

**BROWNFIELD REDEVELOPMENT AUTHORITY
INAUGURAL MEETING**

FEBRUARY 17, 2015

Call to Order:

Eric Helzer called the Brownfield Redevelopment Authority meeting to order at 7:30 p.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Bobby Fisher, and Richard Hult

PRESENT: Carol Betts, Emily Coles, Ralph Crew, and Richard Hult

ABSENT: Bobby Fisher

Eric Helzer, Vice President of AKT Peerless and Janet Michaluk, Project Manager gave a presentation on Introductions to Brownfields.

A Brownfield is defined as: real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Qualifying Criteria for a Brownfield by Michigan definition is as follows:

Facility – contamination exceeds residential criteria or;

Blighted- 1. Attractive nuisance to children, utilities permanently disconnected, fire hazard, subsurface debris
2. Designated by local government, or;

Functionally Obsolete property – unable to perform the function it was originally intended for, this will need a level 3 or 4 assessor, or;

Historical Resource – A building that is on the Historic Register or in a Historic District and;

Includes property that is adjacent and or contiguous to property qualifying as either a facility, blighted, functionally obsolete or historic resource within the project.

There are two phases: Phase I – is Environmental Site Assessments. Inspection of property and looking at historical and current uses, identifying areas of concern. Phase II – Testing, soil/water samples, determining environmental conditions.

TIF

There are two types of tax increments that can be captured to pay for Brownfield projects: Local taxes that include intermediate School District tax (if they have opted out in the DDA TIF) and school taxes, which include the local school operating (18 mills) and State education tax (6 mills).

AKTPeerless will facilitate three additional meetings:

March 17, 2015 – Bylaw Recommendations, application process, policies & procedures guidelines, and possible redevelopment areas of focus.

April 21, 2015 - Adoption of Bylaws, draft application process, draft of policies & procedures.

May 19, 2015 - Adoption of application processes, adoption of policies and procedures, set next meeting and agenda items.

There being no further business to come before the board, the acting chair declared the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
APPROVED MINUTES**

MARCH 17, 2015

Call to Order:

Eric Helzer called the Brownfield Redevelopment Authority meeting to order at 7:30 a.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Bobby Fisher, and Richard Hult

PRESENT: Carol Betts, Emily Coles, Bobby Fisher, and Richard Hult

ALSO PRESENT: Mark J. Warba, Mayor, Steve Sobers, City Manager, Mark Gifford, Director of Public Works and Mark Sweppenheiser, Director of Neighborhood Services and Jim Sandy, Director of Economic Development Director.

ABSENT: Ralph Crew

Eric Helzer, Vice President of AKT Peerless and Janet Michaluk, Project Manager gave the second of four presentations on Brownfield development.

MOTION

Moved by, Richard Hult, seconded by Emily Coles to accept the nomination of Robert (Bobby) Fisher as the Brownfield Redevelopment Authority Chairperson.

Motion passed.

MOTION

Moved by, Emily Coles, seconded by Carol Betts to accept the nomination of Tamyra Gillis as the Brownfield Redevelopment Authority recording secretary. Duties will include taking minutes and preparing the agenda.

Motion passed.

Bylaw Recommendations

A draft of the bylaws were handed out for review. The following points of interests were reviewed:

- Compensation – a member can go to a conference or training and get reimbursed for their expenses.
- Meetings – Need to decide if the board will hold an annual meeting the first or second calendar quarter of each year.
- Nomination, Election and Term of Office - Need to decide if the candidates should be nominated by a nominating committee composed of 3 members appointed by the Chairperson OR by another Director. It was suggested using the Director choice because of the difficulty of getting 3 members together to decide.

- Executive Director – This was not part of the State template. Some of the experienced BRA's have added this section in because it details items that this board will encounter.

Bylaws will be added to the next meeting's agenda for adoption.

Mr. Fisher asked if there was funding to start any projects. Mr. Sobers commented that once this board gets going, funds will be generated out of the Brownfield's program or projects. Currently, the City is covering the consulting services and will budget any other expenses needed until funds are generated on its own.

When projects come in, a small reasonable application fee will be requested and that fee will pay for administrative time, consultant time to review, etc. Once the project is up and running, the City is able to capture an administrative fee. It was suggested collecting the administrative fee annually.

