
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, September 24, 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 August 27, 2015
5. Citizens Comments (4 minutes each / Please state name and address)
6. Consent Agenda – Invoices
 - a. **\$ 210.00** – Envirologic WO #17 General Environmental Review
7. Financial Report and Administrative Expenses
 - a. **Discussion:** Fund 247 Year to date
 - b. **Discussion/Action:** **\$1999.40** total Travel Expenses for National Brownfield Conference – 2 Staff and 2 Board members
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Checker Motor Site Brownfield Plan Application
 - b. **Discussion/Action:** 555 E. Eliza St.
 - i. Letter of Credit documents
 - ii. Next steps – MDEQ Loan
 - Submittal of Act 381 Work Plan to MDEQ
 - c. **Discussion/Action:** Board Position Renewals
 - d. **Discussion/Action:** Anne Summerfield resignation and Board vacancy
9. Staff Reports
10. Committees - times dates and places
 - a. Land Bank Report–
 - b. Project/Finance Committee–verbal report, next meeting Thursday, October 8th, 4:00pm
 - c. Executive Committee – verbal report, next meeting Friday, October 9th, 8:30 am
 - d. PR/Media Committee –
11. Other
12. Board Member Comments
13. Adjournment

Next Meeting: 4th Thursday – October 22, 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, August 27, 2015
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Andy Wenzel, Joe Agostinelli, Travis Grimwood, Habib Mandwee, Anne Summerfield, Christopher Carew, Ken Peregon, Julie Rogers (arrived later due to County Budget discussions)

Members Excused: Spurr, Hudson, Woods

Kalamazoo Township: George Cochran

Staff: Rachael Grover, Lotta Jarnefelt (late due to County Budget discussions)

Consultant: Jeff Hawkins

Recording Secretary: Rachael Grover, Lauren Patterson

Community: 3

1. Chair Agostinelli called the meeting to Order at 4:07 p.m.
2. Members Excused: Spurr, Hudson, Woods, Rogers (arrived later)
3. Approval of the agenda: **Motion to approve agenda Summerfield, support from Peregon. Motion adopted.**
4. Approval of Minutes: BRA Minutes of July 23, 2015. **Peregon moved and Summerfield seconded the approval of July 23, 2015 minutes. Motion carried.**
5. Citizens Comments: None
6. Consent Agenda – Invoices
 - a. **\$175.00** – Envirologic WO#17 General Environmental Review
Wenzel moved and Mandwee seconded approval of Consent Agenda. Motion carried.
7. Financial Report
 - a. **Discussion:** Fund 247 Year to date
8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Corner @ Drake
 - i. Invoices submitted for reimbursement of Brownfield eligible expenses – Total request from AVB of \$331,506.76.
Grimwood motioned to approve the reimbursement request submitted by AVB for Brownfield eligible expenses, subject to the receipt of Tax Increment Revenue. Wenzel seconded motion. Motion adopted.
 - b. **Discussion/Action:** Annual TIF report to MEDC
Do not need to report the Corner @ Drake or Eliza St. plans for 2014 because we did not start receiving TIF for those sites in 2014.
Staff will follow through with Comstock Township regarding Midlink Renaissance Zone.
Carew motioned to authorize staff submittal of annual TIF report to MEDC. Motion supported by Mandwee. Motion carried.
 - c. **Discussion/Action:** 555 E. Eliza St. (Rogers arrived for this discussion)
 - i. Letter of Credit Documents – Still working with Southern Michigan Bank & Trust regarding requested changes.

- ii. Insurance update - the KCBRA was not covered under the County's liability coverage. County legal counsel has submitted the KCBRA as an addition to the County's coverage.
 - iii. September 1, 2015 Board of Commission Agenda – has been delayed until September 15th BOC meeting.
 - iv. KCBRA Brownfield Plan reimbursement review/comparison - before and after tax appeal tabled for discussion in committee.
- d. **Discussion:** Checker Motors Site update. Brownfield application submitted by Graphic Packaging. No reimbursement agreement at this time. Company plans to do a substantial amount of cleanup with a potential project a possibility for a later date. Presentation to committees in September.
- The KCBRA funded the Site Assessment Grant application (Envirologic prepared) to MDEQ for this site and that could be an eligible expense for reimbursement to the KCBRA.
- e. **Discussion:** 9008 Portage Road – Staff will prepare a letter to City of Portage regarding KCBRA will not be submitting an Act 381 Work Plan.
9. Staff Reports:
- a. Two Board member terms expiring October 31, 2015 – Carew and Mandwee. KCBRA Board can make a recommendation for renewal at September meeting. The members will be contacted for interviews by the Kalamazoo County Administration. The Appointments Committee from the County Board of Commissioners will conduct interviews.
10. Committees - times dates and places
- a. Land Bank Report – Extension provided to potential buyer of Vicksburg Mill on purchase of Land Bank property. Developer/purchaser making payments to extend the option to purchase.
 - b. Project/Finance Committee–verbal report, meeting Thursday, September 10th , 4:00pm
 - c. Executive Committee – verbal report, meeting schedule Friday, September 11th , 8:30 am
 - d. PR/Media Committee –
11. Other –
- Agostinelli discussed the meeting he and Hawkins attended with MDEQ Director Dan Wyant
Staff requested delay for Lunch and Learn outreach until Spring
12. Board Member Comments
- Agostinelli meeting with potential party interested in Midlink property.
13. Adjournment at 4:51 p.m.

