

OTTAWA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Agenda for Thursday, July 18, 2024 | 3:30pm | Conference Room E

12220 Fillmore Street, West Olive MI 49460

1. Call to order
2. Roll call
3. Approval of the agenda for the July 18, 2024 meeting
4. Approval of the minutes from the May 16, 2024 meeting
5. Correspondence and communications - none
6. Budget report
7. Old business – none
8. New business

A. Brownfield Incentive Program – 303 East Main, City of Zeeland

Motion: To ratify the Board Chair's approval of a Phase I Environmental Site Assessment at 303 East Main at not-to-exceed cost of \$3,000.

9. Discussion Items
 - A. Upcoming project – City of Coopersville
 - B. Housing TIF project evaluation
10. Other business updates
11. Public Comment
12. Adjournment

**OTTAWA COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY UNAPPROVED MINUTES**

The Ottawa County Brownfield Redevelopment Authority met Thursday, May 16, 2024, at 3:30 p.m. in Conference Room G at the Fillmore Administrative Complex and was called to order at 3:32 p.m. by Mr. Brugger.

Present at roll call: Kirk Perschbacher, Cheryl Clark, Garry Post, Josh Brugger, Roger Belknap, Rebecca Hopp (6)

Absent at roll call: James Bleicher, Jon Anderson, and Ken Brune (3)

Staff & Guests: Becky Huttenga and Paul Sachs, Strategic Impact; Jessica Kass-Doornbos, Clerk/Register of Deeds; Trevor Pertroelje, Moxie Real Estate + Development Olivia Selby, Fishbeck; Jared Belka, Warner, Norcross, & Judd, Jami Buth, Veneklasen Development, Brady Selner, Village of Spring Lake, and Dan Strikwerda, City of Hudsonville.

BRA 24-015 Ms. Clark moved to approve the agenda for the May 16, 2024 meeting. The motion passed.

BRA 24-016 Ms. Hopp moved to approve the minutes from the April 18, 2024 meeting. The motion passed.

Mr. Bleicher arrived at 3:45 pm.

Correspondence and Communication –

- A. City of Ferrysburg – Potential Project – Becky shared discussion.
- B. Allendale Charter Township – Potential Project – Becky shared discussion.

Budget Report – Becky Huttenga gave an update on the budget.

Old Business – None

New Business –

- A. Proposed Brownfield Plan Amendment – Prospect Flats, City of Hudsonville.

BRA 24-017 Motion:

Mr. Post motioned, as written, to recommend and forward to the Board of Commissioners a Brownfield Plan Amendment for Prospect Flats in the City of Hudsonville, contingent on approval by City Commission.

YEAS: Mr. Belknap, Mr. Brugger, Ms. Hopp, Ms. Clark, Mr. Post, Mr. Bleicher (6); ABSTAINS: Mr. Perschbacher (1); NEAS: None; ABSENT: Ken Brune, and Jon Anderson. (2). The motion passed.

Becky Huttenga gave discussion. Tyler Petroelje gave discussion. Dan Strikwerda gave discussion. Mr. Perschbacher gave discussion. Mr. Belknap gave discussion. Olivia Selby gave discussion. Becky Huttenga gave discussion. Mr. Brugger gave discussion. Becky Huttenga gave discussion. Mr. Perschbacher gave discussion. Tyler Petroelje gave discussion. Jared Belka and Jami Buth gave discussion. Mr. Brugger gave discussion. Mr. Post gave discussion. Tyler Petroelje gave discussion. Mr. Brugger gave discussion. Mr. Perschbacher gave discussion. Tyler Petroelje gave discussion. Mr. Perschbacher gave discussion. Mr. Brugger gave discussion. Mr. Belknap gave discussion. Ms. Hopp gave discussion. Mr. Brugger gave discussion. Dan Strikwerda gave discussion.

B. Proposed Brownfield Plan Amendment– Winsor Place, Village of Spring Lake

Mr. Bleicher left at 4:15.

