
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, July 28, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

AGENDA

1. Call to Order: 4:00
2. Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of June 23, 2016
5. Citizens Comments (*4 minutes each / Please state name and address*)
6. Consent Agenda – Invoices
 - a. **\$ 1,570.00** – Envirologic related to WO#25 - Metal Mechanics
 - b. **\$ 8,314.35** – Staff 2nd Quarter Administrative Expenses (April-June)
7. Financial Reports
 - a. **Discussion:** Fund 247
 - b. **Discussion:** Audit 2015
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 555 Eliza Street
 - i. Envirologic Invoice related to WO#21 MDEQ Loan work: **\$1,046.25**
 - ii. Quarter 3 Report – Loan Report
 - iii. Quarter 3 Report – Grant Report
 - b. **Discussion/Action:** Reimbursement Agreement Template – proposed changes to this agreement were not voted on during the May 26, 2016 meeting
 - c. **Discussion:** Personal Property Tax Reform
 - i. Submitted 2016 for Brown July 15, 2016 – expected reimbursement **\$1,177.95**
 - ii. Midlink – 2016 – not submitted
 - d. **Discussion/Action:** EPA Grant Planning
 - i. Grant Forms – Authorizing Chair to sign – Assurances
 - ii. Priority list from last grant – summary of Project and Finance Committee discussion
 - iii. RFP
 1. Issuance
 2. Structure
 - e. **Discussion/Action:** 232 LLC Development Agreement Addendum
9. Staff Report
 - a. Vicksburg Mill Update
 - b. Envirologic Project Updates – Metal Mechanics, Pro Services

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting August 11, 2016, 9:00 a.m.
- b. Project/Finance Committee – Tentative - August 11, 2016, 4:00 p.m. – Committee topics?
- c. Executive Committee – Tentative - August 12, 2016, 8:30 a.m. – Committee topics?
- d. PR/Media Committee –

11. Other

12. Board Member Comments

13. Adjournment

Next Meeting: 4th Thursday – August 25, 2016 at 4pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four (4) business days notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

Rachael Grover
Resource Coordinator, Planning and Community Development
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007
TELEPHONE: (269)384-8305

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, June 23, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Andy Wenzel, Joe Agostinelli, Julie Rogers, Douglas Milburn, Christopher Carew, Tim Hudson, Habib Mandwee, Ken Peregón

Members Excused: James Spurr, Travis Grimwood, Thell Woods

Kalamazoo Township: None

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Zeña Vos and Rachael Grover

Community: 3

1. Chair Agostinelli called the meeting to Order at 4:03 p.m.
2. Members Excused: Travis Grimwood, Thell Woods, James Spurr
3. Approval of the Agenda: **Wenzel moved and Mandwee seconded the approval of the agenda. Motion Carried.**
4. Approval of Minutes: Correction: Peregón was not in attendance. Additionally, on 8d, the \$11.83 is from the Portage Road Project. Under number 11-Other add "Vicksburg Mill" before Developer in first sentence. **Carew moved and Hudson seconded the approval of May 26, 2016 minutes as amended. Motion Carried.**
5. Citizens Comments: Jeff Hawkins of Envirologic Technology as citizen. On behalf of Envirologic, headquartered in Kalamazoo, a contract consultant of KCBRA, Mr. Hawkins expresses his appreciation for the opportunity to serve the KCBRA, the County and the community. He is hopeful as the Authority moves forward in selecting a company for the grant that they get an opportunity to be part of it, either being selected or through the RFP process. He believes Envirologic demonstrates the experience, knowledge, and capabilities to continue to support the KCBRA.
6. Consent Agenda – Invoices
 - a. **\$140.00** – Envirologic related to WO#17 - General Environmental Review
 - b. **\$262.50** – Envirologic related to WO#24 – Kalamazoo West Prof., Brownfield Plan
 - c. **\$ 86.25** – Envirologic related to WO#25 - Metal Mechanics**Mandwee moved and Rogers seconded the approval of consent agenda. Motion carried.**
7. Financial Reports
 - a. **Discussion:** Fund 247
Grover presented information from spreadsheet.
 - b. **Discussion/Action:** Budget 2017
2017 Proposed budget will be submitted to Finance.
2017 Proposed 247-000 account is for general expenditure. Staff time plus contract legal counsel is anticipated to be at least \$56,000. Rogers supports this amount at a minimum. Grover stated the budget can be adjusted later in the year.

National EPA Brownfield Conference is in December of 2017 in Pittsburgh. The grant will cover 4 members to attend the conference.

Wenzel moved and Hudson seconded the approval of the budget to be submitted as presented. Motion Carried.

8. Discussion and/or Action Calendar

a. **Discussion/Action:** Part II Application Pro Services, City of Portage

The Authority has not received and approved the Part II Application. Pro Services has contracted with Envirologic to complete the Brownfield Plan and Envirologic has submitted a Draft of the Brownfield Plan to Pro Services for review. Tabled until Part II Application and Application fee are received.

b. **Discussion/Action:** 555 Eliza Street, Village of Schoolcraft

- i. Envirologic Invoice related to WO#21 MDEQ Loan work: **\$3,800.00**
Hawkins stated they are finalizing the design of the sub-slab vapor extraction system.

Hudson moved and Peregon seconded the approval of WO#21 in the amount of \$3,800.00. Motion Carried.

- ii. Administrative Expenses for Quarterly Reporting – Grant expense
Tabled for July meeting.

c. **Discussion/Action:** Brown LSRRF Transfer - **\$6,479.70**

Peregon moved and Mandwee seconded the approval of fund transfer from the Brown Family Holding Plan Account to the Local Site Remediation Revolving Fund Account. Motion Carried.

d. **Discussion/Action:** TIF Reimbursements

- i. Midlink – check to 5200 East Cork Street Investors – total **\$65,612.86** (includes \$64,632.46 from local TIR and \$980.40 from State School TIR)
- ii. General Mills - **\$9,037.73** (from Local TIR)

Rogers moved and Wenzel seconded the approval of TIF reimbursement to Midlink and General Mills. Motion Carried.

- iii. Gesmundo, LLC - **\$78,596.50** (from Local TIR – No School TIR collected)
Grover stated \$27,502 due to the KCBRA includes the 2014 administrative expenses that were approved last year and additional money spent on the project for eligible costs of the KCBRA.

Hudson moved and Peregon seconded the approval of TIF reimbursement to Gesmundo, LLC. Motion Carried.

e. **Discussion/Action:** Reimbursement Agreement Template – proposed changes to this agreement were not voted on during the May 26, 2016 meeting.

During the discussion at last month's meeting, the Board conceptually agreed with the Reimbursement Agreement language but moved to the discussion regarding the Development Agreement. There was not a separate vote on the Reimbursement Agreement.

