

**Van Buren County Brownfield Redevelopment Authority
Regular Meeting Minutes
February 14, 2018**

Board of Commissioners Room, 2nd Floor Administration & Land Services Building

1. Call to Order and Determination of Quorum

At 3:36 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (6): Lisa Phillips, Cynthia Compton, Jan Petersen, Zach Morris, Sarah Moyer-Cale, Jeff Mills (arrived at 3:44 pm).

Board Members Absent and Excused (2): Kate Hosier, Gail Patterson-Gladney.

Board Vacancies: (1) Ed VanderVries resigned effective December 29, 2017

A quorum (5 of 8) is initially present--see Item 7.

Others present: Secretary/Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, Jim Trent of Environ Marketing LLC.

2. Approval of Agenda

There was unanimous consent to approve the Chairperson's prepared agenda.

3. Approval of Minutes of Regular Meeting held January 10, 2018

Motion by Moyer-Cale, supported by Morris, to approve the minutes of the Regular Meeting held January 10, 2018, as presented. Approved by a 5-0 vote.

4. Public Comment

There was no public comment.

5. Correspondence

There was no received correspondence.

6. Treasurer's Report

a. Nelson stated that there is no formal financial report, as there were no transactions since the last report.

b. Nelson presented invoices for approval to pay, as follows:

Envirologic	01/11/2018	#4187	05585 Blue Star-Phase I ESA	\$ 2,500.00
Envirologic	02/07/2018	#4230	Community Outreach	787.50
Envirologic	02/07/2018	#4187	05585 Blue Star-BEA/DDCC	3,700.00
Gail Patterson Gladney	02/14/2018	#2018-01	Travel-Nat Bwnflds Conf	1,079.78
Jan Petersen	02/14/2018	#2018-02	Travel-Nat Bwnflds Conf	953.50
Lakeshore Environmntl	01/24/2017	#13885	Midwest V DEQ Loan work	<u>2,180.00</u>
			Total for approval	<u>\$11,200.78</u>

Motion by Morris, supported by Moyer-Cale, to approve the foregoing invoices for payment.
Approved by a 5-0 vote.

7. Member Arrival

Board Member Jeff Mills arrived at 3:44 pm. A quorum (6 of 8) continues.

8. Meijer Project Report

Erik Peterson presented a report (on file with the Secretary/Treasurer) documenting and certifying all eligible activities for the Meijer Project. The report confirms that the 2016 captured taxes reached and exceeded maximum allowable capture, and that the project is essentially completed. Motion by Petersen, supported by Moyer-Cale, to accept and approve the Meijer documentation and certification report. Approved by a 6-0 vote.

9. Meijer Project Closeout Financial Adjustments

The following financial adjustment and disbursements are necessary to closeout the Meijer Project:

All funds related to the project that remain in the Tax Capture Fund will be transferred or disbursed.

The taxing units whose taxes were captured for the 2016 tax year will be refunded the excess capture amount totaling \$4,325.79, proportionally to each taxing unit as its levy rate compares to the total levy rate of all units whose taxes were captured, and this will be done through and with the coordination of the County Treasurer's office.

The sum of \$33,815.63 will be transferred to the Local Brownfield Revolving Fund as provided in the report and the Brownfield Plan.

The remainder of funds will be transferred to the Brownfield General Fund to reimburse the BRA for its eligible activities costs of \$62,631.25, and its administrative costs of \$5,000.00, giving credit for portions of these amounts that were so transferred from captured taxes in prior years.

Motion by Mills, supported by Morris, to approve the foregoing transfers and refunds, and to have the Secretary/Treasurer report at the next regular meeting as to the exact transactions, with the intent that the board may then formally close the project. Approved by a 6-0 vote.

10. Applicants for Board Vacancy

The Board discussed individuals who have expressed interest or willingness to serve as a board member. Chair Phillips, Compton and Morris will review these individuals to determine whether to recommend one or more to the Chairperson of the County Board of Commissioners.

11. Bylaws Amendment Now in Effect

The Bylaws Amendment, adopted at the December 13, 2017 meeting, and confirmed by the approval of the minutes of that meeting on January 10, 2018, were filed with the County Clerk as required by the Board of Commissioners 5/28/2002 resolution establishing the BRA. This was done by the Secretary on 1/18/2018. *Note: Examination of the Board of Commissioners minutes for their Regular Meeting held on January 23, 2018, indicates that the Board of Commissioners took no action on the Bylaws Amendment, meaning that, under the terms of the 5/28/2002 resolution, the Bylaws Amendment is now fully effective.*

12. EPA Grant Application

Erik Peterson introduced Jim Trent, owner of Environ Marketing LLC, who stated he holds an option to purchase the former Auto Specialties site in Hartford Township. Erik and Jim discussed with the board the plans and possibilities for the site. Erik presented an Application for Assistance and a Scope of Services Work Order setting forth \$9,300.00, to utilize our EPA Hazardous Substances Grant funds. Motion by Petersen, supported by Moyer-Cale, to approve the application and work order, subject to receipt of an application fee, a signed Development Agreement, and other items on the Project Application Checklist. Approved by a 6-0 vote.

13. EPA Grant Updates

Erik Peterson announced possible assistance projects in Paw Paw Township and in the City of Bangor that could reach the formal application point soon. The former Fifth Third Bank site in the Village of Lawrence

is on hold. The former South Haven Coil site at 05585 Blue Star Highway now has all approved work completed. Erik commented on the Outreach Program community presentations that occurred in January.

14. Comments and Information on Paw Paw Historic Building

Jan Petersen commented and presented information about a possibly proposed removal of a likely circa 1890's building in downtown Paw Paw to accommodate a new parking lot. Several members expressed appreciation for the information.

15. Review of Board Retreat January 24, 2018

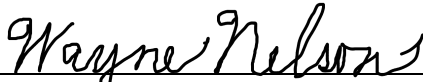
Members discussed the Board Retreat (Special Meeting) held on January 24, 2018. Morris requested that the use of new assistance tools and techniques and law changes be made a part of some regular meetings. Other members expressed appreciation for the retreat and commented on items mentioned at the retreat.

16. Current Brownfield Plan Status

It was noted that the Paw Paw Laundry (Midwest V LLC) site has construction virtually complete, and the pending Reimbursement Agreement is still being reviewed by the County's civil law firm, Miller Canfield. The Mattawan Commercial (Red Arrow Highway) Reimbursement Agreement is also being reviewed by Miller Canfield. Nelson will inquire to Miller-Canfield's assigned attorney Steven Mann as to the status.

17. Adjournment

There being no further business, the Chair adjourned the meeting at 4:54 p.m.



Wayne Nelson, Secretary/Treasurer
VBC Brownfield Redevelopment Authority