
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 23, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

AGENDA

1. Call to Order ~ 4:00 pm
 2. Members Excused
 3. Approval of the Agenda
 4. Approval of Minutes: BRA Minutes of September 25, 2014
 5. Citizens Comments (4 minutes each / Please state name and address)
 6. Financial Report and Administrative Expenses
 - a. **Discussion**: 2014 Year to Date
 - b. **Staff Administrative expenses**
 - i. 3rd quarter staff expenses
 - ii. Mileage Lee Adams
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Corner @ Drake
 - i. Brownfield Plan Amendment Approval and Timeline
 - ii. Development Agreement
 - iii. Invoice ET # 00464, \$1,165.00
 - b. **Discussion/Action** – CMS/555 E Eliza, Schoolcraft
 - i. Review application by CMS/Jaime Clark for BRA funds
 - ii. Approve work ET work order #14 for \$16,500 for assessment work and BRA Plan
 - iii. Review/Approve Brownfield Plan for 555 E Eliza St, Schoolcraft
 - c. **Discussion/Action** – EPA grants
 - i. Update on applications for EPA Clean-up grant and Revolving Loan Fund grant
 - ii. Approve work order #13 for \$3,000 to prepare application for EPA Revolving Loan Fund Grant
 - d. **Discussion/Action** – General Mills Expenses
 - i. Update
 - ii. Invoice ET # 00465, \$420,00
 - e. **Discussion/Action** – Vicksburg Mill
 - i. Update on Vicksburg DDA Amended Development Plan
 - f. **Discussion/Action** – Invoice
 - i. ET Cost Summary - review
 - ii. Invoice ET #00458, \$472.50. General Environmental Review, PO #9853.
 8. Staff Reports
 - a. Next meeting Nov 20th (one week early due to holiday)
 9. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee– verbal report, meeting schedule Thursday, Nov 6th, 4:00 pm.
 - c. Executive Committee – verbal report, meeting schedule Friday, Nov 7th 8:30 am.
 - d. PR/Media Committee –
 10. Other
-

11. Board Member Comments

12. Adjournment

Next Meeting: 4th Thursday – November 20th, 2014 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8115 OR EMAIL LMJARN@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 25, 2014
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Ken Peregon, Thell Woods, Andy Wenzel, Travis Grimwood, Joe Agostinelli, Christopher Carew, Habib Mandwee, James Spurr

Members Excused: Tim Hudson, Anne Summerfield

Kalamazoo Township: George Cochran

Staff: Lotta Jarnefelt, Lee Adams

Consultant: Jeff Hawkins

Recording Secretary: Kathy Schott

Community: 3

1. Chair Agostinelli called the meeting to Order at 4:04 p.m.
2. Members Excused: Tim Hudson, Anne Summerfield
3. Approval of the Agenda: Contract for Temporary Staffing was added to the Agenda as item 7.g. **Carew moved and Wenzel seconded the approval of the agenda as amended. Motion Carried.**
4. Approval of Minutes: **Wenzel moved and Rogers seconded the approval of August 28, 2014 minutes. Motion Carried.**
5. Citizens Comments: None
6. Financial Report and Administrative Expenses
 - a. **Discussion:** 2014 Year to Date – A spreadsheet prepared by Lotta Jarnefelt was included in the packet. Non-school and school TIR was received for the Midlink Site, totaling \$36,637 and \$56,377 respectively.
7. Discussion and/or Action Calendar
 - a. **Discussion/Action** – Corner @ Drake
 - i. Brownfield Plan Approval and Timeline.
Project Update – At the Oshtemo Township Board meeting on 9/9/14 the response regarding the Brownfield Plan was not favorable. Rogers stated that the issues raised by the Oshtemo Township Board should be addressed and resolved in follow up meetings. Agostinelli is planning to meet with the Township Supervisor and Planner before they vote on approving the plan at their next meeting on 10/14/14.
 - ii. Development Agreement Draft Review – The Development Agreement was reviewed by attorneys at Varnum. The attorneys made several edits and changes. Staff will send the agreement to the developer for review.
 - iii. Envirolologic Technologies Invoice - \$1,653.75 – If approved, this Invoice will exhaust the established budget of \$4,000.00. **A Motion to approve the invoice totaling \$1,653.75 was made by Peregon with a 2nd by Thell Woods. Motion carried.**
 - iv. Request to Amend Work Order #10_ET made a request to amend Work Order #10 to include an additional \$2,000.00 for edits to the Brownfield plan needed after the

CIA decisions and additional staff time anticipated for meeting with Oshtemo Township and the Developer. This amount should complete the project. **A motion to approve the amendment to Work Order #10 was made by Carew, seconded by Spurr. Motion carried.**

b. **Discussion/Action** – Vicksburg Mill

- i. Project Update and Timeline – After discussions with the County Treasurer and the Developer, both parties agreed to finalize the sale of the newer portion of the mill on January 1, 2015. This will allow the KCBRA additional time to prepare the Brownfield Plan; the plan will establish a baseline value of \$0 if put in place anytime in 2015.
- ii. Project Application – Lee Adams is expecting a revised project application from the developer soon.