Board requested additional revisions to make language more consistent with the newly added language. Staff will edit. *Tabled for next meeting.*

f. **Discussion:** Personal Property Tax Reform

- i. Submitted 2015 for Brown; 2016 due July 15, 2016

Staff submitted 2015 loss in Increased Taxable Value for PPT – Michigan Treasury reimbursed the KCBRA for \$782.00. Staff will submit for 2016 by July 15th due date.

ii. Midlink – 2016 due July 15, 2016

Grover noted she doesn't have assessor info yet regarding taxable values and who filed a PPT exemption. Grover will try to get the numbers and will submit if possible.

g. **Discussion/Action:** Consultant contracts – Environmental and Legal

Agostinelli noted that KCBRA does not have an obligation to do a new RFP for General Environmental Consulting and the KCBRA can choose to renew the environmental consultant contract. They have extended in the past.

The Contract with Enviologic Technologies is through December 31, 2016.

Environmental consultant contract discussion tabled for later in the meeting during discussion of EPA Grant RFP in item 8.h.iv.

Regarding legal contract with Varnum - Agostinelli expressed support to extend the legal contract with Varnum for another year. Board members expressed value for not needing to re-familiarize legal counsel with projects and KCBRA needs.

h. **Discussion/Action:** EPA Grant Planning

i. Grant Forms – Authorizing Chair to sign EPA required forms

EPA Work plan that is due July 15, 2016. Enviologic is reviewing the draft Work Plan.

EPA Certification forms and Federal FORM-SF424 need KCBRA signature for submittal with EPA Work Plan on July 15th.

The Board considers the following EPA required forms separately:

a. EPA Form 6600-06 Certification Regarding Lobbying:

Carew moved and Hudson seconded the approval authorizing the Chair to execute the Lobbying Form on behalf of the Board. Motion Carried.

b. Form SF-424 was submitted with via grants.gov at the time of the original application submittal in December 2015, but EPA suggested changes. Changes have been added – the form is revised for Chair to sign as authorized representative for the KCBRA:

Hudson moved and Peregón seconded the approval authorizing the Chair to execute the Application for Federal Assistance SF-424 Document. Motion Carried.

c. Pre-Award Compliance Form

Grover sent form to Thom Canny and he advised that it's ok to fill out the form from Authority's perspective.

On #7, Thom Canny advised to add equal opportunity language to the KCBRA Application and notices.

Mandwee moved and Wenzel seconded authorizing the Chair to sign the Pre-Award Compliance Review Report on behalf of the Board following additional review and input from County Legal Counsel. Motion Carried.

Grover will add the equal opportunity language on the Application, meeting notices, and website.

- ii. Priority list from last grant – page 20 in packet.

Hawkins stated that for the Questionnaire regarding priority brownfield sites, to start with the MDEQ list and solicit information about sites from various participants. In the past, a task force of KCBRA members was created. This time community members may be included.

Project and Finance Committee meeting is July 14, 2016 and will discuss site prioritization.

Agostinelli and Grover met with City of Kalamazoo Economic Development regarding the EPA grant and how to work together on City projects with some of the EPA grant funds. The City would like to take the lead on the project with the Brownfield Plan but is open to reimbursing the KCBRA thru TIF for eligible costs where the site assessment grant is utilized.

- iii. Work Group/Committee – Current committees will be assigned tasks as needed with the EPA grant.
- iv. RFP

Rogers moved and Agostinelli seconded the possibility of doing an RFP for environmental work for EPA Grant.

Discussion regarding the possibility of an RFP occurred. The Executive Committee will discuss EPA grant RFP on July 8, 2016 at 8:30 a.m.

Rogers withdrew the motion.

- i. **Discussion/Action:** Staff Training – Grover IEDC Economic Development Basic Course Okemos - September 12-15: **Total cost estimated \$1,450:** includes \$850 tuition, \$270 hotel estimate (3 nights hotel @ \$75 + tax per night), per diem \$59/day, mileage - \$86.

Rogers moved and Mandwee seconded the approval of Staff Training for Grover to attend the IEDC and expenses not to exceed \$1,450. Motion Carried.

9. Staff Report

- a. Vicksburg Mill Update

Another meeting is scheduled for next week. The Developer will discuss their Pro forma. They do not have official approval from MEDC but they have been working with MEDC so they have draft of numbers. There will be some significant damage to the foundation if some roof damage is not taken care of before winter. The Vicksburg BRA is meeting with attorneys on Monday to see if they have funding available from the Angel's Crossing Brownfield project to help spend on this project.

The Treasurer still owns the large parcel of that property and Envirollogic has been working with the Treasurer on some demolition.

- b. 232 LLC updates

Grover noted that the owners decided not to amend the Brownfield Plan to include the school tax capture so an Act 381 Work Plan will not be submitted. The Development Agreement expired December 31, 2015 and needs to be amended to extend the time for completion of the project.

232 LLC has a deadline to complete construction for their Michigan Brownfield Tax Credit and they need to have the occupancy permit by end of August. Their lawyer is confident they will be done by the deadline.

Grover will bring to Board Addendum #2 to the Development Agreement that includes the new tax appeal language and the extended deadline.

- c. Envirologic Project Updates – Metal Mechanics, Pro Services
Envirologic is meeting with construction company tomorrow at the Metal Mechanics property in Schoolcraft to get the eligible costs.
- d. New potential project with Land Bank and City of Kalamazoo
Grover and Agostinelli met with a developer regarding a potential project for a distilling company at a property that is owned by the Land Bank in the Edison neighborhood. The building is 20,000 sq. ft. and in bad shape, there's a part of the roof that has collapsed. It qualifies as a facility under Act 381 and should qualify for Historic Tax Credits. Envirologic did the Phase I and it is recommended to have a Phase II. The City would like to take the lead on this project.

10. Committees - times dates and places

- a. Land Bank Report – Meeting was today, June 23. Next meeting August 11, 9:00 a.m.
The Land Bank owns the Merchant Publishing Site – Rogers spoke with Land Bank about this property in the City of Kalamazoo.
- b. Project/Finance Committee – Will meet July 14th, 4:00 p.m. to discuss Grant Site prioritization
- c. Executive Committee – Will meet Friday, July 8th, 8:00 a.m. to discuss RFP for EPA grant consultant
- d. PR/Media Committee – *Connect* (Public Media Network) interview
Rogers, along with Hawkins and Agostinelli, went to Midlink and videotaped an interview with Public Media Network regarding the EPA Grant. Hawkins gave a little bit of history of Brownfield, Rogers gave the historic perspective and Agostinelli talked about the economic development angle. It should air first of July. Grover will notify the Board when it is available. The video will also be available to watch online.
Grover mentioned that PMN may also be interested in doing a story about a specific project.