Mr. Sandy asked about who would be handling the reporting of the Financial report for the Brownfield projects to the MEDC. Mr. Sobers commented that it would probably be Mr. Sandy and Mr. Sobers. Mr. Sandy stated that over 70 percent of the Brownfield Authorities did not file their report last year. An amendment was enacted in 2012, which stated if Brownfield Authorities have not filed their reports with the State, the State will not accept any Brownfield plans. The State gave a two year grace period, but starting next year, they will be enforcing this amendment.

Mr. Sobers also stated that Paul Bullock wanted to transfer the County Brownfield to the City.

Recap of February 17, 2015 Highlights

Mr. Helzer presented a recap of the first inaugural meeting reviewing what a Brownfield is and what the criteria is to establish a Brownfield. Mr. Helzer is trying to build frame work on how to approve, review an application process, and what is looked for in a Brownfield. At the May 19th meeting the polices & procedures /guidelines will be discussed.

- Brownfield vs DDA – a Brownfield Authority is able to capture both the local and the State monies, the DDA is just able to capture local monies only.
- Districts – the district for a Brownfield is site specific, DDA is broad and has a defined district.
- Brownfields will address everything on the site, where a DDA may only do a specific project for the district (ex. Lighting, paving, facades, parking).
- Brownfields can be done along with a DDA if the site is within the DDA district.
- School Revenue – In order to get access to the school revenue, an Interlocal Governmental Agreement with the DDA will need to be done. This is for any Brownfield project that is inside the DDA district. This means that the local revenues for just that one project, for that period of time to pay off the Brownfield expenses, will flow through the DDA into the Brownfield. Once the eligible expenses are paid off, the DDA gets the full benefit of the new taxable value. The DDA gives up a little revenue for that one project, but then they are able to reap the benefits once the project is redeveloped.
- Brownfields are up to 30 years vs DDA is time designated and can be extended when it expires.
- Core Communities – City of Big Rapids is considered a Core Community and qualifies for all of the MSF TIF eligible activities.

Application Process

- Applicant will fill out a standard application form to the Brownfield Authority.
- Within 30-45 days the Brownfield Authority will allow the applicant to present his application to the board.
- If approved applicant's application moves on to a Brownfield Plan.
- Once the board approves the application, a site-specific Brownfield Plan is written. This will take approximately 10-40 days.
- Work Plan will take approximately 30-65 days.
- Notice to all affected taxing units, and MDEQ & MSF if capturing school taxes, not less than 10 days prior to hearing.
- Post a notice of a public hearing to be held at the City Commission meeting.
- The City Commission holds a public hearing and approves or rejects the Brownfield Plan. The work plan does not get City Commission approval. The Brownfield Authority is considered the 'recommending body' and the City Commission is referred to as the 'governing body'.
- City Commission determines whether or not the Brownfield Plan constitutes a public purpose.
- If approved, City Commission adopts Brownfield Plan by resolution.

Policies & Procedures Guidelines

- Establish a mission and goals of the organization.
- Establish general principals.
- Determine specific parameters.
- Establish accountability and responsibility.
- Alleviate conflicts of interest.

Possible Redevelopment Areas of Focus

There are three areas of the City that need focusing on and they are:

- Downtown Big Rapids
- Riverfront
- Eastside Commercial District

Jim Sandy will contact the County for a copy of their bylaws for review.

Next meetings will be April 21, 2015 and May 19, 2015 at 7:30 a.m. in the Commission Chambers at City Hall.

There being no further business to come before the board, the acting chair declared the meeting adjourned at 9:00 a.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
APPROVED MINUTES**

April 21, 2015

Call to Order:

Eric Helzer called the Brownfield Redevelopment Authority meeting to order at 7:30 a.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Bobby Fisher, and Richard Hult

PRESENT: Carol Betts, Emily Coles, Ralph Crew, Bobby Fisher, and Richard Hult

ALSO PRESENT: Mark J. Warba, Mayor, Lynn Anderson, City Commissioner, Steve Sobers, City Manager, Mark Gifford, Director of Public Works, Mark Sweppenheiser, Director of Neighborhood Services, and Jim Sandy, Director of Economic Development Director.

ALSO PRESENT: Eric Helzer, Vice President, AKTPeerless, and Janet Michaluk, Project Manager, AKTPeerless.

