



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

MEETING AGENDA
September 6, 2018 - 7:30 a.m.
County Tower Building ~ Commission Chambers, 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 July 12, 2018 JCBRA Board Meeting
- b) *JCBRA Financials ending July 31, 2018
- c) *Approval of JCBRA Bills through July 31, 2018

Items removed from Consent Agenda

BRA Active Project Updates

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

Old Business

To be determined

New Business

- a) Discuss Brownfield Plan for McKillop Holdings Project
- b) Discuss Brownfield Plan for Dysert Concrete Project

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, October 4, 2018, County Tower Building, Commissioners' Chambers, at 7:30 a.m.

Adjourn

**indicates attachment*



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**JCBRA Board Meeting Minutes
July 12, 2018 - 7:30 a.m.
Jackson County Tower Building – Room 501**

- Present: (6)** Brad Brelinski, A.J. Crownover, Ted Hilleary, Brad Runkel, Mark Schopmeyer, and Jim Seitz
- Absent: (2)** Jim Dunn and Steve Shotwell
- Task Force Partners:** David Stegink and Pam Jackson, Envirologic; and Mike Overton, County Administrator
- EG Staff:** Amy Torres and Debbie Kelly
- Others:** None.

Agenda Review

- Call to Order:** 7:32 a.m. by Treasurer Hilleary
- Public Comment:** None

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

BRA Active Project Updates:

- a. **Old Irish Mill:** Ms. Torres shared that she has communicated with the Village regarding the new scope of the project as it relates to the incentives for the Brownfield Plan and the Commercial Facilities Exemption Certificate. Mr. Stegink mentioned that Envirologic received the new taxable value, and will revise the tax tables in the Brownfield Plan.
- 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 all work is complete, and reports are finalized.
- d. **CPFCU Project Update:** Ms. Torres mentioned that she and Mr. Stegink recently had a conference call with Chrissy Siders, their President regarding the existing underground storage tank that does not contain refined petroleum, which prohibits eligibility for MDEQ funding. Ms. Siders made us aware that they have decided to purchase another bank in Brooklyn, and will reach out to potential buyers. The cost is approximately \$20,000 to remove the USTs.
- e. **Dysert Concrete Update:** Mr. Stegink reported that construction has not commenced. Envirologic is working on the Brownfield Plan for this project, and they are compiling all of the costs. Mr. Stegink anticipates bringing the Plan before the JCBRA Board in August or September.
- f. **Jackson County Fairgrounds:** Mr. Stegink noted that Envirologic conducted additional investigation field activities for the new events center that are now completed and have been distributed. A report of the findings show some petroleum contamination. There is drain tile

under the building, which will be tested for vapors. Envirologic is taking an integrated approach, which will be a minimal expense as part of the construction costs. There will not be a lot of oversight required. The County will dispose of the soils in the land fill.

- g. **Armory:** Envirologic is initiating project activities, and reviewing historical documents.
- h. **Advanced Electric Project Update:** Mr. Stegink mentioned that the Sampling and Analysis Plan (SAP), and the Health and Safety Program (HASP) plans were approved by the U.S. EPA, and Envirologic will be onsite this morning.
- i. **McKillop Holdings Project Update:** Mr. Stegink shared that the SAP and HASP plans were approved by the U.S. EPA. Envirologic conducted work onsite last week, and they are waiting on the analytics to add to the Brownfield Plan that is currently being drafted to capture tax increment on any new developments in the future.
- j. **Community Engagement:** JCBRA Staff and Envirologic have been busy planning the Jackson County Community Redevelopment Progress Report event, scheduled for Thursday, September 20th. The event will spur a community engagement narrative to feature in future U.S. EPA Assessment Grant applications. Ms. Torres and Mr. Stegink asked for any feedback and/or ideas for the event. Ms. Jackson added that several Jackson County projects would be featured, more specifically, the Jackson County Fairgrounds, the Michner site, and the surrounding area. MDEQ, the County, and the JCBRA will all have display booths showcasing projects. Mr. Breliniski asked how this event would be marketed, and Ms. Torres mentioned that an invitation would be emailed to various community leaders, EG Investors, media contacts, the Jackson County Chamber of Commerce, the Jackson Area Association of Realtors, and etc. Mr. Overton offered the 17th floor at the County Tower Building as a venue. After discussion, Mr. Overton offered to contact Ms. Denise Owens at the County Fairgrounds to see if the Gumper Exhibition Hall is available on September 20th. Ms. Torres added that since it is an election year, legislatures would be invited, as well. Ms. Kelly shared that she has contacted Klavon's to provide the food for the event, which is another Brownfield project to showcase.
- k. **Other Updates:** Mr. Breliniski asked about the CPFCU project again to inquire about a possible reimbursement. After discussion, Ms. Torres reminded the Board that the Reimbursement Agreement states that the applicant must purchase the property, and they had. Ms. Torres continued to share that the owner is responsible for removing the tanks, one year from the date of acquisition. Mr. Stegink clarified that the refined petroleum tanks have been removed, but the others without refined petroleum are still remaining and subject to the one-year deadline.