Next Meeting: 4th Thursday – August 27, 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



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 01473
 Date 09/08/2015
 Project **150063 General Environmental Review
 W.O. 17**

INVOICE: Through Aug 30, 2015

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

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.50	140.00	210.00
		Invoice total	210.00

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

Number	Project	W.O.	Site/Phase	Budget Estimates		Actual				
				Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
			Brownfield EA and Admin. 247-000-808.00							
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
						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
							Project Subtotal	\$ 2,480.00		\$ 1,020.00
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	
						01322	7/15/2015	\$ 263.75	3,209.62	
			Project Subtotal	\$ 13,500.00	\$ 13,500.00		Project Subtotal	\$ 10,290.38		\$ 3,209.62
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							
			A- Brownfield Plan	\$ 4,000.00	\$ 4,000.00	29926	4/30/2014	\$ 875.00	\$ 5,625.00	
			Budget Amendment #1 - approved 9-25-14	\$ 2,000.00	\$ 2,000.00	00248	8/11/2014	\$ 1,471.25	\$ 4,153.75	
			Budget Amendment #2 - approved 6-25-15	\$ 500.00	\$ 500.00	00362	9/19/2014	\$ 1,653.75	\$ 2,500.00	
						00464	10/16/2014	\$ 1,165.00	\$ 1,335.00	
						00527	11/10/2014	\$ 605.00	\$ 730.00	
						00631	12/8/2014	\$ 202.50	\$ 527.50	
						01320	7/15/2015	\$ 490.00	\$ 37.50	
			Project Subtotal	\$ 6,500.00	\$ 6,500.00		Project Subtotal	\$ 6,462.50		\$ 37.50
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	\$ 182,500.00	\$ 182,500.00		Total	\$ 165,442.00		\$ 9,212.89

Fund 247 - Year to Date 2015
Prepared by RGrover 9/10/2015

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						
	Revenues	Expenditures		REV-EXP		
BRA TOTAL 2011	104,807	81,131		23,676	23,676	149,418
Brownfield Redevelopment Authority Fund 2012						
	Revenues	Expenditures		REV-EXP		
BRA TOTAL 2012	103,091	61,190		41,901	41,901	191,319
Brownfield Redevelopment Authority Fund 2013						
	Revenues	Expenditures		REV-EXP		
BRA TOTAL 2013	112,768	162,897		-50,129	-50,129	141,190
Brownfield Redevelopment Authority Fund 247-2014						
	Revenues	Expenses	Encumbrances	REV-EXP		
County BRA (acct 247-000-) PO 9853	4,250	110,958		-106,708		
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	0	-77,128	-77,128	64,062
BRA Fund 247 for 2015						
	Revenues	Expenses	Encumbrances	REV-EXP		
County BRA (acct 247-000-)	4,000	34,254		-30,254		
Midlink local TIR tax (acct 247-001-420.00)	34,693	6,516		28,177		
Midlink school TIR tax (acct 247-001-420.01)	24,162			24,162		
General Mills				0		
Brown Family/Beckan Ind. (acct 247-002-420.00)*	8,165	5,659		2,505		
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 09-10-2015	71,101	46,429	0	24,672	24,672	88,734
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)		3,210				
WO# 10 Corner@Drake (\$500 additional approved as Am. # 2)		10				
WO#11 A ChemLink Ph I(\$6,000 approved in WO#11 A)			Closed out \$199 balance			
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		1,566				
WO#18 - CMS/E. Eliza MDEQ Grant application		33				
WO#19 - Checker Motors MDEQ SSA grant application		2,735	\$1179 + \$58 application			
WO#20 - 4460 Commercial Ave Portage BF/Act 381 plans			\$4949 for BF Plan			
EPA Brownfield Conference/Training		3,135	\$700 reg. fees; \$165 MEDA			
TOTAL		11,076			-11,076	77,658

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
Fund 643 TOTAL						13,076



COUNTY OF KALAMAZOO

TRAVEL EXPENSE FORM

2015 M&IE and Mileage

Employee Name Habib Mandwee		Vendor #	Date Submitted
Street Address		Department: Planning	
City, State, Zip Code		Period Covered From: Sep 2, 2015	Period Covered To: Sep 4, 2015

Date	Activity Type	Indicate Meals Claimed			Explanation (All M&IE listed must include location)	Amount	
		B	L	D		Travel	Training
09-02-2015	Parking (Out County)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chicago, IL		60.00
09-02-2015	Lodging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essex Inn, Chicago, IL		266.56
09-02-2015	M&IE (Overnight)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chicago, IL		35.00
09-03-2015	Parking (Out County)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chicago, IL		60.00
09-03-2015	Lodging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essex Inn, Chicago, IL		161.80
09-03-2015	M&IE (Overnight)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chicago, IL		71.00
09-04-2015	M&IE (Overnight)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chicago, IL		35.00
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Date	Description (include point to point traveled and purpose of trip)	Mileage	
		Travel	Training
09-02-2015	Mattawan to Chicago, IL for National Brownfield Conference		138.0
09-04-2015	Chicago to Mattawan		138.0

