



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

MEETING AGENDA

January 4, 2018 - 7:30 a.m.

County Tower Building~Commission Chambers, 5th Floor, 120 W. Michigan Avenue

Agenda Review

Call to Order

Public Comment

Consent Agenda – Items removed to be considered separately

- a) *Minutes from December 7, 2017 JCBRA Board Meeting
- b) *November 30, 2017 JCBRA Financial Statements
- c) *Approval of JCBRA Bills through December 31, 2017
- d) Grant Budget Summary through November 30, 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. *Consider approval of JCBRA Funding for ATA Car & Truck Accessories at 3365 Page Avenue in Leoni Township – Work Order #79

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 February 1, 2018, 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 Annual Board Meeting Minutes
December 7, 2017
Jackson County Tower Building – Commission Chambers**

Present: (7) Brad Brelinski, A.J. Crownover, Jim Dunn, Dan Greer, Ted Hilleary, Mark Schopmeyer, and Steve Shotwell.

Absent: (2) Brad Runkel and Jim Seitz.

Task Force Partners: None.

EG Staff: Debbie Kelly

Others: Dusty Currie, Fern Ventures.

Agenda Review

Call to Order: 7:35 a.m. by Chairman Dunn.

Chairman Dunn welcomed Mr. A.J. Crownover and congratulated him for his recent appointment to the JCBRA Board of Directors.

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

BRA Active Project Updates:

- a. **Old Irish Mill:** Ms. Kelly read the email update provided by Mr. Stegink. Dan Ross continues to seek financing for the project. Therefore, Envirologic is holding off on completing the Act 381 Work Plan. Ms. Kelly added that Mr. Ross is considering other options with JCBRA and Envirologic Staff, and we will continue to update the Board as a result.
- b. **8500 E. Michigan Avenue in Parma:** Per Mr. Stegink's email, Ms. Kelly shared that the third sampling is complete, and Envirologic is evaluating those results.
- c. **Other Updates:** Per Mr. Stegink's email, Ms. Kelly noted that JCBRA Staff will be meeting with Envirologic Staff after the first to the year to discuss additional ideas for community outreach events. Ms. Kelly added that we have less than one year before the grant expires, and we need to award approximately \$167,000 of the remaining grant balance prior to September 30, 2018. Ms. Kelly added that an application came in late yesterday afternoon, and it will be on the agenda for the January meeting. Mr. Shopmeyer shared that he is pleased to see lots of cars at JD Auto. Chairman Dunn asked about Zimmer Marble, and Ms. Kelly mentioned that they recently made a payment, and she will ask Mr. Campau for year-end financials in anticipation of presenting them to the JCBRA Finance Committee in February 2018.

Old Business: There was no Old Business to discuss.

New Business:

- a. **2017 End of Year Report:** Ms. Kelly asked if there were any questions or concerns regarding the content of the report. *Motion by Mr. Greer to receive the 2017 End of Year Report, as presented. Supported by Mr. Hilleary. Unanimously approved by roll call vote.*

- b. **2018 Scope of Work:** Ms. Kelly noted that the 2018 Scope of Work mirrors last years and welcomed any additions or corrections. *Motion by Mr. Shotwell to approve the 2018 Scope of Work, as presented. Supported by Mr. Greer. Unanimously approved by voice vote.*
- c. **2018 EG/JCBRA Management Agreement:** Ms. Kelly shared that the 2018 EG/JCBRA Management Agreement mirrors last years and welcomed any additions or corrections. *Motion by Mr. Greer to approve the 2018 EG/JCBRA Management Agreement, as presented. Supported by Mr. Breliniski. Unanimously approved by roll call vote.*
- d. **2018 JCBRA Board Officers:** Ms. Kelly offered two options for consideration – keep current slate or open nominations. Mr. Greer shared that due to the recent City Council election results, he asked the City Attorney about continuing to represent the City of Jackson on the JCBRA Board, and after a brief discussion, the JCBRA Board concurred that Mr. Greer has been a great asset to this Board and wishes to have him remain on the JCBRA Board. Staff will send a letter to the City recommending his continuation to serve on the JCBRA Board, as the City representative. Mr. Greer commented that you don't have to be an elected official to be involved and make a difference. All current Officers mentioned that they are willing to serve another year, if nominated. *Motion by Mr. Greer to close nominations and cast a unanimous ballot, keeping the current slate of Officers for 2018: Chairman Dunn, Vice Chairman Shotwell, Treasurer Greer, and Secretary Schopmeyer. Supported by Mr. Hilleary. Approved unanimously by voice vote.*
- e. **JCBRA Representatives on EG Board:** Ms. Kelly asked for reconfirmation of the JCBRA Primary and Alternate Representative on The Enterprise Group of Jackson Board of Directors. The Board reconfirmed to have Mr. Greer continue as the Primary, and Mr. Breliniski as the Alternate. *Motion by Mr. Shotwell to reconfirm JCBRA Representatives on The EG Board. Supported by Mr. Hilleary. Approved unanimously by voice vote.*
- f. **2018 JCBRA Board Meeting Schedule:** *Motion by Chairman Dunn to approve the 2018 JCBRA Board Meeting Schedule, as presented. Supported by Mr. Shotwell. Unanimously approved by voice vote.*

