

Brownfield Redevelopment Authority

Regular Meeting Agenda

Monday, June 18, 2012
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, Lynn Kerber, Andy Klavins, Larry Lewis, Mike Rainey, Christine Valentine, Janice Varney.

3. Approval of Agenda

4. Approval of Minutes – March 12, 2012

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

6. Administrative Expenses for Approval

Clark Hill, Feb 14, 2012, #441351, Central Lofts \$190.00

7. Factory Condominium Reimbursement Request

8. General Comments

9. 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, March 12, 2011
4:00 p.m., Council Chambers



City of South Haven

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

2. Roll Call

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

3. Approval of Agenda

Motion by Henry, second by Gawreliuk to approve the agenda as presented. All in favor.
Motion carried.

4. Approval of Minutes – November 14, 2011

Motion by Kerber, second by Valentine to approve the November 14, 2011 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. Administrative Expenses for Approval

| | |
|--|----------|
| Clark Hill, November 15, 2011, #432935, Everett Park | \$266.00 |
| Clark Hill, December 9, 2011, #435809, Everett Park | \$266.00 |
| Clark Hill, January 18, 2011, #438728, Everett Park | \$ 19.00 |

Motion by Henry, second by Kerber to approve administrative expenses. All in favor. Motion carried.

7. General Comments

Kerber noted that it is important to protect investment in future development projects by using mortgages.

Valentine discussed the tax foreclosure of the Factory Condo Health Club.

8. Adjourn

Motion by Henry, second by Varney to adjourn. All in favor. Motion carried.

Respectfully submitted,
Paul VandenBosch
Brownfield Redevelopment Authority Secretary

City of South Haven
Brownfield Authority
For the period ended May 31, 2012

Revenues

| | | |
|-----------------------|---------|---------------------------------|
| Property Tax Captures | 165,618 | |
| Interest Income | 1,532 | No May 2012 interest posted yet |
| Other Revenue | - | |
| Other Transfers In | - | |
| Total Revenue | | <u>167,150</u> |

Expenditures

| | | |
|--------------------------------|-----------------|-----------------------|
| Administrative Costs | | |
| General Fund/DDA Reimbursement | <u>37,500</u> | |
| Total Administrative Expenses | <u>37,500</u> | |
| Contractual Services | <u>(46,249)</u> | |
| Total Other Expenses | <u>(46,249)</u> | |
| Total Expenditures | | <u>(8,749)</u> |
| Year-to-Date Fund Gain/(Loss) | | <u><u>175,899</u></u> |

Cash and Investments

| | |
|-----------------------------|-------------------------|
| Cash | 548,833 |
| Certificates of Deposit | 274,652 |
| Other Financial Investments | <u>502,732</u> |
| Total | <u><u>1,326,216</u></u> |

CLARK HILL P.L.C.

February 14, 2012

INVOICE # 441351

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DETAILED DESCRIPTION OF SERVICES

RE: Brownfield Authority

| | | | |
|-------------------------------|-----|---|----------|
| 01/09/12 | SGS | Telephone conferences with P. VandenBosch and telephone conference with M. Wardrop regarding Central Lofts issues; review of documents. | .50 |
| 01/12/12 | SGS | Receive email from P. VandenBosch; email exchange with M. Wardrop; sent email to P. VandenBosch regarding Central Lofts bankruptcy. | .40 |
| 01/17/12 | SGS | Left detailed voice mail for B. Iden regarding Central Lofts | .10 |
| TOTAL SERVICE FOR THIS MATTER | | | \$190.00 |

June 4, 2012

TO: Brownfield Redevelopment Authority

FR: Paul VandenBosch

RE: Factory Condominium Reimbursement

The Factory Condominium has requested a reimbursement of environmental expenses in the amount of \$8,697.13. The environmental professional reports that the work was done in accordance with the DEQ approved workplan for the site, so the expense is eligible for use of school operating tax capture funding at the rate of 46.2% school operating capture to 53.8% local tax capture, as set by the DEQ.

Using that formula, the request would be \$4,018.07 from school operating capture, and \$4,679.06 from local capture.

There is \$149,063.68 available in school operating tax capture as of the 2011 Brownfield Report.

