



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

AGENDA

3/04/10

**County Tower Building~6th Floor Conference Room
120 W. Michigan Avenue
7:30 a.m.**

- I. Agenda Review**
- II. Call to Order**
- III. Consent Agenda**
 - a) *Minutes from January 7, 2010 Regular meeting
 - b) *Approval of December 31, 2009 Financial Statements
 - c) *Approval of January 31, 2010 Financial Statements
 - d) *Approval of February 2010 Bills and Grant Status Report
- IV. Items removed from Consent Agenda**
- V. BRA Active Project Updates**
 - a) Armory Arts Village Update – February 2010 Report from Keystone Management
 - b) Waterfront Redevelopment Grant (WRG) Update
 - c) ACME Building Cleanup Planning Update-Demolition & Media Event
 - d) Billy White Roofing Update
- VI. Old Business**
 - a) To be determined at the meeting
- VII. New Business**
 - a) *Letter of Support for City DDA
 - b) *Recommendations for applicants to serve on County BRA Board
- VIII. Director's/Staff Comments**
- IX. Board Member Comments**
- X. Task Force Comments/Updates**
 - a) *City BRA Update-Carol Konieczki/Barry Hicks
 - b) Envirologic Technologies Update-Dave Stegink
- XI. Community/Public Comments**
- XII. Next Meeting: Scheduled for April 1, 2010, County Tower Building, Commissioners' Chambers, at 7:30 a.m.**
- XIII. Adjourn**

**indicates attachment*



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

**BRA Board Meeting Minutes
January 7, 2010
County Tower Building, Commission Chambers**

Present: (8) Jim Dunn, Jim Glen, Dan Greer, Jeanne Laimon, Rod Melling, Dale Moretz, Steve Shotwell and Natalie Stopyak.

Absent: (1) Christopher Dimas.

Task Force Partners: Dave Stegink (Envirologic Technologies), Barry Hicks (City of Jackson) and Randy Treacher (Jackson County).

EG Staff: Debbie Kelly and Amy Torres

Cooperative Partners: Steve Morrison (SCMW!)

Others: None

I. Agenda Review

II. Call to Order: 7:31 a.m. by Chairman Dunn.

III. Consent Agenda: Chairman Dunn asked if there were any questions. *Mr. Glen moved to approve the Consent Agenda. Supported by Mr. Shotwell. Approved unanimously by roll call vote.*

IV. Items Removed from Consent Agenda: None.

V. BRA Active Project Updates:

- a. **Armory Arts Village Update:** Ms. Torres noted the report from Ms. Utley. Ms. Torres shared that there are 13 non-artists residing at the AAV, with two vacancies remaining. Ms. Torres also shared that Mr. Fleming met with the tenants last night, as he does on a monthly basis.
- b. **Waterfront Redevelopment Grant (WRG) Update:** No update.
- c. **ACME Building Clean up Planning Update:** Ms. Torres noted that the committee met yesterday and had selected a demolition contractor. The company was contacted and provided with a letter of intent. SHPO has authorized The City and The EG to proceed with demolition, as the recordation was finalized yesterday. Ms. Torres shared that references were checked on the lowest five bids and phone interviews were conducted with the lowest three bids. No local companies were in the lowest three bids. The company selected plans to finance the project by selling steel to subsidize for the demolition. In addition, the demolition contractor plans to utilize local sub-contractors, where possible, such as in fencing. Mr. Shotwell mentioned that all demolition related information is posted on The EG's Web site in an effort to ensure the process has been very transparent. Mr. Greer asked about a demolition ceremony and Ms. Torres will look into organizing some type of media event when the process begins.

- d. **Billy White Roofing Update:** Ms. Kelly shared that Mr. White indicated the project is moving forward. Mr. White is meeting with the architect and their environmental consultant today. Mr. White expects to sign the reimbursement agreement soon. Ms. Torres added that eligibility would be determined after the reimbursement agreement has been signed and received. Mr. Shotwell asked if the board has authorized BRA Staff to proceed and Chairman Dunn replied that the board authorized him to sign all documentation at the December 3, 2009 BRA Board Meeting.

VI. Old Business:

- a. Chairman Dunn asked about the status of NextGen Energy. Ms. Torres responded that their project is on-hold since the amount they received from the State was less than they anticipated. The Village of Brooklyn provided the company with a loan.
- b. Ms. Torres shared that she is still working on the RFQP and reminded the board they had approved staff moving forward with submittal at the September BRA Board Meeting.