c. **Discussion/Action** - Invoices

- i. Envirologic: 9008 Portage Road - \$1,497.13 – Hawkins noted that the invoice billed for consultant fees for addressing issues on stormwater management on the site. **A motion to approve the invoice totaling \$1,497.13 was made by Andy Wenzel and seconded by Rogers. Motion Carried.**
- ii. Varnum: Development Agreement Review – Invoice \$2,294.25. There was a small discussion explaining the services that were provided and the related charges. **A motion to approve the invoice totaling \$2,294.25 was made by Spurr and seconded by Mandwee. Motion carried.**

d. **Discussion/Action** – General Mills Expenses

Hawkins, Adams and Jarnefelt reviewed invoices from General Mills regarding reimbursement of eligible expenses. Staff and Hawkins had some questions regarding what categories the expenses belong in. Follow-up is needed with Tippman Constuction – Hawkins will contact them.

e. **Discussion/Action** – Sign Proposals. Adams led a brief discussion regarding the size, type, cost, and placement of KCBRA project signs. Staff requested authorization to expend up to \$525.00 to purchase four signs (2 – 2’x3’ and 2 – 3’x4’). **A motion was made by Spurr to purchase the proscribed signs from SignCenter (estimate \$506.82) and execute a purchase order, seconded by Julie Rogers. Motion carried.**

f. **Discussion/Action** – EPA Grants – Staff and Hawkins led a brief discussion on EPA Grants. After discussing the various types of grants offered by the EPA, many board members expressed interest in pursuing a clean-up grant for the Vicksburg Paper Mill and another grant for the creation of a Revolving Loan Fund; the board felt that assessment grants have proved too difficult to obtain and that resources should be directed towards other grant opportunities. The board requested a work order from ET to cover the cost of preparing the grant applications. **A motion was made by Rogers to move forward with applications for both a site specific clean-up grant for Vicksburg Mill and a Revolving Loan Fund grant, seconded by Wenzel. Motion carried.**

g. **Discussion/Action** – Staffing Services Contract – There was a discussion regarding temporary staffing and the need to replace the hours dedicated to the KCBRA by County staff while the Resource Coordinator position is vacant. A draft Contract between the KCBRA and the Southcentral Michigan Planning Council (SMPC) was presented. Board members had a few suggestions for minor revisions. It was suggested that County Corporate Counsel, Thom Canny, review the contract. **A motion was made by Woods to authorize legal counsel to review the contract and give the Chair discretion to approve the contract after legal review. Seconded by Peregón. Motion carried.**

8. Staff Reports

- a. None

9. Committees - times dates and places

- a. Land Bank Report – None

- b. Project/Finance Committee – meeting scheduled for Thursday, October 9th at 4 pm
- c. Executive Committee – meeting scheduled for Friday, October 10th at 8:30 am
- d. PR/Media Committee – None

10. Other - None

11. Board Member Comments - None

12. Adjournment – Meeting adjourned at 5:37 PM

Next Meeting: 4th Thursday – October 23, 2014 at 4pm (room 207a, County Admin Bldg)

PLEASE CALL 384-8112 OR EMAIL LMJARN@KALCOUNTY.COM

IF YOU ARE UNABLE TO ATTEND THE MEETING

Brownfield Redevelopment Authority Fund 2010	Revenues	Expenditures		REV-EXP	BAL-YR	BAL-CUMUL
County BRA	125,000	3,876		121,124		
Midlink local TIR tax	0	0		0		
Midlink school TIR tax	0	0		0		
Brown Family holdings/Beckan Industries	4,618	0		4,618		
BRA TOTAL 2010	129,618	3,876		125,742	125,742	
Brownfield Redevelopment Authority Fund 2011						
	Revenues	Expenditures		REV-EXP		
County BRA	22,268	22,166		102		
Midlink local TIR tax	17,531	6,631		10,900		
Midlink school TIR tax	52,184	52,184		0		
Brown Family holdings/Beckan Industries	12,824	150		12,674		
BRA TOTAL 2011	104,807	81,131		23,676	23,676	149,418
Brownfield Redevelopment Authority Fund 2012						
	Revenues	Expenditures		REV-EXP		
County BRA	0	6,173		-6,173		
Midlink Contractual Other		287		-287		
Midlink Indirect Costs		911		-911		
Midlink local TIR tax	35,424	0		35,424		
Midlink school TIR tax	53,819	53,819		0		
Brown Family holdings/Beckan Industries	13,848	0		13,848		
BRA TOTAL 2012	103,091	61,190		41,901	41,901	191,319
Brownfield Redevelopment Authority Fund 2013						
	Revenues	Expenditures		REV-EXP		
County BRA	4,500	85,905		-81,405		
Midlink Contractual Other	0	105		-105		
Midlink local TIR tax	38,015	20,353		17,662		
Midlink school TIR tax	56,534	56,534		0		
Brown Family holdings/Beckan Industries	13,719	0		13,719		
BRA TOTAL 2013	112,768	162,897		-50,129	-50,129	141,190
Brownfield Redevelopment Authority Fund 247-2014						
	Revenues	Expenses	Encumbrances	REV-EXP		
County BRA (acct 247-000-) PO 9853	2,750	25,151	2,500	-24,901		
Midlink local TIR tax (acct 247-001-420.00)	36,637	0		36,637		
Midlink school TIR tax (acct 247-001-420.01)	56,377	0		56,377		
Brown Family/Beckan Ind. (acct 247-002-420.00)	8,218	0		8,218		
9008 Portage Road local TIR (acct -247-003-420.00)	602	0		602		
9008 Portage Road school TIR (acct -247-003-420.01)	618	0		618		
BRA ACTUAL TOTAL 2014 AS OF 10-17-2014	105,202	25,151	2,500	77,551	77,551	218,741
2014 Pending remaining of approved Work Orders 7-23-2014:						
WO#3 Kartar (\$11,400 approved in WO#1 & 3)		338				
WO#6 GenMills (\$32,400 approved in WO#2 & 6)		1,505				
WO#8 Portage (\$10,000+3500 appr 6-26 in WO#4 & 8)		3,683				
WO#5 Lake St (\$12,000 approved in WO#5)		964				
WO# 10 Corner@Drake (\$4,000 approved in WO#10)		2,000				
WO#11 A ChemLink Ph I(\$6,000 approved in WO#11 A)		199				
WO#11 B ChemLink Ph II (\$8,000 approved in WO#11 B)		0			(Ph II not needed)	
WO#11 C ChemLink Plan (\$7,000 approved in WO#11 C)		6,344			(No BRA Plan will be done)	
TOTAL		15,033			-15,033	203,708



