

**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