

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Meeting of December 5, 2017

2 pm - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I CALL TO ORDER

II ROLL CALL

III APPROVAL OF AGENDA

At this time the Brownfield Redevelopment Authority can take action to approve the December 5, 2017 agenda.

IV APPROVAL OF MINUTES

At this time Brownfield Redevelopment Authority can take action to approve the June 6, 2017 meeting minutes.

V PUBLIC HEARING

VI FINANCIAL REPORTS

Approval of Invoices

At this time the Brownfield Redevelopment Authority will review the summary of paid invoices.

Financial Statements

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

VII NEW BUSINESS

Vacancy of Chair/Vice Chair

Chair Clinton McKinven-Copus and Don Kuk have resigned from the Brownfield Redevelopment Authority.

At this time the Brownfield Redevelopment Authority will address the vacancy of the position of Chair and Vice Chair as provided in Section 3.4 of the By Laws.

Project Updates

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

including:

- Hotel Northern
- Music Vault
- North Channel
- Others

Application Forms

Staff will review application forms for the Brownfield Redevelopment Authority.

At this time the Brownfield Redevelopment Authority authorizes the Brownfield Administrator to work with the City to incorporate any missing pieces into the new Developer Assistance Application and then use that form instead of the existing forms.

Membership

Staff will discuss with the members the option of reducing the number of members from seven to five.

At this time the Brownfield Redevelopment Authority City Council reduce the size of the Board from seven to five members as allowed by the Brownfield Redevelopment Financing Act MCL 125.2655.

VIII OLD BUSINESS

IX PUBLIC COMMENTS AND COMMUNICATIONS

At this time the Chair will ask if there are any public comments.

X CORRESPONDENCE

At this time the Chair will ask if any correspondence has been received to be read into the record.

XI STAFF REPORTS

At this time the Chair will ask Staff for their report.

XII MEMBERS DISCUSSION

At this time the Chair will ask members of the Brownfield Redevelopment Authority if they have any items they want to discuss.

XIII ADJOURNMENT



Memorandum

TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee
Planning & Zoning Director 

DATE: November 29, 2017

RE: December 5, 2017 Meeting

Denise Blakeslee
Planning & Zoning Director
70 Maple Street
Manistee, MI 49660
231.398.2805
dblakeslee@manisteemi.gov
www.manisteemi.gov

The next meeting of the Brownfield Redevelopment Authority Meeting will be on Tuesday, December 5, 2017. A copy of the meeting agenda and attachments are enclosed for your review.

If you are to attend the meeting please call me at 398.2805.

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

June 6, 2017

A meeting of the Manistee City Brownfield Redevelopment Authority was held on June 6, 2017 at 2 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:02 pm by Vice Chair Kuk

Roll Call:

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

Members Absent: Clinton McKinven-Copus (excused), Vacancy

Others: Ed Bradford (BRA Administrator), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Megan Kempf, seconded by Steve Brower that the agenda be approved as prepared. MOTION PASSED UNANIMOUSLY.

APPROVAL OF MINUTES

Motion by Marlene McBride, seconded by Steve Brower that the minutes of the January 3, 2017 Brownfield Redevelopment Authority Meeting be approved as prepared. MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

None

FINANCIAL REPORTS

Approval of Invoices - No new invoices

Financial Statements - Finance Director Ed Bradford gave a financial status update on the Brownfield Redevelopment Authority Funds.

MOTION by Jeff Stege, seconded by Meagan Kempf to accept the financial report. MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

North Channel TIF Assignment

North Channel Investors, LLC owns and is renovating the former North Channel Outlet building. The City of Manistee Brownfield Redevelopment Authority previously entered into a development and reimbursement agreement with the owner. The agreement allows for the assignment of rights and obligations upon written approval of the Brownfield Authority. The owner is requesting approval of an assignment agreement for the TIF reimbursement whereby the TIF is assigned to their lender, Shelby State Bank.

Ed Bradford presented the request and noted that there is a correction needed on Exhibit A to correct the parcel numbers.

MOTION by Jeff Stege, seconded by Steve Brower that the City of Manistee Brownfield Redevelopment Authority approves an Assignment of Tax Increment Financing agreement for North Channel Investors, LLC with the correction of the parcel numbers on Exhibit A.

With a roll call vote motion passed 5 to 0.

Yes: Kuk, McBride, Stege, Brower, Kempf
No: None

Amending Development Agreement with Manistee Investment Partners

Manistee Investment Partners previously entered into a development agreement with the City of Manistee and the City of Manistee Brownfield Redevelopment Authority. Exhibit A to the agreement describes the owner (private) development. The attachment lists "Two (2) commercial storefront spaces" as a component of the project. The developer would like to eliminate this component and make the space attached garages instead. The developer is taking steps with both the State of Michigan and the City of Manistee to amend its CRP grant agreement and zoning approvals, respectively, to allow these changes. The developer would like the City of Manistee Brownfield Authority to also approve this modification.

Ed Bradford spoke to the authority about the request and the progress on the building.

MOTION by Megan Kempf seconded by Marlene McBride that the City of Manistee Brownfield Redevelopment Authority approves amending the Development Agreement with Manistee Investments Partners by striking the provision in attachment A for "Two (2) commercial storefront spaces"; contingent upon receipt of all necessary approvals from the State of Michigan, and City of Manistee; and further take action to authorize the Brownfield Administrator to execute any needed documents.

