



ADA TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
Monday, March 11, 2019 Meeting
8:00 A.M.
Ada Township Offices
7330 Thornapple River Dr. Se
Ada, Michigan

AGENDA

1. Call Meeting to Order
2. Approval of Minutes of March 19, 2018 Meeting
3. Review and Approval of Payables
 1. Ada Township Administrative and Operating Expenses
 2. Reimbursement to Geld, LLC for Costs of Eligible Brownfield Activities
4. Review and Approval of Proposed Fiscal Year 2019-20 Budget
5. Public Comment
6. Adjournment

**ADA TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF THE MARCH 19, 2018 MEETING**

The meeting was called to order at 9:00 am by Board Vice-Chair George Haga.

MEMBERS PRESENT: Terry Bowersox, Ken Dixon, Jim Ferro, George Haga and Devin Norman.

MEMBERS ABSENT: Kurt Killman

PUBLIC PRESENT: Rick VanDellen, Amway, Steve Dertz, Amway and John Byl, Warner, Norcross & Judd.

Motion approved unanimously.

APPROVAL OF MINUTES OF THE NOVEMBER 28, 2016 MEETING:

It was moved by Bowersox, seconded by Dixon, to approve the minutes of the November 28, 2016 meeting as written. Motion approved unanimously.

Motion approved unanimously.

BROWNFIELD REIMBURSEMENT AGREEMENT WITH GELD, LLC

John Byl, Warner, Norcross & Judd, presented the proposed agreement between the Authority and Geld, LLC that provides for reimbursement by the Authority to Geld of documented redevelopment costs that are eligible for reimbursement under the Brownfield statute and the Brownfield Plan that was approved by the Authority in 2016.

Byl noted that the funding source for the reimbursement is tax increment revenues collected by the Authority from taxing jurisdictions whose levies are applied to the properties within the boundaries of the redevelopment area identified in the approved plan, excluding capture of Township millages that are already captured by the DDA.

Byl stated it is anticipated that the maximum amount of reimbursement identified in the agreement, which is \$1.482 million, would likely be repaid well before the maximum term of the agreement, which runs through 2046.

Following discussion, it was moved by Norman, seconded by Bowersox, to approve the proposed Brownfield Reimbursement Agreement.

Motion passed unanimously.

Discussion ensued regarding the process for reviewing and approving reimbursement requests from Geld. It was noted that Haga and Ferro had received documentation of eligible costs from Geld on Friday, March 16, but have not had an opportunity to review them yet. Ferro stated that another Board meeting may be needed in the next month for Board approval of reimbursement.

Byl noted that some authorities delegate the task of reviewing and signing off on reimbursement requests to staff.

Following discussion, it was moved by Dixon, seconded by Norman, to delegate to Haga and Ferro responsibility for review of reimbursement requests, documentation of eligible costs and approval of reimbursement.

Motion passed unanimously.

PROPOSED FISCAL YEAR 2018-19 BUDGET

Haga and Ferro presented the proposed budget for the coming fiscal year. Haga pointed out that the anticipated tax increment revenue is \$25,830, which is less than the amount indicated in the projections contained in the approved Brownfield Plan.

Ferro stated that the expenditures budgeted include reimbursement to Geld in the amount of \$22,330 and an allowance of \$3,500 for administrative costs of the Authority.

Following discussion, it was moved by Norman, seconded by Bowersox, to approve the proposed budget for Fiscal Year 2018-19.

Motion passed unanimously.

Haga asked Byl if the Brownfield Authority budget is subject to approval by the Township Board. Byl stated he did not believe it was. Ferro stated that the brownfield statute states only that “the Authority shall annually approved a budget.” Haga noted he had included the Brownfield budget in the annual budget public hearing, just in case.

PUBLIC COMMENT:

None.

ADJOURNMENT

The meeting was adjourned at approximately 9:30 a.m.

Jacqueline Smith
Ada Township Clerk

rs:jef



MEMORANDUM

Date: 3/4/19

TO: Ada Township Brownfield Redevelopment Authority Board
FROM: Jim Ferro, Planning Director
RE: Reimbursement to Geld, LLC for Eligible Brownfield Activities

In November, 2018, we received the attached petition for Reimbursement of Eligible Activity Costs from Geld, LLC, accompanied by invoices and payment acknowledgements for costs totaling \$981,048.40. Supervisor Haga and I have reviewed the reimbursement request documentation, based on the Board's delegation of that responsibility at the March, 2018 meeting, and have found it to be accurate.

