
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 28, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 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 April 23, 2015
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Agenda – Invoices
 - a. Varnum – Eliza St. Loan Reimbursement Agreement - \$2,850.00
 - b. Envirologic – WO#17 General Environmental Review - \$1,206.25
 - c. Envirologic – WO#19 Checker Motors Site - \$28.75
7. Financial Report and Administrative Expenses
 - a. **Discussion:** Fund 247 Year to date
 - b. **Discussion/Action:** 2016 Budget
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill
 - i. Brownfield Application – Lisa Phillips of Phillips Environmental Consulting Services
 - ii. Brownfield Plan Approval Process/Timeline
 - b. **Discussion/Action:** 555 E. Eliza St.
 - i. Envirologic over budget on WO#18 – MDEQ Grant/Loan Application – Invoice \$760.00
 - c. **Discussion/Action:** Part I and Part II Brownfield Application – Approval of Revised Application
 - d. **Discussion:** Development Agreement/Claw-back and Tax appeal – Form committee?
9. Staff Reports
10. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee–verbal report, meeting schedule Thursday, June 11th, 4:00pm
 - c. Executive Committee – verbal report, meeting schedule Friday, June 12th, 8:30 am
 - d. PR/Media Committee –
11. Other
12. Board Member Comments
13. Adjournment

Next Meeting: 4th Thursday – June 25, 2015 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

MEETING DATE: Thursday, April 23, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Julie Rogers, Thell Woods, Andy Wenzel, Joe Agostinelli, Anne Summerfield, Travis Grimwood, Habib Mandwee, Tim Hudson

Members Excused: Christopher Carew, Ken Peregon, James Spurr

Kalamazoo Township: Pamela Brown Goodacre attending for George Cochran, Ex-Officio Member

Staff: Lotta Jarnefelt, Rachael Grover

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover and Lotta Jarnefelt

Community: 3

1. Chair Agostinelli called the meeting to Order at 4:00 p.m.
2. Members Excused: Christopher Carew, Ken Peregon, James Spurr
3. Approval of the Agenda: 8h is added to agenda. **Summerfield moved and Hudson seconded the approval of revised agenda. Motion Carried.**
4. Approval of Minutes: **Woods moved and Mandwee seconded the approval of March 26, 2015 minutes. Motion Carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. \$140.00 – WO#17 General Environmental Review
 - b. \$241.70 – WO#18 E. Eliza St. MDEQ Gran/Loan Application
 - c. \$57.50 – WO#19 Checker Motors
 - d. \$1915.00 – WO#20 Accu-Mold Brownfield Plan
 - e. **\$1,161.00 – W.E. Upjohn Institute – Lee Adams - per contract 10-15-2014**
 - f. \$6,399.34 – Staff Quarterly Invoice

Rogers pulled item e. W.E. Upjohn Institute – Lee Adams. **Woods moved and Hudson seconded the approval of Consent Agenda with exclusion of item e. Motion Carried.**

Rogers requested timeline and expectations of when consulting would be complete with Lee Adams.

Jarnefelt stated there has not been additional activities with Lee Adams, W.E. Upjohn Institute, since February 12th. This invoice should be the last one.

Hudson moved and Summerfield seconded the approval of the Invoice for W.E. Upjohn Institute in the amount of \$1,161.00. Motion Carried.

7. Financial Report and Administrative Expenses
 - a. **Discussion:** Fund 247 Year to date
Grover noted there are no new activities since the committee met 2 weeks ago. All Envirologic invoices have been paid from the last meeting.

Jarnefelt stated cash flow is currently fine unless a large project comes in.

Major TIF is expected after summer tax is paid which would be the end of summer or early fall.

Grover stated the portion of 2014 Administrative expenses related to Midlink is covered by the TIF received from Winter taxes.

Rogers will speak to Finance if bridge cash becomes necessary.

b. **Discussion/Action:** BRA 2014 General Administrative Expenses

i. Site Reimbursement Analysis Sheets (provided) – Approval of 2014 Administrative Expenses

Grover communicated with Comstock Township re: General Mills tax appeal, stating they did not go through Board of Review at this time. Estimate of expected 2015 TIF for this site is as presented. Assessor stated that General Mills still could appeal directly to Michigan Tax Tribunal.

Jarnefelt stated that initially TIF from Eliza Street was expected, but the TIF is now down to zero which has impacted allocation of administrative expenses for 2014.

Wenzel moved and Woods seconded the approval of 2014 Allocation of Administrative Expenses as presented. Motion Carried.

8. Discussion and/or Action Calendar

a. **Discussion/Action:** 232 LLC

i. Amendment to Development Agreement

Agostinelli stated KCBRA entered into a Development agreement in 2011 with 232 LLC who did not start the project as planned. From the presentation last month, they are now moving forward. Amendment to the previously approved agreement includes redefining the project and extending the completion of the project to 12/31/2015. Additionally it clarifies cost reimbursement, requesting third party verification.

Hudson moved and Mandwee seconded the approval authorizing the Chair to sign the addendum. Agostinelli abstained due to prior work relationship with the developer. Motion Carried.

The City of Kalamazoo already agreed to have Kalamazoo County as the primary Brownfield Authority for this project.

Discussion ensued regarding potential tax appeal by developer and need for amendment/clawback for development agreement. Not critical for this site at this time. Developer incurring the majority of eligible costs, excepting administrative expenses incurred by the Authority.

b. **Discussion/Action:** Corner @ Drake

i. Developer Expenses – Invoices due by June 30th according to Development Agreement.