11. Other

Agostinelli shared, they received the placeholder Brownfield plan for the Checker site. It is a \$30-\$40 million investment, \$20 million taxable value increment, and eligible brownfield activity estimated at \$15 million. Capture would start in 2019. Attorney working on Brownfield Plan is planning to coordinate a meeting with the City, KCBRA, and Kalamazoo Township.

Grover will send the draft BF Plan to the Board.

Hawkins shared that Envirologic Tech was selected as one of 15-16 Consultants approved for MSHDA's 2016 Pre-Qualified Environmental Consultant list.

12. Board Member Comments

Hudson noted that he was present at the May 26th KCBRA meeting.

13. Adjournment @5:52 p.m.

Next Meeting: 4th Thursday – July 28, 2016 at 4pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02541
Date 07/18/2016
Project **160079 Metal Mechanics**

INVOICE: Through Jun 30, 2016

BROWNFIELD PLAN AND DATA REVIEW WORK ORDER #25

Professional Fees

	Hours	Rate	Billed Amount
Senior Project Manager David A. Stegink Professional Services	7.00	115.00	805.00
Project Scientist Alexander B. Amos Professional Services	6.25	85.00	531.25
Caitlin M. Andler Professional Services	2.75	85.00	233.75
Phase subtotal			1,570.00
		Invoice total	1,570.00

We accept Check, ETF, Visa, MC Discover & Amex as payment options

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

Number		Site/Phase	Budget Estimates		Actual				
Project	W.O.		Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
		Brownfield EA and Admin. 247-000-808.00							
150063	17	General Environmental Review	\$ 3,500.00	\$ 3,500.00	00848	2/19/2015	\$ 300.00	\$ 3,200.00	\$ 3,200.00
		Amendment #1 - Approved 12-17-15	\$ 5,000.00	\$ 5,000.00	01015	4/15/2015	\$ 140.00	\$ 3,060.00	\$ 3,060.00
					01112	5/20/2015	\$ 1,206.25	\$ 1,853.75	\$ 1,853.75
					01129	6/3/2015	\$ 161.25	\$ 1,692.50	\$ 1,692.50
					01321	7/15/2015	\$ 287.50	\$ 1,405.00	\$ 1,405.00
					01438	8/19/2015	\$ 175.00	\$ 1,230.00	\$ 1,230.00
					01473	9/8/2015	\$ 210.00	\$ 1,020.00	\$ 1,020.00
					01584	10/9/2015	\$ 140.00	\$ 880.00	\$ 880.00
					01704	11/11/2015	\$ 560.00	\$ 320.00	\$ 320.00
					01746	12/4/2015	\$ 280.00	\$ 40.00	\$ 40.00
					01903	1/12/2016	\$ 280.00	\$ 4,760.00	\$ 4,760.00
					02024	2/10/2016	\$ 235.00	\$ 4,525.00	\$ 4,525.00
					02068	3/7/2016	\$ 945.00	\$ 3,580.00	\$ 3,580.00
					02141	4/5/2016	\$ 700.00	\$ 2,880.00	\$ 2,880.00
					02297	5/13/2016	\$ 560.00	\$ 2,320.00	\$ 2,320.00
					02436	6/14/2016	\$ 140.00	\$ 2,180.00	\$ 2,180.00
		Project Subtotal	\$ 8,500.00	\$ 8,500.00			\$ 6,320.00		\$ 2,180.00
130129	1	Kartar #6, 306 N. Grand, Schoolcraft, MI							
		Project Complete	\$ 11,400.00	\$ 11,400.00			\$ 11,061.78		\$ -
130307	2	Project Spartan - Midlink Business Park							
		Project Subtotal	\$ 32,400.00	\$ 32,400.00			\$ 32,015.36		\$ -
130367	4	9008 Portage Road, Former Bud's Auto Service							
		A - Phase I ESA	\$ 2,300.00	\$ 2,300.00	29414	11/12/2013	\$ 6,209.06	7,290.94	
		B- BEA/Section 7a CA (Due Care Plan)	\$ 2,700.00	\$ 2,700.00	29630	1/16/2014	\$ 330.44	6,960.50	
		C- Brownfield Plan	\$ 2,500.00	\$ 2,500.00	00072	6/19/2014	\$ 351.25	6,609.25	
		Work Order 4a - Amendment for Due Care Activities	\$ 3,500.00	\$ 3,500.00	00123	7/10/2014	\$ 1,428.75	5,180.50	
	8	D - Act 381 Work Plan	\$ 2,500.00	\$ 2,500.00	00359	9/18/2014	\$ 1,497.13	3,683.37	
					00526	11/10/2014	\$ 210.00	3,473.37	
					01322	7/15/2015	\$ 263.75	3,209.62	
					01764	12/7/2015	\$ 3,185.00	24.62	
		Project Subtotal	\$ 13,500.00	\$ 13,500.00			\$ 13,475.38		\$ 24.62
130368	5	2015 Lake Street, J&L Motor X-Press							
		Project Complete	\$ 12,000.00	\$ 12,000.00			\$ 11,035.87		\$ -
130388	7	Former Fox River Paper Mill (Hov-Aire Parcel)							
		Project Complete	\$ 7,000.00	\$ 7,000.00			\$ 7,000.00		\$ -
140154	10	The Corner @ Drake Development							
		Project Subtotal	\$ 6,500.00	\$ 6,500.00			\$ 6,462.50		\$ -
140175	11	Chem Link Acquisition of Former Apollo Plastics							
		Project Complete	\$ 13,000.00	\$ 13,000.00			\$ 6,457.24		\$ -
140520	13	US EPA Brownfield Assessment Grant Application	\$ 3,000.00	\$ 3,000.00					
		Project Complete	\$ 3,000.00	\$ 3,000.00			\$ 3,000.00	\$ -	\$ -
140455	14	CMS, 555 E. Eliza Street, Schoolcraft, MI							
		Project Subtotal	\$ 58,700.00	\$ 58,700.00			\$ 59,425.41		\$ -
140519	16	CMS, 1819/2019 N. Pitcher Street, Kalamazoo Twp.							
		Project Subtotal	\$ 10,000.00	\$ 10,000.00			\$ 9,999.71	\$ 0.29	\$ -
150025	19	Checker Motors Site	\$ 4,000.00	\$ 4,000.00	00903	3/11/2015	\$ 1,178.75	2821.25	
		Project Subtotal	\$ 4,000.00	\$ 4,000.00			\$ 1,265.00		\$ -
150026	20	Accu Mold, 4460 Commercial Ave. Portage, MI	\$ 7,500.00	\$ 7,500.00	00902	3/11/2015	\$ 3,033.75	4466.25	
		Project Subtotal	\$ 7,500.00	\$ 7,500.00			\$ 4,948.75		\$ -
	21	Eliza Street MDEQ Grant and Loan - refer to separate spreadsheet							
150386	22	FY16 US EPA Brownfield Assessment Grant Application	\$ 3,000.00	\$ 3,000.00	01747	12/4/2015	\$ 1,655.00	\$ 1,345.00	\$ 1,345.00
					01904	1/12/2016	\$ 1,335.00	\$ 10.00	\$ 10.00
							\$ 2,990.00		\$ 10.00
150391	23	Blackbird Billiards, LLC Brownfield Plan - 3912 Douglas, Ktwp*	\$ 2,500.00	\$ 2,500.00	01763	12/7/2015	\$ 2,500.00	\$ -	\$ -
							\$ 2,500.00		\$ -
150390	24	Kalamazoo West Prof. Center, 2415 S. 11th St., Oshtemo Twp.	\$ 4,000.00	\$ 4,000.00	02298	5/13/2016	\$ 3,007.50	\$ 992.50	\$ 992.50
		Brownfield Plan -			02392	6/8/2016	\$ 262.50	\$ 262.50	\$ 730.00
							\$ 3,270.00	\$ 730.00	\$ 730.00
160079	25	Metal Mechanics	\$ 8,000.00	\$ 8,000.00	02142	4/5/2016	\$ 743.75	\$ 7,256.25	\$ 7,256.25
					02437	6/14/2016	\$ 86.25	\$ 7,170.00	\$ 7,170.00
					02541*	7/18/2016	\$ 1,570.00	\$ 5,600.00	\$ 5,600.00
							\$ 2,400.00		\$ 5,600.00
		Total Project Budgets	\$ 205,000.00	\$ 205,000.00			Total	\$ 183,627.00	\$ 8,544.62