BRA 24-018 Motion:

Ms. Clark motioned to amend her previous motion after discussion took place. Ms. Clark motioned to recommend and forward to the Board of Commissioners a Brownfield Plan Amendment for Winsor Place in the Village of Spring Lake, subject to the inclusion of the AMI percentages not to exceed the following: 2 - studio apartments at 85% and 3 - 1-bedroom apartments at 95%, and revising the Brownfield Plan Eligible Cost Table Item 3, changing from contingency to infrastructure, and reducing that LBRF from 5 years to 2 full years, contingent on approval by Village Council.

YEAS: Mr. Perschbacher, Mr. Belknap, Mr. Brugger, Ms. Hopp, Ms. Clark, Mr. Post (6); NEAS: None; ABSENT: James Bleicher, Ken Brune, and Jon Anderson. (3). The motion passed.

Jami Buth gave discussion. Jared Belka gave discussion. Brady Selner gave discussion. Jared Belka and Jami Buth gave discussion. Mr. Brugger gave discussion. Brady Selner gave discussion. Mr. Brugger gave discussion. Becky Huttenga gave discussion. Mr.

Brugger gave discussion. Mr. Perschbacher gave discussion. Brady Selner gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Brady Selner gave discussion. Becky Huttenga gave discussion. Jami Buth gave discussion. Brady Selner gave discussion. Jami Buth and Jared Belka gave discussion. Mr. Brugger gave discussion. Becky Huttenga gave discussion. Mr. Perschbacher gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Brady Selner gave discussion. Jami Buth gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Mr. Brugger gave discussion. Jami Buth gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Mr. Brugger gave discussion. Mr. Perschbacher gave discussion. Jared Belka gave discussion. Mr. Perschbacher gave discussion. Mr. Brugger gave discussion. Jared Belka gave discussion. Mr. Belknap gave discussion. Brady Selner gave discussion. Mr. Belknap gave discussion. Mr. Perschbacher gave discussion. Mr. Brugger gave discussion. Jared Belka gave discussion. Mr. Post gave discussion. Mr. Brugger gave discussion. Mr. Perschbacher gave discussion. Becky Huttenga gave discussion. Mr. Brugger gave discussion. Mr. Perschbacher gave discussion.

Discussion Items – Ms. Hopp gave discussion regarding Ferrysburg Brownfield Redevelopment Authority.

Other Business/Discussion/Updates – None.

Public Comment – David Barnosky – Port Sheldon

Adjournment: The meeting was adjourned by Mr. Brugger at 4:57 p.m.

Brownfield Redevelopment Authority

Object	Budget	Actuals	Description/Narrative		
Revenue					
402010	82,521	21,868.28	Current Property Taxes		
				<i>Budget</i>	<i>Actuals</i>
			Borculo/ZFS	14,129	6,049.09
			Best	18,812	1,970.99
			Epicurean Village	42,609	8,812.11
			Gull Lake Marine	6,971	5,036.09
			Total	82,521	21,868.28
501000	0	0.00	Federal Grants		None Currently
541000	0	0.00	State Grant: Program		None Currently
580000	4,100	0.00	Local Contributions		
				<i>Budget</i>	<i>Actuals</i>
			BIP	4,100	0.00
			Total	4,100	0.00
626000	5,844	5,650.96	Services Rendered		
				<i>Budget</i>	<i>Actuals</i>
			Borculo/ZFS	744	318.37
			Best	990	103.74
			Epicurean Village	2,243	463.79
			Gull Lake Marine	367	265.06
			Application Fee (Future Project)	1,500	4,500.00
			Total	5,844	5,650.96
665000	189	0.00	Interest on Investments		
				<i>Budget</i>	<i>Actuals</i>
			Interest Allocation	189	0.00
			Total	189	0.00

