



## **MEETING AGENDA**

**May 4, 2017 - 7:30 a.m.**

**County Tower Building~Commission Chambers, 5<sup>th</sup> Floor, 120 W. Michigan Avenue**

### **Agenda Review**

### **Call to Order**

### **Public Comment**

### **Consent Agenda – Items removed to be considered separately**

- a) \*Minutes from April 6, 2017 JCBRA Board meeting
- b) \*March 31, 2017 JCBRA Financial Statements
- c) \*Approval of JCBRA Bills through April 18, 2017
- d) \*Grant Budget Summary through April 18, 2017

### **Items removed from Consent Agenda**

### **BRA Active Project Updates**

- a) Jackson County Fairgrounds Project Update
- b) Old Irish Mill Project Update
- c) 504 S. West Avenue Project Update
- d) 2429 E. Michigan Ave. Project Update
- e) Other Updates

**Old Business:** None at this time.

### **New Business**

- a) \*Discussion/Approval of JCBRA Policies and Procedures

### **Director's/Staff Comments**

### **Board Member Comments**

### **Task Force Comments/Updates**

- a) City BRA Update
- b) Envirologic Update

### **Community/Public Comments**

**Next Meeting:** June 1, 2017, County Tower Building, Commissioners' Chambers, at 7:30 a.m.

### **Adjourn**

*\*indicates attachment*



Brownfield Redevelopment Authority  
Of Jackson County  
Served By The Enterprise Group

**JCBRA Board Meeting Minutes**  
**April 6, 2017**  
**Jackson County Tower Building – Commission Chambers**

**Present: (6)** Brad Brelinski, Jim Dunn, Ted Hilleary, Brad Runkel, Mark Schopmeyer and Steve Shotwell.

**Absent: (3)** Dan Greer, Rod Melling and Jim Seitz.

**Task Force Partners:** Mike Overton, County Administrator

**EG Staff:** Amy Torres

**Others:** None

**Agenda Review**

**Call to Order:** 7:32 a.m. by Chairman Dunn.

**Public Comment:** None.

**Consent Agenda:** *Motion by Mr. Hilleary to approve the consent agenda, as presented. Supported by Mr. Brelinski. Approved unanimously by voice vote.*

**BRA Active Project Updates:**

- a. **Jackson County Fairgrounds:** The report was deferred to New Business, where Work Order #68 Change Order will be considered.
- b. **Old Irish Mill:** Ms. Torres shared that Dan Ross continues to seek financing.
- c. **504 S. West Avenue:** The report was deferred to New Business, where Work Order #76 will be considered.
- d. **2429 E. Michigan Avenue:** Ms. Torres read comments from Tim Phelps email: “I am not going to make it to this meeting, due to vacation, I will be at the next one. Can you please express my gratitude to everyone involved in my grant, I do appreciate all the hard work, building is 90% cleared out, electric is on, I have purchased siding to cover Roberts St. side of building, talked with Blackman Township on building and roofing requirements, working on water also. Progress!!!! Thanks”
- e. **Other Updates:** There were none at this time.

**Old Business:** There was no Old Business.

**New Business:**

- a. **Consider approval of Change Order for Work Order #68 in the amount of \$2,500 for the Jackson County Fairgrounds for the extra costs related to drilling and field labor.** Ms. Torres described the reason for the request for the Change Order, due to additional drilling activities which were completed in order to collect additional groundwater samples because of field observance of contamination. *Motion by Mr. Shotwell to approve the Change Order to Work Order #68 to cover additional field services and drilling charges totaling \$2,500, bringing the approved project budget to \$18,500. Supported by Mr. Hilleary. Approved unanimously by roll call vote.*

