



AGENDA— JACKSON BROWNFIELD REDEVELOPMENT AUTHORITY

August 14, 2024

9:00 AM

City Hall 10th Floor Conference Room

- I.** Call to Order
- II.** Roll Call
- III.** Adoption of Agenda
- IV.** Adoption the Meeting Minutes
 - A.** June 12, 2024 – Regular Meeting
- V.** Public Comment and Correspondence
- VI.** Consent Calendar
 - A.** Receipt of Budget Status Reports
 - 1.** Local Site Remediation Revolving Fund (LSRRF)
 - 2.** BRA Fund
 - 3.** Brownfield Assessment Grant
- VII.** New Business
 - A.** 320 W. Morrell St. – Phase I Work Order
 - B.** 320 W. Morrell St. – Hazardous Materials Inspection Work Order
 - C.** Project Updates
- VIII.** Old Business
- IX.** Board Member Concerns and Comments
- X.** Adjournment



MINUTES – JACKSON BROWNFIELD REDEVELOPMENT AUTHORITY

June 12, 2024

9:00 AM

MEMBERS PRESENT: Dan Greer, Daniel Mahoney, Heather Ehnis, Conner Wood, and Mishele Wilkins

MEMBERS ABSENT: Scott Damich, John Willis, Jonathan Greene, and Ken Straub

STAFF PRESENT: Chris Atkin

GUEST PRESENT: Debi Kelly – JCBRA, Mike Roberts and Logan Mulholland - Fishbeck

I. Call to Order

Member Greer called the meeting to order at 9:02 am.

II. Roll Call

III. Adoption of Agenda

Board Member Wood, with support from Board Member Mahoney, to adopt the June 12, 2024 agenda as presented.

The motion passed unanimously by voice vote.

IV. Adoption of Meeting Minutes.

A. April 10, 2024

Board Member Mahoney moved, with support from Board Member Mahoney, to adopt the April 10, 2024 meeting minutes.

The motion passed unanimously by voice vote.

V. Public Comment and Correspondence

Debi Kelly from Jackson County BRA introduced herself to the JBRA.

VI. Consent Calendar

A. Receipt of Budget Status Report-LSRRF

Board Member Wood moved, with support from Board Member Ehnis to approve the LSRRF Budget Report.

The motion passed unanimously by roll call vote.

B. Receipt of Budget Status Report-BRA Fund

Board Member Wood moved, with support from Board Member Mahoney, to approve the BRA Fund Budget Report.

The motion passed unanimously by roll call vote.

VII. New Business

A. 313 Oak Street – Phase I Work Order

Staff provided a summary of the work order and project site. Mike Roberts provided additional information.

Board Member Mahoney moved, with support from Board Member Wood, to approve the Phase I work order for 313 Oak Street.

The motion passed unanimously by roll call vote.

B. 315 N. Wisner Street – Phase I Work Order

Staff provided a summary of the work order proposed site development/expansion.

Board Member Wood moved, with support from Board Member Ehnis, to approve the Phase I work order for 315 N. Wisner Street.

The motion passed unanimously by roll call vote.

C. 545 Hupp Avenue – Air Hydraulics – Brownfield Plan

Brief discussion by the JBRA.

Board Member Mahoney moved, with support from Board Member Wood, to recommend approval to City Council for the Brownfield Plan for 545 Hupp Avenue.

The motion passed unanimously by roll call vote.

D. Project Updates

Logan Mulholland provided updates for the current brownfield projects, including Commercial Exchange on W. North St.

VIII. Old Business

None

IX. Board Members Concerns and Comments

None

X. Adjournment

Board Member Wood moved, with support from Board Member Mahoney, to adjourn June 12, 2024 JBRA meeting at 9:16 am.

The motion passed unanimously by voice vote.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

Local Site Remediation Revolving Fund
Summary - By Fiscal Years - From FY 2014 - Current
As of 8/8/2024