With a roll call vote motion passed 5 to 0.

Yes: McBride, Brower, Kempf, Stege, Kuk
No: None

Potential Future Projects - Ed Bradford report to the commission on potential future projects including:

Music Vault, 346 & 348 River Street – there has been discussions with the applicant on a mixed use project and they will be submitting an application to the BRA.

Former MAPS vocational building – new owner, may be submitting an application to the BRA.

Project Updates - Joslin Cove – Ed Bradford noted this is a County Brownfield project; they are waiting for a determination from the State of Michigan. Applicant may be asking for an extension.

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Ed Bradford, BRA Administrator – working on developing a process for tax capture.

MEMBERS DISCUSSION

None

ADJOURNMENT

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

Meeting adjourned at 2:30 pm

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

Denise J. Blakeslee, Recording Secretary

BALANCE SHEET

Page: 1
6/1/2017
9:12 am

City of Manistee		Balances
As of: 5/31/2017		
<hr/>		
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO		
Assets		
001.000 Cash		7,019.19
040.000 AR - Invoices		9,140.09
	<u>Total Assets</u>	<u>16,159.28</u>
Reserves/Balances		
390.000 Fund Balance		16,915.28
398.000 Change in Fund Balance		-756.00
	<u>Total Reserves/Balances</u>	<u>16,159.28</u>
	<u>Total Liabilities & Balances</u>	<u>16,159.28</u>

REVENUE/EXPENDITURE REPORT

City of Manistee Page: 1
For the Period: 7/1/2016 to 5/31/2017 6/1/2017
9:22 am

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	%Bud
<hr/>							
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO							
Revenues							
Dept: 000							
402.000 Real & Personal Property Tax							
379749 09/16/2016 CR Ref ID: RE Drawer:EFT Type:TXDIS			37.45	Wrapup-Receipt Number		1169	
387425 01/27/2017 CR Ref ID: SU Drawer:EFT Type:TXDIS			222.44	Wrapup-Receipt Number		1272	
387424 01/27/2017 CR Ref ID: WI Drawer:EFT Type:TXDIS			59.20	Wrapup-Receipt Number		1272	
391256 03/30/2017 CR Ref ID: BR Drawer:EFT Type:TXDIS			22.16	Wrapup-Receipt Number		1335	
Real & Personal Property Tax	0.00	0.00	341.25	0.00	0.00	-341.25	0.0
676.000 Reimbursement							
394111 05/15/2017 AR Invoice #00002520			9,140.09	Wrapup Invoices - Reference #		2540	
Reimbursement	0.00	0.00	9,140.09	9,140.09	0.00	-9,140.09	0.0
Dept: 000	0.00	0.00	9,481.34	9,140.09	0.00	-9,481.34	0.0
<hr/>							
Revenues	0.00	0.00	9,481.34	9,140.09	0.00	-9,481.34	0.0
<hr/>							
Expenditures							
Dept: 000							
728.000 SUPPLIES - Operating							
376529 07/19/2016 AP Insert INV# 404500-0			13.50	AP REF#(VND# JACKPINE B)		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 REVERSED			-2,210.00				
377970 08/01/2016 AP Consulting, Brownfield Service INV# CMBRA-1607			2,613.75	AP REF#(VND# EFTAXIADIS)		89051	
379905 09/08/2016 AP BRA/TIF Mgmt/Bookmart Red INV# CMBRA-1608			318.75	AP REF#(VND# EFTAXIADIS)		89648	
382571 10/10/2016 AP CMBRA Tech Serv/Bookmart INV# CMBRA-1609			361.25	AP REF#(VND# EFTAXIADIS)		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
Dept: 691 MDEQ Loan							
990.000 American Materials MDEQ Loan							
394087 05/31/2017 AP Brownfield Redevelopment Loan INV# PR #431839-00 - #4			9,140.09	AP REF#(VND# STATE MDEQ)		93094	
American Materials MDEQ Loan	0.00	0.00	9,140.09	9,140.09	0.00	-9,140.09	0.0
MDEQ Loan	0.00	0.00	9,140.09	9,140.09	0.00	-9,140.09	0.0
<hr/>							
Expenditures	0.00	0.00	10,237.34	9,140.09	0.00	-10,237.34	0.0
<hr/>							
Net Effect for BROWNFIELD REDEVELOPMENT AUTHO	0.00	0.00	-756.00	0.00	0.00	756.00	
Change in Fund Balance:			-756.00				

CITY OF MANISTEE				
BROWNFIELD REDEVELOPMENT AUTHORITY				
SUMMARY OF INVOICES SUBMITTED FOR PAYMENT				
		REPORTING PERIOD: <u>January 1, 2017 thru November 29, 2007</u>		
VENDOR NAME	DATE	INVOICE NUMBER	INVOICE AMOUNT	SERVICE DESCRIPTION
Eftaxiadis Consulting Inc.	8/1/16	CMBRA-1707	562.50	Professional and Consulting Services
TOTAL:			\$562.50	