ABSENT: None

APPROVAL OF AGENDA

Moved by, Carol Betts, seconded by Richard Hult to approve the Brownfield Redevelopment Authority agenda.

Motion passed unanimously.

APPROVAL OF MINUTES

Moved by, Carol Betts, seconded by Emily Coles to approve the Brownfield Redevelopment Authority minutes of the regular meeting of March 17, 2015 with the following corrections: meeting started at 7:30 a.m. not 7:30 p.m. and ended at 9 a.m. not 9 p.m.

Motion passed unanimously.

PUBLIC COMMENTS - None

Eric Helzer, Vice President of AKT Peerless and Janet Michaluk, Project Manager gave the third of four presentations on Brownfield development.

Bylaws

The revised bylaws were distributed and reviewed. There were two changes:

1) Article II, Section 6 - **Meetings** – Have decided to hold the annual meeting the second calendar quarter of each year.

2) Article II, Section 10 – changed the wording to “A committee so designated by the Board,

to the extent provided in the resolution by the Board, may exercise all powers and authority of the Board in the management of the business and affairs of the Authority, except that such committee *'shall not have the power or authority to.'*”

- 3) Article III, Section 2 – **Nomination, Election and term of Office** – decided to have the following wording *'candidates shall be nominated by a nominating committee composed of three members appointed by the Chairperson OR candidates shall be nominated by another Director.*

The Authority reviewed the resolution that will be presented to the City Commission for adoption of the bylaws.

MOTION

Moved by, Carol Betts, seconded by Emily Coles to approve and recommend the Big Rapids Brownfield Redevelopment Authority Bylaws to the Big Rapids City Commission.

Motion passed.

Mr. Helzer Recapped the March 17, 2015 meeting highlights.

Brownfield Plans vs Act 381 Work Plans opportunities

Two different kinds of Work Plans:

- Department of Environmental Quality (DEQ) – for the environmental portion of the work plans.
- Non-Environmental Work Plan. This is the Michigan Strategic Fund (MSF)

Writing an Act 381 Work Plan – See PowerPoint for the Following Steps

Step 1

- Contact the State - (after the plan has gone through the application process, Brownfield approval process or just starting. Must have an adopted Brownfield resolution).

Step 2

- Prepare the Work Plan – Standard minimal information needs to be collected such as, if a person or company has delinquent taxes or penalties.
- Scope of Work - MDEQ Eligible Activities
MSF Eligible Activities
- Schedule and Costs – put in enough costs so that you do not have to go back and amend the Brownfield Plan
- Tables
- Attachments

Step 3

- Work Plan Approval at local level (is not required by statute and is at local discretion)
Local only tax revenue Brownfield Plan is if you don't proceed on with a Work Plan for State school revenue capture. Some communities still want to see a Work Plan. Suggested to gather supplemental information at the board level.

Step 4

- Submit the Work Plan to MDEQ/MSF
 - *BRA submits a letter deeming the Work Plan administratively complete. (resolution adopting the Brownfield Plan or a Development of Reimbursement Agreement may have to be submitted to the State before sending the letter). The clock for the State does not start until those two documents are in.
 - *May also submit the Work Plan to the appropriate agency(ies)
 - *Unbound and printed both sides on recycled paper

Step 5

- Agency Review/Response
 - MDEQ – 60 calendar days (will take right to the 60th day to respond) Only environmental projects go to the MDEQ.
 - MSF – 65 calendar days (easier to work with, will get right to work on the Work Plan).

Step 6

- Conduct Work
 - MDEQ – No timeframe
 - MSF – Complete work within 3 years (can extend)

*Work Plans below \$500,000 do not need to go to the board.

Project Approval Process – See PowerPoint

Brownfield Plan Opportunities

- Can adjust the beginning date of the Tax Increment Revenue capture. Brownfield plans have a maximum of 30 years. You can defer for 5 years, which means a Brownfield plan cannot exceed 35 years. The deferral does not have to happen up front, can amend the plan. If revenues have been dispersed to the developer, than the 30 year period cannot be adjusted. If the revenues have been captured but not dispersed, then the taxing jurisdictions must be made whole.
- Identifying Initial Taxable Value – can look at the most recent or the next Assessment Roll following the Brownfield Plan adoption.

