

**Van Buren County Brownfield Redevelopment Authority**  
**Regular Meeting Agenda**  
**Wednesday, January 17, 2024, 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) Ransler.
- 2. Approval of Agenda**—By motion.
- 3. Approval of Minutes**—October 11, 2023, by motion.
- 4. Public Comments**
  - a. General public
  - b. Representative(s) from EGLE, EPA, or other agencies.
- 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. Establish 2024 Regular Meeting Schedule and 2025 Initial Meeting.
  - b. Expression of member intents to seek re-appointment.
  - c. Any other new business.
- 8. Ongoing Business/Reports**
  - a. Update on 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 Ransler).
  - 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 October 11, 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 3:33 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										
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	Did not attend meeting				No	No			No
Cynthia Compton	Member	Attended physically				Yes	Yes			Yes
Katie Strohauer	Member	Remote for comment only								
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 (Imus) Ransler	Member	Did not attend meeting				No	No			No
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. *Note: Member Lisa Imus is now known as Lisa Ransler.*
- b. **Staff and Others Present:** Wayne Nelson; BRA Secretary-Treasurer; Doug Koop, EGLE.

**2. Approval of Agenda--**The prepared agenda was presented and approved by a vote of 6-0 on the motion of Compton, supported by Morris.

**3. Approval of Minutes of Regular Meeting held September 13, 2023--**The proposed minutes of the meeting were included in the agenda packet. Motion by Young, supported by Creagan, to approve the minutes as presented. Approved by a vote of 6-0.

**4. Public Comment—**None.

**5. Secretary-Treasurer’s Report—**Nelson presented a written report with oral enhancements. There is one invoice for approval

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
-				
<b>\$ 5,985.00</b>	<b>Total of All Invoices</b>			

Motion by Phillips, supported by Young, to approve the invoice for \$5,985.00 and receive the Secretary-Treasurer’s Report. Approved by a vote of 6-0.

**6. Other Correspondence—**A letter of support from EGLE was received in connection with an EPA Grant application.

**7. New Business—**

- a. Notification from MSU Extension that Tyler Augst, Government & Community Vitality Educator, is now stationed at the Van Buren County MSUE office and is available to assist the BRA as needed.
- b. **Regular Meeting Schedule**—There was discussion about moving the regular meeting date from the 2<sup>nd</sup> Wednesday of each month. The attendees seemed to coalesce on the 3<sup>rd</sup> Wednesday. Motion by Compton, supported by Creagan, to change the regular meeting schedule for 2023 and the 2024 organizational meeting from the 2<sup>nd</sup> Wednesday to the 3<sup>rd</sup> Wednesday of each month, at 3:30 PM, in the Donald Hanson Board of Commissioners Room, commencing with the November 2023, meeting. Approved by a vote of 6-0. *Secretary’s Note: A revised schedule was posted physically and on the VBCBRA web pages per the Open Meetings Act.*
- c. **Other New Business**— None

**8. Ongoing Business—**

- a. **Land Bank Authority Report**—Zach Morris reported on the VBCLBA continues work its state grants, round 1-3, and related issues, with a focus on blight elimination.
- b. **Economic Development Corporation and Other Economic Development Report**—
  - i. **Housing Study**—Morris reported that the housing analysis grant has been approved with 50/50 funding.
  - ii. **RAS 2.0 Grant**—Morris reported that a \$2.5 Million RAS 2.0 grant was awarded to Market Van Buren for sub-grants in Bloomingdale Township and in Cass County
  - iii. **Palisades Nuclear Plant**—Morris reported that Market Van Buren is supporting the efforts to relicense and reopen the plant. The possible reopening of the plant in Covert Township could affect affordable housing and pressures in the lakeshore area could develop if those jobs come back.
  - iv. **BRA Housing Project Standards**-- Doug Koop reported the MSHDA seems to be developing fairly streamlined standards for BRA Project involving a housing component under the 2023 law revision.

**9. General Comments**—None

**10. Adjournment**—Motion by Morris, supported by Young, to adjourn. Approved by a vote of 6-0. All business being completed, the meeting was adjourned by the Chair at 4:11 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
EGL	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

## Report from the Secretary-Treasurer For the Meeting of January 17, 2024

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

	General	LBRF	Total
Cash Balance, September 30, 2023	\$ 113,633.07	\$ 170,490.07	\$ <b>284,123.14</b>
+ Receipts for period			-
2022 Captured Taxes Received	\$ -	\$ -	\$ -
Application Fees	-	-	-
Loan Principal	-	6,191.91	<b>6,191.91</b>
Loan Interest	-	1,262.97	<b>1,262.97</b>
Total Receipts	<u>\$ -</u>	<u>\$ 7,454.88</u>	<u>\$ <b>7,454.88</b></u>
- Disbursements for period			
EPA Grant Services-ETI	\$ -	-	-
EPA Grant Costs-Personnel	-	-	-
Non-Grant Costs	5,985.00	-	<b>5,985.00</b>
Captured Taxes Disbursed	-	-	-
Total Disbursements	<u>\$ 5,985.00</u>	<u>\$ -</u>	<u>\$ <b>5,985.00</b></u>
<b>= Cash Balance, December 31, 2023</b>	<b>\$ 107,648.07</b>	<b>\$ 177,944.95</b>	<b>\$ 285,593.02</b>
LBRF Loans Receivable	-	36,553.71	<b>36,553.71</b>
EGLE Loans Payable	(95,246.96)	-	<b>(95,246.96)</b>
Current Invoices Payable	-	-	-
Current Captured Taxes Payable	-	-	-
Escrowed Captured Taxes Payable	(3,628.32)	-	<b>(3,628.32)</b>
GAAP Adj for Long-Term Debt	95,246.96	-	<b>95,246.96</b>
<b>= Fund Balance, December 31, 2023</b>	<b>\$ 104,019.75</b>	<b>\$ 214,498.66</b>	<b>\$ 318,518.41</b>

2) **Correspondence**—None.