Agostinelli stated staff should send a reminder of the deadline on the invoices.

c. **Discussion/Action:** 555 E. Eliza St.

i. MDEQ Grant/Loan Application – BOC Resolution Language

Jarnefelt stated, prior to applying the MDEQ loan, they would need the resolution from the Board of Commissioner stating that they will accept the responsibility for the loan. Draft Resolution is included in the packet. Grover looked up Grand Traverse County language for MDEQ Loan/Grant Resolution. If Resolution language approved, it will be on the Board of Commissioner's Agenda for the May 5, 2015 meeting.

Hawkins stated that MDEQ is supportive of the project. They are anxious for KCBRA to submit the application.

Grover has not yet received a reply back from Matt Rzepka, CFO/Accountant for Clark, regarding the Letter of Credit. The Loan Reimbursement Agreement showing Clark commitment is needed prior to Board of Commissioner's approval. Loan Reimbursement Agreement allows 60 days for obtaining the Letter of Credit document.

Jarnefelt stated if Loan reimbursement agreement not received back from Clark prior to BOC May 5th meeting, the request will not be included in the BOC Agenda.

Hudson moved and Mandwee seconded to recommend approval of resolution language to the Board of Commissioners. Motion Carried.

- ii. Loan Reimbursement Agreement – to Developer/Clark, waiting for signature and return
- iii. Amend signed Development Agreement to clarify owner/developer/operator to match Loan Reimbursement Agreement. Per Varnum Suggestion.

Grover reported on Varnum's recommendation regarding the development agreement between CMS and KCBRA and the loan reimbursement agreement for MDEQ Loan that lists both CMS and Clark Logistics. Varnum recommends amending the development agreement to include both entities so that both agreements match.

Hawkins stated between the time that development agreement was drafted and now, the company changed its name to Clark Logistics, the new logo branding for Clark companies which includes CMS.

Agostinelli recommend staff follow up with CMS regarding the name change.

d. **Discussion/Action:** 4460 Commercial Ave. Portage – ACCU-Mold

- i. Letter to Accu-Mold re: repayment of BRA expenses

Agostinelli stated that according to the reimbursement agreement with ACCU Mold if the project is not started within 12 months they will repay KCBRA for costs incurred. At the Committee meetings there was discussion regarding sending them a letter reminding the deadline is approaching and the amount of the costs incurred by the KCBRA.

Summerfield stated that if the contract negotiation is terminated, it should accelerate the default date.

Agostinelli asked staff to add the language for clawback agreement to discuss at the committee meeting.

e. **Discussion/Action:** Vicksburg Mill Brownfield Application.

Not received yet.

Agostinelli and Grover met with Chris Moore 2 weeks ago. Moore is the Mill developer. He has retained Lisa Philips from Philips Environmental to represent the developer. The delay may be because Moore has not done a real estate deal in Michigan especially with a Brownfield Project and is unsure of his potential liability. Developer also retained Steve Sielatycki as his attorney. Expecting Brownfield application soon.

f. **Discussion/Action:** Part I and Part II Brownfield Application

Hawkins stated fillable form is not done yet in time for this meeting. The Part I and Part II application is in Excel fillable form. Part I and Part II relate to each other for auto fill. Still doing testing on it and will send to staff. This will be discussed at committee meeting.

- g. **Discussion:** Development Agreement Template and Tax appeal
Should the KCBRA prohibit tax appeal?

Grimwood suggested that they should have a clawback included in the agreement in case of a tax appeal that affects the expected TIF.

Summerfield suggested having an attorney to help with legal terms outlining that if the TIF revenue doesn't hit a certain level where the KCBRA can get reimbursement, then there is a clawback that kicks in that the developer is responsible to pay back.

Woods suggests getting recommendation and tabling this to next meeting. To be discussed at the committee meeting.

- h. **Discussion/Action:** Approval of Grover to attend MEDA Economic Development Toolbox May 28th ; \$165 registration plus mileage to Lansing

Grimwood moved and Hudson seconded the approval for Grover attending the MEDA Economic Development Toolbox. Motion Carried.

9. Staff Reports

Hawkins communicated with Joe Walczak from MDEQ regarding Checker Motor Site re Brownfield Assessment Grant that KCBRA applied for - MDEQ will start work at site in July.

Agostinelli asked Hawkins to email Jill Bland with what he needs. She's working with potential prospect. CC Agostinelli.

10. Committees - times dates and places

- a. Land Bank Report–
Woods stated good presentation of River Launch Site – new Land Bank headquarters that also houses Open Roads. They have tanks underground but no leakage. Stephanie Moore is new representative from Board of Commissioner. The presentation didn't cover the Vicksburg Mill. Grover stated she would like to get a copy of their Strategic Roadmap.
- b. Project/Finance Committee–verbal report, meeting schedule Thursday, May 14th, 4:00pm
- c. Executive Committee – verbal report, meeting schedule Friday, May 8th, 8:30 am
- d. PR/Media Committee – BRA sign is up at Costco site.

11. Other – none

12. Board Member Comments – none

13. Adjournment at 5:07 p.m.

Next Meeting: 4th Thursday – May 28, 2015 at 4pm (room 207a, County Admin Bldg)

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

IF YOU ARE UNABLE TO ATTEND THE MEETING

VARNUM LLP

ATTORNEYS AT LAW

BRIDGEWATER PLACE • POST OFFICE BOX 352
GRAND RAPIDS, MICHIGAN 49501-0352

EIN 38-1294924 • TELEPHONE 616 / 336-6000 • FAX 616 / 336-7000

FRED SCHUBKEGEL

FLSCHUBKEGEL@VARNUMLAW.COM

DIRECT DIAL 269/553-3514

Kalamazoo County Department of Planning
and Community Development
Attn: Ms. Rachael Grover
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

RE: GENERAL
Matter Number: 338050
Invoice Number: 946466
Invoice Date: April 16, 2015