User: ebradford

Balances as of 11/30/2017

DB: Manistee

Fund 243 - BROWNFIELD REDEVELOPMENT AUTHO

Account	Description	2017-18 Amended Budget	YEAR-TO-DATE THRU 11/30/17	Available Balance	% Used
Department 000:					
402.000	TAXES - REAL/PERSONAL PROPERT				
08/08/2017	CR Rcd From: OPERATING ACCOUNT		161195 251.04		Receipt #: 00399891
09/07/2017	CR Rcd From: OPERATING ACCOUNT		163805 8,920.62		Receipt #: 00402501
402.000	TAXES - REAL/PERSONAL PROPERT	14,000.00	9,171.66	4,828.34	65.51
626.000	CHARGE FOR SERVICE	4,000.00	0.00	4,000.00	0.00
Total Revenues		18,000.00	9,171.66	8,828.34	50.95
801.000 PROFESSIONAL & CONSULTING SER					
08/02/2017	AP Misc CMBRA Tech Serv./ Hotel		163148 562.50		Inv #: '00401844' Vendor 'EFTAXIADIS'
801.000	PROFESSIONAL & CONSULTING SER	3,000.00	562.50	2,437.50	18.75
Total Expenditures		3,000.00	562.50	2,437.50	18.75
Net - Dept 000		15,000.00	8,609.16	6,390.84	
FUND 243:					
REVENUES:		18,000.00	9,171.66	8,828.34	
EXPENDITURES:		3,000.00	562.50	2,437.50	
NET OF REVENUES AND EXPENDITURES		15,000.00	8,609.16	6,390.84	



Administrative Services

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

Memo to: Brownfield Redevelopment Authority Members

From: Edward Bradford, Brownfield Administrator *EB*

Re: Application Forms

Date: November 29, 2017

The City of Manistee Brownfield Redevelopment Authority has two forms that it uses in gathering information for prospective Brownfield projects. The first is a Confidential Pre-Application Statement of Intent and the second is an Application for Redevelopment Project Funding.

Recently, the City created a consolidated Developer Assistance Application that is intended to streamline the process for prospective developers. Much, but not all the information required by the Brownfield Redevelopment Authority on its applications is included on this new form.

I would recommend that the Board authorize the Brownfield Administrator to work with the City to incorporate any missing pieces into the new Developer Assistance Application and then use that form instead of the existing forms.

CITY OF MANISTEE

**CONFIDENTIAL
PRE-APPLICATION STATEMENT OF INTENT
FOR REDEVELOPMENT OR REHABILITATION PROJECTS**

1. *OWNER / DEVELOPER NAME AND CONTACT INFORMATION:*

2. *PROJECT NAME / LOCATION / ADDRESS:*

3. *PROJECT DESCRIPTION AND/OR CONCEPTUAL PLAN (ATTACH SITE PLANS OR DRAWINGS, IF AVAILABLE):*

4. *PROJECT TIMETABLE / SCHEDULE:*

CITY OF MANISTEE

**CONFIDENTIAL
PRE-APPLICATION STATEMENT OF INTENT
FOR REDEVELOPMENT OR REHABILITATION PROJECTS**

5. *ESTIMATED PRIVATE INVESTMENT:*

6. *ESTIMATED CASH FLOW OR ECONOMIC ACTIVITY PROJECTIONS:*

7. *PROPOSED FUNDING MECHANISM(S):*

8. *REQUESTED TAX ABATEMENT PROGRAM, DURATION OR AMOUNT:*

9. *DESCRIPTION OF JOB CREATION / RETENTION PLAN:*

10. *DEVELOPER EXPERIENCE AND CREDENTIALS:*

**CITY OF MANISTEE
APPLICATION FOR
REDEVELOPMENT PROJECT FUNDING**

8. INFRASTRUCTURE AND CITY SERVICE REQUIREMENTS (Please list infrastructure improvements and City services required for this project. Provide approximate cost estimates for such improvements or services):

<u>Required Service/Improvement:</u>	<u>Cost Estimate:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. ESTIMATED PRIVATE INVESTMENT - Please show anticipated investment to complete the project. Please list anticipated expenditures for the following items:

- Land Acquisition: \$ _____
- Site Preparation: \$ _____
- Environmental Remediation: \$ _____
- Construction: \$ _____
- Engineering/Permitting: \$ _____
- Marketing: \$ _____
- Interest: \$ _____

(You may attach a Business Plan or PerForma).

10. ECONOMIC ACTIVITY PROJECTIONS – ATTACHMENT 4

(Please attach a projection of the anticipated economic activity to result from the proposed project in the immediate vicinity of the project. Please describe the market and other factors which will, or which may negatively or positively impact the success and longevity of the proposed project).

11. DESCRIPTION OF JOB CREATION / RETENTION – ATTACHMENT 5

(Please attach a projection of the anticipated employment retention or creation which will result from the proposed project within the City of Manistee and in Manistee County).

**CITY OF MANISTEE
APPLICATION FOR
REDEVELOPMENT PROJECT FUNDING**

12. ENVIRONMENTAL CHALLENGES – ATTACHMENT 6

Please attach a summary of site environmental conditions that will/may impact the redevelopment of the property(ies) or which require remediation and/or abatement. List environmental reports available for the property(ies) (such as Phase I/II ESAs, BEAs, ACM surveys, etc), including dates and authors.

