



Brownfield Redevelopment Authority
Of Jackson County
Served By The Enterprise Group

AGENDA
5/06/10
County Tower Building~
Commission Chambers on the 5th Floor
120 W. Michigan Avenue
7:30 a.m.

- I. Agenda Review**
- II. Call to Order**
- III. Welcome new County BRA Board Members:** Cheryl Pezon and Mark Schopmeyer
- IV. Consent Agenda**
 - a) *Minutes from March 4, 2010 Regular meeting
 - b) *Approval of February 28, 2010 Financial Statements
 - c) *Approval of March 31, 2010 Financial Statements
 - d) *Approval of March and April 2010 Bills and Grant Status Report
- V. Items removed from Consent Agenda**
- VI. BRA Active Project Updates**
 - a) *Armory Arts Village Update – April 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
- VII. Old Business**
 - a) To be determined at the meeting
- VIII. New Business**
 - a) *Consideration for grant funding – Jackson County Airport-Reynolds Field
- IX. Director's/Staff Comments**
- X. Board Member Comments**
- XI. Task Force Comments/Updates**
 - a) *City BRA Update-Carol Konieczki/Barry Hicks
 - b) Envirologic Technologies Update-Dave Stegink
- XII. Community/Public Comments**
- XIII. Next Meeting: Scheduled for June 3, 2010, County Tower Building, Commissioners' Chambers, at 7:30 a.m.**
- XIV. Adjourn**

**indicates attachment*



Brownfield Redevelopment Authority
Of Jackson County

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**BRA Board Meeting Minutes
March 4, 2010
County Tower Building, Commission Chambers**

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

Absent: (1) Dale Moretz.

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

EG Staff: Debbie Kelly, Amy Torres and Scott Fleming.

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. Melling moved to approve the Consent Agenda. Supported by Ms. Stopyak. Approved unanimously by roll call vote.*

IV. Items Removed from Consent Agenda: None.

V. BRA Active Project Updates:

- a. **Armory Arts Village Update:** Ms. Kelly noted the turnover at the AAV. Ms. Utley has been replaced by Ms. Lynn Hartman and as a result of the transition; no report was included for February 2010. Ms. Hartman did indicate to Ms. Kelly that there have been a couple tenants moving in and some moving out, keeping the count basically the same.
- b. **Waterfront Redevelopment Grant (WRG) Update:** Ms. Torres indicated that the project was still on schedule to begin April 1, 2010.
- c. **ACME Building Clean up Planning Update:** Ms. Torres noted that one month after the ACME Demolition Media Event, the buildings are gone.
- d. **Billy White Roofing Update:** Ms. Torres shared that Mr. White indicated the project is moving forward in hopes to begin in April 2010. Mr. White has some concerns with the reimbursement agreement. Ms. Torres asked Mr. White to provide staff with his issues to bring back to this body for consideration.

VI. Old Business:

- a. Chairman Dunn asked about the status of Zimmer Marble restarting their loan payments. Ms. Kelly reported that they made their first payment in February 2010, according to the modified loan agreement and monthly payments have ensued.

VII. New Business:

- a. **Letter of Support to the City DDA:** Chairman Dunn noted the letter of support to the City DDA in the board packet and asked Mr. Hicks if the grant would be used for a specific purpose. Mr. Hicks noted that he believes it is a public awareness grant, which will provide funding for green initiatives and designs into the downtown area. *Mr. Shotwell moved to approve the letter of support to the City DDA for submittal. Supported by Mr. Greer. Approved unanimously.*
- b. **Recommendation for applicants to serve on County BRA Board:** Chairman Dunn noted the five applications that the County had received for the three vacancies on the County BRA Board. 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. Chairman Dunn suggested not providing a recommendation to the County Affairs Committee, moving all five applications forward.

VIII. Director / Staff Comments: Ms. Kelly mentioned there are extra commemorative photos available from the ACME Demolition Media Event, if members did not previously receive one.

