

## Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes August 16, 2023

**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 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 3:30 PM, by Secretary-Treasurer Wayne Nelson in the absence of both the Chair Kate Hosier and Vice Chair Lisa Phillips 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					
Kate Hosier	Chair	Did not attend meeting				No	No			No
Lisa Phillips	Vice Chair	Did not attend meeting				No	No			No
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	Did not attend meeting				No	No			No
Dr. Patrick Creagan	Member	Attended physically				Yes	Yes			Yes
John Young	Member	Attended physically				Yes	Yes			Yes
Lisa Imus	Member	Attended physically				Yes	Yes			Yes
Count:						5	5	0	0	5
Members Present:							5 of 9	5 of 9	5 of 9	5 of 9
Quorum (Yes/No):							Yes	Yes	Yes	Yes

- a. **Board Members Present (5); Board Members Absent (4); Board Vacancies: (0).** A quorum (5 of 9) is initially present, and a quorum remained throughout the meeting.
- b. **Staff and Others Present:** Wayne Nelson; BRA Secretary-Treasurer; David Stegink, VP-Fishbeck; Logan Mulholland, Fishbeck; Doug Koop, EGLE.
- c. **Meeting Chair:** Nelson requested that prior Chair Gail Patterson-Gladney be designated as Chair of this meeting. With no objection, Patterson-Gladney assumed the Chair.

**2. Approval of Agenda--**The prepared agenda was presented and approved by unanimous consent.

**3. Approval of Minutes of Regular Meeting held July 12, 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 5-0.

**4. Public Comment—**None.

**5. Secretary-Treasurer’s Report—**

- a. Nelson presented a written report with oral enhancements.
- b. Invoices—There is one invoice for approval.

Amount	Vendor	Invoice #	Invoice Date	Reason
603.08	Lisa Imus	2023-01	8/13/2023	Travel reimb-Natl BF Conf in Detroit
-				
<b>\$ 603.08</b>	<b>Total of All Invoices</b>			

Motion by Compton, supported by Creagan, to approve the invoice of \$603.08 for payment. Approved by a vote of 5-0.

**6. Other Correspondence—None**

**7. New Business—**

- a. **Update on the National Brownfields Conference**—Lisa Imus was our only Board attendee at the conference held in Detroit on August 7-11. She verbally reported on the conference highlights and her experiences. Doug Koop of EGLE and David Stegink of Fishbeck also attended and similarly related their highlights.
- b. **New Brownfield Act changes regarding housing**—David Stegink commented on the act changes and possible scenarios on how a BRA can use the added abilities and powers to facilitate housing improvements. We now await rules and procedures from the Michigan State Housing Development Authority regarding projects where they would have approval authority. Doug Koop added that EGLE is also reviewing the act changes to see if their procedures need adjustment.
- c. **Other New Business**— None

**8. Ongoing Business—**

- a. **Land Bank Authority Report**—Lisa Imus reported on the City of Hartford’s re-emergence as an active partner in the development of 5 W Main St. The VBCLBA is entering into a contract with Fishbeck to administer a \$500,000 state grant for the VBCLBA.
- b. **Economic Development Corporation and Other Economic Development Report**—No report.

**9. General Comments**—There were a few comments not directly related to ongoing business.

**10. Adjournment**—Motion by Creagan, supported by Young, to adjourn. Approved by a vote of 5-0. All business being completed, the meeting was adjourned by the Acting Chair at 4:24 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
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
LBFRF	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