13. BROWNFIELD STATUS – ATTACHMENT 7

Please provide documentation of the status of the property as a Brownfield.

- a. If the property is a “Facility”, please attach the relevant environmental report.
- b. If the property is “Functionally Obsolete” please provide the determination of the Level III or IV assessor.

14. ELIGIBLE ACTIVITIES – Please list potentially eligible redevelopment activities and associated eligible cost estimates:

<u>Environmental Activities</u>	<u>Cost Estimate</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Site Preparation Activities</u>	<u>Cost Estimate</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Infrastructure Improvement</u>	<u>Cost Estimate</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Interest on Eligible Costs (Based on _____ %)</u>	<u>\$ _____</u>
--	-----------------

**CITY OF MANISTEE
APPLICATION FOR
REDEVELOPMENT PROJECT FUNDING**

15. PROPOSED ESTIMATED “ELIGIBLE” COST REIMBURSEMENT

Please list total “eligible” costs for which you plan to request reimbursement through Tax Increment Financing (TIF):

Environmental Costs: \$ _____
Site Preparation Costs: \$ _____
Infrastructure Improvements: \$ _____

Please provide the combined current and Future Taxable Value (TV) of the real estate parcels encompassing the “eligible” property:

Current TV: \$ _____	Tax Year: _____
Future TV: \$ _____	Tax Year: _____ (Phase I)
Future TV: \$ _____	Tax Year: _____ (Phase II)
Future TV: \$ _____	Tax Year: _____ (Phase III)
Future TV: \$ _____	Tax Year: _____ (Phase IV)

16. FINANCIAL CREDENTIALS – ATTACHMENT 8

Please provide financial statement(s) and banking references as related to your ability to complete the proposed project. By submitting and signing this application you authorize the City of Manistee to obtain available financial and credit references).

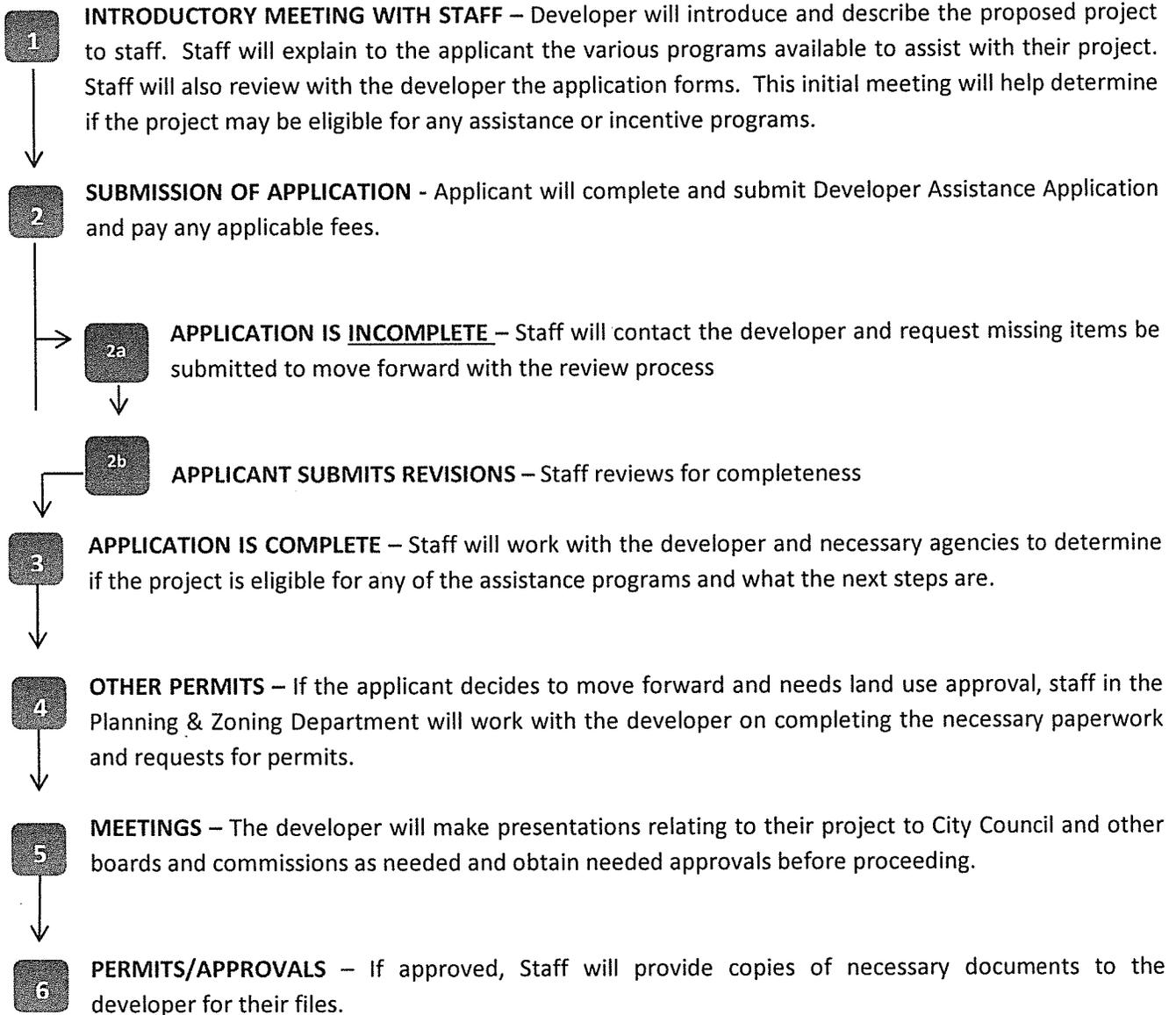
17. EXPERIENCE AND CREDENTIALS – ATTACHMENT 9