IX. Board Member Comments: Ms. Laimon shared her appreciation for being a part of the County BRA Board and will continue to support us.

X. Task Force Comments/Updates:

- a. **City BRA Update:** Mr. Hicks reported that the City BRA has a new board member; Mr. Steve Duke of Region II Planning Commission replaces the recently retired Mr. Chuck Reisdorf. The City BRA is moving forward with the Jackson County Land Bank Authority (LBA) to identify properties in the City for possible development opportunities. A meeting is scheduled for April 7, 2010. Mr. Hicks shared that all tanks have been pulled at 900 N. West Avenue, and that Dunkin Donuts is expanding, adding additional parking and creating a drive-thru. Mr. Hicks noted that the City BRA recently reviewed work orders, as it relates to their US EPA Assessment Grants, and found an additional \$15,000 to reallocate to City projects. He mentioned that the Performance Automotive project on Mechanic Street is moving forward and the company should be moving in soon. Mr. Greer shared that the City BRA has a new intern, Ms. Lauren Carlson, who replaces Ms. Jennifer Tucker.
- b. **Envirologic Technologies Update:** Mr. Stegink noted that the ACME project has taken precedence but wants to continue the momentum with Phase II of the project. Ms. Torres and Mr. Stegink met with the Michigan Department of Natural Resources and Environment (MDNRE) regarding preliminary plans for a sculpture park and parking lot, where the former ACME buildings used to stand. Mr. Stegink continued by stating it was a good meeting and a strong relationship is present. Mr. Shotwell asked if they requested a plan. Ms. Torres and Mr. Stegink concluded that the MDNRE has no capacity for approving plans at this time; the purpose of the meeting was to engage them and get direction. Mr. Stegink mentioned there is an area of contamination which prohibited the original development from occurring, and it is unknown if concrete or asphalt is an acceptable barrier. Ms. Torres added that the MDNRE agree to conduct research for other similar developments. Ms. Stopyak asked if a pump and treat system was necessary. Mr.

Stegink indicated that the ground water impact would have to be revisited. Mr. Fleming asked if there was a timeframe. Mr. Stegink and Ms. Torres concurred that a plan was needed first, but wanted to wait to see what changes to the legislation would be coming soon. Mr. Stegink concluded by stating that additional assessment needs and possibly remediation would be expected for Phase II to continue.

Ms. Torres shared that Envirologic Technologies has done a great job on the ACME demolition oversight. No change orders have been received to date. A couple weeks ago, concrete from the second floor identified possible asbestos and fortunately, none was found after testing. Ms. Torres added that pictures of the ACME demolition can be viewed on The Enterprise Group's Web site at www.enterprisegroup.org by clicking on the photo link to The EG's Facebook account, near the wrecking ball.

XII. Community / Public Comments: Mr. Fleming shared that the artists are discussing a possible block party in the fall after the improvements to the area have been completed. Ms. Torres asked if notification would be given when the smoke stack is due to be demolished. Mr. Stegink will receive advanced notice before the smoke stack comes down but noted that it won't be too exciting, as they start at the top and work downward.

XIII. Next Meeting: Next meeting is tentatively scheduled for April 1, 2010 at 7:30 a.m. on the 6th Floor of the County Tower Building at 7:30 a.m. Chairman Dunn will not be in attendance. Therefore, Vice Chairman Shotwell will chair the meeting.

XIV. Adjourned: 7:59 a.m.

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

BROWNFIELD REDEVELOPMENT AUTHORITY
STATEMENT OF FINANCIAL POSITION
February 28, 2010

ASSETS

CURRENT ASSETS

| | | | |
|----------------------------|----|-----------------|---------------|
| CHECKING ACCOUNT | \$ | 4,646.39 | |
| TIF ACCOUNT | | 13,597.44 | |
| CHECKING ACCOUNT- ZM BCRLF | | 52,775.33 | |
| A/R GENERAL | | <u>2,897.15</u> | |
| TOTAL CURRENT ASSETS | | | 73,916.31 |

