

# Brownfield Redevelopment Authority

## Regular Meeting Agenda

Monday, March 14, 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, Doug Schaffer, 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. General Comments**

**9. 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.

**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 February 29, 2016

**Revenues**

Property Tax Captures	140,610	
Interest Income	9,865	
Other Revenue	-	
Other Transfers In	-	
<b>Total Revenue</b>		150,475

**Expenditures**

Administrative Costs		
General Fund	12,000	
Total Administrative Expenses	12,000	
Contractual Services	417,344	
Total Other Expenses	417,344	
<b>Total Expenditures</b>		429,344
Year-to-Date Fund Gain/(Loss)		(278,869)

**Cash and Investments**

Cash	59,261	
Certificates of Deposit	279,982	
Other Financial Investments	686,328	
<b>Total</b>	1,025,570	

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

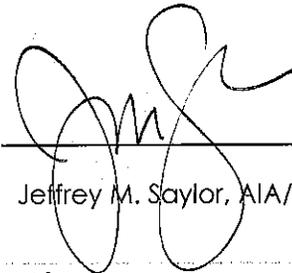
THESE ARE TRANSMITTED as checked below:

- 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

OWNER

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 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 <small>(line 1 + line 2)</small>	<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 <small>(line 4 - line 5)</small>	<u>283,662.00</u>
7 Less Previous Certificates for Payment <small>(line 6 from prior certificate)</small>	<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	

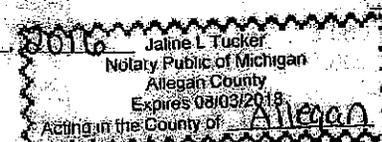
AIA Document G702

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

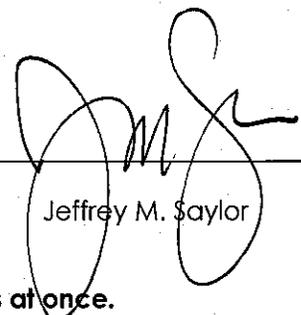
THESE ARE TRANSMITTED as checked below:

- 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]

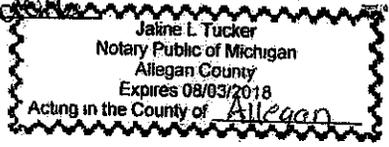
Date: 2-23-16

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	-
<b>NET CHANGES by change order</b>	<b>60,180.00</b>	



**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	<b>317,180.00</b>
5 Retainage	
a <u>10%</u> of work completed	<u>                    </u>
b <u>          </u> of stored material	<u>                    </u>
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	<b>20,718.00</b>
9 Balance to Finish, including retainage	<u>21,000.00</u>

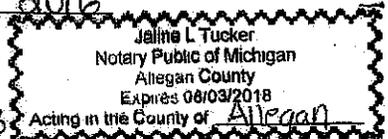
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates 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

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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**AMOUNT CERTIFIED**

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

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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	

