



Brownfield Redevelopment Authority  
Of Jackson County  
Served By The Enterprise Group

## **ANNUAL MEETING AGENDA**

**December 7, 2017 - 7:30 a.m.**

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

### **Agenda Review**

### **Call to Order**

### **Welcome A.J. Crownover to the JCBRA Board**

### **Public Comment**

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

- a) \*Minutes from October 5, 2017 JCBRA Board Meeting
- b) \*October 31, 2017 JCBRA Financial Statements
- c) \*Approval of JCBRA Bills through October 31, 2017
- d) \*Grant Budget Summary through October 31, 2017

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

#### **BRA Active Project Updates**

- a) Old Irish Mill Project Update
- b) 8500 E. Michigan Ave. Parma Project Update
- c) Other Updates

#### **Old Business**

None at this time.

#### **New Business**

- a. \*2017 End of Year Report
- b. \*2018 Scope of Work
- c. \*2018 EG/BRA Management Agreement
- d. \*Election of Officers for 2018
- e. Authorize JCBRA Staff to prepare recommendation to County Affairs and Agencies to renew terms for Mr. Shotwell, Mr. Crownover, and Mr. Hilleary, which expire on 3/31/18 and if willing to serve another three-year term.
- f. Authorize JCBRA Staff to prepare letter to City of Jackson for City representative.
- g. Reconfirm JCBRA Representatives on EG Board of Directors
- h. \*2018 Meeting Schedule

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

#### **Board Member Comments**

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

- a) City BRA Update
- b) Envirologic Update

#### **Community/Public Comments**

**Next Meeting:** Board Meeting scheduled for January 4, 2018, County Tower Building, Commissioners' Chambers, at 7:30 a.m.

#### **Adjourn**

*\*indicates attachment*



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**JCBRA Board Meeting Minutes**  
**October 5, 2017**  
**Jackson County Tower Building – Commission Chambers**

**Present: (8)** Brad Brelinski, Jim Dunn, Dan Greer, Ted Hilleary, Brad Runkel, Mark Schopmeyer, Jim Seitz, and Steve Shotwell.

**Absent: (0)** None.

**Task Force Partners:** David Stegink, Envirologic; and Mike Overton, County Administrator

**EG Staff:** Debbie Kelly

**Others:** Tim Phelps and Ben Kalmbach, representing The Rock Guys; Dusty Currie, Fern Ventures; and A.J. Crownover, applicant for vacant JCBRA Board seat.

**Agenda Review**

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

**Public Comment:** Ms. Kelly introduced a couple members of the audience, noting that Mr. A.J. Crownover was in attendance to consider applying for the vacant seat on the JCBRA Board.

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

**BRA Active Project Updates:**

- a. **Old Irish Mill:** Mr. Stegink shared that Dan Ross continues to seek financing for the project. Envirologic is holding off on completing the Act 381 Work Plan as a result.
- b. **504 S. West Avenue:** Mr. Stegink mentioned that all EPA Assessment activity is complete, and this can be removed from the agenda. Chairman Dunn and Mr. Shotwell concurred that the area looks good, as well as their new sign.
- c. **8500 E. Michigan Avenue in Parma:** Mr. Stegink shared that the third sampling would be done in mid-October. Envirologic believes a third set of data will be a definitive amount of data to demonstrate that any residual contamination is not resulting in an unacceptable exposure at the property.
- d. **Other Updates:** There were none at this time.

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

**New Business:**

- a. **Consider approval of Work Order #77 for Fern Ventures Reimbursement Request #3 review to determine eligibility for reimbursement:** *Motion by Mr. Shotwell to approve Work Order #77 to review Fern Ventures Reimbursement Request #3 to determine eligibility for reimbursement, not to exceed \$1,500. Supported by Mr. Greer. Unanimously approved by roll call vote.*

- b. Consider approval of JCBRA Application for EPA Assessment Funding for Work Order #78 to conduct environmental assessments for the 2314 Tyson Street Project/The Rock Guys:** Ms. Kelly shared that Mr. Ben Kalmbach, the applicant, had a change of plans and was in attendance to speak to the Board this morning. Mr. Kalmbach shared that he wished to withdraw his JCBRA Funding application since he discovered there were issues with the title that he and the current owner of the building are trying to work through. Mr. Kalmbach shared his gratitude for being included on today's agenda for funding consideration, and hopes that he can come back to this Board for funding assistance once a different building opportunity presents itself.

