

# **MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY**

Meeting of August 2, 2016

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 August 2, 2016 agenda.

### **IV Approval of Minutes**

At this time Brownfield Redevelopment Authority can take action to approve the June 7, 2016 meeting minutes.

### **V Public Hearing**

### **VI New Business**

#### **Site Visit – 334 River Street**

Members of the Brownfield Redevelopment Authority will perform a site visit at 334 River Street.

#### **2015 TIF Capture for 334 River Street**

Staff will discuss the 2015 TIF Capture for 334 River Street.

At this time the Brownfield Authority could take action to approve 2015 distribution of funds.

#### **Consideration of Fiscal Year 2017 Brownfield Redevelopment Authority Budget**

Staff will present a budget for 2017 for consideration

At this time the Brownfield Authority could take action to approve the fiscal year 2017 Brownfield Redevelopment Authority Budget.

### **VII Financial Reports**

#### **Approval of Invoices**

No new invoices

## **Financial Statements**

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

## **Project Updates**

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

## **VIII 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.

At this time the members of the Brownfield Redevelopment Authority who previously have not taken their Oath of Office will their oath and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority.

## **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](http://www.manisteemi.gov)

---

TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: July 27, 2016

RE: August Meeting

The next meeting of the Brownfield Redevelopment Authority Meeting will be on Tuesday, August 2, 2016. We will welcome new member Meagan Kempf!

The meeting will begin at City Hall at 2 pm and after the meeting is called to order and approval of agenda and minutes is completed, you will be leaving for a Site Visit of 334 River Street. This site visit will also be attended by members of the Historic District Commission. Plans are to walk down to the site, individuals may drive down to the site if needed.

After the site visit is over, you will return to City Hall to complete the rest of the meeting.

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

June 7, 2016

A meeting of the Manistee City Brownfield Redevelopment Authority was held on June 7, 2016 at 2pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:00 pm by Vice Chair Don Kuk

### ROLL CALL

Members Present: Steve Brower, Donald Kuk, Marlene McBride, Jeffrey Stege

Members Absent: W. Frank Beaver (excused), Dave Carlson Clinton McKinven-Copus (excused)

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

### APPROVAL OF AGENDA

Motion by Steve Brower, seconded by Jeff Stege 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 February 9, 2016 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a Voice Vote this motion passed unanimously.

### PUBLIC HEARING

None

### FINANCIAL REPORTS

#### Approval of Invoices

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

VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Eftaxiadis Consulting Inc.	1/18/16	CMBRA-1412	510.00	Misc. Technical Services; H&K Redevelopment Assistance; 318 River Street Redevelopment Assistance
Eftaxiadis Consulting Inc.	3/2/16	CMBRA-1602	807.50	Misc. Technical Services; H&K Redevelopment; 305 River Street Redevelopment; Joslin Cove TIF Mgmt; 334 River Street TIF Mgmt
<b>TOTAL:</b>			<b>\$1,317.50</b>	

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

With a Voice Vote this motion passed unanimously.

#### **BRA Financing**

BRA Administrator Ed Bradford reviewed the Balance Sheet and Revenue/Expenditure Report with the Directors (attached). He noted that he needs to further review the Real and Personal Property tax portion of the Revenue/Expenditure Report.

MOTION by Steve Brower, seconded by Jeff Stege to approve the Balance Sheet and Revenue/Expenditure Report and that Ed Bradford will further review the Real and Personal Property tax portion of the Revenue/Expenditure Report and report back to the Directors.

