

Manistee Main Street/DDA
August 13th, 2014

AGENDA

1. Call to order -- Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Approval of minutes from the regular meeting on July 9th, 2014 & special meeting on July 15th, 2014
5. Treasurer's Report.
 - a. Acceptance of Checks Register & Financial Reports
6. Committee Reports
 - a. Marketing & Promotions Committee
 - I. Resolution for Liquor License for Hops & Props -
Moved by _____ and supported by _____ That the application from Manistee Main Street/DDA for a special license to serve alcohol on September 13, 2014 from 11 am to 6 pm to be located on the west end of River Street, 480 River Street, be considered for approval.
 - b. Organization Committee
 - c. Design Committee
 - d. Economic Restructuring Committee
7. Other Business
 - a. TIF Plan Update with Beckett and Raeder
 - b. Creation of 501c3
 - c. Request from Capstone Companies regarding the Washington Street Project *The ER Committee has a recommendation which will be included in their minutes.
 - d. Approval of the Brownfield Plan dated July 2014 for the South Washington Area Redevelopment Project.
8. Public comment. (Limit 5 minutes per person.)
9. Adjournment.
10. The next Regular MSDDA Meeting will be held September 10th at noon in City Hall.

DOWNTOWNMANISTEE

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Special Board Meeting Minutes July 15, 2014

Call to Order

The Chair called the meeting to order at 9:00 am.

Members Present

Brandon Ball, Valarie Bergstrom, Barry Lind, Todd Mohr, Sara Spore, Shari Wild

Members Absent

Rachel Estabrook, Colleen Kenny

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce)

Approval of Agenda

There was a MOTION by Mr. Ball, supported by Mr. Mohr, to accept the Special Board Meeting Agenda as presented. MOTION CARRIED

Public Comment

None

Review Decision to rescind check #'s 2678, 2679, 2680, 2681, 2682, 2683, 2684, 2686, 2687, 2689, and 2690 at the last board meeting dated July 9th, 2014

Ms. Wild reviewed the Mission Statement of Manistee Main Street/DDA. She distributed notes on the subject and a copy of email communication with Mr. Garcia. She noted that board had authorized \$4,630 for music at the farmer's market for the previous fiscal year.

Mr. Kay noted the music year begins in May and runs through October for the farmers market, but the new fiscal year begins on July 1. Originally the funds for music were for buskers, which was a part of homegrown Saturdays. At the strategic board meeting in January 2014 the board voted to not do homegrown Saturdays anymore beginning next fiscal year. Mr. Garcia took the money, \$2,800, which was the balance of the budgeted amount and stretched it for the entire summer. Discussion followed.

There was a MOTION by Mr. Lind, supported by Ms. Spore to authorize these musical acts to be continued for the farmers market through the farmer's market season according to Mr. Garcia's laid out schedule this year with funds from fund balance allocated for fiscal year 2014-2015. MOTION CARRIED

Public Comment

None

Adjournment

There being no further business, the meeting was adjourned at the call of the chair at 9:35 am

Respectfully submitted on August 13, 2014

Branson Ball, Secretary  7 15 14 Special Minutes approved at the MSDDA meeting on: 8/13/14

DOWNTOWNMANISTEE

— michigan —

Board Meeting Minutes July 9, 2014

Call to Order

The Vice Chair called the meeting to order at 11:00 am.

Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Colleen Kenny, Barry Lind, Todd Mohr, Sara Spore, Shari Wild

Members Absent

None

Also Present

Patrick Kay (Executive Director), Dianna Wall (Manistee Area Chamber of Commerce), Lee Trucks (Jackpine Business Center)

Approval of Agenda

There was a MOTION by Ms. Estabrook, supported by Ms. Kenny, to accept the Agenda with one addition *Time Off for the Executive Director*. MOTION CARRIED

Public Comment

Lee Trucks thanked the Board for his award and noted, after 18 years it is time for new people and ideas. He will remain on the Organization Committee.

Election of 2014-2015 Officers

Chair

There was a MOTION by Mr. Lind, supported by Ms. Kenny, to nominate Ms. Wild as Chair for 2014-2015. MOTION CARRIED

Vice Chair

There was a MOTION by Ms. Kenny, supported by Mr. Mohr, to nominate Mr. Lind as Vice Chair for 2014-2015. MOTION CARRIED

Treasurer

There was a MOTION by Ms. Estabrook, supported by Mr. Mohr, to nominate Ms. Bergstrom as Treasurer for 2014-2015. MOTION CARRIED

Secretary

There was a MOTION by Ms. Estabrook, supported by Ms. Spore, to nominate Mr. Ball as Secretary for 2014-2015. MOTION CARRIED

Approval of Minutes

There was a MOTION by Mr. Lind, supported by Mr. Ball, to accept the June 11, 2014 Minutes as presented. MOTION CARRIED

Treasurers Report

It was noted that the June Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed.

Discussion was held on the checks wrote for music at the Farmer's Market. Mr. Kay noted on page 4 of the Profit & Loss Homegrown Saturday had budgeted \$4,630 to be used at farmers market for music. Brian Garcia submitted all the invoices to clear out for June because DDA will no longer pay for music July going forward.

Consensus of the Board is, it does not approve of paying for services that haven't taken place yet. Anything that has taken place before June should be paid for, music being played after June should not.

Mr. Kay noted the checks have been issued, but haven't been given to the musicians. Consensus of the board is to rescind all the checks after July 1st and have them returned. Mr. Kay will email Brian Garcia regarding returning the checks.

There was a MOTION by Ms. Kenny, supported by Mr. Lind to accept the Treasurers Report with changes, checks number 2658 through 2677, 2685, 2688, 2691 along with payroll deposits in June are approved. MOTION CARRIED

Marketing & Promotions Committee

It was noted the minutes from the Marketing & Promotions Committee had been previously distributed. The minutes were reviewed including: Cooperative Advertising Campaign, Women's Wine & Chocolate, Boos Brews & Brats, Hops & Props, and Sleighbell Festival. Mr. Kay noted Sidewalk Sales will be held August 8 & 9.

Organization Committee

It was noted the minutes from the Organization Committee had been previously distributed. The minutes were reviewed including: Committee chair, presentation to nonprofit organizations, quarterly newsletter, and new website.

Mr. Kay reported he is researching the volunteer software program to organize volunteers for events. The annual fee for CERVIS is \$1,800 and was due July 1, but has been extended a couple of weeks. He is currently taking training and when completed he will give his recommendation to the board.

Design Committee

It was noted the minutes from the Design Committee had been previously distributed. The minutes were reviewed including: The riverwalk railings are in sad shape, the committee is working with Mr. Deisch on RFP's. The committee has been in contact with contractor who painted the light poles with electrostatic process. Mr. Deisch attended the meeting and talked about the need for more bike racks, he will talk to the non-motorized committee. A \$2,000 grant was received for trees, Mr. Kay is researching pots for the trees, because the city will have to be able to haul them away during the winter. Discussion followed. This topic is tabled to the Design Committee.

Mr. Kay reported the Design Committee toured the riverwalk and came up with a punch list with 16 items that Jason Thompson has agreed to complete. The committee is researching 2 way traffic, letters and surveys are being sent to property owners and business owners to get their opinion. After the results are received 3 town hall meetings will be held to discuss the pros and cons of one way versus 2 way traffic.

Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee were distributed. The minutes were reviewed including: Developer Day, a presentation by Meijer on how it will affect businesses, the Live and Work publications. The Committee is researching examples of confidentiality agreements.

Old/New Business

Bank Account RFP

It was noted the RFP's from the local banks had been previously distributed in May 2014. The Organization Committee recommends accepting West Shore Bank's proposal.

There was a MOTION by Mr. Lind, supported by Mr. Mohr, to adopt the Organization Committee's recommendation to select West Shore Bank as the financial institution for Manistee Main Street/DDA. MOTION CARRIED. Ms. Bergstrom and Ms. Spore abstained

There was a MOTION by Ms. Kenny, supported by Ms. Estabrook, to authorize the newly elected Executive Board Members as signatories for Manistee Main Street/DDA. MOTION CARRIED

Ms. Wild reported the executive director 6 month evaluation forms were sent to Mr. Reau who is out of town.

Mr. Kay reported the Associate Level Main Street Practice Training will be held August 12, 2014. Manistee Main Street has received the highest level accreditation and has been asked to give a presentation to cities thinking about joining the program.

TIF Plan Update with Beckett and Raeder will be at the August Board Meeting. Mr. Kay reported the plan expires in 2019. The State of Michigan will be regulating TIFs more, so DDA is being proactive in making sure we are up to date.

Mr. Kay reported he will be taking vacation the first week in August.

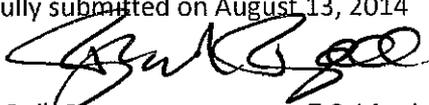
Public Comment

None

Adjournment

There being no further business, there was a MOTION by Mr. Lind, supported by Mr. Mohr that the meeting be adjourned and the meeting was so adjourned at 12:16 pm.