**Director's/Staff Comments:** Ms. Kelly shared that tomorrow is Jackson County Manufacturing Day, and The EG had a lead role in organizing the first ever event. Ms. Kelly noted that about 500 students would be visiting 12 manufacturing facilities, as well as Baker College tomorrow.

Mr. Schopmeyer asked about the underground storage tanks at 2314 Tyson Street, and suggested that it may be worth our time to talk to the owner of the building to provide JCBRA opportunities to her, in an effort to be proactive on this site. Mr. Shotwell asked if this property was on the Brownfield list of priority sites, and Mr. Stegink replied that he doubted it, but staff can call the owner to make her aware of what the JCBRA can do to assist her.

**Board Member Comments:** None.

**Task Force Comments/Updates:**

- a. **City BRA Update:** Mr. Greer shared that the next City BRA Board Meeting will be held on October 11, 2017 at 9 a.m. Mr. Stegink had nothing new to add.
- b. **Envirologic Update:** Regarding Michner Plating, Mr. Stegink shared that Ms. Karen Coffman recently sent various documents to Envirologic, which were used to prepare an Executive Summary. The next step is for the MDEQ to write the final report, to see how to proceed. Mr. Shotwell reminded the JCBRA that this property is in the City, but owned by Jackson County.

**Community / Public Comments:** Mr. Phelps shared that Mr. Kalmbach is a partner of his, who has assisted him in cleaning up the area surrounding the former Walton's Sawmill. A new roof was recently completed, bring his investment up to \$50,000, with an additional \$50,000 anticipated to be invested in the spring of 2018. Mr. Phelps added that security cameras have been installed and are catching thieves. Chairman Dunn commented that the JCBRA is glad to be a part of this area being cleaned up.

**Next Meeting:** The next JCBRA Board Meeting is scheduled for Thursday, November 2, 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:** 7:50 a.m.

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

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

**ASSETS**

**CURRENT ASSETS**

CHECKING ACCOUNT	\$ 10,748.34	
TIF ACCOUNT	58,494.39	
CHECKING ACCOUNT- ZM BCRLF	51,512.27	
SHORT TERM REC - ZM	<u>35,536.68</u>	
TOTAL CURRENT ASSETS		156,291.68

**OTHER ASSETS**

NOTE REC - ZM BCRLF	<u>536,012.19</u>	
TOTAL OTHER ASSETS		<u>536,012.19</u>

<b>TOTAL ASSETS</b>		<b><u><u>\$ 692,303.87</u></u></b>
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES**

A/P GENERAL	<u>\$ 280.00</u>	
TOTAL CURRENT LIABILITIES		280.00

**LONG TERM LIABILITIES**

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

TOTAL LIABILITIES		117,780.00
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**NET ASSETS**

UNRESTRICTED FUND EQUITY	574,532.38	
EXCESS REVENUE OVER EXPENSE	<u>(8.51)</u>	
TOTAL NET ASSETS		<u>574,523.87</u>

<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<b><u><u>\$ 692,303.87</u></u></b>
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**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**STATEMENT OF ACTIVITY**  
**For the Ten Months Ending October 31, 2017**

	Current Month	Year to Date
<b>REVENUES</b>		
EPA ASSESSMENT GRANT	\$ 6,992.71	\$ 63,170.49
TIF INCOME	<u>7,262.17</u>	<u>13,331.10</u>
<b>TOTAL REVENUES</b>	<u>14,254.88</u>	<u>76,501.59</u>
<b>EXPENSES</b>		
STAFF TIME - BCRLF REPAYMENT	0.00	3,566.77
CONSULTING - BRA - BCRLF	280.00	65,486.74
TIF REIMBURSEMENT EXP - BRA	0.00	7,455.46
MISCELLANEOUS - BRA	<u>0.00</u>	<u>1.13</u>
<b>TOTAL EXPENSES</b>	<u>280.00</u>	<u>76,510.10</u>
<b>EXCESS REVENUE OVER EXPENSE</b>	<u><u>\$ 13,974.88</u></u>	<u><u>(\$ 8.51)</u></u>

