

# Brownfield Redevelopment Authority

## Regular Meeting Agenda

Monday, February 11, 2013  
4:00 p.m., Council Chambers



City of South Haven

### 1. Call to Order

### 2. Roll Call

Chairman Art Bolt, Thomas Erdmann, Eugen Gawreliuk, Mike Henry, Robert Herrera, Lynn Kerber, Andy Klavins, Larry Lewis, Mike Rainey, Christine Valentine, Janice Varney.

### 3. Approval of Agenda

### 4. Approval of Minutes – November 12, 2012

### 5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

### 6. Financial Report

### 7. Brownfield Reimbursement Request, Factory Condominium

Horizon Environmental, #20121203, Nov 30, 2012, \$5,997.08, Soil Gas Monitoring

### 8. Administrative Expenses

Invoices for Approval:

Clark Hill, #477379, Jan 18, 2013, \$456.00, Central Lofts Bankruptcy review

### 9. General Comments

### 10. Adjourn

RESPECTFULLY SUBMITTED,  
Paul VandenBosch  
Secretary, Brownfield Redevelopment Authority

SOUTH HAVEN CITY HALL IS BARRIER FREE AND THE CITY OF SOUTH HAVEN WILL PROVIDE THE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES FOR PERSONS WITH DISABILITIES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING UPON SEVEN (7) DAYS NOTICE TO THE SOUTH HAVEN CITY HALL.

# Brownfield Redevelopment Authority

## Regular Meeting Minutes

Monday, November 12, 2012  
4:00 p.m., Council Chambers



City of South Haven

### 1. Call to Order by Valentine at 4:24 p.m.

### 2. Roll Call

Present: Erdmann, Gawreliuk, Herrera, Klavins, Rainey, Valentine, Varney  
Absent: Henry, Kerber, Lewis, Bolt

### 3. Approval of Agenda

Motion by Varney, second by Erdmann to approve the agenda as presented.

All in favor. Motion carried.

### 4. Approval of Minutes – September 10, 2012

Motion by Erdmann, second by Klavins to approve the September 10, 2012 Minutes as written.

All in favor. Motion carried.

### 5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

### 6. Financial Report

VandenBosch gave an overview of the Financial Report.

### 7. Administrative Expenses

#### Invoices for Approval:

#### Clark Hill, #465088, Sep 24, 2012, \$38.00, Brownfield Payment Procedure

Motion by Erdmann, second by Klavins to approve the invoice.

November 12, 2012  
Brownfield  
Regular Meeting Minutes  
DRAFT

All in favor. Motion carried.

**8. General Comments**

There were none.

**9. Adjourn**

Motion by Erdmann, second by Varney to adjourn at 4:30 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom  
Recording Secretary

City of South Haven  
Brownfield Authority  
For the period ended January 31, 2013

**Revenues**

Property Tax Captures	96,997	
Interest Income	(3,090)	Due to reversal of unrealized mkt adj
Other Revenue	-	
Other Transfers In	-	
<b>Total Revenue</b>		<u>93,907</u>

**Expenditures**

Administrative Costs		
General Fund/DDA Reimbursement	<u>58,000</u>	
Total Administrative Expenses	<u>58,000</u>	
Contractual Services	<u>203,256</u>	
Total Other Expenses	<u>203,256</u>	
<b>Total Expenditures</b>		<u>261,256</u>
Year-to-Date Fund Gain/(Loss)		<u>(167,349)</u>

**Cash and Investments**

Cash	246,626
Certificates of Deposit	280,426
Other Financial Investments	<u>642,892</u>
<b>Total</b>	<u>1,169,944</u>

February 4, 2013

TO: Brownfield Redevelopment Authority

FR: Paul VandenBosch

RE: Factory Condominium Reimbursement Request

The Factory Condominium has requested reimbursement of environmental expenses under the brownfield plan in the amount of \$5,997.08.

The Factory Condominium brownfield plan shows a balance of \$17,757 in the local tax capture fund and \$173,082 in the school tax capture fund.

The payment ratio approved by the DEQ in the July 6, 2006 workplan is 46.2% school and 53.8% local.

Recommendation:

Authorize payment to the Factory Condominium in the amount of \$5,997.08 from the following funds:

Factory Condominium School:	\$2,770.65
Factory Condominium Local:	\$3,226.43

FROM THE DESK OF  
**GLENN W PIETENPOL**

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December 26, 2012

City of South Haven  
ATTN: Mr Paul VandenBoesch  
1199 8th Ave  
South Haven, MI 49090

Dear Paul:                      RE: Request for payment under Brownfield Act 381

As treasurer of the Factory Condominium Association Board, I am requesting reimbursement for the following:

Project Name:  
The Factory Condominiums Association (a/k/a Belgravia site)  
125 Elkenburg  
South Haven, MI 49090

Description of work performed: see consultant's summary letter and billing enclosed herewith.