Respectfully submitted on August 13, 2014


Brandon Ball, Secretary

7 9 14 minutes approved at the MSDDA meeting on: 8/13/14

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
As of July 31, 2014

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
248-005 · Money Market Acct - NWB	98,665.33
248-001 · Checking - Northwestern Bank	46,617.63
Total Checking/Savings	<u>145,282.96</u>
Accounts Receivable	
248-028 · Accounts Receivable	13,541.28
Total Accounts Receivable	<u>13,541.28</u>
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	2,499.94
Total Other Current Assets	<u>202,499.94</u>
Total Current Assets	<u>361,324.18</u>
TOTAL ASSETS	<u><u>361,324.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
248-210 · Payroll Liability	
248-212 · Michigan Withholding	159.38
248-211 · 941 Liability	1,274.76
Total 248-210 · Payroll Liability	<u>1,434.14</u>
248-203 · Accounts Payable - Other	300.00
Total Other Current Liabilities	<u>1,734.14</u>
Total Current Liabilities	<u>1,734.14</u>
Total Liabilities	1,734.14
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	78,544.99
Total 248-392 · Designated Fund Balance	<u>78,544.99</u>
248-390 · Fund Balance	249,096.54
Net Income	<u>31,948.51</u>
Total Equity	<u>359,590.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>361,324.18</u></u>

**MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
JULY 2014 CHECK REGISTER**

DATE	CHECK #	PAID TO	DESCRIPTION	AMOUNT
PAYROLL:				
7/15/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR JULY 1 - JULY 15	\$ 2,375.00
7/30/2014	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR JULY 16 - JULY 31	\$ 2,375.00
7/15/2014	DIR DEP	INTERNAL REVENUE SERVICE	FEDERAL DEPOSIT FOR JUNE 2014 PAYROLL	\$ 1,274.74
7/18/2014	DIR DEP	STATE OF MICHIGAN	MICHIGAN WITHHOLDING DEPOSIT/JUNE 2014 PAYROLL	\$ 159.38
CHECK REGISTER:				
7/1/2014	2692	RIGHTside design LLC	SLEIGHBELL RACK CARD - DESIGN & PRINT 5,000	\$ 587.00
		(TOTAL CHECK: \$2,087.00)	WEBSITE DEVELOPMENT PAYMENT #1	\$ 1,500.00
7/18/2014	2693	MONICA ROBINSON-KLEIN	7/12/14 FARMERS MARKET MUSIC SESSION	\$ 200.00
7/18/2014	2694	JOSHUA DAVIS	7/19/14 FARMERS MARKET MUSIC SESSION	\$ 300.00
7/18/2014	2695	MANISTEE AREA CHAMBER OF COMMERCE	7/1/14-7/31/14 OFFICE SPACE & ADMIN SUPPORT	\$ 667.00
		(TOTAL CHECK: \$841.00)	7/1/14-6/30/15 MEMBERSHIP INVESTMENT	\$ 174.00
7/18/2014	2696	MANISTEE AREA CHAMBER OF COMMERCE	APRIL/MAY/JUNE 2014 POSTAGE	\$ 189.12
7/23/2014	2697	JOE WILSON	7/26/14 FARMERS MARKET MUSIC SESSION	\$ 300.00
7/23/2014	2698	WEESIES BROTHERS FARMS INC.	PLANT & DELIVERY OF HANGING BASKETS	\$ 3,436.60
7/23/2014	2699	GREAT LAKES BOATING	HOPS & PROPS AD	\$ 1,500.00
7/23/2014	2700	CARDMEMBER SERVICE	SPORTS INK - DIRECTORS PLAQUES	\$ 216.00
		(TOTAL CHECK: \$542.46)	CONSTANT CONTACT - NEWSLETTER	\$ 281.75
			BOATHOUSE GRILL - ER COMMITTEE MEETING	\$ 34.12
			MSFT - OFFICE EXPENSE	\$ 10.59
7/23/2014	2701	JACKPINE BUSINESS CENTER	500 REGULAR ENVELOPES	\$ 47.44
		(TOTAL CHECK: \$258.82)	OFFICE SUPPLIES	\$ 211.38
7/23/2014	2702	JASON THOMPSON LANDSCAPE & DESIGN LLC	JUNE 2014 RIVERWALK MAINTENANCE	\$ 2,500.00
7/23/2014	2703	MIKA MEYERS BECKETT & JONES PLC	NEXTWORK LEGAL FEES	\$ 222.38
7/23/2014	2704	OWENS BUILDERS LLC	6/4/14-6/30/14 HANGING BASKET WATERING	\$ 1,000.00
7/23/2014	2705	PATRICK KAY	CELL PHONE STIPEND - 9 MONTHS	\$ 360.00
7/24/2014	2706	DOWNTOWN DOLLARS ACCOUNT	TRANSFER CREDIT CARD PURCHASES TO DT\$ ACCOUNT	\$ 1,255.00
7/31/2014	2707	MARK SCHROCK	8/2/14 FARMERS MARKET MUSIC SESSION	\$ 200.00
7/31/2014	2708	MICHIGAN BEER GUIDE	HOPS & PROPS AD BANNER ON MBG WEBSITE	\$ 200.00
7/31/2014	2709	PROMOTE MICHIGAN	HOPS & PROPS NEWS RELEASE	\$ 250.00
7/31/2014	2710	COMMON & GENTRY CARRIAGE COMPANY	50% DEPOSIT ON 2 CARRIAGES ON 12/6/14	\$ 800.00
7/31/2014			TOTAL EXPENSES	\$ 22,626.50

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN ACCOUNT
BALANCE SHEET
As of July 31, 2014

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Revolving Loan	21,734.82
Total Checking/Savings	<u>21,734.82</u>
Accounts Receivable	
Accounts Receivable	7,957.58
Total Accounts Receivable	<u>7,957.58</u>
Total Current Assets	<u>29,692.40</u>
TOTAL ASSETS	<u><u>29,692.40</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	694.40
Net Income	-2.00
Total Equity	<u>29,692.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,692.40</u></u>

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN DOLLARS ACCOUNT
BALANCE SHEET
As of July 31, 2014

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - NWB	3,532.90
Downtown Dollars Checking - WSB	<u>1,500.01</u>
Total Checking/Savings	5,032.91
Other Current Assets	
Downtown Dollars in Transit	<u>14,150.00</u>
Total Other Current Assets	<u>14,150.00</u>
Total Current Assets	<u>19,182.91</u>
TOTAL ASSETS	<u><u>19,182.91</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2011 Downtown \$ Outstanding	1,635.00
2012 Downtown \$ Outstanding	19,725.00
2014 Downtown \$ Outstanding	<u>2,860.00</u>
Total Other Current Liabilities	<u>24,220.00</u>
Total Current Liabilities	<u>24,220.00</u>
Total Liabilities	24,220.00
Equity	
Unrestricted Net Assets	-5,035.10
Net Income	<u>-1.99</u>
Total Equity	<u>-5,037.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,182.91</u></u>

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July 2014

	<u>Jul 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
248-411 · Allocation from Fund Balance	0.00	25,000.00	-25,000.00	0.0%
TIF Revenues				
248-401 · TIF Revenue	7,104.60	270,000.00	-262,895.40	2.63%
248-403 · Delinquent Taxes	24,016.51			
Total TIF Revenues	<u>31,121.11</u>	<u>270,000.00</u>	<u>-238,878.89</u>	<u>11.53%</u>
Committee Revenues				
248-270 · Committee Revenue				
248-273 · Econ Restructure-Developer Day	0.00	1,000.00	-1,000.00	0.0%
248-269 · Design Comm Rev-Hanging Baskets	0.00	9,300.00	-9,300.00	0.0%
248-275 · Promotion Comm. Rev.-Co-op Adv.	0.00	30,000.00	-30,000.00	0.0%
Total 248-270 · Committee Revenue	<u>0.00</u>	<u>40,300.00</u>	<u>-40,300.00</u>	<u>0.0%</u>
Total Committee Revenues	0.00	40,300.00	-40,300.00	0.0%
Event Revenue				
248-780 · Women's Wine & Chocolate Walk	0.00	8,550.00	-8,550.00	0.0%
248-295 · Frostbite HGS Sponsorships	0.00	500.00	-500.00	0.0%
248-280 · Event Revenues				
248-290 · Boos, Brews & Brats				
248-292 · Boos, Brews & Brats Sponsorship	0.00	650.00	-650.00	0.0%
248-291 · Boos/Brews/Brats-Beer Tent/Food	0.00	7,000.00	-7,000.00	0.0%
Total 248-290 · Boos, Brews & Brats	<u>0.00</u>	<u>7,650.00</u>	<u>-7,650.00</u>	<u>0.0%</u>
248-283 · Sleighbell				
248-286 · Sleighbell Sponsorships	9,800.00	13,500.00	-3,700.00	72.59%
Total 248-283 · Sleighbell	<u>9,800.00</u>	<u>13,500.00</u>	<u>-3,700.00</u>	<u>72.59%</u>
248-282 · Sidewalk Sales	0.00	500.00	-500.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	0.00	15,000.00	-15,000.00	0.0%
248-287 · Hops & Props Beer & Food	0.00	3,750.00	-3,750.00	0.0%
248-284 · Hops & Props Sponsors	6,250.00	15,000.00	-8,750.00	41.67%
Total 248-281 · Hops & Props	<u>6,250.00</u>	<u>33,750.00</u>	<u>-27,500.00</u>	<u>18.52%</u>
Total 248-280 · Event Revenues	<u>16,050.00</u>	<u>55,400.00</u>	<u>-39,350.00</u>	<u>28.97%</u>
Total Event Revenue	16,050.00	64,450.00	-48,400.00	24.9%
Friends of Downtown Manistee				