Director's/Staff Comments:

Ms. Kelly presented copies of The EG 2017 Imagine Jackson 2020 Updates, as well as the most current EG Scorecard to the JCBRA Board. The reports were prepared for The EG Annual Board Meeting that was held on November 15, 2017.

Board Member Comments:

Mr. Hilleary invited everyone to the Drug Summit Meeting tomorrow to be held at Jackson College at 8:30 a.m.

Mr. Breliniski noted that as he looks at The EG 2017 Imagine Jackson 2020 Updates, he is reminded of the fortunate asset we have in our community – the Jackson County - Reynolds Field Airport. He thanked everyone involved in this significant project throughout the last several years. Mr. Shotwell added that the runway is complete. During the runway realignment, over two million cubic yards of dirt was moved, and it was the only runway project within the last two years that the FAA participated in.

Task Force Comments/Updates:

- a. **City BRA Update:** Mr. Greer shared that he believes that the City's EPA Assessment Grant application was submitted, and noted that the City BRA is seeking a new representative from the County.
- b. **Envirologic Update:** Ms. Kelly mentioned that Mr. Stegink and Ms. Torres are currently at the National Brownfields Conference in Pennsylvania.

Community / Public Comments:

Mr. Dusty Currie shared that walls for the new Kutcha's building are being erected, and they hope to have them all up by the end of the year. The building will likely be complete by next fall.

Next Meeting: The next JCBRA Board Meeting is scheduled for Thursday, January 4, 2018 at 7:30 a.m. and will be held on the 5th floor of the County Tower Building in the Commission Chambers.

Adjourned: 8:05 a.m.

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

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITY
For the Eleven Months Ending November 30, 2017

	Current Month	Year to Date
REVENUES		
EPA ASSESSMENT GRANT	\$ 280.00	\$ 63,450.49
TIF INCOME	<u>0.00</u>	<u>13,331.10</u>
TOTAL REVENUES	<u>280.00</u>	<u>76,781.59</u>
 EXPENSES		
STAFF TIME - BCRLF REPAYMENT	0.00	3,566.77
CONSULTING - BRA - BCRLF	9,878.12	75,364.86
TIF REIMBURSEMENT EXP - BRA	0.00	7,455.46
MISCELLANEOUS - BRA	<u>0.00</u>	<u>1.13</u>
TOTAL EXPENSES	<u>9,878.12</u>	<u>86,388.22</u>
 EXCESS REVENUE OVER EXPENSE	 <u><u>(\$ 9,598.12)</u></u>	 <u><u>(\$ 9,606.63)</u></u>

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
November 30, 2017

ASSETS

CURRENT ASSETS

CHECKING ACCOUNT	\$ 10,748.34
TIF ACCOUNT	58,494.39
CHECKING ACCOUNT- ZM BCRLF	54,473.66
SHORT TERM REC - ZM	<u>35,536.68</u>

TOTAL CURRENT ASSETS 159,253.07

OTHER ASSETS

NOTE REC - ZM BCRLF	<u>533,050.80</u>
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TOTAL OTHER ASSETS 533,050.80