VII. New Business:

- a. **Recommendation for applicants to serve on County BRA Board:** Ms. Kelly reminded the board that the terms for Mr. Glen, Mr. Moretz, and Ms. Laimon expire on March 31, 2010. Mr. Glen wishes to serve another term, if appointed by the County Commission. Three other individuals have expressed an interest and Ms. Kelly has been in contact with them to ensure they submit their application to the County prior to March 1, 2010 and to also ensure staff receives a copy of their submitted application. Mr. Pat Doher submitted a letter to County Commission Chairman Shotwell, which was presented to the board for their review. Mr. Shotwell noted there are four vacancies on the County BRA Board and the BRA Board would have two more meetings prior to making a recommendation for staff to submit to the County Affairs Committee.

VIII. Director / Staff Comments: None.

IX. Board Member Comments: None.

X. Task Force Comments/Updates:

- a. **City BRA Update:** Mr. Hicks reported that the City BRA approved work orders to conduct the pre-demolition survey for the building on Pearl Street and to fund assessment work at the former Clark Gas Station on the corner of North and West Avenue. Mr. Hicks noted the underground storage tanks were removed yesterday, at the cost of the owner. Mr. Hicks shared that Dunkin Donuts is expanding, adding additional parking and creating a drive-thru. Ms. Stopyak asked about ingress/egress issues at such a busy intersection. Mr. Hicks noted that the owner would have to work with the City's Zoning and Planning Boards to have their expansion plans approved. Mr. Greer added the owner plans to have an egress onto North Street. Mr. Hicks reported that the Miramed project (Anesthesia Business Consultants) was on hold. Chairman Dunn asked why they needed Brownfield assistance and Mr. Hicks replied that the company wants to apply for Michigan Tax Credits and therefore, an approved Brownfield Plan was necessary. Mr. Hicks reminded the board that the City BRA adopted guidelines with the Land Bank Authority (LBA) to meet annually to evaluate the property inventory within the City. Mr. Hicks mentioned that the Performance Automotive project on Mechanic Street was moving forward. The company has to get a special type of Baseline Environmental Assessment, since they plan to use the same chemicals as the previous owner.

- b. **Envirologic Technologies Update:** Mr. Stegink noted that the ACME project has taken precedence. No further update at this time.

XII. Community / Public Comments: None.

XIII. Next Meeting: Next meeting is tentatively scheduled for February 4, 2010 at 7:30 a.m. on the 6th Floor of the County Tower Building at 7:30 a.m.

XIV. Adjourned at 7:56 a.m.

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

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
December 31, 2009

ASSETS

CURRENT ASSETS

CHECKING ACCOUNT	\$ 4,646.39	
TIF ACCOUNT	13,597.44	
CHECKING ACCOUNT- ZM BCRLF	49,813.94	
A/R GENERAL	<u>2,897.15</u>	
TOTAL CURRENT ASSETS		70,954.92

OTHER ASSETS

NOTE REC - ZM BCRLF	<u>710,734.20</u>	
TOTAL OTHER ASSETS		<u>710,734.20</u>

TOTAL ASSETS		<u><u>\$ 781,689.12</u></u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

A/P GENERAL	<u>\$ 13,255.22</u>	
TOTAL CURRENT LIABILITIES		13,255.22

LONG TERM LIABILITIES

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

TOTAL LIABILITIES		130,755.22
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NET ASSETS

UNRESTRICTED FUND EQUITY	662,591.99	
EXCESS REVENUE OVER EXPENSE	<u>(11,658.09)</u>	
TOTAL NET ASSETS		<u>650,933.90</u>

TOTAL LIABILITIES & NET ASSETS		<u><u>\$ 781,689.12</u></u>
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BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITY
For the Twelve Months Ending December 31, 2009