- b. Consider approval of Work Order #76 for KD Tire at 504 S. West Avenue.** Ms. Torres presented the rationale for the additional funds request, due to weather-related issues and volumes greater than anticipated. *Motion by Mr. Shopmeyer to approve Work Order #76 to cover additional funds related to the disposal of waste materials due to increased volume, totaling \$2,000. Supported by Mr. Hilleary. Approved unanimously by roll call vote.*
- c. Approval of Financial Documents:** Ms. Torres explained that the financials are normally part of the Consent Agenda, however, were moved for consideration after the Change Order and Work Order were considered, since some of the billing was included and they had to be approved prior to approving the financials. *Motion by Mr. Shotwell to approve the February 28, 2017 Financial Statements; the JCBRA Bills through March 3, 2017; and the Grant Budget Summary through March 3, 2017. Supported by Mr. Brelinski. Approved unanimously by roll call vote.*
- d. Distribution of Proposed changes to JCBRA Policies and Procedures for review and comment:** Ms. Torres distributed paper copies of a red/blue-lined markup and a final, formatted document (without mark-ups) of the proposed revisions to the JCBRA Policies and Procedures Manual. Mr. Brelinski asked what changes were incorporated and why there were two markup colors. Ms. Torres explained there have been many iterations since the previously approved document in 2012, and she committed to review the previous document dates and get information back to him. Ms. Torres requested the members review the document and suggest any necessary changes for possible approval in May. She mentioned she will also provide them with the Community Engagement and Sustainability portfolios, which will be provided to applicants once the new Policy document is approved. Mr. Shotwell asked if copies of the proposed Policy manual will be forwarded to those not in attendance, and Ms. Torres assured him they will be to all members.

**Director's/Staff Comments:** None.

**Board Member Comments:** Mr. Shopmeyer and Mr. Shotwell inquired about job creation, impact of the program on the community and how we report on or track investment and jobs. Ms. Torres indicated she will provide links and additional information on how reporting is completed and provide examples in a follow up email.

**Task Force Comments/Updates:**

- a. **City BRA Update:** There was no report.
- b. **Envirologic Update:** There was no report.

**Community / Public Comments:** None.

**Next Meeting:** The next JCBRA Board Meeting is scheduled for Thursday, May 4, 2017 at 7:30 a.m. and will be held on the 5<sup>th</sup> floor of the County Tower Building in the Commission Chambers.

**Adjourned:** 8:12 a.m.

Respectfully submitted by Amy L. Torres and Debbie Kelly, JCBRA Staff.

**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2017**

**ASSETS**

**CURRENT ASSETS**

CHECKING ACCOUNT	\$ 10,748.34	
TIF ACCOUNT	59,774.69	
CHECKING ACCOUNT- ZM BCRLF	43,233.48	
SHORT TERM REC - ZM	<u>35,536.68</u>	
TOTAL CURRENT ASSETS		149,293.19

**OTHER ASSETS**

NOTE REC - ZM BCRLF	<u>547,857.75</u>	
TOTAL OTHER ASSETS		<u>547,857.75</u>

<b>TOTAL ASSETS</b>		<b><u><u>\$ 697,150.94</u></u></b>
---------------------	--	------------------------------------

**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

A/P GENERAL	<u>\$ 14,935.86</u>	
TOTAL CURRENT LIABILITIES		14,935.86

**LONG TERM LIABILITIES**

COUNTY OF JACKSON LOAN	<u>117,500.00</u>	
TOTAL LONG TERM LIABILITIES		<u>117,500.00</u>

TOTAL LIABILITIES		132,435.86
-------------------	--	------------

**NET ASSETS**

UNRESTRICTED FUND EQUITY	547,365.92	
EXCESS REVENUE OVER EXPENSE	<u>17,349.16</u>	
TOTAL NET ASSETS		<u>564,715.08</u>

<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<b><u><u>\$ 697,150.94</u></u></b>
---	--	------------------------------------

**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**STATEMENT OF ACTIVITY**  
**For the Three Months Ending March 31, 2017**

	Current Month	Year to Date
<b>REVENUES</b>		
EPA ASSESSMENT GRANT	\$ 5,022.50	\$ 26,169.82
TIF INCOME	<u>5,617.31</u>	<u>11,636.45</u>
 TOTAL REVENUES	 <u>10,639.81</u>	 <u>37,806.27</u>
 <b>EXPENSES</b>		
CONSULTING - BRA - BCRLF	<u>14,935.86</u>	<u>20,457.11</u>
 TOTAL EXPENSES	 <u>14,935.86</u>	 <u>20,457.11</u>
 <b>EXCESS REVENUE OVER EXPENSE</b>	 <u><u>(\$ 4,296.05)</u></u>	 <u><u>\$ 17,349.16</u></u>