Items that do not need State approval – do not have to be included in an Act 381 Work Plan

Phase I Environmental Site Assessments (ESAs), Phase II ESAs, Baseline Environmental Assessments (BEAs), and Due Care Planning Activities for contamination on site do not require state approval to capture state school tax dollars. This could include, analysis, additional studies, written plans, preparation for construction, and all planning activities associated with the Phase I & Phase II to allow the project to move forward. Can conduct all of this without the State's approval.

Adoption of a Flexible Brownfield Plan

- Consider what you are willing to do as a Local Only Plan. Decide on whether or not you wish to work with the State on projects.

Environmental Activities (MDEQ) and Non-Environmental Activities (MSF)

The following applies to both agencies:

*Ability to shift costs between principal eligible activity categories within the agency activities.

*Total cost of eligible activities cannot exceed total amount of eligible activities approved in the Act 381 Work Plan approved by the agency.

This is usually done by the Director instead of burdening the board. The board is usually updated at the annual meeting.

See PowerPoint for Environmental and Non-Environmental Redevelopment Incentives.

Environmental - When looking at projects, make sure that the City is not burdened with all of the costs. Take the opportunity to work with the Mecosta County and the EPA Assessment Grants. There are also other State grants (DEQ) as well.

Non Environmental – There is a lot of funding through several agencies. The developer usually approaches these agencies.

Policies & Procedures

A draft copy of the Policies & Procedures were handed out. There are a lot of areas that are identified in yellow that have not been reviewed by City staff and our policies. If the City has their own policy, that policy can be inserted in the yellow highlighted areas. This is a public document that moralizes to the public how this board will conduct their business. This document is a collection of other authority's policies that Mr. Helzer has been working with from the last several years.

Items to look at include:

Pg. 3 Conflicts of Interest – need to take out Schoolcraft City. If the City already has a policy on Conflicts of Interest, it can be inserted here.

Pg. 11 – Summary and Fees – a \$500 fee has been written, but staff or the board needs to determine if this is the amount they want to use. An Authority does not want to have a huge dollar amount, which might deter business. This amount is to cover consulting costs, staff time, etc. The fee is usually from \$500 - \$1,500.

Pg. 11 – Read through the guideline section. In addition to statutory requirements, all projects submitted will be considered only if they meet the following overall guidelines on page 11 under section 2 – Guidelines.

Pg. 12 – Review the 1% administrative fee. Any projects with eligible activity expenses greater than (decide on dollar amount) will be capped at an administrative fee of (decide on dollar amount). This fee should be no higher than \$20,000. This fee has to be paid before a Development Reimbursement Agreement is executed.

Redevelopment Areas of Focus.

Paperwork on Redevelopment of Areas of Focus was handed out. Mr. Helzer will be meeting with City staff today to discuss more areas, better maps, definitions and the Master Plan. **This will be discussed at the next meeting.**

Draft Application Process

A draft application process was handed out. This will be helpful being this is a new board and may not know what to look for or how to equate projects. This process will also weed out anyone who is not a serious applicant.

Read Section H of the Policies & Procedures first, then review the application. The application is a fillable form that will need to be on the City's website along with a link to the Brownfield Authority.

City Attorney, Eric Williams will review the Policies & Procedures for the next meeting.

Next meeting will be May 19, 2015 at 7:30 a.m. in the Commission Chambers at City Hall.

There being no further business to come before the board, the acting chair declared the meeting adjourned at 8:45 a.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
APPROVED MINUTES**

July 21, 2015

Call to Order:

Chairperson Robert Fisher called the Brownfield Redevelopment Authority meeting to order at 7:30 a.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Robert Fisher, and Richard Hult

PRESENT: Carol Betts, Emily Coles, Robert Fisher, and Richard Hult

ALSO PRESENT: Mark J. Warba, Mayor, Steve Sobers, City Manager, Eric Williams, City Attorney, Mark Sweppenheiser, Director of Neighborhood Services, and Jim Sandy, Director of Economic Development Director.

ALSO PRESENT: Bret Stuntz, AKT Peerless, and Janet Michaluk, Project Manager, AKT Peerless.

ABSENT: Ralph Crew

APPROVAL OF MINUTES

Moved by, Richard Hult, seconded by Carol Betts to approve the Brownfield Redevelopment Authority minutes of the regular meeting of April 21, 2015 as presented.