## BROWNFIELD REDEVELOPMENT AUTHORITY

### General Ledger

For the Period From Oct 1, 2017 to Oct 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	10/1/17			Beginning Balance			10,748.34
CHECKING ACCOUNT	10/3/17	1370	CDJ	Envirologic Technologies Inc.		6,992.71	
	10/6/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	6,992.71		
				Current Period Change	6,992.71	6,992.71	
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>10,748.34</b>
1020-BRA-000	10/1/17			Beginning Balance			52,717.22
TIF ACCOUNT	10/3/17	1031	CDJ	Envirologic Technologies Inc.		1,485.00	
	10/20/17	Klavon TIF	GENJ	Klavon's 2016 TIF	7,262.17		
				Current Period Change	7,262.17	1,485.00	
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>58,494.39</b>
1025-BRA-000	10/1/17			Beginning Balance			55,079.04
CHECKING ACCOUNT- ZM BCRLF	10/3/17	1063	CDJ	The Enterprise Group of Jackso		3,566.77	
				Current Period Change		3,566.77	
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>51,512.27</b>
1150-BRA-000	10/1/17			Beginning Balance			35,536.68
SHORT TERM REC - ZM	<b>10/31/17</b>			<b>Ending Balance</b>			<b>35,536.68</b>
1205-BRA-000	10/1/17			Beginning Balance			536,012.19
NOTE REC - ZM BCRLF	<b>10/31/17</b>			<b>Ending Balance</b>			<b>536,012.19</b>
2005-BRA-000	10/1/17			Beginning Balance			-12,044.48
A/P GENERAL	10/3/17	1370	CDJ	Envirologic Technologies Inc. - Invoice: 3711	405.00		
	10/3/17	1370	CDJ	Envirologic Technologies Inc. - Invoice: 3712	115.00		

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	10/3/17	1370	CDJ	Envirologic Technologies Inc. - Invoice: 3834	1,132.50		
	10/3/17	1370	CDJ	Envirologic Technologies Inc. - Invoice: 3710	5,340.21		
	10/3/17	1031	CDJ	Envirologic Technologies Inc. - Invoice: 3709	1,432.50		
	10/3/17	1031	CDJ	Envirologic Technologies Inc. - Invoice: 3818	52.50		
	10/3/17	1063	CDJ	The Enterprise Group of Jackso - Invoice: 180/staff time	3,566.77		
	10/6/17	3903	PJ	Envirologic Technologies Inc. Current Period Change	12,044.48	280.00 280.00	11,764.48
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>-280.00</b>
2025-BRA-000 COUNTY OF JACKSON LOAN	10/1/17			Beginning Balance			-117,500.00
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>-117,500.00</b>
3005-BRA-000 UNRESTRICTED FUND EQUITY	10/1/17			Beginning Balance			-574,532.38
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>-574,532.38</b>
4815-BRA-000 EPA ASSESSMENT GRANT	10/1/17			Beginning Balance			-56,177.78
	10/6/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp		6,992.71	
				Current Period Change		6,992.71	-6,992.71
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>-63,170.49</b>
4825-BRA-000 TIF INCOME	10/1/17			Beginning Balance			-6,068.93
	10/20/17	Klavon TIF	GENJ	Klavon's 2016 TIF		7,262.17	
				Current Period Change		7,262.17	-7,262.17
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>-13,331.10</b>
5100-BRA-000 STAFF TIME - BCRLF REPAYMENT	10/1/17			Beginning Balance			3,566.77
	<b>10/31/17</b>			<b>Ending Balance</b>			<b>3,566.77</b>

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
5710-BRA-000	10/1/17			Beginning Balance			65,206.74
CONSULTING - BRA - BCRLF	10/6/17	3903	PJ	Envirologic Technologies Inc. - Programmatic exp thru 9/30/17, Pet. exp.	140.00		
	10/6/17	3903	PJ	Envirologic Technologies Inc. - Programmatic exp thru 9/30/17, haz exp	140.00		
				Current Period Change	280.00		280.00
	10/31/17			<b>Ending Balance</b>			<b>65,486.74</b>
6005-BRA-000 TIF REIMBURSEMENT EXP - BRA	10/1/17			Beginning Balance			7,455.46
	10/31/17			<b>Ending Balance</b>			<b>7,455.46</b>
9010-BRA-000 MISCELLANEOUS - BRA	10/1/17			Beginning Balance			1.13
	10/31/17			<b>Ending Balance</b>			<b>1.13</b>