With a Voice Vote this motion passed unanimously

#### **NEW BUSINESS**

##### **Review of Responsibilities – South Washington Area Redevelopment Project**

Ed Bradford and T. Eftaxiadis discussed the responsibilities of the City of Manistee Brownfield Redevelopment Authority as well as those of the City and the Private Developer as detailed in the Development and Reimbursement Agreement (D&RA) for the South Washington Area Redevelopment Project. Discussion focused around the following portions of the agreement:

- 2.1 (a) Owner initiates River Parc Place (RRP) construction w/i 3 months of signed D&RA
- 2.1 (b) Owner initiates North Channel Outlet (NCO) construction w/i 6 months of RPP completion
- 2.1 (c) Owner initiates Short Street Retaining Wall construction w/i 3 months of signed D&RA
- 2.1 (e) City initiates waters supply, sidewalk and curb cuts construction w/i 3 months of signed D&RA
- 2.1 (f) City initiates sanitary sewer construction w/i 3 months of Owner initiation of Phase III
- 2.4 (a) CMBRA, MDEQ, MSF approval of Act 381 Work Plan
- 2.7 CMBRA access to Owner and City properties and work
- 2.8 OPRA abatement award by City for NCO

- 3.2 (g) Public easement agreements by City/Owner
- 3.2. (i) Zoning approvals for City and Owner developments
- 4.3 CMBRA retaining of “contract manager”
- 5.1. (a) Approval by CMBRA of City and Owner project budgets prior to work commencement
- 5.1. (b) Submittal of City and Owner expenses for CMBRA approval w/i one year of expenditure

T. Eftaxiadis entered the meeting 2:20 pm

- 6.6 City and Owner provide CMBRA with Contractor’s non-employee statement
- 6.9 City and Owner provide CMBRA waste disposal manifests
- 6.11 City and Owner provide CMBRA with Contractor’s insurance policies
- 6.12 City and Owner provide CMBRA with Contractor’s indemnification statements

Mr. Bradford and Mr. Eftaxiadis discussed section 5.1 (a) of the agreement in more detail with the Directors and asked if the process could be expedited by appointing Mr. Bradford to review the budget against the 381 Work Plan and then report/submit the information to the directors at the next regular meeting. This would eliminate the need to hold special meetings.

MOTION by Jeff Stege, seconded by Marlene McBride that the City of Manistee Brownfield Redevelopment Authority delegates to Ed Bradford to review the budget against the 381 Work Plan as required under Section 5.1 (a) of the Development & Reimbursement Agreement and report back to the Directors at the next regular meeting.

With a Voice Vote this motion passed unanimously

Steve Brower left the meeting at 2:30 pm

### **Project Update**

T. Eftaxiadis spoke to the Directors about Edgewater (f.k.a. River Parc). The contractor has mobilized, and any work that can be done not related to the grant, will begin this week. Both he and Mr. Bradford will be giving their annual report to City Council this evening; he reviewed the presentation with the Directors.

Ed Bradford spoke to the Directors about the Joslin Cove Brownfield project. This project started under a County Brownfield Plan, with Development Agreements between the Developer and the County BRA, as well as between the Developer and the City. A meeting was held this past week to discuss the process of amending the Brownfield plan and negotiating a new Development Agreement between the City, Developer and County RA.

### **OLD BUSINESS**

**Oath of Office/Section 6 Conflict of Interest** - Director Stege took the Oath of Office and agreed to abide by Section 6 Conflict of Interest of the Bylaws of the City of Manistee Brownfield Redevelopment Authority.

### **PUBLIC COMMENTS AND COMMUNICATIONS**

None

#### **CORRESPONDENCE**

None

#### **STAFF REPORTS**

**Denise Blakeslee, Recording Secretary** – has contacted Jim Mathews about his project and working on scheduling a walk through. Members of the BRA will be invited.

