

Brownfield Redevelopment Authority

Regular Meeting Agenda

Monday, April 11, 2016
4:00 p.m., Council Chambers



1. Call to Order

2. Roll Call

Chairman Art Bolt, Thomas Erdmann, Eugen Gawreliuk, Mike Henry, Robert Herrera, Stephanie Timmer, Andy Klavins, Christine Valentine

3. Approval of Agenda

4. Approval of Minutes – December 14, 2015

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

6. Financial Report

7. Administrative Expenses for Approval

8. 2016-2017 Budget

9. General Comments

10. Adjourn

RESPECTFULLY SUBMITTED,
Kate Hosier
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, December 14, 2015
4:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Valentine at 4:00 p.m.

2. Roll Call

Present: Dotson, Erdmann, Gawreliuk, Henry, Schaffer, Timmer, Valentine
Absent: Herrera, Klavins, Bolt

3. Approval of Agenda

Motion by Henry, second by Gawreliuk to approve the December 14, 2015 regular meeting agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – November 9, 2015

Motion by Henry, second by Timmer to approve the November 9, 2015 regular meeting 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

Dissette reviewed the Financial Report.

Erdmann requested more information regarding contractual services which Dissette explained were regarding the Overton building demolition.

In response to a question by Valentine about whether the Factory Condominium expenses have all been paid, Dissette noted that in general, everything appears to be current.

Motion by Erdmann, second by Dotson to approve the financial report.

All in favor. Motion carried.

Brownfield Redevelopment Authority
December 14, 2015
Regular Meeting Minutes
DRAFT

7. Factory Condominium Reimbursement Request

Motion by Henry, second by Erdmann to pay the Factory Condominium reimbursement as requested.

Valentine abstained.

Ayes: Dotson, Erdmann, Gawreliuk, Henry, Schaffer, Timmer
Nays: None

Motion carried.

8. General Comments

None at this time.

9. Adjourn

Motion by Erdmann, second by Henry to adjourn at 4:07 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

City of South Haven
Brownfield Authority
For the period ended March 31, 2016

Revenues

Property Tax Captures	140,610	
Interest Income	9,905	
Other Revenue	-	
Other Transfers In	-	
Total Revenue		<u>150,514</u>

Expenditures

Administrative Costs		
General Fund	<u>13,500</u>	
Total Administrative Expenses	13,500	
Contractual Services	<u>432,344</u>	
Total Other Expenses	<u>432,344</u>	
Total Expenditures		<u>445,844</u>

Year-to-Date Fund Gain/(Loss)		<u><u>(295,330)</u></u>
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Cash and Investments

Cash	152,800	
Certificates of Deposit	279,982	
Other Financial Investments	<u>576,328</u>	
Total		<u><u>1,009,110</u></u>



Overton Factory Demolition
Applications for Payment #5 and #6
Summary Description
March 8, 2016

Application #4 01/15/2016 (\$60,613.24)

Progress payment for work completed by that date, less 10% retainage.

Application #5 02/24/2016 (\$1,800)

This application is for work completed to date, less 10% retainage. All but \$10,000 value of work is complete – site has not been fine graded or seeded. This work is planned for April – when freezing temperatures are unlikely.

Application #6 02/24/2016 (\$20,718)

This application reduces monies withheld to \$21,000. This amount is more than adequate retainage to insure the completion of fine grading and seeding. Some monies will be needed to replace sidewalks on Indiana Avenue (\pm \$2,000). All remaining work will be completed when average night temperatures are above freezing.

LETTER OF TRANSMITTAL

TO: City of South Haven
 529 Phoenix Street
 South Haven, MI 49090

DATE: January 15, 2016

JOB NO.: 14-0521

RE: Overton Factory Demolition

ATTN: Kate Hosier, Deputy Clerk

WE ARE SENDING YOU: Contract / Agreement Prints / Plans Shop Drawings
 Change Order Specifications

COPIES	DATE	DESCRIPTION
1	12-31-15	Pay Application #4 - Recommend Payment

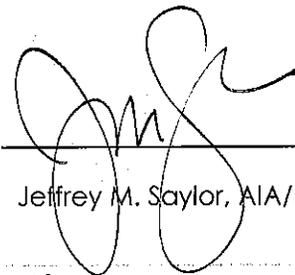
THESE ARE TRANSMITTED as checked below:

- For Review & Comment
 For Your Use
 As Requested
 Approved as Submitted
 Approved as Noted
 Returned for Corrections
 For Bids Due:

REMARKS: File

COPY TO:

SIGNED:



Jeffrey M. Saylor, AIA/LEED, AP

If enclosures are not as noted, kindly notify us at once.

