



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

MEETING AGENDA

May 3, 2018 - 7:30 a.m.

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

Agenda Review

Call to Order by Chairman Dunn

Public Comment

Consent Agenda – Items removed to be considered separately

- a) *Minutes from April 5, 2018 JCBRA Board Meeting
- b) *March 31, 2018 JCBRA Financial Statements
- c) *Approval of JCBRA Bills through March 31, 2018

Items removed from Consent Agenda

Appoint JCBRA Secretary

BRA Active Project Updates

- a) Old Irish Mill Project Update – *Agenda Item below*
- b) 8500 E. Michigan Ave. Parma Project Update
- c) Michner Plating Update
- d) Recycled Pallet Project Update – **Tim Phelps**
- e) CPFCU Project Update – *Agenda Item below*
- f) Dysert Concrete Project Update
- g) Community Engagement
- h) Other Updates

Old Business

None at this time.

New Business

- a. *Consider approval of JCBRA Funding for Amended Work Order #60 for Old Irish Mill Project
- b. *Consider approval of JCBRA Funding for Amended Work Order #80 for CPFCU Project

Director's/Staff Comments

Chairman/Board Member Comments

Task Force Comments/Updates

- a) City BRA Update
- b) Envirologic Update

Community/Public Comments

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

Adjourn

**indicates attachment*



Brownfield Redevelopment Authority
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JCBRA Board Meeting Minutes
April 5, 2018 - 7:30 a.m.
Jackson County Tower Building – Commission Chambers

Present: (7) Brad Brelinski, A.J. Crownover, Jim Dunn, Andrew Frounfelker, Ted Hilleary, Brad Runkel, and Steve Shotwell

Absent: (2) Mark Schopmeyer and Jim Seitz

Task Force Partners: Erik Peterson and David Stegink, Envirologic; Holden Branch, MDEQ

EG Staff: Amy Torres

Others: None

Agenda Review Ms. Torres advised that the application and Work Order #83 for the Jenkins' farm acquisition in Blackman Township (New Business Item c.) has been withdrawn, due to the fact the Phase I (financed by the BLDFFA) indicated no further assessment is necessary.

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

New JCBRA Board Member Andrew Frounfelker, representing the City of Jackson was introduced and welcomed.

Public Comment: None

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

BRA Active Project Updates:

- a. **Old Irish Mill:** Ms. Torres mentioned that Mr. Ross is continuing to work with contractors, and once the finances for the scaled-down project have been determined, will seek financing.
- b. **8500 E. Michigan Avenue in Parma:** Mr. Stegink shared that the last round of sampling is complete, and Envirologic is recommending that the owner consider an air sampling monitoring system.
- c. **Michner Plating:** Mr. Branch reported that MDEQ has identified three firms for quoting the work to be done at Michner Plating, using the Clean Michigan Initiative funds that were awarded to them for the Mechanic Street facility in the amount of \$225,000.

- d. **Recycled Pallet Project Update:** Mr. Stegink reported that field work was completed last week. Underground storage tanks containing fuel oil in at least one of them were found. Mr. Phelps indicated to Envirologic that he can use the fuel oil. They believe there is a small amount of contamination; the results should be in today or tomorrow.
- e. **CPFCU Project Update:** Mr. Stegink reported that their field work indicates three underground storage tanks remain on site with waste oil and perhaps heating oil. There is contamination located where the pump islands used to be. They are waiting for lab data as far as concern for vapor intrusion issues.
- f. **Other Updates:** None to report.

Old Business: There was no Old Business to discuss.

New Business: At the request of Chairman Dunn, Ms. Torres briefly summarized each of the projects and related Work Orders prior to JCBRA consideration of each item.