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

#### **ADJOURNMENT**

Motion by Marlene McBride, seconded by Jeff Stege that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 3:04 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

---

Denise J. Blakeslee, Recording Secretary

REVENUE/EXPENDITURE REPORT

City of Manistee  
for the Period: 7/1/2015 to 5/31/2016

Page: 1  
6/2/2016  
2:16 pm

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO</b>							
<b>Revenues</b>							
Dept: 000							
02.000 Real & Personal Property Tax							
367347	03/11/2016	CR Rcd From: OPERATING ACCOUNT	Ref ID: WI	126.28	Drawer:EFT Type:TXDIS	1064	
367346	03/11/2016	CR Rcd From: OPERATING ACCOUNT	Ref ID: SU	212.98	Drawer:EFT Type:TXDIS	1064	
		Real & Personal Property Tax		0.00	0.00	0.00	-339.26 0.0
76.000 Reimbursement							
371417	05/15/2016	AR RIETH-RILEY CONSTRUCTION CO.	American Materials--Brownfield	9,140.09	Invoice #:00002308	2319	
		Reimbursement		0.00	9,140.09	0.00	-9,140.09 0.0
		Dept: 000		0.00	0.00	9,479.35	9,140.09 0.00 -9,479.35 0.0
		Revenues		0.00	0.00	9,479.35	9,140.09 0.00 -9,479.35 0.0
<b>Expenditures</b>							
Dept: 000							
28.000 SUPPLIES - Operating							
368732	03/22/2016	AP JACKPINE BUSINESS CENTERS	Toner, Binders	34.70	INV#: 400073-0	87129	
		SUPPLIES - Operating		0.00	0.00	0.00	-34.70 0.0
31.000 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 Analyti	168.00	INV#: INV70013-01	84810	
361574	11/09/2015	AP EFTAXIADIS CONSULTING LLC	Consulting, Environmental Serv	1,583.75	INV#: CMBRA-1510	85293	
367111	02/01/2016	AP EFTAXIADIS CONSULTING LLC	BRA Consulting	510.00	INV#: CMBRA-1512	86690	
367112	03/02/2016	AP EFTAXIADIS CONSULTING LLC	BRA Consulting	807.50	INV#: CMBRA-1602	86691	
		Professional Services		0.00	0.00	11,189.00	0.00 0.00 -11,189.00 0.0
		Dept: 000		0.00	0.00	11,223.70	0.00 0.00 -11,223.70 0.0
Dept: 691 MDEQ Loan							
30.000 American Materials MDEQ Loan							
371394	05/31/2016	AP STATE OF MICHIGAN - MDEQ	Brownfield Redevelopment Loan	9,140.09	INV#: PR #431839-00 - #4	87851	
		American Materials MDEQ Loan		0.00	9,140.09	0.00	-9,140.09 0.0
		MDEQ Loan		0.00	0.00	9,140.09	9,140.09 0.00 -9,140.09 0.0
		Expenditures		0.00	0.00	20,363.79	9,140.09 0.00 -20,363.79 0.0
		Net Effect for BROWNFIELD REDEVELOPMENT AUTHO		0.00	0.00	-10,884.44	10,884.44
		Change in Fund Balance:				-10,884.44	

BALANCE SHEET

Page: 1  
6/2/2016  
2:15 pm

City of Manistee

As of: 5/31/2016

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash	10,025.14
040.000 AR - Invoices	9,140.09

Total Assets	19,165.23
--------------	-----------

Liabilities

Total Liabilities	0.00
-------------------	------

Reserves/Balances

390.000 Fund Balance	30,049.67
398.000 Change in Fund Balance	-10,884.44

Total Reserves/Balances	19,165.23
-------------------------	-----------

Total Liabilities & Balances	19,165.23
------------------------------	-----------

