



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

MEETING AGENDA

July 12, 2018 - 7:30 a.m.

County Tower Building-**Room 501, 5th Floor**, 120 W. Michigan Avenue

Agenda Review

Call to Order by Treasurer Hilleary

Public Comment

Consent Agenda – Items removed to be considered separately

- a) *Minutes from June 7, 2018 JCBRA Board Meeting
- b) JCBRA Financials ending June 30, 2018 – *to be provided at the meeting*
- c) *Approval of JCBRA Bills through June 30, 2018

Items removed from Consent Agenda

BRA Active Project Updates

- a) Old Irish Mill Project Update
- b) Michner Plating Update
- c) Recycled Pallet Project Update
- d) CPFCU Project Update
- e) Dysert Concrete Project Update
- f) Jackson County Fairgrounds Project Update
- g) Armory Project Update
- h) Advanced Electric Project Update
- i) McKillop Holdings Project Update
- j) Community Engagement
- k) Other Updates

Old Business

To be determined

New Business

To be determined

Director's/Staff Comments

Chairman/Board Member Comments

Task Force Comments/Updates

- a) City BRA Update
- b) Envirologic Update
- c) MDEQ Update

Community/Public Comments

Next JCBRA Board Meeting: Scheduled for Thursday, August 2, 2018, County Tower Building, Commissioners' Chambers, at 7:30 a.m.

Adjourn

**indicates attachment*



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JCBRA Board Meeting Minutes
June 7, 2018 - 7:30 a.m.
Jackson County Tower Building – Commission Chambers

Present: (7) Brad Brelinski, Jim Dunn, Ted Hilleary, Brad Runkel, Mark Schopmeyer, Jim Seitz, and Steve Shotwell

Absent: (2) A.J. Crownover and Andrew Frounfelker

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

EG Staff: Amy Torres and Debbie Kelly

Others: Andrew Slaby, Advanced Electric; and Doug McKillop, SBDI/McKillop Holdings

Agenda Review

Call to Order: 7:39 a.m. by Chairman Dunn

Public Comment: None

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

BRA Active Project Updates:

- a. **Old Irish Mill:** Ms. Torres mentioned that Envirologic is working on a response to the Village regarding MDEQ Grant and Loan balance/payment plan and the effect of the altered projected property values. Remaining budget \$1,400.
- b. **Michner Plating:** Ms. Torres noted that Mr. Branch was not in attendance to provide an update from the MDEQ.
- c. **Recycled Pallet Project Update:** Mr. Stegink mentioned that Envirologic is finalizing the reports. Remaining budget \$2,000.
- d. **CPFCU Project Update:** Ms. Torres mentioned that the environmental assessment demonstrates that there is not a vapor intrusion risk. Envirologic is finalizing the reports. Envirologic has determined that this project is not a good candidate for a MDEQ Grant. Budget remaining \$5,000.
- e. **Dysert Concrete Update:** Mr. Stegink reported that Envirologic has completed all assessment activities, and the Brownfield Plan is under development. Budget remaining \$3,000.
- f. **Jackson County Fairgrounds:** Ms. Torres noted that Envirologic conducted additional investigation field activities that are now completed. The analytical data was received and is being evaluated. A report of the findings is expected soon. Residual petroleum contamination was found in an isolated area of the proposed building site. Envirologic is evaluating potential response actions. Remaining budget \$9,000.
- g. **Armory:** Envirologic is initiating project activities. Budget remaining \$21,000.

- h. **Community Engagement:** JCBRA Staff and Envirollogic have discussed conceptual plan and will continue to make plans toward an early September event. Budget remaining ~ \$3,600 between Envirollogic Work Order 56 and County's remaining allocation.
- i. **Other Updates:** None to report.

Old Business:

JCBRA Treasurer Appointment: Ms. Kelly apologized and explained that she mistakenly requested a JCBRA Secretary, when it is a Treasurer that is needed. The JCBRA Board concurred with appointing Mr. Ted Hilleary as the JCBRA Treasurer that was vacated by Mr. Greer. ***Motion by Mr. Shotwell to clarify the JCBRA Treasurer role, and appoint Mr. Hilleary as the JCBRA Treasurer. Supported by Mr. Schopmeyer. Approved unanimously by roll call vote.***

New Business:

- a. **Consider approval of JCBRA Funding for Work Order #85 for Advanced Electric, Inc. at 195 Irwin Street in the Village of Brooklyn:** Ms. Torres shared that Mr. Andrew Slaby, the applicant, is in the audience this morning to answer any questions of the Board. Andrew Slaby, President of Advanced Electric, Inc. is currently leasing space, and in order to expand business opportunities, has purchased new equipment and seeks to purchase the property to grow his business. Work Order #85 provides for a Phase I ESA, a Phase II ESA, and a BEA and Due Care, if warranted. Envirollogic has committed they can meet the applicant's timeline for purchase of the property. An Amended Purchase Agreement (PA) has been resubmitted to the owners, after discovery of some building issues he must address, which may extend his earlier timeline commitments. Ms. Torres explained that for the first time, we have been able to utilize our three-year EPA Grant of \$400,000 prior to its expiration (9/30/18), and without having to request an EPA extension. This is a great position to be in, knowing that through the Grant, the JCBRA has been able to deliver environmental consulting services to Jackson County businesses in support of their projects and to help them grow. As a result, we estimate that we have only \$18,000 remaining to be used for projects. We have two final WOs to consider, and staff recommends that the remaining funds be split between the two projects, and no further applications be taken for EPA Grant-funded projects. ***Motion by Hilleary to approve a cost-share for Work Order #85, to include an updated Phase I ESA, a Phase II ESA, a Baseline Environmental Assessment (BEA) and Due Care Documentation for \$9,000 of grant funds, with the remainder for the total estimated funds of \$18,700 to be paid up-front to Envirollogic before JCBRA funds are utilized; subject to receipt of the application fee, a copy of the amended PA, and a copy of a signed PA prior to work commencing. Supported by Mr. Runkel. Unanimously approved by roll call vote.*** Mr. Hilleary noticed Mr. Slaby's interest in training and scholarships to assist him with his future workforce. Mr. Slaby is working with Jackson College and is open to additional suggestions for companies to work with. Chairman Dunn asked Staff to connect him with JAMA.
- b. **Consider approval of JCBRA Funding for Work Order #86 for McKillop Holdings/SBD Commercial Interiors at 108 W. Michigan Avenue in the Village of Grass Lake:** Ms. Torres shared that Mr. Doug McKillop, the applicant, is in the audience this morning to answer any questions of the Board. Ms. Torres shared that this funding request is comprised of a single parcel containing a commercial building and vacant land. McKillop Holdings intends to acquire the property, renovate the existing building, and eventually construct a new building on the vacant land. The renovations will accommodate relocation of their staff for a Headquarters for both SBD Commercial Interiors and Grand River Woodworks, currently located in Summit Township. Phase II of the project involves construction of a new structure with an 1880's design to house future retail/restaurant on the main level, with rental apartments above. Work Order #86 provides for a Phase II ESA; consultation and coordination with MDEQ regarding evaluation of the plume from an offsite, former gasoline service station in order to minimize duplicate efforts and leverage our limited resources; an Asbestos Survey; and preparation of a Brownfield Plan, with analysis of the appropriateness

of an Act 381 Work Plan. The applicant consulted privately with Envirologic for their Phase I, which also leveraged our grant funds. It is not expected a BEA will be necessary for their property, as the contamination is from another site, so funds have not been earmarked for a BEA or Due Care Compliance. If for some reason they become necessary, they would need to be privately contracted with the applicant and Envirologic. A Commercial Purchase Agreement is on file with staff. Staff has consulted with Village officials to make them aware of the potential Brownfield Plan, and they indicated an interest in pursuing the project (official action will not be sought until a Brownfield Plan is ready for their consideration prior to County approval). ***Motion by Hilleary to approve a cost-share for Work Order #86, to include a Phase II ESA, consultation and coordination with MDEQ regarding evaluation of the former gasoline service station in order to minimize duplicate efforts and leverage our limited resources; an Asbestos Survey; and preparation of a Brownfield Plan, with analysis of the appropriateness of an Act 381 Work Plan; for \$9,000 of grant funds, with the remainder for the total estimated funds of \$15,000 to be paid up-front to Envirologic before JCBRA funds are utilized; subject to receipt of the application fee. Supported by Mr. Seitz. Unanimously approved by roll call vote.*** Mr. McKillop shared that he has met with Village officials, they were very accepting of the project and didn't foresee any rezoning issues.

Director's/Staff Comments:

Ms. Torres shared that since new board member orientations are difficult to schedule, JCBRA Staff provided Mr. Crownover with a JCBRA new Board Member Orientation email, which included a variety of pertinent documents and links. Ms. Kelly will share the email with everyone. Ms. Torres reported that the Annual TIF Capture reports for 2017 are due on August 31, 2018 to the Michigan Economic Development Corporation (MEDC). Ms. Kelly and Mr. Stegink have been working closely to ensure our grant fund amounts balance so we know how much is available for new projects. Lastly, Ms. Kelly added that she is working with Huntington Bank to make sure we are getting the most interest possible on our JCBRA accounts, as well as getting new signature cards on file.

Board Member Comments: None.

Task Force Comments/Updates:

- a. **City BRA Update:** No update.
- b. **Envirologic Update:** Mr. Stegink handed out and reviewed the Build Act Outline and Summary, noting that it will be even more difficult to get grants – more competitive. Mr. Stegink noted that he is prepared to go after another grant, but we need to work on a strategy – what is our story now?
- c. **MDEQ Update:** No update.

Next Meeting: The next JCBRA Board Meeting is tentative for July 2018. JCBRA Staff will keep Board posted if a meeting is necessary.

Adjourned: 8:36 a.m.

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



July 12, 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 May 31, 2018</i>	\$130.00
<i>Envirologic: Jackson County Fairgrounds – Site Investigation through May 31, 2018</i>	\$7,450.98
<i>Envirologic: CPFCU Project expenses through May 31, 2018</i>	\$3,115.42
<i>Envirologic: Dysert Project expenses through May 31, 2018</i>	\$9,701.72
Total:	\$20,398.12
<i>Spent thru May 31, 2018</i>	<i>\$147,314.22</i>
Available Grant Total:	\$52,685.78

EPA Assessment - Petroleum Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Assessment Grant – Petroleum Portion	\$200,000.00
Expenses:	
<i>Envirologic: Programmatic Expenses through May 31, 2018</i>	\$130.00
<i>Envirologic: Jackson County Fairgrounds – Site Investigation through May 31 2018</i>	\$7,450.97
<i>Envirologic: CPFCU Project expenses through May 31, 2018</i>	\$2,903.83
Total:	\$10,484.80
<i>Spent thru May 31, 2018</i>	<i>\$187,117.07</i>
Available Grant Total:	\$12,882.93

ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan	\$800,000.00 (<i>Current through 02/01/2017</i>)
<i>Balance as of 7/10/18: \$550,819.14</i>	
Expenses:	
<i>The Enterprise Group of Jackson – Staff Time January 1, 2018 through June 30, 2018.</i>	\$4,559.92
Total:	\$4,559.92

TIF Account Expenses:

None to report.

Total amount to be approved by the JCBRA Board of Directors on 07/12/18: \$35,442.84