Brownfield Redevelopment Authority

Object	Budget	Actuals	Description/Narrative		
Expense					
702000	0	0.00	Regular Wages Benefitted		None Currently
710000	0	0.00	Fringes		None Currently
808000	86,622.00	36,339.75	Service Contracts		
				Budget	Actuals
			Consultants/Contracted Services	0.00	0.00
			Borculo/ZFS	13,010	6,049.09
			SET (Borculo/ZFS)	1,120	0.00
			GLM North (Gull)	6,971	5,036.09
			Epicurean Village	42,609	8,812.11
			SET (Best)	1,213	0.00
			EGLE Repayment (Best)	17,599	16442.46
			BIP (Admin Transfer to BIP)	4,100	0.00
			Total	86,622.00	36,339.75
860000	50	0.00	Travel Mileage		
				Budget	Actuals
			Mileage	50	0.00
			Total	50	0.00
967010	25,500	24,591.50	Project Costs		
				Budget	Actuals
			Bob Jeff Hudsonville	6,800	6791.50
			CL Real Estate	6,500	0.00
			Rosendall Land Holdings	8,500	8500.00
			Airpark	3,700	0.00
			106 Buchanan	0	2200.00
			Old Fire Barn	0	2200.00
			HRS Land	0	4900.00
			Total	25,500	24591.50
Revenue	92,654	27,519.24			
Expense	112,172	60,931.25			
Fund Balance*	19,518	33,412.01			
Net Gain/Loss	0	0.00			



City of Zeeland • (616) 772-6400 • FAX (616) 772-5352 • www.cityofzeeland.com

Monday, June 17, 2024

Re: Brownfield Incentive Program – City of Zeeland - Application for Phase 1 ESA grant – 303 E Main Ave

The City of Zeeland, with its Brownfield Redevelopment Authority, has reached an agreement to purchase the parcel at 303 E Main Ave in the City of Zeeland for redevelopment purposes. This parcel is located in the City's central business district. It was previously a service station, and for the last several decades the parcel and its structure have been used as an automotive repair facility, a non-conforming use in the City's downtown.

While the future use of this parcel has not yet been determined, the City intends to prepare the site for redevelopment and work with the private sector to see it be redeveloped for a use that is both permitted by the City's zoning ordinance, and fits the City's vision for its downtown. Likely a mixed-use project, with an upper floor residential component. The future development may occur on only the 303 E Main Ave property, or may encompass a number of the smaller adjacent parcels in addition to this property.

The City's Local Brownfield Revolving Fund does not have enough capital to purchase the property, and prepare the site for redevelopment. The Brownfield Authority will be receiving a grant from the City of Zeeland for a portion of the purchase price. The City of Zeeland BRA is seeking assistance from the Ottawa County Brownfield Redevelopment Authority to fund the required Phase 1 Environmental Site Assessment for the property.

The City Brownfield Redevelopment Authority is excited at the opportunity to collaborate with the City of Zeeland, and the Ottawa County Brownfield Redevelopment Authority, to create the opportunity that will catalyze redevelopment in this area, and increase the tax base for all taxing jurisdictions while moving the City of Zeeland closer to its vision for downtown.

Thank you for your consideration of this application. Please contact me at (616) 772-0872 with any questions you may have regarding this letter or the enclosed application documents.

Sincerely,

Timothy Maday
Community Development Director/Member City of Zeeland Brownfield Redevelopment Authority
City of Zeeland, MI



Brownfield Incentive Program

--- Project Application ---

plan@miottawa.org | 616.738.4852 | miottawa.org/brownfields

Instructions for Applicant: To have an eligible project considered for an Incentive, please complete the form as thoroughly as possible. If you have questions regarding any of the requested information, please contact the Ottawa County Planning and Performance Improvement Department at 616-738-4852 or via e-mail at plan@miottawa.org.

Applicant Information

Applicant Name: _____ Date: _____

Category: ☐ Owner ☐ Tenant ☐ Purchaser ☐ Developer ☐ Other: _____

Address: _____

Contact Info: _____
Phone (office) _____ Phone (cell) _____

Email _____

Eligibility: ☐ I have reviewed the BIP Eligibility Requirements and confirm that the project is eligible.

