

Van Buren County Brownfield Redevelopment Authority
Regular Meeting Agenda
Wednesday, October 11, 2023, 3:30 p.m.

In-Person Meeting at the Donald Hanson Board of Commissioners Room
219 E Paw Paw Street, Paw Paw, MI 49079

Public Remote Online Component Using Zoom—Hosted by Secretary-Treasurer

- 1. Call to Order, and Quorum Determination:** Chair Kate Hosier, Vice Chair Lisa Phillips, Gail Patterson-Gladney, Cynthia Compton, Katie Strohauser, Zach Morris, Dr. Patrick Creagan, John Young, Lisa Imus.
- 2. Approval of Agenda**—By motion.
- 3. Approval of Minutes**—September 13, 2023, by motion.
- 4. Public Comments**
- 5. Secretary-Treasurer’s Report, Recommendations & Invoice Approval**
 - a. Any enhanced comments on the written report.
 - b. Consider approval of any submitted invoices and to receive the report—by motion.
- 6. Other Correspondence Received**
- 7. New Business**
 - a. Any other new business.
- 8. Ongoing Business/Reports**
 - a. Planning for next EPA Grant Application
 - b. Updates, if any, on approved Brownfield Plans:
 - c. Updates, if any, on active and suspended projects:
 - d. Land Bank Authority Report (Morris and/or Imus).
 - e. Economic Development Corp Report and other economic development info (Morris).
 - f. Any other ongoing business/reports.
- 9. General Member Comments and Discussion**
- 10. Adjournment**—by motion.

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes September 13, 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 Chair Kate Hosier with attendees/absentees/remote locations/quorum status as stated above and as follows:

Board Member Attendance Report--Brownfield Redevelopment Authority Board										
<i>Name</i>	<i>Position</i>	<i>Attendance/Quorum Status</i>	<i>Declared Remote Location</i>			<i>Present Anytime</i>	<i>Present @ Start</i>	<i>+ Late Arrivals</i>	<i>- Early Departs</i>	<i>Present @ End</i>
			<i>Municipality</i>	<i>County</i>	<i>State</i>					
Kate Hosier	Chair	Attended physically				Yes	Yes	✓	✓	Yes
Lisa Phillips	Vice Chair	Attended physically				Yes	Yes	✓	✓	Yes
Gail Patterson-Gladney	Member	Did not attend meeting				No	No	✓	✓	No
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	Did not attend meeting				No	No	✓	✓	No
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.

- 2. **Approval of Agenda--**The prepared agenda was presented and approved by a vote of 5-0 on the motion of Imus, supported by Compton.
- 3. **Approval of Minutes of Regular Meeting held August 16, 2023--**The proposed minutes of the meeting were included in the agenda packet. Motion by Young, supported by Imus, to approve the minutes as presented. Approved by a vote of 5-0.
- 4. **Public Comment—**None.
- 5. **Secretary-Treasurer’s Report—**Nelson presented a written report with oral enhancements. There were no invoices for approval. Motion by Imus, supported by Compton, to receive the Secretary-Treasurer’s Report. Approved by a vote of 5-0.
- 6. **Other Correspondence—**None

7. New Business—

- a. **New EPA Assessment Grant**—The application window for the next round of EPA Assessment Grants will open soon. David Stegink mentioned that the maximum amount of these competitive three-year grants is \$500,000, and that the grants no longer have to be subdivided into Hazardous Materials and Petroleum sub-grants. After discussion, a motion by Young, supported by Imus, to prepare an application and file for a \$500,000 when the application window opens. Approved by a vote-of 5-0.
- b. **Other New Business**— None

8. Ongoing Business—

- a. **The Lodge Brownfield Plan**—With the approval of eligible costs earlier in 2023, the property tax capture for this project has started with the 2023 summer tax bills.
- b. **Land Bank Authority Report**—Lisa Imus reported on the VBCLBA continues work its state grants, round 1-3, and related issues.
- c. **Economic Development Corporation and Other Economic Development Report**—Hosier presented known developments on the possible reopening of the Palisades Nuclear Plant in Covert Township and mentioned that affordable housing pressures in the lakeshore area could develop if those jobs come back.

9. General Comments—Phillips thanked Strohauser for the information provided in the agenda packet materials relating to MSHDA and EPA updates.