	Current Month	Year to Date
REVENUES		
EPA ASSESSMENT GRANT	\$ 6,096.10	\$ 72,206.81
INTEREST INCOME - BRA	0.00	1.59
	<hr/>	
TOTAL REVENUES	6,096.10	72,208.40
	<hr/>	
EXPENSES		
STAFF TIME - EPA ASSESS - BRA	1,080.00	11,272.50
STAFF TIME - BRA - BCRLF	0.00	1,935.00
STAFF TIME - BCRLF REPAYMENT	1,395.00	4,995.00
EPA ASSESSEMENT EXPENSE - BRA	13,697.35	42,854.52
SITE RECLAMATION EXP - BRA	0.00	21,523.89
BANK FEES - BRA	0.00	41.61
MISCELLANEOUS - BRA	1,243.97	1,243.97
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TOTAL EXPENSES	17,416.32	83,866.49
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EXCESS REVENUE OVER EXPENSE	(\$ 11,320.22)	(\$ 11,658.09)
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BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Dec 1, 2009 to Dec 31, 2009

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
1010-BRA-000	12/1/09	Beginning Balance			4,646.39
CHECKING ACCOUNT	12/1/09	Jackson Citizen Patriot		402.91	
	12/1/09	The Enterprise Group of Jackso		1,690.00	
	12/1/09	Envirologic Technologies Inc.		4,003.19	
	12/8/09	EPA Assessment Grant	6,096.10		
		Current Period Change	6,096.10	6,096.10	
	12/31/09	Ending Balance			4,646.39
1020-BRA-000	12/1/09	Beginning Balance			13,597.44
TIF ACCOUNT	12/31/09	Ending Balance			13,597.44
1025-BRA-000	12/1/09	Beginning Balance			49,813.94
CHECKING ACCOUNT- ZM BCRLF	12/31/09	Ending Balance			49,813.94
1105-BRA-000	12/1/09	Beginning Balance			2,897.15
A/R GENERAL	12/31/09	Ending Balance			2,897.15
1205-BRA-000	12/1/09	Beginning Balance			710,734.20
NOTE REC - ZM BCRLF	12/31/09	Ending Balance			710,734.20
2005-BRA-000	12/1/09	Beginning Balance			-1,935.00
A/P GENERAL	12/1/09	Envirologic Technologies Inc.		4,003.19	

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Dec 1, 2009 to Dec 31, 2009

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
	12/1/09	Jackson Citizen Patriot		402.91	
	12/1/09	The Enterprise Group of Jackso		1,395.00	
	12/1/09	The Enterprise Group of Jackso		295.00	
	12/1/09	Jackson Citizen Patriot - Invoice: 0003463737	402.91		
	12/1/09	The Enterprise Group of Jackso - Invoice: 10-11/09	1,395.00		
	12/1/09	The Enterprise Group of Jackso - Invoice: 101 & 102	295.00		
	12/1/09	Envirologic Technologies Inc. - Invoice: 25846	4,003.19		
	12/31/09	The Enterprise Group of Jackso		1,080.00	
	12/31/09	The Enterprise Group of Jackso		1,243.97	
	12/31/09	Envirologic Technologies Inc.		8,696.25	
	12/31/09	Envirologic Technologies Inc.		300.00	
		Current Period Change	6,096.10	17,416.32	-11,320.22
	12/31/09	Ending Balance			-13,255.22
2025-BRA-000	12/1/09	Beginning Balance			-117,500.00
COUNTY OF JACKSON LOAN	12/31/09	Ending Balance			-117,500.00
3005-BRA-000	12/1/09	Beginning Balance			-662,591.99
UNRESTRICTED FUND EQUITY					

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Dec 1, 2009 to Dec 31, 2009

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
	12/31/09	Ending Balance			-662,591.99
4815-BRA-000	12/1/09	Beginning Balance			-66,110.71
EPA ASSESSMENT GRANT	12/8/09	EPA Assessment Grant- Petr Grant		845.00	
	12/8/09	EPA Assessment Grant- Haz. Sub Grant		5,251.10	
		Current Period Change		6,096.10	-6,096.10
	12/31/09	Ending Balance			-72,206.81
4910-BRA-000	12/1/09	Beginning Balance			-1.59
INTEREST INCOME - BRA	12/31/09	Ending Balance			-1.59
5090-BRA-000	12/1/09	Beginning Balance			10,192.50
STAFF TIME - EPA ASSESSMENT	12/31/09	The Enterprise Group of Jackson - EG Staff time for December 2009, Amy Torres, Debbie Kelly, Connie King, Sue Jamieson	1,080.00		
		Current Period Change	1,080.00		1,080.00
	12/31/09	Ending Balance			11,272.50
5095-BRA-000	12/1/09	Beginning Balance			1,935.00
STAFF TIME - BRA - BCRLF	12/31/09	Ending Balance			1,935.00

