

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

August 2, 2016

A meeting of the Manistee City Brownfield Redevelopment Authority was held on August 2, 2016 at 2pm 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: Meagan Kempf, Donald Kuk, Marlene McBride, Clinton McKinven-Copus, Jeffrey Stege

Members Absent: W. Frank Beaver, Steve Brower (excused),

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

The Authority welcomed new member Meagan Kempf. Denise Blakeslee had a conflict and was unable to attend the first part of the meeting Ed Bradford acted as recording secretary until Ms. Blakeslee arrived.

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 Jeff Stege that the minutes of the June 7, 2016 Brownfield Redevelopment Authority Meeting be approved as prepared.

With a Voice Vote this motion passed unanimously

PUBLIC HEARING

None

NEW BUSINESS

Site Visit – 334 River Street

Members of the Brownfield Redevelopment Authority left City hall to perform a site visit at 334 River Street. On September 7, 2010 the City of Manistee Brownfield Redevelopment Authority approved a Brownfield Plan for the 334 River Street Redevelopment Project. An Act 381 Work Plan was submitted on October 5, 2010 which was mostly funded by Petroleum Impacted Sites Assessment Grant BF-00E44301-0. A summary of the activities include:

- Installation of sheet pilings and several retaining walls in the NE and NW portions of the building as required for the excavation and removal of contaminated soils and waste under the building.
- Excavation, removal, transport and disposal of contaminated and oily soils, and wastes (fly ash, coal residue, sawdust, cinders and foundry sand) from numerous locations under the building.
- Disposal of asbestos debris from the building basement.
- Removal of boiler, condensers, furnace and oily piping systems throughout the building.
- Removal, disposal and replacement of former garage oil-saturated wood floors, timber beam sleepers and wood sheathing in the NW building.
- Draining of hydraulic hoists (3) and remove hoist concrete bases.
- Grading and compaction of remaining soils at the removal areas, placement of clean fill, and installation of impermeable membrane caps over the north portion of the NW building and the north portions of the NE building.
- Installation of vapor barrier and concrete cap over the south portion of the NW building (over remaining oil-saturated soils).
- Construction of retaining walls and reinforcing shear walls as needed for the demolition of the NE portion of the building.
- Demolition of roof, walls and structural elements of the NE portion of the building.
- Restoration of neighboring properties impacted by the remediation and demolition activities.

2015 TIF Capture for 334 River Street

Directors received a memo from Edward Bradford, Brownfield Administrator regarding 334 River Street Tax Capture (attached). The Directors discussed the project and distribution of funds.

Ms. Blakeslee entered the meeting.

MOTION by Don Kuk, seconded by Marlene McBride that the City of Manistee Brownfield Redevelopment Authority approves the 2015 distribution of funds for 334 River Street as outlined in the memo prepared by Brownfield Administrator Ed Bradford dated July 27, 2016 and that \$195.51 BRA Administrative Fee be paid and staff is authorized to reimburse remaining funds.

With a Voice Vote this motion passed unanimously

Consideration of Fiscal Year 2017 Brownfield Redevelopment Authority Budget

Edward Bradford, Brownfield Administrator presented a budget for Fiscal Year 2017 for consideration

MOTION by Don Kuk, seconded by Meagan Kempf to adopt Fiscal Year 2017 Brownfield Redevelopment Authority Budget as prepared.

With a Voice Vote this motion passed unanimously

FINANCIAL REPORTS

Approval of Invoices – There were no new invoices.

BRA Financing

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

MOTION by Don Kuk, seconded by Jeff Stege to approve the Balance Sheet and Revenue/Expenditure Report as submitted.

With a Voice Vote this motion passed unanimously

Project Update

Finance Director Ed Bradford and T. Eftaxiadis updated the Directors on the Edgewater project.

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.

New Member Meagan Kempf took her 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.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Ed Bradford, BRA Administrator – City Council will be reviewing the County Brownfield Plan for Joslin Cove and a Development Agreement for the project at the Council Meeting tomorrow evening.

The next regular meeting of the Brownfield Redevelopment Authority will be held on September 6, 2016.

ADJOURNMENT

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

Meeting adjourned at 3:40 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise Blakeslee, Recording Secretary



Administrative Services

Clerk | Finance | Treasury | IT | Brownfield | Assessing | Facilities | Ramsdell

Memo to: Brownfield Redevelopment Authority

From: Edward Bradford, CFO, Brownfield Administrator

Re: 334 River Street Tax Capture

Date: July 27, 2016

The BRA and City previously approved a brownfield plan for 334, 336 & 338 River Street on September 7, 2010 and October 19, 2010, respectively. The BRA and Developer entered into a brownfield development and reimbursement agreement (BDRA) on April 12, 2011.

The BDRA calls for the reimbursement period to be no longer than 10 years after the Act 381 workplan was approved by the State. Total anticipated reimbursements for eligible activities in the Brownfield Plan totaled \$29,317. The BDRA also calls for the BRA to capture administrative fees from the local tax capture of \$10,000.

The project has not generated any tax increments until the 2015 tax year. Base taxable value is \$82,561 and the 2015 taxable value was \$88,600. The amount of TIF generated and escrowed is \$339.26. Of this, \$196.51 is local and \$142.78 is State.

The BRA is entitled to the \$196.51 for its administrative fee. The developer is entitled to the \$142.78 once he has submitted eligible activity costs and they have been approved by the BRA.

REVENUE/EXPENDITURE REPORT

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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
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
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

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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