LEGAL SERVICES RENDERED:

<u>Date</u>	<u>Description/Services Rendered By</u>	<u>Hours</u>	<u>Amount</u>
03/09/15	All with R. Grover re. loan agreement, State grant, development agreement. Initial review of documents for same. Fred Schubkegel	0.50	142.50
03/11/15	Internal work session on loan/development/reimbursement agreement for Central Manufacturing Services. Fred Schubkegel	0.50	142.50
03/11/15	Review draft Loan Reimbursement Agreement between the Kalamazoo County Brownfield Redevelopment Authority and Clark Logistics Group VII re MDEQ loan. Review Brownfield Plan, Development Agreement and MDEQ Loan Application. Prepare revisions to Loan Reimbursement Agreement. Peter A. Schmidt	2.80	798.00
03/12/15	Review draft Reimbursement Agreement, Development Agreement, Brownfield Plan and related TIR schedule. Prepare and discuss comments re same. Susan M. Wyngaarden	1.80	513.00

247-000-808.11

RECEIVED
APR 21 2015
BY: _____

April 16, 2015
Invoice No. 946466
Matter No. 338050
Page 2

03/12/15	Continue to prepare revisions to MDEQ Loan Reimbursement Agreement re Eliza project. Review Development Agreement re same. Office conference re same. Prepare correspondence to Ms. Gloyer re same.. Peter A. Schmidt	3.10	883.50
03/17/15	Internal work session on loan/development agreements for Central Manufacturing. (NO CHARGE - CLIENT COURTESY.) Fred Schubkegel	0.00	0.00
03/17/15	Review Ms. Gloyer's comments to Reimbursement Agreement. Correspond re same. Peter A. Schmidt	0.20	57.00
03/20/15	Analyze issues in connection with revisions to CMS Reimbursement Agreement. Prepare revised Reimbursement Agreement re same. Peter A. Schmidt	1.10	313.50

TOTAL FEES FOR SERVICES

\$2,850.00

TOTAL THIS INVOICE

\$2,850.00

TOTAL PAYMENT DUE

\$2,850.00
=====

<u>Time Summary</u>	<u>Avg. Rate</u>	<u>Hours</u>	<u>Amount</u>
Fred Schubkegel	285.00	1.00	285.00
Susan M. Wyngaarden	285.00	1.80	513.00
Peter A. Schmidt	285.00	7.20	2,052.00
TOTALS		10.00	2,850.00

VARNUM^{LLP}

ATTORNEYS AT LAW

BRIDGEWATER PLACE • POST OFFICE BOX 352
GRAND RAPIDS, MICHIGAN 49501-0352

EIN 38-1294924 • TELEPHONE 616 / 336-6000 • FAX 616 / 336-7000

FRED SCHUBKEGEL

FLSCHUBKEGEL@VARNUMLAW.COM

DIRECT DIAL 269/553-3514

Kalamazoo County Department of Planning
and Community Development
Attn: Ms. Rachael Grover
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

RE: GENERAL
Matter Number: 338050
Invoice Number: 946466
Invoice Date: April 16, 2015

R E M I T T A N C E C O P Y

Services	2,850.00
TOTAL THIS INVOICE	\$2,850.00
TOTAL DUE	\$2,850.00

=====

TERMS: Payment of each of our invoices is due promptly upon receipt.
Please make check payable to Varnum LLP and return this page with your payment.