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
July 2014

	<u>Jul 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-302 · Tree Sponsorships	0.00	4,000.00	-4,000.00	0.0%
248-301 · Holiday Decorations Sponsorship	0.00	10,000.00	-10,000.00	0.0%
Total Friends of Downtown Manistee	0.00	14,000.00	-14,000.00	0.0%
248-664 · Interest Income	8.38	100.00	-91.62	8.38%
Total Income	47,179.49	413,850.00	-366,670.51	11.4%
Gross Profit	47,179.49	413,850.00	-366,670.51	11.4%
Expense				
248-731 · Bank Service Charges	3.00	100.00	-97.00	3.0%
Office Related Expenses				
248-868 · Insurance	0.00	1,800.00	-1,800.00	0.0%
248-867 · Mobile Phone Stipend	0.00	480.00	-480.00	0.0%
248-866 · Meeting Hosting-Refreshments	0.00	750.00	-750.00	0.0%
248-861 · Credit Card Expense	0.00	400.00	-400.00	0.0%
248-865 · Training-Education-Conferences	0.00	900.00	-900.00	0.0%
248-859 · Printing & Reproduction	0.00	100.00	-100.00	0.0%
248-858 · Miscellaneous-Office Related	0.00	300.00	-300.00	0.0%
248-857 · Membership Dues	174.00	650.00	-476.00	26.77%
248-855 · Advertising	0.00	300.00	-300.00	0.0%
248-854 · Postage	0.00	500.00	-500.00	0.0%
248-853 · Office Equipment and Supplies	0.00	1,400.00	-1,400.00	0.0%
248-863 · Travel	0.00	900.00	-900.00	0.0%
Total Office Related Expenses	174.00	8,480.00	-8,306.00	2.05%
Personnel Related Expense				
248-700 · Administrative Services	667.00	8,000.00	-7,333.00	8.34%
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	363.38	4,500.00	-4,136.62	8.08%
248-711 · Unemployment	0.00	455.00	-455.00	0.0%
248-712 · Workmen's Compensation	0.00	425.00	-425.00	0.0%
248-718 · Gross Salary - Director - Other	4,750.00	57,000.00	-52,250.00	8.33%
Total 248-718 · Gross Salary - Director	5,113.38	62,380.00	-57,266.62	8.2%
Total Gross Salary - Director	5,113.38	62,380.00	-57,266.62	8.2%
Total Personnel Related Expense	5,780.38	70,380.00	-64,599.62	8.21%
Fee Related Expenses				
248-906 · TIF Plan Redevelopment	0.00	13,250.00	-13,250.00	0.0%

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY PROFIT & LOSS/BUDGET COMPARISONS

July 2014

	Jul 14	Budget	\$ Over Budget	% of Budget
248-904 · Annual Audit	0.00	1,500.00	-1,500.00	0.0%
248-903 · 1999 Bond Payment-Streetscape	0.00	137,988.00	-137,988.00	0.0%
Total Fee Related Expenses	0.00	152,738.00	-152,738.00	0.0%
Design Committee RelatedExpense				
248-666 · Riverwalk Repair	0.00	25,000.00	-25,000.00	0.0%
248-639 · Trees	0.00	4,160.00	-4,160.00	0.0%
248-665 · Hanging Baskets Watering/Maint	0.00	4,500.00	-4,500.00	0.0%
248-663 · Signage	0.00	330.00	-330.00	0.0%
248-662 · 2-Way River St Traffic Project	0.00	375.00	-375.00	0.0%
248-659 · Riverwalk Landscaping	0.00	15,000.00	-15,000.00	0.0%
248-653 · Holiday Decorations	0.00	10,000.00	-10,000.00	0.0%
248-652 · Facade Grant Program	0.00	5,000.00	-5,000.00	0.0%
248-651 · Downtown Maintenance	0.00	6,800.00	-6,800.00	0.0%
248-649 · Downtown Flower Program	3,436.60	3,440.00	-3.40	99.9%
Total Design Committee RelatedExpense	3,436.60	74,605.00	-71,168.40	4.61%
Economic RestructuringCommittee				
248-634 · Developer Day	0.00	2,000.00	-2,000.00	0.0%
248-633 · Local Banks (\$25,000 Loan)	0.00	400.00	-400.00	0.0%
248-632 · IRP Loan Program	0.00	150.00	-150.00	0.0%
248-631 · Revolving Loan Fund Marketing	0.00	250.00	-250.00	0.0%
248-628 · Property Acquisition	0.00	13,500.00	-13,500.00	0.0%
248-627 · Recruitment Team	0.00	750.00	-750.00	0.0%
248-625 · Business Assistance Team (BAT)	0.00	1,150.00	-1,150.00	0.0%
Total Economic RestructuringCommittee	0.00	18,200.00	-18,200.00	0.0%
Organization Committee				
248-607 · Website Redevelopment	1,500.00	6,000.00	-4,500.00	25.0%
248-604 · MSDDA Website (hosting)	0.00	175.00	-175.00	0.0%
248-603 · Volunteer Appreciation Event	0.00	1,000.00	-1,000.00	0.0%
248-602 · Downtown Dollars Program	0.00	350.00	-350.00	0.0%
248-601 · Volunteer Recruitment	0.00	1,800.00	-1,800.00	0.0%
248-600 · Main Street Program Newsletter	0.00	448.00	-448.00	0.0%
Total Organization Committee	1,500.00	9,773.00	-8,273.00	15.35%
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
248-782 · Women's Wine & Chocolate Walk	0.00	2,400.00	-2,400.00	0.0%
248-777 · Co-op Advertising Pass-through	0.00	30,000.00	-30,000.00	0.0%
248-776 · Co-op Advertising	0.00	5,000.00	-5,000.00	0.0%
248-775 · Boos, Brews & Brats	0.00	3,000.00	-3,000.00	0.0%

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
PROFIT & LOSS/BUDGET COMPARISONS
 July 2014

	<u>Jul 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
248-764 · Sleighbell Weekend	1,387.00	13,500.00	-12,113.00	10.27%
248-763 · Sidewalk Sales	0.00	500.00	-500.00	0.0%
248-759 · Mens & Ladies Nights	0.00	450.00	-450.00	0.0%
248-774 · Frostbite Saturday	0.00	900.00	-900.00	0.0%
248-761 · Hops & Props on the River	1,950.00	23,590.00	-21,640.00	8.27%
248-758 · HomeGrown Saturdays	1,000.00			
Total 248-751 · Promotions Committee Expense	<u>4,337.00</u>	<u>79,340.00</u>	<u>-75,003.00</u>	<u>5.47%</u>
Total Promotions Committee Expenses	<u>4,337.00</u>	<u>79,340.00</u>	<u>-75,003.00</u>	<u>5.47%</u>
Total Expense	<u>15,230.98</u>	<u>413,616.00</u>	<u>-398,385.02</u>	<u>3.68%</u>
Net Ordinary Income	<u>31,948.51</u>	<u>234.00</u>	<u>31,714.51</u>	<u>13,653.21%</u>
	<u><u>31,948.51</u></u>	<u><u>234.00</u></u>	<u><u>31,714.51</u></u>	<u><u>13,653.21%</u></u>

Call to Order 2:06pm

Present: Shari, Brandon, Jeff, Patrick

Minutes:

Revolving Loan Fund:

3 loans still out: Harold's / American Cleaners / Stock Yard. We have received a payment from Harold's and have not received from American Cleaners or the Stock Yard. The Stock Yard was waiting for their accountant to cut checks and make a payment on back due invoices. Patrick and Jeff, to go visit American Cleaners and Stock Yard to update payment plans. Patrick to forward T's recommendations to Jeff for review and to build in consequences for non or late payment in future loans.

IRP Loan: No progress at this point. Probably no time to invest into it till late fall.

25K Gap Financing Program: Send RFP

Business Plan / Exec Summary / What the need is for - cost analysis
(lease confirmation / personal financials)

ER Cmte will act as the gateway to the banks

For people that have marginal credit or CRAs (Community Redevelopment Act).

3year agreement / Rate (best) / Must have debit card option to spend funds /
Must be up to 5yrs repayment / 6 Months to spend line of credit, with
(pre-establish a credit card with X dollars on there with a line of credit)

Developer Day:

Brandon's contacts said that October would be a good time frame for the Developer Day. Targeting a Friday that would also allow those from out of town to stay in Manistee for the weekend. Targeting Oct 24, 2014 for developer day. Next step is to work on Agenda.

501c3 Requests that the board establish a non-profit to help with donations and fund raising. We could use it to acquire property and receive gifts. Promotions could use it for additional fund raising.

Business Education / Retention: Stacie has reached out to Meijer's VP of Public Affairs and Communications to come do a workshop on what to expect.

Downtown Road Map:

Patrick and Brandon to work on putting their ideas together. AES Work/Live documents still end of year.

RRC Program:

We recommend they target the RRC program towards the Peninsula development. However, we would like to have periodic updates to the program.

Confidentiality Agreements:

Committee to review Patrick's draft. He will email for our review and feedback.

North Channel Investors: Request for Design & Visualization Assistance

Reimburse 5,000 once they receive 50% CO on the building and another 5,000 once they have 100% CO on the building. In addition, we will share with them immediately the scans we currently had done on the exterior of the North Channel building valued at approx 3200.