Fiscal Year	Fiscal Year - Actual									FY 2025	
	2016	2017	2018	2019	2020	2021	2022	2023	2024	Budget	YTD
Revenues by Project:											
Die-Namic Tool - Local Tax	8,121	5,730	-	-	-	-	-	-	-	-	-
Full Spectrum	62,246	66,108	67,687	58,659	66,614	78,131	-	-	-	-	-
GLHHC	-	-	-	-	-	-	64,811	61,253	57,431	58,955	61,479
Objectiv	-	-	-	-	-	-	-	45,500	-	-	-
Popeye's	-	-	-	-	-	-	-	7,906	4,048	4,100	-
Interest	964	910	2,152	2,748	2,408	188	700	8,297	17,236	7,500	15,038
Miscellaneous	10,215	-	-	-	-	-	-	-	-	-	-
Total	81,546	72,748	69,839	61,407	69,022	78,319	65,511	122,956	78,715	70,555	76,517
Expenditures:											
From Local Tax:											
Contractual Services	10,600	14,850	-	-	-	1,409	-	22,500	-	200,000	-
Contribution to Cortland St Redev. Proj.	-	-	251,510	-	208,000	-	-	-	-	-	-
Total	10,600	14,850	251,510	-	208,000	1,409	-	22,500	-	200,000	-
Rev. Over (Under) Exp.	70,946	57,898	(181,671)	61,407	(138,978)	76,910	65,511	100,456	78,715	(129,445)	76,517
Balance - Beginning	196,680	267,626	325,524	143,853	205,260	66,282	143,192	208,703	309,159	387,874	387,874
Balance - Ending	267,626	325,524	143,853	205,260	66,282	143,192	208,703	309,159	387,874	258,429	464,391

City of Jackson
Brownfield Redevelopment Authority Fund # 489
Summary - By Fiscal Years - From FY 2014 - Current
As of 8/8/2024

	Fiscal Year - Actual									FY 2025	
	2016	2017	2018	2019	2020	2021	2022	2023	2024	Budget	YTD
Revenues:											
Consumers	947,673	1,082,966	1,107,256	1,141,408	1,192,814	1,214,642	1,271,668	1,327,361	1,186,054	1,195,000	-
Heat Controller	10,459	10,974	11,283	12,039	12,949	13,553	13,945	14,462	15,755	16,000	-
DNT	8,121	5,730	-	-	-	-	-	-	-	-	-
GLHHC	60,606	58,933	64,309	66,691	71,782	71,053	64,811	61,253	57,431	58,000	-
Full Spectrum	64,001	66,108	67,687	60,763	64,511	65,445	-	-	-	-	-
D.E.P. (County)	-	-	-	-	-	7,340	7,736	9,176	10,643	11,000	-
Popeye's	-	-	-	-	-	6,831	28,855	24,745	21,677	22,000	-
The 200	-	-	-	-	-	-	123,044	125,962	132,279	133,000	-
ACME	-	-	-	-	-	-	-	1,744	1,813	1,830	-
Objective	-	-	-	-	-	-	-	308,358	242,975	245,000	-
State Grant - EGLE (Pass-Thru)									46,008	-	-
Interest	3,487	4,007	7,686	19,369	14,364	2,867	5,996	59,857	80,470	40,000	-
Charges for Serv./Misc.	-	-	-	-	-	3,599	-	-	-	-	-
Total	1,094,347	1,228,718	1,258,221	1,300,270	1,356,420	1,385,330	1,516,055	1,932,918	1,795,105	1,721,830	-
Expenditures:											
Personnel	22,719	19,357	20,330	21,566	22,412	28,307	20,746	11,932	12,454	13,474	1,356
Contractual Services	-	2,996	-	-	403	5,860	8,281	96,493	(95,881)	10,000	-
Heat Controller	-	-	-	46,442	13,197	13,553	13,945	14,462	15,755	16,000	-
GLHHC	60,606	45,293	64,309	64,382	74,090	58,367	-	-	-	-	-
Full Spectrum	1,754	-	-	-	-	-	-	-	-	-	-
DEP (County)	-	-	-	-	-	7,340	7,736	9,176	10,643	11,000	-
Popeye's	-	-	-	-	-	-	32,114	14,894	12,344	15,000	-
The 200	-	-	-	-	-	-	122,044	125,173	131,279	133,000	-
ACME (County)	-	-	-	-	-	-	-	1,748	1,813	1,830	-
Objective	-	-	-	-	-	-	-	261,858	241,975	245,000	-
Administration	3,963	12,269	12,059	176	334	336	112	84	73	1,000	2
Miscellaneous - EGLE (Pass-Thru)									46,008	-	-
Contrib.-LSRRF	70,367	71,837	67,687	58,659	66,614	78,131	64,811	114,659	61,479	63,055	-
Cont.-BRA TIF D/S	1,023,573	1,120,307	1,131,636	1,154,989	1,174,637	1,202,892	1,174,404	1,193,068	1,211,983	1,803,193	-
Total	1,182,982	1,272,059	1,296,021	1,346,214	1,351,687	1,394,786	1,444,193	1,843,547	1,649,925	2,312,552	1,358
Rev. Over (Under) Exp.	(88,635)	(43,341)	(37,800)	(45,944)	4,733	(9,456)	71,862	89,371	145,180	(590,722)	(1,358)
Balance - Beginning	1,556,958	1,468,323	1,424,982	1,387,182	1,341,238	1,345,971	1,336,515	1,408,377	1,497,748	1,642,928	1,642,928
Balance - Ending	1,468,323	1,424,982	1,387,182	1,341,238	1,345,971	1,336,515	1,408,377	1,497,748	1,642,928	1,052,206	1,641,570
Components of Ending Fund Balance at 6/30:											
Reserved for CE Debt Service	1,274,118	1,236,777	1,212,397	1,198,816	1,216,993	1,228,743	1,326,007	1,460,300	1,434,371		
Undistributed TIF Collections	-	23,368	32,717	-	-	-	-	-	-		
Interest earnings	415,263	419,270	426,956	446,325	460,689	463,556	469,552	529,409	609,879		
Net BRA Administration (Rev.- Exp.)	(221,056)	(254,431)	(284,886)	(303,901)	(331,707)	(355,779)	(387,177)	(491,957)	(401,318)		
Total	1,468,325	1,424,984	1,387,184	1,341,240	1,345,975	1,336,520	1,408,382	1,497,752	1,642,932	-	-

