



Newaygo County

Brownfield Redevelopment Authority

MINUTES

May 15, 2025

8:30 A.M.

MEMBERS PRESENT	Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg
MEMBERS ABSENT	Lola Harmon-Ramsey, Jason O’Connell
OTHERS PRESENT	Christopher Wren, Administrator Debra Berger, Clerical Sandi Christoffersen, Deputy Finance Director Julie Burrell, The Right Place Senior Economic Development Director
PRESENT VIA TEAMS	Trudy Galla, Senior Brownfield Specialist David Stegink, Vice President/Brownfield Program Manager
CALL TO ORDER	Chairman Mark Guzniczak called the meeting to order at 8:30 a.m.
AGENDA - MOTION NUMBER	25-023 BAB
<p>Motion by Kasey Jernberg, second by Lindsay Hager, to approve the May 15, 2025, agenda. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell Motion carried.</p>	
MINUTES - MOTION NUMBER	25-024 BAB
<p>Motion by Kasey Jernberg, second by Lindsay Hager, to approve the regular meeting minutes dated April 17, 2025. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell Motion carried.</p>	
FINANCIAL REPORT – CHRISTOPHER WREN, COUNTY ADMINISTRATOR	25-025 BAB
<p>Mr. Wren reviewed the budget; there are no changes from last month. However, Mr. Wren did bring to the group’s attention the Hillcrest project has spent down all of its escrow money and will need to deposit more to cover costs.</p> <p>Motion by Todd Blake, second by Jason Finch, to receive the financial report on file. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell Motion carried.</p>	
FISHBECK PROJECT UPDATES:	Trudy Galla, Senior Brownfield Specialist
<p>A written report was submitted, and nothing was added</p>	
OLD BUSINESS:	
<p><u>Website and Document Updates:</u> Reviewed the document and noted the changes that have been made. Ms. Berger stated that the agendas and minutes are on the website. However, you have to click on the “filter” to make them populate. IT is working on it. Ms. Galla inquired about the “Site Remediation Fund.” Money is available in that fund so that portion of the website can be left as it is. Mr. Guzniczak will look at the FAQs, and Ms. Galla will supply additional information on the page.</p> <p><u>Brownfield Fee Schedule Discussion:</u> The consensus is to leave the fee schedule as it currently is on the website.</p>	

MOTION;	25-026 BAB
<u>Brownfield Funding Assistance Application:</u> It was noted that on page 3 of the application, under “local sources,” after “Local Brownfield Revolving Fund,” the sentence “not currently available” needs to be removed; there are funds available. There was a lot of discussion on page 6 regarding the Housing Development section, but ultimately, the consensus was to leave it as it is.	
Motion by Kasey Jernberg, second by Jason Finch, to approve the Newaygo County Brownfield Funding Assistance Application as presented. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg. Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell. Motion carried.	

MOTION;	25-027 BAB
<u>Brownfield Policies & Procedures:</u> This document was presented for review at the April 17, 2025, NCBRA Meeting. Members agreed with the changes that have been made since then.	
Motion by Kasey Jernberg, second by Lindsey Hager, to approve the Newaygo County Brownfield Redevelopment Authority Policies & Procedures as presented. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg. Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell. Motion carried.	

RIGHT PLACE UPDATE	Julie Burrell, Economic Development Director
Ms. Burrell updated the NCBRA of an upcoming site in the County that could be a potential Brownfield project.	
Ms. Burrell informed the NCBRA that there is a strong possibility that the 120 West Pine Lake Dr. project in Newaygo may be considering splitting it into two phases.	

PUBLIC COMMENT	None
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MISCELLANEOUS	
Mr. Wren updated the NCBRA on the Development & Reimbursement Agreement with the Hillcrest Commons project. The County has heard nothing on the Weaver Street project.	
Mr. Wren updated the NCBRA that the County plans to turn Pettibone Park over to the Township. Part of that agreement is that the County will perform a baseline environmental assessment on the property. The plan is to bring that to the June BRA meeting.	
Mr. Wren attended the Michigan Recycling Coalition in Muskegon last night. He had an opportunity to speak on Rural Recycling.	
Mr. Blake updated the NCBRA that he was notified by the contractor on the Hillcrest Commons project that they plan to break ground on June 1 st .	

NEXT MEETING	
The next Brownfield Authority Board meeting will be held on Thursday, June 19, 2025, at 8:30 a.m. in the Newaygo County Administration Multi-Purpose Room, directly across from the County Clerk’s Office.	

ADJOURNMENT	25-028 BAB
Motion by Todd Blake, second by Kasey Jernberg, to adjourn the meeting at 9:03 a.m. Ayes – Todd Blake, Jason Finch, Mark Guzniczak, Lindsay Hager, Kasey Jernberg. Nays – None. Absent – Lola Harmon-Ramsey, Jason O’Connell. Motion carried.	

RECORDING SECRETARY CERTIFICATION	Debra L. Berger, Newaygo County Administration Office Manager
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