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## December 7, 2017 Invoice and Grant Activity Report

### EPA Assessment - Hazardous Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Hazardous Portion	\$200,000.00
Expenses:	
<i>Envirologic: Program. expenses through September 30, 2017</i>	\$ 140.00
<i>Envirologic: Program. expenses through October 31, 2017</i>	\$ 278.75
<i>Envirologic: JANX project expenses through October 31, 2017</i>	<u>\$9,320.62</u>
Total:	<u>\$9,739.37</u>
<i>Spent thru October 31, 2017</i>	<u>\$83,967.60</u>
Available Grant Total:	<u>\$116,032.40</u>

### EPA Assessment - Petroleum Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Petroleum Portion	\$200,000.00
Expenses:	
<i>Envirologic: Program. expenses through September 30, 2017</i>	\$ 140.00
<i>Envirologic: Program. expenses through October 31, 2017</i>	<u>\$ 278.75</u>
Total:	<u>\$ 418.75</u>
<i>Spent thru October 31, 2017</i>	<u>\$148,656.68</u>
Available Grant Total:	<u>\$51,343.32</u>

### ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan	\$800,000.00 <i>(Current through 08/01/2016)</i>
<i>Balance as of 11/27/17: \$568,587.48</i>	
Expenses:	
<i>None to report.</i>	
Total:	<u>\$0</u>

### TIF Account Expenses:

*None to report.*

**Total amount to be approved by the JCBRA Board of Directors on 12/07/17: \$10,158.12**

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>\$ -</b>	<b>\$ 3,500.00</b>	
<b>Contractual - Envirologic Technologies, Inc.</b>									
				\$ 197,500.00		\$ 197,500.00			
150345		4	General Programmatic Expenses	\$ 2,000.00	\$ 1,903.13	\$ 2,000.00	\$ 1,903.13	\$ 193.75	
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			\$ 36,800.00	\$ 36,553.38		
	65	3	BEA and DDCC			\$ 3,000.00	\$ 3,328.52		
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	\$ 5,434.28				
		2	Indoor Air Sampling 1 and 2 events	\$ 14,000.00	\$ 19,734.11				
		3	Soil Transmissivity, cleanup planning	\$ 8,000.00	\$ -				
<b>Envirologic Totals</b>				<b>\$ 108,550.00</b>	<b>\$ 83,342.74</b>	<b>\$ 155,800.00</b>	<b>\$ 147,672.05</b>	<b>\$ 11,939.29</b>	
<b>Envirologic Contract Budget Remaining</b>				<b>\$ 114,157.27</b>	<b>\$ -</b>	<b>\$ 49,827.96</b>	<b>\$ -</b>	<b>\$ -</b>	

Notes:

- 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



Brownfield Redevelopment Authority  
Of Jackson County

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## 2017 End of Year Report

Based upon the approved 2017 Scope of Work for The Jackson County Brownfield Redevelopment Authority (JCBRA), the achieved objectives are described below:

