

Minutes
Cascade Charter Township
Brownfield Redevelopment Authority Board
Monday, December 13, 2021
10:00 A.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chairwoman Kleyla called the meeting to order at 10:02 P.M.
Members Present: Mead, Kleyla, and DeVries
Members Absent: Lesperance, Noordyke
Others Present: Director Sandra Korhorn, Manager of Assessment Services Jennifer Genter, Susan Wenzlick, consultant with Fishbeck, Roman Wilson, Fishbeck

ARTICLE 2. Approve the current Agenda
Motion was made by Member Mead to approve the current Agenda. Supported by Member DeVries. Motion carried 3 to 0.

ARTICLE 3. Approve the minutes of the October 15, 2021 meeting
Motion was made by Member DeVries to approve the minutes of the October 15, 2021 meeting. Supported by Member Mead. Motion carried 3 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.
There were not any visitors that wished to speak to non-agenda items.

ARTICLE 5. Discussion regarding the Process and Purpose of the Work Plan
Director Korhorn said that Susan Wenzlick, a consultant with Fishbeck, would talk about the process and the purpose of the workplan, the loan, the 381 workplan requirements, comments from the state and their approval, workplan next steps, and closing out the loan.
Wenzlick shared that the workplan is a combined plan, fulfilling 381 requirements which allows tax increment financing to collect the taxes to pay back the loan and some developers for their up-front expenses. It also works for the loan as the state doesn't currently have a workplan that does both. The BRA is not required by law to approve the workplan and it doesn't have to go through the public hearing process but Director Korhorn and Wenzlick wanted the Brownfield Authority to be informed about what's happening and can ask questions as, once it's approved, the BRA is obligated to draw from the loan. The previous Brownfield plan was a broad overview of costs and this one is a drilled down version that will give more precise cost estimates. Since the previous Brownfield plan passed, the developers have sampled the area and the pile of dirt has been taken to the landfill, all of which was paid for under the grant. Consultants have now sampled underneath the soil pile which also tested as contaminated. Approving this workplan will allow the developers to take more soil offsite for testing. Robinson

will pay for their basement-area soil excavation as it is a normal business cost, but the workplan will pay for the soil to go to the landfill as contamination increases the price. The work plan will also pay for any verification testing once the soil has been removed.

To cut down on meetings, Wenzlick had EGLE look at the draft of the plan first so that the draft the BRA is being asked to approve is as close to the final plan as possible. EGLE shared comments after looking at the first draft and Wenzlick believes that this updated draft will address all of their questions and concerns. This plan allows developers to move forward with their work, incur loan costs that the township is required to reimburse, and allows tax increment capture under 381. This plan does not include all of the loan costs or costs that would be TIF'd for. The state doesn't require approval for certain activities such as the phase one investigation, phase two investigation, and developers baseline environmental assessment; those are all activities that occurred and are not included in this assessment. The work plan amount won't be the final amount the township will TIF for; there will be a few additional costs. The early up-front costs were around \$30,000, which the township can still TIF for, but those aren't included in this workplan. The workplan the BRA is being asked to approve today will go back to EGLE and Wenzlick said they assume it will be approved in its current state or very close to it. Wenzlick said this approval is just to make sure the BRA is comfortable incurring these costs for the township. She said she would make a spreadsheet for the BRA including all actual costs and backed up by invoices, as required by the statute and EGLE for the loan. It will also show what can be taken out of state and local tax increment revenues.

Roman Wilson with Fishbeck verified with Wenzlick that the Brownfield Plan doesn't include all of the up-front costs and she said it did not. Wilson asked if they would need to make an amendment to get reimbursed for everything and Wenzlick said they did not as Janet said the preapproved costs are not required to be in a workplan but she wanted to make sure the BRA knew what all the costs were for and what they can TIF for; this is also why Wenzlick wants to make an all-inclusive spreadsheet for them. Since the loan for this project is to the township, the township and developers are each incurring some of the cost and, the way the agreement is set up, the developers get paid after the township pays the loan off. Wilson clarified that he didn't mean the costs were covered in the original work plan, he meant the original Brownfield plan. Wenzlick said she misunderstood and, yes, they were included in the original Brownfield plan. Wilson said that this is what they look at as their worst-case scenario.

ARTICLE 6. Discuss and Consider the Robinson Dental Work Plan

Director Korhorn stated the work plan is in the packet for the BRA to review. Roman Wilson with Fishbeck asked if the board had any questions regarding the plan. The members stated they were comfortable with the plan as submitted.

Motion was made by Member Mead to approve the work plan. Supported by Member DeVries. Motion carried 3 to 0.

ARTICLE 7. Any Other Business

Private Road Maintenance: Director Korhorn stated Chairwoman Kleyla inquired about the private road along the frontage of the Robinson Dental property and asked who maintains the road. This project will bring additional traffic in this area and the road falls into disrepair frequently. Director Korhorn stated that, as per the PUD Ordinance, each property owner in the PUD must enter into a maintenance agreement and agree to pay their proportionate share of the cost for maintenance. Member Mead requested stop signs be placed at the 3-way intersection (near Tanaz). Director Korhorn indicated she will work with Interim Planning Director Hilbrands on this concern.

ARTICLE 8. Adjournment

**Motion to adjourn was made by Member Mead. Supported by Member DeVries.
Motion carried 3 to 0. The meeting was adjourned at 10:23 P.M.**

Respectfully submitted,

Grace Lesperance, Secretary