

OTTAWA COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Agenda for Thursday, September 21, 2023 | 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 September 21, 2023 meeting
4. Approval of the minutes from the July 20, 2023 meeting
5. Correspondence and communications - none
6. Committee reports - none
7. Budget report
8. Old business - none
9. New business

A. Public Hearing

Motion: To open a public hearing and receive comments on the proposed Ottawa County Brownfield Redevelopment Authority Budget Resolution for Fiscal Year 2024.

Motion: To close a public hearing and receive comments on the proposed Ottawa County Brownfield Redevelopment Authority Budget Resolution for Fiscal Year 2024.

B. Budget Adoption

Motion: To approve and authorize the Board Chair and Vice-Chair/Secretary to sign the Ottawa County Brownfield Redevelopment Authority Budget Resolution for Fiscal Year 2024.

10. Public comment
11. Other business/discussion/updates
 - A. Brownfield Incentive Program – eligibility requirements and potential project
12. Adjournment

**OTTAWA COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY UNAPPROVED MINUTES**

The Ottawa County Brownfield Redevelopment Authority met Thursday, July 20, 2023, at 3:30 p.m. in Conference Room E at the Fillmore Administrative Complex and was called to order at 3:31 p.m. by Mr. Brugger.

Present at roll call: Kirk Perschbacher, Garry Post, Rebecca Hopp, Ken Brune, Roger Belknap, Josh Brugger, James Bleicher (7)

Absent at roll call: Amanda Price, John Gibbs (2)

Staff & Guests: Becky Huttenga, Strategic Impact; Katelyn Bard, Clerk/Register of Deeds; Roman Wilson, Fishbeck Inc.; Garrett Seybert, P. S. Equities; Andrea Ryswick, EGLE

BRA 23-011 Ms. Hopp moved to approve the agenda for the July 20, 2023 meeting. The motion passed.

BRA 23-012 Mr. Post moved to approve the minutes from the April 20, 2023 meeting. The motion passed.

Correspondence and Communication - None

Committee Reports – None

Budget Report –

- Update included in packet.
- National Brownfields Conferene (Ms. Hopp, Mr. Post, and Ms. Huttenga will be attending) will come out of the EPA Federal Grand funds.

Old Business – None

Mr. Bleicher left the meeting at 3:54pm.

New Business –

- Consultant’s Report – Roman Wilson and Kirk Perschbacher gave brief updates on properties who received funding through the Brownfield Redevelopment Authority.
- Assessment assistance funding request – 106 S. Buchanan St., Spring Lake, MI.
- Mr. Seybert spoke to the merits of the project and the historical significance of the location.

BRA 23-013 Motion:

1. To approve funding a Phase I Environmental Site Assessment (\$2,200) from the Brownfield Incentive Program fund and a Baseline Environmental Assessment (\$1,500) from EPA grant funds, for a total not-to-exceed funding assistance of \$3,700. YEAS: Mr. Brugger, Mr. Brune, Mr. Belknap, Mr. Perschbacher, Mr. Post (5); NEAS: none (0); ABSTAINED: Ms. Hopp (1); ABSENT: Mr. Bleicher, Mr. Gibbs, Ms. Price (3). The motion passed.

Public Comment – none

Other Business/Discussion/Updates –

- Ms. Ryswick and Ms. Huttenga spoke to the changes to Legislative Act 381.
- Ms. Ryswick encouraged submitting project proposals to EGLE early this cycle.

Adjournment: The meeting was adjourned by Mr. Brugger at 4:12 pm.

Brownfield Redevelopment Authority

Object	Budget	Actuals	Description/Narrative		
402010	76,959	52,732.89	Current Property Taxes		
				<i>Budget</i>	<i>Actuals</i>
			Borculo/ZFS	13,261	5,608.67
			Best	17,205	34,153.38
			Epicurean Village	40,167	8,330.37
			Gull Lake Marine	6,326	4,640.47
			Total	76,959	52,732.89
501000	55,890	35,028.09	Federal Grants		
				<i>Budget</i>	<i>Actuals</i>
			EPA	55,890.48	35,028.09
			Total	55,890	35,028.09
541000	0	0.00	State Grant: Program		
				<i>Budget</i>	<i>Actuals</i>
			None Currently	0	0.00
			Total	0	0.00
580000	4,000	0.00	Local Contributions		
				<i>Budget</i>	<i>Actuals</i>
			BIP	4,000	0.00
			Total	4,000	0.00
626000	5,550	2,824.25	Services Rendered		
				<i>Budget</i>	<i>Actuals</i>
			Borculo/ZFS	697	295.19
			Best	906	1797.55
			Epicurean Village	2,114	438.44
			Gull Lake Marine	333	293.07
			Application Fee (Future Project)	1,500	0.00
			Total	5,550	2,824.25