Adjourn: 3:35pm

Downtown Manistee DDA Organization Committee MINUTES (DRAFT)
Wednesday, July 23, 2014 House of Flavors

Attendees: Patrick Kay, DDA Director
Organization Committee Members: Gini Pelton, Alan Marshall, Roz Jaffe
DDA Board Members: Colleen Kenny, Todd Mohr, Sara Spore

Called to order at 12:21

June minutes accepted with no alterations.

We are still lacking a chair for the Organization Committee. Will revisit later. Discussion on revising the time and date of the Organization committee monthly meeting – no change at this time but will continue discussion.

Volunteer Development:

Patrick recommended suspension of use of Cervis volunteer database because of the \$1800 annual cost, the multi-hour training to understand the system, and the lack of use of the advanced features of the system. He recommended using the free system currently used by the Chamber of Commerce.

Patrick shared information on Hops & Props format and plans to recruit volunteers to work. HOMEWORK ASSIGNMENT FOR COMMITTEE: Org committee should let Patrick know of any ideas of groups that can volunteer at Hops & Props.

Board members now have name tags to wear. Decided volunteer nametags should have names printed on both sides.

Appreciation Event 2015 will emphasize the annual meeting part more than in the past. Gini Pelton and Roz Jaffe will explore tentative dates for April 2015.

Volunteer Expectation forms have been given to board members.

Patrick will check with Main Street program on insurance coverage of volunteers working DDA events and the need for waiver forms.

Holding off on TIPS training.

Public Relations:

Next monthly newsletter will be August and next quarterly newsletter scheduled for September.

Visitmanistee.com website has been launched today. HOMEWORK ASSIGNMENT FOR COMMITTEE: please review website, try links and give feedback to Patrick.

Secretary Roz Jaffe left meeting at 12:55pm

DOWNTOWNMANISTEE

————— *michigan* —————

Design Committee – Minutes

Date: July 17th, 2014 at 8:30 a.m

Location: Manistee Chamber/DDA Conference Room

Present: Janet Duchon, Rob Carson, Kyle Mosher, Patrick Kay, Shari Wild.

Excused: Brandon Jensen.

Motion by Kyle, support by Janet to approve the minutes of the June 19th meeting. M/C.

Reviewed a request from Rick Jach and the Spicer Group for a facade grant for the office building located at 308 River Street. Patrick will speak with the Spicer Group to get more information.

Janet volunteered to speak with Ron Melchert to see if he is able to fabricate some wrought iron containers for the trees.

Rob volunteered to research the MEDC Public Spaces grant.

Continuing discussion with Dennis McCarthy on the US31 north and south signage project.

Responses are coming in from the two-way traffic survey and will be presented at the August meeting for review.

Patrick has been in discussion with Fastech, the railings along the Riverwalk are scheduled to be painted in the spring of 2015.

Patrick and Kyle will draft an RFP for lawn maintenance along the Riverwalk and other areas within the DDA District.

Beginning discussion on the possibility of establishing an endowment fund with the Foundation for the Riverwalk.

Patrick is working on signage for public parking areas.

Next Meeting: August 21, 2014 at 8:30 a.m. Manistee Chamber Conference Room

Manistee DDA Scope of Work Tax Increment Finance and Development Renewal Plan

Understanding of Project

The Manistee DDA is seeking a consultant to help update the Manistee DDA TIF plan.

Beckett and Raeder Inc. will prepare the Tax Increment Finance and Development Update which comply with Sections 17 and 18 of Act 197 of 1975; the Downtown Development Authority Act. The contents of the combined Plan will include as described in your Request for Proposal:

- Public Input and Presentations
 - Board survey to rate projects and programs. [Survey] This is completed prior to the Board planning session.
 - Board planning session to review and prioritize projects and programs. [Facilitation Session]
 - Meeting with the City and County regarding TIF options.
 - Presentation to the Manistee DDA Board of Directors, and City Council.
- A plan to coordinate the new TIF and Development Plan with already completed studies and plans previously conducted within the DDA and the City.
- A description of existing improvements and economic development initiatives in the development area.
- Projected public and private redevelopment projects and economic development initiatives.
- The location, extent, character, and estimated cost of improvements and economic development initiatives. A timeline of construction stages and economic initiatives.
- An estimated cost of development and budget entailing a maximum amount of bonded indebtedness to be incurred along with a statement of the proposed method of financing.
- TIF Revenue Projections.

These goals shall be accomplished through the following process:

Task 1: Development Renewal Plan

Part A: Discussion, Preparation, and Settlement of Recommended Projects

The primary objective of the Development Plan is to decide the type, scope, and costs associated with projects and programs identified by the DDA to sustain and strengthen the Manistee Downtown District. To perform this effort we would recommend several meetings with DDA's Board of Directors. The suggested approach would be to conduct a special work session with the Board and if needed, take a walking tour of the downtown district to identify issues and opportunities. This assessment will aid in the preparation of a Framework Plan for the downtown development district and the identification of potential projects and programs that require DDA attention and involvement. Once projects and programs are identified, the Board would prioritize those in order of importance by range of completion year: 1-5 years, 6-10 years, and more than 10 years. This information will be used to construct the development plan program and assess the impact of tax increment revenues.

Part B: Preparation of the Development Plan

1. Designation of boundaries of the development plan in relation to highways, streets, rivers, streams, or otherwise.

2. Location of existing and designation of proposed
 - Streets
 - Public facilities
 - Private uses
 - Residential
 - Recreational
 - Commercial
 - Industrial
 - Educational
3. Description of the Development Area
4. Improvements to be made in the development are
 - Description of proposed improvements
 - Description of repairs or alterations
 - Estimated time for completion
5. Improvements proposed
 - Location
 - Extent
 - Character
 - Estimate of Probable Construction Costs in 2014 Dollars
 - Estimated time to complete
6. Construction
 - Stages
 - Time to complete
7. Description of parts of development area to be left open and contemplated use for that space.
8. Description of parts of Development Area
 - Sold by DDA to municipality or vice versa
 - Donated by DDA to municipality or vice versa
 - Exchange by DDA with municipality
 - Leased by DDA to municipality vice versa
9. Description of any desired
 - Zoning changes
 - Street level changes
 - Street changes
 - Intersection of changes
 - Changes to utilities
10. Regarding properties to be sold by DDA
 - Bidding procedures
11. Estimates of number of persons residing in development area
 - How many being displaced, if required
 - Income and racial composition of those being displaced, if required
 - Statistical description of housing supply in community
 - Number of public and private housing

- Units under construction
 - Existing condition of housing supply
 - Number of owner and renter occupied units
 - Annual rate of turnover in various types of housing
 - Estimate of total demand for housing in community
 - Estimated capacity of public and private housing available to displaced families and individuals
12. Plan for establishing priority for relocation of displaced persons in new housing in the development area.
 13. Provision for relocation costs in accordance with 42 USC 4601.
 14. Plan for compliance with Act 227 of 1972
 15. Other pertinent information.

Task 2: Tax Increment Financing Plan:

During the preparation of the Tax Increment Financing Plan the consultant will meet, as necessary, with the Operation and Finance committee, and other affected parties to discuss the forecasts and potential tax impacts associated with the plan.

1. Detailed explanation of tax increment procedure
2. Maximum amount of bonded indebtedness
3. Duration of plan
4. Statement of amount captured assessed value being used by DDA
5. Statement of estimated impact on assessed values of all taxing jurisdictions in which the development area is located
6. Evidence of compliance with Section 15 of the DDA Act:
 - Calculation of assessed value for abated property must meet formula set forth in Act
 - Expenditure of tax increments must be for development program only
 - Surplus funds revert annually to taxing units
 - Tax increments may not be used to circumvent property tax limitations
 - Duration of plan extends to payment in full of any bonds issued pledging tax increment revenues
 - Annual audit report must be submitted by DDA to City Council and published in newspaper

The Manistee DDA will provide Beckett and Raeder Inc. support in compiling base information needed to complete the TIF and Development Plan. Specifically, this assistance will include:

1. Property information on a parcel basis from City Tax records that list the Tax ID Number, Owner of Record, Address, and 2013-14 State Equalized valuation and Taxable Valuation by Class.
2. Base map of the DDA Boundary and Development Area.
3. Description of the Development Area Boundaries.

Task 3: Adoption of the TIF and Development Renewal Plan and Establishment of the TIF District

Once the TIF and Development Renewal Plan has been developed by Beckett and Raeder Inc. for the Manistee DDA, the DDA must pass a resolution adopting the Plan and requesting that City Council hold a public hearing on the Plan.

The City Council then passes a resolution setting a date for a public hearing on the Plan. The following posting and notification requirements must be met and documented:

- Notice of the public hearing shall be published twice in a newspaper of general circulation in the City, not less than 20 days before the date of the hearing.
- Notice shall be mailed to the property taxpayers of record in the proposed district not less than 20 days before the hearing.
- Notice of the hearing shall contain a description of the proposed development area in relation to highways, streets, rivers, streams and otherwise; and shall inform the public that the Plan is available for public inspection at a place designated in the notice.

The City of Manistee, following a public hearing, shall determine whether the Plan constitutes a public purpose. If they determine that the Plan constitutes a public purpose the Plan would be adopted.

Beckett & Raeder, Inc will provide the DDA and City with a checklist for the adoption process.

Professional Fee and Schedule
Manistee DDA TIF Renewal

Schedule

Initial Client Meeting

Month(s)

April

Community Involvement

May

Building & Site Assessment

May - June

Board Planning Session & Preliminary Plan

June

Development Plan and TIF Plan

June - July

Final Presentation, Report & Graphics

June - July

Professional Fee

Complete Scope of Work and attendance at meetings.

