

**AGENDA**

Cascade Charter Township  
Brownfield Redevelopment Authority Board  
October 15, 2021  
1:00 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Dr. SE

Public may access the meeting via video conference software Zoom  
<https://us02web.zoom.us/j/82805961696>

Meeting ID: 828 0596 1696  
By Phone: 1 312 626 6799

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of May 6, 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.** Staff Update on the Robinson Dental Project
- ARTICLE 6.** Discuss BRA Website and Marketing of Program
- ARTICLE 7.** Consider Proposal for Consulting Services for Brownfield Work
- ARTICLE 8.** Any Other Business
- ARTICLE 9.** Adjournment

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 26<sup>th</sup>) 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 30<sup>th</sup>.

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

---

## BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) MEMORANDUM

---

**To:** Cascade Township BRA Board

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

**Subject:** Staff Update on Robinson Dental Project

**Meeting Date:** October 15, 2021

---

Coco Properties, LLC is redeveloping the property located at 5749 28<sup>th</sup> Street SE to include construction of a two story, 8,519-square-foot dental office. Sharp Construction is the Prime Contractor for Coco Properties, LLC, and Envirologic Technologies, Inc. is the professional subcontractor for Sharp Construction.

The property is currently vacant and is occupied by a stockpile of soil, waste asphalt, and concrete that has been present since at least 1965.

This work is intended to address stockpile removal, disposal and assessment of in-place soils beneath the stockpile, in the proposed basement footprint, to determine if contaminated soil is present.

Work on the Robinson Dental project site was approved to begin late August. The contractor began work after Labor Day and below is a summary of work completed in the last month.

9/9/21 - Site preparation activities started this week, including installation of silt fencing and some clearing and grubbing. Site preparation activities will continue into early next week.

9/13/21 - The following stockpile removal activities were performed at the Robinson Dental site:

- Task 3: Environmental Response Activities, Activity 1: Stockpile Removal
  - Mobilization - Complete
  - Installation of Soil Erosion and Sedimentation Controls - Complete
  - Clearing and Grubbing – Complete
  - Temp. Haul Road/Construction Areas – Complete
  - Loading, Transportation, and Landfill Disposal – approximately 25 truckloads to Ottawa County Farms Landfill (haul trucks w/ double trailers)

9/20/21 -The following stockpile removal activities were performed at the Robinson Dental site:

- Task 3: Environmental Response Activities, Activity 1: Stockpile Removal
  - Loading, Transportation, and Landfill Disposal – Approximately 30 truckloads to Ottawa County Farms Landfill (haul trucks w/ double trailers); stockpile removal activities conducted W 9/22/2021 and F 9/24/2021. Total truckloads to date: Approximately 60; averaging approximately 15 truckloads/workday.

Contingency authorization has been approved for the removal, transportation, and disposal of large concrete sections from the stockpile to a concrete recycling facility. This work includes all labor, equipment, and material costs associated with coordination, concrete removal from the stockpile, transportation, and disposal to a concrete recycling facility. The concrete will be taken to Full Circle Recycling, 3233 Broadmoor Ave. SE SW, Kentwood, MI 49512, (616) 868-2277.

9/27/21 - The following grant-eligible activities were performed at the Robinson Dental site:

- Task 1: Assessment and Investigation, Activity 3: Soil Investigation
  - Test Pit #1 conducted and sampled on W 9/29/2021.
  - Soils were screened with an X-Ray Fluorescence (XRF) Scanner
  - Two soil samples were collected and submitted to Bio-Chem Laboratories, Inc. (Bio-Chem).
- Task 3: Environmental Response Activities, Activity 1: Stockpile Removal
  - Loading, Transportation, and Landfill Disposal
    - Approximately 74 truckloads to Ottawa County Farms Landfill (haul trucks w/ double trailers); averaged approximately 18.5 truckloads/workday
    - Stockpile removal activities conducted M 9/27/2021 – Th 10/1/2021
    - Total truckloads to date: Approximately 133

10/4/21 - The following grant-eligible activities were performed:

- Task 1: Assessment and Investigation, Activity 3: Soil Investigation
  - Test Pits #2 through #4 conducted and sampled on W 10/6/2021.
  - Soils were field-screened with an XRF Scanner
  - Two soil samples were collected from each test pit; total 6 soil samples submitted to Bio-Chem.
- Task 3: Environmental Response Activities, Activity 1: Stockpile Removal
  - Loading, Transportation, and Landfill Disposal
    - Approximately 72 truckloads to Ottawa County Farms Landfill; averaged approximately 24 truckloads/workday
    - Stockpile removal activities conducted M 10/4/2021 – W 10/6/2021
    - Total truckloads to date: Approximately 205
    - Totals to date: approximately 10,276 tons, equivalent to approximately 6,850 CY

10/12/21 - Stockpile removal activities will resume.

