

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Meeting of October 28, 2014
2 pm - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Brownfield Redevelopment Authority can take action to approve the October 28, 2014 Agenda.

IV Approval of Minutes

At this time Brownfield Redevelopment Authority can take action to approve the August 5, 2014 meeting Minutes.

V Public Hearing

VI Financial Reports

Approval of Invoices

At this time the Brownfield Redevelopment Authority can take action to approve invoices for payment

VII New Business

Schedule Meeting Dates 2015

Members of the Brownfield Redevelopment Authority will schedule meeting dates for 2015.

US EPA Grant Status

Staff will update the Brownfield Redevelopment Authority on the status of current projects.

VIII Old Business

IX Public Comments and Communications

At this time the Chair will ask if there are any public comments.

X Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

XI Staff Reports

At this time the Chair will ask Staff for their report.

XII Members Discussion

At this time the Chair will ask members of the Brownfield Redevelopment Authority if they have any items they want to discuss.

XIII Adjournment



MEMORANDUM

Planning & Zoning
231.398.2805
Fax 231.723-1546
www.manisteemi.gov

TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee
Planning & Zoning

DATE: October 22, 2014

RE: October 28, 2014 Brownfield Redevelopment Authority Meeting

Directors, the next meeting of the Brownfield Redevelopment Authority will be on Tuesday, October 28, 2014 at 2 pm in the Council Chambers. We have the following items on the Agenda.

Approval of Invoices – A copy of the Invoice Summary is included in your packet for your review.

Schedule Meeting Dates – The By-Laws require that we hold quarterly meetings (January, April, July, and October). Staff has drafted a schedule of meeting dates for 2015.

USEPA Grant Status - Staff will update the BRA on the status of current projects.

If you are unable to attend the meeting please call me at 398.2805. See you Tuesday!

:djb

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

SPECIAL MEETING MINUTES

August 5, 2014

A special meeting of the Manistee City Brownfield Redevelopment Authority was held on August 5, 2014 at 2:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:00 pm by Chair Clinton McKinven-Copus

Roll Call:

Members Present: Steve Brower, Dave Carlson, Donald Kuk, Clinton McKinven-Copus, Jeffrey Stege

Members Absent: W. Frank Beaver (excused), Marlene McBride (excused)

Others: Shari Wild (MSDDA Chair), Kathy Adair Morin (BRA Consultant), John Groothuis and T. Eftaxiadis (Development Team), Ed Bradford (BRA Administrator), Denise Blakeslee (BRA Recording Secretary), Brandon Ball (MSDDA – ER Committee) and others

APPROVAL OF AGENDA

Motion by Don Kuk, seconded by Jeff Stege that the agenda be approved with Public Comment being moved before New Business.

With a Voice Vote this motion passed unanimously.

APPROVAL OF MINUTES

Motion by Don Kuk, seconded by Steve Brower that the minutes of the July 29, 2014 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a Voice Vote this motion passed unanimously.

PUBLIC HEARING

None

Financial Reports

None

Director Carlson entered the meeting at 2:04 pm

PUBLIC COMMENTS AND COMMUNICATIONS

Chair McKinven-Copus asked the public in attendance if they had any comments

Shari Wild, Chair DDA/Main Street – While the Brownfield Plan has not been formally presented to the DDA at this time, their Strategic Plan has identified this area as a priority for redevelopment for the past 3-4 years.

Keith Graham, United Veterans Council – Asked to reserve comment until information about the use of parking at the Memorial Drive Parking Lot is received..

NEW BUSINESS

None

OLD BUSINESS

South Washington Area Brownfield Plan

The Brownfield Redevelopment Authority continued their discussion on the proposed Brownfield Plan for the South Washington Area. Members received copy of the document that included the two minor corrections noted at the last meeting.

Director Kuk asked staff to address Mr. Graham's question about the impact the project would have on the parking at Veteran's Memorial Park.

Kathy Adair Morin, Consultant – said the project would not negatively impact the area that it would positively impact the area. Thirty additional residential units would create more activity and the plan includes public infrastructure improvements.

T. Eftaxiadis, Development Team – spoke about the tax increment financing (TIF) that will be generated by the redevelopment of River Parc and the North Channel Outlet properties. The City-owned parcel to the west could be redeveloped in the future, thus generating TIF. The

inclusion of the Veterans Memorial Park in the Plan could result infrastructure improvements around it including paving of Memorial Drive, new Streetscape on Washington Street from the bridge to Fifth Avenue, repaving of the parking lot, and improvements to the current riverwalk by the Park, thus laying the groundwork for future expansion of the riverwalk to the west. Additionally, TIF generated from the redevelopment of the two properties can be used by the City and/or DDA for public infrastructure improvements that are needed to support the increased density that will result from the redevelopment, such as replacement of the sewer that runs along the north river channel; enlargement of the existing pump station; installation of a retaining wall on Short Street.