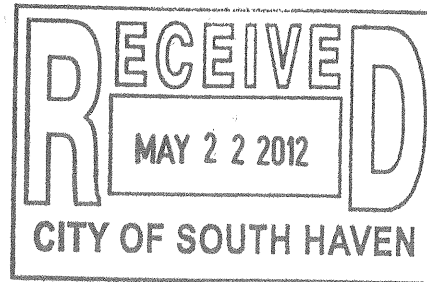
There is a deficit of \$3,004.01 in the local tax capture balance for Factory Condominium. This is the remainder of a loan which has been extended to Factory Condominium under a 2008 Fund Advance Agreement between the Factory Condominium and the Brownfield Redevelopment Authority.

The 2012 Brownfield Report has not yet been completed, and is due to be prepared next month, after the end of the fiscal year. In 2011, Factory Condominiums received approximately \$20,000 of revenue from local tax capture. It is likely that this year the loan will be paid off and the current request will be covered with Fiscal Year 2011/2012 local tax capture.

Staff Recommendation:

Reimburse the amount of \$8,697.13 to the Factory Condominium under the terms of the brownfield plan.

FROM THE DESK OF
GLENN W PIETENPOL



May 18, 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 #201201100 in the amount of \$\$\$8,697.13 pursuant to billing referenced above.

Payment should be made payable as follows:

Factory Condominium Association
ATTN: Glenn W Pietenpol, Treasurer
125 Elkenburg St - Unit 11
South Haven, MI 49090

Your expeditious handling of this request will greatly appreciated.

Sincerely,

Glenn W Pietenpol



May 16, 2012

The Factory Condominium Association
Attn: Ms. Chris Valentine
125 Elkenburg Street
South Haven, Michigan 49090

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

Dear Ms. Valentine:

Enclosed is an invoice for environmental consulting services provided by Horizon Environmental for the period from May 1, 2011 through May 16, 2012. The scope of work completed included finalization of the May 16, 2012 Documentation of Compliance Status Report submitted to the MDEQ, inspection of the sub-slab depressurization and identification of component parts that may require replacement, collection of soil gas and indoor air samples in October 2011, and preparation of the May 16, 2012 report on the October 2011 sampling activities. Each of 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's total previous billings to the Factory Condo Association are \$29,977.25. The total billings to-date including the enclosed invoice is \$38,674.38. The Association had initially authorized Horizon to complete soil gas and air monitoring activities in 2009 and 2010 for a total authorization of \$39,200. Modifications in the scope of work have allowed this budget to also include 2011 monitoring activities. As described in the enclosed letter report summarizing the results of the October 2011 monitoring event and communicated to the MDEQ in the Documentation of Compliance Status Report, Horizon is recommending an additional monitoring event in July 2012, consistent with the 9-month sampling frequency we have previously discussed. Let us know if you would like us to prepare a budget proposal for continuation of the project for your records.

Horizon Environmental appreciates the opportunity work with you on this project. If you have any questions, please contact us at (616) 554-3210 or via e-mail at wtdavidson@horizonenv.com.

Sincerely,

HORIZON ENVIRONMENTAL

A handwritten signature in cursive script, appearing to read "William T. Davidson".

William T. Davidson
Project Manager

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

FACTORY CONDOMINIUM ASSOCIATION
ATTN: MS. CHRIS VALENTINE
125 Elkenburg Street
South Haven, Michigan 49090

PROJECT NUMBER WNJ-1001
INVOICE NUMBER 201201100
16-May-12

RE: INDOOR AIR/SOIL GAS MONITORING - BELGRAVIA

E FOR PERIOD ENDING May 16, 2012

LABOR

| <u>Staff</u> | | <u>Hours</u> | <u>Rate</u> | <u>Total</u> |
|------------------|-----------------|--------------|-----------------|--------------------|
| William Davidson | Project Manager | 19.5 | 134.00 | 2,613.00 |
| Karen Hathaway | Toxicologist | 28.0 | 118.00 | 3,304.00 |
| Charles Nivison | CAD | 1.7 | 76.00 | 129.20 |
| David Bandlow | Engineer | 2.0 | 76.00 | 152.00 |
| Richard Phelps | Data Management | 2.8 | 89.00 | 249.20 |
| Mary Hofferber | Clerical | 0.5 | 47.00 | 23.50 |
| | | | Subtotal | \$ 6,470.90 |

EXPENSES

| | |
|--|--------------------|
| Laboratory Charges | 1,787.50 |
| Copying Charges | 23.91 |
| River City Reproductions (oversize drawings of SSDS) | 11.75 |
| Shipping Charges (samples to lab) | 249.39 |
| Travel/Mileage Charges | 153.68 |
| | Subtotal |
| | \$ 2,226.23 |

TOTAL THIS INVOICE \$ 8,697.13

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