

**Van Buren County Brownfield Redevelopment Authority
Regular Meeting Minutes
April 11, 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 (7): Lisa Phillips, Sarah Moyer-Cale, Jan Petersen, Cynthia Compton, Zack Morris, Gail Patterson-Gladney, Kate Hosier; **Board Members Absent and Excused (1):** Jeff Mills; **Board Vacancies: (1)** Since December 29, 2017. A quorum (7 of 8) is initially present.

Others present: Secretary/Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, Kip and Lisa DeVall.

2. Approval of Agenda

Motion by Petersen, supported by Patterson-Gladney, to approve the Chairperson's prepared agenda. Approved by a 7-0 vote.

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

Motion by Patterson-Gladney, supported by Hosier, to approve the minutes of the Regular Meeting held March 14, 2018, as presented. Approved by a 6-0 vote, with Morris abstaining.

4. Public Comment

Erik Peterson introduced Kip and Lisa DeVall, referred to him by Member Compton, who expressed interest in possible BRA EPA Grant assistance regarding a parcel they plan to acquire at 233 Blue Star Highway in the City of South Haven. The DeValls summarized their plans for the property and the possibility of hazardous materials and/or functional obsolescence. Erik indicated that he will work with the DeValls to determine the level of assistance and the coordination between this BRA and the City of South Haven's BRA.

5. Correspondence

Nelson corresponded with the environmental consultant for the Midwest V (Paw Paw Laundry) project regarding completion of demolition documentation for the DEQ and the revised Reimbursement Agreement.

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. Nelson presented the 2017 Tax Capture Summary, indicating the school and non-school taxes totaling \$15,813.64 captured from the 2017 summer and winter tax levies. The captured tax money should be transferred to the BRA Tax Capture Fund in May and then be ready for distribution.

7. Board Member Vacancy

The Board discussed its current vacancy.

Motion by Hosier, supported by Patterson-Gladney, to recommend to the Chairperson of the Board of Commissioners that Katie Strohauer be appointed to remainder of the currently vacant term expiring June 1, 2020. Approved by a 6-0 vote, with Phillips abstaining.

8. Revised Reimbursement Agreement

Phillips noted that the revised Reimbursement Agreement from the Miller-Canfield law firm may not contain language to cover the situation of a DEQ loan or grant, such as with the Midwest V (Paw Paw Laundry) project. Nelson was directed to confer with Miller-Canfield on the matter.

9. EPA Grant—Updates

Erik Peterson presented updates on current and potential EPA Grant projects as follows:

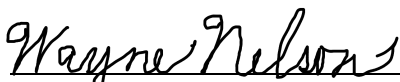
- a. The petroleum project at 109 E. Michigan Avenue, Paw Paw, is in progress, the BRA having received the \$2,500 application fee from Paw Paw Township.
- b. The City of Bangor DDA has decided not to apply currently for assistance for the property at 600 W. Monroe in Bangor.
- c. The eligibility determination is proceeding for the former Auto Specialties site in Hartford Township.
- d. There is no current progress to report on the 05585 Blue Star Highway property in South Haven Charter Township.
- e. Erik thanked Member Compton for an Outreach Program referral in South Haven.

10. Current Brownfield Plan Update—Paw Paw Village Pharmacy

Since the prior meeting, Erik Peterson provided documentation of costs and eligible expenses for Paw Paw Village Pharmacy BRA project and the LBRF \$65,000 loan. Phillips asked for additional information on the demolition component. Nelson will now bill the developer for the first loan payment.

11. Adjournment

There being no further business, the Chair adjourned the meeting at 4:38 p.m.



Wayne Nelson, Secretary/Treasurer
VBC Brownfield Redevelopment Authority