

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

January 3, 2017

A meeting of the Manistee City Brownfield Redevelopment Authority was held on January 3, 2017 at 2:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:04 pm by Chair Clinton McKinven-Copus

ROLL CALL

Members Present: Steve Brower, Meagan Kempf, Marlene McBride, Clinton McKinven-Copus,

Members Absent: Donald Kuk (excused), Jeffrey Stege (excused), Vacancy

Others: T. Eftaxiadis (BRA Consultant), Ed Bradford (BRA Administrator), and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA

Motion by Steve Brower, seconded by Meagan Kempf 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 August 2, 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

VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Eftaxiadis Consulting Inc.	8/1/16	CMBRA-1607	2,613.75	Consulting, Brownfield Service
Eftaxiadis Consulting Inc.	9/8/16	CMBRA-1608	318.75	BRA/TIF Mgmt/Bookmark Red
Eftaxiadis Consulting Inc.	10/10/16	CMBRA-1609	361.25	CMBRA Tech Ser/Bookmark
TOTAL:			\$3,293.75	

Members reviewed the summary of paid invoices.

MOTION by Meagan Kempf, seconded by Marlene McBride to approve previously paid invoices.

With a Voice Vote this motion passed unanimously

BRA Financing

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

MOTION by Marlene McBride, seconded by Meagan Kempf to approve the Balance Sheet and Revenue/Expenditure Report as submitted.

With a Voice Vote this motion passed unanimously

NEW BUSINESS

Review/Approval of the TIF Implementation Plans – “Private Component” South Washington Area Redevelopment Project

A TIF Implementation Plan for the “private component” of the South Washington Area Redevelopment Project (River Parc and North Channel properties) as required under the Development and Reimbursement Agreement between the Brownfield Redevelopment Authority, City of Manistee and Manistee Investment Partners LLC.

T. Eftaxiadis, Brownfield Consultant and Ed Bradford, Director reviewed the TIF Implementation Plan with the Directors and answered questions. This approval is required under the Development Agreement; it may take a couple of years to determine final costs; depending on final costs an amendment to the Brownfield Plan and Act 381 Work Plan may be needed; documents will be updated to clarify if the plan is for the private or public components.

MOTION By Meagan Kempf, seconded by Steve Brower that the Brownfield Redevelopment Authority approves the TIF Implementation Plan for the “private component” of South Washington Area Redevelopment Project.

With a Voice Vote this motion passed unanimously

Review/Approval of the TIF Implementation Plans – “Public Component” South Washington Area Redevelopment Project

A TIF Implementation Plan for the “public component” of the South Washington Area Redevelopment Project (River Parc and North Channel properties) as required under the Development and Reimbursement Agreement between the Brownfield Redevelopment Authority, City of Manistee and Manistee Investment Partners LLC.

T. Eftaxiadis, Brownfield Consultant and Ed Bradford, Director reviewed the TIF Implementation Plan with the Directors and answered questions.

MOTION by Steve Brower, seconded by Meagan Kempf that the Brownfield Redevelopment Authority approves the TIF Implementation Plan for the “public component” of the South Washington Area Redevelopment Project.

With a Voice Vote this motion passed unanimously

Election of Officers

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

Meagan Kempf nominated Clinton McKinven-Copus for the position of Chair

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a unanimous voice vote, Clinton McKinven-Copus was elected Chair of the Brownfield Redevelopment Authority for 2017

Vice-Chair

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

Steve Brower nominated Don Kuk for the position of Vice-Chair

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a unanimous voice vote, Don Kuk was elected Vice - Chair of the Brownfield Redevelopment Authority for 2017.

Secretary

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

Marlene McBride nominated Steve Brower for the position of Secretary

Nominations were asked for three times, there being no other nominations, nominations were closed.

With a unanimous voice vote, Steve Brower was elected Secretary of the Brownfield Redevelopment Authority for 2017.

Appointment of a Recording Secretary 2017

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

Steve Brower appointed Denise Blakeslee to act as the Recording Secretary for the Brownfield Redevelopment Authority for the year 2017.

By Law Review

According to the By-Laws of the City of Manistee Brownfield Redevelopment Authority shall annually review their By-Laws at their annual meeting in January.