Old Business: None.

New Business: Ms. Torres spoke to a potential applicant in the City of Jackson. The developer does have other funding sources, and a possible cost-share could be discussed, if the JCBRA receives an application. Discussion ensued about funding sources for the JCBRA, as we move forward without EPA Assessment grant funds. Mr. Stegink shared that Envirologic has drafted funding policies for other communities that he is willing to share with us, once they are approved. Mr. Stegink concluded that the idea is to keep funds revolving. One idea is to have an approved Brownfield Plan in place before offering JCBRA funding assistance to ensure we have projects with tax capture.

Director's/Staff Comments: None.

Board Member Comments: None.

Task Force Comments/Updates:

- a. **City BRA Update:** Ms. Kelly shared that at the request of the City Manager's Office, she has sent a description of the JCBRA and EDC to seek interested City Councilmembers to occupy the reserved City Council seat on each Board.

- b. **Envirologic Update:** Mr. Stegink mentioned that the MDEQ is actively looking for refined petroleum projects to fund in the State of Michigan. For example, an ideal project is an old gas station with redevelopment possibilities. The local unit of government would have to be the applicant for the funding, and the MDEQ has the underground storage tank (UGST) locations mapped. Mr. Crownover voiced his concern that local real estate agents and brokers are not aware of this. Mr. Stegink volunteered to speak at an upcoming JAAR Meeting, which are held monthly. Ms. Kelly added that The EG has presented to the JAAR membership a few times, in addition to sending Brownfield 101 Training invitations to their membership.
- c. **MDEQ Update:** No update.

Mr. Hilleary commented on how nice JD Auto looks now, and noted that they appear to be very busy. Mr. Schopmeyer mentioned that he is working with the County as it relates to the County Parks Millage on the ballot for August 7th – please support!

Next Meeting: The next JCBRA Board Meeting is scheduled for August 2, 2018.

Adjourned: 8:30 a.m.

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

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
July 31, 2018

ASSETS

CURRENT ASSETS

CHECKING ACCOUNT	\$ 14,480.60	
TIF ACCOUNT	71,018.58	
CHECKING ACCOUNT- ZM BCRLF	66,324.55	
SHORT TERM REC - ZM	<u>35,536.68</u>	
TOTAL CURRENT ASSETS		187,360.41

OTHER ASSETS

NOTE REC - ZM BCRLF	<u>515,282.46</u>	
TOTAL OTHER ASSETS		<u>515,282.46</u>

TOTAL ASSETS		<u><u>\$ 702,642.87</u></u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

TOTAL CURRENT LIABILITIES		0.00
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LONG TERM LIABILITIES

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

NET ASSETS

UNRESTRICTED FUND EQUITY	569,186.56	
EXCESS REVENUE OVER EXPENSE	<u>15,956.31</u>	
TOTAL NET ASSETS		<u>585,142.87</u>

TOTAL LIABILITIES & NET ASSETS		<u><u>\$ 702,642.87</u></u>
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BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITY
For the Seven Months Ending July 31, 2018

