

CITY OF MANISTEE BROWNFIELD REDEVELOPMENT AUTHORITY

December 14, 2021

2:30 pm - Council Chambers, City Hall

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

At this time the Brownfield Redevelopment Authority can act to approve the agenda.

4. PUBLIC HEARING

None

5. PUBLIC COMMENTS

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

6. CORRESPONDENCE

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

7. APPROVAL OF MINUTES

At this time the Brownfield Redevelopment Authority can act to approve the July 13, 2021 meeting minutes.

8. FINANCIAL REPORTS

At this time the Brownfield Redevelopment Authority can act to approve the financial reports.

- Balance Sheet
- Revenue & Expense

9. OLD BUSINESS

None

10. NEW BUSINESS

Review of Brownfield Redevelopment Application received from Hotel Ventures Manistee, LLC

The Brownfield Redevelopment Authority has received an application for redevelopment project funding from Hotel Ventures Manistee LLC. This would be for the new Hampton Inn to be constructed at the site of the Lakeshore Motel, 101 S. Lakeshore Drive. The application has been reviewed by Fishbeck and the City.

The project anticipates an investment of almost \$20 million dollars and the proposed TIF financing includes public infrastructure, environmental assessment, demolition, abatement and site preparation costs.

At this time the Brownfield Redevelopment Authority can act to accept the application; authorize Fishbeck to continue work on the Brownfield Plan, Act 381 work plan and development and reimbursement agreement; and bill the developer for this work a not to exceed amount of \$20,000, per the brownfield policy.

11. STAFF REPORTS

Staff will update the Brownfield Redevelopment Authority on the status of current projects and any other information the Commissioners should be aware of.

Gateway Project: EGLE Grant\Loan and Future Brownfield Application

12. NEXT MEETING DATE(S): January 4 or 11, 2021

13. MEMBERS DISCUSSION

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

14. ADJOURN

MANISTEE CITY BROWNFIELD REDEVELOPMENT AUTHORITY

July 13, 2021

2:00 PM

City Hall – Council Chambers

MINUTES

1. CALL TO ORDER

Chair Yoder called the meeting to order at 2:05 PM.

2. ROLL CALL

Present: Kempf, McBride, Memberto, Pomranky, Yoder

Absent: None

Other: Ed Bradford, Administrator

3. APPROVAL OF AGENDA

Motion by Memberto, support by Pomranky to approve the agenda. Motion approved unanimously.

4. PUBLIC HEARING

No public hearing.

5. PUBLIC COMMENTS

No public comments.

6. CORRESPONDENCE

No correspondence received.

7. APPROVAL OF MINUTES

Motion by Memberto, support by McBride to approve the May 11, 2021 meeting minutes. Motion approved unanimously.

8. FINANCIAL REPORTS

Motion by Pomranky, support by McBride to approve the Balance Sheet and Revenue & Expense report and bills. Motion approved unanimously.

9. OLD BUSINESS

None

10. NEW BUSINESS

Consideration of Entering into a Development Agreement with the City of Manistee and Little River Holdings, LLC

Motion by McBride, support by Kempf to approve the development agreement with Little River Holdings, LLC. Motion approved unanimously.

11. STAFF REPORTS

Bradford and Consultant Wilson discussed the status of the EGLE Grant\Loan the City has applied for to assist the Gateway Project and the Hampton Inn hotel and answered various questions.

12. NEXT MEETING DATE(S)

Regular meeting date is the second Tuesday of the month. Please keep that on your calendars as more frequent meetings are expected over the next year.

13. MEMBERS DISCUSSION

No discussion.

14. ADJOURN

Motion by Kempf, support by McBride to adjourn at 2:55 PM.

Fund 243 BROWNFIELD REDEVELOPMENT AUTHO

| GL Number | Description | Balance |
|---|------------------------|-------------------|
| *** Assets *** | | |
| 243-000-001.000 | CASH - CHECKING | 116,757.05 |
| 243-000-017.000 | INV - MI CLASS | 0.00 |
| 243-000-040.000 | AR - INVOICES | 0.00 |
| 243-000-084.000 | DUE FROM OTHER FUNDS | 0.00 |
| 243-000-123.000 | PREPAID EXPENSES | 0.00 |
| Total Assets | | 116,757.05 |
| *** Liabilities *** | | |
| 243-000-202.000 | ACCOUNTS PAYABLE | 253.60 |
| 243-000-204.000 | ACCRUED PAYABLES | 0.00 |
| 243-000-210.000 | TAX CAPTURE PAYABLE | 76,521.22 |
| 243-000-214.000 | DUE TO OTHER FUNDS | 0.00 |
| 243-000-214.100 | DUE TO A\P PAYING FUND | 0.00 |
| Total Liabilities | | 76,774.82 |
| *** Fund Balance *** | | |
| 243-000-390.000 | FUND BALANCE | 33,981.46 |
| Total Fund Balance | | 33,981.46 |
| Beginning Fund Balance | | 33,981.46 |
| Net of Revenues VS Expenditures | | 6,000.77 |
| Ending Fund Balance | | 39,982.23 |
| Total Liabilities And Fund Balance | | 116,757.05 |

PERIOD ENDING 11/30/2021

| GL NUMBER | DESCRIPTION | 2021-22 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|--|------------------------------------|----------------|---------------------------------|---|------------------------------|-------------|
| | | AMENDED BUDGET | 11/30/2021 NORMAL (ABNORMAL) | MONTH 11/30/2021 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHO | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 243-000-540.000 | STATE GRANT - OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-626.000 | CHARGE FOR SERVICE | 20,000.00 | 2,000.00 | 2,000.00 | 18,000.00 | 10.00 |
| 243-000-626.001 | BROWNFIELD ADMINISTRATION SERVICES | 4,000.00 | 4,928.54 | 0.00 | (928.54) | 123.21 |
| 243-000-665.000 | INVESTMENT - INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-676.000 | REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-699.000 | TRANSFERS IN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 24,000.00 | 6,928.54 | 2,000.00 | 17,071.46 | 28.87 |
| TOTAL REVENUES | | 24,000.00 | 6,928.54 | 2,000.00 | 17,071.46 | 28.87 |
| Expenditures | | | | | | |
| Dept 000 | | | | | | |
| 243-000-752.000 | SUPPLIES - OPERATING | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 243-000-801.000 | PROFESSIONAL & CONSULTING SER | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| 243-000-803.000 | ADMINISTRATION | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 243-000-820.000 | ADMINISTRATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-900.000 | PRINTING & PUBLISHING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-913.000 | TRAVEL & TRAINING | 500.00 | 368.60 | 368.60 | 131.40 | 73.72 |
| 243-000-915.000 | MEMBERSHIPS & DUES | 350.00 | 559.17 | 305.00 | (209.17) | 159.76 |
| 243-000-955.000 | MISCELLANEOUS EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 243-000-995.000 | TRANSFERS OUT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 24,000.00 | 927.77 | 673.60 | 23,072.23 | 3.87 |
| TOTAL EXPENDITURES | | 24,000.00 | 927.77 | 673.60 | 23,072.23 | 3.87 |
| Fund 243 - BROWNFIELD REDEVELOPMENT AUTHO: | | | | | | |
| TOTAL REVENUES | | 24,000.00 | 6,928.54 | 2,000.00 | 17,071.46 | 28.87 |
| TOTAL EXPENDITURES | | 24,000.00 | 927.77 | 673.60 | 23,072.23 | 3.87 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 6,000.77 | 1,326.40 | (6,000.77) | 100.00 |