\$12,000

Project Expenses (Travel, Report Printing, etc.)

1,250

TOTAL FEE

\$13,250

NORTH CHANNEL INVESTORS

July 16, 2014

Attn: Patrick Kay
Manistee Downtown Development Authority
11 Cypress Street
Manistee, MI 49660

SUBJECT: South Washington Redevelopment Area
River Parc Place and North Channel Outlet Properties
Design & Visualization Assistance Request

Dear Mr. Kay:

As we discussed during the meeting on July 10, 2014 with you and representatives of the City and our redevelopment team, we are in the process of developing grant funding requests to the State of Michigan to assist with the financing of the subject project. We are also working with the City of Manistee Brownfield Redevelopment Authority (“CMBRA”) to prepare a Brownfield Plan to address public infrastructure improvements in the vicinity of the River Parc Place (“RPP”) and the North Channel Outlet (“NCO”) properties, as needed to support the redevelopment project. As part of the grant application and Brownfield planning processes, the State requires visual representations of the conceptual plans for the rehabilitated RPP and NCO buildings and the area of the public infrastructure improvements.

We understand that the Main Street – Downtown Development Authority (“MS-DDA”) has placed high priority in the redevelopment of the RPP and NCO buildings due to their key location within the DDA, their visibility by Downtown users and visitors, and anticipated catalytic effect that the redevelopment will have in the City’s central commercial district. To that end, the MSDDA has engaged a consulting firm, Real3DPlaces, to prepare laser scans, simulations and associated visualizations of the area where the two buildings are located. We have reviewed the preliminary products of the initial phase of this work, and we believe that this effort, once completed, can greatly assist the MSDDA and our team with promoting City, State and private investment in the redevelopment of the area.

We urge the MSDDA to continue the laser scanning and visualization effort, and we request MSDDA’s assistance with the following items:

1. Provide our team with copies of the initial deliverables of the laser scanning and modeling work performed by Real3DPlaces on behalf of the MSDDA for use by our engineers and architects in the design of the improvements to the buildings.
2. Utilize Real3DPlaces’s services to the MSDDA to complete the laser scanning of the entire area around the building, including the west sides of the RPP and NCO buildings, the open

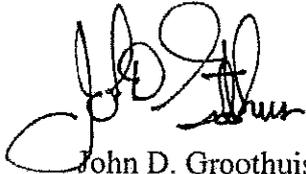
areas between, west and north of the two buildings, the portion of the proposed river walk from Maple Street bridge to the City's wastewater pumping station, as well as the west portion of the Veterans Memorial Park.

3. Utilize Real3DPlaces's services to prepare visualizations and 3-D modeling of all sides of the two buildings and public/private spaces surrounding the buildings.

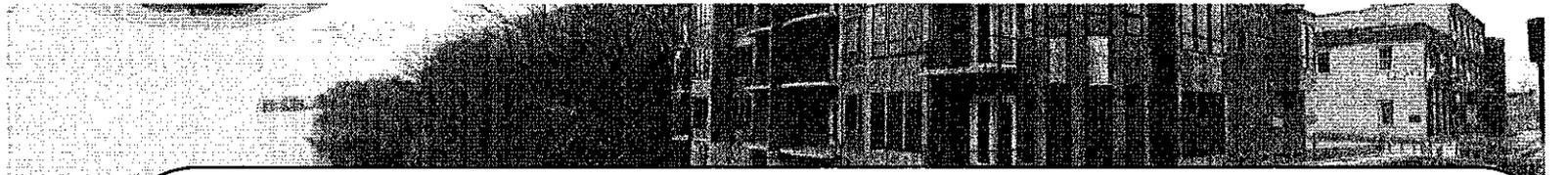
We are prepared to meet with representatives of the MSDDA and Real3DPlaces to discuss the project needs as well as the opportunities for the MSDDA and our team to showcase the project and its positive impact on the Downtown. We are attempting to secure substantial financial investment in the Downtown, therefore, we need the MSDDA's assistance to show the benefits of investing in this project to all parties involved, City, State, financial institutions and private equity partners.

Please feel free to contact me if you have any questions or wish to discuss this further.

Cordially,



John D. Groothuis
Member, North Channel Investors



3D Laser Scanning Tasks:

- Scan interior units (16)
- Scan common interior areas
- Scan garages
- Scan roof

Notes: Interior scans will be registered with pre-existing exterior scans to create an entire building point cloud.

Scan Data/Tools Delivery:

- Hi-res, full color scans and final point cloud delivered as Recap, Navisworks, PTS
Additional Autodesk free Recap software
- 360 SmartLook webshare view and measurement tool
- All delivered on removable hard drive

Cost & Terms:

- \$3,200.00 - Net 30 days from receipt of invoice
 - Final Delivery of data within 1 week of scanning date
-

Exterior 3D Modeling Tasks:

- Condo structure exterior before (current condition)
- Condo property (terrain/landscape) before (current condition)
- Condo structure exterior after (development finished)
- Condo property (terrain/landscape) after (development finished)

Notes: Final concept will include additional "penthouse suites" to be shown as possible add-on to current design. Client wants to show "life" in final renders such as people walking, sitting, on balcony boats in slips. Showcase setting and surrounding assets. Make people envision living here. Detailed textures and landscape for photo-realistic final presentation.

Visualization Delivery:

- Hi-Res Digital Renderings - web/print quality (sizes TBD)
(Before/After, multiple locations based on client needs)
- Movie clip for web - before fades into after
- Animated "fly-around" movie (with sound) clip for web" (15-20 sec)

Cost & Terms:

- \$5,800.00 - Deliverables include visualizations and 3D building model (exterior)
 - 50% payment upon project approval, 50% due upon delivery (\$2900/\$2900)
 - Final Delivery within 30 days of project launch
 - Project launches when R3DP has all project data from client along with (Brice/Other)
-

Video Production Tasks:

- HD Video of property in current condition
- HD Video production of finished property full developed

Notes: Wide angle, sweeping views to capture unique setting and waterfront interior / exterior.

Video Delivery:



3D Laser Scanning Tasks:

- Scan interior
- Scan common interior areas
- Scan roof (with full day)

Notes: Interior scans will be registered with pre-existing exterior scans to create an entire building point cloud.

Scan Data/Tools Delivery:

- Hi-res, full color scans and final point cloud delivered as Recap, Navisworks, PTS
- Additional Autodesk free Recap software
- 360 SmartLook webshare view and measurement tool
- All delivered on removable hard drive

Cost Options & Terms:

- 1 floor only = \$2,200.00 - Net 30 days from receipt of invoice
 - Entire interior 3 floors plus roof = \$3,200.00 - Net 30 days from receipt of invoice
-

Exterior 3D Modeling Tasks:

- NCO structure exterior before (current condition)
- NCO property (terrain/landscape) before (current condition)
- NCO structure exterior after (development finished)
- NCO property (terrain/landscape) after (development finished)

Notes: Client wants to show "life" in final renders, brewpub option people walking on sidewalks, sitting, waiting to get in. Showcase setting and surrounding assets. Make people envision doing business here. Detailed textures and landscape for photo-realistic final presentation.

Visualization Delivery:

- Hi-Res Digital Renderings - web/print quality (sizes TBD)
(Before/After, multiple locations based on client needs)
- Movie clip for web - before fades into after
- Animated "fly-around" movie (with sound) clip for web" (15-20 sec)

Cost & Terms:

- \$5,400.00 - Deliverables include visualizations and 3D building model (exterior)
 - 50% payment upon project approval, 50% due upon delivery (\$2700/\$2700)
 - Final Delivery within 30 days of project launch
 - Project launches when R3DP has all project data from client along with (Brice/T/Other)
-



Finance\Treasurer's Office

*Just received
this
2/11/11
Mare*

Memo to: Interested Stakeholders
From: Edward Bradford, CFO, Brownfield Administrator *ENB*
Re: South Washington Area Redevelopment Project
Date: August 6, 2014

On behalf of the City of Manistee Brownfield Redevelopment Authority, I would like to cordially invite you to attend a City Council work session on Tuesday August 12th at 7:00 pm in the City Council chambers at City Hall.

At this meeting, the proposed redevelopment of the River Parc and North Channel Outlet properties will be discussed. The developer will be in attendance presenting an overview of the project for City Council and other stakeholders. These properties are a very high priority for both the City and the DDA, and I am pleased to see movement towards their revitalization.

This is a complex project with many parts and approvals needed. At their meeting of August 5, 2014, the City BRA took the first of many needed steps by recommending the Brownfield Plan to City Council. This presentation is to bring all of the stakeholders up to speed. Additional meetings and approvals from specific bodies will be needed in the future. I have attached a two page summary prepared by the developer for your perusal.

Please plan on attending this meeting and hearing more about this exciting project.

Regards,

Edward Bradford
Chief Financial Officer
Brownfield Redevelopment Authority Administrator

City of Manistee
70 Maple Street
Manistee, MI 49660

231 398-2804
231 723-5410 (Fax)

www.manisteemi.gov

SHANNON
copy

MOTION of the City of Manistee Brownfield Redevelopment Authority to recommend to the City of Manistee Main Street – Downtown Development Authority and the City Council approval of the Brownfield Plan dated July 2014 developed by the Authority for the South Washington Area Redevelopment Project, based on the determination and finding, that:

1. The Plan constitutes a public purpose under the Act.
2. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act.
3. The proposed method of financing the costs of the eligible activities by the Authority, as described in the Plan, using school and local tax increment is feasible and the Authority has the ability to arrange the financing.
4. The costs of eligible activities proposed in the Plan are reasonable and necessary.
5. The amount of captured taxable value estimated to result from adoption of the Plan is reasonable.