TOTAL ASSETS **\$ 692,303.87**

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

A/P GENERAL	<u>\$ 9,878.12</u>
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TOTAL CURRENT LIABILITIES 9,878.12

LONG TERM LIABILITIES

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

TOTAL LIABILITIES 127,378.12

NET ASSETS

UNRESTRICTED FUND EQUITY	574,532.38
EXCESS REVENUE OVER EXPENSE	<u>(9,606.63)</u>

TOTAL NET ASSETS 564,925.75

TOTAL LIABILITIES & NET ASSETS **\$ 692,303.87**

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Nov 1, 2017 to Nov 30, 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
Account Description							
1010-BRA-000	11/1/17			Beginning Balance			10,748.34
CHECKING ACCOUNT	11/3/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	280.00		
	11/20/17	1371	CDJ	Envirologic Technologies Inc. Current Period Change	280.00	280.00	
	11/30/17			Ending Balance			10,748.34
1020-BRA-000	11/1/17			Beginning Balance			58,494.39
TIF ACCOUNT	11/30/17			Ending Balance			58,494.39
1025-BRA-000	11/1/17			Beginning Balance			51,512.27
CHECKING ACCOUNT- ZM BCRLF	11/28/17	ZM pmt	GENJ	Zimmer Marble- July 2016 pmt Current Period Change	2,961.39 2,961.39		2,961.39
	11/30/17			Ending Balance			54,473.66
1150-BRA-000	11/1/17			Beginning Balance			35,536.68
SHORT TERM REC - ZM	11/30/17			Ending Balance			35,536.68
1205-BRA-000	11/1/17			Beginning Balance			536,012.19
NOTE REC - ZM BCRLF	11/28/17	ZM pmt	GENJ	Zimmer Marble- July 2016 pmt Current Period Change		2,961.39 2,961.39	-2,961.39
	11/30/17			Ending Balance			533,050.80
2005-BRA-000	11/1/17			Beginning Balance			-280.00
A/P GENERAL	11/8/17	3998	PJ	Envirologic Technologies Inc.		557.50	
	11/8/17	3999	PJ	Envirologic Technologies Inc.		9,320.62	
	11/20/17	1371	CDJ	Envirologic Technologies Inc. - Invoice: 3903	280.00		
	11/30/17			Ending Balance	280.00	9,878.12	-9,598.12
							-9,878.12

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
2025-BRA-000 COUNTY OF JACKSON LOAN	11/1/17			Beginning Balance			-117,500.00
	11/30/17			Ending Balance			-117,500.00
3005-BRA-000 UNRESTRICTED FUND EQUITY	11/1/17			Beginning Balance			-574,532.38
	11/30/17			Ending Balance			-574,532.38
4815-BRA-000 EPA ASSESSMENT GRANT	11/1/17			Beginning Balance			-63,170.49
	11/3/17	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp		280.00	
				Current Period Change		280.00	-280.00
	11/30/17			Ending Balance			-63,450.49
4825-BRA-000 TIF INCOME	11/1/17			Beginning Balance			-13,331.10
	11/30/17			Ending Balance			-13,331.10
5100-BRA-000 STAFF TIME - BCRLF REPAYMENT	11/1/17			Beginning Balance			3,566.77
	11/30/17			Ending Balance			3,566.77
5710-BRA-000 CONSULTING - BRA - BCRLF	11/1/17			Beginning Balance			65,486.74
	11/8/17	3998	PJ	Envirologic Technologies Inc. - Programmatic activities thru 10/31/17, Haz. portion	278.75		
	11/8/17	3998	PJ	Envirologic Technologies Inc. - Programmatic activities thru 10/31/17, PET. portion	278.75		
	11/8/17	3999	PJ	Envirologic Technologies Inc. - JANX project (w/o #73 - indoor air & sub slab sampling), Haz. portion exp	9,320.62		
				Current Period Change	9,878.12		9,878.12
	11/30/17			Ending Balance			75,364.86

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
6005-BRA-000 TIF REIMBURSEMENT EXP - BRA	11/1/17			Beginning Balance			7,455.46
	11/30/17			Ending Balance			7,455.46
9010-BRA-000 MISCELLANEOUS - BRA	11/1/17			Beginning Balance			1.13
	11/30/17			Ending Balance			1.13