Staff noted that the Brownfield Redevelopment Authority had not held quarterly meetings as required in the By-Laws and recommends that Section 2.7 Meeting be amended as follows:

2. 7 Meetings. Meetings of the Board may be called by or at the request of the Chairperson of the Board or any two Directors. The meetings of the Board shall be public, and the appropriate notice of such meetings shall be provided to the public. Meetings shall be held from time to time as scheduled by the Chair or Board to carry out the responsibilities of the Brownfield Authority ~~Regular meetings of the Brownfield Redevelopment Authority shall be held in each calendar quarter of each year. In no event shall there be less than four (4) meetings per year.~~ The Board shall hold an Annual Meeting in January of each year at which time officers of the Board shall be elected as provided in Article 3, Section 2.

MOTION By Meagan Kempf, seconded by Marlene McBride that Section 2.7 Meetings of the Brownfield Redevelopment Authority By Laws be amended by deleting language for quarterly meetings which reads "Regular meetings of the Brownfield Redevelopment Authority shall be held in each calendar quarter of each year. In no event shall there be less than four (4) meetings per year."

With a Voice Vote this motion passed unanimously

Oath of Office/Section 6 Conflict of Interest

Annually the Brownfield Redevelopment Authority members will take an Oath of Office and agree to abide by Section 6 Conflict of Interest of the By-Laws of the City of Manistee Brownfield Redevelopment Authority.

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

Project Update

T. Eftaxiadis spoke of the progress at Edgewater and extended an invitation to take the members on a tour.

OLD BUSINESS

Schedule Meeting dates for 2017

The Directors discussed the changes to Section 2.7 Meetings of the Brownfield Redevelopment Authority By Laws. Meeting dates will be scheduled using the proposed meeting schedule (first Tuesday of the month at 2 pm) as needed. Due to the Holiday they will schedule the January 2018 meeting for Tuesday, January 9, 2018.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

None

MEMBERS DISCUSSION

None

ADJOURNMENT

Motion by Marlene McBride, seconded by Meagan Kempf that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 2:54 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Acting Secretary

BALANCE SHEET

Page: 1
12/16/2016
1:54 pm

City of Manistee

As of: 11/30/2016

Balances

Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO

Assets

001.000 Cash 15,855.48

Total Assets 15,855.48

Reserves/Balances

390.000 Fund Balance 16,915.28

398.000 Change in Fund Balance -1,059.80

Total Reserves/Balances 15,855.48

Total Liabilities & Balances 15,855.48



REVENUE/EXPENDITURE REPORT

City of Manistee
For the Period: 7/1/2016 to 11/30/2016

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12/16/2016
1:53 pm

	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							
379749 09/16/2016 CR Rcd From: OPERATING ACCOUNT	Ref ID:	RE	37.45	Drawer:EFT	Type:TXDIS	1169	
Real & Personal Property Tax	0.00	0.00	37.45	0.00	0.00	-37.45	0.0
Dept: 000	0.00	0.00	37.45	0.00	0.00	-37.45	0.0
Revenues	0.00	0.00	37.45	0.00	0.00	-37.45	0.0
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating							
376529 07/19/2016 AP JACKPINE BUSINESS CENTERS	Insert		13.50	INV#	404500-0	88726	
SUPPLIES - Operating	0.00	0.00	13.50	0.00	0.00	-13.50	0.0
801.000 Professional Services							
377766 07/01/2016 RE 2016 Accrued Payables	REVERSED		-2,210.00				
377970 08/01/2016 AP EFTAXIADIS CONSULTING LLC	Consulting, Brownfield Service		2,613.75	INV#	CMBRA-1607	89051	
379905 09/08/2016 AP EFTAXIADIS CONSULTING LLC	BRA/TIF Mgmt/Bookmart Red		318.75	INV#	CMBRA-1608	89648	
382571 10/10/2016 AP EFTAXIADIS CONSULTING LLC	CMBRA Tech Serv/Bookmart		361.25	INV#	CMBRA-1609	90301	
Professional Services	0.00	0.00	1,083.75	0.00	0.00	-1,083.75	0.0
Dept: 000	0.00	0.00	1,097.25	0.00	0.00	-1,097.25	0.0
Expenditures	0.00	0.00	1,097.25	0.00	0.00	-1,097.25	0.0