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

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

Invoice

Invoice No.	BRA-2-2016
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DATE	DUE DATE
07/22/16	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
07/22/16	2016 BRA administration hours County Pay Periods 8-13, 04/2/2016 - 06/24/2016 BRA General (247-000-808.11 Contractual Other)			
	Rachael Grover (267 hours)	5,719.14	1	5,719.14
	Fringe Benefits 36.5%	2,087.49	1	2,087.49
	Lotta Jarnefelt (9 hours)	371.96	1	371.96
	Fringe Benefits 36.5%	135.77	1	135.77
THANK YOU! ☺		TOTAL --->		\$ 8,314.35

	Revenues	Expenditures		REV-EXP	BAL-YR	BAL-CUMUL
Brownfield Redevelopment Authority Fund 2010						
BRA TOTAL 2010	129,618	3,876		125,742	125,742	
Brownfield Redevelopment Authority Fund 2011						
BRA TOTAL 2011	104,807	81,131		23,676	23,676	149,418
Brownfield Redevelopment Authority Fund 2012						
BRA TOTAL 2012	103,091	61,190		41,901	41,901	191,319
Brownfield Redevelopment Authority Fund 2013						
BRA TOTAL 2013	112,768	162,897		-50,129	-50,129	141,190
Brownfield Redevelopment Authority Fund 247-2014						
BRA ACTUAL TOTAL 2014 AS OF 01-02-2015	108,771	185,899	0	-77,128	-77,128	64,062
BRA Fund 247 for 2015						
BRA ACTUAL TOTAL 2015 AS OF 2-08-2016	334,895	328,312.12	0	6,583	6,582.81	70,645
BRA Fund 247 for 2016						
County BRA (acct 247-000-)	7,500	16,736.69		-9,237		
Midlink local TIR tax (acct 247-001-420.00)	93,308.97	64,632.46		28,677		
Midlink school TIR tax (acct 247-001-420.01)	980.40	980.40		0		
General Mills local TIR (acct 247-004-420.00)	26,538.12	9,037.73		17,500		
General Mills school TIR (acct 247-004-420.01)				0		
Brown Family/Beckan Ind. (acct 247-002-420.00)*	7,971.18			7,971		
9008 Portage Road local TIR (acct 247-003-420.00)	67.54			68		
9008 Portage Road school TIR (acct 247-003-420.01)				0		
Corner @ Drake (247-005-420.00)	106,099.01	78,596.50		27,503		
555 E. Eliza St. Local TIR (247-006-420.00)	125.03			125		
555 E. Eliza St. School TIR (247-006-420.01)	192.63			193		
BRA ACTUAL TOTAL 2016 AS OF 6-13-2016	242,782.88	169,983.78		72,799	72,799.10	143,444
2016 Pending remaining of approved Work Orders						
WO#8 Portage (\$10,000+3500 appr 6-26 in WO#4 & 8)		25				
WO#17 - Gen Env. Consulting, Ammend. #1		2,180				
WO#19 - Checker Motors MDEQ SSA grant application		2,735	\$1179 + \$58 application			
WO#24 - Kalamazoo West Prof. BF Plan		730				
WO#25 - Metal Mechanics 400 S. 14th Street		7170				
2016 Pending TIF Payments to Developers & other expenses						
Eliza St. 2015 TIF Hold for MDEQ Loan?		602				
State BF Fund for Portage Road		72				
TOTAL		13,513.95			-13,514	129,930
MDEQ Loan - 555 Eliza Street - 247-900	Revenue	Expenses				
Receipt from MDEQ	150,000					
MDEQ Loan Contractual (247-900-808.00) - Nov. 2015 invoice		1,832.50				
Dec. 2015 Envirologic Invoice		7,269.32				
Dec. 2015 Envirologic Invoice 01877		5,528.42				
March 1 Envirologic Invoice 01948		363.75				
April 1 Envirologic Invoice 02091		1,140.00				
May 6 ET Invoice 02212		810.00				
May 13 Invoice 02313		5,831.25				
June 9 Invoice 02398		3,800.00				
Total Invoices		26,575.24		Remaining Balance of Loan		123,424.76
Local Site Remediation Revolving Fund - Fund 643	Revenues	Expenditures		REV-EXP		
LSRRF (acct 643-000-699.53) - From 2014	7,417			7,417		7,417
Transferred from Brown 7/6/2015	5,659			5,659		5,659
Transferred from Brown 12/31/2015	5,299			5,299		5,299
Fund 643 TOTAL						18,376

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02515
Date 07/14/2016
Project **150366 555 E. Eliza Street, Work Order #21**

INVOICE: Through Jun 30, 2016

VAPOR TRANSMISSION PILOT STUDY - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Project Manager				
Paul D. French				
Professional Services				
	06/01/2016	2.00	95.00	190.00
	06/03/2016	3.00	95.00	285.00
	06/06/2016	3.75	95.00	356.25
	06/08/2016	1.00	95.00	95.00
	Subtotal	9.75		926.25
	Phase subtotal			926.25

REMOVAL OF HAZARDOUS MATERIALS - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Project Scientist				
Caitlin M. Andler				
Professional Services				
	06/07/2016	0.25	80.00	20.00
	06/15/2016	0.25	80.00	20.00
	06/16/2016	0.25	80.00	20.00
	06/21/2016	0.25	80.00	20.00
	06/24/2016	0.50	80.00	40.00
	Subtotal	1.50		120.00
	Phase subtotal			120.00

Invoice total **1,046.25**

We accept Check, ETF, Visa, MC Discover & Amex as payment options



BROWNFIELD REDEVELOPMENT PROGRAM QUARTERLY REPORT AND PAYMENT REQUEST

The following information is required to receive payment for incurred costs. ALL PAGES OF THE FORM MUST BE PROVIDED QUARTERLY WHETHER OR NOT REIMBURSEMENT IS REQUESTED.