Department of Planning & Community Development

201 West Kalamazoo Avenue, Rm. 101 • Kalamazoo, Michigan 49007

Phone: (269) 384-8112 • FAX: (269) 383-8920 • Email: LMJARN@kalcounty.com

INTER-OFFICE INVOICE

Invoice

BILL TO
Kalamazoo County Brownfield Redevelopment Authority c/o County Planning Dept. 201 W. Kalamazoo Avenue Kalamazoo, MI 49007

Invoice No.	BRA-3-2014
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DATE	DUE DATE
10/09/14	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
10/09/14	2014 BRA administration hours County Pay Periods 15-21, 06/28/2014-10/03/2014 BRA General (247-000-808.11 Contractual Other)			
	Lee Adams (81 hours)	1,663.72	1	1,663.72
	Fringe Benefits 36.5%	607.26	1	607.26
	Lotta Jarnefelt (41.5 hours)	1,644.64	1	1,644.64
	Fringe Benefits 36.5%	600.29	1	600.29
THANK YOU! ☺		TOTAL --->		\$ 4,515.91

Kalamazoo County Brownfield Redevelopment Authority (KCBRA)

Brownfield Plan Summary for

Corner @ Drake Road Development

NW Corner – Drake Road and Stadium Drive, Oshtemo Township, Michigan

Gesmundo, LLC is in the process of redeveloping an obsolete residential neighborhood at the northwest corner of Drake Rd. and Stadium Dr. in Oshtemo Township. Gesmundo, LLC has been acquiring property at this location since 1992 ultimately accumulating approximately 39 acres. Many of the houses in this neighborhood were moved to this location over 50 years ago and have passed their useful life. Gesmundo, LLC has incurred costs associated with baseline environmental assessment activities to acquire the multiple parcels as well as additional response activities consisting of asbestos survey, asbestos abatement, and demolition costs incurred razing the obsolete residential structures formerly located onsite. This project will transform a gateway urban location from an obsolete and blighted residential neighborhood into a premier commercial redevelopment. The new investment planned for the site includes an initial approximately 150,000 square foot Costco store with additional mixed-use commercial structures to be built over time in the surrounding development pads which will ultimately result in an investment of approximately \$70,000,000 and the creation of over 600 new jobs.

This Brownfield Plan has been prepared in order to provide for reimbursement of eligible activities associated with redevelopment of the subject property through tax increment capture. The Plan details eligible activities that have been completed as well as anticipated eligible activities that will be conducted by Gesmundo, LLC, and the KCBRA. Finally, the Plan provides the capture of (5) full years of tax increment for the county-wide KCBRA Local Site Remediation Revolving Fund (LSRRF).

- **Anticipated Private Investment – approx. \$70,000,000**
- **Anticipated new jobs - 600**
- **Total reimbursement to developer – approx. \$373,848**
- **Total taxes to Taxing Jurisdictions during Plan – approx. \$307,835**
- **Total reimbursement to KCBRA – approx. \$114,000**
- **Total tax increment captured for County-Wide LSRRF – approx. \$849,615**
- **Total tax increment capture allowed during Brownfield Plan – \$1,337,463**
 - *Amount limited by vote of Oshtemo Township Council*
- **Length of Brownfield Plan approximately 10 years or less**

Corner @ Drake Plan Projected Timeline

The timeline for the Corner @ Drake plan is directly impacted by the Oshtemo SoDa TIF Plan. The SoDa plan needs to have final approval before the brownfield plan to legal capture revenue. Therefore, both timelines are listed below.

Updated 10/17/2014

SoDA:

- 8/26/14 - SoDa Board meets to review alterations to the TIF capture and eligible activities based on the County's policy
- 9/17/14 - TIF plan alterations are presented to the County Committee of the Whole
- 10/7/14 – County Board of Commissioners takes action on the TIF plan

Brownfield Plan

- 8/28/14 KCBRA takes action on the brownfield plan
- 9/9/14 – Staff presents plan to Oshtemo Township
- 10/14/14 - Oshtemo Township takes action on the plan
- 11/05/14 – Staff presents plan to County Committee of the Whole
- 11/07/14 – affected taxing jurisdictions and DEQ notified about pending Brownfield Plan
- 11/18/14 - County Board of Commissioners holds Public Hearing and takes action on the plan



2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

Remit payment to:
 Envirologic Technologies, Inc.
 2960 Interstate Parkway
 Kalamazoo, MI 49048

Kalamazoo County Brownfield Redevelopment Authority (1020)
 Lee Adams
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice number 00464
 Date 10/16/2014