OTHER ASSETS

| | | | |
|------------------------|--|-------------------|-----------------------|
| NOTE REC - ZM BCRLF | | <u>707,772.81</u> | |
| TOTAL OTHER ASSETS | | | <u>707,772.81</u> |

| | | | |
|---------------------|--|-----------------------------|--|
| TOTAL ASSETS | | <u>\$ 781,689.12</u> | |
|---------------------|--|-----------------------------|--|

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

| | | | |
|-------------------------------|----|-----------------|--------------|
| A/P GENERAL | \$ | <u>2,965.34</u> | |
| TOTAL CURRENT LIABILITIES | | | 2,965.34 |

LONG TERM LIABILITIES

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

| | | | |
|-------------------|--|--|------------|
| TOTAL LIABILITIES | | | 120,465.34 |
|-------------------|--|--|------------|

NET ASSETS

| | | | |
|-----------------------------|--|------------------|-----------------------|
| UNRESTRICTED FUND EQUITY | | 650,933.90 | |
| EXCESS REVENUE OVER EXPENSE | | <u>10,289.88</u> | |
| TOTAL NET ASSETS | | | <u>661,223.78</u> |

| | | | |
|---|--|-----------------------------|--|
| TOTAL LIABILITIES & NET ASSETS | | <u>\$ 781,689.12</u> | |
|---|--|-----------------------------|--|



Brownfield Redevelopment Authority
Of Jackson County
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**May 6, 2010 Invoice and Grant Activity Report
For March and April 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 Taylor Rental expense – ACME Demolition Media Event</i> | \$43.20 |
| Total: | <u>\$43.20</u> |
| <i>Spent Thru May 6, 2010</i> | <u>\$73,331.06</u> |
| Available Grant Total: | \$126,668.94 |

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. |
| Total: | <u>\$0</u> |
| <i>Spent Thru May 6, 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 4/10/10: \$701,850.02</i> | <i>Payments resumed 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: | <u>\$0</u> |
| <i>Spent Thru May 6, 2010</i> | <u>\$78,062.75</u> |
| Available WR Grant Total: | \$71,937.25 |

BRA General Account Expenses:

No grant ineligible invoices received for March and April 2010.

Total amount to be approved by the BRA Board of Directors: \$43.20



Brownfield Redevelopment Authority
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**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.*

Occupancy/Move out Report

Month of March,2010

The Month of March ended with 3 vacant apartments.

There was one move out in March. The reasons given were:

1. Lower rent price.

There was move-in this month.

Apt #122

Current artistic make up of building is as follows:

Artist __44__

Non-Artist:15

Submitted by Lynn Hartman, site manager

03/31/2010



**Brownfield Redevelopment Authority
of Jackson County
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JACKSON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Project Application

The Jackson County Brownfield Redevelopment Authority administers several Brownfield Redevelopment programs in Jackson County. Funding may be available for certain eligible activities including: Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Plans, Clean-up Planning and Clean-up activities. This application is also used for those projects where a Brownfield Tax Credit is being sought and enrollment in the County's Brownfield Plan is necessary.

This application has been developed for interested parties requesting potential Brownfield funding on a redevelopment project within Jackson County. Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project. Criteria for project consideration are listed on page 5 of this application. Based on a review of your completed application, we will contact you within ten (10) business days to discuss the next steps in the process or if we need additional information.

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

1. Date of Application: May 1, 2010

Business Information:

2. Name of Applicant: Jackson County – Reynolds Field Airport

3. Business Address: 3606 Wildwood Avenue Jackson, MI 49202

4. Business Telephone Number: 517-788-4225

5. Contact Person(s): Kent Maurer Title: Airport Manager

6. Contact Person(s) Telephone Number: 517-788-4225 or 517-206-6003

7. Contact Person(s) Fax Number: 517-788-4682

8. Contact Person(s) Email Address: kmaurer@co.jackson.mi.us

9. Entity Type: Proprietorship Partnership Corporation
 Other (specify): Government Owned Facility

10. Describe nature and history of business: Regional general aviation airport in operation since 1927. Owned by the City of Jackson until 1976 when it was transferred to the County of Jackson.