Government Unit Name: <i>Kalamazoo County Brownfield Redevelopment Authority</i>		Request #: <i>NA</i>	
Project Name: <i>CMS 555 East Eliza Street, Schoolcraft</i>		Fiscal Year: <i>2016</i>	Quarter: <i>3</i>
Purchase Order Number: <i>1</i>		Project #: <i>450484-72</i>	
Dates of Service: begin <i>Apr 1, 2016</i> end: <i>Jun 30, 2016</i>		Tracking Code: <i>2015-1242</i>	
Name of Contact Person: <i>Joe Agostinelli</i>		Contract Expires On: <i>Sep 14, 2017</i>	
Title of Contact Person: <i>Chairperson, KCBRA</i>	Phone Number <i>+1 (269) 384-8305</i>		
Remittance Address: <i>201 West Kalamazoo Avenue</i>			
City: <i>Kalamazoo</i>	State: <i>Michigan</i>	Zip Code: <i>49007</i>	

EXPENDITURES

List all expenditures for the quarter and attach invoices from contractors and subcontractors

Invoice Number	Invoice Date	Vendor	Task No.	Amount	Proof of Payment (list check number or other reference)
<i>2212</i>	<i>Apr 19, 2016</i>	<i>Envirologic Technologies</i>	<i>3 - Loan</i>	<i>\$810.00</i>	<i>480678</i>
<i>2313</i>	<i>May 13, 2016</i>	<i>Envirologic Technologies</i>	<i>2 and 3 - Loan</i>	<i>\$5,831.25</i>	<i>481347</i>
<i>2398</i>	<i>Jun 9, 2016</i>	<i>Envirologic Technologies</i>	<i>2 and 3 - Loan</i>	<i>\$3,800.00</i>	<i>482469</i>
<i>2515</i>	<i>Jul 14, 2016</i>	<i>Envirologic Technologies</i>	<i>2 and 3 - Loan</i>	<i>\$1,046.25</i>	<i>Payment pending</i>
TOTAL:				<i>\$11,487.50</i>	

PROGRESS REPORT

TASK (refer to approved work plan)	Work plan Budget Approved to Date	Invoiced This Quarter	Invoiced to Date	Activity this quarter (include progress made, status, budget, concerns, and/or problems encountered)
<i>Task 2 - Due Care and Site Investigation</i>	<i>\$70,000.00</i>	<i>\$9,230.00</i>	<i>\$15,608.99</i>	<i>Vapor Transmission Pilot Study</i>
<i>Task 3 Environmental Response</i>	<i>\$75,000.00</i>	<i>\$2,257.50</i>	<i>\$525.00</i>	<i>Hazardous Materials Removal</i>
TOTALS:	<i>\$145,000.00</i>	<i>\$11,487.50</i>	<i>\$16,133.99</i>	

Describe proposed activity next quarter including proposed date to complete

Task 2 - Sub-Slab Depressurization system design and specifications will be completed July 2016. MDEQ meeting will be scheduled prior to purchasing system components or installation services. As necessary, specifications will be developed for any bid items and bids will be sought from qualified contractors. Initial stages of system installation expected end of September 2016 or October 2016.

Task 3 - Removal action of abandoned hazardous materials expected to be complete the end of July 2016.

Brownfield Redevelopment Quarterly Report and Payment Request

Project Name: *CMS 555 East Eliza Street, Schoolcraft*

Request #: *NA*

Fiscal Year: *2016*

Quarter: *3*

[Empty rectangular box for report content]

Brownfield Redevelopment Quarterly Report and Payment Request

Project Name: *CMS 555 East Eliza Street, Schoolcraft*

Request #: *NA*

Fiscal Year: *2016* Quarter: *3*

Grant Amount:	<i>\$150,000.00</i>
Previously Billed Amount:	<i>\$16,133.99</i>
This Request:	<i>\$11,487.50</i>
Remaining Grant Balance:	<i>\$122,378.51</i>

SIGNATURE SECTION

BY SUBMITTING AND SIGNING THIS QUARTERLY REPORT, THE GRANTEE / BORROWER CERTIFIES THAT ALL WORK PERFORMED AND THE ASSOCIATED EXPENDITURES CONTAINED WITHIN THE REPORT ARE TRUE. THE GRANTEE/ BORROWER ACKNOWLEDGES THAT FALSIFICATION OF RECORDS MAY RESULT IN THE TERMINATION OF THE GRANT/ LOAN CONTRACT AND OTHER APPROPRIATE LEGAL REMEDIES.



2/20/16

Signature

Date

Joe Agostinelli

Chairperson

Printed Name

Title

Mail the completed form and TWO copies to the following address.

U.S. Mail:
 Brownfield Redevelopment Program Unit
 Remediation and Redevelopment Division, DEQ
 P.O. Box 30426
 Lansing, MI 48909

Courier:
 Brownfield Redevelopment Program Unit
 Remediation and Redevelopment Division, DEQ
 Constitution Hall, 5th Floor South Tower
 525 West Allegan Street
 Lansing, MI 48933

Note: In order for the submittal to be considered complete and in compliance with the contract:

Copies of all contractor and subcontractor invoices must be attached. For Loan projects, a bank statement showing the balance of the loan funds and interest earned (if any) must also be attached.

Progress Report and Signature pages must be completed and included with the submittal.

All three parts of this form must be submitted quarterly whether or not there have been expenditures.

