

Minutes
Cascade Charter Township
Brownfield Redevelopment Authority Board
May 6, 2021
5:30 P.M.
Virtual Meeting

ARTICLE 1. Chairwoman Kleyla called the meeting to order at 5:33 P.M.
Members Present: Michele Kleyla, Chris Noordyke, Aaron Mead, Kathy DeVries, and Grace Lesperance
Members Absent:
Others Present: Director Sandra Korhorn, Township Manager Ben Swayze, and Susan Wenzlick, consultant with Fishbeck

ARTICLE 2. Approval of the Current Agenda

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

ARTICLE 3. Approval of the Minutes of April 15, 2021

Motion was made by Member Noordyke to approve the Minutes of the April 15, 2021 Meeting. Supported by Member Lesperance. Motion carried 5 to 0.

**ARTICLE 4. 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 5. Consider Charging an Administrative Fee for Brownfield Projects

Ms. Susan Wenzlick stated that she asked Manager Ben Swayze and Director Sandra Korhorn to consider how much they think the Brownfield Redevelopment Administration will cost, as that may help guide in determining fees. Manager Swayze stated that it's hard to predict what type of activity the BRA will see, or if developers will even take advantage of brownfield properties. Manager Swayze stated there will be both direct costs (mailings, public hearings, etc.) and indirect costs (employees/consultants time) associated with the BRA, but at this early stage of the BRAs development, there is no way to predict how often those costs will arise.

Member Mead asked what the fees are for Zoning Board and Planning Commission special use permits. Director Korhorn stated that there is a \$500 application fee for a commercial project to have a site plan review, special use permit, zoning variance, etc.

Manager Swayze stated there could be a comparison of cost with the Public Act 198 Tax Abatement Application Fee, which is \$1,000 for a district, and \$1,000 for a certificate. Those are separate fees as they are two separate applications/processes. Ms. Wenzlick stated there could be a two-step application fee for the BRA.

Ms. Wenzlick stated that the Township can TIF (tax increment finance) to cover the cost of what she is being paid. Ms. Wenzlick stated that an Administration fee can be charged, and/or a Local Brownfield Revolving Fund fee can be charged, and money collected for each of those needs to be used for that purpose, however there is a small overlap between the two that can be used for due diligence cost, or possible incentive for businesses.

Manager Swayze stated there is a “draw down” account set up with the Planning Commission, and thinks this may be a good option for the BRA as well to cover cost incurred by the Township, but not make profit from fees paid. Manager Swayze also suggests reimbursing applicants/developers from TIF capture.

Member Noordyke asks if a decision made now can be changed at a later date if/when there are more cases and better numbers to review. Ms. Wenzlick stated that is possible, and that the Local Brownfield Revolving Fund can also be formed at a later date if the need arises. Member Mead states that sometimes too much “up front” cost can turn a potential investor away, and that keeping cost low may be best for now.

Motion made by Member Noordyke to set an administration fee of \$1,000 for a brownfield plan, and a fee of \$1,000 for a workplan. Supported by Member Mead. Motion carried 5 to 0.

ARTICLE 6. Consider Creating a Local Brownfield Revolving Fund (LBRF)

Ms. Wenzlick stated that if a Local Brownfield Revolving Fund (LBRF) is created, there are a couple of ways to collect that money. Typically, a Brownfield Authority will collect all of the taxes at the end of a project, and those can be collected for up to five years, however it is possible to collect every year (not waiting until the end of a project) beginning with the first tax year. Ms. Wenzlick stated again that creation of a LBRF can be done at any time, and an amendment can be done to begin to collect from a past brownfield project, such as the current Robinson Dental one.

Members are in agreeance that waiting to create a LBRF is a good idea.

Motion was made by Member Mead to table the creation of a Local Brownfield Revolving Fund. Supported by Member Lesperance. Motion carried 5 to 0.

ARTICLE 7. Review and Consider the Robinson Dental Brownfield Plan

Ms. Wenzlick stated that the State provides a format for a brownfield plan, and if that format is not followed, they will not accept it. The Robinson Dental plan follows this format, and includes all required information. Ms. Wenzlick stated that in June, the BRA will likely see what's called an Act 381 Workplan that will include specifics of the plan.

Ms. Wenzlick states her opinion that with the addition of the two previously discussed fees, typo changes, and tabling of the creation of the LBRF, the Robinson Dental Plan is ready to be approved.

Manager Swayze asked how long before a public hearing do public notices need to be posted in the newspaper. Ms. Wenzlick stated they need to be posted at least ten days (but not more than thirty days) prior to a hearing. Ms. Wenzlick stated that the Township needs to have a physical copy of the brownfield plan available for the public to review, and a copy should also be posted on the website.

Motion was made by Member Noordyke to approve the Robinson Dental Plan with noted typo corrections, addition of the two separate \$1,000 administration fees, and removing the Local Brownfield Revolving Fund. Supported by Member Lesperance. Motion carried 5 to 0.

ARTICLE 8. Discuss and Consider Virtual or In-Person (Hybrid) Meetings

Director Korhorn asked Ms. Wenzlick for a rough schedule of the BRA needing to meet in the near future. Ms. Wenzlick stated that the BRA is waiting for the brownfield grant and loan to be approved (there is nothing more the BRA needs to do with this at this time), after being approved tonight; the brownfield plan goes to a public hearing (possibly May 26th) so there is nothing more to do with the plan at this time; and once the BRA receives the workplan from the State of Michigan (possibly in June), the BRA will need to meet to review and approve that.

Director Korhorn stated that Kent County has extended the emergency order allowing virtual meeting to be held until June 30th.

Ms. Wenzlick reminded Members that it is a two-hour trip each way for her to attend a meeting, and the BRA will need to pay for that time.

Manager Swayze stated that hybrid meetings allow for attendants, Staff, and Members to make the choice of how they attend a meeting.

Discussion was held and Members decided to continue virtual meetings at this time, however they will continue to monitor the need to move to a hybrid format.

ARTICLE 9. Any Other Business

a. Set Next Meeting Date

Ms. Wenzlick stated that the next time a meeting will need to be held is to review and approve the 381 workplan. After that, meetings will need to be held/scheduled only when a brownfield plan is applied for.

Chairwoman Kleyla asked if meetings will need to be held for project updates. Ms. Wenzlick stated that a meeting will not need to be held, but that she does need to provide quarterly update reports for EGLE, and that Director Korhorn will be able to provide this update to Members.

Member DeVries asked if there are Township requirements for the BRA to meet annually, Director Korhorn stated there are not to her knowledge. Manager Swayze stated that he will work on developing a draft budget for the BRA, and that he does not expect to see any increment revenue come in until the 2023 budget. Manager Swayze suggests the BRA meet at least once or twice a year for updates, and to recommend the budget to the Township Board.

b. Brief Review of Next Agenda Items

Director Korhorn stated the 381 workplan will be on the next Agenda, Ms. Wenzlick stated that the 381 workplan will not need Township Board approval, just an approval from the BRA.

Manager Swayze stated that he and Director Korhorn are working on data to add a BRA page to the Township Website, and would like to promote this as a tool to developers in the Cascade community. Manager Swayze states that he would like to be able to show the page on the website to Members at the next meeting.

ARTICLE 10. Adjournment

Motion made by Member Mead to adjourn the meeting. Supported by Member DeVries. Motion carried 5 to 0. The meeting was adjourned at 6:15 P.M.

Respectfully Submitted,
Grace Lesperance, Secretary