Project **140154 Corner of Drake Road/Stadium Drive, Kalamazoo Twp., Michigan**

INVOICE: Through Sep 28, 2014

A - PHASE 1 BROWNFIELD PLAN

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Robyn E. Logelin Professional Services	1.00	45.00	45.00
CAD Designer/Drafter Michelle A. Bell Professional Services	2.00	90.00	180.00
Principal Jeffrey C. Hawkins Professional Services	4.00	140.00	560.00
Project Manager Erik D. Peterson Professional Services	4.00	95.00	380.00
Phase subtotal			1,165.00
		Invoice total	1,165.00

Scope of Services

Contract for Professional Services
Kalamazoo County Brownfield Redevelopment Authority
Applicable to January 2013 Contract
Work Order No. 14 Dated October 23, 2014

Between

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (CLIENT)
201 WEST KALAMAZOO AVENUE
KALAMAZOO, MICHIGAN 49007-3777

and

ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048

Subject Matter: Central Manufacturing Services, 555 E. Eliza Street, Schoolcraft, MI
Funding Source: "General" Authority Funds

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Contract 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:"

<u>Jeffrey C. Hawkins</u>	<u>(269) 342-1100</u>
Name (ENVIROLOGIC)	Phone

<u>Mr. Joe Agostinelli, Chair</u>	<u>(269)-553-9588</u>
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:

KALAMAZOO COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

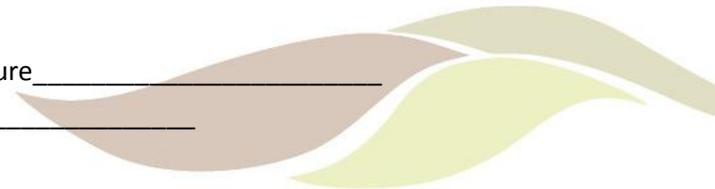
ENVIROLOGIC TECHNOLOGIES, INC.

By Joe Agostinelli
Title Chair

By Jeffrey C. Hawkins
Title President

Signature _____
Date _____

Signature _____
Date _____



I. Scope of Services

Central Manufacturing Services (CMS) intends to acquire property at 555 E. Eliza Street in Schoolcraft. The property is formerly owned by ELC Corporation. The property is a site of known contamination and is the presumed source of volatile organic compounds that have contributed to area-wide contamination. The condition of the building is severely distressed. The roof (except for the small office portion) leaks significantly. Except for in the office portion, there is no electrical service throughout the building. There is no operating fire suppression system. Overhead doors and docks are not functional. The grounds surrounding the building are generally unimproved. Lake Michigan Credit Union took title to the property in 2011 through mortgage foreclosure processes.

Because of the extensive cost of rehabilitation (\$800,000 to \$900,000 estimated), CMS has requested assistance in the up-front environmental costs. To secure liability protection for the property, it will be necessary to complete a Phase I Environmental Site Assessment and Baseline Environmental Assessment. No data exists with respect to the potential for intrusion of contaminant vapors into indoor air and additional characterization may be needed to support a Due Care Plan.

The current taxable value of the property is significantly lower than its State Equalized Value and once the property values are uncapped, there will be a significant increase in taxable value. Preliminary evaluations show that CMS’s plans for the building are likely to result in an annual amount of tax increment revenues from local and school taxes estimated at about \$6000. This makes consideration of a Brownfield Plan for this site viable. It should be noted that CMS intends to acquire the property in 2014. Thus, to lock in the “initial taxable value” at the current (2014) taxable value, it is necessary to adopt a Brownfield Plan yet this calendar year.

Envirologic is proposing a Work Order to include preparation of a Brownfield Plan, completion of a Phase I and II Environmental Site Assessment, preparation of a Baseline Environmental Assessment and Due Care Plan. The Phase II ESA envisioned at this time would be limited in nature and is anticipated to include the collection of up to five sub-slab soil gas samples.

II. Compensation

Compensation for services provided under this Work Order will be completed on a time and materials basis invoiced at the rates provided in the Contract for Professional Services between ENVIROLOGIC and CLIENT not-to-exceed the budget detailed below without prior authorization from the KCBRA.

Environmental Due Diligence and Brownfield Plan	
Phase I Environmental Site Assessment.....	\$3,000
Baseline Environmental Assessment.....	\$1,500
Phase II Environmental Site Assessment.....	\$7,000
(collection of up to five sub-slab soil gas samples)	
Due Care Documentation.....	\$2,000
Brownfield Plan	<u>\$3,000</u>
Total Estimated Cost	<u>\$16,500</u>

III. Schedule

Work performed under this Work Order will be initiated upon authorization to proceed as directed by the KCBRA. Activities are estimated to take six weeks to complete with adoption of the Brownfield Plan to be scheduled for the December 2014 County Commission agenda.



Scope of Services

Contract for Professional Services
Kalamazoo County Brownfield Redevelopment Authority
Applicable to January 2013 Contract
Work Order No. 13 Dated October 23, 2014

Between

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (CLIENT)
201 WEST KALAMAZOO AVENUE
KALAMAZOO, MICHIGAN 49007-3777

and

ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048

Subject Matter: U.S. EPA Revolving Loan Fund Grant Proposal
Funding Source: "General" Authority Funds

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Contract 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:"

<u>Jeffrey C. Hawkins</u>	<u>(269) 342-1100</u>
Name (ENVIROLOGIC)	Phone

<u>Mr. Joe Agostinelli, Chair</u>	<u>(269)-553-9588</u>
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:

KALAMAZOO COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

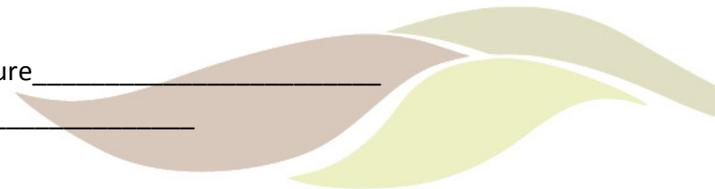
ENVIROLOGIC TECHNOLOGIES, INC.

