



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

The Cascade Charter Township Brownfield Redevelopment Authority will conduct a regular meeting on Wednesday, March 31, 2021 at 5:30 p.m. utilizing the Zoom video conferencing platform, for the purpose of conducting official business to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87872710161>

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Webinar ID: 878 7271 0161

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*****Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Assistant Township Manager, Stephanie Fast at sfast@cascadetwp.com or 616-949-1500 at least 24 hours prior to the meeting*****

PUBLIC PARTICIPATION

Members of the public will be able to listen to and view all discussion by the Brownfield Redevelopment Authority and all official materials for this meeting prepared for the Brownfield Redevelopment Authority will be included in the meeting packet and available to the public on the Township website at www.cascadetwp.com.

Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Township about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Clerk Sue Slater: sslater@cascadetwp.com

Manager Ben Swayze: bswayze@cascadetwp.com

DDA Director Sandra Korhorn: sandra@cascadetwp.com

AGENDA

Cascade Charter Township
Brownfield Redevelopment Authority Board
March 31, 2021
5:30 p.m.
Virtual Meeting

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance

- ARTICLE 2.** Approval of the Agenda

- ARTICLE 3.** Approval of the Minutes of March 17, 2021

- ARTICLE 4.** Acknowledge visitors and those wishing to speak to agenda &
Non-agenda Items (Comments are limited to five minutes per
Speaker)

- ARTICLE 5.** Education Session – BRA 101

- ARTICLE 6.** Any Other Business

- ARTICLE 7.** Adjournment

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

DRAFT

BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) MEMORANDUM

To: Cascade Township BRA Board

From: Sandra Korhorn, DDA/Economic Development Director *SKK*

Subject: BRA Training

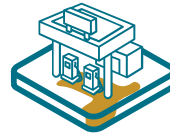
Meeting Date: March 31, 2021

At the Organizational meeting the BRA Board felt it was important to hold a Brownfield Redevelopment Authority training/educational session.

Included in the packet are a couple handouts for your review before the meeting. The first handout explains how Tax Increment Financing works for brownfields and the second handout is a Guide to Brownfield Redevelopment Incentives.

Susan Wenzlick, Senior Brownfield Specialist with Fishbeck will be at the meeting to administer the training.

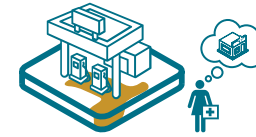
HOW TAX INCREMENT FINANCING FOR BROWNFIELDS WORKS



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7



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10



11

- 1 This ugly, contaminated gas station is a **brownfield**.
- 2 The owner pays \$1,000 a year in property taxes. That \$1,000 is the **tax baseline**.
- 3 Dr. Julie wants to buy the contaminated brownfield and build a new medical office.
- 4 Dr. Julie talks to her local Brownfield Redevelopment Authority (BRA). The BRA approves a plan to reimburse Dr. Julie for some costs to redevelop the contaminated brownfield.

- 5 Dr. Julie hires an environmental consultant to test the soil and groundwater...
- 6 ...and dig out the contamination. These are Dr. Julie's **eligible costs**.
- 7 Dr. Julie spends \$7,500 on eligible costs. The ugly, contaminated brownfield is gone. Now it's safe to build her medical office. Dr. Julie hires more staff.

- 8 The property's value goes up and Dr. Julie pays \$2,500 a year in property taxes - a \$1,500 increase! That's the **tax increment**.
- 9 Every year for five years, the BRA returns the \$1,500 tax increment to Dr. Julie to repay her eligible costs. The BRA keeps the original \$1,000 tax baseline to pay for schools and public services.

- 10 After five years, Dr. Julie's eligible costs have been reimbursed from her taxes (\$1,500 tax increment x five years = \$7,500 in cleanup costs).
- 11 When her eligible costs are reimbursed, Dr. Julie's future taxes stay in city and state budgets for schools and public services.

GUIDE TO BROWNFIELD REDEVELOPMENT INCENTIVES

Michigan law provides incentives to encourage redevelopment and reuse of property that's blighted, functionally obsolete, historic, or contaminated. Grants, loans, and taxes collected on redeveloped property can help pay for eligible environmental and redevelopment costs. This guide will help identify ways local governments and brownfield redevelopment authorities can support brownfield redevelopment in their communities.

Incentives include grants and loans from the Michigan Department of Environment, Great Lakes and Energy (EGLE), and tax increment financing (TIF) from state school taxes and local taxes. State school TIF must be approved by EGLE or the Michigan Strategic Fund (MSF). Local taxes (local TIF) can be captured and used for brownfield redevelopment in addition to or instead of state school taxes. Property in a Qualified Local Government Unit (QLGU, formerly known as a Core Community) or owned by a county or state land bank is eligible for even more incentives. Incentives can be used at eligible properties for eligible activities.