- a. **Consider approval of JCBRA Funding for Work Order #81 for Armory Arts Project in the City of Jackson.** Ms. Torres described that the option on the undeveloped portion of Armory Arts Village where the Townhome Affordable Housing Project was proposed by Excel Realty has expired, and The Enterprise Group is in the process of unwinding ownership issues to prepare the property for future development. Work Order #81 has been prepared to provide funding for Envirologic to compile a comprehensive summary of the environmental investigations that have previously been completed for various proposals for its development over the years, so that the property can eventually be made available for development. *Motion by Vice-Chairman Shotwell to approve Work Order #81 in the amount of \$21,000 for Envirologic to compile a comprehensive summary of the extensive environmental investigations that have previously been completed; investigate DMVA remediation efforts, if any; conduct a Phase I and BEA(s) for future developers; complete Due Care Compliance Documentation, if needed and if funds are available, for the undeveloped land at Armory Arts Project. Supported by Mr. Hilleary. Unanimously approved by roll call vote.*
- b. **Consider approval of JCBRA Funding for Work Order #82 for Jackson County Fairgrounds in the City of Jackson.** Ms. Torres explained that this Work Order will define the extent of contamination at the proposed site of the Fair Events Center, which was not included in the Scope of Work for previous work completed at the Fairgrounds. *Motion by Mr. Hilleary to approve Work Order #82 in the amount of \$25,700 for Envirologic to assess the extent and nature of the found contamination and create plans for the management of soil during construction, including potentially securing approval from a local landfill for its disposal. Supported by Mr. Runkel. Unanimously approved by roll call vote.*
- c. **Consider approval of JCBRA Funding for Work Order #84 for Dysert Concrete at 2703 W. Michigan Avenue in Blackman Charter Township.** Ms. Torres explained that the applicant, Doug Dysert, is in Florida with his family and could not attend the meeting. She reviewed a staff recommendation, which was distributed at the meeting. Ms. Torres was asked to obtain additional information from Mr. Dysert, to include what the “closing” involves, request a copy of the Purchase Agreement or Land Contract and obtain evidence of financial commitment to the project, such as a

purchase order for buildings, evidence of financing, issued permits, etc. There was recognition that Mr. Dysert has a good track record, however, these items were requested to document the file. *Motion by Vice-Chairman Shotwell to approve Work Order #84 (note: staff recommendation incorrectly identified it as Work Order #86), in the amount of \$21,700 for Envirollogic to include an updated Phase I ESA, a Phase II ESA, a Baseline Environmental Assessment (BEA) and Due Care Documentation (up to \$18,700); and a Brownfield/Work Plan Analysis and document preparation if determined appropriate (\$3,000); subject to:*

- 1. Obtaining a copy of a purchase agreement or land contract documenting the transaction,*
- 2. Learning what the closing will involve (due to a land contract acquisition),*
- 3. Obtaining evidence of applicant's financial commitment to the project,*
- 4. Execution by the applicant of the Reimbursement Agreement, and*
- 5. Authorization for the Chairman to sign it.*

Supported by Mr. Hilleary. Unanimously approved by roll call vote.

Director's/Staff Comments:

Ms. Torres reminded the Board that the EPA Grant expires on September 30, 2018. At this time, we do not anticipate the need to request an extension, but she wanted to make the Board aware, just in case it becomes necessary. The opportunity for new applications comes in August/September, and Mr. Stegink indicated Envirollogic would jump all-in to apply for funding for another grant if the JCBRA so desired. There was consensus to do so.

Board Member Comments:

Mr. Brelinski asked about an orientation for new Board Members, and Ms. Torres indicated a date will be scheduled when Ms. Kelly returns from vacation.

Vice-Chairman Shotwell suggested that as part of our community engagement efforts, we should look at planning some type of event this summer for a public review/forum of the impact of the EPA Grant projects. He asked for ideas, speaking of the Fair Conference Center, the trails, Michner Plating, etc. It was suggested that when we apply for funding, we need to let our legislators know how important this funding is to our community.

City BRA Update: Mr. Stegink shared that the City is currently working on three Brownfield Plans, and an Act 381 Work Plan.

Next Meeting: The next JCBRA Board Meeting is scheduled for Thursday, May 3, 2018 at 7:30 a.m. and will be held on the 5th floor of the County Tower Building in the Commission Chambers.

Adjourned: 8:07 a.m.

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

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
March 31, 2018

ASSETS

CURRENT ASSETS

CHECKING ACCOUNT	\$ 14,498.34	
TIF ACCOUNT	64,741.00	
CHECKING ACCOUNT- ZM BCRLF	58,963.00	
SHORT TERM REC - ZM	<u>35,536.68</u>	
TOTAL CURRENT ASSETS		173,739.02

OTHER ASSETS

NOTE REC - ZM BCRLF	<u>527,128.02</u>	
TOTAL OTHER ASSETS		<u>527,128.02</u>

TOTAL ASSETS

\$ 700,867.04

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

A/P GENERAL	<u>\$ 3,421.90</u>	
TOTAL CURRENT LIABILITIES		3,421.90

LONG TERM LIABILITIES

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

TOTAL LIABILITIES		120,921.90
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NET ASSETS