By Joe Agostinelli
Title Chair

By Jeffrey C. Hawkins
Title President

Signature _____
Date _____

Signature _____
Date _____



I. Scope of Services

The Kalamazoo County Brownfield Redevelopment Authority has expressed a desire in establishing a Brownfield Cleanup Revolving Loan Fund and securing a U.S. EPA Brownfield Cleanup Revolving Loan Fund (BCRLF) grant to establish this program.

Envirologic is proposing to assist the Kalamazoo County BRA in developing a structure for oversight of cleanups at sites using RLF funds. A successful grant proposal will demonstrate that technical expertise, experienced financial management and lending capabilities and management structure are in place. Although final or detailed materials need not be in place at the time of the grant proposal, the proposal must demonstrate how loans and borrowers will be evaluated, how loans will be secured, typical terms, how cleanups will be overseen – including the role of the MDEQ, and show adequate staff and capability to manage the program. In addition, it is necessary to provide a legal opinion from your counsel that demonstrates:

- (1) You have legal authority to access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant; and
- (2) You have legal authority to perform the actions necessary to manage a revolving loan fund. At a minimum, legal authority must include the ability to hold funds, make loans, enter into loan agreements, and collect repayments.

This opinion must cite the relevant state law(s) or local ordinance(s) that allow you access to sites and the authority to manage an RLF. The counsel's legal opinion must be attached to the grant proposal.

Envirologic is proposing to prepare an application (grant proposal). The grant proposal would include detailed information about the community, potential sites where RLF funds could be utilized, program description and feasibility of success, a proposed budget, a description of how the required cost share will be secured, a plan for involving the community, a description of community partnerships, program benefits and programmatic capabilities.

Envirologic will prepare application materials, organize efforts to secure letters of support, and obtain the required support letter from the State of Michigan. Envirologic will organize up to two meetings to discuss the use of a BCRLF grant and elicit input from the BRA, staff and stakeholders on programmatic capabilities and existing programs that can be used to manage this grant. For example, existing capabilities used to manage EDC revolving loan funds could be used to provide credit evaluations, loan review processes, and other financial management practices.

II. Compensation

Compensation for services provided under this Work Order will be completed on a time and materials basis invoiced at the rates provided in the Contract for Professional Services between ENVIROLOGIC and CLIENT not-to-exceed the budget detailed below without prior authorization from the KCBRA.

BCRLF Grant Proposal	\$3,000
Application Preparation, Project Strategy development, supporting materials and expenses	
Total Estimated Cost	\$3,000

III. Schedule

Work performed under this Work Order will be initiated upon authorization to proceed as directed by the KCBRA. Activities are estimated to take six to eight weeks.



2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

Remit payment to:
 Envirologic Technologies, Inc.
 2960 Interstate Parkway
 Kalamazoo, MI 49048

Kalamazoo County Brownfield Redevelopment Authority (1020)
 Lee Adams
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice number 00465
 Date 10/16/2014

Project **130307 Kalamazoo County Brownfield Redevelopment Authority - Vacant**

INVOICE: Through Sep 28, 2014

ACT 381 WORK PLAN
 ACT 381 WORK PLAN
 Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	3.00	140.00	420.00
Act 381 Work Plan subtotal			420.00
		Invoice total	420.00

Kalamazoo County Brownfield Redevelopment Authority
 County #247-000-808.00
 Brownfield EA and Admin
 Budget and Cost Summary

