

Van Buren County Brownfield Redevelopment Authority Special Meeting Minutes April 17, 2024

**Physical Location Component at the Donald Hanson Board of Commissioners Room,
 Van Buren County Administration Building,
 219 E Paw Paw Street, Paw Paw MI 49079
 Remote component using Zoom hosted by Secretary-Treasurer at his home**

Note for the Record: This SPECIAL meeting was held at the stated physical location, with an additional online remote component using Zoom remote meeting software. The meeting was called by Chairperson Hosier and the notice thereof contained a statement that any business may come before the Board.

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						
Kate Hosier	Chair	Attended physically				Yes	Yes			Yes	
Lisa Phillips	Vice Chair	Attended physically				Yes	Yes			Yes	
Gail Patterson-Gladney	Member	Attended physically				Yes	Yes			Yes	
Cynthia Compton	Member	Attended physically				Yes	Yes			Yes	
Katie Strohauer	Member	Did not attend meeting				No	No			No	
Zach Morris	Member	Attended physically				Yes	Yes			Yes	
Dr. Patrick Creagan	Member	Attended physically				Yes	Yes			Yes	
John Young	Member	Attended physically				Yes	Yes			Yes	
Lisa Ransler	Member	Attended physically				Yes	Yes			Yes	
						Count:	8	8	0	0	8
						Members Present:	8 of 9	8 of 9	8 of 9	8 of 9	8 of 9
						Quorum (Yes/No):	Yes	Yes	Yes	Yes	Yes

1. Call to Order and Determination of Quorum and Attendees

At 3:30 PM, by Chair Kate Hosier 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:** Wayne Nelson, Secretary-Treasurer (remote); David Stegink, Consultant from Fishbeck; Doug Koop, EGLE; Heath Seeley, potential project developer.

2. Approval of Agenda--The prepared agenda was presented and approved by a vote of 8-0 on the motion of Patterson-Gladney, supported by Young.

3. Approval of Minutes--Although an agenda item, the March 20, 2024, regular meeting minutes had not yet been finalized and are deferred to the next regular meeting.

4. Public Comment--None.

5. Secretary-Treasurer's Report--There was no Secretary-Treasurer's Report, and no invoices for approval.

6. Other Correspondence--None.

7. New Business--

- a. Brownfield Loan Agreement with HS Fleet Services, LLC – Heath Seeley (Owner, HS Fleet Services, LLC) and David Stegink, Fishbeck) were present to discuss a proposed project in the Village of Lawton. Seeley currently owns an emergency services fleet repair service and is hoping to move it to 911 M-40 in the Village. The purpose of the move is to build a larger and more efficient business for the growing business.

There were several comments on the draft loan agreement submitted by Fishbeck. The BRA does have its own loan agreement – either can be used but should be reviewed by the attorney. In the agreement there is no explicit promise to pay by the borrower to the lender. What is the proposed interest rate and due date? If the loan is \$10,000, what will it cover? Stegink commented that construction loan costs can be reimbursed in advance of the TIF capture. It can be paid in full or wait until TIF begins.

The BRA is willing to fund a project, but the application needs to clearly state that the property is eligible and that the Land Bank has approved the project. What will be considered eligible costs for the loan? Storm retention, grading and infrastructure costs.

Stegink and Seeley will work to confirm the stipulations of the Loan Request and bring it back to the BRA for further review and processing.

Motion by Phillips , supported by Compton, to approve the draft loan agreement to encourage the project and necessary participation by the Van Buren County Land Bank Authority, to refer all project documents to an attorney of the VBCBRA’s choice at the appropriate time for development of the final documents (that may vary substantially from the draft), all subject to receipt by VBCBRA of a fully completed project application and a \$2,500.00 application fee. Approved by a vote of 8-0.

b. Other New Business— None

8. Ongoing Business— None

9. General Comments—Cindi Compton spoke as a potential developer on three proposed developments in the South Haven area, that are not yet ready for any project application. Other members, Koop, and Stegink spoke about the new BRA authority to engage in housing-related projects.

10. Adjournment—Motion by Compton, supported by Young, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:45 PM.


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

Acronyms used in BRA Minutes:

<i>Acronym</i>	<i>Type</i>	<i>Meaning</i>
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
MSHDA	Agency	Michigan State Housing Development Authority
SLBA	Agency	Michigan State Land Bank Authority
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