Please provide information on your experience with at least three (3) similar redevelopment/rehabilitation projects. For each project please provide the following information:

- Project Name
- Project Location (City, County and State)
- Type of Use (i.e. residential, manufacturing, commercial, etc)
- Photographs
- Total Investment
- Start and Completion Dates
- References (municipal officials)



Developer Assistance Requests A Step-By-Step Guide



**Length of time for approvals varies due to type of assistance and necessary permits needed for the project. The Developer should work with staff to establish a timetable for their project and take into consideration public noticing requirements required.*



Developers Assistance Application



REQUEST			
Check all that apply and complete application as it relates to your request			
<input type="checkbox"/> Brownfield	<input type="checkbox"/> NEZ	<input type="checkbox"/> OPRA	<input type="checkbox"/> PILOT <input type="checkbox"/> Other:
APPLICANT INFORMATION			
Developer:			
Address:			
Contact Person:			
Telephone:		Cell:	
Email:			
OWNERSHIP INFORMATION			
Name of Ownership Entity:			
<i>Check Type of Ownership</i>			
<input type="checkbox"/> Limited Dividend Housing Association	<input type="checkbox"/> Qualified Nonprofit Housing Corporation		
<input type="checkbox"/> Consumer Housing Cooperative	<input type="checkbox"/> Other (describe):		
PROJECT INFORMATION			
Project Name:			
Number of Parcels in Project:		Parcel #s:	
Expected Project Start Date:			
Expected Project Completion Date:			
Project Address:			
Is Project located in a Neighborhood Enterprise Zone?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Project Located within the Downtown Development District?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Ownership Entity able to demonstrate site control?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
NARRATIVE			
<input type="checkbox"/>	Provide a completed description of the project including the parties involved, necessary background information, how the project fits into the neighborhood, parking spaces being provided, and any special certification (e.g. LEED) the project will target.		
<input type="checkbox"/>	Describe how the project will fit into the neighborhood.		
<input type="checkbox"/>	Provide a description of the residential and commercial units in the project:		
BUILDING INFORMATION			
Building Type: <input type="checkbox"/> single family <input type="checkbox"/> duplex <input type="checkbox"/> multi-family <input type="checkbox"/> mixed use <input type="checkbox"/> commercial			
<input type="checkbox"/> Existing Building		<input type="checkbox"/> New Construction <input type="checkbox"/> Combination of both	
Number of floors:			
Total Number of Residential Units:			
Residential Space Square Footage:			
# Rent Restricted Units:		#Market Rate Units:	# Barrier-Free Units:
Targeted Demographic(s): <input type="checkbox"/> seniors <input type="checkbox"/> families <input type="checkbox"/> persons with disabilities			
Transitional Housing for Homeless Project		<input type="checkbox"/> Yes <input type="checkbox"/> No	Emergency Shelter Project <input type="checkbox"/> Yes <input type="checkbox"/> No
Targeted Income (% of Area median Income):			
Project includes Commercial space:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Square Footage of Commercial space:		Proposed use of Commercial space:	
Proposed rent for Commercial space:			
Number of jobs retained:		Number of new jobs created as result of project:	

Residential Unit Information				
Unit Type	Number of Units	Average Unit Size (Sq. ft.)	Projected Monthly Rent per Unit (including Utility Allowances)	
Rent Restricted Units			Restricted Rate	Market Rate*
0 - Bedroom				
1 - Bedroom				
2 - Bedroom				
3 - Bedroom				
4 - Bedroom				
Subtotal				
<i>* The expected market rate for the rent restricted units. The information is used for comparison purposes.</i>				
Unit Type	Number of Units	Average Unit Size (Sq. ft.)	Projected Monthly Rent per Unit (including Utility Allowances)	
Market Rate Units				
0 - Bedroom				
1 - Bedroom				
2 - Bedroom				
3 - Bedroom				
4 - Bedroom				
Subtotal				
TOTAL				
PROJECT FINANCING				
Name of Loan/Credit Program			Term of Financing	Amount
Federally – aided Mortgage, Advance or Grant <input type="checkbox"/> Yes <input type="checkbox"/> No				
				\$
				\$
				\$
State – aided Mortgage, Advance or Grant <input type="checkbox"/> Yes <input type="checkbox"/> No				
				\$
				\$
				\$
City – aided Mortgage, Advance or Grant <input type="checkbox"/> Yes <input type="checkbox"/> No				
				\$
				\$
				\$
Low Income Housing Tax Credits (LIHTC) <input type="checkbox"/> Yes <input type="checkbox"/> No				
				\$
				\$
				\$
LIHTC Application Date:		LIHTC Status:		
Initial Use Commitment in LIHTC Application:				
Extended Use Commitment in LIHTC Application:				
Total Length of Affordability Commitment in LIHTC Application:				
Contact Person for qualifying Federal or State Financing:				
Phone:		Email:		