Application and Certificate for Payment

To Owner **City of South Haven**
 539 Phoenix Street
 South Haven, MI 49090

Project: **Overton Building Demolition**
 229 Elkenburg Street
 South Haven, MI 49090

Application # 4
 Period To 12/31/2015

OWNER

From Contractor **ECO Demolition**
 4277 1/2 - 58th St
 Holland, MI 49423

Contract Date 8/18/2015

Contractor's Application for Payment

Application is made for payment, as show below, in corfection with the Contract.
 Continuation sheet is attached.

1 Original Contract Sum	<u>267,000.00</u>
2 Net Change by Change Orders	<u>58,180.00</u>
3 CONTRACT SUM TO DATE (line 1 + line 2)	<u>325,180.00</u>
4 Total Completed and Stored to Date	<u>315,180.00</u>
5 Retainage	
a <u>10%</u> of work completed	<u>31,518.00</u>
b _____ of stored material	_____
Total Retainage	<u>31,518.00</u>
6 Total Earned less Retainage (line 4 - line 5)	<u>283,662.00</u>
7 Less Previous Certificates for Payment (line 6 from prior certificate)	<u>223,048.76</u>
8 CURRENT PAYMENT DUE	<u>60,613.24</u>
9 Balance to Finish, including retainage	<u>41,518.00</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner	48,180.00	
Total approved this month	10,000.00	
TOTAL	58,180.00	
NET CHANGES by change order	58,180.00	

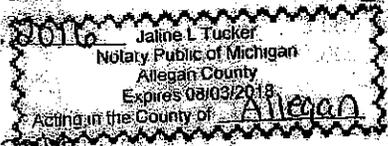
AIA Document G702

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: [Signature] Date: 1-11-16

State of Michigan
 County of Allegan

Subscribed and sworn to before me
 this 11th day of January, 2016
 Notary Public: [Signature]



My Commission Expires August 3, 2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

ARCHITECT:
 By: [Signature] Date: 1/15/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

LETTER OF TRANSMITTAL

TO: City of South Haven
 529 Phoenix Street
 South Haven, MI 49090

DATE: February 24, 2016

JOB NO.: 14-0521

RE: Overton Factory Demolition

ATTN: Kate Hosier, Deputy Clerk

WE ARE SENDING YOU: Contract / Agreement Prints / Plans Shop Drawings
 Change Order Specifications

COPIES	DATE	DESCRIPTION
1	2/22/2016	Pay application #5 - recommend payment
1	2/23/2016	Pay application #6- recommend payment

THESE ARE TRANSMITTED as checked below:

- For Review & Comment For Your Use As Requested
 Approved as Submitted Approved as Noted Returned for Corrections
 For Bids Due:

REMARKS:

COPY TO:

SIGNED: _____

Jeffrey M. Saylor

Document#

If enclosures are not as noted, kindly notify us at once.

Application and Certificate for Payment

To Owner **City of South Haven**
 539 Phoenix Street
 South Haven, MI 49090

Project: **Overton Building Demolition**
 229 Elkenburg Street
 South Haven, MI 49090

Application # **5**

Period To **12/31/2015**

From Contractor **ECO Demolition**
 4277 1/2 - 58th St
 Holland, MI 49423

Contract Date **8/18/2015**

Contractor's Application for Payment

Application is made for payment, as show below, in connection with the Contract.
 Continuation sheet is attached.