	EGLE BROWNFIELD REDEVELOPMENT GRANTS AND LOANS (AUTHORIZED BY 1995 PA 451, AS AMENDED, PART 196)	BROWNFIELD REDEVELOPMENT TAX INCREMENT FINANCING (AUTHORIZED BY 1996 PA 381, AS AMENDED)			
		EGLE TIF (ENVIRONMENTAL)	MSF TIF (NON-ENVIRONMENTAL)	LOCAL TIF	LOCAL BROWNFIELD REVOLVING FUND (E)
Eligible Property	Contamination suspected or confirmed	Contamination suspected or confirmed	Blighted, functionally obsolete, historic, contaminated, adjacent or contiguous to above, in a QLGU, owned by a land bank, or in a transit-oriented development	Blighted, functionally obsolete, historic, contaminated, adjacent or contiguous to above, in a QLGU, owned by a land bank, or in a transit-oriented development	Blighted, functionally obsolete, historic, contaminated, adjacent or contiguous to above, in a QLGU, owned by a land bank, or in a transit-oriented development
ELIGIBLE ACTIVITIES					
Asphalt/concrete installation	Generally No	Generally No	No	Yes	Yes
Backfill	Yes (a)	Yes (a)	Yes - QLGU and Land Bank	Yes	Yes
Baseline Environmental Assessment (BEA)	Yes	Yes (preapproved)	No	Yes	Yes
Brownfield authority administrative costs	Only for grant / loan administration	No	No	Yes	Local TIF only
Brownfield plan implementation costs, including record-keeping and reporting	No	Yes	Yes	Yes	Yes
Brownfield plan preparation	No	Yes	Yes	Yes	Yes

Building construction, restoration, alternation, renovation, improvements	No	No	Yes for transformational projects (defined in Act 381)	Yes for transformational projects (defined in Act 381)	Yes for transformational projects (defined in Act 381)
Clearing and grubbing	Yes (a)	Yes (a)	Yes - QLGU and Land Bank, not (a)	Yes	Yes
Concrete demolition and/or recycling	Yes (a and/or b)	Yes (b)	Yes	Yes	Yes
Container removal (above ground storage tanks, drums, hoists, etc.)	Yes (c)	Yes (c)	Yes (d)	Yes	Yes
Contingency, 15% max	Yes	Yes (except on preapproved activities)	Yes (except on brownfield plans and work plans)	Yes	Yes
Deconstruction for reuse/recycling	Yes (b)	Yes (b)	Yes	Yes	Yes
Demolition - buildings, infrastructure (includes subsurface and unregulated underground storage tanks)	Yes (b)	Yes (b)	Yes	Yes	Yes
Demolition - interior	Yes (b)	Yes (b)	Yes	Yes	Yes
Dewatering	Yes (a)	Yes (a)	Yes - QLGU and Land Bank, not (a)	Yes	Yes
Documentation of Due Care Compliance (DDCC)	Yes	Yes (preapproved)	No	Yes	Yes
Dredging in waterways	Yes (b)	Yes (b)	Yes - QLGU and Land Bank	Yes	Yes
Dust control	Yes	Yes	Yes - QLGU and Land Bank	Yes	Yes
Engineering controls, including vapor mitigation systems	Yes	Yes	No	Yes	Yes
Engineering, surveying and design	Yes	Yes	Yes - QLGU and Land Bank	Yes	Yes
Environmental activities when there is a viable liable party, including a liable LUG. BRA is obligated to determine whether someone is liable.	No	No	No	Yes	Local TIF only
Environmental construction management/ consulting	Yes	Yes	No	Yes	Yes
Environmental evaluation / investigation, including in excess of all appropriate inquiry guidelines	Yes	Yes	No	Yes	Yes
Environmental insurance	No	Yes (b)	No	Yes	Yes
Excavation of unstable material	Yes (b)	Yes (b)	Yes - QLGU and Land Bank	Yes	Yes