January 4, 2018 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: Community Engagement expenses through November 30, 2017</i>	\$ 43.12
<i>Envirologic: Program. expenses through November 30, 2017</i>	\$ 42.50
<i>Envirologic: JANX project expenses through November 30, 2017</i>	\$1,842.50
Total:	\$1,928.12
<i>Spent thru November 30, 2017</i>	<i>\$85,895.72</i>
Available Grant Total:	\$114,104.28

EPA Assessment - Petroleum Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Petroleum Portion	\$200,000.00
Expenses:	
<i>Envirologic: Community Engagement expenses through November 30, 2017</i>	\$ 43.13
<i>Envirologic: Program. expenses through November 30, 2017</i>	\$ 42.50
Total:	\$ 85.63
<i>Spent thru November 30, 2017</i>	<i>\$148,742.31</i>
Available Grant Total:	\$51,257.69

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>Enterprise Group of Jackson – JCBRA Staff time September 1, 2017 through December 31, 2017:</i>	*Amount not calculated at this time. Will be presented at the meeting.
Total:	\$

TIF Account Expenses:

Envirologic: Fern Reimbursement #3 through November 30, 2017: \$632.50

Total amount to be approved by the JCBRA Board of Directors on 01/04/18: \$2,646.25 + EG Invoice – Amount to be provided at the meeting.



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

JACKSON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Project Funding Application

The Jackson County Brownfield Redevelopment Authority (JCBRA) administers several Brownfield Redevelopment programs in Jackson County. Funding may be available for certain eligible activities including: Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Plans, Clean-up Planning and Clean-up activities. This application (also found on the web site at <http://enterprise.com/partners/jcbra>) has been developed for interested parties requesting potential Brownfield funding on a redevelopment project within Jackson County. Project funding will be considered by the JCBRA on a case-by-case basis considering the merits of the proposed project. Criteria for project consideration is listed on page 15 of this application. Based on a review of a completed application, you will be contacted within 10 business days to discuss the next steps in the process or if additional information is needed. Applicants must submit a completed and signed Project Funding Application to JCBRA Staff with a non-refundable fee, as follows:

Project Investment	Application Fee
\$100,000	\$ 500
\$100,001 to \$500,000	\$1,250
Over \$500,001	\$2,500

Please provide information in the areas listed below, if available. (Attach additional pages if needed)

1. Date of Application: Dec 4, 2017

Business Information:

2. Name of Applicant: Charles Rogers

3. Name of Project: ATA Car & Truck Accessories

4. Business Address: 3365 Page Ave, Jackson, MI 49203

5. Business Telephone Number: 517-783-1553

6. Contact Person(s): _____ Title: CHARLEY ROBERTS, MANAGING MEMBER
7. Contact Person(s) Telephone Number: 517-783-1553
8. Contact Person(s) Fax Number: _____
9. Contact Person(s) Email Address: JacksonATA@outlook.com
10. Entity Type: Proprietorship Partnership Corporation
 Other (specify): LLC
11. Describe nature and history of business: Tenant purchasing property. Tenants family has run business here for 20 years. Now able to purchase property but can't do so if it is contaminated.
12. List similar projects developed over the last five years (if any): None
13. Key Project Contacts:
- Bank/Financing: Purchase by contract
- Attorney: Anderson & Makulski, Steve Makulski, Attorney
- Accountant: MICHIGAN BUSINESS TAX, MIKE RUCINSKI, CPA
- Others: ERA Reardon Realty, Doug Beiswanger, Broker

Project Information: (Attach maps, site plans, etc., if available. List as attachments at the end of the completed application)

14. Address(es) (if known): 3365 Page Ave, Jackson, MI 49203
15. Tax ID(s) (if known): 000-14-06-327-008-00
16. Present Owner(s): Stephanie A Whitney
17. Date Present Owner(s) Acquired Property (if known): Unknown (inherited)

18. Does applicant have land control: No Yes

If yes, please describe (owner, lessee, option or purchase agreement, etc.):
Purchase Agreement

19. Does the project comply with local zoning and other land use requirements?
 No Yes

If no, please describe processes being undertaken to address local government concerns: _____

20. Any currently known environmental issues? Yes

21. Is applicant a liable party for environmental issues at site? No Yes

22. Is access to site permitted? No Yes

23. Project type: New Relocation Expansion Rehabilitation

24. Project Description: Provide a short project description below, and **attach more detail and/or a Business Plan**, if available.