	Current Month	Year to Date
REVENUES		
EPA ASSESSMENT GRANT	\$ 30,882.92	\$ 95,888.12
TIF INCOME	0.00	13,732.01
OTHER INCOME - BRA	0.00	7,500.00
INTEREST INCOME - BRA	4.17	18.26
INTEREST INCOME - ZM BCRLF	19.93	75.91
INTEREST INCOME - TIF ACCT	21.11	83.55
	<u>30,928.13</u>	<u>117,297.85</u>
TOTAL REVENUES	<u>30,928.13</u>	<u>117,297.85</u>
 EXPENSES		
STAFF TIME - BCRLF REPAYMENT	0.00	4,559.92
CONSULTING - BRA - BCRLF	0.00	96,745.62
BANK FEES - BRA	0.00	36.00
	<u>0.00</u>	<u>101,341.54</u>
TOTAL EXPENSES	<u>0.00</u>	<u>101,341.54</u>
 EXCESS REVENUE OVER EXPENSE	 <u><u>\$ 30,928.13</u></u>	 <u><u>\$ 15,956.31</u></u>

BROWNFIELD REDEVELOPMENT AUTHORITY
General Ledger
For the Period From Jul 1, 2018 to Jul 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	7/1/18			Beginning Balance			14,476.43
CHECKING ACCOUNT	7/10/18	1381	CDJ	Envirologic Technologies Inc.		30,882.92	
	7/13/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic			
	7/31/18	interest	GENJ	reimb exp	30,882.92		
				July interest	4.17		
				Current Period Change	30,887.09	30,882.92	4.17
	7/31/18			Ending Balance			14,480.60
1020-BRA-000	7/1/18			Beginning Balance			70,997.47
TIF ACCOUNT	7/31/18	interest	GENJ	July interest	21.11		
				Current Period Change	21.11		21.11
	7/31/18			Ending Balance			71,018.58
1025-BRA-000	7/1/18			Beginning Balance			67,903.15
CHECKING ACCOUNT- ZM BCRLF	7/9/18	ZM pmt	GENJ	Zimmer Marble - Jan 2017 pmt	2,961.39		
	7/10/18	1065	CDJ	The Enterprise Group of Jackso		4,559.92	
	7/31/18	interest	GENJ	July interest	19.93		
				Current Period Change	2,981.32	4,559.92	-1,578.60
	7/31/18			Ending Balance			66,324.55
1150-BRA-000	7/1/18			Beginning Balance			35,536.68
SHORT TERM REC - ZM	7/31/18			Ending Balance			35,536.68
1205-BRA-000	7/1/18			Beginning Balance			518,243.85
NOTE REC - ZM BCRLF	7/9/18	ZM pmt	GENJ	Zimmer Marble - Jan 2017 pmt		2,961.39	
				Current Period Change		2,961.39	-2,961.39
	7/31/18			Ending Balance			515,282.46
2005-BRA-000	7/1/18			Beginning Balance			-35,442.84
A/P GENERAL	7/10/18	1381	CDJ	Envirologic Technologies Inc. - Invoice: 4596	260.00		

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	7/10/18	1381	CDJ	Envirologic Technologies Inc. - Invoice: 4594	14,901.95		
	7/10/18	1381	CDJ	Envirologic Technologies Inc. - Invoice: 4622	6,019.25		
	7/10/18	1381	CDJ	Envirologic Technologies Inc. - Invoice: 4595	9,701.72		
	7/10/18	1065	CDJ	The Enterprise Group of Jackso - Invoice: 182/staff time	4,559.92		
				Current Period Change	35,442.84		35,442.84
	7/31/18			Ending Balance			
2025-BRA-000 COUNTY OF JACKSON LOAN	7/1/18			Beginning Balance			-117,500.00
	7/31/18			Ending Balance			-117,500.00
3005-BRA-000 UNRESTRICTED FUND EQUITY	7/1/18			Beginning Balance			-569,186.56
	7/31/18			Ending Balance			-569,186.56
4815-BRA-000 EPA ASSESSMENT GRANT	7/1/18			Beginning Balance			-65,005.20
	7/13/18	ASAP grant	GENJ	ASAP Grant Payment deposit- Envirologic reimb exp		30,882.92	
				Current Period Change		30,882.92	-30,882.92
	7/31/18			Ending Balance			-95,888.12
4825-BRA-000 TIF INCOME	7/1/18			Beginning Balance			-13,732.01
	7/31/18			Ending Balance			-13,732.01
4905-BRA-000 OTHER INCOME - BRA	7/1/18			Beginning Balance			-7,500.00
	7/31/18			Ending Balance			-7,500.00
4910-BRA-000 INTEREST INCOME - BRA	7/1/18			Beginning Balance			-14.09
	7/31/18	interest	GENJ	July interest		4.17	
				Current Period Change		4.17	-4.17