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Dec 1, 2009 to Dec 31, 2009

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
5100-BRA-000	12/1/09	Beginning Balance			3,600.00
STAFF TIME - BCRLF R	12/1/09	The Enterprise Group of Jackso - Staff Time 10/1-11/25/09 for AmyTorres, Debbie Kelly, Connie King	1,395.00		
		Current Period Change	1,395.00		1,395.00
	12/31/09	Ending Balance			4,995.00
5720-BRA-000	12/1/09	Beginning Balance			29,157.17
EPA ASSESSEMENT EX	12/1/09	Envirologic Technologies Inc. - Services through 10/31/09, ACME Bldg	4,003.19		
	12/1/09	Jackson Citizen Patriot - Adv for bid-acme demolition w/affidavit of publication	402.91		
	12/1/09	The Enterprise Group of Jackso - Reimburse EG for MIEDC/MM mtg, refreshments w/Mat's Cafe	150.00		
	12/1/09	The Enterprise Group of Jackso - Reimburse EG for IEDC Membership for Amy Torres	145.00		

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Dec 1, 2009 to Dec 31, 2009

Filter Criteria includes: Report order is by ID. Report is printed in Detail Format.

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
	12/31/09	Envirologic Technologies Inc. - ACME, Cleanup Activities through 12/8/09	8,696.25		
	12/31/09	Envirologic Technologies Inc. - Consulting to include quarterly report through 10/31/09	300.00		
		Current Period Change	13,697.35		13,697.35
	12/31/09	Ending Balance			42,854.52
7005-BRA-000	12/1/09	Beginning Balance			21,523.89
SITE RECLAMATION EXP - BRA	12/31/09	Ending Balance			21,523.89
9005-BRA-000	12/1/09	Beginning Balance			41.61
BANK FEES - BRA	12/31/09	Ending Balance			41.61
9010-BRA-000	12/1/09	Beginning Balance			
MISCELLANEOUS - BRA	12/31/09	The Enterprise Group of Jackso - Reimburse EG-Amy Torres, Brownfield Conference expenses	1,243.97		
		Current Period Change	1,243.97		1,243.97
	12/31/09	Ending Balance			1,243.97

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
January 31, 2010

ASSETS

CURRENT ASSETS

CHECKING ACCOUNT	\$ 4,646.39	
TIF ACCOUNT	13,597.44	
CHECKING ACCOUNT- ZM BCRLF	49,813.94	
A/R GENERAL	<u>2,897.15</u>	
TOTAL CURRENT ASSETS		70,954.92

OTHER ASSETS

NOTE REC - ZM BCRLF	<u>710,734.20</u>	
TOTAL OTHER ASSETS		<u>710,734.20</u>

TOTAL ASSETS		\$ 781,689.12
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

A/P GENERAL	<u>\$ 1,935.00</u>	
TOTAL CURRENT LIABILITIES		1,935.00

LONG TERM LIABILITIES

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

TOTAL LIABILITIES		119,435.00
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NET ASSETS

UNRESTRICTED FUND EQUITY	650,933.90	
EXCESS REVENUE OVER EXPENSE	<u>11,320.22</u>	
TOTAL NET ASSETS		<u>662,254.12</u>

TOTAL LIABILITIES & NET ASSETS		\$ 781,689.12
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BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF ACTIVITY
For the One Month Ending January 31, 2010

	Current Month	Year to Date
REVENUES		
EPA ASSESSMENT GRANT	\$ 11,320.22	\$ 11,320.22
TOTAL REVENUES	<u>11,320.22</u>	<u>11,320.22</u>
EXPENSES		
TOTAL EXPENSES	<u>0.00</u>	<u>0.00</u>
EXCESS REVENUE OVER EXPENSE	<u><u>\$ 11,320.22</u></u>	<u><u>\$ 11,320.22</u></u>

BROWNFIELD REDEVELOPMENT AUTHORITY

General Ledger

For the Period From Jan 1, 2010 to Jan 31, 2010

Filter Criteria includes: Report order is by ID. Report is printed with shortened descriptions and