Brownfield Assessment Grant
Summary - By Fiscal Years - From FY 2014 - Current
As of 8/8/2024

	FY 2024	FY 2025	
	Actual	Budget	YTD
Revenues by Project:			
Federal Grant - EPA	246,782	100,000	-
Total	246,782	100,000	-
Expenditures:			
Contractual Services	246,782	100,000	-
Total	246,782	100,000	-
Rev. Over (Under) Exp.	-	-	-
Balance - Beginning	-	-	-
Balance - Ending	-	-	-

Scope of Services

Contract for Professional Services
City of Jackson Brownfield Redevelopment Authority
Applicable to Agreement Dated October 18, 2022
Work Order No. 23 Dated July 3, 2024

Between

**CITY OF JACKSON BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)
161 W. MICHIGAN AVENUE
JACKSON, MICHIGAN 49201**

And

**FISHBECK
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048**

Subject Matter: T.A. Wilson School, 320 W. Morrell
Funding Sources: City of Jackson EPA Cooperative Agreement

CLIENT requests that FISHBECK perform the work described below in accordance with the terms of the above-referenced Contract and as described in this "Scope of Services."

FISHBECK will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

FISHBECK and CLIENT have designated the following representatives for this "Scope of Services":

<u>David Stegink</u>	<u>269.544.6977</u>
Name (FISHBECK)	Phone

<u>Chris Atkin, Chair</u>	<u>517-768-6433</u>
Name (CLIENT)	Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the FISHBECK Representative above:

ACCEPTED AND AGREED TO:

CITY OF JACKSON BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)
By: Chris Atkin
Title: Planning and Zoning Enforcement Officer

FISHBECK
By: David Stegink
Title: Vice President – Senior Brownfield Specialist

Signature: _____

Signature: _____

Date: _____

Date: _____

I. Scope of Work

Background

The City of Jackson has received a request from Residents in Action Inc. to acquire the former T.A. Wilson school. The property is currently owned by the City of Jackson. An environmental assessment was completed by Fishbeck in 2023 for the City and did not reveal any environmental issues. This assessment will allow Residents in Action Inc. to secure liability protection and potentially support additional funding opportunities.

Scope of Work

Fishbeck will complete the following tasks:

- 1. Secure eligibility for the project. We will work with United States Environmental Protection Agency (US EPA) staff to secure an eligibility determination.
- 2. Complete a Phase I Environmental Site Assessment compliant with the ASTM E1527 standard and the rules for All Appropriate Inquiry.
- 3. ACRES will be updated upon completion

II. Compensation

Compensation for services provided under this Work Order will be invoiced at the rates shown in the Master Services Agreement between FISHBECK and CLIENT and completed on a time and materials basis.

Phase I Environmental Site Assessment

Professional Staff.....	\$ 3,200
Expenses.....	\$ 300
TOTAL ESTIMATED COSTS	\$ 3,500

III. Schedule

We will initiate project activities as needed and as directed by BRA staff and Board. We expect the scope of work will be completed between August/September 2024.