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02212
Date 04/19/2016
Project **150366 555 E. Eliza Street, Work Order #21**

INVOICE: Through Mar 31, 2016

REMOVAL OF HAZARDOUS MATERIALS - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Senior Project Manager David A. Stegink Professional Services	03/23/2016	2.00	105.00	210.00
Project Scientist Anna M. Jones Professional Services	03/11/2016	1.00	80.00	80.00
Caitlin M. Andler Professional Services	03/23/2016	1.50	80.00	120.00
	03/31/2016	5.00	80.00	400.00
	Subtotal	6.50		520.00
	Phase subtotal			810.00
			Invoice total	810.00

We accept Check, ETF, Visa, MC Discover & Amex as payment options

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02313
Date 05/13/2016
Project **150366 555 E. Eliza Street, Work Order #21**

INVOICE: Through Apr 30, 2016

VAPOR TRANSMISSION PILOT STUDY - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
CAD Designer/Drafter				
Michelle A. Bell				
Professional Services				
	04/06/2016	0.50	90.00	45.00
	04/07/2016	2.00	90.00	180.00
	04/12/2016	2.00	90.00	180.00
	04/13/2016	1.50	90.00	135.00
	04/18/2016	0.50	90.00	45.00
	Subtotal	6.50		585.00
Project Manager				
Paul D. French				
Professional Services				
	04/04/2016	4.00	95.00	380.00
	04/05/2016	4.00	95.00	380.00
	04/06/2016	2.25	95.00	213.75
	04/07/2016	1.25	95.00	118.75
	04/08/2016	2.50	95.00	237.50
	04/11/2016	3.50	95.00	332.50
	04/12/2016	3.75	95.00	356.25
	04/13/2016	3.00	95.00	285.00
	04/15/2016	8.50	95.00	807.50
	04/17/2016	3.75	95.00	356.25
	04/18/2016	0.50	95.00	47.50
	04/20/2016	0.75	95.00	71.25
	Subtotal	37.75		3,586.25
Project Scientist				
Derrick A. Lingle				
Professional Services				
	04/14/2016	2.25	80.00	180.00
	04/15/2016	8.50	80.00	680.00

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02398
Date 06/09/2016
Project **150366 555 E. Eliza Street, Work Order #21**

INVOICE: Through May 31, 2016

VAPOR TRANSMISSION PILOT STUDY - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
CAD Designer/Drafter				
Michelle A. Bell				
Professional Services				
	05/11/2016	4.50	90.00	405.00
	05/12/2016	4.50	90.00	405.00
	05/13/2016	4.50	90.00	405.00
	05/16/2016	2.50	90.00	225.00
	05/17/2016	1.50	90.00	135.00
	Subtotal	17.50		1,575.00
Project Manager				
Erik D. Peterson				
Professional Services				
	05/26/2016	2.50	95.00	237.50
Paul D. French				
Professional Services				
	05/11/2016	2.50	95.00	237.50
	05/19/2016	3.50	95.00	332.50
	05/20/2016	2.75	95.00	261.25
	05/31/2016	3.25	95.00	308.75
	Subtotal	12.00		1,140.00
Project Scientist				
Derrick A. Lingle				
Professional Services				
	05/10/2016	2.50	80.00	200.00
	05/13/2016	1.50	80.00	120.00
	Subtotal	4.00		320.00
	Phase subtotal			3,272.50

REMOVAL OF HAZARDOUS MATERIALS - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Senior Project Manager David A. Stegink Professional Services	05/06/2016	0.50	105.00	52.50
Project Scientist Anna M. Jones Professional Services	05/10/2016	1.25	80.00	100.00
Caitlin M. Andler Professional Services	05/04/2016	0.75	80.00	60.00
	05/16/2016	0.50	80.00	40.00
	05/17/2016	1.50	80.00	120.00
	05/18/2016	0.25	80.00	20.00
	05/31/2016	1.00	80.00	80.00
	Subtotal	4.00		320.00

Expense

	Units	Rate	Billed Amount
Miscellaneous Expense 05/31/2016 DEQ site ID fee	1.00	55.00	55.00
Phase subtotal			527.50
Invoice total			3,800.00

We accept Check, ETF, Visa, MC Discover & Amex as payment options

Kalamazoo County Brownfield Redevelopment Authority
Rachael Grover
Department of Planning and Community Development
201 West Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Invoice number 02515
Date 07/14/2016
Project **150366 555 E. Eliza Street, Work Order #21**

INVOICE: Through Jun 30, 2016

VAPOR TRANSMISSION PILOT STUDY - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Project Manager				
Paul D. French				
Professional Services				
	06/01/2016	2.00	95.00	190.00
	06/03/2016	3.00	95.00	285.00
	06/06/2016	3.75	95.00	356.25
	06/08/2016	1.00	95.00	95.00
	Subtotal	9.75		926.25
	Phase subtotal			926.25

REMOVAL OF HAZARDOUS MATERIALS - MDEQ LOAN

Professional Fees

	Date	Hours	Rate	Billed Amount
Project Scientist				
Caitlin M. Andler				
Professional Services				
	06/07/2016	0.25	80.00	20.00
	06/15/2016	0.25	80.00	20.00
	06/16/2016	0.25	80.00	20.00
	06/21/2016	0.25	80.00	20.00
	06/24/2016	0.50	80.00	40.00
	Subtotal	1.50		120.00
	Phase subtotal			120.00

Invoice total **1,046.25**

We accept Check, ETF, Visa, MC Discover & Amex as payment options

**555 E. ELIZA STREET REDEVELOPMENT
SCHOOLCRAFT, MICHIGAN
MDEQ GRANT AND LOAN BUDGET SHEET**

MDEQ Grant and Loan 555 E. Eliza Street, Schoolcraft	Invoice Activity	Invoice #	Actual Costs	MDEQ Task Budget - Grant	MDEQ Task Budget - Loan	Work Plan #	
<hr/>							
<u>Documentation of Due Care Compliance (Task 1)</u>				\$0.00	\$5,000.00	1	Diverted from Work Plan Budget (verify with MDEQ)
	Initial Meetings, Project Planning				\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
	TOTAL/REMAINING		\$0.00		\$5,000.00		
<hr/>							
Vapor Transmission Pilot Study (Task 2)				\$0.00	\$70,000.00	1	Site Investigation and Due Care Activities
	Initial Meetings, Project Planning	1644	\$1,727.50	Q1	\$1,727.50		
		1762	\$6,928.07	Q1	\$6,928.07		
		1877	\$5,528.42	Q2	\$5,528.42		
		1948	\$285.00	Q2	\$285.00		
\$15,608.99		2091	\$1,140.00	Q2	\$1,140.00		
		2313	\$5,031.25	Q3	\$5,031.25		
		2398	\$3,272.50	Q3	\$3,272.50		
		2515	\$926.25	Q3	\$926.25		
	TOTAL/REMAINING		\$24,838.99		\$45,161.01		
<hr/>							
Sub-Slab Depressurization System Installation (First \$25,000 is Task 2 - Site Investigation; Remainder Task 3)				\$175,000.00	\$0.00	1	Site Investigation and Due Care Activities (\$25,000) and Environmental Response Activities (\$150,000)
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
	TOTAL/REMAINING		\$0.00		\$175,000.00		
<hr/>							
Removal of Hazardous Materials (Task 3)				\$0.00	\$25,000.00	1	Environmental Response Activity
	Initial Meeting, Project Planning	1644	\$105.00	Q1	\$105.00		
		1762	\$341.25	Q1	\$341.25		
		1948	\$78.75	Q2	\$78.75		
\$525.00		2212	\$810.00	Q3*	\$810.00		
		2313	\$800.00	Q3	\$800.00		
		2398	\$527.50	Q3	\$527.50		
		2515	\$120.00	Q3	\$120.00		
	TOTAL/REMAINING		\$2,782.50		\$22,217.50		
<hr/>							