Number	Project	W.O.	Site/Phase	Budget Estimates		Actual				
				Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
			Brownfield EA and Admin. 247-000-808.00							
B	4		Review of TIF Reimbursement Requests	\$ 1,500.00	\$ 1,500.00	27496	10/4/2011	\$ 335.94		
			P.O. #008582			27551	11/14/2011	\$ 810.00		
			P.O. CLOSED OUT			27576	12/13/2011	\$ 317.50	\$ -	
			Project Subtotal	\$ 1,500.00	\$ 1,500.00		Project Subtotal	\$ 1,463.44		\$ -
120215	6		General Environmental Review	\$ 1,500.00	\$ 1,500.00	27993	6/8/2012	\$ 210.00		
			P.O. #8897			28069	7/9/2012	\$ 521.38		
			P.O. CLOSED OUT			28454	11/15/2012	\$ 150.00		
						28557	12/18/2012	\$ 150.00	\$ -	
			Project Subtotal	\$ 1,500.00	\$ 1,500.00		Project Subtotal	\$ 1,031.38		\$ -
	9		General Environmental Review	\$ 2,500.00	\$ 2,500.00	29840	4/17/2014	\$ 717.50	\$ 1,782.50	
			P.O. #9853			00203	8/5/2014	\$ 210.00	\$ 1,572.50	
						00458*	10/16/2014	\$ 472.50		
			Project Subtotal	\$ 2,500.00	\$ 2,500.00		Project Subtotal	\$ 1,400.00		\$ 1,100.00
130129	1		Kartar #6, 306 N. Grand, Schoolcraft, MI							
			Phase I ESA	\$ 2,400.00	\$ 2,400.00	28951	6/12/2013	\$ 2,400.00	\$ -	
			File Review	\$ 2,000.00	\$ 2,000.00	28951	6/12/2013	\$ 171.43	1,828.57	
						29031	7/18/2013	\$ 1,858.57	(30.00)	
			Brownfield Plan and Act 381 Work Plan	\$ 4,000.00	\$ 4,000.00	29031	7/18/2013	\$ 1,250.18	2,749.82	
						29098	8/13/2013	\$ 1,383.75	1,366.07	
						29427	11/13/2013	\$ 1,336.25	29.82	
	3		A- Demolition Observations/Assessment	\$ 2,000.00	\$ 2,000.00	29520	12/10/2013	\$ 2,011.60	(11.60)	
			Additional approved budget if needed	\$ 1,000.00	\$ 1,000.00	29660	1/22/2014	\$ 650.00	350.00	
			Project Subtotal	\$ 11,400.00	\$ 11,400.00		Project Subtotal	\$ 11,061.78		\$ 338.22
130307	2		Project Spartan - Midlink Business Park							
			A - Phase I ESA	\$ 3,000.00	\$ 3,000.00	29337	10/18/2013	\$ 3,008.75	(8.75)	
			B- Phase II ESA	\$ 15,900.00	\$ 15,900.00	29337	10/18/2013	\$ 13,994.66	1,905.34	
						29526	12/10/2013	\$ 1,914.35	(9.01)	
			C- BEA	\$ 2,000.00	\$ 2,000.00	29526	12/10/2013	\$ 2,001.25	(1.25)	
			D- Section 7a Compliance Analysis (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29526	12/10/2013	\$ 2,990.00	10.00	
			Work Order #2 - Amendment #1	\$ 1,500.00	\$ 1,500.00	29761	3/19/2014	\$ 551.84	948.16	
						29925	4/30/2014	\$ 360.76	587.40	
	6		E- General Brownfield Consulting	\$ 3,000.00	\$ 3,000.00	29526	12/10/2013	\$ 1,960.00	1,040.00	
						00465*	10/16/2014	\$ 420.00	620.00	
			F- Act 381 Work Plan	\$ 4,000.00	\$ 4,000.00	29526	12/10/2013	\$ 4,113.75	(113.75)	
			Project Subtotal	\$ 32,400.00	\$ 32,400.00		Project Subtotal	\$ 31,315.36		\$ 1,084.64
130367	4		9008 Portage Road, Former Bud's Auto Service							
			A - Phase I ESA	\$ 2,300.00	\$ 2,300.00					
			B- BEA/Section 7a CA (Due Care Plan)	\$ 2,700.00	\$ 2,700.00					
			C- Brownfield Plan	\$ 2,500.00	\$ 2,500.00					
			Work Order 4a - Amendment for Due Care Activities	\$ 3,500.00	\$ 3,500.00					
	8		D - Act 381 Work Plan	\$ 2,500.00	\$ 2,500.00	29414	11/12/2013	\$ 6,209.06	7,290.94	
						29630	1/16/2014	\$ 330.44	6,960.50	
						00072	6/19/2014	\$ 351.25	6,609.25	
						00123	7/10/2014	\$ 1,428.75	5,180.50	
						00359	9/18/2014	\$ 1,497.13	3,683.37	
			Project Subtotal	\$ 13,500.00	\$ 13,500.00		Project Subtotal	\$ 9,816.63		\$ 3,683.37
130368	5		2015 Lake Street, J&L Motor X-Press							
			A - Phase I ESA	\$ 2,500.00	\$ 2,500.00					
			B- Phase II ESA	\$ 7,000.00	\$ 7,000.00					
			C- BEA/ Section 7a CA (Due Care Plan)	\$ 2,500.00	\$ 2,500.00					
						29415	11/12/2013	\$ 10,552.12	1,447.88	
						29527	12/10/2013	\$ 483.75		
			Project Subtotal	\$ 12,000.00	\$ 12,000.00		Project Subtotal	\$ 11,035.87		\$ 964.13
130388	7		Former Fox River Paper Mill (Hov-Aire Parcel)							
			A - Phase I ESA	\$ 4,000.00	\$ 4,000.00	29521	12/10/2013	\$ 4,000.00	-	
			B- BEA/ Section 7a CA (Due Care Plan)	\$ 3,000.00	\$ 3,000.00	29523	12/10/2013	\$ 3,000.00	-	
			Project Subtotal	\$ 7,000.00	\$ 7,000.00		Project Subtotal	\$ 7,000.00		\$ -
140154	10		The Corner @ Drake Development							
			A- Brownfield Plan	\$ 4,000.00	\$ 4,000.00	29926	4/30/2014	\$ 875.00	\$ 5,125.00	
			Budget Amendment #1 - approved 9-25-14	\$ 2,000.00	\$ 2,000.00	00248	8/11/2014	\$ 1,471.25	\$ 3,653.75	
						00362	9/19/2014	\$ 1,653.75	\$ 2,000.00	
						00464*	10/16/2014	\$ 1,165.00	\$ 835.00	
			Project Subtotal	\$ 6,000.00	\$ 6,000.00		Project Subtotal	\$ 5,165.00		\$ 835.00
140175	11		Chem Link Acquisition of Former Apollo Plastics							
			A - Phase I ESA, BEA, Due Care	\$ 6,000.00	\$ 6,000.00	29924	4/30/2014	\$ 2,751.75	\$ 3,248.25	\$ 3,248.25
						00073	6/19/2014	\$ 3,049.54	\$ 198.71	\$ 198.71
			B- Phase II ESA	\$ 8,000.00	\$ 8,000.00					
			C - Brownfield Plan and Act 381 Work Plan	\$ 7,000.00	\$ 7,000.00	00212	8/6/2014	\$ 655.95	\$ 6,344.05	
			Project Subtotal	\$ 13,000.00	\$ 13,000.00		Project Subtotal	\$ 6,457.24		\$ 6,542.76
			Total Project Budgets	\$ 100,800.00	\$ 100,800.00		Total	\$ 85,746.70		\$ 14,548.12