Geotechnical investigation	Yes (b)	Yes (b)	Yes - QLGU and Land Bank	Yes	Yes
Grant administration by a LUG, BRA, or their consultant	Yes	No	No	Yes	Local TIF only
Industrial cleaning	Yes	Yes	Yes	Yes	Yes
Infrastructure	No	No	Yes in QLGU, land bank owned, and transformational projects (defined in Act 381); (b)	Yes	Yes - local TIF, QLGU, or land bank owned
Institutional controls and land and/or resource use restriction implementation	Yes	Yes	No	Yes	Yes
Interest	No	Yes	Yes (potentially)	Yes	Yes
Interim response	Yes	Yes	No	Yes	Yes
Lead, mold, asbestos, and universal waste abatement	Yes (b)	Yes (b)	Yes	Yes	Yes
Lead, mold, asbestos, and universal waste survey	Yes	Yes (preapproved)	Yes	Yes	Yes
Legal fees incurred to develop work plans (b)	No	Yes	Yes	Yes	Yes
Local brownfield revolving fund contribution from TIF	No	Yes	Yes	Yes	NA
Long term environmental monitoring	No	Yes	No	Yes	Yes
Long term operation and maintenance of an environmental system	No	Yes	No	Yes	Yes
Oversight of environmental contractor by a third party	Yes	Yes	No	Yes	Yes
Permitting fees	No	No	No	Yes	Yes
Phase I / Phase II environmental site assessment	Yes	Yes (preapproved)	No	Yes	Yes
Pre-demolition building assessment	Yes	Yes (preapproved)	Yes	Yes	Yes
Professional fees	Yes	Yes	Yes	Yes	Yes
Property acquisition for economic development	No	No	No	Yes, for purchase by a QLGU or land bank	Yes, local TIF only for purchase by a QLGU or land bank
Property sales costs, incentives, and subsidies. Includes costs to clear or quiet title, sell, or otherwise convey property.	No	No	No	Yes, if owned by a QLGU or land bank	Yes, local TIF only for purchase by a QLGU or land bank
Public infrastructure improvements	No	No	Yes - QLGU and Land Bank	Yes	Yes, if in a QLGU or land bank, or local TIF only
Remedial action	Yes	Yes	No	Yes	Yes

Response activities	Yes	Yes	No	Yes	Yes
Security fencing (permanent)	Yes	Yes	No	Yes	Yes
Security fencing (temporary)	Yes	Yes	Yes	Yes	Yes
Sheeting and shoring (permanent)	Yes (a)	Yes (a)	No	Yes	Yes
Sheeting and shoring (temporary)	Yes (a)	Yes (a)	Yes - QLGU and Land Bank	Yes	Yes
Site grading	Yes (a)	Yes (a)	Yes - QLGU and Land Bank, not (a)	Yes	Yes
Site preparation	No	No	Yes - QLGU and Land Bank	Yes	Yes
Soil erosion and sedimentation controls	Yes (a)	Yes (a)	Yes - QLGU and Land Bank	Yes	Yes
Solid waste disposal	Yes (b)	Yes (b)	Yes (d)	Yes	Yes
Specialized foundations	Yes (a)	Yes (a)	Yes - QLGU and Land Bank	Yes	Yes
Stormwater management practices	Yes (b)	Yes (b)	Yes - QLGU and Land Bank, (b)	Yes	Yes
Temporary facility	Yes	Yes	Yes - QLGU and Land Bank	Yes	Yes
Topsoil/seeding	Yes (b)	Yes (b)	No	Yes	Yes
Transportation and disposal of unstable or contaminated material	Yes (a)	Yes (a)	Yes - QLGU and Land Bank	Yes	Yes
Utility relocation	No	No	Yes - QLGU and Land Bank, not (a)	Yes	Yes
Underground storage tank removal	Yes if regulated UST	Yes	Yes	Yes	Yes
Vertical, underground, or integrated parking	No	No	Yes - QLGU and Land Bank	Yes	Yes
Work plan preparation	Yes	Yes	Yes	Yes	Yes

a - Related to contamination

b - Must meet specific criteria

c - Related to due care or to mitigate future release

d - Related to demolition

e - A BRA can create a local brownfield revolving fund (LBRF) with state school and local tax increment revenues captured after eligible activities have been reimbursed. State school TIF in an LBRF can be used for EGLE and MSF eligible activities, and local TIF can be used for state and local eligible activities.

Note: This list of eligible activities and investments is not comprehensive for each of the incentive programs, and eligibility for some categories may be limited. If you have program or eligibility questions, please contact an EGLE brownfield coordinator or the Community Assistance Team at the Michigan Economic Development Corporation (MEDC) / MSF. Portions of this table were originally developed by EGLE and MEDC.

For more information, visit:

EGLE

www.michigan.gov/eglebrownfields

MEDC

www.miplace.org/programs/brownfield-tax-increment-financing/

FISHBECK

www.fishbeck.com