ADDITIONAL INFORMATION Required for all projects Please attach the following required documents to this application	
	Description of Project
	Conceptual Plan (attach site plans or drawings, if available)
	Legal Description of Property (electronic version should be available on request)
	Location Map of project Parcels
	Ownership Entity Organizational Documents
	Evidence of Site Control
	Statement of Developer Experience (be specific)
	Property Manger Portfolio (of properties)
	Sources and Uses Statement (indicate if the funding is committed or pending)
	Financing Mortgage
	Financing Note
	Description and status of other (private) financing
	Financing or Development Agreement/Copy of Regulatory Agreement
	Estimated Cash Flow or Economic Activity Projections
	Description of Job Creation/Retention Plan
	Other Attachments (describe):

Brownfield Rehabilitation Act (BRA) Project Require the following additional documents with this application	
	Clear and legible copy of the warranty deed or document of conveyance to current owner
	Operating Proforma
	Proposed method and estimated "Eligible" Cost Funding
	Obsolete Property Determination by City Assessor
	BRA Period Requested Years
	Requested Tax Abatement Amount

Neighborhood Enterprise Zone (NEZ) Project Require the following additional documents with this application	
	Clear and legible copy of the warranty deed or document of conveyance to current owner
	Operating Proforma
	NEZ Property Determination by City Assessor
	NEZ Period Requested Years <i>(should match term of qualifying mortgage)</i>
	Requested Tax Abatement Amount

Obsolete Property Rehabilitation Act (OPRA) Project Require the following additional documents with this application	
	Clear and legible copy of the warranty deed or document of conveyance to current owner
	Operating Proforma
	Obsolete Property Determination by City Assessor
	OPRA Period Requested Years
	Requested Tax Abatement Amount

Payment in Lieu of Taxes (PILOT) Project	
Require the following additional documents with this application	
	Narrative why a PILOT is necessary
	PILOT "Savings Worksheet" (template provided by City)
	Operating Proforma (highlighting PILOT contribution to project)
	PILOT Period Requested Years <i>(should match term of qualifying mortgage)</i>
<i>Note: Project is not eligible for PILOT if Ownership Entity is not able to demonstrate site control. Site control is demonstrated through ownership, purchase/option agreement, etc. Contact the City with questions regarding sufficient documentation.</i>	

Please provide explanation below if any required documents are unavailable at the time of this application:

The applicant is responsible for providing written notification to the City of any change in the information contained in this application or its attachments as soon as the applicant becomes aware of the change.

The City reserves the right to request additional information and/or supporting documentation related to this application. The undersigned hereby attest that to the best of his or her knowledge the information presented herein, including the attachments is true and correct.

Date

Signature of Authorized Representative
Name/Title:

OFFICE USE			
CITY APPROVALS NEEDED			
Brownfield Redevelopment Authority	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
City Council	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
Historic District Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
Planning Commission	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
Zoning Board of Appeals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Status:			



Administrative Services

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

Memo to: Brownfield Redevelopment Authority Members

From: Edward Bradford, Brownfield Administrator *ENB*

Re: Reducing the number of members from seven to five

Date: November 29, 2017

Almost since its inception, The City of Manistee Brownfield Redevelopment Authority has struggled filling vacancies on its Board. In 2013, the Board was reduced from nine to seven. See attached.

The current Board is seven members and we have two vacancies with the resignation of Don Kuk and Clinton McKinven-Copus. It has continued to be difficult to fill vacancies on the Board.

Accordingly, I recommend the Board request City Council reduce the size of the Board from seven to five members. This is allowed by the Brownfield Redevelopment Financing Act MCL 125.2655.

(2) In the resolution of intent, the governing body shall set a date for holding a public hearing on the adoption of a proposed resolution creating the authority. The notice of the public hearing shall state the date, time, and place of the hearing. At that hearing, a citizen, taxpayer, official from a taxing jurisdiction whose millage may be subject to capture under a brownfield plan, or property owner of the municipality has the right to be heard in regard to the establishment of the authority.

(3) Not more than 30 days after the public hearing, if the governing body intends to proceed with the establishment of the authority, the governing body shall adopt, by majority vote of its members elected and serving, a resolution establishing the authority. The adoption of the resolution is subject to all applicable statutory or charter provisions with respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of a resolution over his or her veto. This resolution shall be filed with the secretary of state promptly after its adoption.

(4) The proceedings establishing an authority shall be presumptively valid unless contested in a court of competent jurisdiction within 60 days after the filing of the resolution with the secretary of state.

(5) The exercise by an authority of the powers conferred by this act shall be considered to be an essential governmental function and benefit to, and a legitimate public purpose of, the state, the authority, and the municipality or units.

History: 1996, Act 381, Eff. Sept. 16, 1996;—Am. 2000, Act 145, Imd. Eff. June 6, 2000;—Am. 2005, Act 101, Imd. Eff. July 22, 2005;—Am. 2012, Act 502, Imd. Eff. Dec. 28, 2012;—Am. 2016, Act 471, Eff. Apr. 5, 2017.

