

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes January 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 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	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes	✓	✓	Yes
Cynthia Compton	Member	Attended remotely	South Haven Township	Van Buren	Michigan	Yes	Yes	✓	✓	Yes
Katie Strohauer	Member	Attended physically				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	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
Quorum (Yes/No):							Yes	Yes	Yes	Yes

- 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; BRA Secretary-Treasurer; David Stegink, Consultant from Fishbeck.

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

3. Approval of Minutes of Regular Meeting held October 11, 2023--The proposed minutes of the meeting were included in the agenda packet. Motion by Young, supported by Compton, to approve the minutes as presented. Approved by a vote of 8-0.

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
158.89	Wayne Nelson	2004	1/8/2024	Reimb for Renewal of Zoom license for 1 yr
-				
\$ 158.89	Total of All Invoices			

Motion by Ransler, supported by Young, to approve the invoice for \$158.89 and receive the Secretary-Treasurer’s Report. Approved by a vote of 8-0.

6. Other Correspondence—None

7. New Business—

- a. **Regular Meeting Schedule**—The Board discussed 2024 regular meetings and proposed meetings for March 20, June 12, September 18, and November 20, 2024, and also establishing the initial meeting of 2025 for January 15, 2025. All are 3rd Wednesdays, except for June which is the 2nd Wednesday due to the Juneteenth holiday. Motion by Patterson-Gladney, supported by Young, to adopt this schedule, with all meetings to be held at 3:30 PM, in the Donald Hanson Board of Commissioners Room. Approved by a vote of 8-0. *Secretary’s Note: This schedule was posted physically and on the VBCBRA web pages per the Open Meetings Act.*
- b. **Expressions of Board Members desire to seek reappointment**—The terms of Phillips, Young, and Ransler expire on June 1, 2024. Phillips and Young expressed reappointment interest. Ransler did not.
- c. **Other New Business**— None

8. Ongoing Business—

- a. **Land Bank Authority Report**—Lisa Ransler reported on the VBCLBA continues to seek local applicants for its Round 3 state grant with a focus on blight elimination.
- b. **Economic Development Corporation and Other Economic Development Report**—Ransler noted that Market Van Buren is working with a firm for a possible substantial project in the Decatur area.

9. General Comments—

- a. Young initiated discussion about solar projects and the issue of local vs state regulation of such, and the worthiness of an effort to identify possible brownfield sites for solar projects.
- b. Nelson asked if Fishbeck could assist in finalizing the county’s grants configurations through the federal websites login.gov, sam.gov, and grants.gov. David Stegink replied that they could assist.

10. Adjournment—Motion by Phillips, supported by Young, to adjourn. Approved by a vote of 8-0. All business being completed, the meeting was adjourned by the Chair at 4:17 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