<p>I HEREBY CERTIFY THAT ALL ITEMS OF EXPENSE INCLUDED IN THIS STATEMENT WERE INCURRED IN THE DISCHARGE OF AUTHORIZED OFFICIAL BUSINESS; THAT THE AMOUNTS ARE CORRECT; THAT PROPER DOCUMENTATION HAS BEEN SUBMITTED; AND THAT THEY REPRESENT PROPER CHARGES AGAINST THE COUNTY.</p>	Total Mileage		276.0
	Travel Account		.00
	Training Account 247-000-956.00		848.06
	Total Due		848.06

Employee Signature _____
Date

Authorized Signature _____
Date



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, in care of Lotta Jarnefelt at the address above. The Proposed Part I Project Application must be complete 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 or the following email – lmjarn@kalcounty.com. Pre-application contact is highly recommended and will be beneficial to our common interests.

Please submit your completed Part I Application, along with a cover letter that provides general information about your project, to the Kalamazoo County Brownfield Redevelopment Authority, in care of Lotta Jarnefelt at the address listed on the Part I Application. The Proposed Part I Project Application must be complete and submitted with your cover letter.

Depending on the stage of your project, information may be preliminary or developing. 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	<input type="checkbox"/>	
Partnership	<input type="checkbox"/>	
Corporation	<input type="checkbox" value="Delaware"/>	
Other (specify)	<input type="checkbox"/>	

10 Describe nature and history of business:

Graphic Packaging International, Inc. is a leading provider of paper-based packaging solutions to food, beverage and other consumer products companies. The Company operates on a global basis, is the largest producer of folding cartons in the United States and holds leading market positions in coated unbleached kraft paperboard and

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

Graphic Packaging has conducted a \$50 million carton expansion in Kalamazoo and a \$40 million modernization of its mill in West Monroe, LA, in the past 5 years.

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.):

Owner

17 Any currently known environmental issues? No 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	<input checked="" type="checkbox"/>
Relocation	<input type="checkbox"/>
Expansion	<input type="checkbox"/>
Rehabilitation	<input type="checkbox"/>

21 Project Size:

Parcel Size (acres):	<input style="width: 100%;" type="text" value="Approximately 20 - 30 acres of the existing 65 acres"/>
Existing building area (sq ft):	<input style="width: 100%;" type="text" value="1,250,000 sq ft"/>
New building area (sq ft):	<input style="width: 100%;" type="text" value="Unknown"/>

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

Title

Direct office or cell number

Fax number

Email address

Date

If you have questions regarding the application, please contact:

Kalamazoo County Government

Lotta Jarnefelt, 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 be 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="X"/>
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"/>
New Construction/Site Improvements:	<input type="text" value="Unknown"/>
Eligible Brownfield Activities (Specify):	<input type="text" value="\$6 M to \$8 M"/>
Other (Specify below):	<input type="text"/>
Total Capital Investment:	<input type="text" value="\$Unknown"/>

Funding Sources Requested:

Kalamazoo County Brownfield Redevelopment Authority

Authority Grant/Loan Funding:

Brownfield Plan and Act 381 Work Plan(s):

Other Funding:

\$6 M to \$8 M

Michigan Department of Environmental Quality

Brownfield Redevelopment Grant:

Brownfield Redevelopment Loan:

Brownfield Assessment:

\$1,000,000
\$1,000,000

Michigan Economic Development Corporation

Community Revitalization Program Loan and/or Grant:

Business Development Program Loan and/or Grant:

Unknown
Unknown

Total Brownfield Funding Requested:

\$7 M to \$9 M

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.

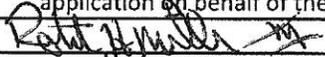
14 Do you intend on or anticipate appealing the property taxes for this project site?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

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

	
Title	Robert H. Miller, Vice-President Engineering
Direct office or cell number	269-330-3820
Fax number	269-383-5420
Email address	MillerR@graphicpkg.com

Date

8/19/15

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

Revised 5/28/2015

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made as of 11-Sep-15 by and between Graphic Packaging International, Inc. ("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

1810 N. Pitcher and 2016 N. Pitcher Street, Kalamazoo, MI, Michigan, currently owned by Graphic Packaging International, Inc. (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~~ ^{may} 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.

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: Michael P. Doss

Authorized Agent

Michael P. Doss
President and Chief
Operating Officer

Address of Developer

Name	Graphic Packaging International, Inc.
Street/Number	1500 N. Pitcher Street
City, State, Zip	Kalamazoo, MI 49007
Phone	269-383-5000
Fax	269-383-5420
Email	MillerR@graphicpkg.com