

**Van Buren County Brownfield Redevelopment Authority
 Regular Meeting Minutes
 May 9, 2018**

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

1. Note for the Record

On May 8, 2019, the Van Buren County Board of Commissioners appointed Katie Strohauer of Gobles, to the Brownfield Redevelopment Authority Board, to fill the term expiring June 1, 2020, that was vacated by the resignation of Edward VanderVries. County Clerk Suzie Roehm administered the required oath of office to Ms. Strohauer prior to the start of the meeting.

2. Call to Order and Determination of Quorum

At 3:30 pm, by Vice-Chairperson Jan Petersen, acting in the absence of Chairperson Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (7): Jan Petersen, Sarah Moyer-Cale, Cynthia Compton, Zack Morris, Kate Hosier, Jeff Mills, Katie Strohauer; **Board Members Absent and Excused (2):** Lisa Phillips, Gail Patterson-Gladney; **Board Vacancies: (0).** A quorum (7 of 9) is initially present.

Others present: Secretary/Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, Charles Brandt.

3. Approval of Agenda

Motion by Moyer-Cale, supported by Hosier, to approve the Chairperson’s prepared agenda. Approved by a 7-0 vote.

4. Approval of Minutes of Regular Meeting held April 11, 2018

Motion by Hosier, supported by Moyer-Cale, to approve the minutes of the Regular Meeting held April 11, 2018, as presented. Approved by a 7-0 vote.

5. Public Comment--None

6. Correspondence--None

7. 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 following invoices for approval:

<i>Vendor</i>	<i>Invoice Date</i>	<i>Invoice #</i>	<i>Purpose</i>	<i>Amount</i>	<i>Fund</i>
Envirologic	4/6/2018	04419	67901 Red Arrow Hwy; Cleanup Planning, Brownfield Plan	1,365.00	EPA Grant
Envirologic	5/4/2018	04517	67901 Red Arrow Hwy; Cleanup Planning	1,012.50	EPA Grant
Envirologic	5/4/2018	04519	109 E Michigan Ave, Paw Paw; Eligibility, Phase I & II ESA	15,600.00	EPA Grant
			Total	\$17,977.50	

Motion by Compton, supported by Moyer-Cale, to approve payment of these invoices totaling \$17,977.50. Approved by a vote of 7-0.

- c. 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 has been transferred to the BRA Tax Capture Fund and is now ready for distribution as follows:

<i>Project</i>	<i>To Owner</i>	<i>To MEDC 1/2 SET</i>	<i>To BRA- Admin</i>	<i>Total Disbursed</i>
Blue Fin-Keeler Township	48.08	-	2.53	50.61
Hometown Properties-Bangor City	9,991.10	-	645.06	10,636.16
Hometown Properties-Gobles	2,631.11	-	292.35	2,923.46
Paw Paw Brewing-Paw Paw Village	72.15	10.30	109.21	191.66
Village Pharmacy--Paw Paw Village	1,737.38	-	274.36	2,011.74
Totals	<u>14,479.82</u>	<u>10.30</u>	<u>1,323.51</u>	<u>15,813.63</u>

Motion by Hosier, supported by Compton, to approved distribution of the 2017 captured property taxes totaling \$15,813.64, as set forth above. Approved by a vote of 7-0

8. New Board Member and Pending Reappointments

New Board Member Katie Strohauser told about her background and current life and was welcomed by the others present.

Nelson announced that the Board of Commissioners (BOC), at its Committee of the Whole meeting on May 8, 2018, approved the reappointment of Board Members Mills, Phillips, Petersen and Moyer-Cale, which is scheduled to be formalized at the BOC meeting on May 22.

9. Revised Reimbursement Agreement

Nelson is in discussions with Miller-Canfield on an addendum or supplement to the revised Reimbursement Agreement to cover situations where special financial assurances are required.

10. 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 proceeding.
- b. The planning and Brownfield Plan development are proceeding for the former Auto Specialties site in Hartford Township.
- c. There is no current progress to report on the 05585 Blue Star Highway property in South Haven Charter Township.
- d. The potential project at 233 Blue Star Highway in the City of South Haven as mentioned in the April 11, 2018, meeting minutes, will not occur as the potential applicants have withdrawn.
- e. Eric Peterson introduced Charles Brandt, who is considering the purchase of the property at 23492 Red Arrow Highway in Antwerp Township, a site that may have petroleum-based issues.

Mr. Brandt discussed his concept for the property. Board Member Compton and Secretary/Treasurer Nelson both advised Mr. Brandt to first determine if there are ownership issues with the property as its owner of record recently died. Mr. Brandt and Erik Peterson concluded that an application to the BRA at this time may be premature.

- f. Erik Peterson presented an updated report on the EPA Grant financial status.

11. Board Member Leaves Early

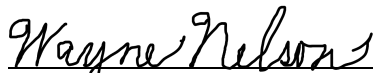
Member Jeff Mills departed the meeting at 3:52 pm, for another commitment. A quorum (6 of 9) remains.

12. Current Brownfield Plan Update

- a. **Mattawan Commercial**—The developer is attempting to find a tenant for the project, as the original tenant has decided not to proceed.
- b. **Midwest V (Paw Paw Laundry)**--DEQ quarterly loan report was timely filed. Finalization of the development activities is proceeding.
- c. **Paw Paw Brewing**--DEQ quarterly grant and loan reports were timely filed. A work plan for asbestos abatement has been approved by the DEQ.
- d. **Village Pharmacy, Paw Paw**--Erik Peterson provided Secretary/Treasurer Nelson with a check for \$6,500.00 from Village Pharmacy Properties LLC, that being the first payment for the loan from the Local Brownfield Revolving Fund (LBRF).

13. Adjournment

Motion by Morris, supported by Strohauser, to adjourn. Approved by a vote of 6-0, the Vice-Chair adjourned the meeting at 4:26 p.m.



Wayne Nelson, Secretary/Treasurer
VBC Brownfield Redevelopment Authority