

**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