## BROWNFIELD REDEVELOPMENT AUTHORITY

### General Ledger

For the Period From Mar 1, 2017 to Mar 31, 2017

Filter Criteria includes: Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
<b>Account Description</b>							
1010-BRA-000	3/1/17			Beginning Balance			10,748.34
CHECKING ACCOUNT	3/1/17	1366	CDJ	Envirologic Technologies Inc.		5,022.50	
	3/3/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	5,022.50		
				Current Period Change	5,022.50	5,022.50	
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>10,748.34</b>
1020-BRA-000	3/1/17			Beginning Balance			54,656.13
TIF ACCOUNT	3/1/17	1027	CDJ	Envirologic Technologies Inc.		498.75	
	3/7/17	Leoni Twp winter	GENJ	Leoni Twp 2016 Winter TIF	368.21		
	3/28/17	Columbia Twp	GENJ	Columbia Twp 2016 Summer & Winter TIF	4,813.65		
	3/30/17	BC Twp	GENJ	B.C. Twp 2016 Summer & Winter TIF	435.45		
				Current Period Change	5,617.31	498.75	5,118.56
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>59,774.69</b>
1025-BRA-000	3/1/17			Beginning Balance			40,272.09
CHECKING ACCOUNT- ZM BCRLF	3/31/17	ZM pmt	GENJ	Zimmer Marble- Feb 2016 pmt	2,961.39		
				Current Period Change	2,961.39		2,961.39
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>43,233.48</b>
1150-BRA-000	3/1/17			Beginning Balance			35,536.68
SHORT TERM REC - ZM	<b>3/31/17</b>			<b>Ending Balance</b>			<b>35,536.68</b>
1205-BRA-000	3/1/17			Beginning Balance			550,819.14
NOTE REC - ZM BCRLF	3/31/17	ZM pmt	GENJ	Zimmer Marble- Feb 2016 pmt		2,961.39	
				Current Period Change		2,961.39	-2,961.39
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>547,857.75</b>
2005-BRA-000	3/1/17			Beginning Balance			-5,521.25

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
A/P GENERAL	3/1/17	1027	CDJ	Envirologic Technologies Inc. - Invoice: 3153	498.75		
	3/1/17	1366	CDJ	Envirologic Technologies Inc. - Invoice: 3155	4,577.50		
	3/1/17	1366	CDJ	Envirologic Technologies Inc. - Invoice: 3154	445.00		
	3/13/17	3232	PJ	Envirologic Technologies Inc.		2,992.50	
	3/13/17	3235	PJ	Envirologic Technologies Inc.		1,505.00	
	3/13/17	3234	PJ	Envirologic Technologies Inc.		42.50	
	3/13/17	3249	PJ	Envirologic Technologies Inc.		52.50	
	3/14/17	3254	PJ	Envirologic Technologies Inc.		8,680.16	
	3/14/17	3233	PJ	Envirologic Technologies Inc.		1,663.20	
				Current Period Change	5,521.25	14,935.86	-9,414.61
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>-14,935.86</b>
2025-BRA-000 COUNTY OF JACKSON LOAN	3/1/17			Beginning Balance			-117,500.00
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>-117,500.00</b>
3005-BRA-000 UNRESTRICTED FUND EQUITY	3/1/17			Beginning Balance			-547,365.92
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>-547,365.92</b>
4815-BRA-000 EPA ASSESSMENT GRANT	3/1/17			Beginning Balance			-21,147.32
	3/3/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp		5,022.50	
				Current Period Change		5,022.50	-5,022.50
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>-26,169.82</b>
4825-BRA-000 TIF INCOME	3/1/17			Beginning Balance			-6,019.14
	3/7/17	Leoni Twp winter	GENJ	Leoni Twp 2016 Winter TIF		368.21	
	3/28/17	Columbia Twp	GENJ	Columbia Twp 2016 Summer & Winter TIF		4,813.65	
	3/30/17	BC Twp	GENJ	B.C. Twp 2016 Summer & Winter TIF		435.45	
				Current Period Change		5,617.31	-5,617.31
	<b>3/31/17</b>			<b>Ending Balance</b>			<b>-11,636.45</b>