Account ID	Date	Trans Description	Debit Amt	Credit Amt	Balance
Account Description					
1010-BRA-000	1/1/10	Beginning Balance			4,646.39
CHECKING ACCOUNT	1/6/10	The Enterprise Group of Jackso		2,323.97	
	1/6/10	Envirologic Technologies Inc.		8,996.25	
	1/7/10	ASAP Grant	11,320.22		
		Current Period Chan	11,320.22	11,320.22	
	1/31/10	Ending Balance			4,646.39
1020-BRA-000	1/1/10	Beginning Balance			13,597.44
TIF ACCOUNT	1/31/10	Ending Balance			13,597.44
1025-BRA-000	1/1/10	Beginning Balance			49,813.94
CHECKING ACCOUNT- ZM BCRLF	1/31/10	Ending Balance			49,813.94
1105-BRA-000	1/1/10	Beginning Balance			2,897.15
A/R GENERAL	1/31/10	Ending Balance			2,897.15
1205-BRA-000	1/1/10	Beginning Balance			710,734.20
NOTE REC - ZM BCRLF	1/31/10	Ending Balance			710,734.20
2005-BRA-000	1/1/10	Beginning Balance			-13,255.22
A/P GENERAL	1/6/10	The Enterprise Group	1,243.97		
	1/6/10	The Enterprise Group	1,080.00		
	1/6/10	Envirologic Technolo	8,696.25		
	1/6/10	Envirologic Technolo	300.00		
		Current Period Chan	11,320.22		11,320.22
	1/31/10	Ending Balance			-1,935.00
2025-BRA-000	1/1/10	Beginning Balance			-117,500.00
COUNTY OF JACKSON LOAN	1/31/10	Ending Balance			-117,500.00
3005-BRA-000	1/1/10	Beginning Balance			-650,933.90
UNRESTRICTED FUND EQUITY	1/31/10	Ending Balance			-650,933.90
4815-BRA-000	1/1/10	Beginning Balance			
EPA ASSESSMENT GR	1/7/10	Petr		1,311.99	
	1/7/10	Haz Subst		10,008.23	
		Current Period Change		11,320.22	-11,320.22
	1/31/10	Ending Balance			-11,320.22



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

**March 4, 2010 Invoice and Grant Activity Report
For February 2010 Bills**

U.S. EPA Hazardous Substance Assessment Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Hazardous Substance Assessment Grant	\$200,000.00
Expenses:	MOST EXPENSES SPLIT 50/50 BETWEEN TWO GRANTS.
<i>Reimburse EG for BRA grant eligible expense - Computer supplies.</i>	\$47.70
<i>Envirologic Technologies – Consulting services, to include Quarterly Report #4 through 1/31/10.</i>	\$150.00
<i>Mat's Café – ACME Demolition Media Event</i>	\$634.94
Total:	<u>\$832.64</u>
<i>Spent Thru March 4, 2010</i>	<u>\$73,287.86</u>
*Available Grant Total:	\$126,712.14

U.S. EPA Petroleum Assessment Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Petroleum Assessment Grant	\$200,000.00
Expenses:	MOST EXPENSES SPLIT 50/50 BETWEEN TWO GRANTS.
<i>Reimburse EG for BRA grant eligible expense – Computer supplies.</i>	\$47.70
<i>Envirologic Technologies – Consulting services, to include Quarterly Report #4 through 1/31/10.</i>	\$150.00
Total:	<u>\$197.70</u>
<i>Spent Thru March 4, 2010</i>	<u>\$11,269.51</u>
*Available Grant Total:	\$188,730.49

ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan	\$800,000.00
<i>Balance as of 3/4/10: \$707,772.81</i>	<i>Payments resumed on February 1, 2010.</i>
Expenses:	
<i>None to report.</i>	
Total:	\$0

DEQ Waterfront Redevelopment Grant (WRG) ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original DEQ Waterfront Redevelopment Grant	\$150,000.00
Expenses:	
Total:	<u>\$0</u>
<i>Spent Thru March 4, 2010</i>	<u>\$78,062.75</u>
Available WR Grant Total:	\$71,937.25

BRA General Account Expenses:

No grant ineligible invoices received for January and February 2010.