The source of funding for reimbursement of these costs is annual tax increment revenues collected by the Authority in the current fiscal year. The Township Treasurers office will be disbursing tax increment revenues collected in the July and December, 2018 property tax billings, totaling \$64,586.35, from the following sources:

Kent Intermediate School District	\$20,472.05
KISD Enhancement	\$ 3,863.24
Kent District Library	\$ 5,487.54
Grand Rapids Community College	\$ 7,635.16
Kent County, Operating Millage	\$18,447.26
Kent County, Jail	\$ 3,373.59
Kent County, Senior	\$ 2,136.69
Kent County, Veterans Millage	\$ 213.22
Kent County, Zoo/Museum Millage	\$ 1,880.24
Kent County, Childhood Devt. Millage:	\$ 1,077.36
Total:	\$64,586.35

\$3,500 of the above amount will be retained by the Authority to pay for administrative and operating costs of the Authority, which include the following:

1. Staff support services provided to the Authority by the Township.
2. Use of Township office space and equipment.
3. Building utility services and costs of building maintenance and upkeep.

Attached is an invoice in the amount of \$3,500 from Ada Township for providing the above services. The remaining balance of the collected taxes in the amount of \$61,086.35, will be remitted to Geld LLC pursuant to the 2018 Reimbursement Agreement. It is expected that the Authority will end the current fiscal year on March 31, 2019 with a \$0 fund balance.

Approval of both the payment to the Township for administrative services provided to the Authority and the reimbursement payment to Geld, LLC are requested.



TOWNSHIP

Rec'd 11/29/18
DJ

**ADA TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY
PETITION FOR REIMBURSEMENT OF ELIGIBLE ACTIVITY COSTS**

Petitioner: GELD LLC

Date: 11-20-2018

Total Reimbursement Requested: \$ 981,048.40

Eligible Cost Summary

Baseline Environmental Assessment: \$ 27,332.50

Due Care Activities: \$ 178,402.80

Additional Response Activities: \$ 95,160.50

Asbestos Abatement: \$ 47,691.11

Demolition: \$ 632,461.49

Total Reimbursement Requested: \$ 981,048.40

*These activities also are consistent with due care requirements. Eligible Cost Detail

1. Attach an itemized list of eligible activities and costs paid by the Petitioner during the preceding period. Identify the following for each claimed Eligible Activity.
 - a. Description of the Work
 - b. Identify the Vendor/Contractor/Service Provider
 - c. Cost Paid for the Work

2. Attach invoices of the Vendor/Contractor/Service Provider. Documentation must include sufficient detail to determine whether the work performed was for Eligible Activities; and

3. Attach Proof of Payment(s)

Sworn Statement of Petitioner:

STEPHEN H. DERTZ, being first duly sworn, depose and say that I am a duly authorized representative of GELD LLC, and that I have read the foregoing Petition for Reimbursement of Eligible Costs from the Ada Township Brownfield Redevelopment Authority and know the contents of the Petition and supporting documentation thereof, and that the same are true and accurate.

By: Print Name STEPHEN H. DERTZ
Title: MANAGER
Signature: *Stephen H. Dertz*

STATE OF MICHIGAN)

) ss.

COUNTY OF KENT)

Subscribed and sworn to before me by Pamela Bennett as representative of
this 20th day of November, 2018.



Pamela Bennett

Notary Public

Pamela Bennett

Print Name

Kent County, Michigan

Acting in Kent County, Michigan

My commission expires: 7-24-2019

PAMELA BENNETT
NOTARY PUBLIC - MICHIGAN
OTTAWA COUNTY
My Commission Expires:
July 24, 2019
Acting in Kent County