1 Original Contract Sum	<u>267,000.00</u>
2 Net Change by Change Orders	<u>60,180.00</u>
3 CONTRACT SUM TO DATE (line 1 + line 2)	<u>327,180.00</u>
4 Total Completed and Stored to Date	<u>317,180.00</u>
5 Retainage	
a <u>10%</u> of work completed	<u>31,718.00</u>
b _____ of stored material	<u> </u>
Total Retainage	<u>31,718.00</u>
6 Total Earned less Retainage (line 4 - line 5)	<u>285,462.00</u>
7 Less Previous Certificates for Payment (line 6 from prior certificate)	<u>283,662.00</u> ✓
8 CURRENT PAYMENT DUE	<u>1,800.00</u>
9 Balance to Finish, including retainage	<u>41,718.00</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: [Signature]

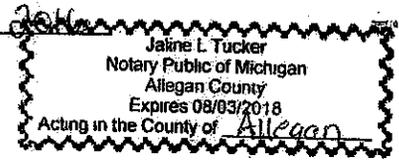
Date: 2-23-16

State of: Michigan
 County of: Allegan

Subscribed and sworn to before me
 this 23rd day of February, 2016

Notary Public: [Signature]

My Commission Expires: August 3, 2018



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

ARCHITECT:
 By: [Signature]

Date: 2/23/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner		
Total approved this month	2,000.00	
TOTAL	2,000.00	-
NET CHANGES by change order	60,180.00	

Application and Certificate for Payment

To Owner **City of South Haven**
 539 Phoenix Street
 South Haven, MI 49090

Project: **Overton Building Demolition**
 229 Elkenburg Street
 South Haven, MI 49090

Application # **Retainage 6**

Period To **12/31/2015**

From Contractor **ECO Demolition**
 4277 1/2 - 58th St
 Holland, MI 49423

Contract Date **8/18/2015**

Contractor's Application for Payment

Application is made for payment, as show below, in connection with the Contract.
 Continuation sheet is attached.

1 Original Contract Sum	<u>267,000.00</u>
2 Net Change by Change Orders	<u>60,180.00</u>
3 CONTRACT SUM TO DATE (line 1 + line 2)	<u>327,180.00</u>
4 Total Completed and Stored to Date	<u>317,180.00</u>
5 Retainage	
a <u>10%</u> of work completed	
b _____ of stored material	
Total Retainage	<u> -</u>
6 Total Earned less Retainage (line 4 - line 5)	<u>317,180.00</u>
7 Less Previous Certificates for Payment (line 6 from prior certificate)	<u>285,462.00</u> ✓
8 CURRENT PAYMENT DUE	<u>20,718.00</u>
9 Balance to Finish, including retainage	<u>21,000.00</u>

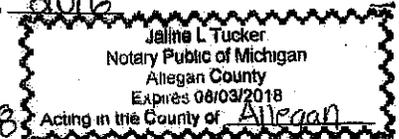
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: [Signature] Date: 2-23-16

State of: Michigan
 County of: Allegan

Subscribed and sworn to before me
 this 23rd day of February, 2016

Notary Public: [Signature]
 My Commission Expires: August 3, 2018
 Acting in the County of Allegan



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

ARCHITECT:
 By: [Signature] Date: 2/23/16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner		
Total approved this month		
TOTAL	-	-
NET CHANGES by change order	60,180.00	

DEPT 000 REVENUES BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	2014-15 Amended Budget	2014-15 Activity	03/31/2016 Amended Budget	YTD As Of 03/31/2016	2015-16 Projected	2016-17 REQUESTED
Fund 260							
--- Estimated Revenue ---							
260-000-402-056	REAL TAXES-FACTORY CONDO	57,253.00	57,252.99	58,190.00	58,133.84	58,190.00	58,312.00
260-000-402-060	REAL TAXES- 1070 INDIANA	11,102.00	11,101.64	11,159.00	11,143.51	11,159.00	11,160.00
260-000-402-061	REAL TAXES- CENTRAL LOFTS	48,076.00	48,076.32	48,937.00	48,870.26	48,937.00	52,859.00
260-000-402-062	REAL TAXES-THE PRESERVE	15,710.00	15,709.97	15,648.00	15,647.91	15,648.00	15,638.00
260-000-402-063	REAL TAXES-SHERMAN HILLS	2,536.00	2,535.85	4,576.00	4,569.58	4,576.00	4,584.00
260-000-402-064	REAL TAXES-900 INDIANA	0.00	0.00	0.00	0.00	0.00	0.00
260-000-410-050	PERSONAL TAXES-WYCKOFF/DUWEL	2,578.00	2,804.95	2,239.00	2,235.54	2,239.00	2,799.00
260-000-410-061	PERSONAL TAXES-CENTRAL LOFTS	0.00	0.00	9.00	9.05	9.00	11.00
260-000-410-062	PERSONAL TAXES-THE PRESERVE	0.00	0.00	0.00	0.00	0.00	9.00
260-000-572-000	STATE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
260-000-573-000	L C S A SHARE APPROPRIATION				0.00	0.00	
260-000-665-000	INTEREST INCOME	10,000.00	13,587.24	10,000.00	9,904.60	10,000.00	10,000.00
260-000-665-260	MARKET VALUE ADJUSTMENTS	0.00	9,044.17	0.00	0.00	0.00	0.00
260-000-698-000	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		147,255.00	160,113.13	150,758.00	150,514.29	150,758.00	155,372.00