- **Work with developers to continue to seek eligible projects to provide funding for environmental assessments of Brownfield sites to redevelop and reuse them within the community:**
  - a. **Old Irish Mill:** In 2016, the JCBRA approved grant funding of \$17,000. Owner plans to invest \$6-7 Million and create 88 to 100 new jobs. In February 2017, Dan Ross, owner and developer, received \$1.1 Million in tax credits for Historic Preservation designation. As of October 2017, Dan Ross continues to seek financing for the project. Envirollogic is holding off on completing the Act 381 Work Plan as a result.
  - b. **Jackson County Fairgrounds:** In 2016, the JCBRA approved grant funding of \$23,000. The County plans to invest \$28 Million, retain one job, and create one job as a result. In April 2017, additional drilling activities were completed in order to collect additional groundwater samples because of field observation of contamination.
  - c. **504 S. West Avenue Project:** In late 2016, the JCBRA approved Assessment Grant Funding of \$13,800 for Phase I, Phase II, Baseline Environmental Assessment (BEA), and Due Care Compliance Documentation. The owner plans to invest \$70,000, and create three new jobs. Two underground storage tanks were removed from the property, and there was evidence of a small release at one of the tank locations. There were no significant areas of contamination or potential impacts to indoor air quality that may impede use of the property. The Phase II Environmental Site Assessment (ESA) Report, the Baseline Environmental Assessment, and Due Care Documentation were completed.
  - d. **Jackson County Airport:** Although this is no longer considered a JCBRA project, the work continued throughout the year, resulting in a finished runway. The airport brings \$17 Million in direct economic impact to Jackson County.
  - e. **Jackson Automatic Sprinkler, Ltd:** Mr. Ulrich, owner, purchased one of the buildings owned by JANX, at 8500 E. Michigan Avenue in Parma. A Phase I Environmental Site Assessment (ESA), a Baseline Environmental Assessment (BEA), review of existing data, indoor air sampling, and soil transmissivity testing in the amount of \$29,000 was awarded. The funding assisted them with finalizing negotiations for their purchase agreement on an environmentally-contaminated site, allowing them to relocate from the building at 347 E. Main St. Spring Arbor MI they shared with D&H Fire Suppression, Cascade Sprinkler Inspection and Fire Fabrication & Supply. Their relocation allowed the Fire Fabrication portion of the business to grow. In October, a third sampling was done, which should be a

definitive amount of data to demonstrate that any residual contamination is not resulting in unacceptable exposure at the property.

- f. **2429 E. Michigan Avenue – Former Walton’s Sawmill:** After the Phase I was approved at the February JCBRA Board Meeting, many discoveries were found, and further assessment was necessary. Mr. Tim Phelps purchased the property at a tax sale, and through a referral by Commissioner Shotwell, has now been educated on environmental contamination and due diligence. A Phase II ESA, an Asbestos Survey, and a BEA, in the amount of \$15,850 (including the Phase I), was required to meet the purchaser’s due care obligations. There were barrels found on site from previous Michner activity, and Envirologic submitted a request to the EPA for removal, based on their recent emergency response cleanups at the two former Michner locations. Mr. Phelps was concerned about what might be found in the building, but was committed to clean it up and he has made it a much nicer, cleaner area.
  - g. **Michner Plating:** The Jackson County Treasurer keeps the JCBRA Board up to date with email reports. No JCBRA funding for this project has been requested at this time.
- **Continue to administer the U.S. EPA Assessment Grants on behalf of Jackson County:**

On behalf of Jackson County, JCBRA Staff continues to administer the US EPA Assessment Grant in the amount of \$400,000, which was awarded in 2015. The term of the grant is October 1, 2015 through September 30, 2018. A total of \$232,624.28 has been expended through October 31, 2017.
  - **Work closely with all County municipalities to coordinate Brownfield redevelopment and best use of grant funds:**
    - a. JCBRA Staff attends the City BRA Board Meetings and the City BRA Staff is invited to JCBRA Board Meetings.
    - b. JCBRA Staff facilitated and attended numerous meetings with prospects and municipalities to move Brownfield projects to fruition.
    - c. JCBRA Staff prepares documentation and presents at Jackson County and township meetings to obtain consent resolutions of approval for Brownfield Plans.
  - **Promote Brownfield sites to priority prospects:**
    - a. Brownfield sites were presented to prospects as well as the Michigan Economic Development Corporation for those searching for vacant land or buildings; and are featured on the Brownfield and site search pages of The EG’s Web site.
    - b. The Enterprise Group’s available site and property database is linked to the Greater Ann Arbor Region (GAAR) – Zoom Prospector web site at [www.GreaterAnnArborRegion.org](http://www.GreaterAnnArborRegion.org) , which gives Jackson County properties more national and state-wide exposure, and provides demographic and workforce reports for a specified radius for properties.
  - **Continue to reinvigorate public outreach to increase public participation:**
    - a. The EG and County Web sites both now post the County BRA board packets, when distributed.
    - b. The monthly Board packet information is emailed to the BRA Task Force and to the Cooperative Partners noted in the U.S. EPA Grant Applications.
    - c. The EG sends various email promotions and other EG communications to approximately 1,550 individuals, which include information about the JCBRA. JCBRA information is also shared on The EG’s social media channels.
    - d. JCBRA and Envirologic Staff continue to work on community engagement efforts, as specified within the grant application. In May 2017, the JCBRA Board finalized the JCBRA Funding Application

and the Policy and Procedure documents. The community engagement requirement is addressed within the document, as well as an added application fee, which could be waived and/or negotiated dependent upon the amount of investment and job creation associated with the prospective project. Staff worked closely with Envirologic Staff to ensure we had a comprehensive document. In addition, we researched similar documents to ensure our fees were comparable, noting that Jackson County is middle-ground as it relates to the diversity and fees charged among other BRA Authorities.

