



City of Plymouth  
Brownfield Redevelopment Authority  
Meeting Minutes  
May 23, 2024 – 9:00 a.m.

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City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

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**1. CALL TO ORDER**

- a. Chair Colleen Pobur called the meeting to order at 9:07 a.m.

Present: Chair Pobur, Members Steve Anderson, Alan Deal, Josh Rimatzki, Paul Sincock

Excused: Members Nancy Anderson and Greg Donofrio

Also present: Economic Development Director John Buzuvis and (via Zoom) Finance Director John Scanlon

**2. CITIZENS COMMENTS**

There were no citizen comments.

**3. APPROVAL OF THE MEETING MINUTES**

Sincock offered a motion, seconded by S. Anderson, to approve the minutes of the of the June 29, 2023 meeting.

MOTION PASSED

**4. APPROVAL OF THE AGENDA**

Sincock offered a motion, seconded by Rimatzki, to approve the agenda for May 23, 2024.

MOTION PASSED

**5. BOARD MEMBER COMMENTS**

There were no board member comments.

**6. OLD BUSINESS**

There was no old business.

**7. NEW BUSINESS**

- a. Proposed 2023-24 Brownfield Budget Amendments

The following motion was offered by Sincock and seconded by Deal

WHEREAS Actual patterns of departmental expenditures occur differently than originally projected in the 2023-24 Brownfield Redevelopment Authority Budget as adopted in June of 2023; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The Brownfield Redevelopment Authority budget amendments require the approval of the Brownfield Redevelopment Authority and the City Commission.

NOW, THEREFORE, BE IT RESOLVED that the 2023-24 Brownfield Redevelopment Authority budget is hereby amended as indicated in the detailed line-item Budget Adjustment Summary through March 31, 2024, which is made a part of this resolution.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective May 23, 2024.

**BUDGET ADJUSTMENT SUMMARY  
FOURTH QUARTER - FY 23-24**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BROWNFIELD SITE REM FUND REV: #242</b>							
Federal/State Grants	-	-	-	-	-	-	-
Contrib. & Other	50	-	-	-	-	-	50
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>
<b>BROWNFIELD SITE REM FUND REV: #242</b>							
Capital Improvements	-	-	-	-	-	-	-
Miscellaneous	50	-	-	-	-	-	50
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BROWNFIELD OPER FUND REV: #243</b>							
Property Taxes	572,440	-	-	-	-	-	572,440
Contrib. & Other	210	-	-	-	10,000	10,000	10,210
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>572,650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>582,650</b>
<b>BROWNFIELD OPER FUND EXP: #243</b>							
Administration	57,240	-	-	-	-	-	57,240
Site Remediation	515,200	-	-	-	-	-	515,200
Contrib & Other	-	-	-	-	-	-	-
Contingency	210	-	-	-	-	-	210
<b>TOTAL EXPENDITURES</b>	<b>572,650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>572,650</b>

MOTION PASSED UNANIMOUSLY

b. Proposed 2023-24 Brownfield Budget

The following motion was offered by S. Anderson and seconded by Deal.

WHEREAS The 2024-25 Brownfield Redevelopment Authority Budget was presented to the City Commission by the City Manager on April 1, 2024; and

WHEREAS Public Act 381 of 1996 requires the Brownfield Redevelopment Authority to adopt a budget annually and forward their approved budget to the City Commission for final adoption; and

WHEREAS The Board of the Brownfield Redevelopment Authority did review the proposed budget on May 23, 2024 and noted changes, if any;

NOW THEREFORE, BE IT RESOLVED that the Board of the Brownfield Redevelopment Authority of the City of Plymouth hereby adopts the proposed fiscal year 2024-25 budget as proposed, with amendments if any, as shown in the enclosed attachment.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of the Brownfield Redevelopment Authority hereby directs the City Manager to submit the proposed budget to the City Commission for inclusion in the overall city budget.

MOTION PASSED UNANIMOUSLY

- c. Pulte Phase One Brownfield Reimbursement  
City Brownfield Attorney Charles Dunn reviewed his document recommending approval of the Pulte Eligible Costs Reimbursement Request in a total amount of \$1,153,081.09.

S. Anderson offered a motion, seconded by Sincock, to approve the TIF reimbursement.

MOTION PASSED UNANIMOUSLY

- d. 100 S. Mill Street Pulte Brownfield Plan Amendment to Include Phase Two  
Dunn explained that the amended plan was similar to the original plan, approved by the BRA in 2019, and that the amendment was to include the second phase of the project. He recommended approval.

Townsend offered a motion, seconded by Anderson, to approve the amendment.

Pulte representative Chris Plumb and PM Environmental representative Adam Patton commented that they expected phase two to move quickly since they already know what needs to be done due to their experience with phase one.

There was a discussion about the benefits to the city, including a one-acre native pollinator garden and infrastructure improvements. The board asked for a groundbreaking ceremony.

MOTION PASSED UNANIMOUSLY

## **8. OTHER MATTERS**

There were no other matters before the board.

## **9. ADJOURNMENT**

A motion to adjourn was offered at 9:37 a.m. by Sincock and seconded by S. Anderson

MOTION PASSED UNANIMOUSLY