

Brownfield Redevelopment Authority

Regular Meeting Agenda

Monday, December 14, 2015
4:00 p.m., Council Chambers



City of South Haven

1. Call to Order

2. Roll Call

Chairman Art Bolt, Tyler Dotson, Thomas Erdmann, Eugen Gawreliuk, Mike Henry, Robert Herrera, Stephanie Timmer, Andy Klavins, Doug Schaffer, Christine Valentine.

3. Approval of Agenda

4. Approval of Minutes – November 9, 2015

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

6. Financial Report

7. Factory Condominium Reimbursement Request

8. General Comments

9. Adjourn

RESPECTFULLY SUBMITTED,
Brian Dissette
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 9, 2015
4:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Henry at 4:20 p.m.

2. Roll Call

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

Also present: Brian Dissette, City Manager; Kate Hosier, City Clerk

3. Approval of Agenda

Motion by Klavins, second by Dotson to approve the November 9, 2015 Regular Meeting Agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – October 12, 2015

Motion by Klavins, second by Dotson to approve the October 12, 2015 Regular Meeting Minutes as presented.

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 reviewed the Financial Report.

In response to questions VandenBosch enumerated the expenses realized.

Motion by Timmer, second by Klavins to accept the Financial Report as presented.

All in favor. Motion carried.

7. Factory Condominium Reimbursement Request

VandenBosch detailed the Factory Condominium Reimbursement Request, noting they have well in excess of the amount being requested.

In response to a question by Henry regarding whether this kind of request will dissipate once the Department of Environmental Quality (DEQ) completes their work VandenBosch noted such requests will not go away but will continue due to continued monitoring of the remediation site.

Motion by Dotson, second by Klavins to approve payment of \$10,760.01 as brownfield reimbursement of the invoiced environmental expenses to the Factory Condominium Association.

All in favor. Motion carried.

8. Factory Condominium Demolition Revolving Fund Expenses

VandenBosch noted these funds have been paid and this is a Factory Condominium demolition cost to come from the Factory Condo Brownfield Plan. Maximum capture will be increased by the amount of the project. This is done in a way that future auditors will have a paper trail including all invoices, Department of Environmental Quality (DEQ) approval of the work plan; this is an accounting action.

Henry wondered if this resolution had been reviewed by legal counsel to which VandenBosch responded, "No, but attorneys put together a memo of understanding and I am following the outline."

Motion by Dotson to approve Resolution 2015-04 authorizing brownfield reimbursements for demolition work at Belgravia Factory Condominium. Second by Klavins.

All in favor. Motion carried.

9. General Comments

VandenBosch: thanked the board for many years of improvements to the city of South Haven. Expressed hope that the funds, provided via tax capture, were used responsibly and enhanced the areas worked on. Thanked the board for their volunteer time and guidance.

Henry: thanked VandenBosch for his service.

10. Adjourn

Motion by Klavins, second by Herrera to adjourn at 4:29 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

City of South Haven
 Brownfield Authority
 For the period ended November 30, 2015

Revenues

Property Tax Captures	91,528	
Interest Income	8,645	
Other Revenue	-	
Other Transfers In	-	
Total Revenue		<u>100,173</u>

Expenditures

Administrative Costs		
General Fund	7,500	
Total Administrative Expenses	<u>7,500</u>	
Contractual Services	201,145	
Total Other Expenses	<u>201,145</u>	
Total Expenditures		<u>208,645</u>

Year-to-Date Fund Gain/(Loss)		<u><u>(108,472)</u></u>
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Cash and Investments

Cash	210,125	
Certificates of Deposit	279,982	
Other Financial Investments	686,328	
Total	<u>1,176,435</u>	

November 8, 2015

TO: Brownfield Redevelopment Authority
FR: Brian Dissette
RE: Factory Condominium Brownfield Reimbursement Request

The Factory Condominium Association has submitted one invoice from Horizon Environmental for brownfield reimbursement.

\$4,176.30, invoice #22801009.00-2, October 2, 2015

The total amount is \$4,176.30.

Staff Recommendation:

Approve payment of \$4,176.30 as brownfield reimbursement of the invoiced environmental expenses to the Factory Condominium Association.

November 6, 2015

City of South Haven
ATTN: Mr. Brian Disette
1199 8th Avenue
South Haven, MI 49090

RE: REQUEST FOR PAYMENT UNDER BROWNFIELD ACT 381

Dear Mr. Disette,

It is my understanding that Mr. VandenBosch is no longer with the city. Therefore, please forward this to his replacement. As treasurer of the Factory Condominium Association Board, I am requesting reimbursement for the following:

PROJECT NAME:

The Factory Condominium Association (a/k/a Belgravia site)
125 Elkenburg Street
South Haven, MI 49090

DESCRIPTION OF WORK PERFORMED:

See consultant's summary letter and billing enclosed herewith

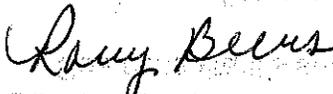
It is my understanding that the work was completed in accordance with the work plan along with proposed future monitoring; accordingly, we are requesting payment on invoice # 22801009.00-2 dated October 28, 2015 for the period ending October 2, 2015 in the amount of \$4,176.30

Payment should be made payable to Factory Condominium Association and mailed to:

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

Your expeditious handling of this request will be greatly appreciated. If there are any questions, I can be reached at 616-755-4586 or rorybeers@yahoo.com