10. Adjournment—Motion by Imus, supported by Young, to adjourn. Approved by a vote of 5-0. All business being completed, the meeting was adjourned by the Chair at 4:05 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
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

Report from the Secretary-Treasurer For the Meeting of October 11, 2023

1) **Accounting**—The cash activity and fund balances for the prior month is as follows:

	General	LBRF	Total
Cash Balance, August 31, 2023	\$ 115,249.07	\$ 170,490.07	\$ 285,739.14
+ Receipts for September 2023			-
2022 Capture Transfer Gen to LBRF		\$ -	\$ -
Application Fees	-	-	-
Loan Principal	-	-	-
Loan Interest	-	-	-
Total Receipts	\$ -	\$ -	\$ -
- Disbursements for September 2023			
2022 Capture Transfer Gen to LBRF	\$ -	-	-
EPA Grant Costs-Personnel	-	-	-
Non-EPA Grant Costs-Personnel	-	-	-
Captured Taxes Disbursed	1,616.00	-	1,616.00
Total Disbursements	\$ 1,616.00	\$ -	\$ 1,616.00
= Cash Balance, September 30, 2023	\$ 113,633.07	\$ 170,490.07	\$ 284,123.14
LBRF Loans Receivable	-	42,745.62	42,745.62
EGLE Loans Payable	(113,847.26)	-	(113,847.26)
Current Invoices Payable	(5,985.00)	-	(5,985.00)
Current Captured Taxes Payable	-	-	-
Escrowed Captured Taxes Payable	(3,628.32)	-	(3,628.32)
GAAP Adj for Long-Term Debt	113,847.26	-	113,847.26
= Fund Balance, September 30, 2023	\$ 104,019.75	\$ 213,235.69	\$ 317,255.44

2) **Correspondence**—None.

3) **Invoices for Approval**—The only invoice for approval at this meeting is my bill for services under my contract with the county for the period from 10-01-2022 through 9-30-2023:

Amount	Vendor	Invoice #	Invoice Date	Reason
5,985.00	Wayne Nelson	2004	9/30/2023	Contract services for 10-1-22 to 9-30-23
-				
\$ 5,985.00	Total of All Invoices			

4) **2022 Captured Taxes Distribution**—All captured taxes for tax year 2022 have been distributed according to the board-approved schedule, now including 50% of SET due to the MEDC, which was billed and paid in September for \$1,616.00.

5) **Succession Planning**—I am working with County Administrator John Faul to facilitate planning for succession to my ultimate retirement as a county contractor. This includes identification of and training for an individual to manage VCBRA affairs. We will have an announcement regarding this at the meeting.

Respectfully,


Wayne Nelson, Secretary-Treasurer

Wayne D. Nelson
32626 28th Ave
Gobles MI 49055-9613
Phone 269-808-4907
email: wayne@abavio.com

Invoice

To: Van Buren County
Brownfield Redevelopment Authority
219 E Paw Paw St
Paw Paw MI 49079

Date: 09/30/2023
Invoice #: 2004
Customer #: 80BRA
PO #: VBCBRA
Terms: Net 30

Quan.	Units	Description	Unit \$	Total \$
171..00	hours	General support and consulting services: Wayne Nelson—on-site, at home and phone work from October 1, 2022, to September 30, 2023, in areas of accounting entries and other accounting practices, EPA grant/project management, management structure, reporting to Board, EGLE, MEDC, EPA Grants, debt compliance, serving as BRA Sec/Treas and various other administration tasks. Rate: \$35.00 per hour per included time log	35.00	
Per attached detail, this invoice should be allocated to:				
		General BRA services VBC GL Account 243.0-246.00-801.000		\$5,985.00
		EPA Grant Administration for BRA services VBC GL Account 243.0-246.04-801.000 (no active grant)		.00
TOTAL DUE:				\$5,985.00

A time log and estimate of billed time by task category follows.

Please make check payable to: Wayne D. Nelson
Thank you for your business.