125.2655 Designation of board by governing body; membership; trustees; applicability of subsection (2); election of chairperson, vice-chairperson, and other officers; oath; procedural rules; meetings; special meetings; removal of member; records open to public; quorum.

Sec. 5. (1) Each authority shall be under the supervision and control of a board chosen by the governing body. Subject to subsection (2), the governing body may by majority vote designate 1 of the following to constitute the board:

(a) The board of directors of the economic development corporation of the municipality established under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The trustees of the board of a downtown development authority established under 1975 PA 197, MCL 125.1651 to 125.1681.

(c) The trustees of the board of a tax increment financing authority established under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830.

(d) The trustees of the board of a local development financing authority established under the local development financing act, 1986 PA 281, MCL 125.2151 to 125.2174.

(e) Not less than 5 nor more than 9 persons appointed by the chief executive officer of the municipality subject to the approval of the governing body. Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. A member shall hold office until the member's successor is appointed and qualified. Thereafter, each member shall serve for a term of 3 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for reasonable actual and necessary expenses.

(2) The governing body of a municipality in which a board described in subsection (1)(b), (c), or (d) has been established shall designate the trustees of 1 of those boards to constitute the board. This subsection shall only apply in the event a board described in subsection (1)(b), (c), or (d) is authorized under subsection (1) to serve as the board of the authority.

(3) The members shall elect 1 of their membership as chairperson and another as vice-chairperson. The members may designate and elect other officers of the board as they consider necessary.

(4) Before assuming the duties of office, a member shall qualify by taking and subscribing to the oath of office provided in section 1 of article XI of the state constitution of 1963.

(5) The board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held when called in the manner provided in the rules of the board. Meetings of the board shall be open to the public, in accordance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The rules of procedure of the authority may permit a person to be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure of the authority may also provide that the member's term on the board shall expire upon expiration of the member's service as a public official. The expiration of service as a public official shall be defined to also include the public official's resignation or removal from the position as a public official.

(6) After notice and an opportunity to be heard, a member of the board appointed under subsection (1)(e)

BYLAWS OF THE CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

ARTICLE 1: NAME AND ADDRESS

Name: The name of the Authority is the City of Manistee Brownfield Redevelopment Authority (hereinafter referred to as the Authority).

Address: The address of the Authority is: 70 Maple Street, P.O Box 358, Manistee, Michigan 49660.

ARTICLE 2: DIRECTORS

2.1 **General Powers.** The business and affairs of the Authority shall be managed by its Board, except as otherwise provided by statute or by these Bylaws.

2.2 **Board of Directors.** The Board of Directors (hereinafter referred to as the Board) of the Authority shall consist of not less than five (5) persons and not more than nine (9) persons. BRA Board members are to be city residents or persons with an interest in property in the City of Manistee.

2.3 **Terms, Replacement and Vacancies.** Of the initial members appointed, an equal number, or as near as practicable, shall be appointed for one year, two years and three years. Thereafter, each member shall serve for a term of three years. Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each Director's term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the City Council. A Director may be reappointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term of office so vacated.

2.4 **Board Absences.** In order to maintain the maximum participation of all appointed Brownfield Redevelopment Authority members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for "excused" or "unexcused" absences.

1. When appointed, each Board Member should state his/her willingness and intention to attend each scheduled meeting of the Brownfield Redevelopment Authority.
2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board Member from attending the scheduled meeting; the Commission Chair or Staff Liaison to the Brownfield Redevelopment Authority should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Board Member upon this notification will receive an "excused absence" for the involved scheduled meeting.
3. If any Board Member is absent from three (3) consecutive scheduled meetings without an "excused absence" for any of the three (3) meetings, the Board Member shall be reported in writing to the City Manager. The City Manager will contact the Board Member in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.mansiteemi.gov

MEMORANDUM

TO: Mitch Deisch, City Manager *M Deisch*

FROM: Jon R. Rose, Community Development Director *JR*

DATE: June 11, 2013

RE: Reduction in Brownfield Redevelopment Authority members from nine to seven



Mitch, The City of Manistee Brownfield Redevelopment Authority (BRA) Board of Directors currently is a nine member board (eight members/one vacancy). Under the Brownfield Redevelopment Financing Act, the membership in a BRA can be not less than five nor more than nine persons. Article II Directors, Section 2 - Board of Directors, of the City of Manistee BRA By-Laws reads the same.

Council recently reduced the number of members on the Planning Commission from nine to seven to make it easier to maintain full membership and reduce training costs. Due to ongoing difficulties in getting applicants for the BRA Board of Directors and to ensure quorum for our meetings, staff proposed that the BRA recommends that City Council reduce the number of the Board of Directors members from nine to seven. The Authority made this recommendation at their June 4, 2013 Meeting. A copy of the meeting minutes are included with the proposed BRA By Law amendments.

Staff recommends that the least senior member be thanked for their service and discharged, leaving a board of seven members.

JRR:djb

Phase I and Phase II ESAs. The property is a “facility” per MDEQ rules, therefore, we are currently finalizing a BEA. An Asbestos & Lead Survey has been completed.

viii. 133 16th Street Property (former DRK Cabinetry). At the request of the new owners and their financial institution, we are currently working on Phase I. Based on the preliminary findings of the Phase I ESA, we anticipate that a Phase II ESA and a BEA will be needed.