2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

Remit payment to:
 Envirologic Technologies, Inc.
 2960 Interstate Parkway
 Kalamazoo, MI 49048

Kalamazoo County Brownfield Redevelopment Authority (1020)
 Lee Adams
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 206
 Kalamazoo, MI 49007

Invoice number 00458
 Date 10/16/2014

Project **120215 Kalamazoo County Brownfield Redevelopment Authority - Genera**

INVOICE: Through Sep 28, 2014

GENERAL ENVIRONMENTAL REVIEW WORK ORDER #6 COUNTY #247-000-808.00 -
 PO # 9853 -PROFESSIONAL TIME
 Professional Fees

	Hours	Rate	Billed Amount
Senior Project Manager			
David A. Stegink			
Professional Services	4.50	105.00	<u>472.50</u>
General Environmental Review Work Order #6 County #247-000-808.00 - subtotal			472.50
		Invoice total	<u><u>472.50</u></u>



Department of Planning & Community Development

201 West Kalamazoo Avenue · Kalamazoo, Michigan 49007-3777
Phone: (269) 384-8112 · Fax: (269) 383-8920
Lotta Jarnefelt, Director

Memorandum

To: Potential Applicants for Brownfield Assessment Grant Funding

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), has limited funding to assist with the redevelopment of Brownfield Sites within Kalamazoo County. This funding must be used for eligible activities on eligible sites including the following:

- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- Baseline Environmental Assessments
- Due Care Plans and
- Clean-up Planning.

Project funding will be considered by the Authority on a case-by-case basis considering the merits of the proposed project and the funding needed. Criteria for project consideration will include evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All approved activities will be conducted by the County's authorized environmental consultant.

All applications must be accompanied by a non-refundable \$1,500 fee. Please note that should a Brownfield Plan become necessary, an additional \$1,000 fee for its development will be required. Either fee may be waived at the discretion of the Authority in circumstances they deem appropriate.

All applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the application.

Both the application (and the conditional reimbursement agreement) can be found on the KCBRA web page – <http://www.kalcounty.com/directory/boards/brownfield.htm> .

You should contact us at phone or fax above or the following email – lmjarn@kalcounty.com. Pre-application contact is highly recommended and will be beneficial to our common interests.

Please provide general information about your project in a cover letter to the Kalamazoo County Brownfield Redevelopment Authority (KCBRA), in care of Lotta Jarnefelt at the address above. The Proposed Project Application must be completed and submitted with your cover letter. Depending on the stage of your project, information may be preliminary or developing. Therefore, please provide as much information as you can at this time. Please make sure you inform us of

your project timeline requirements or flexibility so that we can relate them to KCBRA timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

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. At the meeting when your request is heard you should be present; you will be advised of that date.

Again, if you have any questions, comments or concerns, please do not hesitate to contact us. Kalamazoo County appreciates your interest in the redevelopment of our community.

Best regards,

Lotta Jarnefelt

Lotta Jarnefelt, Director
Planning and Community Development Department

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

PROPOSED PROJECT APPLICATION

The Kalamazoo County Brownfield Redevelopment Authority has funding currently to assess potentially contaminated or contaminated sites (Brownfields) in Kalamazoo County. Funding may be used for certain eligible activities including: Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Plans and Clean-up Planning, e.g. Creation of a site specific Brownfield Redevelopment Plan. All approved funded activities must be conducted by the County's authorized environmental consultant Envirologic Technologies, Inc.

There is a required application fee as follows: All applications must be accompanied by a non-refundable \$1,500 fee. Please note that should a Brownfield Plan become necessary, an additional \$1,000 fee for its development will be required.

All applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of this application (pp. 7/8)

Please provide general information about your project in a cover letter to the Kalamazoo County Brownfield Redevelopment Authority (KCBRA), in care of Lotta Jarnefelt at KCBRA, Room 101, 201 W. Kalamazoo Avenue, Kalamazoo, MI. 49007

You should contact us at phone (269) 384-8112) or the following email – lmjarn@kalcounty.com. Pre-application contact is highly recommended, will be beneficial to our common interests, and will avoid unnecessary delays in processing your application

This application has been developed for interested parties requesting potential Brownfield funding on a redevelopment project within Kalamazoo 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 will include evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community.

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. Completed applications include: a cover letter, all application form filled out, and Exhibit A and the appropriate authorized signature to all the documents.

You must be present at the BRA meeting when your request is heard; you will be advised of that date and location when it is scheduled. Please note that the BRA meets monthly on the 4th Thursday of the month, we request the minimum 10 day lead time.

