

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

April 28, 2015

A meeting of the Manistee City Brownfield Redevelopment Authority was held on April 28, 2015 at 2pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:10 pm by Chair Clinton McKinven-Copus

Roll Call:

Members Present: Steve Brower, Donald Kuk, Marlene McBride, Clinton McKinven-Copus, Jeffrey Stege

Members Absent: W. Frank Beaver, Dave Carlson,

Others: T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), Denise Blakeslee (BRA Recording Secretary)

APPROVAL OF AGENDA

Motion by Steve Brower, seconded by Marlene Mc Bride that the agenda be approved as prepared.

With a voice vote this motion passed unanimously.

APPROVAL OF MINUTES

Motion by Steve Brower, seconded by Marlene McBride that the minutes of the January 27, 2015 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a voice vote this motion passed unanimously.

PUBLIC HEARING

None

FINANCIAL REPORTS

Approval of Invoices – Members reviewed the summary of paid invoices.

VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Eftaxiadis Consulting Inc.	1/12/15	CMBRA-1410R	\$318.75	Consulting Services – BRA 334 River Street
Eftaxiadis Consulting Inc.	2/1/15	CMBRA-1501	\$743.75	Consulting Services
Eftaxiadis Consulting Inc.	4/15/15	CMBRA-1503	\$1,742.50	Consulting Services – Joslin Cove Issues Brownfield Services - Hotel Northern, H&K, Hokanson, Rodeway
TOTAL:			\$2,850.00	

MOTION by Marlene Mc Bride, seconded by Jeff Stege to approve previously paid invoices.

With a voice vote this motion passed unanimously.

Financial Statements

Finance Director Ed Bradford reviewed the Balance Sheet and Revenue/Expenditure Report with the Directors (attached).

NEW BUSINESS

Independent Contractor Agreement

On February 24, 2012 the City of Manistee Brownfield Redevelopment Authority entered into a contract with Eftaxiadis Consulting Inc. The Independent Contractor Agreement provides in paragraph 8 that neither party may assign the obligations under the Agreement without prior written consent of the other party. The Independent Contractor is requesting to assign the Contractor Agreement to Eftaxiadis Consulting, LLC.

Ed Bradford presented the agreement to the Directors. The Agreement was prepared by the City Attorney.

MOTION by Steve Brower, seconded by Marlene McBride that the City of Manistee Brownfield Redevelopment Authority approves the transfer of the Independent Contractor Agreement to Eftaxiadis Consulting LLC and authorized the Chair to execute the agreement transfer.

With a voice vote this motion passed unanimously.

Consideration of 2015-2016 Budget

Finance Director Ed Bradford has drafted a budget for FY 2015-2016 for the City of Manistee Brownfield Authority to review/adopt.

Director Kuk entered the meeting at 2:17 pm.

The budget was reviewed by the Directors including the amount allocated for Administration/City staff time. The Directors had no issues with the amount allocated for staff time.

MOTION by Marlene McBride, seconded by Don Kuk that the City of Manistee Brownfield Redevelopment Authority adopt the 2015-2016 Budget for the Authority (copy attached).

With a voice vote this motion passed unanimously.

Discussion on Fees for Assistance to Developers

The Authority will discuss how and when fees will be charged for assisting developers and redevelopers on various projects and establish a fee amount. Staff was directed to work on a document that can be used to determine fees for assisting with redevelopment inquiries.

Project Update

T. Eftaxiadis prepared a Project Status Memo for the Directors that was used during the discussion on fees (attached).

OLD BUSINESS

Oath of Office/Section 6 Conflict of Interest - Annually the Brownfield Redevelopment Authority members will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority. Ms. Blakeslee administered the Oath of Office to the Directors. Each Director also read and signed a Section 6 Conflict of Interest.

Director McBride took her Oath of Office on February 3, 2015.

