

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

February 9, 2016

A meeting of the Manistee City Brownfield Redevelopment Authority was held on February 9, 2016 at 2pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:10 pm by Vice-Chair Steve Brower

ROLL CALL

Members Present: Steve Brower, Dave Carlson, Donald Kuk, Marlene McBride, Clinton McKinven-Copus,

Members Absent: W. Frank Beaver (excused), Jeffrey Stege (excused)

Others: T. Eftaxiadis (Consultant for River Parc), Ed Bradford (BRA Administrator), Denise Blakeslee (BRA Recording Secretary) and others

APPROVAL OF AGENDA

Motion by Don Kuk, seconded by Marlene McBride that the agenda be approved as prepared.

With a Voice Vote this motion passed unanimously.

APPROVAL OF MINUTES

Motion by Don Kuk, seconded by Dave Carlson that the minutes of the July 28, 2015 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a Voice Vote this motion passed unanimously.

There was not a quorum at the October 27, 2015 Meeting.

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.	7/10/15	CMBRA-1506	\$1,445.00	Consulting Services
Eftaxiadis Consulting Inc.	8/5/15	CMBRA-1507	\$1,275.00	Consulting Services
Fibertec Environmental Service	9/1/15	INV69045-01	\$1,239.00	Lighthouse Park – Metal
Fibertec Environmental Service	9/1/15	INV69228-01	\$ 294.00	Lighthouse Park - Metal
Compliance Inc	9/1/15	46486	\$2,560.25	Lighthouse Park Materials
Fibertec Environmental Service	9/2/15	INV69045-02	\$ 210.00	Hexavalent Chromium Solid
Fibertec Environmental Service	9/10/15	INV69045-03	\$ 284.00	SPLP As – Lighthouse Park
Eftaxiadis Consulting Inc.	10/1/15	CMBRA-1509	\$2,247.50	Consulting Services
Fibertec Environmental Service	10/13/15	INV70013-01	\$ 168.00	Percent Moisture, Metal Analysis
Eftaxiadis Consulting Inc.	11/9/15	CMBRA-1510	\$1,593.75	Consulting, Environmental Services
TOTAL:			\$11,316.50	

MOTION by Don Kuk, seconded by Marlene McBride to approve previously paid invoices.

With a Voice Vote this motion passed unanimously

Chair Clinton McKinven-Copus entered the meeting.

BRA Financing

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

MOTION by Don Kuk, seconded by Marlene McBride to approve the Balance Sheet and Revenue/Expenditure Report.

With a Voice Vote this motion passed unanimously

NEW BUSINESS

Director Brower informed the Authority that he has a conflict of interest since his employer is financing a portion of the project. Director Brower will not participate in any discussion and will be abstaining from voting for all items relating to the South Washington Area Redevelopment Project.

Development Agreement – South Washington Area Redevelopment Project

A Development Agreement between the BRA, City of Manistee and private developer has been drafted regarding the South Washington Area Redevelopment Project. As one of the parties in the agreement the BRA needs to discuss and act on the agreement.

Ed Bradford, Finance Director – Reviewed in detail the Agreement with the directors, and noted minor changes had been made to the agreement since the directors received their copies. This is a three party agreement between the Brownfield Redevelopment Authority, City of Manistee and Private Developer. This is a complex agreement, therefore he detailed the sections of the document, clarified the ownership of the properties/developer, eligible redevelopment activities, stages of the project, financial obligations by the developer and City, insurance requirements, and responsibilities of the City, Developer and BRA.

Motion by Don Kuk, seconded by Marlene McBride to approve the South Washington Area Redevelopment Project Development Agreement with the changes discussed.

With a Roll Call vote this motion passed 4 to 0 with Director Brower abstaining

Yes:	Kuk, McBride, Carlson, McKinven-Copus
No:	None
Abstained:	Brower

Act 381 Work Plan – South Washington Area Redevelopment Project Area

The Act 381 Work Plan for the South Washington Area Redevelopment Project had been drafted to secure approval by the State of Michigan for the BRA to capture state tax increments for use on the South Washington Area Redevelopment Project. The BRA needs to discuss and act on the Plan.

T. Eftaxiadis, consultant for the Developer, reviewed the Act 381 Work Plan with the Directors. He reviewed each section. It was noted that the document has Draft 2015 on the front, but the copy the directors received had included updates thru February 5, 2016. The word DRAFT will be removed from the document and it will be dated the date of adoption by the Authority. The plan is formatted using the template required under Act 381 and the guidelines by the state. A correction of a typographical error on Table 1 will be made.

Motion by Don Kuk, seconded by Dave Carlson to approve the submittal of the Act 31 Work Plan for the South Washington Redevelopment Project to the State of Michigan (MEDC & MDEQ) with corrections and authorize BRA Administrator to submit the plan.

With a Roll Call vote this motion passed 4 to 0 with Director Brower abstaining

Yes:	Kuk, McBride, Carlson, McKinven-Copus
No:	None
Abstained:	Brower

BRA Responsibilities - South Washington Area Redevelopment Project

Ed Bradford spoke that the Brownfield is responsible for approving budgets and invoices for the project and will need to hold more meetings.

Election of Officers

According to the By-Laws of the Manistee Brownfield Redevelopment Authority the election of officers is held at their annual meeting in January.

Chair

At this time the meeting was turned over to Ed Bradford who asked for nominations for the Position of Chair.

Don Kuk, seconded by Steve Brower nominated Clinton McKinven-Copus for the position of Chair

There being no other nominations, nominations were closed.

With a unanimous voice vote, Clinton McKinven-Copus was elected Chair of the Brownfield Redevelopment Authority for 2016

Vice-Chair

Chair McKinven-Copus asked for nominations for the Position of Vice-Chair.