Motion passed unanimously.

PUBLIC COMMENTS –

Jim Sandy updated the group on the County Brownfields. The County has approximately 5-6 new Brownfield projects currently. They will be meeting next Tuesday to review these projects. They will be using up all of their Assessment Grant monies on these projects. Three of these projects are in the City.

It was asked when Brownfield applications would come to the City and not the County. As the City's BRA has been established, all new Brownfield projects within the City will be considered a City Brownfield. Further, the County's assessment money, unless it is extended, is done September 2015. Up until that time, the City may request use of the County's assessment money subject to its availability.

General Business

Mr. Stuntz was introduced to the Authority as the new AKTPeerless representative who will be assisting Ms. Michaluk with these training meetings.

Bret Stuntz of AKT Peerless and Janet Michaluk, Project Manager gave the fourth of five presentations on Brownfield development.

Policies & Procedures

Ms. Michaluk went over the draft Policies and Procedures for the City of Big Rapids Brownfield Redevelopment Authority. The following policies will need to be incorporated into the Policies and Procedures: Conflict of Interest, Freedom of Information Act, Fixed Asset Disposal, Records Management and Retention, and Travel Policy. The City has several of these policies that can just be inserted. Janet will get with Eric Williams, City Attorney, regarding these policies.

On page 12 of the Policies & Procedures it states that *once an application is received, the BRBRA Chairperson, or designated board member, will review the application for completeness.* This should be changed to say **or primarily City Staff member**. Ms. Michaluk will make this change.

The Big Rapids Brownfield Redevelopment Authority is required by the State to have a Seal, so the Authority will be using the City of Big Rapids City Seal for any documents requiring one.

Application Form

Ms. Michaluk discussed the application form. The following suggestions were recommended:

- Have the instructions on how to fill out the application form on the City's website
- Create a sample application for applicants to follow
- Have a flowchart of the application process
- Insert "attach copy of purchase agreement" on form
- Create line item for Private funding
- Put definitions on the website

On the application form, the lines will expand to accommodate a lot of information.

The developer will be the person filling out the application form. There is no requirement to have a purchase agreement at the time of applying for a Brownfield plan, but there are questions on the application that ask about ownership of the property. The applicant can also have a purchase agreement with contingencies such as an environmental study.

When an application form is received from the City, staff and Mecosta County Development Corporation will begin reviewing it. If it is deemed an eligible application, a meeting of the Brownfield Redevelopment Authority will be scheduled and the process will begin. All members will receive a packet to review before the meeting. This board will meet "as needed".

The group will walk through a sample application at the next meeting.

Areas of Focus

Attachment 2- Riverfront: map needs to include the State land that the City just purchased, Wolverine World Wide and the ballfield. Mark Sweppenheiser will make that change.

Attachment 3- Eastside Commercial District: map needs to follow the White Pine Trail to include the Depot and the commercial area on Maple. Mark Sweppenheiser will make that change.

Both maps need to indicate and have highlighted the Brownfield sites that have already been completed.

Advertisement

Mayor Warba discussed a handout regarding a proposed bid letter advertising for a commercial real estate professional to handle the sale of the Hanchett's property. It was discussed as to whether the City should advertise locally, statewide, or nationally for a real estate broker. This is a wonderful location whereby the City can dictate what they would like to see for the future of Big Rapids. The Authority was asked to review and recommend the best way to advertise this piece of property at the next meeting.

Ms. Michaluk will make the proposed changes that were discussed. Finalization of the Policies & Procedures, Application Form, and Areas of Focus will take place at the August 25th meeting.

The Next meeting will be August 25, 2015 at 7:30 a.m. in the Commission Chambers at City Hall.

There being no further business to come before the board, the chair declared the meeting adjourned at 8:50 a.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
UNAPPROVED MINUTES**

August 25, 2015

Call to Order:

Chairperson Robert Fisher called the Brownfield Redevelopment Authority meeting to order at 7:40 a.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Robert Fisher, and Richard Hult

PRESENT: Emily Coles, Robert Fisher, and Richard Hult

ALSO PRESENT: Mark J. Warba, Commissioner Lynn Anderson, Mayor, Steve Sobers, City Manager, Eric Williams, City Attorney, Mark Sweppenheiser, Director of Neighborhood Services, and Jim Sandy, Director of Economic Development Director.