Motion by: _____ Support by: _____

Yes:

No:

ATTACHMENT A - Eligible Activities and Eligible Costs
South Washington Area Redevelopment

ACTIVITY	COST	INCREMENTAL TAX CAPTURE			
		SCHOOL	SCHOOL	LOCAL	LOCAL
ENVIRONMENTAL (MDEQ)					
RPP/NCO - Due Care Plan	\$10,000	42.3%	\$4,230	57.7%	\$5,770
RPP - Cap Exposed Contaminated Soils (Basement)	\$15,000	42.3%	\$6,345	57.7%	\$8,655
RPP - Cap Contaminated Soils (Open Area between RPP and NCO)	\$20,000	42.3%	\$8,460	57.7%	\$11,540
NCO - Cap Contaminated Soil, Coal, Ash, Debris (1st Floor Crawl Space)	\$35,000	42.3%	\$14,805	57.7%	\$20,195
NCO - Remove/Cap Contaminated Soil, Coal, Ash, Debris (West Open Area)	\$25,000	42.3%	\$10,575	57.7%	\$14,425
NCO - Remove/Cap Contaminated Soil, Ash (North Open Area)	\$20,000	42.3%	\$8,460	57.7%	\$11,540
NCO - Remove/Replace Contaminated Wooden Floors (3rd Floor N Building)	\$10,000	42.3%	\$4,230	57.7%	\$5,770
BRA Plan and Act 381 Work Plan (MDEQ Portion)	\$10,000	42.3%	\$4,230	57.7%	\$5,770
Contingency on Environmental Activities (15%)	\$21,750	42.3%	\$9,200	57.7%	\$12,550
Subtotal:	\$166,750		\$70,535		\$96,215
SITE PREPARATION (MSF)					
NCO - ACM Abatement	\$40,000	42.3%	\$16,920	57.7%	\$23,080
NCO - LBP Abatement	\$35,000	42.3%	\$14,805	57.7%	\$20,195
NCO - North and West Areas Grading & Balancing	\$10,000	42.3%	\$4,230	57.7%	\$5,770
NCO - Interior Structures and Walls Demolition	\$10,000	42.3%	\$4,230	57.7%	\$5,770
NCO - Exterior Structures and Walls Demolition	\$20,000	42.3%	\$8,460	57.7%	\$11,540
NCO - Building Structural Stabilization	\$200,000	42.3%	\$84,600	57.7%	\$115,400
RPP - West Area Grading & Balancing	\$10,000	42.3%	\$4,230	57.7%	\$5,770
RPP - Interior Structures and Walls Demolition	\$20,000	42.3%	\$8,460	57.7%	\$11,540
Contingency (15%)	\$61,750	42.3%	\$21,890	57.7%	\$29,860
Subtotal:	\$396,750		\$167,825		\$228,925
PUBLIC INFRASTRUCTURE IMPROVEMENTS (MSF)					
NCO - Sidewalk and Curb Cuts	\$50,000	42.3%	\$21,150	57.7%	\$28,850
RPP - Sidewalk and Curb Cuts	\$50,000	42.3%	\$21,150	57.7%	\$28,850
SWA - Short Street Retaining Structures	\$180,000	42.3%	\$63,450	57.7%	\$86,550
SWA - Sanitary Sewer Replacement	\$810,000	42.3%	\$342,630	57.7%	\$467,370
SWA - Pump Station Enlargement	\$385,000	42.3%	\$162,855	57.7%	\$222,145
SWA - Water Main Extension	\$47,600	42.3%	\$20,135	57.7%	\$27,465
SWA - River Walk Phase I	\$114,300	42.3%	\$48,349	57.7%	\$65,951
SWA - Memorial Drive Resurfacing	\$480,000	42.3%	\$203,040	57.7%	\$276,960
WMP - Streetscape (Washington Street, Bridge to 5th Avenue)	\$150,000	42.3%	\$63,450	57.7%	\$86,550
BRA Plan and Act 381 Work Plan (MSF Portion)	\$10,000	42.3%	\$4,230	57.7%	\$5,770
Contingency (15%)	\$337,035	42.3%	\$142,566	57.7%	\$194,469
Subtotal:	\$2,583,935		\$1,093,005		\$1,490,930
Reimbursable Eligible Costs Total:	\$3,147,435		\$1,331,365		\$1,816,070
BRA Administrative Cost	\$105,000	0.0%	\$0	100.0%	\$105,000
Total Incremental Tax Capture:	\$3,252,435		\$1,331,365		\$1,921,070

ATTACHMENT A - SWA 381 WIP Eligible Costs 07-10-14

SOUTH WASHINGTON AREA REDEVELOPMENT PROJECT
Brownfield Redevelopment Scope and Financing Summary
August 5, 2014

Parcel Location or Tax ID: 51-51-211-100-05 River Parc Place (Parcel 1)
51-51-211-100-02 North Channel Outlet (Parcel 2)
51-51-211-100-03 North Channel Outlet (Parcel 3)
51-51-211-100-01 North Channel Outlet (Parcel 4)
51-51-211-105-01 City Lot 6th Avenue (Parcel 5)
51-51-101-350-01 Veterans Memorial (Parcel 6))

Former Use: Furniture Manufacturing & Retail (1880s to 2010s)

Zoning: Central Business District (C-3)

Special District: DDA, Historic District, Main Street

Brownfield Status: Parcels 1, 2, 3 and 4 are "Facilities"; Parcels 5 and 6 are "Contiguous" and "Contributing"

Proposed Uses: River Parc Place (Parcel 1): 16 to 18 Residential Condominium Units (four levels), and Two Commercial Spaces (1st level)
North Channel Outlet (Parcels 2, 3, and 4): 2 to 3 Commercial Spaces (1st level), 8 Rental Apartments (2nd level), and 6 Residential Condominium or Rental Units (3rd level), Open and Enclosed Parking, and General Common Spaces

Total Redevelopment Area: River Parc Place: 22,000 sf
North Channel Outlet: 21,000 sf

Total Investment: River Parc Place: \$2,300,000 (approx.)
North Channel Outlet: \$2,400,000 (approx.)
Public Infrastructure Improvements: \$ 2,584,000

Construction Start: Fall 2014
Construction Completion: Mid 2016

Base Taxable Value (2014): \$343,400
Projected Taxable Value: \$2,200,000

Brownfield 30 Year TIF Capture: RPP (with 7 yrs. NEZ Abatement): \$2,012,600
NCO (with 10 yrs. OPRA Abatement): \$1,276,700

TIF Reimbursable Activities/Costs: Private Developer: \$563,500
Interior/Exterior Building Structures Demolition;
Building Stabilization (NCO)
Removal of Interior Contaminated Soils/Material;
Capping of Contaminated Soils;
Abatement of Asbestos and LBP;

Public Developer: 2,584,000
Sanitary Sewer Replacement;
Wastewater Pump Station Upgrades;
Water Main Extension;
Short Stabilization Structures;
Phase I River Walk;
Memorial Drive Resurfacing;
Washington-5th Avenue Area Streetscape
Veterans Memorial Parking Improvements

SCHEDULE / ACTIONS

- CMBRA BRA Plan Approval: August 5, 2014
- MSDDA Action: TBD
- City Council BRA Plan Adoption: TBD
- Act 381 Work Plan Submittal (State): TBD
- Development & Reimbursement Agreement: TBD

CONCURRENT REDEVELOPMENT FINANCING ACTIVITIES:

- MEDC Blight Elimination Grant Application Process; RPP and NCO Buildings(Developer/City)
- MSHDA Rental Rehabilitation Grant Application Process; 2nd Floor of NCO Building (Developer/City)
- OPRA Property Tax Abatement Process; NCO Building (Developer/City/State)
- NEZ Property Tax Abatement Process; RPP Building (Developer/City/State)
- MEDC Job Creation Grant Application Process; Commercial Component of NCO Building (Developer/State)

CONCURRENT REDEVELOPMENT PERMITTING ACTIVITIES:

- Historic District Commission Approvals
- Planning Commission Approvals

SOUTH WASHINGTON AREA REDEVELOPMENT PROJECT
Brownfield Redevelopment Scope and Financing Summary
DRAFT July 24, 2014