Steve Brower, seconded by Marlene McBride nominated Don Kuk for the position of Vice-Chair

There being no other nominations, nominations were closed.

With a unanimous voice vote, Don Kuk was elected Vice - Chair of the Brownfield Redevelopment Authority for 2016.

Secretary

Chair McKinven-Copus asked for nominations for the Position of Secretary.

Don Kuk, seconded by Steve Brower nominated Marlene McBride for the position of Secretary

There being no other nominations, nominations were closed.

With a unanimous voice vote, Marlene McBride was elected Secretary of the Brownfield Redevelopment Authority for 2016.

Appointment of a Recording Secretary 2016

Once Elected the Secretary may appoint a Recording Secretary to handle the administrative functions of the office.

Marlene McBride appointed Denise Blakeslee to act as the Recording Secretary for the Brownfield Redevelopment Authority for the year 2016.

By Law Review

According to the By-Laws of the City of Manistee Brownfield Redevelopment Authority the commission shall annually review their By-Laws at the regularly scheduled meeting in January. Members received copies of the By-Laws in their meeting packets. No Changes were made to the By-Laws.

Project Update

Ed Bradford spoke to the Directors about the Joslin Cove development through a Manistee County Brownfield Plan, and how the developer is looking to move forward with the project.

Ed Bradford noted that this is the first year that the 334 River Street project will generate tax increments to be captured by the BRA; the Administrator will work with the developer on submitting invoices for eligible expenses. T. Eftaxiadis gave the Directors the history on the Joslin Cove project. He also spoke of a potential request for redevelopment assistance for a former gas station on River Street.

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.

Denise Blakeslee administered the Oath of Office and agreement to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority to Ed Bradford, Finance Director and Steve Brower, Dave Carlson, Don Kuk, Marlene McBride, and Clinton McKinven-Copus.

OLD BUSINESS

Schedule Meeting Dates 2016

There was not a quorum at the October 27, 2015 Brownfield Redevelopment Authority Meeting. The Authority needs to schedule the remainder of their meetings for 2016. The By-Laws require that quarterly meetings be held in January, April, July, and October. The Directors discussed the need to hold additional meetings in 2016 due to the responsibilities for the North Washington Area Redevelopment Project. Staff recommends changing the meetings to the first Tuesday of the Month starting in April.

MOTION by Steve Brower, seconded by Don Kuk that the City of Manistee Brownfield Redevelopment Authority Schedule their meetings for the first Tuesday of the Month starting on April 5, 2016 as follows:

April 5, 2016	May 3, 2016	June 7, 2016	July 5, 2016	August 2, 2016
September 6, 2016	October 4, 2016	November 1, 2016	December 6, 2016	

With a voice vote motion passed unanimously.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

None

MEMBERS DISCUSSION

Director McBride spoke about the Senior Centers interest in purchasing the former Armory and an Open House they are holding on February 18th.

The next regular meeting of the Brownfield Redevelopment Authority will be held on April 5, 2016.

ADJOURNMENT

Motion by Don Kuk, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 4:20 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary

BALANCE SHEET

DRAFT

Page: 1
2/5/2016
10:38 am

City of Manistee

As of: 12/31/2015

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash 20,178.17

Total Assets 20,178.17

Reserves/Balances

390.000 Fund Balance 30,049.67

398.000 Change in Fund Balance -9,871.50

Total Reserves/Balances 20,178.17

Total Liabilities & Balances 20,178.17

REVENUE/EXPENDITURE REPORT
DRAFT

City of Manistee
For the Period: 7/1/2015 to 12/31/2015

Page: 1
2/5/2016
10:39 am

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	%Bud
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Expenditures							
Dept: 000							
801.000 Professional Services							
355142 07/10/2015 AP EFTAXIADIS CONSULTING LLC		Brownfield/Consulting Services	1,445.00	INV#	CMBRA-1506	83703	
355143 08/05/2015 AP EFTAXIADIS CONSULTING LLC		Consulting Service	1,275.00	INV#	CMBRA-1507	83704	
357755 09/01/2015 AP FIBERTEC ENVIRONMENTAL SERVICE		Lighthouse Park - Metal	1,239.00	INV#	INV69045-01	84106	
357754 09/01/2015 AP FIBERTEC ENVIRONMENTAL SERVICE		Lighthouse Park - Metal	294.00	INV#	INV69228-01	84105	
357723 09/01/2015 AP COMPLIANCE INC		Lighthouse Park Materials	2,560.25	INV#	46486	84074	
359275 09/02/2015 AP FIBERTEC ENVIRONMENTAL SERVICE		Hexavalent Chromium Solid -	210.00	INV#	INV69045-02	84780	
359274 09/10/2015 AP FIBERTEC ENVIRONMENTAL SERVICE		SPLP As - Lighthouse Park	284.00	INV#	INV69045-03	84779	
360173 10/01/2015 RE 2015 Accrued Payables			-1,445.00				
359264 10/01/2015 AP EFTAXIADIS CONSULTING LLC		Consulting, Brownfield Service	2,247.50	INV#	CMBRA-1509	84769	
359305 10/13/2015 AP FIBERTEC ENVIRONMENTAL SERVICE		Percent Moisture, Metal Anayli	168.00	INV#	INV70013-01	84810	
361574 11/09/2015 AP EFTAXIADIS CONSULTING LLC		Consulting, Environmental Serv	1,593.75	INV#	CMBRA-1510	85293	
Professional Services	0.00	0.00	9,871.50	0.00	0.00	-9,871.50	0.0
Dept: 000	0.00	0.00	9,871.50	0.00	0.00	-9,871.50	0.0
Expenditures	0.00	0.00	9,871.50	0.00	0.00	-9,871.50	0.0