

# **MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY**

Meeting of July 28, 2015  
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 July 28, 2015 Agenda.

### **IV Approval of Minutes**

At this time Brownfield Redevelopment Authority can take action to approve the April 28, 2015 meeting Minutes.

### **V Public Hearing**

### **VI Financial Reports**

#### **Approval of Invoices**

There are no invoices for this quarter.

#### **Financial Statements**

Finance Director Ed Bradford will give a financial status update on the Brownfield Redevelopment Authority Funds.

### **VII New Business**

#### **Discussion of Lighthouse Park**

At this time the BRA will discuss sampling for contamination at Lighthouse Park.

#### **Project Updates**

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

## **VIII Old Business**

### **Discussion on Fees for Assistance to Developers**

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

At this time the Directors will review the proposed fee schedule.

## **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**

### **Council Presentation**

Ed Bradford and T. Eftaxiadis will discuss the annual report that was given to City Council on June 2, 2015 reporting the Brownfield Redevelopment Authorities activities this past year.

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: July 21, 2015

RE: July 28, 2015 Brownfield Redevelopment Authority Meeting

Directors, the next meeting of the Brownfield Redevelopment Authority will be on **Tuesday, July 28, 2015** at 2 pm in the Council Chambers. We have the following items on the Agenda.

**Approval of Invoices** – There are no invoices this quarter.

**Financial Statements** - Finance Director Ed Bradford will give a financial status update on the Brownfield Redevelopment Authority Funds.

**Lighthouse Park** - The Authority will discuss sampling for contamination at Lighthouse Park.

**Discussion on Fees for Assistance to Developers** - Staff was directed at the April meeting to work on a document that can be used to determine fees for assisting with redevelopment inquiries. A copy of the proposed fee schedule is attached for your review.

**Project Updates** - Staff will update the Brownfield Redevelopment Authority on the status of current projects.

**Council Presentation** - Ed Bradford and T. Eftaxiadis will discuss the annual report that was given to City Council on June 2, 2015 reporting the Brownfield Redevelopment Authorities activities this past year.

**Oath of Office/Section 6 Conflict of Interest** - Members that were not present at the January and April meeting will be administered their Oath of Office and read and sign a Section 6 Conflict of Interest.

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

# 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
<b>TOTAL:</b>			<b>\$2,850.00</b>	

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

Page: 1  
4/16/2015  
8:48 am

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

Page: 1  
4/16/2015  
8:47 am

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
<b>Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO</b>							
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
<b>Dept: 000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
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
<b>Dept: 000</b>	<b>0.00</b>	<b>0.00</b>	<b>2,526.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,526.00</b>	<b>0.0</b>
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
<b>MDEQ Loan</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
Dept: 692 MDEQ Grant							
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>MDEQ Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
Dept: 693 334 River St Grant							
801.000 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.0
<b>334 River St Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>
Expenditures	0.00	0.00	2,526.00	0.00	0.00	-2,526.00	0.0
<b>Net Effect for BROWNFIELD REDEVELOPMENT AUTHO</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,526.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,526.00</b>	<b>0.0</b>
Change in Fund Balance:			-2,526.00				
<b>Grand Total Net Effect:</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,526.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,526.00</b>	

## 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	
<b>Total Revenues</b>	<b>\$53,513</b>	<b>\$15,000</b>	<b>\$10,640</b>	<b>\$17,140</b>	
<b>000 Brownfield Authority</b>					
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	
<b>Subtotal Brownfield Authority</b>	<b>\$2,210</b>	<b>\$15,000</b>	<b>\$12,112</b>	<b>\$16,200</b>	
<b>691 MDEQ Loan</b>					
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	
<b>Subtotal Brownfield Authority</b>	<b>\$9,140</b>	<b>\$0</b>	<b>\$9,140</b>	<b>\$9,140</b>	
<b>334 River Street</b>					
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	
<b>Subtotal 334 River Street</b>	<b>\$14,615</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total Expenses</b>	<b>\$25,965</b>	<b>\$15,000</b>	<b>\$21,252</b>	<b>\$25,340</b>	
<b>TOTAL BROWNFIELD REDEVELOPMENT</b>	<b>\$27,548</b>	<b>\$0</b>	<b>-\$10,612</b>	<b>-\$8,200</b>	
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.