The Federal Tax ID for Wayne D. Nelson has been furnished on a Form W-9

Brownfield Redevelopment Authority Time Log—Wayne Nelson:

<i>Date</i>	<i>Hours</i>	<i>Where (Onsite @ Paw Paw unless noted)</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>
10/5/2022	2.50	Onsite	3:00 PM	5:30 PM		
10/6/2022	2.50	Onsite	2:00 PM	4:30 PM		
10/10/2022	2.25	Home/Onsite	3:45 PM	4:30 PM	4:45 PM	6:15 PM
10/11/2022	1.50	Onsite	1:00 PM	2:30 PM		
10/12/2022	3.00	Onsite	2:00 PM	5:00 PM		
10/13/2022	2.00	Onsite	3:30 PM	5:30 PM		
10/20/2022	1.50	Onsite	2:30 PM	4:00 PM		
10/27/2022	1.25	Onsite	12:45 PM	2:00 PM		
10/28/2022	0.50	Onsite	1:30 PM	2:00 PM		
11/2/2022	2.00	Onsite	3:00 PM	5:00 PM		
11/7/2022	2.75	Onsite	3:15 PM	6:00 PM		
11/8/2022	0.50	Onsite	3:00 PM	3:30 PM		
11/9/2022	3.50	Onsite	2:30 PM	6:00 PM		
11/21/2022	5.50	Onsite	12:30 PM	6:00 PM		
11/22/2022	7.75	Onsite	8:15 AM	12:00 PM	1:30 PM	5:30 PM
12/9/2022	1.50	Onsite	12:00 PM	1:30 PM		
12/12/2022	1.50	Onsite	2:30 PM	4:00 PM		
12/13/2022	0.75	Onsite	12:15 PM	1:00 PM		
12/14/2022	2.75	Onsite	2:15 PM	5:00 PM		
12/15/2022	2.00	Onsite	2:00 PM	4:00 PM		
1/10/2023	5.00	Onsite	1:30 PM	6:30 PM		
1/11/2023	5.25	Onsite	12:15 PM	5:30 PM		
1/18/2023	0.75	Onsite	3:15 PM	4:00 PM		
1/19/2023	3.50	Onsite	12:30 PM	4:00 PM		
2/6/2023	2.25	Onsite	2:15 PM	4:30 PM		
2/8/2023	4.00	Onsite	1:30 PM	5:30 PM		
2/10/2023	0.75	Onsite	2:00 PM	2:45 PM		
3/2/2023	2.00	Onsite	2:00 PM	4:00 PM		
3/3/2023	1.00	Onsite	3:45 PM	4:45 PM		
3/24/2023	4.00	Onsite	1:00 PM	5:00 PM		
3/27/2023	5.75	Onsite	1:00 PM	6:45 PM		
3/28/2023	4.25	Onsite	11:30 AM	12:45 PM	2:00 PM	5:00 PM
3/30/2023	4.50	Onsite	1:30 PM	6:00 PM		

4/6/2023	2.75	Onsite	1:15 PM	2:00 PM	3:00 PM	5:00 PM
4/10/2023	2.50	Onsite	3:00 PM	5:30 PM		
4/11/2023	2.50	Onsite	3:30 PM	6:00 PM		
4/12/2023	4.25	Onsite	1:30 PM	5:45 PM		
4/14/2023	0.75	Onsite	12:15 PM	1:00 PM		
4/25/2023	2.25	Onsite	2:30 PM	4:45 PM		
5/9/2023	2.25	Onsite	12:30 PM	2:45 PM		
5/10/2023	5.00	Onsite	1:45 PM	6:45 PM		
5/18/2023	2.00	Onsite	1:15 PM	3:15 PM		
5/23/2023	0.25	Onsite	3:15 PM	3:30 PM		
5/31/2023	1.25	Onsite	12:15 PM	12:30 PM	4:45 PM	5:45 PM
6/8/2023	1.75	Onsite	3:15 PM	5:00 PM		
6/9/2023	2.00	Onsite	2:45 PM	4:45 PM		
6/12/2023	1.75	Onsite	2:45 PM	4:30 PM		
6/13/2023	2.00	Onsite	1:00 PM	3:00 PM		
7/10/2023	3.25	Onsite	3:00 PM	6:15 PM		
7/11/2023	1.00	Onsite	3:00 PM	4:00 PM		
7/12/2023	2.50	Onsite	2:00 PM	4:30 PM		
7/13/2023	3.00	Onsite	2:00 PM	5:00 PM		
7/23/2023	0.50	Home	9:30 AM	10:00 AM		
7/27/2023	0.00	Onsite				
7/28/2023	2.75	Onsite	3:30 PM	6:15 PM		
8/3/2023	1.75	Onsite	2:00 PM	3:45 PM		
8/7/2023	1.00	Onsite	2:00 PM	3:00 PM		
8/8/2023	2.50	Onsite	4:00 PM	6:30 PM		
8/14/2023	1.00	Onsite	3:00 PM	4:00 PM		
8/15/2023	3.50	Onsite	3:30 PM	7:00 PM		
8/16/2023	3.75	Onsite	2:15 PM	6:00 PM		
8/21/2023	2.25	Onsite	1:15 PM	3:30 PM		
8/22/2023	1.00	Onsite	2:00 PM	3:00 PM		
8/25/2023	1.50	Onsite	12:30 PM	2:00 PM		
8/28/2023	1.50	Onsite	2:00 PM	3:30 PM		
8/31/2023	5.75	Onsite	9:15 AM	3:00 PM		
9/1/2023	0.25	Onsite	3:30 PM	3:45 PM		
9/8/2023	1.25	Onsite	2:00 PM	3:15 PM		
9/12/2023	2.00	Onsite	1:30 PM	3:30 PM		
9/13/2023	1.75	Onsite	2:30 PM	4:15 PM		
9/15/2023	1.50	Onsite	3:00 PM	4:30 PM		
9/19/2023	1.00	Onsite	2:00 PM	3:00 PM		
9/25/2023	1.00	Onsite	2:00 PM	3:00 PM		
	171.00	Total Hours				