UNRESTRICTED FUND EQUITY	565,281.42	
EXCESS REVENUE OVER EXPENSE	<u>14,663.72</u>	
TOTAL NET ASSETS		<u>579,945.14</u>

TOTAL LIABILITIES & NET ASSETS

\$ 700,867.04

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITY
For the Three Months Ending March 31, 2018

	Current Month	Year to Date
REVENUES		
EPA ASSESSMENT GRANT	\$ 14,902.81	\$ 18,807.95
TIF INCOME	\$ 11,086.73	\$ 11,086.73
OTHER INCOME - BRA	<u>2,500.00</u>	<u>3,750.00</u>
 TOTAL REVENUES	 <u>28,489.54</u>	 <u>33,644.68</u>
 EXPENSES		
CONSULTING - BRA - BCRLF	<u>3,421.90</u>	<u>18,980.96</u>
 TOTAL EXPENSES	 <u>3,421.90</u>	 <u>18,980.96</u>
 EXCESS REVENUE OVER EXPENSE	 <u><u>\$ 25,067.64</u></u>	 <u><u>\$ 14,663.72</u></u>

**BROWNFIELD REDEVELOPMENT AUTHORITY
General Ledger**

For the Period From Mar 1, 2018 to Mar 31, 2018

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	3/1/18			Beginning Balance			-1,014.47
CHECKING ACCOUNT	3/1/18	1377	CDJ	Envirologic Technologies Inc.		1,890.00	
	3/1/18	appl fees dep	GENJ	CPFCU & Recyc Pallets - BRA funding, application fee	2,500.00		
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (ATA Cart)	13,012.81		
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (JANX)	1,890.00		
				Current Period Change	17,402.81	1,890.00	15,512.81
	3/31/18			Ending Balance			14,498.34
1020-BRA-000	3/1/18			Beginning Balance			54,310.52
TIF ACCOUNT	3/1/18	1035	CDJ	Envirologic Technologies Inc.		656.25	
	3/23/18	Summit	GENJ	Summit Twp 2017 Winter TIF	6,093.30		
	3/26/18	Columbia	GENJ	Columbia Twp 2017 Winter & Summer TIF	4,993.43		
				Current Period Change	11,086.73	656.25	10,430.48
	3/31/18			Ending Balance			64,741.00
1025-BRA-000	3/1/18			Beginning Balance			56,001.61
CHECKING ACCOUNT- ZM BCRLF	3/2/18	ZM pmt	GENJ	Zimmer Marble - Sept 2016 pmt	2,961.39		
				Current Period Change	2,961.39		2,961.39
	3/31/18			Ending Balance			58,963.00
1150-BRA-000	3/1/18			Beginning Balance			35,536.68
SHORT TERM REC - ZM	3/31/18			Ending Balance			35,536.68
1205-BRA-000	3/1/18			Beginning Balance			530,089.41
NOTE REC - ZM BCRLF	3/2/18	ZM pmt	GENJ	Zimmer Marble- Sept 2016 pmt		2,961.39	
				Current Period Change		2,961.39	-2,961.39
	3/31/18			Ending Balance			527,128.02

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
2005-BRA-000	3/1/18			Beginning Balance			-2,546.25
A/P GENERAL	3/1/18	1377	CDJ	Envirologic Technologies Inc. - Invoice: 4253	1,890.00		
	3/1/18	1035	CDJ	Envirologic Technologies Inc. - Invoice: 4252	656.25		
	3/1/18	4251	PJ	Envirologic Technologies Inc.		115.00	
	3/8/18	4353	PJ	Envirologic Technologies Inc.		57.50	
	3/8/18	4352	PJ	Envirologic Technologies Inc.		105.00	
	3/15/18	4373	PJ	Envirologic Technologies Inc.		3,144.40	
				Current Period Change	2,546.25	3,421.90	-875.65
	3/31/18			Ending Balance			-3,421.90
2025-BRA-000 COUNTY OF JACKSON LOAN	3/1/18			Beginning Balance			-117,500.00
	3/31/18			Ending Balance			-117,500.00
3005-BRA-000 UNRESTRICTED FUND EQUITY	3/1/18			Beginning Balance			-565,281.42
	3/31/18			Ending Balance			-565,281.42
4815-BRA-000	3/1/18			Beginning Balance			-3,905.14
EPA ASSESSMENT GRANT	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (ATA Cart)		13,012.81	
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (JANX)		1,890.00	
				Current Period Change		14,902.81	-14,902.81
	3/31/18			Ending Balance			-18,807.95
4825-BRA-000 TIF INCOME	3/1/18			Beginning Balance			
	3/23/18	Summit	GENJ	Summit Twp 2017 Winter TIF		6,093.30	
	3/26/18	Columbia	GENJ	Columbia Twp 2017 Winter & Summer TIF		4,993.43	
				Current Period Change		11,086.73	-11,086.73
	3/31/18			Ending Balance			-11,086.73
4905-BRA-000	3/1/18			Beginning Balance			-1,250.00

