

Minutes
Cascade Charter Township
Brownfield Redevelopment Authority Board
Organizational Meeting
March 17, 2021
10:00 a.m. Virtual Meeting

ARTICLE 1. Director Sandra Korhorn called the meeting to order at 10:04 A.M.
Members Present: Kathy DeVries, Michele Kleyla, Chris Noordyke, Aaron Mead, and Grace Lesperance
Members Absent: None
Others Present: Manager Ben Swayze, and Susan Wenzlick, a consultant with Fishbeck

ARTICLE 2. Approval of the Agenda

Motion was made by Member Mead to approve the Agenda. Supported by Member Lesperance. Motion carried 5 to 0.

ARTICLE 3. Roles and Responsibilities of Members

Director Korhorn stated that the By-laws provided in the meeting packet need to be approved today, and an election of officers needs to be held.

Director Korhorn stated that a BRA Board consists of 5-9 Members, and includes a Chairperson, Vice Chairperson, Treasurer, and Recording Secretary. Director Korhorn described the duties of these positions to Members.

Member Mead asked if all recorded information of the BRA is held at the Township Office, Director Korhorn stated that it is.

ARTICLE 4. Election of Officers

Motion was made by Member Lesperance to nominate Member Kleyla as the Chairperson of the Brownfield Redevelopment Authority Board. Supported by Member Noordyke. Motion carried 5 to 0.

Motion was made by Member Lesperance to nominate Member Mead as the Vice Chairperson of the Brownfield Redevelopment Authority Board. Supported by Member DeVries. Motion carried 5 to 0.

Director Korhorn stated that Oxana Sourine (Deputy Treasurer of Cascade Township) volunteered to serve as the Treasurer of the Brownfield Redevelopment Authority Board although she will not sit on the Board.

Motion was made by Member Mead to nominate Oxana Sourine as the Treasurer of the Brownfield Redevelopment Authority Board. Supported by Member DeVries. Motion carried 5 to 0.

Motion was made by Member Lesperance to nominate herself as the Secretary of the Brownfield Redevelopment Authority Board. Supported by Member Mead. Motion carried 5 to 0.

Brownfield Redevelopment Authority Board elected positions are as follows:

Chairperson: Member Michele Kleyla

Vice Chairperson: Member Aaron Mead

Treasurer: Cascade Township Deputy Treasurer Oxana Sourine

Secretary: Member Grace Lesperance

Director Korhorn asked Chairwoman Kleyla if she would like to take over running the meeting, Chairwoman Kleyla stated that she will let Director Korhorn finish this one and begin with the next meeting.

ARTICLE 5. By-law Review and Adoption

Director Korhorn asked if any Members had questions about the provided By-laws as they will not be individually reviewed. No Members had questions.

Motion was made by Chairwoman Kleyla to adopt the By-laws as written and then presented to the Township Board for approval. Supported by Member Mead. Motion carried 5 to 0.

ARTICLE 6. Designation of Director/Administrator

Director Korhorn stated that she would be open to filling the position of Director/Administrator of the Brownfield Redevelopment Authority.

Motion was made by Member Mead to nominate Director Korhorn as the Director/Administrator of the Brownfield Redevelopment Authority. Supported by Member Lesperance. Motion carried 5 to 0.

ARTICLE 7. Any New Business

Director Korhorn stated she does not have any new business at this time.

Ms. Wenzlick stated there is a pending Brownfield plan for Robinson Dental on 27th Street near Kraft. The Developer has also applied for an EGLE Brownfield Grant and Loan. Ms. Wenzlick stated she is happy to answer any questions Members have.

Chairwoman Kleyla asked Ms. Wenzlick if there is any environmental mitigation that needs to be done on the pending Robinson Dental site. Ms. Wenzlick stated there is a massive pile of contaminated dirt that has been on the site for 40+ years. The dirt pile

will need to be moved to a landfill as contaminated waste, and this has a projected cost of \$600k. The EGLE grant and loan has been applied for to help with this cost.

Member Lesperance asked if the developer has Brownfield experience, Ms. Wenzlick stated they do not, but have hired a consulting firm that will help them through the process.

Ms. Wenzlick reviewed process steps for obtaining an EGLE grant and loan.

Member Mead asked what qualifies a property to be a brownfield redevelopment site. Ms. Wenzlick states the property needs to be contaminated, functionally obsolete, blighted, historic, near a transit hub, or owned by a land bank.

Ms. Wenzlick suggested setting up process documents for both applicants and BRA review of the plans.

Manager Swayze asked Ms. Wenzlick to explain how the BRA will interact with the Downtown Development Authority. Ms. Wenzlick stated that the DDA will come second to state tax increment financing, however a TIF split can be decided if only local taxes are being collected.

Manager Swayze asked if a brownfield collects the exact amount of money to pay back and administer a loan. Ms. Wenzlick stated that after a loan is paid off, taxes can be collected for five years to contribute to a Local Brownfield Revolving Fund.

Manager Swayze asked what the interaction with taxing jurisdictions needs to be. Ms. Wenzlick stated that jurisdictions need to be notified that there will be a public hearing, and that money will start to be collected.

ARTICLE 8. Meeting Dates/Times

Director Korhorn asked when Members would prefer to hold meetings.

Member Noordyke stated that an evening meeting would be preferred, however with ample notice a meeting during the day would be fine.

Members Mead and Lesperance agreed.

Ms. Wenzlick stated that meeting every couple of weeks until the BRA is well established is a good idea, and that established BRAs often only meet when they have a project coming up.

Members decided to meet at 5:30 P.M. on to-be-determined Thursdays, with the exception of the next meeting being held on Wednesday, March 31st, 2021.

The following meeting will be held April 15th, 2021.

ARTICLE 9. Training Sessions

Director Korhorn stated that a BRA training/next step session can be held during the March 31st meeting.

**ARTICLE 10. Acknowledge visitors and those wishing to speak to agenda & non-agenda items
(Comments are limited to five minutes per speaker)**

There were no visitors.

ARTICLE 11. Board Member Comments/Questions

No comments were made.

ARTICLE 12. Adjournment

**Motion was made by Member Mead to adjourn. Supported by Member Noordyke.
Motion carried 5 to 0. The meeting was adjourned at 10:55 A.M.**

Respectfully submitted,
Grace Lesperance, Secretary