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

1. Date of Application: 8/26/2014

Business Information:

2. Name of Applicant: Central Manufacturing Services, LLC

3. Business Address: 612 4th Street PO Box 151
Three Rivers MI 49093

4. Business Telephone Number: 269-279-7405

5. Contact Person(s): JAMIE CLARK Title: President

6. Contact Person(s) Telephone Number: 269-279-7405

7. Contact Person(s) Fax Number: 269-273-1407

8. Contact Person(s) Email Address: JAMIE@CMSTRUCKS.COM

9. Entity Type: Proprietorship Partnership Corporation
 Other (specify): _____

10. Describe nature and history of business: Logistics

11. List similar projects developed over the last five years (if any): 8975 SHAWER ROAD
Former ESSEX Property - 2 Parcels - New Shop,
15401 INDUSTRIAL DR. SCHOOLCRAFT, 2015 LAKE ST

Proposed Project Site Information:

12. Address(es): 555 EAST ELIZA ST, SCHOOLCRAFT MI

13. Tax I.D.(s) (If known): Not known

14. Present Owner(s): ELC / Bank owned

15. Date Present Owner(s) Acquired Property (If known): Not known

16. Does applicant have land control:
 No
 Yes

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

Purchase Agreement Attached17. Any currently known environmental issues? YES18. Is applicant a liable party for environmental issues at site? No Yes19. Is access to site permitted? No Yes20. Project type: New Relocation Expansion Rehabilitation

21. Project Size: Parcel size (acres): _____

Existing building area (square feet): 99,970 SQUARE FEETNew building area (square feet): N/A

22. Project timeline (Proposed or Actual):

Start date: November 1, 2014 Completion Date: January 2016

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

Business Plan Financial Commitments Architectural/Site Plans
 Market Analysis Environmental Information/Reports

Tax Base Information:24. Total Investment Anticipated: \$ 600,000⁰⁰ - \$ 800,000⁰⁰

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.

25. Eligible activities for which potential funding may be sought:

Phase I ESA Phase II ESA BEA Due Care Clean-up Planning

26. Current State Equalized Value: \$ _____

27. Estimated State Equalized Value after Project Completion: \$ _____

Employment Information:

28. Full Time Equivalent (FTE) Employees:

FTE Jobs Retained: 5 FTE Jobs Created: 3-5

Exhibit A to Grant Application – Subject to Modification by Authority – 05-08-2011

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made as of 8/24, 2014 by and between "Central Mfg Services" ("Applicant") and The Kalamazoo County Brownfield Redevelopment Authority (the "Authority").

The Applicant has applied to the Authority for funding for Brownfield Assessment and Planning (the "Funds"). The Applicant desires to use the Funds to pay for the costs of *"list of proposed eligible activities i.e. Phase I and II environmental site assessment, baseline environmental assessment, due care plan, creation of a Brownfield plan and similar and related costs"* (the "Costs") to be incurred in connection with the Applicant's proposed acquisition and development of the property and facility at Schoolcraft Michigan, currently owned by _____ (the "Site"). If the Authority grants the application of the Applicant for Funds, the Authority may incur Costs, or obligate itself to incur Costs, on behalf of the Applicant. To induce the Authority to act favorably on the Applicant's application and assure the Authority that the Applicant will reimburse the Authority for any Costs incurred by it if Applicant does not consummate acquisition and development of the Site within one year, the Applicant and Authority are hereby entering into this Reimbursement Agreement.

Accordingly, the Applicant and the Authority, in consideration of the foregoing premises and for other good and valuable consideration, hereby agree as follows, intending to be legally bound:

1. Agreement to Reimburse Authority. If the Authority incurs Costs on behalf of the Applicant with respect to the Site, and if the Applicant fails to consummate the purchase of the Site and commence development of the site within 12 months for any reason, the Applicant will reimburse the Authority for all such Costs incurred by the Authority.

2. Reimbursement Procedure. The Authority may request reimbursement of Costs at any time after the Authority determines in its reasonable judgment that it is entitled reimbursement pursuant to Section 1 above. Such request shall be in writing and shall be accompanied by receipts or other documentation reasonably sufficient to establish the veracity and amount of the Costs being requested for reimbursement. The Applicant shall reimburse the Authority within 30 days after receiving such a written request for reimbursement.

3. Funding Guarantee. The Authority does require posting of security to secure reimbursement to the Authority for Costs. The security could include, at a minimum, a personal guarantee of funds or property or assets as appropriate to assure the Authority that the Applicant will either follow through with the planned activity or reimburse the Authority its Costs.

4. Effective Time; Termination. This Agreement shall govern and become operative if and when the Applicant's application for Funds is approved and the Authority incurs Costs; the Agreement shall then continue in full force and effect until the earlier of (i) commencement of development by Applicant or (ii) reimbursement of all Costs by Applicant. If Applicant's application is not approved or the Authority does not incur any Costs with respect thereto, this Agreement shall be null, void and of no further effect.

5. Miscellaneous. This Agreement: shall be governed by the internal laws of the State of Michigan; may be signed in one or more counterparts, each of which shall be enforceable as an original; may only be amended by further written agreement of the Authority and the Applicant; is intended to be legally binding on the parties and their successors and assigns; and constitutes the entire understanding of the parties with respect to its subject matter.

In witness of their agreement to be legally bound by the terms of this Reimbursement Agreement, the Authority and the Applicant have set forth their signatures below by their duly authorized representatives.

Kalamazoo County Brownfield Redevelopment Authority

By: _____

Its: _____

pursuant to resolution of the Authority dated _____

Developer 

By: Charles "Jamie" Clark
Authorized Agent

Address of Developer:

NAME: JAMIE CLARK c/o CMS

Street/Number 612 4th St PO Box 151

City, State, Zip Three Rivers MI 49093

Phone 269-279-7405

Fax 269-273-1407

Email JAMIE@CMSTRUCKS.COM