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
OTHER INCOME - BRA	3/1/18	appl fees dep	GENJ	Recycled Pallets - BRA funding, application fee		1,250.00	
	3/1/18	appl fees dep	GENJ	CPFCU - BRA funding, application fee		1,250.00	
				Current Period Change		2,500.00	-2,500.00
	3/31/18			Ending Balance			-3,750.00
5710-BRA-000	3/1/18			Beginning Balance			15,559.06
CONSULTING - BRA - BCRLF	3/1/18	4251	PJ	Envirologic Technologies Inc. - Programmatic expense thru 1/31/18, Pet exp	57.50		
	3/1/18	4251	PJ	Envirologic Technologies Inc. - Programmatic expense thru 1/31/18, Haz exp	57.50		
	3/8/18	4353	PJ	Envirologic Technologies Inc. - TIF capture related expenses thru 2/28/18	57.50		
	3/8/18	4352	PJ	Envirologic Technologies Inc. - JANX fees thru 2/28/18, Haz. exp	105.00		
	3/15/18	4373	PJ	Envirologic Technologies Inc. - ATA Car & Truck Access. thru 3/9/18, Pet. exp	3,144.40		
				Current Period Change	3,421.90		3,421.90
	3/31/18			Ending Balance			18,980.96

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Jan 1, 2018 to Mar 31, 2018

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
1010-BRA-000	1/1/18			Beginning Balance			10,748.34
CHECKING ACCOUNT	1/2/18	1373	CDJ	Envirologic Technologies Inc.		2,013.75	
				ATA Cart Truck Access - BRA funding, application			
	1/4/18	applic fee dep	GENJ	fee	1,250.00		
	1/5/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	2,013.75		
				Current Period Change	3,263.75	2,013.75	1,250.00
	2/1/18			Beginning Balance			11,998.34
	2/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	3,905.14		
	2/6/18	1374	CDJ	The Enterprise Group of Jackso		1,693.89	
	2/6/18	1375	CDJ	Envirologic Technologies Inc.		2,211.25	
	2/20/18	1376	CDJ	Envirologic Technologies Inc.		13,012.81	
				Current Period Change	3,905.14	16,917.95	-13,012.81
	3/1/18			Beginning Balance			-1,014.47
	3/1/18	1377	CDJ	Envirologic Technologies Inc.		1,890.00	
				CPFCU & Recyc Pallets - BRA funding, application			
	3/1/18	appl fees dep	GENJ	fee	2,500.00		
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (ATA	13,012.81		
				Cart)			
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp	1,890.00		
				(JANX)			
				Current Period Change	17,402.81	1,890.00	15,512.81
	3/31/18			Ending Balance			14,498.34
1020-BRA-000	1/1/18			Beginning Balance			58,494.39
TIF ACCOUNT	1/2/18	1032	CDJ	Envirologic Technologies Inc.		632.50	
	1/26/18	Leoni Twp	GENJ	Leoni Twp 2017 Winter TIF	377.28		
	1/26/18	Village Brklyn d	GENJ	Village of Brooklyn 2016 Summer & Winter TIF	3,383.23		
				Current Period Change	3,760.51	632.50	3,128.01
	2/1/18			Beginning Balance			61,622.40
	2/6/18	1033	CDJ	Envirologic Technologies Inc.		115.00	
	2/12/18	1034	CDJ	Village of Brooklyn		7,196.88	
				Current Period Change		7,311.88	-7,311.88
	3/1/18			Beginning Balance			54,310.52
	3/1/18	1035	CDJ	Envirologic Technologies Inc.		656.25	
	3/23/18	Summit	GENJ	Summit Twp 2017 Winter TIF	6,093.30		
	3/26/18	Columbia	GENJ	Columbia Twp 2017 Winter & Summer TIF	4,993.43		