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
5710-BRA-000	3/1/17			Beginning Balance			5,521.25
CONSULTING - BRA - BCRLF	3/13/17	3232	PJ	Envirologic Technologies Inc. - Walton Sawmill, w/o#75, services thru 2/28/17, Haz. exp	2,992.50		
	3/13/17	3235	PJ	Envirologic Technologies Inc. - OIM, w/o #60, services thru 2/28/17, Pet. exp	1,505.00		
	3/13/17	3234	PJ	Envirologic Technologies Inc. - Progr. Expenses thru 2/28/17, Pet. exp	21.25		
	3/13/17	3234	PJ	Envirologic Technologies Inc. - Progr. Expenses thru 2/28/17, Haz. exp	21.25		
	3/13/17	3249	PJ	Envirologic Technologies Inc. - TIF capture expenses thru 2/28/17 (not grant reimb)	52.50		
	3/14/17	3254	PJ	Envirologic Technologies Inc. - Fairgrounds, w/o #68, services thru 3/3/17, Pet. exp	8,680.16		
	3/14/17	3233	PJ	Envirologic Technologies Inc. - KD Tire, w/o#65 & 69, services thru 2/28/17, Pet. exp	1,663.20		
	3/31/17			Current Period Change	14,935.86		14,935.86
				<b>Ending Balance</b>			<b>20,457.11</b>





## May 4, 2017 Invoice and Grant Activity Report

### EPA Assessment - Hazardous Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Hazardous Portion	\$200,000.00
<b>Expenses:</b>	
<i>Envirologic: Work Order #74 and 75 for Walton's Sawmill through March 31, 2017:</i>	\$12,850.34
<i>Envirologic: Work Order #73 for JANX Site through March 31, 2017:</i>	\$7,653.28
<i>Envirologic: Community Engagement expenses through March 31, 2017:</i>	\$750.00
<b>Total:</b>	<b>\$21,253.62</b>
<i>Spent thru March 31, 2017</i>	<i>\$ 65,531.24</i>
<b>Available Grant Total:</b>	<b>\$134,468.76</b>

### EPA Assessment - Petroleum Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Petroleum Portion	\$200,000.00
<b>Expenses:</b>	
<i>Envirologic: Work Order #65 and #69 for KD Tire through March 31, 2017:</i>	\$11,946.52
<i>Envirologic: Community Engagement expenses through March 31, 2017:</i>	\$750.00
<b>Total:</b>	<b>\$12,696.52</b>
<i>Spent thru March 31, 2017</i>	<i>\$147,620.43</i>
<b>Available Grant Total:</b>	<b>\$52,379.57</b>

### ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan <i>Balance as of 03/31/17: \$583,394.43</i>	\$800,000.00 <i>(Current through 03/01/2016)</i>
<b>Expenses:</b> <i>None to report.</i>	<u>0</u>
<b>Total:</b>	<b>\$0</b>

### TIF Account Expenses:

*None received.*

**Total amount to be approved by the JCBRA Board of Directors on 5/04/17: \$33,950.14**

Jackson County Brownfield Redevelopment Authority  
U.S. EPA Brownfield Hazardous Substances Assessment Grant  
Budget Summary