Director Stege took his Oath of Office on April 28, 2015.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Ed Bradford, BRA Administrator – Mr. Bradford spoke of receiving an invoice from the EPA for expenditure of funds in excess of the grant amount, but it was determined that it was intended for the County BRA.

MEMBERS DISCUSSION

None

The next regular meeting of the Brownfield Redevelopment Authority will be held on July 28, 2015.

ADJOURNMENT

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

Meeting adjourned at 2:57 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary

BALANCE SHEET

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City of Manistee

As of: 3/31/2015

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash	33,237.17
017.000 MBIA Mi Class Inv	0.00
040.000 AR - Invoices	0.00
084.000 Due From Other Funds	0.00

Total Assets 33,237.17

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	-2,526.00

Total Reserves/Balances 33,237.17

Total Liabilities & Balances 33,237.17

REVENUE/EXPENDITURE REPORT

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City of Manistee

For the Period: 7/1/2014 to 3/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	%Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
485.000 Permits	0.00	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	0.00	0.0
539.000 State Grant Revenue	0.00	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	0.00	0.0
664.000 Interest Income	0.00	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	0.00	0.0
699.000 Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Revenues	0.00	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	0.00	0.0
801.000 Professional Services	0.00	0.00	2,413.75	0.00	0.00	-2,413.75	0.0
820.000 Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 Printing & Publishing	0.00	0.00	112.25	0.00	0.00	-112.25	0.0
970.000 Capital Outlay - under \$5,000	0.00	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	0.00	0.0
999.000 Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000	0.00	0.00	2,526.00	0.00	0.00	-2,526.00	0.0
Dept: 691 MDEQ Loan							
801.000 Professional Services	0.00	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	0.00	0.0
990.000 American Materials MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 692 MDEQ Grant							
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
MDEQ Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 693 334 River St Grant							
801.000 Professional Services	0.00	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	0.00	0.0
Expenditures	0.00	0.00	2,526.00	0.00	0.00	-2,526.00	0.0
Net Effect for BROWNFIELD REDEVELOPMENT AUTHO	0.00	0.00	-2,526.00	0.00	0.00	2,526.00	0.0
Change in Fund Balance:			-2,526.00				
Grand Total Net Effect:	0.00	0.00	-2,526.00	0.00	0.00	2,526.00	

City of Manistee

2015-2016 Budget

Brownfield Redevelopment Authority

243 Brownfield Authority	Actual 2013-2014	Budget 2014-2015	Projected 2014-2015	Proposed 2015-2016	Notes
501.000 Federal Grant	\$0	\$0	\$0	\$0	
539.000 State Grants	44,128	0	0	0	
626.000 Charge for Service	0	15,000	1,500	8,000	Various applicants
676.000 Reimbursement	9,140	0	9,140	9,140	American Materials loan
699.000 Operating Transfer In	245	0	0	0	
Total Revenues	\$53,513	\$15,000	\$10,640	\$17,140	
000 Brownfield Authority					
799.000 Miscellaneous Expense	\$0	\$0	\$0	\$0	
801.000 Professional Services	2,210	11,000	8,000	12,000	Eftaxiadis, LLC (various)
820.000 Administration	0	4,000	4,000	4,000	City staff time
860.000 Travel & Training Expense	0	0	0	0	
900.000 Printing & Publishing	0	0	112	200	
970.000 Capital Outlay	0	0	0	0	
999.000 Transfer Out	0	0	0	0	
Subtotal Brownfield Authority	\$2,210	\$15,000	\$12,112	\$16,200	
691 MDEQ Loan					
799.000 Miscellaneous Expense	\$0	\$0	\$0	\$0	
990.000 American Materials Loan	9,140	0	9,140	9,140	American Materials loan
801.000 Professional Services	0	0	0	0	
820.000 Administration	0	0	0	0	
860.000 Travel & Training Expense	0	0	0	0	
900.000 Printing & Publishing	0	0	0	0	
970.000 Capital Outlay	0	0	0	0	
999.000 Transfer Out	0	0	0	0	
Subtotal Brownfield Authority	\$9,140	\$0	\$9,140	\$9,140	
334 River Street					
799.000 Miscellaneous Expense	\$0	\$0	\$0	\$0	
801.000 Professional Services	14,615	0	0	0	
820.000 Administration	0	0	0	0	
860.000 Travel & Training Expense	0	0	0	0	
900.000 Printing & Publishing	0	0	0	0	
970.000 Capital Outlay	0	0	0	0	
Subtotal 334 River Street	\$14,615	\$0	\$0	\$0	
Total Expenses	\$25,965	\$15,000	\$21,252	\$25,340	
TOTAL BROWNFIELD REDEVELOPMENT	\$27,548	\$0	-\$10,612	-\$8,200	
Beginning Fund Balance	\$8,215		\$35,763	\$25,151	
Projected Ending Fund Balance	\$35,763		\$25,151	\$16,951	