# City of Manistee

## 2016-2017 Budget

### Brownfield Redevelopment Authority

243 Brownfield Authority	Actual 2014	Actual 2015	Budget 2016	Projected 2016	Proposed 2017	Notes
402.000 Real & Personal Property Tax	\$0	\$0	\$0	\$0	\$0	
501.000 Federal Grant	0	0	0	0	0	
539.000 State Grants	44,128	0	0	0	0	
626.000 Charge for Service	0	0	8,000	0	3,000	Various applicants
676.000 Reimbursement	9,140	9,140	9,140	9,140	9,140	American Materials loan
699.000 Operating Transfer In	245	0	0	0	0	
<b>Total Revenues</b>	<b>\$53,513</b>	<b>\$9,140</b>	<b>\$17,140</b>	<b>\$9,140</b>	<b>\$12,140</b>	
<b>000 Brownfield Authority</b>						
728.000 Operating Expense	\$0	\$0	\$0	\$75	100	
799.000 Miscellaneous Expense	\$0	\$0	\$0	\$0	\$0	
801.000 Professional Services	2,210	5,601	12,000	11,189	5,000	Eftaxiadis, LLC (various)
820.000 Administration	0	0	4,000	0	4,000	City staff time
860.000 Travel & Training Expense	0	0	0	0	0	
900.000 Printing & Publishing	0	112	200	112	200	
970.000 Capital Outlay	0	0	0	0	0	
999.000 Transfer Out	0	0	0	0	0	
<b>Subtotal Brownfield Authority</b>	<b>\$2,210</b>	<b>\$5,714</b>	<b>\$16,200</b>	<b>\$11,301</b>	<b>\$9,200</b>	
<b>691 MDEQ Loan</b>						
799.000 Miscellaneous Expense	\$0	\$0	\$0	\$0	\$0	
990.000 American Materials Loan	9,140	9,140	9,140	9,140	9,140	American Materials loan
801.000 Professional Services	0	0	0	0	0	
820.000 Administration	0	0	0	0	0	
860.000 Travel & Training Expense	0	0	0	0	0	
900.000 Printing & Publishing	0	0	0	0	0	
970.000 Capital Outlay	0	0	0	0	0	
999.000 Transfer Out	0	0	0	0	0	
<b>Subtotal Brownfield Authority</b>	<b>\$9,140</b>	<b>\$9,140</b>	<b>\$9,140</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>\$25,340</b>	<b>\$20,441</b>	<b>\$18,340</b>	
<b>TOTAL BROWNFIELD REDEVELOPMENT</b>	<b>\$27,548</b>		<b>-\$8,200</b>	<b>-\$11,301</b>	<b>-\$6,200</b>	
Beginning Fund Balance	<b>\$8,215</b>	<b>\$35,763</b>		<b>\$30,050</b>	<b>\$18,748</b>	
Projected Ending Fund Balance	<b>\$35,763</b>	<b>\$30,050</b>		<b>\$18,748</b>	<b>\$12,548</b>	

REVENUE/EXPENDITURE REPORT

City of Manistee

For the Period: 7/1/2015 to 6/30/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO</b>							
Revenues							
Dept: 000							
402.000 Real & Personal Property Tax	0.00	0.00	339.26	0.00	0.00	-339.26	0.0
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	9,140.09	0.00	0.00	-9,140.09	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	9,479.35	0.00	0.00	-9,479.35	0.0
Revenues	0.00	0.00	9,479.35	0.00	0.00	-9,479.35	0.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating	0.00	0.00	74.65	39.95	0.00	-74.65	0.0
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	11,189.00	0.00	0.00	-11,189.00	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	0.00	0.00	0.00	0.00	0.0
970.000 Capital Outlay - under \$5,000	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	11,263.65	39.95	0.00	-11,263.65	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	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
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	20,403.74	39.95	0.00	-20,403.74	0.0
Grand Total Net Effect:	0.00	0.00	-10,924.39	-39.95	0.00	10,924.39	

BALANCE SHEET

City of Manistee

As of: 6/30/2016

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash	19,125.28
017.000 MBIA Mi Class Inv	0.00
040.000 AR - Invoices	0.00
084.000 Due From Other Funds	0.00

Total Assets 19,125.28

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	30,049.67
398.000 Change in Fund Balance	-10,924.39

Total Reserves/Balances 19,125.28

Total Liabilities & Balances 19,125.28