REVENUE/EXPENDITURE REPORT

City of Manistee  
For the Period: 7/1/2014 to 6/30/2015

Page: 1  
7/15/2015  
3:04 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO</b>							
Revenues							
Dept: 000							
676.000 Reimbursement							
349619 05/15/2015 AR RIETH-RILEY CONSTRUCTION CO.	American Materials - Brownfield		9,140.09	Invoice #00002103		2114	
Reimbursement	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
Dept: 000	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
Revenues	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
Expenditures							
Dept: 000							
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	
337612 11/13/2014 AP EFTAXIADIS CONSULTING INC	Consulting - Hotel Northern		191.25	INV#:		80111	
342036 01/12/2015 AP EFTAXIADIS CONSULTING LLC	Consulting - BRA/334 River St,		318.75	INV#:	CMBRA-1410R	81120	
343492 02/01/2015 AP EFTAXIADIS CONSULTING LLC	Consulting, Brownfield Service		743.75	INV#:	CMBRA-1501	81413	
348348 04/15/2015 AP EFTAXIADIS CONSULTING LLC	Consulting, Brownfield Service		1,742.50	INV#:	CMBRA-1503	82107	
Professional Services	0.00	0.00	4,156.25	0.00	0.00	-4,156.25	0.0
900.000 Printing & Publishing							
331487 07/31/2014 AP PIONEER GROUP/THE//	Advertisements		34.00	INV#:	#41100167 - 07/31/14	78734	
337727 10/31/2014 AP PIONEER GROUP/THE//	Advertisements		78.25	INV#:	#41100167 - 10/31/14	80226	
Printing & Publishing	0.00	0.00	112.25	0.00	0.00	-112.25	0.0
Dept: 000	0.00	0.00	4,268.50	0.00	0.00	-4,268.50	0.0
Dept: 691 MDEQ Loan							
990.000 American Materials MDEQ Loan							
349794 05/31/2015 AP STATE OF MICHIGAN - MDEQ	Brownfield Redevelopment Loan		9,140.09	INV#:	PR #431839-00 - #3	82489	
American Materials MDEQ Loan	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
MDEQ Loan	0.00	0.00	9,140.09	0.00	0.00	-9,140.09	0.0
Expenditures	0.00	0.00	13,408.59	0.00	0.00	-13,408.59	0.0
Net Effect for BROWNFIELD REDEVELOPMENT AUTHO	0.00	0.00	-4,268.50	0.00	0.00	4,268.50	
Change in Fund Balance:			-4,268.50				

**BALANCE SHEET**

City of Manistee

As of: 6/30/2015

Balances

---

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash

31,494.67

---

Total Assets

---

31,494.67

Reserves/Balances

390.000 Fund Balance

35,763.17

398.000 Change in Fund Balance

-4,268.50

---

Total Reserves/Balances

---

31,494.67

---

Total Liabilities & Balances

---

31,494.67

# Memo

**To:** City of Manistee Brownfield Redevelopment Authority Directors and Administrator  
**From:** T. Eftaxiadis, Eftaxiadis Consulting LLC  
**Date:** July 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, River Park Place and North Channel Outlet. The Act 381 Work Plan is under preparation by the Authority. Staff is working with Developer, DPW and City Engineer to obtain cost breakdowns for public infrastructure improvements.
2. H&K Property and Hotel Northern Property. We have had no contacts by the new owners/developers concerning their desire to obtain Authority assistance for MSHDA/MEDC redevelopment grants for these projects. Further staff effort will be expended when/if owners/developers submit the project application (and associated fees) to the Authority.
3. Hokanson Property. We have had no contacts by the new owner/developer concerning his desire to obtain Authority assistance for a Brownfield TIF and/or MEDC redevelopment grant for this project. Therefore, no further staff effort will be expended until the owner/developer submits the project application (and associated fees) to the Authority
4. Rodeway Inn. Authority staff has not had contacts by the new owner of the property concerning Brownfield TIF assistance.
5. Glick’s Property. Staff has participated in public meetings with and assisted representatives of the MEDC and its real estate consultant generating conceptual redevelopment plan for the property.
6. 334 River Street Property. Based on increased property assessed and taxable values, staff anticipates that Brownfield TIF increments will be generated starting with payment of the Winter 2015 taxes. Estimated TIF capture and reimbursement projections have been generated by staff.
7. Lighthouse Park. Staff is assisting the City’s DPW with an environmental assessment of material at the park (treated wood, wood chips, and soils) potentially impacted by chemicals associated with wood preservation. Staff prepared the Work Plan for the assessments and coordinates and oversees the field work by a third party environmental firm on behalf of the DPW.

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

## CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

### Redevelopment Project Funding Assistance Process Outline

This document provides an outline of the steps and activities required to process requests for funding assistance by the City of Manistee Brownfield Redevelopment Authority (CMBRA) in support of redevelopment projects within the City.