Ada Brownfield Invoices

Total (\$) \$981,048.40

*Rec'd from PH I
PH I 11/19/18*

Date	Contractor	Description	Invoice Date	Invoice No.	Cost (\$)	Total Reimbursement
8/1/2018	FTCH	PH I ESA at 7373 Thornapple River	8/13/2012	269916	\$2,500.00	\$2,500.00
8/1/2018	FTCH	PH I ESA at 7586 Fulton	9/10/2012	271544	\$2,500.00	\$2,500.00
8/1/2018	FTCH	PH I at 7590 Fulton	9/10/2012	271542	\$2,500.00	\$2,500.00
8/1/2018	FTCH	BEA and Due Care Plan at 7590 Fulton	11/5/2012	274904	\$4,000.00	\$4,000.00
8/1/2018	FTCH	PH I /ESA at 7369 Thornapple	11/5/2012	274907	\$2,300.00	\$2,300.00
8/1/2018	FTCH	PH I ESA at 480 Ada Dr.	11/5/2012	274908	\$2,800.00	\$2,800.00
8/1/2018	FTCH	PH I ESA at 496 Ada Dr.	11/5/2012	274909	\$2,500.00	\$2,500.00
8/1/2018	FTCH	PH I ESA at 490 Ada Dr.	11/5/2012	274910	\$2,500.00	\$2,500.00
8/1/2018	FTCH	PH I ESA at 545 Ada Dr.	12/1/2015	341370	\$2,300.00	\$2,300.00
8/1/2018	FTCH	PH I ESA at 550 Ada Dr.	12/1/2015	341371	\$2,300.00	\$2,300.00
8/1/2018	FTCH	Due Care at 7580 Fulton	5/16/2016	349709	\$1,132.50	\$1,132.50
8/1/2018	FTCH	Due Care Investigation at 7580 Fulton	6/13/2016	351296	\$13,564.66	\$13,564.66
8/1/2018	FTCH	Due Care Investigation at 7580 Fulton	7/11/2016	352881	\$21,024.20	\$21,024.20
8/1/2018	FTCH	Due Care Investigation at 7580 Fulton	8/8/2016	354476	\$2,261.00	\$2,261.00
8/1/2018	FTCH	Due Care Investigation at 7580 Fulton	11/29/2016	360530	\$127,062.21	\$127,062.21
8/1/2018	FTCH	Due Care Investigation at 7075 Headley	6/28/2017	368286	\$14,490.73	\$14,490.73
8/1/2018	FTCH	Disposal for Due Care at 7580 Fulton	11/13/2016	AM922	\$87,954.27	\$87,954.27
8/1/2018	Technical Enviro Services Inc.	Disposal for Due Care at 7580 Fulton	11/9/2016	AM924	\$7,206.23	\$7,206.23
8/1/2018	Asbestos Abatement	7369 TR Drive and 7373 TR Drive	4/25/2013	1916	\$2,120.00	\$2,120.00
8/1/2018	Asbestos Abatement	496 Ada Drive	4/25/2014	2107	\$4,580.00	\$4,580.00
8/1/2018	HBC	Cher's Suite Asbestos Removal	5/4/2017	13170	\$11,058.00	\$11,058.00
8/1/2018	Rose and Westra	460 Ada Drive (Sheldon Cleaners) Survey	11/4/2016	728067	\$1,538.22	\$1,538.22
8/1/2018	Rose and Westra	Strip Mall Survey	7/20/2017	741158	\$3,193.19	\$3,193.19
8/1/2018	Rose and Westra	447 Ada Drive Survey	8/10/2017	742515	\$2,194.25	\$2,194.25
8/1/2018	Rose and Westra	445 and 447 Ada Drive Survey	3/17/2017	734236	\$2,736.45	\$2,736.45
8/1/2018	FTCH	480 and 500 Ada Drive Asbestos Removal	7/11/2016	353926, 353927	\$3,290.00	\$3,290.00



Invoice

Date	Invoice #
3/1/2019	2019-8

Bill To
Ada Twp Brownfield Redevelopment Aut

Remit To:
Ada Township Treasurer's Office P O Box 370 Ada, MI 49301

P.O. No.	Terms

Description	Qty	Rate	Amount
<p>Cost of providing administrative and operations support services to the Ada Township Brownfield Redevelopment Authority, including the following:</p> <ol style="list-style-type: none"> 1. Staff support services in budget preparation, preparation of Authority Board meeting agendas and minutes, review and processing of request for reimbursement of eligible expenses on sites within the approved Brownfield Plan area. 2. Staff support services in collection and disbursement of tax increment revenues. 3. Staff support services for accounting and financial reporting. 4. Use of Township office space and equipment, including phone, desktop computers, furniture, photocopier 5. Building utility services and costs of building maintenance and upkeep. 	1	3,500.00	3,500.00

Balance Due	\$3,500.00
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MEMORANDUM

Date: 3/1/19

TO: Ada Township Brownfield Redevelopment Authority Board
FROM: Jim Ferro, Planning Director
RE: Proposed Budget for FY 19-20

Also attached is the proposed budget for the Fiscal Year beginning April 1, 2019.

Tax increment revenues of \$119,526 are budgeted, based on preliminary taxable value data provided by the Township Assessor.

Budgeted expenditures include \$3,500 for administrative and operating costs of the Authority, and \$116,026 in reimbursement to Geld, LLC for costs of eligible activities.

Approval of the proposed budget is recommended.

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 02/28/19	2019-20 ADOPTED BUDGET
ESTIMATED REVENUES					
Dept 000.000					
243-000.000-401.405	TAXES- ADA TOWNSHIP		25,830		119,526
Totals for dept 000.000 -			25,830		119,526
TOTAL ESTIMATED REVENUES			25,830		119,526

Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND

ADOPTED BUDGETS 2019-2020 - MARCH 11, 2019

Calculations as of 02/28/2019

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 02/28/19	2019-20 ADOPTED BUDGET
APPROPRIATIONS					
Dept 168.000 - BROWNFIELD REDEVELOPMENT					
243-168.000-870.000	ADMIN EXPENSES		3,500		3,500
243-168.000-974.000	IMPROVEMENTS		22,330		116,026
Totals for dept 168.000 - BROWNFIELD REDEVELOPMENT			25,830		119,526
TOTAL APPROPRIATIONS			25,830		119,526
NET OF REVENUES/APPROPRIATIONS - FUND 243					