Number		Budget Estimates			Actual				
Project	W.O.	Site/Phase	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
					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
						Project Subtotal	\$ 1,646.25		\$ 1,853.75
130129	1	Kartar #6, 306 N. Grand, Schoolcraft, MI							
		Project Complete	Project Subtotal	\$ 11,400.00	\$ 11,400.00	Project Subtotal	\$ 11,061.78		\$ -
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	
					00760	1/16/2015	\$ 700.00	(80.00)	
		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		\$ 32,015.36		\$ 384.64
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	
		Project Subtotal	\$ 13,500.00	\$ 13,500.00	Project Subtotal		\$ 10,026.63		\$ 3,473.37
130368	5	2015 Lake Street, J&L Motor X-Press							
		Project Complete	Project Subtotal	\$ 12,000.00	\$ 12,000.00	Project Subtotal	\$ 11,035.87		\$ -
130388	7	Former Fox River Paper Mill (Hov-Aire Parcel)							
		Project Complete	Project Subtotal	\$ 7,000.00	\$ 7,000.00	Project Subtotal	\$ 7,000.00		\$ -
140154	10	The Corner @ Drake Development							
		Project Complete	Project Subtotal	\$ 6,000.00	\$ 6,000.00	Project Subtotal	\$ 5,972.50		\$ -
140175	11	Chem Link Acquisition of Former Apollo Plastics							
		Project Complete	Project Subtotal	\$ 13,000.00	\$ 13,000.00	Project Subtotal	\$ 6,457.24		\$ -
140520	13	US EPA Brownfield Assessment Grant Application	\$ 3,000.00	\$ 3,000.00					
		Project Complete	Project Subtotal	\$ 3,000.00	\$ 3,000.00	Project Subtotal	\$ 3,000.00	\$ -	\$ -
140455	14	CMS, 555 E. Eliza Street, Schoolcraft, MI							
		A - Phase I ESA, BEA, Due Care	\$ 6,500.00	\$ 6,500.00	00559	11/11/2014	\$ 5,062.24	\$ 11,437.76	
		B- Phase II ESA	\$ 7,000.00	\$ 7,000.00	00595	12/3/2014	\$ 12,491.68	\$ (1,053.92)	
		C - Brownfield Plan	\$ 3,000.00	\$ 3,000.00	00761	1/19/2015	\$ 6,133.13	\$ (7,187.05)	
					00799	2/9/2015	\$ 210.25		
		Work Order Subtotal	\$ 16,500.00	\$ 16,500.00	Work Order Subtotal		\$ 23,897.30	\$ (7,397.30)	
	15	Indoor Air Sampling	\$ 4,200.00	\$ 4,200.00	00761	1/19/2015	\$ 30,696.41	\$ 9,003.59	
		Additional Soil Gas Sampling	\$ 29,000.00	\$ 29,000.00	00799	2/9/2015	\$ 1,605.00	\$ 7,398.59	
		Asbestos Survey	\$ 6,500.00	\$ 6,500.00					
		Work Order Subtotal	\$ 39,700.00	\$ 39,700.00	Work Order Subtotal		\$ 32,301.41	\$ 7,398.59	
	18	MDEQ Grant/Loan Application	\$ 2,500.00	\$ 2,500.00	00799	2/9/2015	\$ 1,362.50	\$ 1,137.50	
					00904	3/11/2015	\$ 862.50	\$ 275.00	
					01020	4/15/2015	\$ 241.70	\$ 33.30	
					01110*	5/20/2015	\$ 760.00	\$ (726.70)	
		Work Order Subtotal	\$ 2,500.00	\$ 2,500.00	Work Order Subtotal		\$ 3,226.70	\$ (726.70)	
		Project Subtotal	\$ 58,700.00	\$ 58,700.00	Project Subtotal		\$ 59,425.41		\$ (725.41)
140519	16	CMS, 1819/2019 N. Pitcher Street, Kalamazoo Twp.							
		Phase I ESA, Phase II ESA, BEA and Due Care Plan	\$ 10,000.00	\$ 10,000.00	00757	1/15/2015	\$ 6,678.21	\$ 3,321.79	
		Note - KCBRA is providing partial support on project			00849	2/19/2015	\$ 3,321.50	\$ 0.29	
		Project Subtotal	\$ 10,000.00	\$ 10,000.00	Project Subtotal		\$ 9,999.71	\$ 0.29	\$ 0.29
150025	19	Checker Motors Site	\$ 4,000.00	\$ 4,000.00	00903	3/11/2015	\$ 1,178.75	\$ 2,821.25	
		MDEQ Brownfield Assessment Grant Application			01014	4/15/2015	\$ 57.50	\$ 2,763.75	
					01111*	5/20/2015	\$ 28.75	\$ 2,735.00	
		Project Subtotal	\$ 4,000.00	\$ 4,000.00	Project Subtotal		\$ 1,265.00		\$ 2,735.00
150026	20	Accu Mold, 4460 Commercial Ave. Portage, MI	\$ 7,500.00	\$ 7,500.00	00902	3/11/2015	\$ 3,033.75	\$ 4,466.25	
		Brownfield Plan and Act 381 Work Plan			01013	4/15/2015	\$ 1,915.00	\$ 2,551.25	
		Project Subtotal	\$ 7,500.00	\$ 7,500.00	Project Subtotal		\$ 4,948.75		\$ 2,551.25
		Total Project Budgets	\$ 182,000.00	\$ 182,000.00	Total		\$ 163,854.50		\$ 10,272.89



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
 Lotta Jarnefelt
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 101
 Kalamazoo, MI 49007

Invoice number 01112
 Date 05/20/2015
 Project **150063 General Environmental Review
 W.O. 17**

INVOICE: Through Apr 30, 2015

GENERAL ENVIRONMENTAL REVIEW WO #17 COUNTY #247-000-808-00

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	2.00	140.00	280.00
Senior Project Manager			
David A. Stegink			
Professional Services	3.25	115.00	373.75
Project Scientist			
Caitlin M. Andler			
Professional Services	6.50	85.00	552.50
Phase subtotal			1,206.25
		Invoice total	1,206.25

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



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
 Lotta Jarnefelt
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 101
 Kalamazoo, MI 49007

Invoice number 01111
 Date 05/20/2015
 Project **150025 Checker Motors Site Work Order #19**

INVOICE: Through Apr 30, 2015

CHECKER MOTORS SITE WORK ORDER #19

Professional Fees

	Hours	Rate	Billed Amount
Senior Project Manager David A. Stegink Professional Services	0.25	115.00	28.75
		Invoice total	28.75

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

Brownfield Redevelopment Authority Fund 2010	Revenues	Expenditures	REV-EXP	BAL-YR	BAL-CUMUL
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					
County BRA (acct 247-000-) PO 9853	4,250	110,958	606	-107,314	
Midlink local TIR tax (acct 247-001-420.00)	34,638	11,147		23,491	
Midlink school TIR tax (acct 247-001-420.01)	56,377	56,377		0	
Brown Family/Beckan Ind. (acct 247-002-420.00)*	12,286	7,417	* trsfr to LSRRF	4,870	
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 01-02-2015	108,771	185,899	606	-77,734	63,456
BRA Fund 247 for 2015					
County BRA (acct 247-000-)	1,500	23,626.65		-22,127	
Midlink local TIR tax (acct 247-001-420.00)	18,652	6,516		12,137	
Midlink school TIR tax (acct 247-001-420.01)				0	
General Mills				0	
Brown Family/Beckan Ind. (acct 247-002-420.00)*	8,165	6,527		1,638	
9008 Portage Road local TIR (acct 247-003-420.00)	82			82	
9008 Portage Road school TIR (acct 247-003-420.01)				0	
Corner @ Drake				0	
BRA ACTUAL TOTAL 2015 AS OF 05-06-2015	28,398	36,669	0	-8,270	55,185
2015 Pending remaining of approved Work Orders					
WO#6 GenMills (\$32,400 approved in WO#2 & 6)		385	700 in 2015		
WO#8 Portage (\$10,000+3500 appr 6-26 in WO#4 & 8)		3,473			
WO# 10 Corner@Drake (\$4,000 approved in WO#10)		28	Close out?		
WO#11 A ChemLink Ph I(\$6,000 approved in WO#11 A)		199	Close out?		
WO#15 CMS/E Eliza st Asbestos Survey		2	Bal rem WO#14 and #15		
WO#16 CMS-Clausing (amend WO appr 12/18/14)		0			
WO#17 - Gen Env. Consulting		3,060			
WO#18 - CMS/E. Eliza MDEQ Grant application		33			
WO#19 - Checker Motors MDEQ SSA grant application		2,764	\$1179 + \$58 application		
WO#20 - 4460 Commercial Ave Portage BF/Act 381 plans			\$4949 for BF Plan		
EPA Brownfield Conference		3,300	\$700 for reg. fees		
TOTAL		13,243		-13,243	41,942