Tenant/Buyer's family has operated a business at this location for approximately 20 years. Property owner now willing to sell property. Tenant/Buyer has Phase I Environmental completed and property shows no history of being cleaned up after it was a gas/service station. Tenant/Buyer would like to continue to operate a business in Jackson County, MI, but does not have the means to test for contamination or complete cleanup from previous owners lack of care. Current owner has no environmental, well, or septic records for this property.

25. Project Size: Parcel size (acres): 0.74 Acres

Existing building area (square feet): 1336

New building area (square feet): TBD

26. Is project in one of the following (please check those that apply)?

- Downtown Development District Renaissance Zone
 Local Development Finance Authority District Smart Zone

27. Project timeline (Proposed or ~~Actual~~ circle one):

Start date: Nov 2017 Completion Date: June 2018

28. Does the project have the potential to advance development patterns and infrastructure investment programs that improve economic development prosperity, and create healthy, environmentally sustainable, and opportunity-rich communities for all Americans, regardless of race or income; sustainability features; creation or preservation of green space; energy conservation measures; alternative energy techniques; other unique environmental factors? (Please explain): _____

Yes - purchaser is willing to invest back into the local community.

29. As an applicant for this funding, you are being asked to demonstrate how your project could provide a public benefit which would positively affect the neighborhood in which the project is located. A list of community organizations and opportunities is provided as part of this application. Within two-years after the project is deemed complete, the applicant will be asked to state how their project has provided a public benefit. _____

As the actual owner of the property, instead of being only a tenant, I can put the repairs and upgrades into the building and property that the current owner has neglected and is not willing to do.

30. Additional materials (Please check those items that are available and attach to your application, if possible)

- Business Plan Financial Commitments Architectural/Site Plans
 Market Analysis Environmental Information/Reports
 Rezoning Approvals

Tax Base Information:

31. Total Investment Anticipated: \$ 300,000

If available, please attach a detailed projection of project costs and proposed funding sources. Categories of costs may include real estate, demolition, environmental, new construction, renovation, new equipment, and other as appropriate.

32. Eligible activities for which potential funding may be sought:

- Phase I ESA Phase II ESA BEA Due Care
 Clean-up Planning Brownfield Plan
 Other (describe)

All of the above, if applicable

33. Current Taxable Value: \$ 38,546

34. Estimated Taxable Value after Project Completion, if known: \$ 98,643 or +

Employment Information:

35. Full Time Equivalent (*FTE) Employees:

FTE Jobs Retained: 4 FTE Jobs Created: 2

**FTE example: 3 employees work 50 hours, 40 hours, and 10 hours respectively, in a week. Total hours worked is 100 divided by 40 hours = 2.5 FTE.*

36. APPLICATION VALIDATION:

List of attachments included with this application:

- a. Purchase Agreement
- b. Current Survey
- c. Phase I Environmental - Executive Summary
- d. Phase II Environmental - Quote for Services
- e. _____

37. I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party. Further, I certify that:
- a. The proposed project will be completed in a manner consistent and compliant with all applicable regulatory requirements;
 - b. The proposed project will have the potential to advance development patterns and infrastructure investment programs that improve economic development prosperity, and create healthy, environmentally sustainable, and opportunity-rich communities for all Americans, regardless of race or income, sustainability features, creation of green space, preservation of valuable greenspace, energy conservation measures, alternative energy techniques, and/or other unique environmental factors; and
 - c. The proposed project will demonstrate how the project could provide a public benefit which would positively affect the neighborhood in which the project is located. A list of community organizations and opportunities will be provided to the applicant. Within two-years after the project is deemed complete, the applicant will be asked to provide a letter to the JCBRA stating how their project has provided a public benefit.