- **Continue to improve Brownfield Redevelopment marketing collateral and enhanced website promotion and social media efforts:**

The JCBRA Partner Page on The Enterprise Group of Jackson's web site includes a Fact Sheet for the US EPA Assessment Grants. Staff added attachments found on the web site. The link is as follows: <http://enterprisegroup.org/partners/jcbra/>.

- **Prepare and/or oversee the preparation of grant applications, as appropriate:**

This will be an on-going effort when the term of the existing grant expires.

- **Additional News for 2017:**

- a. The 2016 and 2017 year-to-date totals through October 31, 2017 are: \$49,515,240 in new private investment; 213 new jobs; 142 retained/saved jobs; and \$257,300 in EPA Assessment Grant funding has been awarded for 13 Brownfield projects/tasks.
- b. Zimmer Marble continues to make monthly payments when they are able. The balance of their loan is \$571,549.
- c. The 2017 summer tax increment finance (TIF) revenue received totaled \$7,713.79, with two local governmental units yet to submit payment.
- d. The 2016 Tax Increment Finance Reports were filed with the Michigan Economic Development Corporation, prior to the annual deadline of August 31, 2017. All active Jackson County Brownfield Plans were included in the reporting. The reports are available upon request.



## **Proposed 2018 Scope of Work**

1. Work with developers to continue to seek eligible projects to provide funding for environmental assessments of Brownfield sites to redevelop and reuse them within the community.
2. Continue to administer the U.S. EPA Assessment Grants on behalf of Jackson County.
3. Work closely with all County municipalities to coordinate Brownfield redevelopment and best use of funds.
4. Promote Brownfield sites to priority prospects.
5. Continue to reinvigorate public outreach to increase public participation.
6. Continue to improve Brownfield Redevelopment marketing collateral and enhanced website promotion and social media efforts.
7. Prepare and/or oversee the preparation of grant applications, as appropriate.



Brownfield Redevelopment Authority  
Of Jackson County

Served By The Enterprise Group

## **2018 MANAGEMENT AGREEMENT**

Between

**THE ENTERPRISE GROUP OF JACKSON, INC.**

And

**THE BROWNFIELD REDEVELOPMENT AUTHORITY OF JACKSON COUNTY**

This management agreement establishes the terms of the relationship between the Enterprise Group of Jackson, Inc. (EG) and the Brownfield Redevelopment Authority of Jackson County (JCBRA). This management agreement may be terminated by either party with 30 days written notice. All files, records and correspondence are considered the property of the Brownfield Redevelopment Authority of Jackson County and shall be returned upon termination of the management agreement.

The EG will provide the following staff services toward the daily operation of the JCBRA; as authorized by the JCBRA Board of Directors in its adopted annual Scope of Work and Budget:

- ◆ The development and approval of an annual Scope of Work and Budget for the JCBRA Board as its performance guide and financial plan,
- ◆ Short and long-term JCBRA staffing by The Enterprise Group (EG),
- ◆ Oversight of the US EPA Assessment Grants and Brownfield Revolving Loan Fund (BRLF), and other activities of the JCBRA, as negotiated,
- ◆ Oversight and maintenance of the JCBRA Partner Page on The EG website,
- ◆ Maintenance of all financial, loan, programmatic and other records, as legally required,
- ◆ The creation and timely distribution of all reports legally required by the JCBRA, its program providers and financial supporters, taking care to nurture good communications with the providers and constituents,
- ◆ Participation and support of the County's annual audit of JCBRA activities that reflects routine government accounting standards, to be presented independently from The EG annual audit,
- ◆ Project management services relating to any or all of the following are authorized activities of EG staff in the performance of their responsibilities to the JCBRA:
  - The identification of properties suitable for Brownfield Redevelopment, and
  - The combination, development and re-development of those, and other, properties, as warranted, and
  - The construction, sale, lease and/or management of buildings, any and all of which may be specifically undertaken to stabilize and strengthen the economic base of Jackson County, and
- ◆ Other services or activities as may be mutually agreed upon by the Boards of the JCBRA and The EG.