Once the soil pile is removed, the grant pays for sampling the soil underneath the pile to see if that's contaminated. If there is contamination, the soil removed will become a loan expense and a loan work plan will be developed by Envirollogic.

---

---

## BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) MEMORANDUM

---

---

**To:** Cascade Township BRA Board

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

**Subject:** Discuss BRA Website & Marketing of Program

**Meeting Date:** October 15, 2021

SKK

---

Staff has been working on a webpage for the Brownfield Redevelopment Authority. The webpage may be a good tool to promote the township brownfield program to developers, real estate professionals, etc.

Please take a look at the link below and the board can discuss this further at the meeting.

<https://www.cascadetwp.com/services-departments/economic-development/brownfield-redevelopment-authority>



---

## BROWNFIELD REDEVELOPMENT AUTHORITY (BRA) MEMORANDUM

---

**To:** Cascade Township BRA Board

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

**Subject:** Review and Consider the Proposal for Consulting

**Meeting Date:** October 15, 2021

---

The Brownfield Redevelopment Authority has been working with Susan Wenzlick from Fishbeck to assist the Township with not only setting up a BRA but also serving as consultant and providing third party oversight for the Robinson Dental brownfield project. We are close to the reaching the end of the scope of work from the previous proposal.

The money spent on the grant administration that has occurred to date is reimbursable from the EGLE grant. Under the EGLE grant and loan, the township gets invoiced by both contractors, Fishbeck and Mike Sharp, and the township pays them directly. The Township then sends reimbursement requests to EGLE quarterly and we receive payment from the state.

As part of the Robinson Dental brownfield project, the township is required, by EGLE, to provide a third-party oversight consultant to work with the developer's consultant and represent the township's interest. Again, the grant/loan covers the cost for the oversight consultant.

Included is a new proposal from Fishbeck with a not to exceed fee. Fishbeck will work with members of the BRA to provide technical, administrative, and consulting services on request. Fishbeck's scope of work may include:

- Developing and evaluating brownfield plans, work plans, development and reimbursement agreements, and other related documents
- Preparing materials for and participating in BRA and other meetings on the BRA's behalf
- Helping developers apply for funding assistance and incentives offered through the BRA
- Applying to state and federal agencies for brownfield funding
- Managing grants or loans awarded to the BRA or Township
- Providing third party oversight on brownfield projects led by other consultants (this is required for some state brownfield grants and loans)
- Providing administrative support and other redevelopment consulting services to the BRA as requested

With Susan's previous experience working at the State of Michigan with Brownfield's and her involvement with the Robinson Dental project, staff recommends the BRA forward a positive recommendation of the proposal to the Township Board. The proposal is included for your review.

October 8, 2021

Sandra Korhorn  
DDA/Economic Development Director  
Cascade Charter Township  
2865 Thornhills Avenue, SE  
Grand Rapids, MI 49546-7192

**Proposal for Professional Services  
Brownfield Consulting Services – Brownfield Redevelopment Authority (BRA)  
Cascade Charter Township, Kent County, Michigan**

Dear Sandra:

For the past several months, Cascade Charter Township (Township) and Fishbeck have worked together to create the Township's new BRA. With the BRA now in place, the Township needs ongoing administrative and technical support as it facilitates brownfield redevelopment projects.

## Scope of Service

Fishbeck will provide administrative support and third-party oversight for the Robinson Dental brownfield redevelopment project, pursuant to the Township's grant and loan agreements with the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Township is reimbursed by the grant and loan for these services at a rate not to exceed 3% of the grant / loan amount spent for administration, and 5% of the grant / loan amount spent for third party oversight.

EGLE requires a third-party oversight consultant for projects where the developer's consultant is performing the environmental work, to ensure that the grantee's (the Township's) interests are represented. Administrative oversight may be managed by the Township or by a contractor under the grant and loan.