Sincerely,


Rory Beers

INVOICE
Terms Net 30

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

FACTORY CONDOMINIUM ASSOCIATION
ATTN: GLEN PIETENPOL
125 ELKENBURG STREET
SOUTH HAVEN, MI 49090

PROJECT NUMBER: WNJ-1001
INVOICE NUMBER: 22801009.00-2
28-Oct-15

RE: INDOOR AIR/SOIL GAS MONITORING AND DUE CARE PLANNING - FACTORY CONDOMINIUMS

INVOICE FOR PERIOD ENDING OCTOBER 2, 2015

LABOR

<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
William Davidson	12.9	134.00	1,728.60
Christopher Miron	0.8	149.00	119.20
Kim Motherwell	0.7	76.00	53.20
Stone Peng	0.5	62.00	31.00
Richard Phelps	4.7	89.00	418.30
		Subtotal	\$ 2,350.30

EXPENSES

Laboratory Charges			1,826.00
		Subtotal	\$ 1,826.00

TOTAL THIS INVOICE **\$ 4,176.30**

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

**Horizon Environmental
Factory Condominium
September 2015 Invoice Expense Detail**

Laboratory Charges

ALS Environmental (soil gas and indoor air analysis) \$1,660.00

	<u>\$1,660.00</u>
Horizon Mark-up on Expenses (10%):	<u>\$166.00</u>
	\$1,826.00



December 14, 2015
 Brownfield Redevelopment Authority
 Regular Meeting Agenda
 Remit To: ALS Group USA, Corp.
 PO Box 975444
 Dallas, TX 75397-5444
 Attn: Accounts Receivable
 TEL: (281) 530-5656
 FAX: (281) 530-5887
 T.I.N.: 76-0606679

INVOICE

Service Request: P1503515
 Customer No.: 116990

Project Name: Factory Condo
 Project Number: WNJ-1001

Attn: William Davidson
 Horizon Environmental Corporation
 wtdavidson@horizonenv.com
 4771 50th Street SE, Suite One
 Grand Rapids, MI 49512

Report To: William Davidson
 Horizon Environmental Corporation
 4771 50th Street SE, Suite One
 Grand Rapids, MI 49512

ALS Project Manager: Samantha Henningsen(Samantha.Henningsen@alsglobal.com)
 Phone: 805-526-7161
 ALS TSR: Alex Zyskowski

Samples submitted on: 8/25/15

Analytical Services

Air

Method	Test Description	QTY	Unit Price	TAT Surcharge	Adj Unit Price	Extended Price
TO-15	Volatile Organic Compounds in Air Collected In SUMMA Passivated Canisters and Analyzed By GC/MS	4	135.00	0%	135.00	540.00 P
TO-15	Volatile Organic Compounds in Air Collected In SUMMA Passivated Canisters and Analyzed By GC/MS	4	150.00	0%	150.00	600.00 P

Other Services and Supplies

Description	QTY	Unit Price	Unit Percent	Tax Rate	Extended Price
Canister Rental, 1.0 Liter -	4.00	35.00	NA	NA	140.00
Canister Rental, 6.0 Liter Ambient -	4.00	55.00	NA	NA	220.00
Critical Orifice Assembly, 1L, 30min -	4.00	20.00	NA	NA	80.00
Flow Controller Ambient, 6L, 24hr - Two Week Rental Period	4.00	20.00	NA	NA	80.00

Subtotals

Analytical Services: 1,140.00
 Other Charges: 520.00
 Applicable Tax: 0.00

Pay with credit card online at www.caslab.com

Terms: Net 30 days, 1.5% interest per month (18% per year) charge on past due accounts.

Subject to ALS Terms & Conditions

ADDRESS 10450 Standliff Road Suite 210, Houston TX 77099 USA | PHONE +1 281 530 5656 | FAX +1 281 530 5887

ALS GROUP USA CORP Part of the ALS Group An ALS Limited Company

www.alsglobal.com



Remit To: ALS Group USA, Corp.
PO Box 975444
Dallas, TX 75397-5444
Attn: Accounts Receivable
TEL: (281) 530-5656
FAX: (281) 530-5887
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Report To: William Davidson
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ALS Project Manager: Samantha Henningsen(Samantha.Henningsen@alsglobal.com)
Phone: 805-526-7161
ALS TSR: Alex Zyskowski

Samples submitted on: 8/25/15

Amount Due: 1,660.00

Pay with credit card online at www.caslab.com

Terms: Net 30 days, 1.5% interest per month (18% per year) charge on past due accounts.

Subject to ALS Terms & Conditions

ADDRESS 10450 Standcliff Road Suite 210, Houston TX 77099 USA | PHONE +1 281 530 5656 | FAX +1 281 530 5887

ALS GROUP USA CORP Part of the ALS Group An ALS Limited Company

www.alsglobal.com

HORIZON ENVIRONMENTAL

October 28, 2015

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

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

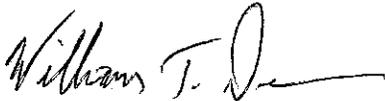
Dear Mr. Pietenpol:

Enclosed is an invoice for environmental consulting services provided by Horizon Environmental through October 2, 2015. The scope of work completed included testing of soil gas samples by ALS laboratories and analysis and summary reporting of the data. 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)*.

Please let us know if you have any questions or concerns or if you observe activity associated with the MDEQ remediation project. Future work by Horizon at the site will be dependent on the scope and scheduling of activities to be completed by the MDEQ and its consultants/contractors. You can contact me at (616) 554-3210 or via e-mail at wtdavidson@horizonenv.com.

Sincerely,

HORIZON ENVIRONMENTAL



William T. Davidson
Project Manager

enclosure