Scope of Services

Contract for Professional Services
City of Jackson Brownfield Redevelopment Authority
Applicable to Agreement Dated October 18, 2022
Work Order No. 24 Dated August 7, 2024

Between

**CITY OF JACKSON BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)
161 W. MICHIGAN AVENUE
JACKSON, MICHIGAN 49201**

And

**FISHBECK
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048**

Subject Matter: T.A. Wilson School, 320 W. Morrell – Hazardous Materials Inspection
Funding Sources: City of Jackson EPA Cooperative Agreement

CLIENT requests that FISHBECK perform the work described below in accordance with the terms of the above-referenced Contract and as described in this "Scope of Services."

FISHBECK will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

FISHBECK and CLIENT have designated the following representatives for this "Scope of Services":

<u>David Stegink</u>	<u>269.544.6977</u>
Name (FISHBECK)	Phone

<u>Chris Atkin, Chair</u>	<u>517-768-6433</u>
Name (CLIENT)	Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the FISHBECK Representative above:

ACCEPTED AND AGREED TO:

CITY OF JACKSON BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)
By: Chris Atkin
Title: Planning and Zoning Enforcement Officer

FISHBECK
By: David Stegink
Title: Vice President – Brownfield Program Manager

Signature: _____

Signature: _____

Date: _____

Date: _____

I. Scope of Work

Background

The City of Jackson has received a request from Residents in Action Inc. to acquire the former T.A. Wilson school. The property is currently owned by the City of Jackson. In addition to requiring an environmental assessment a hazardous building materials inspection is needed to determine costs and requirements related to the planned building renovations. Fishbeck has secured copies of previous inspections and abatement activities completed by the school system when the site was a public school. Those inspections had limitations that need to be supplemented by the proposed work. We will utilize the prior surveys to the fullest extent possible.

Scope of Work

Fishbeck will complete the following tasks:

1. Secure eligibility for the project. We will work with United States Environmental Protection Agency (US EPA) staff to secure an eligibility determination.
2. Prepare a Sampling and Analysis Plan for US EPA review.
3. Complete the Hazardous Building Materials Survey inclusive of asbestos-containing materials, metal-bearing paints, PCB-containing materials, and other hazardous materials. We expect this to require 2-3 days onsite.
4. A thorough report will be generated
5. As needed, we will assist the user in securing cost estimates for removal of hazardous materials.
6. ACRES will be updated upon completion.

II. Compensation

Compensation for services provided under this Work Order will be invoiced at the rates shown in the Master Services Agreement between FISHBECK and CLIENT and completed on a time and materials basis.

Hazardous Building Materials Inspection

Professional Staff.....	\$ 8,300
Laboratory Services	\$ 2,000
Report.....	\$ 1,500
Expenses.....	\$ 500
TOTAL ESTIMATED COSTS	\$ 12,300

III. Schedule

We will initiate project activities as needed and as directed by BRA staff and Board. We expect the scope of work will be completed between August/September 2024.

Memo

DATE: August 7, 2024

RE: City of Jackson BRA Project Updates

The following updates are for active projects and those most recently completed.

1. **Air Hydraulics, 545 Hupp:** The Brownfield Plan is adopted. Redevelopment activities are underway.
2. **Autry Development (multiple parcels in MLK CIA District):** Project is complete.
3. **Consumers Energy and City Parcels (Cooper and Biddle):** We have secured site access from Consumers Energy and site investigation work is underway in August 2024.
4. **Golden Apartments, 600 MLK:** Phase I and II ESA activities are complete. There is evidence of remaining underground storage tanks at the 600 MLK parcel and evidence of petroleum contamination at the 118 E Mason parcel.
5. **Mario Selby, 1701 Woodbridge:** The Pilot Study for the vapor mitigation system design and construction cost estimate is complete. Cost estimates for construction have been provided to developer and he is working towards implementation.
6. **Commercial Exchange Cleanup Planning:** We secured and reviewed the EPA's post-incident evaluation of the site. We have met with EGLE. We have reviewed the EPA notice of funding for FY25 grants – cleanup grants will be available, but not multipurpose grants.
7. **313 Oak Street:** Phase I Environmental Site Assessment and Baseline Environmental Assessment just completed. Sampling activities to verify soil gas conditions completed and laboratory results are pending. The sampling activities for the hazardous materials inspection are completed and laboratory results are pending.
8. **315 Wisner Car Wash:** Phase I Environmental Site Assessment is complete. Sampling activities associated with the Phase II ESA are complete and laboratory results are pending. The sampling activities for the hazardous materials inspection are completed and laboratory results are pending.