Mr. Eftaxiadis explained that the four private parcels are “facilities” (meaning they are contaminated); the City owned parcels are included in the Plan because they are contiguous to “facilities”. The parking lot on Memorial Drive is a public parking lot, therefore parking spaces cannot be reserved for private use. Even though there is no zoning requirement for creation of parking spaces in developments in the Downtown, the proposed development has adequate land for approximately 60 parking spaces to service the 30+ residential units. Customers for the proposed businesses would use the City parking Lot on Memorial Drive.

Director Kuk asked Staff to go over the Estimate of Captured Taxable Value & Tax Increment Financing.

Staff reviewed the tables and Attachment A – Eligible Activities and Eligible Costs with the Directors. It was noted that State tax increments captured for Brownfield “eligible” costs are reimbursed to the schools by the State.

MOTION by Don Kuk, seconded by Jeff Stege that the City of Manistee Brownfield Redevelopment Authority recommend to the City of Manistee Main Street – Downtown Development Authority and the City Council approval of the Brownfield Plan dated July 2014 developed by the Authority for the South Washington Area Redevelopment Project, based on the determination and finding that:

1. The Plan constitutes a public purpose under the Act.
2. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act.
3. The proposed method of financing the costs of the eligible activities by the Authority, as described in the Plan, using school and local tax increment is feasible and the Authority has the ability to arrange the financing.
4. The costs of eligible activities proposed in the Plan are reasonable and necessary.
5. The amount of captured taxable value estimated to result from adoption of the Plan is reasonable.

With a voice vote Motion passed unanimously.

CORRESPONDENCE

None

STAFF REPORTS

Ed Bradford, BRA Administrator – will draft an email to invite members of the DDA/Main Street, Planning Commission, Historic District Commission, AES and other interested parties to the Council Worksession on August 12, 2014 where the Plan will be discussed with the City Council. There are many components to this very complicated plan, therefore additional approvals for grant/loan applications and other programs will be needed.

MEMBERS DISCUSSION

None

The next regular meeting of the Brownfield Redevelopment Authority will be held on Tuesday, October 28, 2014

ADJOURNMENT

Motion by Don Kuk, seconded by Steve Brower that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 2:30 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary

CITY OF MANISTEE

BROWNFIELD REDEVELOPMENT AUTHORITY

SUMMARY OF INVOICES SUBMITTED FOR PAYMENT

		REPORTING PERIOD:		<u>August 7, 2014 through October 22, 2014</u>
				As of: 10/22/14
VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Kathy Morin	8/7/14		\$756.25	River Parc Place & North Channel Outlet Project
Eftaxiadis Consulting Inc.	9/2/14	CMBRA-1408	\$403.75	Consulting Services
Pioneer Group	7/31/14	41100167-07/31/14	\$34.00	Advertisement – RFP Former Manistee Plating Building Demolition and Restoration
TOTAL:			\$1,194.00	

EXPENDITURE REPORT
July - Sept 2014

City of Manistee
For the Period: 7/1/2014 to 9/30/2014

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10/22/2014
2:27 pm

	Original Bud.	Amended Bud.	QTD Actual		Encumb. YTD	UnencBal	% Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Expenditures							
Dept: 000							
799.000							
Miscellaneous Expense							
	0.00	0.00	0.00		0.00	0.00	0.0
801.000							
Professional Services							
332684	08/07/2014	AP MORIN/KATHY//	River Parc Place & North	756.25	INV#:	78961	
332679	09/02/2014	AP EFTAXIADIS CONSULTING INC	Consulting Services	403.75	INV#:	CMBRA-1408	78956
	0.00	0.00	1,160.00		0.00	-1,160.00	0.0
820.000							
Administration							
	0.00	0.00	0.00		0.00	0.00	0.0
900.000							
Printing & Publishing							
331487	07/31/2014	AP PIONEER GROUP/THE//	Advertisements	34.00	INV#:	#41100167 - 07/31/14	78734
	0.00	0.00	34.00		0.00	-34.00	0.0
970.000							
Capital Outlay							
	0.00	0.00	0.00		0.00	0.00	0.0
988.000							
Grant Expense - Land Improveme							
	0.00	0.00	0.00		0.00	0.00	0.0
999.000							
Transfers Out							
	0.00	0.00	0.00		0.00	0.00	0.0
<hr/>							
Dept: 000	0.00	0.00	1,194.00		0.00	-1,194.00	0.0
Dept: 691							
801.000							
Professional Services							
	0.00	0.00	0.00		0.00	0.00	0.0
964.000							
Refunds							
	0.00	0.00	0.00		0.00	0.00	0.0
990.000							
American Materials MDEQ Loan							
	0.00	0.00	0.00		0.00	0.00	0.0
<hr/>							
MDEQ Loan	0.00	0.00	0.00		0.00	0.00	0.0
Dept: 692							
801.000							
Professional Services							
	0.00	0.00	0.00		0.00	0.00	0.0
<hr/>							
MDEQ Grant	0.00	0.00	0.00		0.00	0.00	0.0
Dept: 693							
801.000							
Professional Services							
	0.00	0.00	0.00		0.00	0.00	0.0
<hr/>							
334 River St Grant	0.00	0.00	0.00		0.00	0.00	0.0
<hr/>							
Expenditures	0.00	0.00	1,194.00		0.00	-1,194.00	0.0