According to the EGLE grant and loan agreements, the grant- and loan-eligible scopes of work may include:

- Grant Administrator: reviewing work plans, reports, and other documents prepared by the contractor(s), reviewing invoices, writing project status reports, and coordinating project activities and communications.
- Third-party oversight professional: assisting the Grantee/Borrower with grant and loan management, reviewing technical work plans and reports, attending meetings, preparing communications of a technical nature, site inspections, and other technical oversight, as needed.

The EGLE grant and loan include substantial budgets for these tasks:

	Grant / Loan Administration	Third Party Oversight
EGLE Grant Budget	\$10,990	\$18,316
EGLE Loan Budget	\$7,575	\$12,625

About \$7,000 of our \$7,500 budget has been spent on grant administration and third-party oversight to date, under our prior agreement with the Township. This amount is all reimbursable from the EGLE grant.

At the Township's request, Fishbeck will also work with members of the BRA to provide technical, administrative, and consulting services. These services would not be reimbursable under the EGLE grant and loan unless directly related to the Robinson Dental project. Fishbeck's scope of work may include:

- Developing and evaluating brownfield plans, work plans, development and reimbursement agreements, and other related documents
- Preparing materials for and participating in BRA and other meetings on the BRA's behalf
- Helping developers apply for funding assistance and incentives offered through the BRA
- Applying to state and federal agencies for brownfield funding
- Managing grants or loans awarded to the BRA or Township
- Providing third party oversight on brownfield projects led by other consultants (this is required for some state brownfield grants and loans)
- Providing administrative support and other redevelopment consulting services to the BRA as requested

## Cost and Authorization

The Township BRA will be charged for time and materials according to the schedule below, with a **not-to-exceed amount of \$9,500** without authorization from the Township.

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Ariane Savoy ([asavoy@fishbeck.com](mailto:asavoy@fishbeck.com)). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

**CASCADE TOWNSHIP BRA  
 BROWNFIELD CONSULTING SERVICES**

Hourly Professional Billing Rates					
Staff	2021	2022	2023	2024	Role
Roman Wilson	\$160	\$164	\$168	\$172	Brownfield and Due Diligence Program Manager
Kirk Perschbacher	\$139	\$143	\$147	\$151	Senior Environmental Specialist
Susan Wenzlick	\$132	\$139	\$143	\$147	Lead Consultant / Senior Brownfield Specialist
Ariane Savoy	\$68	\$70	\$72	\$74	Administrative Assistant
Andy Schwallier	\$95	\$97	\$99	\$101	GIS/CAD

Task	2021	2022	2023	2024	Description
Prepare Brownfield Plan	\$2,250	\$2,350	\$2,450	\$2,550	Lump Sum
Prepare Act 381 Work Plan	\$2,500	\$2,600	\$2,700	\$2,800	Lump Sum
Draft Development and Reimbursement Agreement	\$1,000	\$1,050	\$1,100	\$1,150	Lump sum

Other fees/charges:

Mileage: 56 cents per mile

Markup on expenses and subcontractors: 10%

We appreciate the opportunity to work with the Township on this project. If you have any questions regarding this proposal or any Fishbeck services, please contact me at 616.464.3876 or [rwilson@fishbeck.com](mailto:rwilson@fishbeck.com).

Sincerely,



**Roman A. Wilson**

Brownfield Program Manager

Attachments

By email

# Professional Services Agreement

**PROJECT NAME** Cascade Charter Township Brownfield Consulting Services – Brownfield Redevelopment Authority (BRA)  
**FISHBECK CONTACT** Roman Wilson  
**CLIENT** Cascade Charter Township  
**CLIENT CONTACT** Sandra Korhorn  
**ADDRESS** 2865 Thornhills Avenue, SE, Grand Rapids, MI, 49546-7192

Client hereby requests and authorizes Fishbeck to perform the following:

**SCOPE OF SERVICES:**

Brownfield consulting services, as outlined in the attached Fishbeck proposal letter.

**AGREEMENT.** The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services, attached.
- Proposal dated October 8, 2021
- Other:

**METHOD OF COMPENSATION:**

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses
- Other:

**Budget for Above Scope of Services:**

Not-to-exceed budget of \$9,500 unless authorized by Cascade Township.

**ADDITIONAL PROVISIONS (IF ANY):** None.

**APPROVED FOR:**

Cascade Charter Township

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ACCEPTED FOR:**

Fishbeck

BY: Michael S. Colvin

TITLE: Senior Vice President

DATE: October 8, 2021