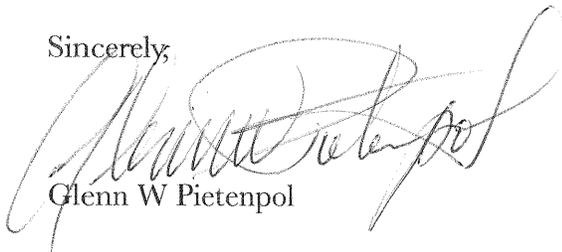
It is my understanding that the work was completed in accordance with the work plan along with proposed future monitoring; accordingly, we are requesting payment on invoice #20121203 in the amount of \$5,997.08 pursuant to billing referenced above.

Payment should be made payable as follows:

Factory Condominium Association  
ATTN: Rory Beers, Acting Treasurer  
125 Elkenburg St - Unit 11  
South Haven, MI 49090

Your expeditious handling of this request will greatly appreciated.

Sincerely,



Glenn W Pietenpol

December 11, 2012

The Factory Condominium Association  
Attn: Mr. Gary Bowman  
125 Elkenburg Street  
South Haven, Michigan 49090

**RE: HORIZON ENVIRONMENTAL INVOICE FOR PROFESSIONAL CONSULTING SERVICES  
THE FACTORY CONDO SITE  
SOUTH HAVEN, MICHIGAN**

Dear Mr. Bowman:

Enclosed is an invoice for environmental consulting services provided by Horizon Environmental for the period from May 16, 2012 through November 30, 2012. The scope of work completed included collection of soil gas and indoor air samples in August 2012 and preparation of the December 10, 2012 report on the sampling activities. These activities were contemplated in the MDEQ-approved *Act 381 Work Plan to Conduct Eligible MDEQ Redevelopment Activities – Former Belgravia Project Site February 2006 (Revised May 2006)*.

Horizon submitted a June 28, 2012 proposal for continued indoor air and soil gas testing to The Factory Condominium Association. The proposal included costs for three (3) indoor air and soil gas testing along with associated reporting of the results. The total projected cost for the three events was \$27,550. The enclosed invoice for \$5,997.08 is well below the projected cost for a single event and leaves a budget balance of \$21,552.92.

Horizon Environmental appreciates the opportunity work with you on this project. As described in the enclosed report, the next scheduled soil gas and indoor air monitoring event is in May 2013. We will be in touch in the Spring to schedule that work. In the meantime, we will be stopping by in December or early January to complete an inspection of the operating condition of the sub-slab depressurization system in the former fitness center area.

If you have any questions, please contact us at (616) 554-3210 or via e-mail at [wtdavidson@horizonenv.com](mailto:wtdavidson@horizonenv.com).

Sincerely,

HORIZON ENVIRONMENTAL



William T. Davidson  
Project Manager

enclosure

**HORIZON ENVIRONMENTAL CORPORATION**  
**4771 50th St. SE, Suite One**  
**Grand Rapids, MI 49512**  
**PH: 616-554-3210**  
**W I D**

FACTORY CONDOMINIUM ASSOCIATION  
ATTN: MR. GARY BOWMAN  
125 Elkenburg Street  
South Haven, Michigan 49090

PROJECT NUMBER: WNJ-1001  
INVOICE NUMBER: 20121203  
30-Nov-12

**RE: INDOOR AIR/SOIL GAS MONITORING - BELGRAVIA (Factory Condos)**

**INVOICE FOR PERIOD ENDING NOVEMBER 30, 2012**

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LABOR

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
David Bandlow	10.5	76.00	798.00
William Davidson	15.3	134.00	2,050.20
Karen Hathaway	5.1	118.00	601.80
Richard Phelps	3.9	89.00	347.10
Mary Hofferber	1.5	47.00	70.50
		<b>Subtotal</b>	<b>\$ 3,867.60</b>

EXPENSES

Laboratory Charges	1,794.10	
Shipping Charges	257.94	
Travel/Mileage Charges	77.44	
	<b>Subtotal</b>	<b>\$ 2,129.48</b>

**TOTAL THIS INVOICE** \$ 5,997.08

Please make check payable to:  
Horizon Environmental Corporation and send to: 4771 50th St. SE, Suite One, Grand Rapids, MI 49512

CLARK HILL P.L.C.

January 18, 2013  
INVOICE # 477379  
Page 2

DETAILED DESCRIPTION OF SERVICES

RE: Brownfield Authority

12/03/12 SSH	Receipt, review and analyze pending bankruptcy pleadings and notification of dividend; Review file documents pertaining to transfer of property to Bank; Draft email to P. Vandebosch regarding outstanding claims.	.80
12/04/12 SSH	Telephone conference with City of South Haven regarding outstanding tax bills; Receipt, review and analyze past due bills; Draft email to opposing counsel regarding payment of tax bills; Receipt, review and analyze incoming email from opposing counsel regarding status.	.80
12/12/12 SSH	Receipt, review and analyze incoming file documents, tax bills and other information pertaining to sale of property and bankruptcy issues.	.80
TOTAL SERVICE FOR THIS MATTER		\$456.00