Total amount to be approved by the BRA Board of Directors: \$1,030.34

**Available Grant total adjusted to reflect that all ACME Cleanup Planning/Demo. expenses are Hazardous Substance Assessment Grant expenditures.*



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

**January 7, 2010 Invoice and Grant Activity Report
For December 2009 Bills**

U.S. EPA Hazardous Substance Assessment Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Hazardous Substance Assessment Grant	\$200,000.00
Expenses:	MOST EXPENSES SPLIT 50/50 BETWEEN TWO GRANTS.
<i>The Enterprise Group of Jackson-Staff time for Amy Torres 12/01/09 through 12/31/09.</i>	\$315.00
<i>The Enterprise Group of Jackson-Staff time for Debbie Kelly 12/01/09 through 12/31/09.</i>	\$135.00
<i>The Enterprise Group of Jackson-Staff time for Connie King 12/01/09 through 12/31/09.</i>	\$45.00
<i>The Enterprise Group of Jackson-Staff time for Sue Jamieson 12/01/09 through 12/31/09</i>	\$45.00
<i>Envirologic Technologies – ACME through 12/08/09</i>	\$8,696.25
<i>Reimburse EG for BRA grant eligible expense: Brownfield Conference Expenses for Amy L. Torres.</i>	\$621.98
<i>Envirologic Technologies – Consulting services, to include Quarterly Report through 10/31/09.</i>	\$150.00
Total:	<u>\$10,008.23</u>
<i>Spent Thru January 7, 2010</i>	<u>\$72,455.22</u>
*Available Grant Total:	\$127,544.78

U.S. EPA Petroleum Assessment Grant ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
US EPA Petroleum Assessment Grant	\$200,000.00
Expenses:	MOST EXPENSES SPLIT 50/50 BETWEEN TWO GRANTS.
<i>The Enterprise Group of Jackson-Staff time for Amy Torres 12/01/09 through 12/31/09.</i>	\$315.00
<i>The Enterprise Group of Jackson-Staff time for Debbie Kelly 12/01/09 through 12/31/09.</i>	\$135.00
<i>The Enterprise Group of Jackson-Staff time for Connie King 12/01/09 through 12/31/09.</i>	\$45.00
<i>The Enterprise Group of Jackson-Staff time for Sue Jamieson 12/01/09 through 12/31/09</i>	\$45.00
<i>Reimburse EG for BRA grant eligible expense: Brownfield Conference Expenses for Amy L. Torres.</i>	\$621.99
<i>Envirologic Technologies – Consulting services, to include Quarterly Report through 10/31/09.</i>	\$150.00
Total:	<u>\$1,311.99</u>
<i>Spent Thru January 7, 2010</i>	<u>\$11,071.81</u>
*Available Grant Total:	\$188,928.19

ZM BCRLF LOAN STATUS/ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original Zimmer Marble BCRLF Loan	\$800,000.00
<i>Balance as of 1/1/09: \$710,734.20</i>	<i>Payments will begin (resume) on February 1, 2010.</i>
Expenses:	
<i>None to report.</i>	
Total:	<u>\$0</u>

DEQ Waterfront Redevelopment Grant (WRG) ACTIVITIES:

FUND CATEGORY	AMOUNT
Revenue	
Original DEQ Waterfront Redevelopment Grant	\$150,000.00
Expenses:	
Total:	\$0
<i>Spent Thru January 7, 2010</i>	<i>\$78,062.75</i>
Available WR Grant Total:	\$71,937.25

BRA General Account Expenses:

No grant ineligible invoices received for December 2009.

Total amount to be approved by the BRA Board of Directors: \$11,320.22

**Available Grant total adjusted to reflect that all ACME Cleanup Planning expenses were Hazardous Substance Assessment Grant expenditures.*



March 4, 2010

Jonathan Greene, Executive Director
Downtown Development Authority
161 W. Michigan Ave
Jackson, MI 49201

Dear Mr. Greene,

On behalf of The Brownfield Redevelopment Authority of Jackson County, I am writing to express our full support for the grant proposal being submitted by the Jackson Downtown Development Authority (DDA) for a United States Environmental Protection Agency, Community Actions for a Renewed Environment grant (CARE).

The DDA is the champion of downtown and the cheerleader for business and residents in our urban core. There is no better-suited agency to rally support and muster resources to protect and enhance the downtown area. The DDA is a proven community leader with experience building local collaborative efforts for a variety of causes and now, more than ever, the DDA is needed to lead again. A Greener Greater Downtown Jackson will build community partnerships thereby creating a mechanism to positively impact human health and the environment. The increasingly difficult economic situation Jackson residents face, especially those in and around our downtown, often lead to poor choices resulting in negative impacts on the environment and general human health. This DDA-lead collaboration will provide the opportunity to learn ways in which the everyday choices we make can have positive effects on our downtown.