Parcel Location or Tax ID:	51-51-211-100-05 River Parc Place (Parcel 1) 51-51-211-100-02 North Channel Outlet (Parcel 2) 51-51-211-100-03 North Channel Outlet (Parcel 3) 51-51-211-100-01 North Channel Outlet (Parcel 4) 51-51-211-105-01 City Lot 6 th Avenue (Parcel 5) 51-51-101-276-01 Veterans Memorial (Parcel 6))
Former Use:	Furniture Manufacturing & Retail (1880s to 2010s)
Zoning:	Central Business District (C-3)
Special District:	DDA, Historic District, Main Street
Brownfield Status:	Parcels 1, 2, 3 and 4 are “Facilities,; Parcels 5 and 6 are “Contiguous
Proposed Uses:	<u>River Parc Place (Parcel 1)</u> : 16 to 18 Residential Condominium Units (four levels), and 2 Commercial Spaces (1st level) <u>North Channel Outlet (Parcels 2, 3, and 4)</u> : 2 to 3 Commercial Spaces (1st level), 8 Rental Apartments (2nd level), and 6 Residential Condominium Units (3rd level), Open and Enclosed Parking, and General Common Spaces
Total Redevelopment Area:	River Parc Place: 22,000 sf North Channel Outlet: 21,000 sf
Total Investment:	River Parc Place: \$2,300,000 (approx.) North Channel Outlet: \$2,400,000 (approx.) Public Infrastructure Improvements: \$ 2,584,000
Construction Start:	Fall 2014
Construction Completion:	Mid 2016
Base Taxable Value (2014):	\$343,400
Projected Taxable Value: (2016)	\$2,200,000
Brownfield 30 Year TIF Capture:	RPP (with 7 yr NEZ Abatement): \$2,012,600 NCO (with 10 yr OPRA Abatement): \$1,276,700

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- NEZ Property Tax Abatement Process; RPP Building (Developer/City/State)
- MEDC Job Creation Grant Application Process; Commercial Component of NCO Building (Developer/State)

CONCURRENT REDEVELOPMENT PERMITTING ACTIVITIES:

- Historic District Commission Approvals
- Planning Commission Approvals

City of Manistee
Brownfield Redevelopment Authority
Brownfield Plan For
South Washington Street Area Redevelopment Project
City of Manistee, Manistee County

Prepared By:

City of Manistee Brownfield Redevelopment Authority
and
Manistee Investment Partners, LLC

July 2014

Approved by the Brownfield Redevelopment Authority on _____

Approved by the City Council on _____

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I. INTRODUCTION AND PURPOSE

On June 6, 2006 the City Council of the City of Manistee, Michigan adopted a resolution to create the City of Manistee Brownfield Redevelopment Authority ("Authority,,).

The purpose of this document, to be implemented by the Authority, is to satisfy the requirements for a Brownfield Plan ("Plan,,) for the properties shown on Figure 1 and listed below and located within the City of Manistee, Manistee County, Michigan ("Property,,) as specified in Act 381 of the Public Acts of 1996 as amended, which is known as the "Brownfield Redevelopment Financing Act". The City of Manistee is a "qualified local governmental unit,,.

The Property is comprised of six real estate parcels shown on Figure 1, mostly within the City of Manistee Downtown Development District and within the City of Manistee Historic District. The Property consists of the following parcels:

1. The "River Parc Place,, parcel (Parcel 1), including a vacant and blighted four story building, vacant land north of the building, and a strip of vacant land west of the building.
2. The former "North Channel Outlet,, parcel (Parcel 2), including a historic vacant and blighted three story building and a contiguous two story building, and vacant land west of the buildings.
3. Two vacant parcels located north and west of the North Channel Outlet and River Parc Place buildings (Parcels 3 and 4).
4. A vacant parcel (Parcel 5) located west of Parcel 4.
5. The Veterans Memorial Park parcel (Parcel 6) located east of Parcels 1 and 2, including parking areas, a Veterans Memorial, an open air performing arts stage and vacant land.

Due to the fact that the buildings in Parcels 1 and 2 have been vacant and underutilized for several years they are currently blighted and in need of substantial repairs, improvements and structural reinforcements. The portions of the Property where Parcels 1, 2, 3 and 4 are located are part of the historic furniture manufacturing complex started in the 1890's. Portions of the original manufacturing complex were demolished over many years, while some were destroyed by fires. The building in Parcel 2 was used as retail store for furniture and furnishings till the early 2010s. The building on Parcel 1 was partially constructed in 2006 but was soon abandoned and left to deteriorate. These four parcels have been acquired by Manistee Investment Partners, LLC that plan to redevelop them through an integrated mixed-use plan.

Parcels 5 is owned by the City of Manistee, and its inclusion in this Plan is critical to the redevelopment of Parcels 1, 2, 3 and 4 due to the public infrastructure improvements that will be constructed on it to support the project. Similarly, Parcel 6, the Veterans Memorial Park, is included in the Plan due to public infrastructure improvements and public parking facilities that will be constructed and improved on it to support the project.

The proposed project will consist of the redevelopment of the buildings into residential and retail spaces. The redevelopment project will be undertaken by the Manistee Investment Partners, LLC for Parcels 1, 2, 3 and 4, and by the City of Manistee for Parcels 5 and 6 and common public infrastructure improvements (collectively referred to as the “Developers,”) with assistance by the Authority.

The redevelopment of the Property, subject to the approval of this Plan by the Authority, the City Council and the State of Michigan will include the following elements:

- Remediation of contaminated soils and media.
- Abatement of hazardous materials.
- Demolition of obsolete and structurally unsafe building components.
- Correction of blighted conditions and building elements.
- Construction of improved public water and wastewater facilities, and streetscapes.
- Construction of market rate and “controlled rent,, residential spaces at Parcels 1 and 2.
- Construction of commercial and retail spaces on Parcel 2.
- Site improvements and landscaping.

Site plans will be discussed with, planned under and acted upon by City of Manistee zoning ordinance and the guidelines of the Planning Commission, Historic District Commission and the Main Street - Downtown Development Authority within which the Property is located. The redevelopment will involve meeting certain building, historic and environmental requirements to ensure sustainable and safe operation of the proposed uses.

Parcels 1, 2, 3 and 4 are “facilities,, as defined by Part 201 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended. Parcels 5 and 6 are contiguous to “facilities,, and included in the Plan to support the project. Environmental assessments have been, or are being performed by the Authority on all parcels between January 2013 and the present. The environmental assessments have documented the presence of contaminants at concentrations exceeding State of Michigan Generic Residential Cleanup Criteria as described elsewhere in this Plan. The environmental assessments have also facilitated the preparation of Baseline Environmental Assessments for Parcels 1, 2, 3 and 4, and will be used to determine the scope of the Due Care and additional response activities required at the Property.

The redevelopment project will create ten to fifteen new jobs associated with the commercial and retail components of the redevelopment. This project is critical for the Main Street - Downtown Development Authority because it will eliminate the blighted conditions associated with the buildings in Parcels 1 and 2 for several years. The project is catalytic for

this area of the City's Downtown District due to the expected increased economic and building redevelopment activity. Furthermore, this project is compatible with the City's and the MSDDA's vision for the South Washington Street Area as expressed in the "Manistee North Corridor Placemaking Project,, plan prepared by Beckett & Raeder for the MSDDA in September 2012.

The Developers require the assistance of the Authority, the City of Manistee Main Street - Downtown Development Authority ("MSDDA,,) and the City Council with securing Tax Increment Financing for the project. The Developers will also require the assistance of the City in applying for job creation, blight elimination, public infrastructure improvements and rental rehabilitation grant and loan funding from the Michigan Economic Development Corporation ("MEDC,,) and the Michigan State Housing Development Authority ("MSHDA,,) to allow this project to proceed.

Due to the substantial rehabilitation costs associated with the project and the continuing depressed real estate values, the Developers will also seek approval from the City and the State of Michigan for the project to qualify for short-term real property tax abatements under the Obsolete Property Rehabilitation Act ("OPRA,,) and the Neighborhood Enterprise Zone ("NEZ,,) programs.

II. ELIGIBLE PROPERTY

The eligible Property is located within the boundaries of the City of Manistee. The numbers of the tax parcels comprising the eligible Property are:

- PARCEL 1 : 51-51-211-100-05
- PARCEL 2 : 51-51-211-100-02
- PARCEL 3 : 51-51-211-100-03
- PARCEL 4 : 51-51-211-100-01
- PARCEL 5 : 51-51-211-105-01
- PARCEL 6 : 51-51-101-350-01

Phase I Environmental Site Assessments ("ESA,,), Phase II ESAs and Baseline Environmental Assessments ("BEA,,) were conducted on Parcels 1 in October 2010, and on Parcels 2, 3 and in April and May 2014. The ESAs and BEA were conducted under a USEPA Brownfield Assessment grant awarded to the Authority. Based on the findings of the soil sampling performed under the Phase II ESAs, it was determined that Parcels 1, 2, 3 and 4 of the Property are "facilities,, as defined by Part 201 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 as amended. The "facility,, determination was based on the presence of numerous hazardous substances in soils (Arsenic, Barium, Cadmium, Chromium, Copper, Lead, Mercury, Selenium, Silver, Zinc, Benzo(a)pyrene, Benzo(b)fluoranthene, Fluoranthene and Phenanthrene) at concentrations exceeding applicable State of Michigan generic residential cleanup criteria Parcels 5 and 6 are contiguous to "facilities,, and contributing to the redevelopment of Parcels 1 and 2.

1. Description of Costs to Be Paid for With Tax Increment Revenues, and Summary of Eligible Activities

A description of the costs of the plan intended to be paid for with the tax increment revenues, including a brief summary of the eligible activities that are proposed for each eligible property.

