

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes December 8, 2021

**Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079
 All other attendees participated online from remote locations**

Note for the Record—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The source of this authorization is a declaration by the Van Buren County Board of Commissioners of a county-wide state of emergency, originally declared on 11/24/2020 and most recently extended on 01/26/2021 to its present expiration date of 12/31/2021. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county’s website to allow public participation. Each Board Member who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
Name	Position	Attendance Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Gail Patterson-Gladney	Chair	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Lisa Phillips	Vice Chair	Attended remotely	Vicksburg Village	Kalamazoo	Michigan	Yes	Yes			Yes
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Kate Hosier	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Katie Strohauser	Member	Attended remotely	Kalamazoo City	Kalamazoo	Michigan	Yes	Yes			Yes
Zach Morris	Member	Did not attend meeting				No	No			No
Dr. Patrick Creagan	Member	Attended remotely	Decatur Township	Van Buren	Michigan	Yes	Yes			Yes
John Young	Member	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes			Yes
Lisa Imus	Member	Attended remotely	Lawton Village	Van Buren	Michigan	Yes	Yes			Yes
					Count:	8	8	0	0	8
					Members Present:		8 of 9	8 of 9	8 of 9	8 of 9
					Quorum (Yes/No):		Yes	Yes	Yes	Yes

1. Call to Order and Determination of Quorum and Attendees

At 3:32 PM, by Chair Gail Patterson-Gladney with attendees/absentees/remote locations/quorum status as stated above and as follows:

- a. **Board Members Present (8); Board Members Absent (1); Board Vacancies: (0).** A quorum (8 of 9) is initially present and a quorum remained throughout the meeting
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultant Erik Peterson from Envirologic Technologies Inc.

2. Approval of Agenda--The prepared agenda was adopted by unanimous consent.

3. Approval of Minutes of Regular Meeting held November 10, 2021--The draft minutes of the meeting were included in the agenda packet. Motion by Creagan, supported by ~~Mosier~~ Hosier, to approve the minutes. Approved by a vote of 8-0. *Note: Corrected from draft minutes.*

4. Public Comment—None

5. Secretary-Treasurer’s Report--Nelson presented a written report with oral enhancements and action item as follows:

a. **Invoices for Approval**—The following invoices for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
EPA Grant Invoices:				
\$ 945.00	Envirologic Technologies Inc	08340	2021-12-07	Outreach/Programmatic
3,770.33	Envirologic Technologies Inc	08341	2021-12-07	Gateway; Phase II/BEA/DDCC/Pre-Demo
1,207.50	Envirologic Technologies Inc	08342	2021-12-07	119 N Main Lawton; Phase II
1,172.50	Envirologic Technologies Inc	08343	2021-12-07	101 Cemetery, Bangor; Elig/Phase I
\$ 7,095.33	Envirologic Sub-Total			
-				
\$ 7,095.33	Total of EPA Grant Invoices			
-				
\$ 7,095.33	Total of All Invoices			

Motion by Young, supported by Compton, to approve paying these invoices totaling \$7,095.33. Approved by a vote of 8-0.

6. Other Correspondence—None

7. New Business—

- a. **Any new applications**—No application was received for a possible new project in the Village of Lawton. Because the EPA Grant ends on 12-21-2021, there will no opportunity to receive and approve this project or any other project that need EPA funding.