11. List similar projects developed over the last five years (if any): Phase I and Phase II environmental work conducted in the former City of Jackson landfill areas plus groundwater contamination investigation study.

12. Key Project Contacts:

Bank/Financing: Randall Treacher, Administrator - Controller

Attorney: Kevin Thomson 517-787-8570

Accountant: _____

Others: _____

Proposed Project Site Information:

1. Address(es): 3606 Wildwood Avenue, Jackson, Michigan near Woodville Road

2. Tax I.D.(s) (if known): 000-08-31-226-001-00

3. Present Owner(s): County of Jackson

4. Date Present Owner(s) Acquired Property (if known): July 1976

5. Does applicant have land control:

No

Yes

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

Airport land is wholly owned Jackson County and controlled by the Airport Board

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

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

7. Any currently known environmental issues? Yes

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

9. Is access to site permitted? No Yes

10. Project type: New Relocation Expansion Rehabilitation

11. Project Size: Parcel size (acres): 35 acres

Existing building area (square feet): na

New building area (square feet): na

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

- | | |
|--|--|
| <input type="checkbox"/> Downtown Development District | <input type="checkbox"/> Renaissance Zone |
| <input checked="" type="checkbox"/> Local Development Finance Authority District | <input checked="" type="checkbox"/> Smart Zone |

13. Project timeline (Proposed or Actual):

Start date: 2011 Completion Date: 2011

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Financial Commitments | <input checked="" type="checkbox"/> Architectural/Site Plans (on web site) |
| <input type="checkbox"/> Market Analysis | <input checked="" type="checkbox"/> Environmental Information/Reports (Available) | |

Tax Base Information:

15. Total Investment Anticipated: \$ 30 million total project approximately

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

16. Activities for which potential support is sought:

- | | | | | |
|--|---|--|-----------------------------------|---|
| <input type="checkbox"/> Phase I ESA | <input type="checkbox"/> Phase II ESA | <input type="checkbox"/> BEA | <input type="checkbox"/> Due Care | <input checked="" type="checkbox"/> Clean-up Planning |
| <input type="checkbox"/> Brownfield Tax Credit | <input checked="" type="checkbox"/> Clean-up (describe) | <input checked="" type="checkbox"/> Other (describe) | | |

Delineation and landfill material relocation; excavation should be FAA funded

17. Current Taxable Value: \$ na

18. Estimated Taxable Value after Project Completion: \$ na

Employment Information:

19. Full Time Equivalent (FTE) Employees:

FTE Jobs Retained: ? _____ FTE Jobs Created: ? _____

20. Project Narrative (Please attach separately)

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party. Further, I certify that the proposed project will be completed in a manner consistent and compliant with all applicable regulatory requirements:

Signature Date

Title

If you have questions regarding the application, please contact:

***Jackson County Brownfield Redevelopment Authority
Amy Torres, Executive Director
One Jackson Square, Suite 1100
Jackson, Michigan 49201
Office Phone: (517) 788-4455 x107
Office Fax: (517) 782-0061
E-mail: atorres@enterprisegroup.org***

Application last updated 6/2/09

Evaluation Criteria:

- Strength of Business Plan, financial commitments, architectural plans and/or market analysis
- Amount of property tax to be generated
- Amount of investment
- Business expansion, job retention, job creation
- Location, proximity to other Brownfield projects, proximity to Target Area(s), other factors
- Extent to which project meets zoning requirements, consistency with Comprehensive Plan/Master Land Use Plan, supported by Local Unit of Government
- For residential projects, the extent to which the project is consistent with community housing strategies, creates mixed use redevelopment, creates downtown housing opportunities
- Extent to which environmental conditions are alleviated
- Liability status of the applicant, eligibility of the property and proposed activities
- Adoption of Sustainability features, creation of greenspace, preservation of valuable greenspace, energy conservation measures, alternative energy techniques, other unique environmental factors.