Property Information

Site Address: _____

Parcel ID#: _____ Acreage: _____

Current Site Owner: _____

Owner Contact Info: _____
Phone (office) _____ Phone (cell) _____

Email _____

Current Zoning: _____

Site History and Current Use: _____

***Please provide copies of any available site maps**

Previous Environmental Activities Completed (if known)

☐ Phase I ESA ☐ BEA ☐ Due Care Plan ☐ None

☐ Phase II ESA ☐ Remediation ☐ Other ☐ Unknown

***Please provide copies of any available environmental reports**

Project Information

	Yes	No	Comments (Include on additional page if needed)
Is there suspected or confirmed contamination on the project site or on an adjacent site?			
Is the site blighted ⁱ or functionally obsolete ⁱⁱ ?			Formal blight determination has not been made, but believe parcel qualifies.
Redevelopment potential – does the proposed project currently have:			
Developer commitment/purchase agreement and a redevelopment plan?			City of Zeeland has a purchase agreement for parcel, but will not be final developer.
Private funds secured for a portion of the project costs? Please estimate the percentage.			City/BRA funds being used to purchase property and complete a new BEA. If approved, \$3,000 grant is approx .8% of total outlay.
Tax increment financing or other local/state incentives planned? Please provide details and timeline if known.			We expect final developer to have a TIF plan for the property, and receive an Act 210 abatement for new development.
Compliance with local zoning and land-use plans and/or support from the local unit of government?			Existing use is non-conforming. Parcel is being purchased for redevelopment to permitted use.
Plans to expand, relocate, or start a business?			Future use of parcel will include some commercial business.
Economic benefits - is it likely that the proposed project will (provide detail under comments):			
Create permanent jobs within two years? (Please estimate total number)			Unsure of timeline for redevelopment.
Increase tax base? (Please estimate dollar amount)			Parcel being purchased for redevelopment, specific development not yet identified.
Catalyze other redevelopment?			Parcel being purchased in part inclusion in larger redevelopment project.
Environmental benefits - is it likely that the proposed project will (provide detail under comments):			
Identify presence, type, and extent of contamination?			
Include remediation of contaminants?			
Reduce environmental health risks to the residents and workers?			
Community benefits - is it likely that the proposed project will (provide detail under comments):			
Provide attainable housing?			We expect final development to include a housing component.
Utilize green infrastructure or create greenspace?			
Generate renewable energy?			
Offer community engagement opportunities?			

Activities and Amounts Requested (choose one or more):

☐ Phase I ESA for \$_____☐ BEA for \$_____☐ Due Care Plan for \$_____☐ Phase II ESA for \$_____☐ Brownfield Plan for \$_____

Total amount being requested (please attach quotes from environmental consultant(s): \$_____

**activity(ies) to be funded may not commence until the OCBRA has approved them*


Completed form and any attachments should be submitted via mail or email to:

Ottawa County Planning and Performance Improvement Department

12220 Fillmore Street, Room 260

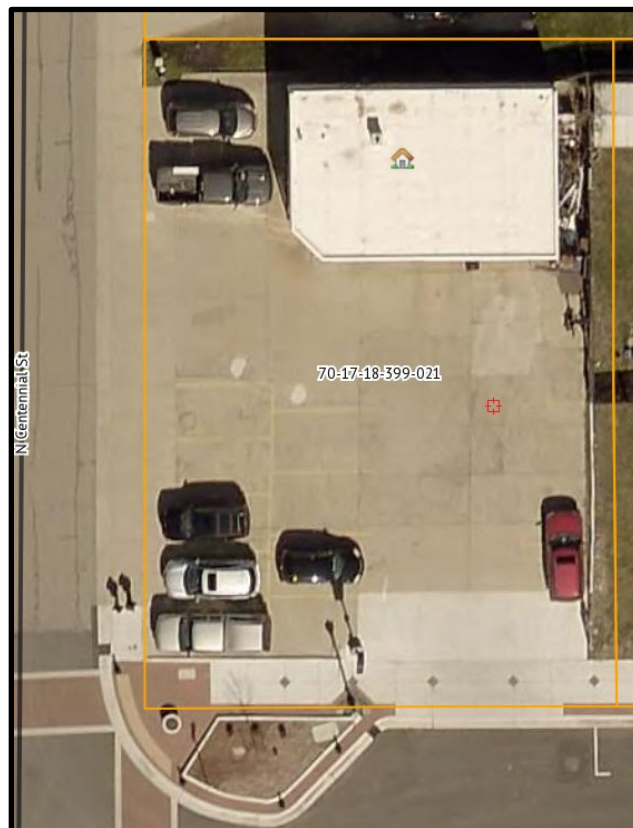
West Olive, MI 49460

plan@miottawa.org

FOR OFFICIAL USE ONLY	
Approved Activity:	
Not to Exceed Amount:	
Approval Date:	
OCBRA Representative Signature:	