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
				Current Period Change	11,086.73	656.25	10,430.48
	3/31/18			Ending Balance			64,741.00
1025-BRA-000	1/1/18			Beginning Balance			54,473.66
CHECKING ACCOUNT- ZM BCRLF	1/2/18	1064	CDJ	The Enterprise Group of Jackso		1,433.44	
	1/31/18	ZM pmt	GENJ	Zimmer Marble- August 2016 pmt	2,961.39		
				Current Period Change	2,961.39	1,433.44	1,527.95
	2/1/18			Beginning Balance			56,001.61
	3/1/18			Beginning Balance			56,001.61
	3/2/18	ZM pmt	GENJ	Zimmer Marble - Sept 2016 pmt	2,961.39		
				Current Period Change	2,961.39		2,961.39
	3/31/18			Ending Balance			58,963.00
1105-BRA-000	1/1/18			Beginning Balance			5,774.26
A/R GENERAL	1/5/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp		2,013.75	
	1/26/18	Leoni Twp	GENJ	Leoni Twp 2017 Winter TIF		377.28	
	1/26/18	Village Brklyn d	GENJ	Village of Brooklyn 2016 Summer & Winter TIF		3,383.23	
				Current Period Change		5,774.26	-5,774.26
	2/1/18			Beginning Balance			
	3/1/18			Beginning Balance			
	3/31/18			Ending Balance			
1150-BRA-000	1/1/18			Beginning Balance			35,536.68
SHORT TERM REC - ZM	2/1/18			Beginning Balance			35,536.68
	3/1/18			Beginning Balance			35,536.68
	3/31/18			Ending Balance			35,536.68
1205-BRA-000	1/1/18			Beginning Balance			533,050.80
NOTE REC - ZM BCRLF	1/31/18	ZM pmt	GENJ	Zimmer Marble- August 2016 pmt	2,961.39		
				Current Period Change	2,961.39		-2,961.39
	2/1/18			Beginning Balance			530,089.41
	3/1/18			Beginning Balance			530,089.41
	3/2/18	ZM pmt	GENJ	Zimmer Marble- Sept 2016 pmt	2,961.39		
				Current Period Change	2,961.39		-2,961.39
	3/31/18			Ending Balance			527,128.02
2005-BRA-000	1/1/18			Beginning Balance			-15,296.71

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
A/P GENERAL	1/2/18	1373	CDJ	Envirologic Technologies Inc. - Invoice: 4116	1,842.50		
	1/2/18	1373	CDJ	Envirologic Technologies Inc. - Invoice: 4110	85.00		
	1/2/18	1373	CDJ	Envirologic Technologies Inc. - Invoice: 4109	86.25		
	1/2/18	1032	CDJ	Envirologic Technologies Inc. - Invoice: 4117	632.50		
	1/2/18	1064	CDJ	The Enterprise Group of Jackso - Invoice: 181/staff time	1,433.44		
				Current Period Change	4,079.69		4,079.69
	2/1/18			Beginning Balance			-11,217.02
	2/6/18	1374	CDJ	Training 2017	1,693.89		
	2/6/18	1375	CDJ	Envirologic Technologies Inc. - Invoice: 4179	2,211.25		
	2/6/18	1033	CDJ	Envirologic Technologies Inc. - Invoice: 4177	115.00		
	2/12/18	1034	CDJ	Village of Brooklyn - Invoice: TIF Reimb	7,196.88		
	2/12/18	4252	PJ	Envirologic Technologies Inc.		656.25	
	2/12/18	4253	PJ	Envirologic Technologies Inc.		1,890.00	
	2/15/18	4289	PJ	Envirologic Technologies Inc.		13,012.81	
	2/20/18	1376	CDJ	Envirologic Technologies Inc. - Invoice: 4289	13,012.81		
				Current Period Change	24,229.83	15,559.06	8,670.77
	3/1/18			Beginning Balance			-2,546.25
	3/1/18	1377	CDJ	Envirologic Technologies Inc. - Invoice: 4253	1,890.00		
	3/1/18	1035	CDJ	Envirologic Technologies Inc. - Invoice: 4252	656.25		
	3/1/18	4251	PJ	Envirologic Technologies Inc.		115.00	
	3/8/18	4353	PJ	Envirologic Technologies Inc.		57.50	
	3/8/18	4352	PJ	Envirologic Technologies Inc.		105.00	
	3/15/18	4373	PJ	Envirologic Technologies Inc.		3,144.40	
				Current Period Change	2,546.25	3,421.90	-875.65
	3/31/18			Ending Balance			-3,421.90
2025-BRA-000	1/1/18			Beginning Balance			-117,500.00
COUNTY OF JACKSON LOAN	2/1/18			Beginning Balance			-117,500.00
	3/1/18			Beginning Balance			-117,500.00
	3/31/18			Ending Balance			-117,500.00
3005-BRA-000	1/1/18			Beginning Balance			-565,281.42
UNRESTRICTED FUND EQUITY	2/1/18			Beginning Balance			-565,281.42
	3/1/18			Beginning Balance			-565,281.42
	3/31/18			Ending Balance			-565,281.42
4815-BRA-000	1/1/18			Beginning Balance			
EPA ASSESSMENT GRANT	2/1/18			Beginning Balance			

