

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes February 8, 2023

**Physical Location Component at the Donald Hanson Commissioners Room,
 Room 202, Van Buren County Administration Building,
 219 E Paw Paw Street, Paw Paw MI 49079**

Remote Component Host: Wayne Nelson, Secretary-Treasurer at the meeting site

Note for the Record—This meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. 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 when a reasonable accommodation to attend remotely under the Americans with Disabilities Act was granted to any Board Member, announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state), and is accorded quorum and voting status for the meeting. Any other Member attending remotely is not accorded quorum and voting status and is not required to declare a physical location.

1. Call to Order and Determination of Quorum and Attendees

At 3:37 PM, by Acting Chair Kate Hosier (designated by consent in the absence of Chair Patterson-Gladney and remote audio issue with Vice Chair Phillips) in the Chair with attendees/absentees/remote locations/quorum status as stated above and as follows:

Board Member Attendance Report--Brownfield Redevelopment Authority Board											
Name	Position	Attendance/Quorum Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End	
			Municipality	County	State						
Gail Patterson-Gladney	Chair	Did not attend meeting				No	No			No	
Lisa Phillips	Vice Chair	Attended remotely	Vicksburg Village	Kalamazoo	Michigan	Yes	Yes			Yes	
Cynthia Compton	Secretary	Attended physically				Yes	Yes			Yes	
Kate Hosier	Member	Attended physically				Yes	Yes			Yes	
Katie Strohauer	Member	Attended remotely	Oshtemo Tonship	Kalamazoo	Michigan	Yes	Yes			Yes	
Zach Morris	Member	Did not attend meeting				No	No			No	
Dr. Patrick Creagan	Member	Attended physically				Yes	Yes			Yes	
John Young	Member	Did not attend meeting				No	No			No	
Lisa Imus	Member	Attended physically				Yes	Yes			Yes	
						Count:	6	6	0	0	6
						Members Present:		6 of 9	6 of 9	6 of 9	6 of 9
						Quorum (Yes/No):		Yes	Yes	Yes	Yes

- a. **Board Members Present (6); Board Members Absent (3); Board Vacancies: (0).** A quorum (6 of 9) is initially present, and a quorum remained throughout the meeting.
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Consultants David Stegink from Fishbeck; Doug Koop of EGLE.

- 2. **Approval of Agenda**--The prepared agenda was presented. Motion by Imus, supported by Compton, to approve the agenda. Approved by a vote of 6-0.
- 3. **Approval of Minutes of Regular Meeting held January 11, 2023**--The proposed minutes of the meeting were included in the agenda packet. Motion by Imus, supported by Compton, to approve the minutes as presented. Approved by a vote of 6-0.
- 4. **Public Comment**—None
- 5. **Secretary-Treasurer’s Report**—
 - a. Nelson presented an oral report.
 - b. Invoices—There were no invoices for approval.
- 6. **Other Correspondence**—None

7. New Business—

- a. **Agreement for Services with Fishbeck--** David Stegink prepared and submitted to us a proposed contract for consideration. This would govern any services we may need during our period without an EPA grant. Motion by Phillips, supported by Compton, to approve the agreement and allow its execution by the Secretary after minor text adjustments to remove the unintended budget amount reference and to add that all services will be initiated by Work Orders. Approved by a vote of 6-0.
- b. **Other New Business—** None

8. Ongoing Business—

- a. **EPA Grant/Brownfield Plan Project Updates—**Nelson is preparing for 2022 tax captures and mentioned that neither of the Brownfield Plans approved in 2021 in South Haven Charter Township has submitted approved eligible costs.
- b. **Land Bank Authority Report—**Lisa Imus reported that the VBCLBA met twice recently to approve sub-grants under their \$200,000 SLBA program. The application for 5 W. Main in Hartford was approved by both the local and state LBA's, while three other grants in Covert and South Haven Townships, were approved locally and have state approval pending.
- c. **Economic Development Corporation and Other Economic Development Report—**No report.

9. General Member Comments—

- a. Hosier announced that a PFAS issue has been identified and a site on S. Kalamazoo Ave. in the City of South Haven, and that the city will hold public information session about this. Doug Koop of EGLE added that other PFAS site identifications are being found in the state.
- b. Koop also mentioned that EGLE can promptly consider and Assessment Project to fund.
- c. Hosier noted that Board Member Young is in the hospital and inquired about sending a card. Nelson offered to coordinate this effort.

10. Adjournment—Motion by Creagan, supported by Phillips, to adjourn. Approved by a vote of 6-0. All business being completed, the meeting was adjourned by the Acting Chair at 3:57 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