ⁱ From Public Act 381 of 1996 125.1652: (c) "Blighted" means property that meets any of the following criteria as determined by the governing body: (i) Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance. (ii) Is an attractive nuisance to children because of physical condition, use, or occupancy. (iii) Is a fire hazard or is otherwise dangerous to the safety of persons or property. (iv) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use. (v) Is tax reverted property owned by a qualified local governmental unit, by a county, or by this state. The sale, lease, or transfer of tax reverted property by a qualified local governmental unit, county, or this state after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of this act. (vi) Is property owned by or under the control of a land bank fast track authority, whether or not located within a qualified local governmental unit. Property included within a brownfield plan prior to the date it meets the requirements of this subdivision to be eligible property shall be considered to become eligible property as of the date the property is determined to have been or becomes qualified as, or is combined with, other eligible property. The sale, lease, or transfer of the property by a land bank fast track authority after the property's inclusion in a brownfield plan shall not result in the loss to the property of the status as blighted property for purposes of this act.

ⁱⁱ From Public Act 381 of 1996: (u) "Functionally obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.





ADDITIONAL SERVICES AUTHORIZATION
to Professional Services Agreement between
City of Zeeland and City of Zeeland Brownfield Redevelopment Authority
and Fleis & VandenBrink Engineering, Inc. Dated March 25, 2024
F&V Project Name: Phase I ESA and BEA
F&V Project No: 866210

June 14, 2024

This authorizes the following changes to the above-referenced contract:

Terms of agreement is AMMENDED TO INCLUDE the following:

- Phase I ESA in accordance with the ASTM E1527-21 standard for the property located at 303 E. Main Avenue, Zeeland, MI. The property has been assigned Parcel ID 70-17-18-399-021.
- A previous BEA was submitted to EGLE in 2012. F&V will evaluate if the existing data can be used to prepare a new BEA or if updated data will be required.
- Prepare a Baseline Environmental Assessment using existing data for the Zeeland BRA.

For the Lump Sum of \$3,000 for the Phase I ESA and \$2,000 for the BEA using existing data.

The Phase I ESA can be completed in approximately 4 weeks. The BEA can be completed within the required statutory timeline, which is no later than 45-days after purchase with submittal no later than 6 months after purchase. If the existing data is sufficient to prepare a new BEA the BEA will be completed within the purchase agreement 60-day environmental due diligence period.

IN WITNESS WHEREOF, the parties hereto have made and executed this Additional Services Authorization:

OWNER
CITY OF ZEELAND BROWNFIELD
REDEVELOPMENT AUTHORITY

ENGINEER
FLEIS & VANDENBRINK ENGINEERING, INC.

By: _____

By: _____

Title: _____

Title: _____

By: _____

By: 

Title: _____

Title: **Project Manager**

Date: _____

Date: **June 13, 2024**

From: [Josh Brugger](#)
To: [Becky Huttenga](#)
Subject: Re: 303 E Main
Date: Tuesday, June 18, 2024 8:40:34 PM

Caution! This email is from an external address and has a compressed file attached. These files can contain a virus. Use caution when opening this file, or do not open this file at all if you did not expect to receive it.

Caution! This email is from an external address and contains a link. Use caution when following links as they could open malicious web sites.

I approve the \$3000 request. Please add it to the next meetings agenda for full board ratification.

Thank you Becky. And thank you for finding the documentation showing the chairs authority to do so. All Star!

Check us out at www.bruggerhouse.com
Josh Brugger - 616-402-0259

On Tue, Jun 18, 2024 at 10:40 AM Becky Huttenga <bhuttenga@miottawa.org> wrote:

Good Morning Mr. Chair,

As you are aware through the BIP Committee email thread this morning, the Committee supports the funding a Phase I ESA for 303 E Main.

Further, in light of the second anticipated BIP application not being submitted, the Committee feels that it is appropriate to request expedited approval for this project, cancel the June 20 meeting, and ratify the approval at the July meeting.

Thank you,

Becky Huttenga

Economic Development Coordinator

616.738.4893 | 616.970.0679

www.miottawa.org/farmland