Project	WO #	Task #	Site/Phase	Hazardous Substances Budget Estimates	Total HS Budget Expended	Petroleum Budget Estimates	Total Petro Budget Expended	Total Budget Remaining	Task Completed
			Initial Grant Award	\$ 200,000.00	\$	200,000.00			
County		4	Personnel	\$ -	\$	-	\$	-	
County		4	Travel	\$ 2,500.00	\$	2,500.00	\$	2,500.00	
County		4	Supplies	\$ -	\$	-	\$	-	
County		4	Other (printing & postage)	\$ -	\$	-	\$	1,000.00	
<b>County Subtotal</b>				<b>\$ 2,500.00</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 3,500.00</b>	
<b>Contractual - Envirologic Technologies, Inc.</b>				<b>\$ 197,500.00</b>	<b>\$</b>	<b>197,500.00</b>			
150345		4	General Programmatic Expenses	\$ 2,000.00	\$ 981.88	\$ 2,000.00	\$ 981.88	\$ 2,036.25	
150319	53	2	QAPP	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
150273	52	4	MDEQ Meeting	\$ 1,500.00	\$ -				
	57	2	VI Sampling and DDCC	\$ 18,600.00	\$ -				
150338	54	2	VI Sampling and DDCC			\$ 8,500.00	\$ 8,458.24	\$ -	
150380	58	2	Apollo Express			\$ 21,250.00	\$ 16,536.51	\$ 4,713.49	
150339	55	1	Kelsey Hayes Site	\$ 2,500.00	\$ 2,492.11			\$ 7.89	
150320	56	4	Community Engagement	\$ 4,750.00	\$ 3,591.88	\$ 4,750.00	\$ 3,591.88	\$ 2,316.25	
150421	59	1	Book Exchange Phase I ESA			\$ 6,000.00	\$ 2,730.50	\$ 539.00	
		2	Book Exchange BEA				\$ 1,365.25		
		3	Book Exchange DDCC				\$ 1,365.25		
160101	60	3	BF Plan for OIM			\$ 13,000.00	\$ 10,370.00	\$ 2,630.00	
160171	62	1	Fairgrounds Phase I ESA			\$ 7,000.00	\$ 7,017.18	\$ (17.18)	
	68	2	Phase II ESA			\$ 16,000.00	\$ 18,500.61		
160204	61	1	RTD Phase I ESA			\$ 3,000.00	\$ 2,993.01	\$ 6.99	
		2	RTD Phase II ESA, BEA, DDCC			\$ 17,000.00	\$ 15,473.13	\$ 1,526.87	
160251	64	2	Ultimate Auto Phase II ESA, BEA, DDCC	\$ 11,500.00	\$ 11,499.95	\$ 11,500.00	\$ 11,499.95	\$ 0.11	
	66	3	Cleanup Planning - Septic System	\$ 1,500.00	\$ 1,488.94	\$ 1,500.00	\$ 1,488.94	\$ 22.12	
160314	65	1	KD's Tire and Automotive - Phase I ESA			\$ 3,000.00	\$ 2,996.58		
	65 and 69	2	Phase II ESA and UST Removals			\$ 34,800.00	\$ 24,594.68		
	65	3	BEA and DDCC			\$ 3,000.00	\$ 1,562.50		
160341	67	1	MIHI - Phase I ESA	\$ 3,000.00	\$ 3,000.00				
		2	Phase II ESA, BEA, DDCC	\$ 13,850.00	\$ 13,855.51				
160383	70	1	Jackson Gospel Hall Church	\$ 3,000.00	\$ 3,000.00				
170054	75	1	Walton's Saw Mill	\$ 3,000.00	\$ 15,842.84				
	74	2	Phase II/Asbestos	\$ 10,350.00					
	74	2	BEA/DDCC	\$ 2,500.00					
170082	73	1	JANX - Phase I, BEA, data	\$ 7,000.00	\$ 4,353.75				
		2	Indoor Air Sampling 1 and 2 events	\$ 14,000.00	\$ 3,299.53				
		3	Soil Transmissivity, cleanup planning	\$ 8,000.00	\$ -				
<b>Envirologic Totals</b>				<b>\$ 108,550.00</b>	<b>\$ 64,906.38</b>	<b>\$ 153,800.00</b>	<b>\$ 133,026.08</b>	<b>\$ 13,781.79</b>	
<b>Envirologic Contract Budget Remaining</b>				<b>\$ 132,593.63</b>	<b>\$</b>	<b>64,473.93</b>			
<b>Notes:</b>									
TASK 1			Phase I ESAs						
TASK 2			Phase II ESAs, QAPP, BEAs						
TASK 3			BF Plans and Cleanup Planning (DDCC, RAPs, etc.)						
TASK 4			Community Outreach, Programmatic and Travel						