2. OTHER. At this time, we have not received any formal requests for future ESAs or BEAs. However, based on preliminary inquiries and discussions, we anticipate working on few more ESAs and BEAs before the Grants expire at the end of September.

Jon Rose reported that a 48” color scanner/printer has been purchased using BRA Grant Funds. The cost was under the \$8,000 estimate and the invoice will be on the next financial statement for the BRA to approve.

Membership

The City of Manistee Brownfield Redevelopment Authority (BRA) Board of Directors currently is a nine member board (eight members/one vacancy). Under the Brownfield Redevelopment Financing Act, the membership in a BRA can be not less than five nor more than nine persons. Article II Directors, Section 2 - Board of Directors, of the City of Manistee BRA By-Laws reads the same.

Council recently reduced the number of members on the Planning Commission from nine to seven to make it easier to maintain full membership and reduce training costs. Due to ongoing difficulties in getting applicants for the BRA Board of Directors and to ensure quorums at meetings staff proposes that the BRA recommends that City Council reduce the number of the Board of Directors members from nine to seven.

Mr. Eftaxiadis reported that other communities have been reducing the number of BRA members from nine to seven or even to five.

MOTION by Don Kuk, seconded by Michael Mackin that the Brownfield Redevelopment Authority recommends to City Council to reduce the number of Board of Directors members from nine to seven.

With a Voice Vote this MOTION PASSED UNANIMOUSLY.

Appointment of a Recording Secretary 2013

Sarah Wojciechowski was the Recording Secretary for the Brownfield Redevelopment Authority until she retired on March 31, 2013. Denise Blakeslee is currently the Recording Secretary for

evening.

MOTION by Hornkohl, second by Goodspeed to take action under Charter Section 4.3 C to enact Emergency Ordinance 13-01 to limit the use of commercial fireworks; find that numerous complaints were received by the City over the 2012 July 4th holiday regarding the indiscriminate use of commercial fireworks that disturbed the peace of the public; and that enactment of the ordinance with an effective date of June 28, 2013 and without a second reading is necessary in order for it to be effective prior to the July 4, 2013 holiday; and in order to preserve the public peace over the July 4, 2013 holiday.

Lengthy discussion and clarification followed. MOTION TO AMEND the original motion by Zaring, second by Hornkohl to exclude the regulation of commercial fireworks on all days except federal holidays.

A roll call vote on the amended motion was taken. Amended motion failed, 2-4.

AYES: Kenny and Zaring
NAYS: Hornkohl, Goodspeed, Adams, and Gustad

A roll call vote on the original motion failed, 4-2. Five affirmative votes were needed for enactment.

AYES: Kenny, Hornkohl, Goodspeed, and Zaring
NAYS: Adams and Gustad

CONSIDERATION OF BROWNFIELD REDEVELOPMENT AUTHORITY BYLAWS.

On June 4, 2013 the City of Manistee Brownfield Redevelopment Authority (BRA) amended their bylaws. The BRA amended Section 2.7 which schedules quarterly meetings instead of a monthly meeting and Section 3.2 which changes the election of officers from the third calendar quarter to January.

MOTION by Hornkohl, second by Zaring to adopt bylaws for the Brownfield Redevelopment Authority and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Goodspeed, Zaring, Adams, and Gustad
NAYS: None

CONSIDERATION OF REDUCING NUMBER OF BROWNFIELD REDEVELOPMENT AUTHORITY MEMBERS.

Currently there is one vacancy on the Brownfield Redevelopment Authority. Due to ongoing difficulties in getting applicants for the BRA Board of Directors and to ensure a quorum for meetings, the BRA members decided at their June 4, 2013 meeting to request City Council reduce the number of members from nine to seven. This reduction in membership does not require an ordinance amendment.

MOTION by Zaring, second by Hornkohl to reduce the number of Brownfield Redevelopment Authority members from nine to seven.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Goodspeed, Zaring, Adams, and Gustad

NAYS: None

CONSIDERATION OF A RESOLUTION OF SUPPORT, LAKES TO LAND COMPETITIVE GRANT ASSISTANCE PROGRAM.

On March 5, 2013 City Council approved the Agreement to Partner Collaborative Master Plan and Implementation Strategy with the Lakes to Land Regional Initiative. This will assist the Planning Commission with the public input component of rewriting the Master Plan. As a member of the Lakes to Land Regional Initiative, the City of Manistee is being asked for a Resolution of Support for a Competitive Grant Assistance Program Grant Award.

MOTION by Hornkohl, second by Zaring to authorize the Mayor and City Clerk to execute the Resolution of Support regarding the Lakes to Land Competitive Grant Assistance Program Grant Award.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Goodspeed, Zaring, Adams, and Gustad

NAYS: None

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Downtown Development Authority, Non-Motorized Transportation Committee, Parks & Beautification Commission, Ramsdell Theatre Governing Authority, Tree Commission and the Zoning Board of Appeals.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment. (**Incumbent*)

DOWNTOWN DEVELOPMENT AUTHORITY – Two vacancies, four-year terms ending 07/01/17, Mayoral appointment.

None received.

NON-MOTORIZED TRANSPORTATION COMMITTEE – One unexpired term ending 03/31/14, Mayoral appointment.

None received.