- b. **Any new Work Order amendments**—Work Order #2 from 2016 for Contractor Community Outreach and Programmatic Costs was issued in the original amount of \$6,000. However, the original EPA Grant budget for this category was \$12,000. In 2020, the EPA approved an amendment to this category from \$12,000 to \$16,000. Therefore, there is a need to amend Work Order #2 and/or add a new Work Order #45 to bring the work orders and EPA budget into alignment. Motion by Phillips, supported by Hosier, to direct the Secretary to determine the best manner of aligning the EPA Grant category for Community Outreach and Programmatic, so that the Work Orders for this category properly align with the EPA Grant budget line, to issue amended and/or new work orders as indicated, and to report such modifications to the Board for its next meeting. Approved by a vote of 8-0.
 - c. **EPA Grant Budget Releases and Closeout Activities.**—Erik Peterson and Wayne Nelson indicated they are preparing for the EPA Grant closeout activities, including preparing any needed budgetary releases for approved but unspent fund, and other specific closeout reporting. Progress will be reported at the next meeting.
 - d. **Renewal of Zoom Software License**—Wayne Nelson reported that the VBCBRA’s software license for Zoom Remote Meetings will expire on January 8, 2022. Discussion ensued on an annual or monthly renewal or a non-renewal. Motion by Phillips, supported by Compton, to renew the VBCBRA’s Zoom license for 1 year from January 8, 2022, at a price of \$158.89. Approved by a vote of 8-0.
 - e. **2022 Regular Meeting Schedule**—Wayne Nelson submitted a proposed 2022 Regular Meeting Schedule that keeps the 2nd Wednesday at 3:30 PM as the day and time and preserves flexibility for using remote meeting software when possible. Motion by Creagan, supported by Hosier, to adopt the proposed schedule and to set the matter for confirmation at the January 12, 2022, meeting. Approved by a vote of 8-0. *Note: The adopted schedule follows the body of these minutes.*
- 8. Ongoing Business—EPA Grant/Brownfield Plan Project Updates**—Consultant Erik Peterson made comments on EPA Grant and Brownfield Plan projects as follows:
- a. **Gateway Holdings LLC**—Phase II, BEA, and Pre-Demolition Survey work are completed. The problematic hoists have been removed. Some wrap-up documentation remains.
 - b. **119 N. Main Street in Lawton**—Some final Due Care documentation is in progress.
 - c. **101 Cemetery Rd in Bangor**—ETI has finalized Eligibility and Phase I ESA work and working with the applicant to attempt to mitigate any EGLE concerns and any BEA and DDCC work that can be completed under the grant.
- 9. Other Business/Reports**
- a. **Land Bank Report**—Cindi Compton reported that progress continues to redevelop 1 and 5 W Main Street in Hartford.
 - b. **Economic Development Corporation and Other Economic Development Report**—None.
 - c. **General Member Comments**—Mutual holiday greetings were exchanged.
- 10. Adjournment**—Motion by Strohauer, supported by Hosier, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:38 PM.


 Wayne Nelson, Secretary-Treasurer
 Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
SLBA	Agency	Michigan State Land Bank Authority
VBCLBA or LBA	Agency	Van Buren County Land Bank Authority
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
BP	Brownfield Term	Brownfield Plan
LBRF	Brownfield Term	Local Brownfield Revolving Fund
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing

Van Buren County Brownfield Redevelopment Authority

2022 Regular Meeting Schedule

Regular Meetings of the Van Buren County Brownfield Redevelopment Authority will be held in 2022 as follows. Meetings will be held either "in person" or remotely using remote meeting software. It is the intention to hold meetings remotely as long as a state of emergency (for COVID or otherwise) remains in place and perhaps afterwards if allowed by Michigan law. Public participation and comment are allowed at all meetings.

Days/Dates/Times/Additional Purposes of meetings:

<i>Day of Week</i>	<i>Date</i>	<i>Time</i>	<i>Additional Purpose</i>	
Wednesday	January 12, 2022	3:30 pm	Initial under Open Meetings Act	
Wednesday	February 9, 2022	3:30 pm		
Wednesday	March 9, 2022	3:30 pm		
Wednesday	April 13, 2022	3:30 pm		
Wednesday	May 11, 2022	3:30 pm		
Wednesday	June 8, 2022	3:30 pm		Annual Meeting/Officer Elections
Wednesday	July 13, 2022	3:30 pm		
Wednesday	August 10, 2022	3:30 pm		
Wednesday	September 14, 2022	3:30 pm		
Wednesday	October 12, 2022	3:30 pm		
Wednesday	November 9, 2022	3:30 pm		
Wednesday	December 14, 2022	3:30 pm		

For Meetings held either totally or partially Remotely:

Refer to the website for the Authority at <https://www.vanburencountymi.gov/602/Brownfield-Authority-Meetings> for detailed information on attending and participating in a remote meeting, including how to attend using a phone, PC, Mac, or other device.

Physical Place of all meetings not totally held remotely:

Board of Commissioners Room, 2nd Floor
County Administration and Land Services Building
219 E Paw Paw St
Paw Paw, MI 49079

The Brownfield Redevelopment Authority reserves the right to cancel any of these meetings if there would not be any items of business to consider or if a quorum would not be present. Please call Cari Elmore at 269-657-8253 or check the Authority's website at <https://www.vanburencountymi.gov/602/Brownfield-Authority-Meetings> to check on any meeting changes.



If you want to attend a meeting and require a special accommodation due to impairment or disability, please contact Cari Elmore by phone at 269-657-8253 or email at ElmoreC@vanburencountymi.gov so that we may do our best to arrange such accommodation.