As a potential partner organization in the enduring community collaborative effort that will be born from this successful grant application, we support this effort without reservation and are committed to a Greener Greater Downtown Jackson.

Sincerely,

James R. Dunn
Chairman

JRD/dak



Brownfield Redevelopment Authority
Of Jackson County

Served By The Enterprise Group

MEMO

Date: March 4, 2010
To: BRA Board of Directors
From: Debbie Kelly, BRA Staff
Subject: County BRA Board Applications

As you recall, The Brownfield Redevelopment Authority of Jackson County (BRA) has three board members with terms expiring on March 31, 2010; Dale Moretz, Jeannie Laimon and Jim Glen. Of those three individuals, Jim Glen wishes to seek reappointment, if appointed.

On behalf of the BRA, the County has received five applications for the three vacant seats on the County BRA Board. Those names are as follows:

- 1) Pat Doher, JJR
- 2) John Bacon, RMT, Inc.
- 3) Rebecca Hicks, Hicks & Card Attorneys at Law
- 4) Cheryl Pezon, Curtis & Curtis, P.C.
- 5) Jim Glen, County Incinerator

Should the BRA take action to make a formal recommendation, County BRA Staff will forward the recommendation for three positions to the County Affairs Committee at their Monday, April 12, 2010 meeting. The County Commission will take action on the appointment at their Tuesday, April 20, 2010 board meeting.

MEETING MINUTES

Jackson Brownfield Redevelopment Authority

City Hall, 161 W. Michigan Avenue, 10th Floor Conference Room

Wednesday, January 13, 2010

MEMBERS PRESENT: Mike Brown, Dan Greer, Andy Frounfelker, Phil Hones, Chris Lewis, Karen Dunigan, Doug Scott, Thomas Vainner, Mishele Wilkins, S. Bradford Williams

MEMBERS ABSENT: None

STAFF PRESENT: Barry Hicks, Carol Konieczki

GUESTS PRESENT: Amy Torres (Enterprise Group), Tom Wackerman (ASTI Environmental), Jonathan

Green (DDA)

Item 1. Call to Order

Chairman Greer called the meeting of the City of Jackson Brownfield Redevelopment Authority (JBRA) to order at 8:02 a.m.

Item 2. Adoption of Agenda

Board Member Williams moved, with support from Board Member Brown, to adopt the agenda for today's regular JBRA meeting.

The motion passed unanimously on a voice vote.

Item 3. New Board Members/Introductions

A. Chairman Greer introduced new board member Mayor Karen F. Dunigan.

Board Member Dunigan commented that she invited Jonathon Green, Downtown Development Authority Director, and indicated that he was interested in sitting on the board and applying his background and knowledge of brownfields to the JBRA when a position comes available.

Chairman Greer announced that Steve Duke, Region 2 Planning Commission, was appointed by Council.

** Board Members Hones and Lewis arrive.*

Item 4. BRA Public Comment

Mr. Green spoke about his experience with brownfield redevelopment with his previous employer, Eaton County.

Item 5. Discussion and Consideration of Funding MDEQ Invoice #536999– 1200 N. West Avenue,

Lifeways Act 381 Work Plan Review

Mr. Hicks explained that this was a bill from the MDEQ for their review and comment on a Work Plan completed for the Lifeways project in 2006. The bill was sent to the City Manager's Office in 2008 and was not received by the Community Development Department until recently.

Board Member Williams moved, with support from Board Member Wilkins to approve using the Local Site Remediation Revolving Fund to pay MDEQ invoice #536999. Yeas: Board Members Greer, Hones, Lewis, Dunigan, Vainner, Wilkins, Williams, Brown –8; Nays: --0, Absent: Board Members Frounfelker, Scott, --2.

The motion passed unanimously on a roll call vote.

Item 6. Consent Calendar

A. Approval of December 9, 2009 Regular Meeting Minutes

B. Receipt of US EPA Assessment Grant Site Allocation Summary

C. Receipt of Budget Status Report – US EPA Assessment Grant

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D. Receipt of Budget Status Report – LSRRF

E. Receipt of Budget Status Report – Administrative Fund

F. Receipt of Assessment Grant Progress Report – December

G. Approval of Invoices Update - December

Board Member Dunigan moved, with support from Board Member Vainner, to approve and receive the Consent Calendar.