In return for these management services, no fixed compensation is expected from the JCBRA. Staff will prepare invoices that will be submitted to the various grant funding agencies or to be paid from BCRLF revenues, as budgeted, reflecting staff time spent on specific activities. The EG Accounting Department will compute fringes and wages based upon JCBRA staff hours submitted and provide JCBRA Staff with an invoice for EG Staff time billed. Payments for these services are due to The EG upon receipt from the respective funding sources and will not exceed actual time spent. This agreement was approved by the JCBRA Board at their Annual JCBRA Board Meeting on December 7, 2017.

FOR THE JCBRA:

\_\_\_\_\_  
James R. Dunn, Chairperson

\_\_\_\_\_  
Date

FOR THE ENTERPRISE GROUP:

\_\_\_\_\_  
Tim Rogers, President and CEO

\_\_\_\_\_  
Date



The Brownfield Redevelopment Authority  
of Jackson County  
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**2017 Board of Directors & Officers**  
Current as of 12/01/2017

Jim Dunn, **Chairman** (3/31/2020)  
Township Supervisor Rep.  
Summit Township  
2121 Ferguson Road  
Jackson, MI 49203  
(517) 788-4113 x228  
(517) 783-2552 Fax  
[supervisor@summittwp.com](mailto:supervisor@summittwp.com)

James E. Shotwell, Jr., **Vice Chair** (3/31/2018)  
Jackson County Commissioner  
120 W. Michigan Avenue  
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(517) 768-8623 (County)  
(517) 783-1258 (Work)  
(517) 783-6472 Fax  
[jshotwel@co.jackson.mi.us](mailto:jshotwel@co.jackson.mi.us)

A.J. Crownover, (3/31/2018)  
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[Theohilleary9@hotmail.com](mailto:Theohilleary9@hotmail.com)

Mark Schopmeyer, **Secretary** (3/31/2019)  
Jackson College-retired  
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Jackson, MI 49203  
517-745-7563 (cell)  
[Schopmeyer.mark@gmail.com](mailto:Schopmeyer.mark@gmail.com)

Dan Greer, **Treasurer** (3/31/2020)  
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(517) 768-5820 Fax  
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Brad Runkel, (3/31/2020)  
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(517) 788-1064 Fax  
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James Seitz (3/31/2019)  
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(517) 787-5622 Fax  
[brad@curtiscurtislaw.com](mailto:brad@curtiscurtislaw.com)

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Debbie Kelly, Grant Administrator  
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One Jackson Square, Suite 1100  
Jackson, MI 49201  
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[dkelly@enterprisegroup.org](mailto:dkelly@enterprisegroup.org)





Brownfield Redevelopment Authority  
Of Jackson County  
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## 2018 Monthly Schedule

In accordance with the Open Meetings Act (P.A. 267 of 1976, as amended) the following public meeting dates have been established by the Jackson County Brownfield Redevelopment Authority Board, although the Board will meet on a monthly basis in 2018 and cancelled meetings will be posted approximately one week prior to the meeting:

DATE		TIME	LOCATION
January 4 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
February 1 <sup>st</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
March 1 <sup>st</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
April 5 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
May 3 <sup>rd</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
June 7 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
July 5 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
August 2 <sup>nd</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
September 6 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
October 4 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
November 1 <sup>st</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI
December 6 <sup>th</sup>	1 <sup>st</sup> Thursday/Month	7:30 a.m.	Commissioners Chambers Jackson County Tower Building, 120 W. Michigan Avenue, Jackson, MI

The above schedule will be observed and all interested persons, organizations, agencies and institutions are welcome. For advance notice of Board meetings, cancellations and/or special meetings please contact Amy Torres or Debbie Kelly (JCBRA Staff) at The Enterprise Group of Jackson (517) 788-4455 or examine the bulletin board located in the lobby of the County Tower Building, 120 W. Michigan Avenue, Jackson, Michigan.