Manager Garland called the meeting of the City of Ionia Brownfield Redevelopment Authority Board of Directors for August 14, 2023, to order at 4:01 PM.

**ROLL CALL**

Present: Board Members Dan Balice, Melinda Braman, Thomas Dickinson, Ted Paton, and Mark Vroman. Deerfield/Riverside Steering Committee Members Logan Bailey from the Ionia Planning Commission and William Vaarberg from the Berlin Township Board of Trustees.

Absent: None.

Also Present: City Manager Precia Garland, Assistant to the City Manager Jonathan Bowman, Brownfield Consultant Susan Wenzlick from Fishbeck, and Gordon Kelley from the Ionia County Brownfield Redevelopment Authority.

**OATH OF OFFICE**

Assistant to the City Manager Bowman gave the oath of office to Board Members Dan Balice, Melinda Braman, Thomas Dickinson, Ted Paton, and Mark Vroman.

**INTRODUCTION S**

City Manager Garland introduced the board and provided background information on the Ionia Brownfield Redevelopment Authority.

**PUBLIC COMMENTS AND INFORMATION**

None.

**REVIEW/ADOPTION OF PROPOSED BYLAWS**

City Manager Garland proposed a set of bylaws for the board's consideration. It was moved by Board Member Paton and seconded by Board Member Balice to approve the bylaws as presented. MOTION CARRIED.

**ELECTION OF OFFICERS**

Chairperson

It was moved by Board Member Balice and seconded by Board Member Dickinson to nominate Board Member Ted Paton as Chair. MOTION CARRIED.

### Vice-Chairperson

It was moved by Chairperson Paton and seconded by Board Member Dickinson to nominate Board Member Mark Vroman as Vice-Chairperson. MOTION CARRIED.

### Treasurer

It was moved by Board Member Balice and seconded by Chairperson Paton to nominate Board Member Thomas Dickinson as Treasurer. MOTION CARRIED.

### **ESTABLISH REGULAR MEETING SCHEDULE**

City Manager Garland proposed a regular meeting schedule for the second Monday of the month through the end of the 2023 calendar year. It was moved by Board Member Balice and seconded by Board Member Dickinson to approve the regular meeting schedule as presented. MOTION CARRIED.

### **APPROVAL OF AGENDA**

Chairperson Paton introduced the agenda and asked if there were any requested changes. No changes were requested. It was moved by Board Member Vroman and seconded by Board Member Dickinson to approve the agenda as presented. MOTION CARRIED.

### **APPROVAL OF MINUTES**

Minutes from the regular meeting of April 20, 2022, were reviewed. It was moved by Chairperson Paton, seconded by Board Member Dickinson to approve the minutes from April 20, 2022. MOTION CARRIED.

### **TREASURER'S REPORT**

City Manager Garland presented to the board budget information from the last three fiscal years as well as a current balance sheet. The BRA FY23-24 budget includes up to \$20,000 for consultant fees and the balance sheet shows available cash assets of \$29,402.15. It was moved by Balice, seconded by Vroman to accept the Treasurer's Report as presented. MOTION CARRIED.

### **OLD BUSINESS**

#### Update regarding 340 W. Main Street Project

Garland provided an update on the most recent brownfield project approved by the board at 340 W. Main Street. It was announced that an open house and ribbon cutting will take place on Tuesday, August 29, 2023, from 3:00 to 6:00 PM.

### **NEW BUSINESS**

#### Brownfield Redevelopment Authorities - Basic Orientation - Susan Wenzlick, Fishbeck Engineering

Susan Wenzlick conducted a training session with the board on Brownfield Redevelopment Authorities.

Update regarding Deerfield/Riverside Project

Garland reviewed the Deerfield/Riverside project details with the board and outlined the steps that have been taken to prepare the site for redevelopment. Concept plans were shown to the board of what type of redevelopment could be possible on the 164-acre parcel. Next steps include issuance of a Request for Qualifications (RFQ) solicitation, which will be handled by the State Land Bank Authority. The RFQ will solicit interest from prospective developers and facilitate conversations about potential site reuse, as well as associated economic development incentives. The BRA Board will have opportunity to provide input regarding RFQ responses.

**ADJOURNMENT**

It was moved by Board Member Dickinson and seconded by Board Member Balice to adjourn the meeting at 6:01 PM. MOTION CARRIED

Respectfully Submitted,

Precia Garland, Recording Secretary