ALSO PRESENT: Bret Stuntz, AKT Peerless

ABSENT: Carol Betts, Ralph Crew

APPROVAL OF MINUTES

Moved by, Richard Hult, seconded by Emily Coles to approve the Brownfield Redevelopment Authority minutes of the regular meeting of June 21, 2015 as presented.

Motion passed unanimously.

PUBLIC COMMENTS – None

General Business

Bret Stuntz of AKT Peerless gave the fifth and final presentation on the Brownfield development.

Application Instructions

It was suggested adding who the application needs to be submitted to and the City's address in the **application instructions**. At the end of the **application form** it does mention emailing it to Mark Sweppenheiser, but that information is not in the application instructions.

Application

Mr. Stuntz handed out a sample Application, which the authority reviewed. One of the discussions was "how do you know if the developer has the financial ability to service the loan"? the following was suggested:

- Requesting a financial letter of support from their lending institution
- Request a Pro Forma – this projects the income and expenses of the operating project for some number of years
- Or to accommodate the first two suggestions, insert a phrase that says " the BRA may request a letter of support from the developer's financial institution and a Pro Forma for the project. (This letter of support would come from the developer not the bank)

Mr. Sobers commented that the developer may ask for a certain amount of money, but the BRA does not have to give him the full amount. The BRA determines how much they are willing to give the developer.

Mr. Stuntz will revise the following: on page 3 of the application under "Additional Materials" add a Pro Forma/Financial Projections box and place an asterisk by the Business Plan box with the asterisk meaning * as required. This would require the developer to submit both the Pro Forma/Financial projection and his Business Plan.

Also under "Additional Materials" Strike the word "if possible".

Page 4 add Private Funding to the sources.

Application Form Approval

MOTION

Emily Coles moved, Richard Hult seconded to approve the Big Rapids Brownfield Redevelopment Authority Brownfield Redevelopment Program Application with corrections.

Motion passed.

Policies & Procedures Approval

The City of Big Rapids Ethics Ordinance needs to be added to appendix B, currently it is under "Conflict of Interest".

Mr. Stuntz handed out the corrected copy of the Policies & Procedures from the previous meeting.

MOTION

Richard Hult moved, Emily Coles seconded to approve the Policies and Procedures of the City of Big Rapids Brownfield Redevelopment Authority with the adding of the Ethics Ordinance to appendix B.

Motion passed.

Areas of Focus Approval

The corrected Areas of Focus were reviewed for approval. Mr. Sobers stated that on attachment #2 there is some land on the north side of the water tower. He suggested including the water tower and going straight out to Bjornson.

MOTION

Emily Coles moved, Richard Hult seconded to approve the Big Rapids Redevelopment Areas of Focus with the following addition: include the land on the north side of the water tower on Bjornson that is in attachment #2 and going straight out to Bjornson.

Motion passed.

Vice-Chair Nomination

It was decided to wait on nominating a Vice-Chair until there was a full board convened.

Secretary/Treasurer

The newly appointed City Treasurer will be the Secretary/Treasurer.

Establish Day and time for meetings

It was decided to establish the day and time by email, so that all board members could way in what days and times would work best for them.

Request for Qualifications for Real Estate Broker

Mayor Warba spoke on the marketing of the Hanchett property. The Baldwin Street Bridge closed today and will not reopen until July 1, 2016. The property should be marketed before the bridge reopens. The Mayor suggested moving forward to request proposals to hire a commercial broker.

The City has a template for advertising for RFQ's (Request For Qualifications). This would be submitted to the local paper as well as other publications. Once the proposals are received, the board would interview the applicants.

There was discussion as to if an exclusionary clause could be placed in the contract with the broker excluding any prospects that the City already has. If this is done, the broker may not analyze those applicants. This is a question that can be included when interviewing the broker.

Mr. Sobers suggested that he work with Robert Fisher on the advertisement for the broker. The board was fine with this.

Eric Williams inquired about having the BRA using a dropbox in the same way that the City Commission does. That way they could review the material before the meeting. The Mayor would also like all of the training material put onto the dropbox.

Tammy will look into getting this done.