**Brownfield Redevelopment Authority
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JACKSON COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Jackson County Airport – Reynolds Field

Application Narrative

Background:

Runway 6-24 at Jackson County Reynolds Field does not meet FAA design standards for “safety areas”. This runway should have, at each end, 1000’ of unobstructed area that would permit an aircraft to run off of the runway without striking a solid object. Runway 6-24 was originally designed and constructed by the Army Corps of Engineers in 1942 as part of the war effort and did not include the safety areas. In 2000 the FAA put airports with non-standard safety areas, like those in Jackson, on notice that these safety deficiencies must be corrected. A number of runway safety alternatives were studied and as a result of that study it was determined that a new runway (7-25) would need to be constructed. This runway project is currently underway and is actively acquiring required land and easements which should be completed in late 2010. The Airport Layout plan can be accessed at the following link:

<http://www.co.jackson.mi.us/airport/documents/FALP.pdf>

Environmental Issues:

The airport was owned and operated by the City of Jackson from 1927 until 1976 when it was transferred to the County of Jackson in order to create a larger tax base of support for the operating costs.

While the City of Jackson owned the airport, they operated a landfill on airport land until approximately 1970 when the landfill ceased operations. New runway 7-25 must cross a portion of this former landfill area. Initial geotechnical investigation revealed that the landfill materials will not support the new runway and must be excavated and relocated. In 2008 the firm of SME was commissioned by the airport to conduct a preliminary environmental investigation within the footprint of future runway 7-25 where it crosses the former landfill area. The test pits revealed common household trash at varying depths. SEM further determined that approximately 75,000 cubic yards of materials would need to be excavated and relocated to a certified Type II landfill in order to construct the Runway 7-25 runway, taxiway and storm drainage systems (SME report link) http://www.co.jackson.mi.us/airport/documents/SME_Environmental_Report.pdf

Environmental Needs:

- 1) Funding for delineation of the former landfill area within the footprint of future runway 7-25 is a necessary next step. This delineation will: determine more accurately the vertical and horizontal extent of the landfill materials; identify the geotechnical characteristics of the landfill materials and soils; further identify the types of materials present in the landfill; and, identify the actual quantities of landfill materials to be excavated and relocated.
- 2) Funding for relocating the landfill materials to a Class II landfill is also needed. The FAA and MDOT-Aeronautics funding cannot be utilized for environmental remediation or clean up. These funds have been used for the Phase I and Phase II investigations into the former landfill areas and can be used for excavation of the landfill materials and/or perhaps can be used for some of the transportation costs.

Economic Impact:

The airport has been identified as a critical economic driver in the current and future economic health of the greater Jackson area. The County of Jackson identified the airport as a top strategic priority in the current strategic goals statement. The airport generates approximately 75% of the revenue necessary to support day to day operations, but relies on County of Jackson general fund support in order to meet expenses plus for capital purchases. The runway 7-25 Safety Area project is a 30 million dollar project that has, and will create construction related jobs and economic activity for Jackson. There are no other known funding mechanisms for environmental delineation or clean up other than Brownfield funds.

Summary:

Delineation and remediation of the former City of Jackson landfill area within the footprint of future runway 7-25 must be completed before actual construction of this runway can begin. FAA Airport Improvement funding can assist in the remediation portion to the extent of paying for the excavation and perhaps some of the transportation costs. It is important from a timing standpoint to initiate the delineation and remediation steps as soon as practical.

###

**ENVIROLOGIC
TECHNOLOGIES, INC.**

Scope of Services

**Contract for Professional Services
Jackson County Brownfield Redevelopment Authority
Applicable to Agreement September 4, 2008
Work Order No. 6 Dated April 28, 2010**

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: Airport Re-Alignment, Project Planning, Jackson, Michigan
Funding: TBD

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) Phone

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: Jeffrey C. Hawkins
Title: President

Signature: _____

Signature: _____

Date: _____

Date: _____

ENVIROLOGIC TECHNOLOGIES, INC.