 Signature Dec 4, 2017

 Date

MANAGING MEMBER

 Title

734-417-5227

 Direct Office or cell phone number

JacksonATA@outlook.com

 Email address

If you have questions regarding the application, please contact:
Amy Torres, JCBRA Executive Director
100 E. Michigan Avenue, Suite 1100
Jackson, Michigan 49201
Office Phone: (517) 788-4458
Cell Phone: (517) 262-4799
E-mail: atorres@enterprisegroup.org

Current as of 05/04/17

Scope of Services

Contract for Professional Services
Jackson County Brownfield Redevelopment Authority
Applicable to Agreement December 4, 2014
Work Order No. 79 Dated December 18, 2017

Between

JACKSON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (CLIENT)
ONE JACKSON SQUARE
JACKSON, MICHIGAN 49201

And

ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048

Subject: ATA Car & Truck Accessories, Leoni Township
Funding: U.S. EPA Assessment Grant (Petroleum)

CLIENT requests that ENVIROLOGIC perform the following in accordance with the terms of the above-referenced Agreement and as described in this "Scope of Services."

ENVIROLOGIC will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

ENVIROLOGIC and CLIENT have designated the following representatives for this "Scope of Services:"

Jeffrey C. Hawkins / David A. Stegink (269) 342-1100
Name (ENVIROLOGIC) Phone

Amy L. Torres, Executive Director (517) 788-4455
Name (CLIENT)

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the ENVIROLOGIC Representative above.

ACCEPTED AND AGREED TO:

JACKSON COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By: Amy L. Torres
Title: Executive Director

By: David A. Stegink
Title: Associate Vice President

Signature: _____

Signature: _____

Date: _____

Date: _____

I. SCOPE OF WORK

Background

The property is located at 3365 Page Avenue in Leoni Township. The property is a former gasoline service station. A Phase I Environmental Site Assessment has been completed and several Recognized Environmental Conditions have been identified as a result of the former use of the property. There is no record of underground storage tanks being removed from the property, though physical evidence at the site suggests the tanks have been removed. No assessment of the property's environmental condition has been previously completed.

Scope of Work

Envirologic will seek eligibility for this property under the petroleum assessment grant funds.

The purpose of this work is intended to assist a prospective purchaser in liability protection efforts and meeting their due care obligations.

Envirologic proposes to complete a Phase II Environmental Site Assessment. Prior to conducting site work, Envirologic will complete a geophysical survey of the property using Ground Penetrating Radar to identify any remnant tanks, subsurface piping, and private utilities – including the former septic tank and drainfield. The focus of the Phase II ESA will be the areas where petroleum tanks are/were located and the former septic tank and drainfield which received wastes from interior floor drains. At this time, Envirologic envisions the Phase II ESA would consist of up to six soil borings with the collection of up to six soil samples and three groundwater samples. If highly contaminated soils or groundwater are in close proximity to the existing building, Envirologic will also collect three sub-slab soil gas samples. Soil and groundwater samples will be analyzed for volatile organic compounds, polynuclear aromatic hydrocarbons, cadmium, chromium, and lead. Soil samples from the septic tank/drainfield area may also be analyzed for PCBs. Soil gas samples will be analyzed for volatile organic compounds only.

Assuming contaminants are identified above residential cleanup criteria, Envirologic will also prepare and disclose a Baseline Environmental Assessment. Documentation of Due Care Compliance will also be prepared.

Upon completion of this phase of the project, the ACRES database will be updated.



II. COMPENSATION

Compensation for services provided under this Work Order will be invoiced at the rates shown in the Master Services Agreement between ENVIROLOGIC and CLIENT and completed on a time and materials basis Not To Exceed the following amount.

Phase II Environmental Site Assessment

Project Management (Health and Safety, Sampling and Analysis Plan, etc.)	\$ 1,500
Field Geologist.....	\$ 1,200
Laboratory Services.....	\$ 5,350
Geoprobe	\$ 1,600
Report Preparation	\$ 1,800
Ground Penetrating Radar	\$ 2,250
Field Expenses.....	<u>\$ 300</u>
Subtotal	\$14,000

Baseline Environmental Assessment and Due Care (if needed)

Data Evaluation and Report Preparation	<u>\$ 3,000</u>
Subtotal	\$ 3,000

Total Project Costs \$17,000

III. SCHEDULE

Project activities are expected to be completed over the next 60 days.

H:\Projects\Projects_J\Jackson County BRA\Work Orders\Work Order #79 ATA p2.docx