There being no further business to come before the board, the chair declared the meeting adjourned at 9:00 a.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
APPROVED MINUTES**

December 15, 2015

Call to Order:

Chairperson Robert Fisher called the Brownfield Redevelopment Authority meeting to order at 1:03 p.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Robert Fisher, and Richard Hult

PRESENT: Carol Betts, Ralph Crew, Robert Fisher, and Richard Hult

ALSO PRESENT: Steve Sobers, City Manager, Mark Sweppenheiser, Director of Neighborhood Services, and Jim Sandy, Director of Economic Development Director.

ABSENT: Emily Coles

PUBLIC COMMENTS – None

General Business

The Bonner Advisory Group and CBRE Martin firms were interviewed for Commercial Real Estate Broker. The first group consisted of Mr. Luke Bonner and Ryan Bertin of the Bonner Advisory Group. The group did a PowerPoint Presentation along with a question and answer session. The interview ended at 2:01 p.m.

The CBRE Martin Firm consisted of Mr. John Peckman and Mr. Shawn O'Brien. The was a question and answer session. The interview ended at 3:11 p.m.

The Brownfield Authority discussed the two groups and their presentations. Mr. Sobers handed out the drawing from Campus Village. The following are bullet points from the Authority's discussion

CBRE Martin Firm

- Sounded like they would be best for places that are driven by 'seller motivation'.
- Sounded like the City would have more work to do than them
- Did not have a definite fee structure
- Did not seem to want community involvement, just sell for highest price
- The firm has good developer connections

The Bonner Advisory Group

- Had a nice feasibility study
- Nice fee structure
- Seemed to be generally interested in the needs of the community and the City

- Small independent firm, willing to work hard for the City
- Timeline was approximately 3 months

A meeting in January will be scheduled to further discuss what action the group would like to take regarding a Commercial Real Estate Broker.

There being no further business to come before the board, the chair declared the meeting adjourned at 3:31 p.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary

**BROWNFIELD REDEVELOPMENT AUTHORITY
UNAPPROVED MINUTES**

January 12, 2016

Call to Order:

Brownfield Redevelopment Authority member Carol Betts called the Brownfield Redevelopment Authority meeting to order at 3:03 p.m.

Roll Call: Carol Betts, Emily Coles, Ralph Crew, Robert Fisher, and Richard Hult

PRESENT: Carol Betts, Ralph Crew, and Emily Coles

ALSO PRESENT: Mark Warba, Mayor, Steve Sobers, City Manager, Mark Gifford, Director of Public Works, Mark Sweppenheiser, Director of Neighborhood Services, Aaron Khun, City Treasurer, and Jim Sandy, Economic Development Director.

ABSENT: Robert Fisher, Richard Hult

APPROVAL OF MINUTES

Moved by, Emily Coles, seconded by Carol Betts to approve the Brownfield Redevelopment Authority minutes of the regular meeting of December 15, 2015 as presented.

Motion passed unanimously.

PUBLIC COMMENTS – None

General Business

The Bonner Advisory Group and CBRE Martin firms were interviewed for Commercial Real Estate Broker at the December 15, 2015 meeting. The two firms were discussed at the December 15th meeting with the Bonner Advisory Group being favored.

The meeting of January 12, 2016 opened up with the group discussing the strengths and weaknesses of both firms. The Bonner Advisory Group had the City's best interests in mind, had a nice feasibility study, and an approximate 3-month time line. The CBRE Martin firm was a more established firm, but a more aggressive firm wanting a quick sale.

After much discussion the authority decided to recommend the Bonner Advisory Group to the City Commission.

MOTION

Carol Betts moved, seconded by Emily Coles to recommend to the City Commission the Bonner Advisory Group as the City's Commercial Real Estate Broker for the sale of the Hanchett site.

Yeas: Carol Betts, Emily Coles, Ralph Crew

Nays: None

Dated: January 12, 2016

UNSCHEDULED BUSINESS

Mr. Jim Sandy informed the authority that Mayor Warba attended the County Brownfield meeting. The County Brownfield is trying to help the owner of Bulldog Fitness with funding for their Brownfield Plan and their 381 Plan. The owner is trying to renovate and place offices in this building. Bulldog Fitness is in the old Pioneer paper building which is in the downtown TIF district.

There being no further business to come before the board, the chair declared the meeting adjourned at 3:35 p.m.

Respectfully submitted,

Tamyra K. Gillis, MMC
Secretary