I. SCOPE OF SERVICES

The County Brownfield Redevelopment Authority (BRA) has been asked to help the Jackson County Airport (Airport) understand the extent of a former landfill in an area designated for future construction of a runway and taxiway. The investigation will help the Airport estimate the costs of managing environmentally-contaminated material during future construction activities. A secondary purpose to the investigation is to assist in understanding the geotechnical characteristics of soil in the area. Envirologic envisions working with the Airport and its engineering team to make sure the investigation addresses these additional needs. The traditional approach of placing numerous soil borings throughout the area of concern could be extensive and a significant commitment of the BRA's resources. It is our intent to plan this project thoroughly first with the Airport and its Engineering Team to ensure maximum efficiency and completeness of the eventual assessment activities.

At this time, Envirologic proposes project activities to be limited to *planning activities*. Specifically, Envirologic proposes to complete the following:

- Evaluate site eligibility and obtain a determination of eligibility from the State of Michigan and/or U.S. Environmental Protection Agency as appropriate.
- Review aerial photography, existing environmental documents, and other data to help focus/minimize the future assessment activities
- Visually inspect the area of concern to evaluate accessibility, site clearance needs (i.e., removal of trees and brush), airport safety and security requirements, etc.
- Evaluate alternative investigation means such as geophysical evaluation (e.g., ground penetrating radar) as a means of supplementing traditional assessment techniques
- On site meeting with Airport Management and the Airport Engineering Team
- Development of a detailed scope of work and cost estimate for the Assessment, including development of a Sampling Plan for U.S. EPA approval and a Work Order to BRA Staff and Board approval.

ENVIROLOGIC TECHNOLOGIES, INC.

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 lump sum basis.

Assessment Planning Activities

| | |
|---|-----------------|
| Envirologic Staff Time and Expenses..... | \$ 5,000 |
| TOTAL ESTIMATED PROJECT COSTS: | \$ 5,000 |

III. SCHEDULE

Envirologic expects to complete the planning activities within 30 days of receiving authorization to proceed. It is our intent to have the scope of work and cost estimate available for consideration by the BRA Board no later than the July 2010 Board meeting.

MEETING MINUTES
Jackson Brownfield Redevelopment Authority
City Hall, 161 W. Michigan Avenue, 10th Floor Conference Room

Wednesday, March 10, 2010

MEMBERS PRESENT: Dan Greer, Mike Brown, Phil Hones, Doug Scott, Thomas Vainner, Steve Duke
MEMBERS ABSENT: Chris Lewis, Karen Dunigan, Mischele Wilkins, S. Bradford Williams, Andrew Frounfelker
STAFF PRESENT: Carol Konieczki, Barry Hicks, Lauren Carlson
GUESTS PRESENT: Jonathan Greene (DDA), Amy Torres (Enterprise Group), Tom Wackerman (ASTI)

Item 1. Call to Order

Chairman Greer called the meeting of the City of Jackson Brownfield Redevelopment Authority (JBRA) to order at 8:05 a.m.

Item 2. Adoption of Agenda

Board Member Scott 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. Introduction Lauren Carlson, Economic Development Intern.

Item 4. BRA Public Comment

None

Item 5. Consent Calendar

- A. Approval of February 10, 2010 JBRA Regular Meeting Minutes
- B. Receipt of US EPA Assessment Grant Site Allocation Summary
- C. Receipt of Budget Status Report – US EPA Assessment Grant
- D. Receipt of Budget Status Report – LSRRF
- E. Receipt of Budget Status Report – Administrative Fund
- F. Receipt of Progress Report – February

Board Member Duke moved, with support from Board Member Scott to approve the Consent Calendar.

The motion passed unanimously on a voice vote.

Item 6. Consideration of Rescinding a Brownfield Plan for 228 W. Michigan Ave.