#### STEP 1. PRE-APPLICATION ACTIVITIES (No Fee Required)

1. Receipt by staff (CMBRA Administrator, Zoning Administrator, CMBRA Consultant) of new/prospective property Owner or Developer (“Owner/Developer”) inquiries concerning CMBRA/City assistance with pursuing redevelopment financial support through City and/or State (MEDC, MSHDA, etc.).
2. Initial staff discussion of inquiry. Assignment of staff contact with Owner/Developer.
3. Initial site visit and prospective project discussion with Owner/Developer.
4. Request for completion and submittal by Owner/Developer of CMBRA Redevelopment Pre-Application Form (Attachment A).
5. Staff review of Pre-Application and initial determination of project viability and desirability.

#### STEP 2. APPLICATION FOR REDEVELOPMENT PROJECT FUNDING (Fees Required)

1. Submittal of Application for Redevelopment Project Funding prepared by applicant and receipt of application fee **(\$2,000)**.
2. Administrative and technical review of Application by CMBRA, and City representatives (if needed).
3. Evaluation of applicant’s request for financial assistance by CMBRA and City. Make Go – No Go decision.
4. Meeting with applicant, CMBRA, City and Michigan Department of Environmental Quality (MDEQ) and Michigan Strategic Fund (MSF).
5. Preparation by BRA of standard BRA Plan, including Eligible Costs and Tax Increment Financing (TIF) tables (if applicable) based on information provided in application.
6. Preparation by BRA and City, of Standard Development & Reimbursement Agreement between CMBRA, City (if appropriate) and applicant.

The application fee of **\$2,000** is due with the submittal of the Application and it is non-refundable. Legal fees incurred by the BRA and City for the preparation, review or negotiation of a non-standard Development & Reimbursement Agreement will be invoiced to the applicant at cost and will be payable prior to proceeding with Step 3 of the redevelopment assistance process.

### **STEP 3. BROWNFIELD PLAN RPOCESSING**

1. Scheduling of CMBRA public hearing, preparation of resolution, and posting (twice) of notice of public hearing.
2. Public hearing on BRA Plan by CMBRA, followed by meeting of CMBRA to discuss and act on BRA Plan and Development & Reimbursement Agreement.
3. Meeting of City Council to discuss and act on BRA Plan.

A non-refundable BRA Plan processing base fee **(\$1,500)** is due prior to scheduling the CMBRA's meeting to act on the BRA Plan. An additional fee **(1%)** of the requested TIF reimbursement amount, not to exceed \$10,000, will be added to the \$1,500 base fee.

Substantially more complex projects that require integration of additional forms of financial support that may be pursued by the CMBRA or City on behalf of the Owner/Developer (MSHDA, USDA or MEDC Grants and/or Loans), will require an additional fee **(\$3,000)** per grant/loan application or a **(2.5%) fee** of the grant/loan application amount, whichever is more.

### **STEP 4. BROWNFIELD ACT 381 WORK PLAN RPOCESSING**

1. Preparation by CMBRA staff of Brownfield Act 381 Work Plan (Work Plan) for reimbursement of the Owner/Developer's "eligible" redevelopment costs.
2. Meeting of CMBRA to discuss and act on Work Plan.
4. Submittal by CMBRA, and coordination with MDEQ and/or MSF of Work Plan for review and approval.

A development and processing fee for the Work Plan **(\$4,000)** is due prior to the preparation of the Work Plan. The Work Plan development and processing fee covers the CMBRA's actual costs (estimated at \$1,000 to \$4,000 depending on the complexity of the project). The processing fee of \$4,000 will be placed in escrow to be used for payment of CMBRA's costs. The unused portion of the fee will be refunded to the Owner/Developer. This processing fee is an "eligible" cost, therefore it will be included in the BRA Plan and in the Work Plan to be reimbursed to the Owner/Developer by the CMBRA through future incremental tax revenues.

### **STEP 5. PROJECT IMPLEMENTATION**

Following project initiation, the CMBRA will oversee the implementation of the project as approved in the BRA Plan, Work Plan and Development & Reimbursement Agreement including, but not limited to:

1. Review and approval of applicant's invoices for "eligible" costs.
2. Review of environmental assessment and remediation reports, if applicable.
3. Inspections of project construction and completion.
4. Capture of, and accounting for incremental tax revenues.
5. Reimbursement of "eligible" costs to applicant.

6. Preparation of annual reports to State.

The CMBRA's costs for performing these functions will be reimbursed through the Administrative Fees included in the BRA Plan and the Act 381 Work Plan.

**CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY**

**CONFIDENTIAL  
PRE-APPLICATION STATEMENT OF INTENT  
FOR REDEVELOPMENT OR REHABILITATION PROJECTS**

***1. OWNER / DEVELOPER NAME AND CONTACT INFORMATION:***

***2. PROJECT NAME / LOCATION / ADDRESS:***

***3. PROJECT DESCRIPTION AND/OR CONCEPTUAL PLAN (ATTACH SITE PLANS OR DRAWINGS, IF AVAILABLE):***

***4. PROJECT TIMETABLE / SCHEDULE:***

**CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY**

**CONFIDENTIAL  
PRE-APPLICATION STATEMENT OF INTENT  
FOR REDEVELOPMENT OR REHABILITATION PROJECTS**

**5. ESTIMATED PRIVATE INVESTMENT:**

**6. ESTIMATED CASH FLOW OR ECONOMIC ACTIVITY PROJECTIONS:**

**7. PROPOSED METHOD AND ESTIMATED “ELIGIBLE” COST FUNDING:**

**8. REQUESTED TAX ABATEMENT PROGRAM, DURATION OR AMOUNT:**

**9. DESCRIPTION OF JOB CREATION / RETENTION PLAN:**

**10. DEVELOPER EXPERIENCE AND CREDENTIALS:**

CITY OF MANISTEE  
BROWNFIELD REDEVELOPMENT AUTHORITY



# **ANNUAL STATUS REPORT to City Council**

**June 2, 2015**

**Ed Bradford and T Eftaxiadis**



**CITY OF MANISTEE  
BROWNFIELD REDEVELOPMENT AUTHORITY**



**CMBRA RESPONSIBILITIES AND AUTHORITIES**

**MISSION: Facilitate Redevelopment of Brownfield Properties**

**BROWNFIELD = Contaminated, Functionally Obsolete,  
Blighted or Historic Property**

- ▶ **Undertake Environmental Assessments and Cleanups**
- ▶ **Pursue and Receive Federal Grants for Redevelopment Work**
- ▶ **Accept State Grants and Loans for Environmental Cleanups**
- ▶ **Capture Tax Increments to Reimburse Public / Private Parties for “Eligible” Environmental and Redevelopment Expenses**
- ▶ **Create and Use a Local Site Remediation Revolving Fund**
- ▶ **Own, Mortgage or Lease Real Property and Real Estate**
- ▶ **Borrow, Issue Bonds/Notes and Invest Assets**
- ▶ **Bid, Purchase, Acquire Foreclosure Property**

# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



## CMBRA FUNDING SOURCES

- Applicant Fees
- Administration TIF Component
- Local Site Remediation Revolving Fund (future)
- USEPA and MDEQ Grants/ Loans (\$1.24MM)



# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



Peninsula Brownfield Plan



## USEPA/MDEQ GRANTS/LOANS WORK

Environmental Assessments at >30  
Sites throughout the City



# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



## ON-GOING BROWNFIELD TIF PROJECTS



### American Materials (Rieth Riley)

Bulk Materials & Asphalt Facility

Brownfield Plan in Place ('07 - '29)

Ren Zone '07 - '22

MDEQ Loan Repayment with TIF

Developer TIF for Loan



### 334 River (Former Golden Apple)

Residential & Commercial Uses

Brownfield Plan in Place ('10 - '20)

Future TIF Revenues (\$35K)

# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



## BROWNFIELD TIF PROJECTS IN-PROGRESS



### South Washington Area

Blighted Buildings & Surrounding Lands  
Residential & Commercial Mixed Use

Multi-Phase Project

State (MEDC/MSHDA) Grants

Brownfield Plan Approved by City (2014)

Pending State Approval of Brownfield TIF

Public Infrastructure and Remediation



- KEY
- |                                |                       |
|--------------------------------|-----------------------|
| 1. River Parc Place II LLC     | Parcel #51-211-100-05 |
| 2. North Channel Investors LLC | Parcel #51-211-100-02 |
| 3. Former Groves Property      | Parcel #51-211-100-03 |
| 4. Former Groves Property      | Parcel #51-211-100-01 |
| 5. City of Manistee            | Parcel #51-211-100-01 |
| 6. City of Manistee            | Parcel #51-105-350-01 |

South Washington Area



# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



## BROWNFIELD TIF PROJECTS IN-PLANNING

**Hotel Northern (141 Washington Street)**

**Hokanson Building (308 River Street)**

**General Chemical (Middle Section)**



# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



## RECENT AUTHORITY ACTIVITIES

**Former Manistee Plating Site**  
Demolition Assistance to HC

**Former H&K Restoration**  
State Redevelopment Grants Assistance

**Glick's Site Conceptual Planning**  
RRC Program Assistance



# CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY



▶ **QUESTIONS?**