Brownfield Redevelopment Authority

Object	Budget	Actuals	Description/Narrative		
665000	0	642.36	Interest on Investments		
			None Currently	<i>Budget</i>	<i>Actuals</i>
				0	642.36
			Total	0	642.36
674000	0	0.00	Private Contributions & Donations		
			None Currently	<i>Budget</i>	<i>Actuals</i>
				0	0.00
			Total	0	0.00
690000	0	0.00	Other Financing Sources		
			None Currently	<i>Budget</i>	<i>Actuals</i>
				0	0.00
			Total	0	0.00
702000	2,531	408.50	Regular Wages Benefitted		
			Staff Salary	<i>Budget</i>	<i>Actuals</i>
				2,530.75	408.50
			Total	2,531	408.50
710000	1,015	222.30	Fringes		
			Staff Fringes	<i>Budget</i>	<i>Actuals</i>
				1,015.47	222.30
			Total	1,015	222.30
727000	200	0.00	Office Supplies		
			Office Supplies	<i>Budget</i>	<i>Actuals</i>
				200	0.00
			Total	200	0.00

Brownfield Redevelopment Authority

Object	Budget	Actuals	Description/Narrative		
808000	128,406	82,513.89	Service Contracts		
				<i>Budget</i>	<i>Actuals</i>
			Consultants/Contracted Services	51,449	43,821.15
			Borculo/ZFS	12,210	5,608.67
			SET (Borculo/ZFS)	1,051	2,018.00
			GLM North (Gull)	6,326	4,640.47
			Epicurean Village	40,166	8,330.17
			SET (Best)	1,109	2,222.50
			EGLE (Best)	16,095	15872.93
			Total	128,406	82,513.89
860000	50	248.90	Travel Mileage		
				<i>Budget</i>	<i>Actuals</i>
			Mileage	50	248.90
			Total	50	248.90
862000	0	288.00	Travel Not Mileage		
				<i>Budget</i>	<i>Actuals</i>
			Professional Development	0	288.00
			Total	0	288.00
956000	695	625.00	Conference & Training Reg Fee		
				<i>Budget</i>	<i>Actuals</i>
			Professional Development	695	625.00
			Total	695	625.00
967010	13,300	12,000.00	Project Costs		
				<i>Budget</i>	<i>Actuals</i>
			BIP	13,300	12000.00
			Total	13,300	12000.00
Revenue*	146,199	95,026.59			
Expense	146,197	96,306.59			
Balance	2	-1,280.00			

*use of \$3,799 from fund balance

Object	Budget	Description/Narrative
Income		
402010	82,521	Current Property Taxes (Brownfield TIF Capture)
		Borculo/ZFS 14,129
		Best 18,812
		Epicurean Village 42,609
		Gull Lake Marine 6,971
		Total 82,521
501000	0	Federal Grants
541000	0	State Grant: Program
580000	4,100	Local Contributions (Admin TIF contributed to BIP)
		BIP TIF 4,100
		Total 4,100
626000	5,844	Services Rendered (Admin Fees)
		Borculo/ZFS 744
		Best 990
		Epicurean Village 2,243
		Gull Lake Marine 367
		Application Fee (Future Project) 1,500
		Total 5,844
665000	189	Interest on Investments
		Interest 189
		Total 189
Expenses		
808000	86,622	Service Contracts (TIF paid to developers/MI)
		Borculo/ZFS 13,010
		SET (Borculo/ZFS) 1,120
		GLM North (Gull) 6,971
		Epicurean Village 42,609
		SET (Best) 1,213
		EGLE (Best) 17,599
		BIP TIF 4,100
		Total 86,622

Brownfield Redevelopment Authority (Org 24374501)