REVENUE/EXPENDITURE REPORT

July - Sept 2014

City of Manistee

For the Period: 7/1/2014 to 9/30/2014

Original Bud.

Amended Bud.

QTD Actual

Encumb. YTD

UnencBal % Bud

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

	Original Bud.	Amended Bud.	QTD Actual	Encumb. YTD	UnencBal	% Bud
Revenues						
Dept: 000						
485.000 Permits	0.00	0.00	0.00	0.00	0.00	0.0
501.000 Federal Grant	0.00	0.00	0.00	0.00	0.00	0.0
539.000 State Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.0
626.000 Charge for Service	0.00	0.00	0.00	0.00	0.00	0.0
664.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.0
676.000 Reimbursement	0.00	0.00	0.00	0.00	0.00	0.0
699.000 Transfers In	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures						
Dept: 000						
799.000 Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.0
801.000 Professional Services	0.00	0.00	1,160.00	0.00	-1,160.00	0.0
820.000 Administration	0.00	0.00	0.00	0.00	0.00	0.0
900.000 Printing & Publishing	0.00	0.00	34.00	0.00	-34.00	0.0
970.000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.0
988.000 Grant Expense - Land Improve	0.00	0.00	0.00	0.00	0.00	0.0
999.000 Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	1,194.00	0.00	-1,194.00	0.0
Dept: 691 MDEQ Loan						
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
964.000 Refunds	0.00	0.00	0.00	0.00	0.00	0.0
990.000 American Materials MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 692 MDEQ Grant						
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Grant	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 693 334 River St Grant						
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.0
334 River St Grant	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	0.00	0.00	1,194.00	0.00	-1,194.00	0.0
Grand Total Net Effect:	0.00	0.00	-1,194.00	0.00	1,194.00	

BALANCE SHEET

09/30/14

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10/22/2014

2:25 pm

City of Manistee

As of: 9/30/2014

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash	34,569.17
017.000 MBIA Mi Class Inv	0.00
040.000 AR - Invoices	0.00
084.000 Due From Other Funds	0.00

Total Assets

34,569.17

Liabilities

202.000 Accounts Payable	0.00
203.000 Accrued Payables	0.00
214.000 Due To Other Funds	0.00

Total Liabilities

0.00

Reserves/Balances

390.000 Fund Balance	35,763.17
398.000 Change in Fund Balance	-1,194.00

Total Reserves/Balances

34,569.17

Total Liabilities & Balances

34,569.17

Account Detail Report
07/01/2014 to 10/22/2014

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GLNumber	YTD Actual
Fund Name	Fund Type
Department Name	Function Name
Account Name	Class Name

243-000-001.000	\$34,569.17	Asset
BROWNFIELD REDEVELOPMENT AUTHO		

Cash CASH & INVESTMENTS - CHECKING

08/12/2014	AP	331584	SUMMARY FOR CHECK RUN	BANK: 100		-34.00
09/08/2014	AR	334398	RIETH-RILEY CONSTRUCTION CO.	Post Batch Receipt	RIETH2	9,140.09
09/10/2014	AP	332772	SUMMARY FOR CHECK RUN	BANK: 100		-1,160.00

Total Journal Entries: 3

Total: 7,946.09

Memorandum



Denise Blakeslee
Planning & Zoning
Administrator

70 Maple Street
Manistee, MI 49660
231.398.2805

dblakeslee@manisteemi.gov
www.manisteemi.gov

TO: Brownfield Redevelopment Authority Directors
FROM: Denise Blakeslee, Planning & Zoning Administrator
DATE: October 20, 2014
RE: Schedule Meeting Dates 2015

Directors, at our October Meeting we will be scheduling meeting dates for 2015. The By-Laws require that we hold quarterly meetings (January, April, July, and October). This past year the Authority has met on the last Thursday of the month at 2:00 pm in the Council Chambers. Using that same schedule staff is had drafted a schedule of meeting dates for 2015 as follows:

January 27, 2015 April 28, 2015 July 28, 2015 October 27, 2015

Please review your calendars and let us know if you have any conflicts.