Memo

To: City of Manistee Brownfield Redevelopment Authority Directors and Administrator
From: T. Eftaxiadis, Eftaxiadis Consulting LLC
Date: April 28, 2015
Re: Project Status

The status of projects since the last Brownfield Redevelopment Authority ("Authority") meeting is as follows:

1. South Washington Area Redevelopment. An Act 381 Work Plan will be prepared by the Authority upon receiving from the City cost breakdowns for public infrastructure improvements (Short Street stabilization, Washington Street streetscape and Memorial Drive repaving).
2. River Parc Place. This component of the South Washington Area Redevelopment project is targeted for start this Spring-Summer upon receiving the Blight Elimination grant from the MEDC and securing financing for the rest of the rehabilitation work. A special meeting of the Authority may be required in the next two months to review and act on the Act 381 Work Plan prior to submitting it to the MEDC and MDEQ for their approval.
3. North Channel Outlet. This component of the South Washington Area Redevelopment project will be initiated following start of the River Parc Place building rehabilitation, and award of a Blight Elimination grant from MEDC and a Rental Rehabilitation grant from MSHDA.
4. H&K Property. We have been assisting the new property owners by coordinating with, and participating in meetings with City, MEDC and MSHDA representatives to discuss redevelopment grants potentially available from the State. While we have expended substantial effort discussing redevelopment assistance for this project, we anticipate that a Brownfield Plan and Brownfield TIF will not be required for the redevelopment of this property due to the limited expenses that may be eligible for reimbursement through Brownfield TIF. Most expenses that would be eligible for reimbursement through Brownfield TIF are expected to be covered by other State and DDA programs.
5. Hotel Northern Property. The property qualifies as a Brownfield due to being a "facility", a "historic resource", as well as being "functionally obsolete" for the future intended uses. DDA, Authority and City representatives have been assisting the new owners/developers with evaluating redevelopment and rehabilitation assistance potentially available for the project as currently envisioned (retail spaces and controlled rent apartments). Several meetings have been held with the parties above, as well as representatives of the MEDC and MSHDA. The Authority has not yet received a formal application for assistance from the owners.
6. Hokanson Property. The property qualifies as a Brownfield due to being a "facility" as well as a "historic resource". Staff have been assisting the new property owner with determining redevelopment/rehabilitation expenses that may be eligible for reimbursement through Brownfield TIF. We anticipate that we will receive an application for redevelopment assistance by the Authority, along with the associated fees. The timing for initiating the Brownfield planning process is currently unknown.

7. Rodeway Inn. Authority staff have been assisting the City with responding to request by the new owners for declaration of the property as a "redevelopment area" for the purpose of securing a "redevelopment liquor license" from the State.
8. General Chemical - North Property. We have provided limited assistance to a prospective buyer/developer of the property with assessing redevelopment and environmental remediation financial assistance available by the State (MDEQ). Further involvement by the Authority in this property is on hold pending the acquisition of the property.

Please let me know if you have any questions or require additional information.