Mr. Hicks discussed a recommendation made by the MEDC to rescind the current Brownfield Plan for 228 W. Michigan Avenue to minimize complications for potential redevelopment. In August 2009 the development agreement expired. Board members were concerned that assessment grant dollars were utilized to assess the property and no development occurred. Discussion of recapturing grant dollars spent on future site work. Mr. Wackerman discussed potential options and the board requested discussion and review, after additional staff research. Board Member Vainner moved, with support from Board Member Brown to approve the recommendation of rescinding the Brownfield Plan. Yeas: Board Members Duke, Scott, Vainner, Brown, Greer, Hones –6; Nays:--0, Absent: Board Members Frounfelker, Lewis, Dunigan, Wilkins, Williams--5.

The motion passed unanimously on a roll call vote.

Item 7. Updates

A. Jackson County BRA

Ms. Torres updated the Board on the progress of demolition of the Acme building/site, request for assessment assistance and 3 open positions to be filled by the County Affairs Committee.

B. Current Project Update

Mr. Hicks gave the Board an update on the status of all current projects including the Brown Building, Clark Gas Station, rescinding of the Hayes Hotel Brownfield Plan, Performance Automotive, JBRA/Jackson County Land Bank Sub-Committee Meeting, and the EPA Revolving Loan Fund. The status of the MiraMed project was also discussed by Mr. Hicks, because part two of the Michigan Business Tax application had not been submitted. According to the MEDC, an extension was granted to MiraMed until June 30, 2010 to file their MBT application. A motion was made by Board Member Brown and seconded by Board Member Duke to receive the updates.

The motion passed unanimously on a voice vote.

Item 8. Consideration of Funding

- A. Work Order #72 – 900 N. West Avenue, Clark Gas Station – Mr. Wackerman explained that additional environmental work is needed to complete the due care plan and baseline environmental assessment. Board Member Scott moved, with support from Board Member Duke, to approve the Work Order. Yeas: Board Members Scott, Vainner, Brown, Greer, Hones, Duke –6; Nays: --0, Absent: Board Members Frounfelker, Lewis, Dunigan, Wilkins, Williams --5.

The motion passed unanimously on a roll call vote.

- B. CP Federal Amended Cost Proposal for Professional Services- Mr. Hicks explained the need for revision of PSA contracts with CP Federal Credit Union based on meetings with CP and SME because the scope of work was altered. Board Member Vainner moved, with support from Board Member Scott, recommend the amended PSA contract with CP Federal Credit Union to City Council. Yeas: Board Members Vainner, Brown, Greer, Hones, Duke, Scott Yeas: --6 Nays: --0, Absent: Board Members Frounfelker, Lewis, Dunigan, Wilkins, Williams --5.

The motion passed unanimously on a roll call vote.

Item 9. Other Business

- A. *Board Member Concerns and Comments*– Comments included the need for possible reimbursement or “clawback” language slated for future discussion for the Revolving Loan Fund.
- B. *Staff Comments*– Ms. Konieczki and Mr. Hicks discussed meeting with EPA representative Mike Gifford. Ms. Torres added she took Mr. Gifford to the Acme site and the Armory Arts Village. The route and the allocation of the funding for the Riverwalk was also discussed.

Item 10. Next Meeting Reminder

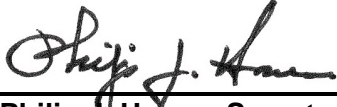
Chairman Greer reminded the Board that the next Regular Meeting of JBRA would be held on Wednesday, April 14, 2010 at 8:00 a.m. in the 10th floor conference room.

Item 11. Adjournment

Board Member Duke moved, with support from Board Member Brown, to adjourn the meeting of the Brownfield Redevelopment Authority at 8:40 a.m.

The motion passed unanimously on a voice vote.

Respectfully submitted, as prepared by Lauren R. Carlson



Philip J. Hones, Secretary

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



The Brownfield Redevelopment Authority
of Jackson County
Served By The Enterprise Group

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Current as of 4/21/2010

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