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
	7/31/18			Ending Balance			-18.26
4915-BRA-000	7/1/18			Beginning Balance			-55.98
INTEREST INCOME - ZM BCRLF	7/31/18	interest	GENJ	July interest		19.93	
				Current Period Change		19.93	-19.93
	7/31/18			Ending Balance			-75.91
4920-BRA-000	7/1/18			Beginning Balance			-62.44
INTEREST INCOME - TIF ACCT	7/31/18	interest	GENJ	July interest		21.11	
				Current Period Change		21.11	-21.11
	7/31/18			Ending Balance			-83.55
5100-BRA-000	7/1/18			Beginning Balance			4,559.92
STAFF TIME - BCRLF REPAYMENT	7/31/18			Ending Balance			4,559.92
5710-BRA-000	7/1/18			Beginning Balance			96,745.62
CONSULTING - BRA - BCRLF	7/31/18			Ending Balance			96,745.62
9005-BRA-000	7/1/18			Beginning Balance			36.00
BANK FEES - BRA	7/31/18			Ending Balance			36.00



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September 6, 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 July 31, 2018</i>	\$ 477.50
<i>Envirologic: Programmatic expenses through July 31, 2018</i>	\$ 281.88
<i>Envirologic: Recycled Pallet expenses through July 31, 2018</i>	\$1,561.25
<i>Envirologic: CPFCU Project expenses through July 31, 2018</i>	\$1,334.38
<i>Envirologic: Jackson County Fairgrounds – Site Investigation through July 31, 2018</i>	\$1,453.13
<i>Envirologic: Dysert Project expenses through July 31, 2018</i>	\$1,683.75
<i>Envirologic: Armory Project expenses through July 31, 2018</i>	\$3,933.75
<i>Envirologic: Advanced Electric Project expenses through July 31, 2018</i>	\$9,035.00
<i>Envirologic: McKillop Holdings Project expenses through July 31, 2018</i>	\$9,031.31
Total:	\$28,791.95
<i>Spent thru July 31, 2018</i>	<i>\$176,106.17</i>
Available Grant Total:	\$23,893.83

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 July 31, 2018</i>	\$ 477.50
<i>Envirologic: Programmatic expenses through July 31, 2018</i>	\$ 281.87
<i>Envirologic: Old Irish Mill expenses through July 31, 2018</i>	\$ 715.00
<i>Envirologic: Recycled Pallet expenses through July 31, 2018</i>	\$1,561.25
<i>Envirologic: CPFCU Project expenses through July 31, 2018</i>	\$1,334.37
<i>Envirologic: Jackson County Fairgrounds – Site Investigation expenses through July 31, 2018</i>	\$1,453.12
Total:	\$5,823.11
<i>Spent thru July 31, 2018</i>	<i>\$192,940.18</i>
Available Grant Total:	\$7,059.82

ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan <i>Balance as of 8/6/18: \$547,857.75</i>	\$800,000.00 <i>(Current through 03/01/2017)</i>

Expenses: <i>None.</i> Total:	<u>\$0</u>
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TIF Account Expenses:

Envirologic: TIF Capture expenses through July 31, 2018 \$766.25

Total amount to be approved by the JCBRA Board of Directors on 09/06/18: \$35,381.31