Object	Budget	Description/Narrative	
860000	50	Travel Mileage (current IRS rate)	
		Mileage	50
			<u>50</u>
862000	0	Travel Not Mileage	
		Travel Fees	0
			<u>0</u>
956000	0	Conference & Training Reg Fee	
		Registration Fees	0
			<u>0</u>
967010	25,500	Project Costs (Pending BIP projects)	
		Bob Jeff Hudsonville	6,800
		CL Real Estate	6,500
		Rosendall Land Holdings	8,500
		Airpark	3,700
		Total	<u>25,500</u>

Revenue	92,654
Expense	112,172
Fund Balance*	19,518
Net Gain/Loss	0

*BIP Fund Balance at 9/12/2023: \$63,306

The Ottawa County Brownfield Redevelopment Authority
Board of Directors

RESOLUTION TO APPROVE 2024 OPERATING BUDGET

At a meeting of the Board of Directors of the Ottawa County Brownfield Redevelopment Authority, whose office of record is located at the Ottawa County Administrative Complex, Olive Township, Michigan, in said County on September 21, 2023, at 3:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____
and supported by _____:

WHEREAS, Section 125.2668 of Public Act 381 of 1996 requires Brownfield Redevelopment Authorities to approve an operating budget; and

WHEREAS, the Ottawa County Brownfield Redevelopment Authority Treasurer and Ottawa County Planning Department Staff, have reviewed the recommended budget in detail; and

WHEREAS, estimated total revenues of \$112,172 and total expenses of \$112,172 are recommended, as shown on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Ottawa County Brownfield Redevelopment Authority Board of Directors hereby adopts the official budget for FY 2024; and

FURTHER BE IT RESOLVED THAT all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Chairperson, Josh Brugger

Vice-Chair/Secretary, Rebecca Hopp

Certification

I, the undersigned, duly qualified Vice-Chair/Secretary of the Ottawa County Brownfield Redevelopment Authority, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Ottawa County Brownfield Redevelopment Authority, at a meeting held on September 21, 2023.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 21st day of September, 2023

Vice-Chair/Secretary, Rebecca Hopp



Brownfield Incentive Program

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

Eligibility Requirements

Applicant: Cities, villages, townships, and private entities located within Ottawa County (the County) are eligible to apply. Private entities based outside of the County may apply for an incentive as long as the proposed project site is located within the County, ~~and that the entity does not have any outstanding or delinquent tax liabilities. Individuals are not eligible.~~

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Use of funds: Incentives may only be used for the activities listed below. The County reserves the right to approve the use of incentives for activities other than those listed here on a case-by-case basis.

- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- ~~Preparation of a~~ Baseline Environmental Assessment (BEA)
- ~~Preparation of~~ Due care ~~planning~~ Plan
- ~~Preparation of a~~ Brownfield Plan

Liability: Liable parties may not be relieved of their responsibility for performing response activities under state and federal law, or permitted to benefit from the investment of public funds. Liable parties are defined in Part 201, Sections 20101 and 20126, and Part 213, Section 21323a of the NREPA. If, based on available information, the County believes there may be a liable party that could benefit from the proposed Incentive, the County may request information needed to make a liability determination from the applicant or other project participants as a condition of funding.

Match: Matching funds are not required, but are encouraged. For the purposes of BIP, matching funds are defined as other federal, state, local, or private monies to be applied toward total cost of the BIP approved activity.

Project benefits: In order to be eligible for an Incentive, the proposed project must do at least one or more of the following:

- Assess environmental contamination conditions at a known or suspected ~~facility~~ (an area, place, or property where a hazardous substance in excess of the concentrations described in Part 201 ~~of Public Act 451 of 1994~~, Section 20120a(1)(a) or (17), ~~of the NREPA~~, has been released, deposited, disposed of, or otherwise comes to be located).
- ~~Eliminate conditions of blight~~ as defined in Public Act 381 of 1996 Section 125.2652c
- ~~Relieve conditions of functional obsolescence~~ as defined in Public Act 381 of 1996 Section 125.2652u.
- ~~Preserves a historic resource as defined in~~ Public Act 270 of 1984 Section 90a.

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The proposed project must also achieve at least one or more of the following:

- Create jobs
- Increase tax base
- Catalyze redevelopment

The Ottawa County Brownfield Redevelopment Authority reserves all rights to accept or reject any proposed projects.