

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

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

1. Call to Order and Determination of Quorum

At 3:30 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (5): Lisa Phillips, Sarah Moyer-Cale, Jeff Mills, Gail Patterson-Gladney, Kate Hosier; **Board Members Absent and Excused (3):** Jan Petersen, Cynthia Compton, Zack Morris; **Board Vacancies: (1)** Since December 29, 2017. A quorum (5 of 8) is initially present--see Item 11.

Others present: Secretary/Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, City of Bangor Planner Rebecca Harvey.

2. Approval of Agenda

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

3. Approval of Minutes of Regular Meeting held February 14, 2018

Motion by Patterson-Gladney, supported by Moyer-Cale, to approve the minutes of the Regular Meeting held February 14, 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 adjusting journal entries are still being compiled with VBC Chief Financial Officer Stephen Vicenzi.

b. Invoices for approval:

Lakeshore Environmntl	02/16/2018	#13966	Midwest V-DEQ Loan Work	\$52,182.83
Black River Enterprises	03/04/2018	PECS#1816	DEQ Loan Disb Req #3	1,411.77
Miller Canfield	03/05/2018	#1387798	Legal-revised agreements	<u>750.00</u>
Total for approval				<u>\$54,344.60</u>

Motion by Hosier, supported by Mills, to approve the \$52,182.83 Lakeshore Environmental invoice, contingent on receiving a signed revised Reimbursement Agreement. Approved by a 5-0 vote.

Motion by Hosier, supported by Mills, to approve the \$1,411.77 Black River Enterprises LLC invoice, and the DEQ Loan Disbursement Request #3. Approved by a 4-0 vote, with Phillips abstaining due to representing the vendor.

Motion by Moyer-Cale, supported by Hosier, to approve the \$750 Miller Canfield invoice. Approved by a 5-0 vote.

7. Revised Reimbursement Agreement

Secretary/Treasurer Nelson announced that the BRA has received a completely revised Reimbursement

Agreement from the law firm of Miller Canfield. The agreement is designed to better protect the BRA and the County on Brownfield Plan projects, and to update terms to reflect current law and "best practices" standards.

Motion by Mills, supported by Hosier, to direct Chair Phillips and Secretary/Treasurer Nelson to jointly review and finalize for use the revised Reimbursement Agreement provided by the Miller Canfield law firm. Approved by a 5-0 vote.

8. Board Vacancy

The Board deferred discussion of the present board vacancy. Due to the absence of Compton and Morris, who along with Chair Phillips were to determine whether to recommend one or more persons to the Chairperson of the County Board of Commissioners, there was consensus that Phillips, Compton and Morris could proceed outside of a board meeting

9. EPA Grant—Auto Specialties Site

Erik Peterson tendered a check from Enrивon Marketing LLC to the Secretary/Treasurer for the \$2,500 application fee. Peterson then presented Work Orders #12-15 for this project.

Motion by Moyer-Cale, supported by Hosier, to approve Work Order #12 and its Total Potential Project Budget of \$23,250.00. Approved by a 5-0 vote.

Motion by Mills, supported by Patterson-Gladney, to approve Work Order #13 and its Total Potential Project Budget of \$18,350.00. Approved by a 5-0 vote.

Motion by Patterson-Gladney, supported by Moyer-Cale, to approve Work Orders #14 and #15 and their Total Potential Project Budget of \$8,000.00, being \$4,000.00 for each. Approved by a 5-0 vote.

10. EPA Grant Request—City of Bangor

Erik Peterson introduced Rebecca Harvey, planning consultant for the City of Bangor, and jointly presented information about a likely new request for assistance under the petroleum portion of the on a site formerly known as Jerry's Garage.

11. Board Member Leaves / Quorum Lost

Member Mills departed the meeting at 4:20 pm, due to another commitment. With only 4 board members remaining, the quorum was lost, and additional official action is not possible. The meeting continued as a sub-quorum discussion.

12. EPA Grant and Current Brownfield Plan Discussion

Erik Peterson reviewed other EPA Grant active and potential projects and touched on the documentation for the Paw Paw Village Pharmacy BRA project and loan.

13. Adjournment

There being no quorum nor further business, the Chair adjourned the meeting at 4:55 p.m.



Wayne Nelson, Secretary/Treasurer
VBC Brownfield Redevelopment Authority