Estimate of Billed Time Allocation by Task Category & Percentage:

Task Category	2022		2022		2023		2023		2023		2023		2023		2023		2022-23	
	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Estimated Allocation	Total
General correspondence: filing, archiving docs, correspondence, maintain website, etc.	71.40	92.40	35.70	60.90	29.40	90.30	63.00	45.15	31.50	54.60	107.10	36.75	718.20					
Board meetings: prep, minutes, monthly report, etc.	95.20	123.20	47.60	81.20	39.20	120.40	84.00	60.20	42.00	72.80	142.80	49.00	957.60					
Board affairs: manage appointments and terms of members	23.80	30.80	11.90	20.30	9.80	30.10	21.00	15.05	10.50	18.20	35.70	12.25	239.40					
Financial: review & pay invoices, manage BRA accounting funds, etc.	95.20	123.20	47.60	81.20	39.20	120.40	84.00	60.20	42.00	72.80	142.80	49.00	957.60					
Project management: manage captured taxes, maintain/archive all projects documents, manage public hearings and publications, etc.	95.20	123.20	47.60	81.20	39.20	120.40	84.00	60.20	42.00	72.80	142.80	49.00	957.60					
MDEQ Reporting	65.45	84.70	32.73	55.83	26.95	82.78	57.75	41.39	28.88	50.05	98.18	33.69	658.38					
MEDC Reporting	35.70	46.20	17.85	30.45	14.70	45.15	31.50	22.58	15.75	27.30	53.55	18.38	359.11					
Other general tasks	113.05	146.30	56.52	96.42	46.55	142.97	99.75	71.48	49.87	86.45	169.57	58.18	1,137.11					
Total--Non Grant Portion	595.00	770.00	297.50	507.50	245.00	752.50	525.00	376.25	262.50	455.00	892.50	306.25	5,985.00					
EPA Grant Administration-Hazardous Substances	-	-	-	-	-	-	-	-	-	-	-	-	-					
EPA Grant Administration-Petroleum	-	-	-	-	-	-	-	-	-	-	-	-	-					
Total--EPA Grant Portion	-	-	-	-	-	-	-	-	-	-	-	-	-					
Totals	595.00	770.00	297.50	507.50	245.00	752.50	525.00	376.25	262.50	455.00	892.50	306.25	5,985.00					

Task Category	Default Time %	2022		2022		2023		2023		2023		2023		2023		2023		2022-23	
		Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	Estimated Time %	
General correspondence: filing, archiving docs, correspondence, maintain website, etc.	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.000%	12.00%
Board meetings: prep, minutes, monthly report, etc.	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.00%
Board affairs: manage appointments and terms of members	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.000%	4.00%
Financial: review & pay invoices, manage BRA accounting funds, etc.	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.00%
Project management: manage captured taxes, maintain/archive all projects documents, manage public hearings and publications, etc.	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.000%	16.00%
MDEQ Reporting	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.000%	11.00%
MEDC Reporting	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.000%	6.00%
Other general tasks	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.000%	19.00%
Total--Non Grant Portion	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.00%
EPA Grant Administration-Hazardous Substances	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.00%
EPA Grant Administration-Petroleum	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.00%
Total--EPA Grant Portion	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.00%
Totals	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.000%	100.00%