

# **MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY**

Meeting of October 3, 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 October 3, 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**

Chair Clinton McKinven-Copus has resigned from the Brownfield Redevelopment Authority.

At this time the Brownfield Redevelopment Authority will address the vacancy of the position of 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.

**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**

# 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

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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
	Total Assets	<hr/> 16,159.28
Reserves/Balances		
390.000 Fund Balance		16,915.28
398.000 Change in Fund Balance		-756.00
	Total Reserves/Balances	<hr/> 16,159.28
	Total Liabilities & Balances	<hr/> 16,159.28

**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				



## Memorandum

TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee  
Planning & Zoning Director

DATE: September 25, 2017

RE: October 3, 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, October 3, 2017. A copy of the meeting agenda and attachments are enclosed for your review.

Due to illness the financials were not available to be sent with the packets. They will be available at the meeting for your consideration.

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



## Memorandum

TO: Brownfield Redevelopment Authority Directors

FROM: Denise Blakeslee  
Planning & Zoning Director

DATE: September 25, 2017

RE: Resignation of Chair

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

Directors, Clinton McKinven-Copus has resigned from the BRA. Section 3.4 of the By-Laws reads as follows:

**3.4 Chairperson and Vice Chairperson.** *The Chairperson shall be the chief executive officer of the Authority, but he or she may from time to time delegate all or any part of his/her duties to the Vice Chairperson. He or she, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Board, he or she shall have general and active management of the business of the Authority and shall perform all the duties of the office as provided by law or these Bylaws. He or she shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.*

We will need to address the vacancy of the Chair at the meeting.