**555 E. ELIZA STREET REDEVELOPMENT
SCHOOLCRAFT, MICHIGAN
MDEQ GRANT AND LOAN BUDGET SHEET**

Management of Contaminated Soil (Task 3)	\$0.00	\$50,000.00	1	Environmental Response Activity
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
TOTAL/REMAINING		\$50,000.00		
	\$0.00	\$50,000.00		

Oversight	\$15,000.00	\$0.00	1	Oversight
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
TOTAL/REMAINING		\$15,000.00		
	\$0.00	\$15,000.00		

Grant Administration (County)	\$10,000.00		1	Grant Administration
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
TOTAL/REMAINING		\$10,000.00		
	\$0.00	\$10,000.00		

TOTAL ALL REMAINING GRANT AND LOAN	\$200,000.00	\$122,378.51
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Rachael A. Grover

From: Peggy M. Bresnahan
Sent: Wednesday, July 27, 2016 2:53 PM
To: Rachael A. Grover
Subject: MDEQ Interest Estimate (3rd Quarter)

Rachel-

The good faith interest estimate is in the amount of \$43.20 for the 3rd quarter ending June 30, 2016.

Thank you.

Peggy



BROWNFIELD REDEVELOPMENT PROGRAM QUARTERLY REPORT AND PAYMENT REQUEST

The following information is required to receive payment for incurred costs. ALL PAGES OF THE FORM MUST BE PROVIDED QUARTERLY WHETHER OR NOT REIMBURSEMENT IS REQUESTED.

Government Unit Name: <i>Kalamazoo County Brownfield Redevelopment Authority</i>		Request #: <i>1</i>	
Project Name: <i>CMS 555 East Eliza Street, Schoolcraft</i>		Fiscal Year: <i>2016</i>	Quarter: <i>3</i>
Purchase Order Number: _____		Project #: <i>450484-71</i>	
Dates of Service: begin <i>Oct 1, 2015</i> end: <i>Mar 31, 2016</i>		Tracking Code: <i>2015-1242</i>	
Name of Contact Person: <i>Joe Agostinelli</i>		Contract Expires On: <i>Sep 14, 2017</i>	
Title of Contact Person: <i>Chairperson, KCBRA</i>	Phone Number <i>+1 (269) 384-8305</i>		
Remittance Address: <i>201 West Kalamazoo Avenue</i>			
City: <i>Kalamazoo</i>	State: <i>Michigan</i>	Zip Code: <i>49007</i>	

EXPENDITURES

List all expenditures for the quarter and attach invoices from contractors and subcontractors

Invoice Number	Invoice Date	Vendor	Task No.	Amount	Proof of Payment (list check number or other reference)
<i>BRA-4-2015</i>	<i>Jan 19, 2016</i>	<i>Kalamazoo County Planning Dept.</i>	<i>Grant Admin</i>	<i>\$217.96</i>	<i>1215je</i>
<i>BRA-1-2016</i>	<i>Apr 12, 2016</i>	<i>Kalamazoo County Planning Dept.</i>	<i>Grant Admin</i>	<i>\$350.86</i>	<i>0516je</i>
TOTAL:				<i>\$568.82</i>	

PROGRESS REPORT

TASK (refer to approved work plan)	Work plan Budget Approved to Date	Invoiced This Quarter	Invoiced to Date	Activity this quarter (include progress made, status, budget, concerns, and/or problems encountered)
	<i>\$200,000.00</i>	<i>\$623.31</i>	<i>\$0.00</i>	<i>See Loan Q3 report for Loan Tasks completed - Grant activity related to administration only at this time</i>
TOTALS:	<i>\$200,000.00</i>	<i>\$623.31</i>	<i>\$0.00</i>	

Describe proposed activity next quarter including proposed date to complete

*Task 2 and 3 - Installation of Sub-Slab installation expected to begin end of Quarter 4 or the beginning of the first quarter of the next fiscal year.
 Please see the Q3 Loan report for Loan related activities expected in Q4.*

Brownfield Redevelopment Quarterly Report and Payment Request

Project Name: **CMS 555 East Eliza Street, Schoolcraft** Request #: **1** Fiscal Year: **2016** Quarter: **3**

Grant Amount:	\$200,000.00
Previously Billed Amount:	\$0.00
This Request:	\$568.82
Remaining Grant Balance:	\$199,431.18

SIGNATURE SECTION

BY SUBMITTING AND SIGNING THIS QUARTERLY REPORT, THE GRANTEE / BORROWER CERTIFIES THAT ALL WORK PERFORMED AND THE ASSOCIATED EXPENDITURES CONTAINED WITHIN THE REPORT ARE TRUE. THE GRANTEE/ BORROWER ACKNOWLEDGES THAT FALSIFICATION OF RECORDS MAY RESULT IN THE TERMINATION OF THE GRANT/ LOAN CONTRACT AND OTHER APPROPRIATE LEGAL REMEDIES.

[Redacted Signature]

Signature	Date
Joe Agostinelli	Chairperson

Printed Name	Title
--------------	-------

Mail the completed form and TWO copies to the following address.

<p>U.S. Mail: Brownfield Redevelopment Program Unit Remediation and Redevelopment Division, DEQ P.O. Box 30426 Lansing, MI 48909</p>	<p>Courier: Brownfield Redevelopment Program Unit Remediation and Redevelopment Division, DEQ Constitution Hall, 5th Floor South Tower 525 West Allegan Street Lansing, MI 48933 Phone 517-281-0922</p>
---	--

Note: In order for the submittal to be considered complete and in compliance with the contract:

Copies of all contractor and subcontractor invoices must be attached. For Loan projects, a bank statement showing the balance of the loan funds and interest earned (if any) must also be attached.

Progress Report and Signature pages must be completed and included with the submittal.

All three parts of this form must be submitted quarterly whether or not there have been expenditures.