The motion passed unanimously on a voice vote.

Item 7. Nomination of JBRA Officers of 2010

The 2010 Nominating Committee presented their recommendations of JBRA Officers of 2010 to the Board. Their recommendations included Chairman Greer as Chairman, Board Member Williams as Vice Chairman, and Board Member Honas as Secretary / Treasurer. Board Member Vainner moved, with support from Board Member Williams, to close nominations and to elect the recommended officers for JBRA officers of 2010.

The motion passed unanimously on a voice vote.

Item 8. Recess as JBRA and Convene as LDFA

Board Member Dunigan moved, with support from Board Member Wilkins to recess as a JBRA and to convene as an LDFA.

The motion passed unanimously on a voice vote.

A. LDFA Public Comment- None.

B. LDFA Action Items

a. Nomination of LDFA Officers of 2010- A recommendation was made to nominate the officers of the JBRA to officer positions for the LDFA. Board Member Vainner moved, with support from Board Member Williams, to close the nominations and to elect the recommended officers for LDFA officers of 2010.

The motion passed unanimously on a voice vote.

Item 9. Adjourn as LDFA and Reconvene as JBRA

Board Member Williams moved, with support from Board Member Dunigan to adjourn as LDFA and to reconvene as JBRA.

The motion passed unanimously on a voice vote.

* Board Member Scott arrives.

Item 10. Updates

A. Jackson County BRA – Ms. Torres announced that there were open board member positions on the County BRA and they are accepting applications. Two more tenants moved in to the Armory Arts Village and they were both artists. The Acme Building received 14 demolition bids and the selection committee found that Pitsch, from Grand Rapids, was the lowest qualified bidder at \$247,360 and a letter of intent was sent with the expectation that work would be completed by March 15, 2010. Ms. Torres extended an offer to arrange a time for anyone who was interested to go through the building before it is demolished. Chairman Greer inquired about plans for a ceremony celebrating the history and demolish of the structure. Ms. Torres offered to make arrangements for such an event.

* Board Member Frounfelker arrives.

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B. Current Project Update – Mr. Hicks gave the Board an update on the status of all current projects including MiraMed Revenue Group, who requested that their Brownfield Plan be delayed from going to City Council until January. Mr. Hicks also commented on the Dunkin Donuts expansion project and that the gas tanks had been pulled from the ground at the old Clark Station. Chairman Greer added that MiraMed's requests for various tax incentives were recommended to City Council by the City Affairs Committee. Board Member Brown made a motion, seconded by Board Member Dunigan, to receive the updates.

The motion passed unanimously on a voice vote.

Item 11. Other Business

A. Board Member Concerns and Comments

a. Chairman Greer requested an update on the search for a new intern. Mr. Hicks explained that there were seven applicants and that two would be interviewed.

b. Chairman Greer asked staff for their recommendation as to how to proceed with the new partnership with the County Land Bank. Mr. Hicks recommended that since this would be the first year of the cooperative arrangement, that the JBRA/Land Bank

sub-committee should meet prior to April to discuss how they will proceed with identifying properties and making plans for redeveloping the properties.

c. Board Member Williams requested that staff number the pages of the board packet. Chairman Greer seconded this comment.

d. Board Member Brown inquired about the status of the brown building. Ms. Konieczki explained that she has been approached by numerous individuals that wish to purchase the building regardless of its dilapidated condition. She further explained that MSHDA approved the use of Neighborhood Stabilization Program grant dollars to assist with the demolition of the building and that this is a good opportunity to do so. The Community Development Department is awaiting clearance from SHPO to move forward with the demolition plans.

B. Next Meeting Reminder – Chairman Greer reminded the Board that the next Regular Meeting of JBRA would be held on Wednesday, February 10, 2010 at 8:00 a.m. in the 10th floor conference room.

Item 12. Adjournment

Board Member Williams moved, with support from Board Member Brown, to adjourn the meeting of the Brownfield Redevelopment Authority at 8:37 a.m.

The motion passed unanimously on a voice vote.

Respectfully submitted, as prepared by Barry Hicks

Philip J. Hones, Secretary

These Minutes of the Jackson Brownfield Redevelopment Authority are not considered final until approved at a scheduled JBRA meeting.