	Revenues	Expenditures	REV-EXP		
LSRRF (acct 643-000-699.53) - From 2014	7,417		7,417		7,417
Pending Transfer May 2015	6,527		6,527		6,527
TOTAL					13,944

2016 KCBRA Budget Sheet

247-000 - General Account									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual
Postage	\$ 100.00	\$ 150.00	\$ 150.00	\$ 4.72	Carryover	\$ 45,000.00	\$ 2,600.00	\$ 27,400.00	
Copy Charges	\$ 500.00	\$ 500.00	\$ 500.00	\$ 470.01	Service Fees	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 4,250.00
Contractual Services	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 83,677.39	3 Applications				
Site Study	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		TIF Admin collection				
Contractual Other (Staff+legal)	\$ 28,500.00	\$ 17,500.00	\$ 14,000.00	\$ 24,309.03	Midlink	\$ 15,000.00			
Communication Expense	\$ 200.00	\$ 700.00	\$ 700.00	\$ -	Brown	\$ 1,600.00			
Travel	\$ 400.00	\$ 250.00	\$ 250.00	\$ 360.81	Portage Rd	\$ 700.00			
Marketing program	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 684.41	General Mills	\$ 18,000.00			
Employee Training	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00	\$ 400.00	Corner@Drake	\$ 6,800.00			
Miscellaneous	\$ 400.00	\$ 1,000.00	\$ 1,000.00	\$ -					
Indirect Costs	\$ 2,000.00	\$ 2,300.00	\$ 300.00	\$ 1,052.00					
Total	\$ 94,600.00	\$ 87,400.00	\$ 81,900.00	\$ 110,958.37		\$ 94,600.00	\$ 10,100.00	\$ 34,900.00	\$ 4,250.00

247-001 Midlink Account									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual
		\$ -			Local TIR	\$ 50,000.00	\$ 69,000.00	\$ 40,000.00	\$ 34,637.59
Local TIR Payments to Dev.	\$ 35,000.00	\$ 50,000.00	\$ 6,000.00	\$ 11,146.68	School TIR	\$ 80,000.00	\$ 105,000.00	\$ 60,000.00	\$ 56,377.20
School TIR to developer	\$ 80,000.00	\$ 105,000.00	\$ 60,000.00	\$ 56,377.20					
Local TIR to BRA for Admin	\$ 15,000.00			\$ -					
Total	\$ 130,000.00	\$ 155,000.00	\$ 66,000.00	\$ 67,523.88		\$ 130,000.00	\$ 174,000.00	\$ 100,000.00	\$ 91,014.79

247-002 Brown Family Holdings Account									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual
To LSRRF	\$ 11,400.00	\$ -		\$ 7,416.84	Local TIR	\$ 13,000.00	\$ 16,000.00	\$ 15,000.00	\$ 12,286.47
Local TIR to BRA	\$ 1,600.00				School TIR	\$ -	\$ -		\$ -
Total	\$ 13,000.00	\$ -	\$ -	\$ 7,416.84		\$ 13,000.00	\$ 16,000.00	\$ 15,000.00	\$ 12,286.47

247-003 9008 Portage Rd Account									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual
Local TIR to developer		\$ 1,300.00		\$ -	Local TIR	\$ 700.00	\$ 1,400.00		\$ 601.54
School Tax to developer	\$ 550.00			\$ -	School TIR	\$ 700.00	\$ 1,300.00		\$ 617.89
Local TIR to BRA	\$ 700.00								
State Brownfield Redev.	\$ 150.00								
Total	\$ 1,400.00	\$ 1,300.00	\$ -	\$ -		\$ 1,400.00	\$ 2,700.00	\$ -	\$ 1,219.43

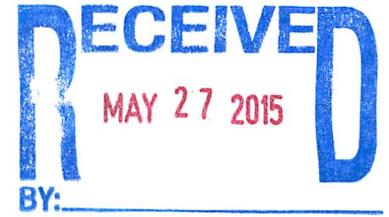
247-004 General Mills Account (New)									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Actual	
Local TIR Payments to dev.	\$27,000.00	\$87,900.00			Local TIR	\$45,000.00	\$97,900.00		
School TIR Payments to dev.	\$65,000.00	\$58,900.00			School TIR	\$65,000.00	\$89,800.00		
Locat TIR to BRA for Admin	\$18,000.00								
Total	\$110,000.00	\$146,800.00				\$110,000.00	\$187,700.00		

247-005 Corner @ Drake (New)									
Expenses	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual	Revenues	2016 Proposed	2015 Budgeted	2014 Budgeted	2014 Actual
Local TIF Payments to dev.	\$60,200.00				Local TIR	\$67,000.00			
School TIF Payments to dev.					School TIR				
Locat TIF to BRA for Admin	\$6,800.00								
Total	\$67,000.00					\$67,000.00			