An estimate of costs that may be eligible for reimbursement using Brownfield TIF, associated with the project approved by the Authority, is presented as Attachment A. The eligible activities currently required for the redevelopment of the Property, include:

- Preparation of Act 381 Work Plan for environmental (MDEQ) and non-environmental (MSF) eligible activities;
- Preparation of Due Care Plans for the portions of the Property that are “facilities,;”
- Preparation of biddable plans and specifications for environmental and non-environmental eligible construction activities;
- Removal/disposal or capping of contaminated soils, fly ash, coal residue and other waste material at basement and crawl spaces of the River Parc Place (“RPP,;”) and North Channel Outlet (“NCO,;”) buildings, respectively;
- Removal/disposal or capping of contaminated soils and wastes north, west and between the two buildings;
- Removal/replacement of contaminated floors in the NCO building;
- Abatement of hazardous materials (Asbestos and Lead Based Paint) in the NCO building;
- Grading and balancing of uneven surfaces north and west of the buildings to facilitate construction of parking spaces and support structures;
- Demolition of structurally unsafe exterior portions of the NCO building;
- Demolition of obsolete interior walls and structures in the RPP and NCO buildings;
- Structural reinforcement of the NCO building to allow the safe interior demolition and reconstruction activities;
- Stabilization of the slope of Short Street west of the two buildings;
- Reconstruction of sidewalks and curb cuts along the Washington Street and 5th Avenue boundaries of the property;
- Replacement of the failing sanitary sewer serving the buildings along the Manistee River Channel;
- Enlargement of the sanitary pump station to provide required capacity for the increased flows generated by the project;
- Extension of the water main to the vicinity of the project to provide the increased capacity for the project;
- Construction of Phase I of a river walk along the south boundary of the Property to enhance walkability for the project;
- Resurfacing of Memorial Drive to accommodate the increased traffic associated with the project;
- Installation of streetscape along the section of Washington Street, from 5th Avenue to the

- Memorial Bridge, along the east boundary of the project;
- Contingency for the construction components of the project;
- Carrying (financing) costs for the construction of eligible activities by the Developers;
- Administrative costs of the Authority for the duration of the TIF capture and reimbursement period;

The estimated cost of the eligible activities that may be reimbursed through revenues generated from the capture of future incremental School and Local taxes on the Property, is approximately \$3,252,400. In the event that a CDBG Blight Elimination grant is awarded by the MSF to the Authority or the City for the project, the cost of some eligible activities may be reduced accordingly. However, the estimated cost to be reimbursed to the Developers through TIF is subject to the capture and reimbursement duration limitation discussed in Section II.5 of this Plan.

Following approval of this Plan by the Authority, the MSDDA and the City Council, review and approval of a Brownfield (Act 381) Work Plan by the MDEQ and MSF will be required prior to beginning work. Additionally, a Development & Reimbursement Agreement between the Authority and the Developers of the Property will be required to establish the schedule and components of the redevelopment project, as well as the terms and conditions of the financing of eligible activities and reimbursement of associated eligible costs.

2. Estimate of Captured Taxable Value and Tax Increment Revenues

Provide an estimate of the captured taxable value and tax increment revenues for each year of the plan from each parcel of eligible property and in aggregate. The plan may provide for the use of part or all of the captured taxable value, including deposits in the local site remediation revolving fund, but the portion intended to be used shall be clearly stated in the plan. The plan shall not provide either for an exclusion from captured taxable value of a portion of the captured taxable value or for an exclusion of the tax levy of one or more taxing jurisdictions unless the tax levy is excluded from tax increment revenues in Section 2(aa), or unless the tax levy is excluded from capture under Section 15. MCLA 125.2663(1)(c)

The estimated captured taxable value and tax increment revenues associated with the project, subject to approval of the Authority, City Council and State of Michigan (MDEQ and MSF), are presented as Attachments B1 and B2.

The incremental taxable value of the parcels comprising the Property at the time of the approval of the Plan is \$1,845,700. This estimate is based on the current combined taxable value of the six parcels, of \$354,300 and an estimated future taxable value of Parcels 1, 2, 3 and 4 upon completion of the redevelopment project at the Property, of approximately \$2,200,000.

The incremental tax revenues that are currently expected to be generated from the parcels on the Property are approximately \$3,289,320. This estimate is based on capture of all incremental tax revenues during the duration of the Plan (Section II.5) with a seven-year

Neighborhood Enterprise Zone tax abatement for the RPP building and a ten-year Obsolete Property Rehabilitation Act tax abatement for the NCO building.

3. Method of Financing for the Brownfield Plan

The method, by which the costs of the plan will be financed, including a description of any advances made or anticipated to be made for the costs of the plan from the municipality.

Costs of implementing the eligible activities of the Plan may be financed by use of funding obtained from any of the following sources, at the discretion of the Authority:

- Developers' equity and/or other financing sources.
- Authority financing sources.
- State Site Reclamation and/or Brownfield Redevelopment Grants.
- Tax Increment Revenues as defined in Section 2(aa) of 1996 Mich. Pub. Acts 381, including capture of incremental taxes levied for school operating and non-school operating expenses, as amended.
- Other revenues obtained by the Authority.
- The Authority's Local Site Remediation Revolving Fund (if/when one is established).

The Authority may use proceeds from any of the listed sources, at its discretion and in compliance with applicable laws, to pay for eligible activities on the eligible Property, to reimburse the Developers, to repay revolving or other loan(s) or bonds, or reimburse the local site remediation revolving fund.

No advance by the Authority is anticipated at this time.

4. Maximum Amount of Note or Bonded Indebtedness

The maximum amount, of note or bounded indebtedness to be incurred, if any. MCLA 125.2663(1)(e).

At this time the Authority will not incur any bonded indebtedness for this Plan. The City of Manistee, at its discretion, may utilize public financing for the project or components of the project.

5. Duration of Brownfield Plan

The duration of the brownfield plan, which shall not exceed the lesser of the period authorized under Subsections (4) and (5) or 35 years. MCLA 125.2663(1)(f).

The Plan will remain in effect for as many years as is required to fully reimburse the eligible costs or thirty (30) years, whichever is less. The Authority will not capture for the Local Site

Remediation Revolving Fund. The estimated tax capture period and schedule is shown on Attachment B.

6. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions

An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the eligible property is located. MCLA 125.2663(1)(g).

Estimates of tax increment revenues from the taxing jurisdictions captured for the eligible project planned by the Authority are presented in Attachments B1 and B2.

7. Legal Description of Property

A legal description of each parcel of eligible property to which the plan applies, a map showing the location and dimensions of each eligible property, and a statement of whether personal property is included as part of the eligible property. MCLA 125.2663(1)(h).

Legal descriptions of the tax parcels comprising the eligible Property and a Property map (aerial photo) are included as Attachment C.

8. Estimates of Residents and Displacement of Families

Estimates of the number of persons residing on each eligible property to which the plan applies and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, the plan shall include a demographic survey of the persons to be displaced; a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals. MCLA 125.2663(1)(i).

There are no persons currently residing at the Property that will be redeveloped under the Plan and there are no families or individuals displaced as a result of redevelopment under the Plan.

9. Plan for Relocation of Displaced Persons

A plan for establishing priority for the relocation of persons displaced by implementation of the plan. MCLA 125.2663(1)(j)

No persons will be displaced as a result of implementation of the eligible activities of the

Plan. Therefore, a plan for relocation of displaced persons is not applicable and is not needed for the Plan.

10. Provisions for Relocation Costs

Provision for the costs of relocating persons displaced by implementation of the plan, and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies Act of 1970, Public Law 91-646, 84 Stat. 1894 MCLA 125.2663(1)(k)

No persons will be displaced as a result of implementation of the eligible activities of the Plan and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for the Plan.

11. Strategy for Compliance with Michigan's Relocation Assistance Law

A strategy for compliance with Act No. 227 of the Public Acts of 1972, being Sections 213.321 to 213.332 of the Michigan Compiled Laws.

No persons will be displaced as a result of implementation of the eligible activities of the Plan. Therefore, no relocation assistance strategy is needed for the Plan.

12. Description of Proposed Use of Local Site Remediation Revolving Fund

A description of proposed use of the local site remediation revolving fund. MCLA 125.2663(1)(m).

The Authority will not capture for the Local Site Remediation Revolving Fund (LSRRF). If the Authority amends the plan at a future date to allow capture for the LSRRF, the proceeds of the Authority's , which may be established by a resolution of the Authority, including the maximum amount of tax increment revenues captured by the Authority and placed in the LSRRF under the Plan, will be used in accordance with the Act. The Authority will then use the fund to pay for the Authority's administrative costs, for repayment of any indebtedness incurred by the Authority for this project, for reimbursing the Developers qualifying for such reimbursement for eligible activities as defined in Section 2(k) of 1996 of 1996 Mich. Pub. Acts 381 as amended, and to pay for any eligible activity costs conducted by the Authority at approved properties within the City of Manistee and included in a Plan, but not limited to the property included in this Plan, as well as other eligible properties within the City of Manistee which may be included in the Plan as amended in the future by the Authority and the City Council. Eligible activities include but are not limited to:

Phase I and II Environmental Assessments

Baseline Environmental Assessments
Soil and Groundwater Investigations
Soil and/or Groundwater Remediation
Contaminated Structure Demolitions
Due Care Activities
Associated Infrastructure improvements associated with response activities
Administration Costs (Work Plans, MDEQ approvals, Authority administrative/operating expenses)

No estimates of tax increment revenues captured from the eligible Property for the LSRRF are presented in Attachment B.

ATTACHMENT A – Eligible Activities and Eligible Costs

ATTACHMENT B – TIF Capture and Reimbursement Schedule

ATTACHMENT C – Legal Description of the Eligible Property

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 #51-211-105-01
- 6. City of Manistee Parcel #51-101-350-01

South Washington Area