**555 E. Eliza Street Grant and Loan Administration
Quarters 1 and 2**

Date	Time	Description	# Staff	Rate	Fringe %	Total Cost	FY2016 Quarter
Week of 11/10/2015	3 hour	Email/invoice/Board Prep	1	19.96	36.5	\$ 81.74	Q1
Week of 12/7/2015	3 hour	Invoice/project review	1	19.96	36.5	\$ 81.74	Q1
12/14/2015	2 hour	Meetings with Treasurer/finance accounting	1	19.96	36.5	\$ 54.49	Q1
Total Q1	8 hours					\$ 217.96	
1/7/2016	2 hour	Email/invoice review/Board prep	1	21.42	36.5	\$ 58.48	Q2
1/15/2016	3 hour	Quarterly Report prep	1	21.42	36.5	\$ 87.71	Q2
1/29/2016	2 hour	Quarter 1 submtital	1	21.42	36.5	\$ 58.48	Q2
2/15/2016	2 hour	Email/invoice review/Board prep	1	21.42	36.5	\$ 58.48	Q2
Week of 3/14/2016	3 hour	Email/invoice review/Board prep	1	21.42	36.5	\$ 87.71	Q2
Total Q2	12 hours					\$ 350.86	

Total Q1 and Q2	\$ 568.82
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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

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

Invoice

Invoice No.	BRA-4-2015
-------------	------------

DATE	DUE DATE
01/19/16	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
01/19/16	2015 BRA administration hours County Pay Periods 20-26, 09/19/2015 - 12/25/2015 BRA General (247-000-808.11 Contractual Other) Rachael Grover (281 hours) Fringe Benefits 36.5% Lotta Jarnefelt (21 hours) Fringe Benefits 36.5%	5,608.76 2,047.20 848.75 309.79	1 1 1 1	5,608.76 2,047.20 848.75 309.79
	Revised 1-19-2016 to include last pay period for 2015			
	8 hours of Grover's 281 hours for 555 Eliza St. MDEQ Grant and Loan Admin = \$ 217.96			
	Invoice paid on 12/31/16 1215je to Dept. of Planning			
THANK YOU! ☺		TOTAL →		\$ 8,814.50



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

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

Invoice

Invoice No.	BRA-1-2016
-------------	------------

DATE	DUE DATE
04/12/16	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
04/12/16	2016 BRA administration hours County Pay Periods 1-7, 012/26/2015 - 04/01/2016 BRA General (247-000-808.11 Contractual Other) Rachael Grover (290 hours) Fringe Benefits 36.5% Lotta Jarnefelt (21 hours) Fringe Benefits 36.5%	6,203.65 2,264.33 867.92 316.79	1 1 1 1	6,203.65 2,264.33 867.92 316.79
	12 hours of Grover's 290 hours for 555 Eliza St. MDEQ Grant and Loan Admin. = \$350.86			
	Invoice paid JE 05/16/16 to Dept. of Planning 5/16/16			
THANK YOU! ☺		TOTAL →		\$ 9,652.69

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made as of _____, by and between “_____” (“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 comprising “*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 _____, 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 commence~~ development of the Site for any reason within ~~one year~~ 12 months, 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 i.) incurs Costs on behalf of the Applicant with respect to the Project, Site, or Application, and ii.) the Applicant fails to commence development of the site within 12 months for any reason or the Applicant initiates, participates in or supports any proceedings or process which results in a reduction of the Tax Increment Capture for the Project, the Applicant indemnifies and will fully reimburse the Authority for all such Costs, expenses or reduction in revenue from the capture.
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 becomes operative and effective upon the date indicated above. 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: _____

Authorized Agent

Address of Developer:

NAME: _____

Street/Number _____

City, State, Zip _____

Phone _____

Fax _____

Email _____

Tax Increment PPT Loss

	Captured Value loss (gain) (from 'TIF loss', Col. C)		Captured Millage (from 'Captured Millages', adjusted for exemptions by class)		personal property TIF revenue loss (gain)
1. Ad valorem commercial personal property	-	x	24.8512	=	\$0.00
2. Ad valorem industrial personal property	47,400	x	24.8512	=	\$1,177.95
3. IFT New Facility personal property sited on land classified commercial real property	-	x	12.4256	=	\$0.00
4. IFT New Facility personal property sited on land classified industrial real property	-	x	12.4256	=	\$0.00
5. IFT Replacement Facility personal property	-	x	24.8512	=	\$0.00
TOTAL TAX INCREMENT PPT REVENUE LOSS					\$1,177.95
PRIOR YEAR TIF PPT LOSS ADJUSTMENTS (must include supporting documentation)					
TOTAL TAX INCREMENT PPT LOSS TO REIMBURSE					\$1,177.95

Municipality: Kalamazoo County

School District: Parchment

Authority Type: Brownfield Redevelopment Finance Authority

Authority Name: Kalamazoo County Brownfield Redevelopment Authority

E-mail this form to the address at the bottom of the 'TIFA Identity' page. Note that the address has changed from prior years.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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SECOND ADDENDUM

This “Second Addendum” is in addition to the First Addendum and attached to and made a part of the 232 LLC Development Plan Agreement executed between the parties on February 16, 2012 (the “Development Agreement”) and as amended on April 23, 2015.

1. Property Tax Appeal: Addition of 6.6 and 6.7 to Section 6 of the Development Plan Agreement.

6.6 Property Tax Appeal: In the event the developer, or any other owner of real estate on the Property, files an appeal with the local taxing authority and/or the Michigan Tax Tribunal, related to the taxable value of parcels of property included in the Brownfield Plan, the Authority shall do the following:

- a. The Authority will remit Tax Increment Financing Reimbursement Payments based upon the lowest taxable value being sought pursuant to the appeal.
- b. Any Tax Increment Revenue that is collected but not remitted as a result of a tax appeal shall be held in a separate account of the Authority until the pending appeal is adjudicated.
- c. Once any tax appeals are adjudicated, the Authority will either return the funds to the local unit in compliance with any tax appeal rulings, or will make payments pursuant to Section 6 of this agreement.

6.7 Reduction of Property Assessments: If the Authority

- i.) incurs Costs on behalf of the Developer with respect to the Project, Site or Application and
- ii.) the Developer initiates, participates in or supports any proceeding or process which results in a reduction of the tax increment capture for the Project from that projected and along the same term as contained within the Plan, the Developer indemnifies and will fully reimburse the Authority within 30 days of notification from the Authority as to the amount and the due date for all Costs as defined within the Plan, expenses or reduction in revenue from what was projected as the tax increment capture.

2. Project Extension: Section 8.1 of the Development Agreement and Item 2 of First Addendum is amended to allow for extension of the completion of the project as follows:

The redevelopment will be conducted in compliance with all applicable federal, state and local laws, rules and regulations, including building and zoning codes at a total investment estimated at \$850,000. Subject to matters beyond the reasonable control of Developer (e.g., matters of force majeure, acts of God, labor and material interruption or delay, and receipt of necessary governmental approvals) construction shall be substantially completed to the point that a temporary occupancy permit may be issued on or before December 31, 2016.

3. The remainder of the Development Agreement is affirmed.

IN WITNESS WHEREOF, this Second Addendum has been executed as of _____, 2016.

Witnesses:

KALAMAZOO COUNTY BROWNFIELD
REDEVELOPMENT AUTHORITY

By _____

Title _____

Date _____

232, LLC

By _____

Title _____

Date _____