DEPT 622 ENVIRONMENTAL CLEANUP

GL Number	Description	2014-15 Amended Budget	2014-15 Activity	Amended Budget	YTD As Of 02/29/2016	2015-16 Projected	2016-17 REQUESTED
Fund 260							
--- Appropriations ---							
260-622-801-000	PROFESSIONAL FEES - ADMIN	0.00	0.00	0.00	0.00	0.00	372.00
260-622-801-000-0156	PROFESSIONAL/CONSULTING FEES	0.00	11,975.00	380,000.00	390,564.79	380,000.00	0.00
260-622-801-000-0173	PROFESSIONAL/CONSULTING FEES	0.00	1,885.00	100,000.00	0.00	100,000.00	0.00
260-622-802-000	CONTRACTUAL SERVICES-ADMIN	0.00	0.00	10,000.00		10,000.00	0.00
260-622-802-050	OTHER CONT-WYCKOFF/DUWEL	20,000.00	0.00	0.00		0.00	0.00
260-622-802-056	OTHER CONTRACTUAL-FACTORY CO	50,000.00	9,622.96	150,000.00	10,760.01	150,000.00	47,000.00
260-622-802-059	OTHER CONTRACTUAL-EAGLE ST	0.00	0.00	0.00	0.00	0.00	0.00
260-622-802-059-0109	OTHER CONTRACTUAL-EAGLE ST	0.00	0.00	0.00		0.00	0.00
260-622-802-060	OTHER CONTRACTUAL-1070 INDIANA	12,732.00	7,314.65	15,000.00	6,141.11	15,000.00	15,000.00
260-622-802-061	OTHER CONTRACTUAL-CENTRAL LOF	49,829.00	18,099.89	75,000.00	24,878.20	75,000.00	75,000.00
260-622-802-062	CONTRACTUAL-THE PRESERVE	15,710.00	0.00	100,000.00	0.00	100,000.00	0.00
260-622-802-063	OTHER CONTRACTUAL-SHERMAN HIL	0.00	0.00	0.00	0.00	0.00	0.00
260-622-802-064	OTHER CONTRACTUAL-900 INDIANA	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		148,271.00	48,897.50	830,000.00	432,344.11	830,000.00	137,372.00

DEPT 965 OPERATING TRANSFERS OUT

GL Number	Description	2014-15 Amended Budget	2014-15 Activity	Amended Budget	YTD As Of 02/29/2016	2015-16 Projected	2016-17 REQUESTED
Fund 260							
--- Appropriations ---							
260-965-999-101	OPER TRANS OUT-ADMIN FEES	58,000.00	58,000.00	18,000.00	13,500.00	18,000.00	18,000.00
260-965-999-250	OPER TRANS OUT-DDA	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		58,000.00	58,000.00	18,000.00	13,500.00	18,000.00	18,000.00

REVENUES	147,255.00	160,113.13	150,758.00	150,514.29	150,758.00	155,372.00
EXPENDITURES	206,271.00	106,897.50	848,000.00	445,844.11	848,000.00	155,372.00
FUND NET	(59,016.00)	53,215.63	(697,242.00)	(295,329.82)	(697,242.00)	0.00
FUND BALANCE		1,283,179.61			585,937.61	585,937.61