3) **Invoices for Approval**—The only invoice for approval at this meeting is to reimburse me at our Zoom account renewal for one year:

Amount	Vendor	Invoice #	Invoice Date	Reason
158.89	Wayne Nelson	2004	1/8/2024	Reimb for Renewal of Zoom license for 1 yr
-				
<b>\$ 158.89</b>	<b>Total of All Invoices</b>			

4) **BRA Board Member Terms Expiring**—The terms of members Lisa Phillips, John Young, and Lisa Ransler will expire on June 1, 2024. Those members are asked to let me know your intention regarding another three-year term. Our officers are selected for one-year terms at the annual (traditionally the June) meeting. Let's discuss this matter at the January meeting.

5) **2024 Meeting Schedule**—We have changed our monthly meeting date from the 2<sup>nd</sup> to the 3<sup>rd</sup> Wednesday, but now we need to establish a 2024 regular meeting schedule. In the absence of an EPA or other grant, we may not need to meet every month. I would propose meetings for March 20, June 19, September 18, and November 20, 2024, and also establishing the initial meeting of 2025 for January 15. All are 3<sup>rd</sup> Wednesdays. The Chair or two members may call other meetings as needed, and any special meetings can be called to include any normal-type business.

6) **Succession Planning**—I am working with County Administrator John Faul and Lisa Imus Ransler to facilitate planning for succession to my retirement as a county contractor. I believe it would be beneficial for Lisa Ransler to be the next Secretary-Treasurer. The exact transition remains flexible.

  
Wayne Nelson, Secretary-Treasurer

- Accounts
- Pay & Transfer
- Rewards & Deals
- Tools & Investing
- Security Center
- Open an Account
- Help

### Unlimited Cash Rewards Visa Signature - 9581

Card unlocked | [Manage lock status](#)

#### Account Summary

**Current balance:** **\$158.89**  
 Total credit available: **\$14,841.11**  
 Cash credit line available: **\$4,500.00**

#### Card Details

**Total credit line:** **\$15,000.00**  
 Cash credit line: **\$4,500.00**  
 Amount over total credit line: **\$0.00**

#### Pay This Card

Your next statement is due on 01/13/2023. [View statement](#)



[Make payment](#)

#### Rewards

Total Cash Rewards: **\$4.91 Cash Rewards**  
[View/Redeem](#)

Next closing date: 01/27/2024  
 Last payment date: 01/13/2023  
 Last payment: \$158.89

- Activity
- Statements & Documents
- Information & Services
- Rewards
- Promotional Offers

#### Important Payment Posting Information

Payments may take up to two business days to post to your account and will be applied on the date they're received.

Go to:  [View Spending & Budgeting](#)

[More options](#)

Next transactions | [Previous transactions](#) [Show deals: On](#) [Download](#) [Print](#)

Posting Date	Description	Type	Amount	Balance
01/09/2024	<a href="#">ZOOM.US 888-799-9666 WWW.ZOOM.US CA</a>		\$158.89	\$158.89
Transaction date: 01/08/2024 Card type: Visa Transaction type: Purchases Merchant description: TELECOMMUNICATION SERV. INCLUD. LOCAL/L.DIST Merchant information: WWW.ZOOM.US , CA Reference number: 3532 Merchant Name: <a href="#">ZOOM VIDEO COMMUNICATIONS</a> <a href="#">Edit</a> Transaction Category: <a href="#">Home &amp; Utilities: Telephone Services</a> <a href="#">Edit</a>				

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

**Invoice Date:** Jan 8, 2024  
**Invoice #:** INV235382773  
**Payment Terms:** Due Upon Receipt  
**Due Date:** Jan 8, 2024  
**Account Number:** 7004811391  
**Currency:** USD  
**Payment Method:** Visa \*\*\*\*\*9581  
**Account Information:** Van Buren County

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

**Sold To Address:** 32626 28th Ave,  
Gobles, Michigan 49055  
United States  
2698084907  
wayne.nelson@abavo.com

**Bill To Address:** 219 E Paw Paw St, Suite 201  
Paw Paw, Michigan 49079  
United States  
2698084907  
nelsonw@vanburencountymi.gov

## Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: \$149.90	Jan 8, 2024 - Jan 7, 2025	\$149.90	\$8.99	<b>\$158.89</b>
			Subtotal	<b>\$149.90</b>
			Total (Including Taxes, Fees & Surcharges)	<b>\$158.89</b>
			Invoice Balance	<b>\$0.00</b>

## Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom One Pro Annual	Sales Tax	State	\$149.90	\$8.99
Total of Taxes, Fees & Surcharges				\$8.99

## Transactions

Invoice Total	\$158.89
---------------	----------

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Jan 8, 2024	P-278898590	Payment		\$-158.89
Invoice Balance				\$0.00

Need help understanding your invoice?

[Click here](#)

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

***This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$149.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.***

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc