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	2/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp		3,905.14	
				Current Period Change		3,905.14	-3,905.14
	3/1/18			Beginning Balance			-3,905.14
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (ATA Cart)		13,012.81	
	3/2/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic exp (JANX)		1,890.00	
				Current Period Change		14,902.81	-14,902.81
	3/31/18			Ending Balance			-18,807.95
4825-BRA-000 TIF INCOME	1/1/18			Beginning Balance			
	2/1/18			Beginning Balance			
	3/1/18			Beginning Balance			
	3/23/18	Summit	GENJ	Summit Twp 2017 Winter TIF		6,093.30	
	3/26/18	Columbia	GENJ	Columbia Twp 2017 Winter & Summer TIF		4,993.43	
				Current Period Change		11,086.73	-11,086.73
	3/31/18			Ending Balance			-11,086.73
4905-BRA-000 OTHER INCOME - BRA	1/1/18			Beginning Balance			
	1/4/18	applic fee dep	GENJ	ATA Cart Truck Access - BRA funding, application fee		1,250.00	
				Current Period Change		1,250.00	-1,250.00
	2/1/18			Beginning Balance			-1,250.00
	3/1/18			Beginning Balance			-1,250.00
	3/1/18	appl fees dep	GENJ	Recycled Pallets - BRA funding, application fee		1,250.00	
	3/1/18	appl fees dep	GENJ	CPFCU - BRA funding, application fee		1,250.00	
				Current Period Change		2,500.00	-2,500.00
	3/31/18			Ending Balance			-3,750.00
5710-BRA-000 CONSULTING - BRA - BCRLF	1/1/18			Beginning Balance			
	2/1/18			Beginning Balance			
	2/12/18	4252	PJ	Envirologic Technologies Inc. - TIF Capture expenses thru 1/31/18	656.25		
	2/12/18	4253	PJ	Envirologic Technologies Inc. - Janx projext, expenses thru 1/31/18, w/o#79 - HAZ expense	1,890.00		
	2/15/18	4289	PJ	Envirologic Technologies Inc. - ATA Cart Truck Access- Prof services thru 2/11/18, PET exp	13,012.81		
				Current Period Change	15,559.06		15,559.06
	3/1/18			Beginning Balance			15,559.06

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	3/1/18	4251	PJ	Envirologic Technologies Inc. - Programmatic expense thru 1/31/18, Pet exp	57.50		
	3/1/18	4251	PJ	Envirologic Technologies Inc. - Programmatic expense thru 1/31/18, Haz exp	57.50		
	3/8/18	4353	PJ	Envirologic Technologies Inc. - TIF capture related expenses thru 2/28/18	57.50		
	3/8/18	4352	PJ	Envirologic Technologies Inc. - JANX fees thru 2/28/18, Haz. exp	105.00		
	3/15/18	4373	PJ	Envirologic Technologies Inc. - ATA Car & Truck Access. thru 3/9/18, Pet. exp	3,144.40		
				Current Period Change	3,421.90		3,421.90
	3/31/18			Ending Balance			18,980.96



May 3, 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: Programmatic Expenses through March 31, 2018</i>	\$28.75
<i>Envirologic: CPFCU Project expenses through March 31, 2018</i>	\$4,025.16
Total:	\$4,053.91
<i>Spent thru February 28, 2018</i>	\$92,849.08
Available Grant Total:	\$107,150.92

EPA Assessment - Petroleum Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Petroleum Portion	\$200,000.00
Expenses:	
<i>Envirologic: Programmatic Expenses through March 31, 2018</i>	\$28.75
<i>Envirologic: Recycled Pallets Project expenses through March 31, 2018</i>	\$10,150.08
<i>Envirologic: CPFCU Project expenses through March 31, 2018</i>	\$4,025.15
Total:	\$14,203.98
<i>Spent thru March 31, 2018</i>	\$182,219.19
Available Grant Total:	\$17,780.81

ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan	\$800,000.00 (<i>Current through 11/01/2016</i>)
<i>Balance as of 4/11/18: \$559,703.31</i>	
Expenses:	
<i>None to report.</i>	
Total:	

TIF Account Expenses:

<i>Envirologic: TIF Capture Expenses through March 31, 2018:</i>	\$143.75
TOTAL TIF EXPENSES:	\$143.75

Total amount to be approved by the JCBRA Board of Directors on 05/03/18: \$18,401.64

Scope of Services

Contract for Professional Services
Jackson County Brownfield Redevelopment Authority
Applicable to Agreement December 4, 2014
Work Order No. 60 Dated March 11, 2016

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: Old Irish Mill Project, Brooklyn, MI
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 Jackson County BRA has been involved in efforts to help redevelop the former Ford Plant in Brooklyn, Michigan. This included adopting and amending a Brownfield Plan for the site to support an MDEQ Brownfield Redevelopment Loan secured by the Village of Brooklyn. Additionally, the BRA is supporting assessment of the property as well.

As the new developer of the site evaluates the overall project, significant incentives will be needed to make this project feasible – including a Community Development Block Grant, an Obsolete Property designation, and the tax increment available through the Brownfield Plan. The current Brownfield Plan does not include all of the eligible activities (costs) that will be borne by the new developer. In addition, the existing Brownfield Plan does not include the capture of school taxes for eligible activities.

This scope of work is intended to expand the capacity of the Brownfield Plan to incentivize the project through an amendment that adds additional eligible costs and to prepare an Act 381 Work Plan that, once approved by MDEQ and/or MEDC, allows for the capture of school tax increment for specified activities.

This work order has been amended to reflect the additional costs related to the Brownfield Plan amendment. Additional costs were incurred in numerous communications needed to assist the Village of Brooklyn to support the overall project. This work included negotiation with MDEQ to restructure the loan and numerous communications. Additionally, late changes in the projected future value of the project required additional modifications. These additional services depleted much of the approved budget leaving insufficient funds to prepare a Work Plan. This amended budget request has been made to restore adequate funding for development of the Work Plan.

Scope of Work

Envirologic proposes to prepare a Brownfield Plan amendment. The developer has communicated the various tasks and costs estimates that need to be included in the Brownfield Plan. The impacts of the OPRA designation (which freezes the value of the site for local taxes) and the Village's Loan need to be included in the schedules for the Plan.

The developer needs an evaluation of these financial impacts in order to determine how much benefit is provided by the Brownfield Plan and how much is needed from other incentive programs. Once a successful project pro forma is prepared by the developer, adoption of the Brownfield Plan will be initiated and an Act 381 Work Plan will be developed. At this time, it is envisioned that the Work Plan will include specific environmental activities, demolition, removal of asbestos containing materials that remain, development of the Brownfield Plan and Work Plan, and contingencies. Upon adoption of the amended Brownfield Plan, the Act 381 Work Plan will be submitted for agency approval.

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

Second Amendment Scope of Work: The scope of the redevelopment project has changed and involves the demolition of a portion of the building. Demolition of a part of the structure also removes some of the taxable value of the property – impacting the revenues from the Brownfield Plan. The developer’s team wishes to understand the impact this has on the Brownfield Plan so that their pro forma is realistic. The Village wishes to understand the impact on revenues as these are being relied upon to re-pay the existing MDEQ Loan. Additional staff time is being added to this Work Order budget to conduct the following:

- Work with the Village’s Assessor to estimate future taxable values post-demolition
- Estimate annual future tax increment revenues
- Review the re-negotiated MDEQ Loan repayment schedule and determine how that meshes with new projections of tax increment revenue.

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.

Brownfield Plan

Professional Services and Expenses.....	\$ 3,500
<i>Additional Services (Change Order)</i>	<i>\$ 4,500</i>
<i>Additional Services (Second Change Order).....</i>	<i><u>\$ 2,000</u></i>
Subtotal	\$10,000

Act 381 Work Plan

Professional Services and Expenses.....	\$ 5,000
Subtotal	\$ 5,000
Project Cost	\$15,000

III. SCHEDULE

The Amended Brownfield Plan is being adopted in December 2016. Immediately following adoption of the Brownfield Plan, development of the Act 381 Work Plan can begin. It is our intention to have the Act 381 Work Plan prepared and ready for submittal in January 2017 with MDEQ approval secured by the anticipated beginning of construction activities.



Scope of Services

Contract for Professional Services
Jackson County Brownfield Redevelopment Authority
Applicable to Agreement December 4, 2014
Work Order No. 80 Dated February 23, 2018

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: CP Federal Credit Union Development, Brooklyn, MI
Funding: U.S. EPA Assessment Grant (Petroleum and Hazardous Substances)

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 200 North Main Street within the Village of Brooklyn. Two parcels make up the property. One parcel is vacant land and the other is occupied by a single building most recently used as restaurant (Casa Rodriguez). Prior that land use, the property was a gasoline service station (Jimmy's Filling Station). Four underground storage tanks have been removed from the property and contamination from those tanks was adequately addressed at the time of their removal. However, a recent Phase I Environmental Site Assessment identified several concerns that have not been assessed. These concerns include observations of a possible waste oil tank remaining on site and evidence that automotive repair operations were conducted on the property. Impact to the property may have occurred from drains, hoists, the use of septic systems and outdoor material storage. A Phase II ESA is proposed to assess these concerns.

CP Federal Credit Union intends to purchase the property and renovate the building for use as a Credit Union office which will include drive-through service. Extensive renovation of the building will be required and as such, a survey for asbestos containing materials is also included in this Work Order.

If the Phase II ESA identifies issues that require corrective action – such as removal of a tank and contaminated soil, vapor intrusion controls, etc., it may be feasible to pursue an MDEQ Grant for cleanup activities. Included in this Work Order is a line item to pursue MDEQ grant funds if a defined need can be demonstrated.

Scope of Work

Envirologic will seek eligibility for this property under the petroleum assessment grant funds for the Phase II ESA and demonstrate eligibility to USEPA to use hazardous substance grant funds for the asbestos survey.

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 and the suspect remaining tank. The focus of the Phase II ESA will be the suspect tank location, the former tank location, the former pump islands, any septic system identified, and soil immediately beneath the building in the former service bays. We envision up to 10 soil and groundwater samples will be collected for laboratory analysis of volatile organic compounds, polynuclear aromatic hydrocarbons, and select metals.

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.

An asbestos survey will be completed to support the planned renovations. Due to the potentially destructive nature of the survey, implementation of this phase will require owner's permission or may not be implemented until CP Federal Credit Union owns the property.

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

Envirologic will review the results of the Phase II ESA and determine if there are specific activities and environmental costs that will be required to develop the property. Such costs could include removal of a tank, removal of contaminated soils, vapor intrusion controls, etc. If there is an identified need, Envirologic will engage MDEQ and work with BRA staff to determine if there is support to request grant funds from MDEQ for the project. Those grant funds would likely go through the Village of Brooklyn. The application process is a two-step process of preparing a Grant Proposal and, if there is interest from MDEQ, a Grant Application. A line item for the effort to help secure this funding source is included. We will engage MDEQ in a timely manner and determine if any costs within this Work Order can be effectively delayed and covered by an MDEQ Grant without impacting the CP Federal Credit Union's timeline.

Amendment to Scope of Work

Initial results indicate potential for vapor intrusion risks and further evaluation of this pathway is needed to evaluate if vapor intrusion controls will be required. Envirologic wishes to add additional soil gas sampling to the assessment. This will include a revision to the Sampling and Analysis Plan, additional laboratory analyses, and additional field staff time.



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 amounts.

Phase II Environmental Site Assessment

Project Management (Health and Safety, Sampling and Analysis Plan, etc.)	\$ 1,000
Field Geologist.....	\$ 1,200
Laboratory Services.....	\$ 5,600
Geoprobe	\$ 2,000
Report Preparation	\$ 1,800
<i>Amended Scope of Work (Soil gas sampling)</i>	\$ 4,000
Ground Penetrating Radar	\$ 1,750
Field Expenses.....	\$ 650
Subtotal	\$18,000

Baseline Environmental Assessment and Due Care (if needed)

Data Evaluation and Report Preparation	\$ 3,000
Subtotal	\$ 3,000

Asbestos Survey(Hazardous Substances Grant)

Inspection, Lab Analyses and Report Preparation	\$ 2,000
Subtotal	\$ 2,000

MDEQ Grant Proposal and Application

Meetings, Proposal and Application Submittals	\$ 3,500
Subtotal	\$ 3,500

Total Project Costs \$26,500

III. SCHEDULE

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

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