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: May 1, 2015

Business Information:

2. Name of Applicant: Paper City Development, LLC

3. Business Address: c/o Mr. Patrick Crocker, Crocker & Crocker, The Kalamazoo Building,
107 Michigan Avenue, 4th Floor, Kalamazoo, Michigan 49007

4. Business Telephone Number: (269) 381-8893 (Mr. Patrick Crocker)

5. Contact Person(s): Lisa Phillips Title: President/Hydrogeologist

6. Contact Person(s) Telephone Number: (269) 624-4211

7. Contact Person(s) Fax Number: (269) 624-1285

8. Contact Person(s) Email Address: lphillips@phillipsenv.com

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

10. Describe nature and history of business: Owner and CEO of Concord Technologies

11. List similar projects developed over the last five years (if any): Opening of Old Stove
Brewing, Pike's Place Market, Seattle is planned for 2015.

Proposed Project Site Information:

12. Address(es): 300 West Washington Street, Village of Vicksburg, Kalamazoo Co., MI

13. Tax I.D.(s) (if known): 14-13-470-036 and 14-13-470-038

14. Present Owner(s): Kalamazoo County (KC) and Kalamazoo County Land Bank (KCLB)

15. Date Present Owner(s) Acquired Property (if known): KC in April 2013 and KCLB in
December 2013

16. Does applicant have land control:
 No
 Yes

If yes, please describe (owner, lessee, option or purchase agreement, etc.): Option Agreement with KC and Purchase Agreement with KCLB are anticipated to be executed in the near future. Access is approved in the meantime.

17. Any currently known environmental issues? Yes

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

19. Is access to site permitted? No Yes

20. Project type: New Relocation Expansion Rehabilitation

21. Project Size: Parcel size (acres): 32.04 and 4.08 (36.12 total)

Existing building area (square feet): ~428,000

New building area (square feet): ~372,500 (selective demolition planned)

22. Project timeline (Proposed or Actual):

Start date: Fall 2015 Completion Date: Fall 2022

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: \$ 16,000,000.00 (estimated as information is still being gathered regarding the current condition of the property)

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: \$ 0.00

27. Estimated State Equalized Value after Project Completion: \$ 8,000,000.00

Employment Information:

28. Full Time Equivalent (FTE) Employees:

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

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made as of _____, 2012, 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 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 _____, 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: _____

Authorized Agent

Address of Developer:

NAME: Paper City Development

Street/Number _____

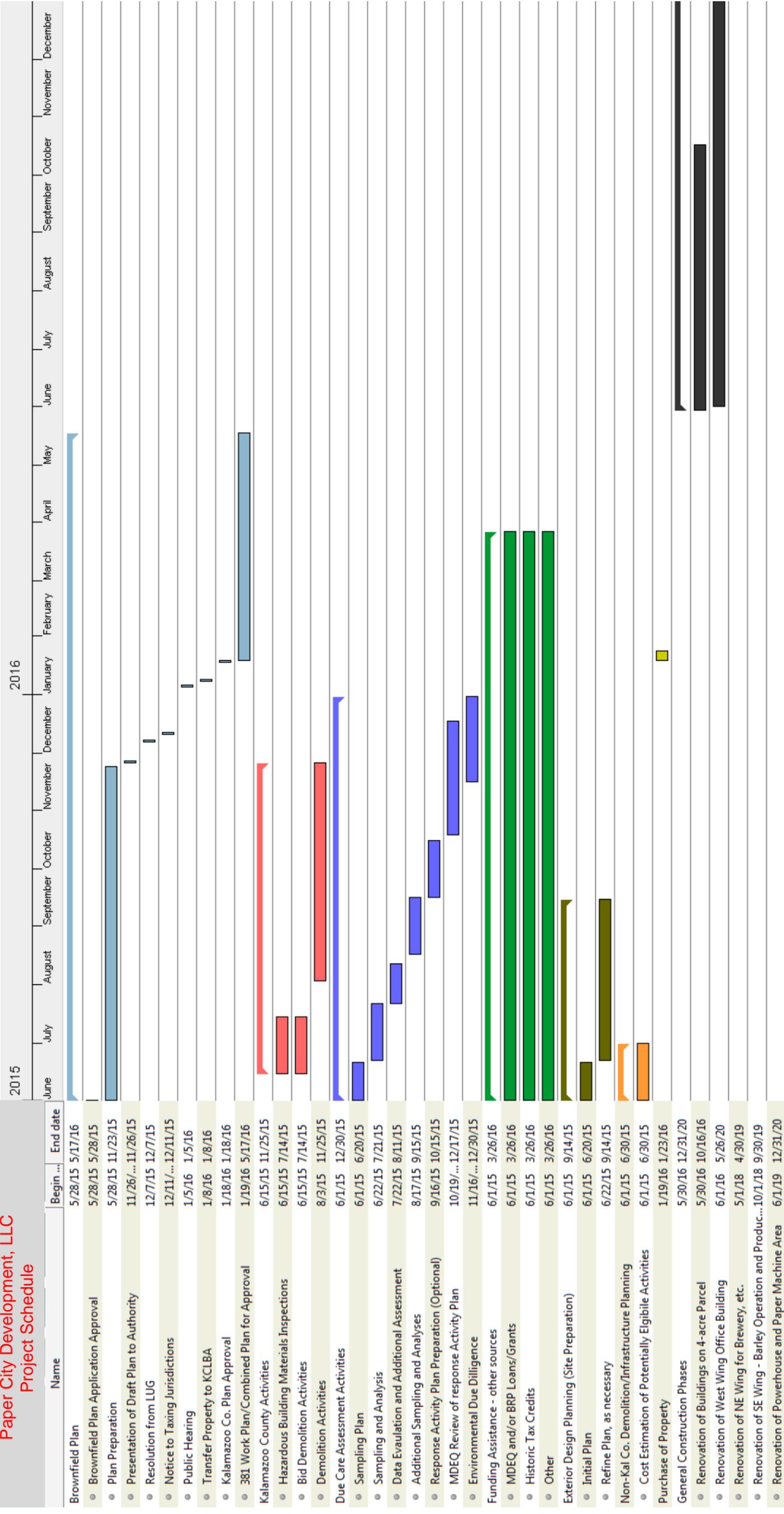
City, State, Zip _____

Phone _____

Fax _____

Email _____

**Paper City Development, LLC
Project Schedule**



Vicksburg Mill Project Plan Approval Timeline/Process

The following timeline follows the KCBRA policy for Brownfield Application and Plan Approval. This is a draft at this time and is subject to changes.

1. **May 28, 2015:** Presentation of Brownfield Application to KCBRA.
This includes completed, fully signed Application/Reimbursement Agreement with \$2,500 Application fee.
At this time, Paper City Development is not requesting funding from the KCBRA.
If Board recommends approval of the application, Paper City Development can proceed with development of Brownfield Plan.
2. Authority Staff coordinates the project with the Local Unit of Government (Village of Vicksburg; additionally – notifies Schoolcraft Township of project plans).
3. **June – July 2015:** Paper City Development (with consultant) submits Draft Brownfield Plan to KCBRA.
4. Once Brownfield Plan is considered complete by Authority Staff and Board of Directors, Authority Staff negotiates Development Agreement with Developer.
5. **August – September 2015:** Once Development Agreement is approved/complete, Paper City and KCBRA Staff present Brownfield Plan to Village of Vicksburg for approval.
6. **October - November 2015:** If Paper City has acquired property and if Brownfield Plan is approved by both the KCBRA and Village of Vicksburg, Staff/Authority recommends approval to County Board of Commissioners requesting public hearing and taxing jurisdiction notices.



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
 Lotta Jarnefelt
 Department of Planning and Community Development
 201 West Kalamazoo Avenue, Room 101
 Kalamazoo, MI 49007

Invoice number 01110
 Date 05/20/2015
 Project **140455 CMS, 555 Eliza St., Schoolcraft**

INVOICE: Through Apr 30, 2015

MDEQ GRANT AND LOAN APPLICATION WORK ORDER #18

Professional Fees

	Hours	Rate	Billed Amount
Senior Project Manager			
David A. Stegink			
Professional Services	6.00	115.00	690.00
BROWNFIELD PLAN			
Professional Fees			
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
		Invoice total	760.00

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



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 Funding

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. The types of financial support include:

- Tax increment financing;
- Authority grants and loans (subject to availability);
- Access to State and Federal grants and loans (subject to availability);

Certain funding may 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
- Hazardous Materials Building Surveys (asbestos and lead)
- Clean-up Planning
- Additional Response Activities
- Demolition
- Lead and Asbestos Abatement
- Site Preparation (City of Kalamazoo, City of Portage)
- Infrastructure Improvements (City of Kalamazoo, City of Portage)

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 local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All grant funded approved activities will be conducted by the County's authorized environmental consultant.

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority's Committees. **There is no fee for a Part I Application.**

Should the Applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule:

- For projects under \$100,000 investment the fee will be \$500
- For projects between \$100,000 and \$500,000 investment, the fee shall be \$1,250
- For projects over \$500,000 investment, the fee shall be \$2,500

Fees 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 Part II 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 (Authority), 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 Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

Based on a review of your completed Part I 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

PART I PROJECT APPLICATION

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. This Part I 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 local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All Grant funded approved activities will be conducted by the County's authorized environmental consultant. **There is no fee for a Part I Application.**

Interested parties are encouraged to contact the Authority staff to discuss the potential project, the applicability of the program and to understand the application process. There is a two part application with the Part I Application providing details of the project including business information, proposed project site and details, tax-base information, timing requirements, etc. A general discussion with the Authority staff and the applicant will ensue. Based on the merits of the project, Authority staff will recommend completion of a Part II Application and/or review by the Authority's Committees.

Should the applicant be encouraged to complete and submit a Part II Application, an application fee will be required according to the following Fee Schedule (*Kalamazoo County accepts credit cards*) :

- For projects under \$100,000 investment, the fee will be \$500.
- For projects between \$100,000 and \$500,000, the fee shall be \$1,250.
- For projects over \$500,000 investment, the fee shall be \$2,500.

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

All Part II Applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.

Both the application (and the Conditional Reimbursement Agreement) can be found on the KCBRA website:
<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 (Authority), 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 Authority timelines and funds available to determine if potential assistance can be offered which will meet your deadlines.

Based on a review of your completed Part I 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.

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

PART I PROJECT APPLICATION

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

1 Date of Application:

Business Information

2 Name of Applicant:

3 Business Address:

4 Business Telephone Number:

5 Contact Person(s) & Title:

6 Contact Person(s) Telephone Number:

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address:

9 Entity Type: Proprietorship
 Partnership
 Corporation
 Other (specify)

10 Describe nature and history of business:

11 List similar projects developed over the last five years (if any):

Proposed Project Site Information

12 Address(es) (if known):

13 Tax IDs:

14 Present Owner(s):

15 Date Present Owner(s) Acquired Property (if known):

16 Does applicant have land control: No Yes

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

17 Any currently known environmental issues?

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

19 Is access to site permitted? No Yes

20 Project Type: New
 Relocation
 Expansion
 Rehabilitation

21 Project Size:
Parcel Size (acres):
Existing building area (sq ft):
New building area (sq ft):

22 Project timeline (proposed or actual):

Start date:

Completion Date:

23

Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

Business Plan	<input type="checkbox"/>	Financial Commitments	<input type="checkbox"/>
Market Analysis	<input type="checkbox"/>	Environmental Information/Reports	<input type="checkbox"/>
Architectural/Site Plans	<input type="checkbox"/>		

Tax Base Information

24 Total Investment Anticipated:

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	<input type="checkbox"/>	Phase II ESA	<input type="checkbox"/>
BEA	<input type="checkbox"/>	Due Care	<input type="checkbox"/>
Hazardous Materials Building Surveys (asbestos and Lead)	<input type="checkbox"/>	Clean-up Planning	<input type="checkbox"/>
Additional Response Activities	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Lead and Asbestos Abatement	<input type="checkbox"/>	Site Preparation (City of Kalamazoo, City of Portage)	<input type="checkbox"/>
Infrastructure Improvements	<input type="checkbox"/>		

26 Current State Equalized Value:

27 Estimated State Equalized Value after Project Completion:

28 Full Time Equivalent (FTE) Employees:

FTE Jobs Retained:

FTE Jobs Created:

Signature on this page is required along with the contact information requested.

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party

Signature	<input type="text"/>	Date	<input type="text"/>
Title	<input type="text"/>		
Direct office or cell number	<input type="text"/>		
Fax number	<input type="text"/>		
Email address	<input type="text"/>		

If you have questions regarding the application, please contact:

Kalamazoo County Government
 Lotta Jarnfelt, Director Email: lmjarn@kalcounty.com
 Department of Planning and Community Development
 201 W. Kalamazoo Avenue, Room 101
 Kalamazoo, MI 49007

Office Phone: 269-384-8112 Office Fax: 269-383-8920

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART II PROJECT APPLICATION

Kalamazoo County, through its Brownfield Redevelopment Authority (Authority), is able to potentially provide various types of financial support on redevelopment projects throughout Kalamazoo County. This Part II 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 local unit of government support, evaluating potential for re-investment, job creation, availability and condition of infrastructure, environmental issues at the site and other benefits to the community. All Grant funded approved activities will be conducted by the County's authorized environmental consultant.

The Part II Application is submitted to the Authority upon invitation subject to an approved Part I Application. The Part II Application requires that an application fee be submitted with the completed Part II Application according to the following Fee Schedule (*Kalamazoo County accepts credit cards for payment*) :

- For projects under \$100,000 investment, the fee will be \$500.
- For projects between \$100,000 and \$500,000, the fee shall be \$1,250.
- For projects over \$500,000 investment, the fee shall be \$2,500.

Fees may be waived at the discretion of the Authority in circumstances they deem appropriate.

All Part II Applications must include a conditional reimbursement agreement should the overall project development not occur. It is Exhibit A as part of the Part II Application.

Both the application (and the Conditional Reimbursement Agreement) can e found on the KCBRA website:
<http://www.kalcounty.com/directory/boards/brownfield.htm>.

A complete Part II Application can be submitted with the application fee to the address and contact noted below.

Department of Planning & Community Development
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007-3777
Phone: 269-384-8112
Fax: 269-383-8920
Lotta Jarnefelt, Director

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART II PROJECT APPLICATION

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

1 Date of Application:

Business Information

2 Name of Applicant:

3 Business Address:

4 Business Telephone Number:

5 Contact Person(s) & Title:

6 Contact Person(s) Telephone Number:

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address:

Proposed Project Site Information

9 Address(es) (if known)

10 Tax IDs:

11 Project timeline (proposed or actual):
 Start date: Completion Date:

12 Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

Business Plan	<input type="text" value="0"/>	Financial Commitments	<input type="text" value="0"/>
Market Analysis	<input type="text" value="0"/>	Environmental Information/Reports	<input type="text" value="0"/>
Architectural/Site Plans	<input type="text" value="0"/>		

Project Team

Bank/Financing:

Legal Counsel:

Environmental Consultant:

Architect:

Construction Management:

Other:

Proposed Brownfield Funding Requested

13 Total Investment Anticipated:

Land:	<input type="text"/>	<input type="text"/>
New Construction/Site Improvements:	<input type="text"/>	<input type="text"/>
Eligible Brownfield Activities (Specify):	<input type="text"/>	<input type="text"/>
Other (Specify below):	<input type="text"/>	<input type="text"/>
Total Capital Investment:	<input type="text" value="\$"/>	<input type="text" value="-"/>

Funding Sources Requested:

Kalamazoo County Brownfield Redevelopment Authority

Authority Grant/Loan Funding:

Brownfield Plan and Act 381 Work Plan(s):

Other Funding:

Michigan Department of Environmental Quality

Brownfield Redevelopment Grant:

Brownfield Redevelopment Loan:

Brownfield Assessment:

Michigan Economic Development Corporation

Community Revitalization Program Loan and/or Grant:

Business Development Program Loan and/or Grant:

Total Brownfield Funding Requested:

\$		-
----	--	---

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.

14 Do you intend on or anticipate appealing the property taxes for this project site?

No	
Yes	

Signature on this page is required along with the contact information requested.

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party

Signature		Date	
Title			
Direct office or cell number			
Fax number			
Email address			

If you have questions regarding the application, please contact:

Kalamazoo County Government
Lotta Jarnefelt, Director
Department of Planning and Community Development
201 W. Kalamazoo Avenue, Room 101
Kalamazoo, MI 49007

Office Phone: 269-384-8112
Email: lmjarn@kalcounty.com
Office Fax: 269-383-8920

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made as of [redacted] by and between [redacted] ("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

[redacted], Michigan, currently owned by [redacted] (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:

Authorized Agent

Address of Developer

Name	<input type="text"/>
Street/Number	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>