

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, October 27, 2011, 4:00 p.m.
 PLACE OF MEETING: Room 207A, County Administration Building

MINUTES

Present: Joe Agostinelli, Larry Baumgart, Clare Annen, Ruth Blake, Brandt Iden,
 Kenneth Peregon, Julie Rogers, Matthew VanDyk, Andy Wenzel, Thell Woods

Excused: Anne Summerfield,

Staff: David Artley, Jeff Hawkins (Envirologic), Lotta Jarnefelt

Kalamazoo Township: George Cochran

City of Kalamazoo: Marc Hatton

Community: Connie Ferguson

Recording Secretary: Janet Jones

1. Chairperson Agostinelli called the meeting to order at 4:03 p.m.
2. Members Excused: Anne Summerfield,
3. Peregon moved and VanDyk seconded approval of the Agenda. Motion Carried
4. Blake moved and Rogers seconded approval of the Minutes of the September 22, 2011 meeting. Motion Carried.
5. Oath of Office: Andy Wenzel was sworn in as a new member of the Brownfield Redevelopment Authority.
6. Citizen Comments: None. Thanks to Connie Ferguson for sending the document about the KEC Water Quality Forum.
7. Davis Creek Business Park Methane Monitoring Assessment (former Lakeside Refinery – this was a partnership between the City and County BRAs): Marc Hatton of the City of Kalamazoo Brownfield Authority and Jeff Hawkins of Envirologic Technologies presented information of the 2-year study which concluded that the site can be developed safely. Guidelines for new development and management of the site are also in place. There is potential for harnessing the methane gas to use in generating power.
8. Consent Calendar:
 - a. Approve payment of Clerical Support Services through Janet M. Jones of Kalamazoo – Minutes of September 22, 2011 Meeting. (3.50 hours X \$15/hr)
 Total amount - **\$52.50** from BRA 247-000-808.11.
 - b. Approve payment of Envirologic Technologies Invoice #27495 in the amount of **\$504.06** technical review of documents/invoice related to Midlink Work Order #1. Fund from Account 247-000-808.00. [closes out work order #1]

Rogers moved and Woods supported approval of the consent calendar.
Motion Carried

9. Discussion/Action Calendar [see Board packet]
 - a. **Discussion** – Monthly financial reports. The estimates for the TIF to be used for the Midlink project are accurate at . Encumbrances (p7) will be zeroed out as per the consent agenda just accepted. Full CMS reimbursement has been received. The “BRA Planning \$6,100” allocation has been received and will be posted in the 247-000 account next month.
 - b. **Discussion** – MIDLINK Invoice Response: Staff presented a timeline from August through November, 2011 of the invoices received and reviewed. A conference call with Jared Belka of Warner, Norcross, and Judd clarified some of the concerns about what expenses are allowable for reimbursement from TIF. A recommendation as to payment will be ready for consideration at the November BRA meeting. A spread sheet tracking the invoices will be included. It is likely that the entire \$52K amount from School TIF will be used. Discussion centered around the potential for local decisions being challenged by the State. More discussion will occur at Committee meetings. We must exercise all due caution to ensure a track that justifies payments.
 - c. **Action** – Consider approval of new Work Order #4 Envirollogic Technologies for \$1,500 to continue the review of Midlink documents. Annen moved and Iden seconded approval of the Work Order. Motion Carried.
 - d. **Action**- approve payment of Envirollogic Technologies Invoice # 27496 in the amount of **\$335.94** technical document review/ invoice related to Work Order #4. Fund from BRA Account 247-000-808.00. VanDyk moved and Rogers seconded approval of the invoice. Motion carried.
 - e. **Discussion** - Central Manufacturing Services - 2nd payment check has been received. CMS has identified another potential site.

10. Staff Reports – none at this time.

11. Committees - times dates and places

- a. **Land Bank:** Woods reported that much of the October meeting was spent in discussion of the senior housing to be built at the former Blakeslee Hospital site. There may be as many as 36 units.
Two of the Marketplace houses have been sold with two more pending.
The demolition of the old creamery site on Portage is ready to begin.
Justin VanderArk has left the Board (he has left his position at HomeBuilders).
Several new projects were discussed.
There is some concern that the timing on the Federal funding may run out before it is spent.

Landbank is hiring for a position of Project Manager.

- b. **Executive Committee** – Met in October to discuss potential new projects.

Next meeting: Friday, November 11, 2011, 7:30 a.m. County Administration Bldg. Agenda will include discussion of the Midlink invoices and payments.

- c. **Project/Finance Committee** – Met in October and discussed potential new projects.

Next meeting: Thursday, Nov. 10, 2011, 4:00 pm in County Administration Bldg. Agenda will include discussion of the Midlink invoices and payments.

- d. **PR/Media Committee:** Staff distributed a calendar of public awareness events occurring in the year to date.

A presentation will be made to the Township Board on Wed. Nov. 9. Agostinelli will attend along with staff.

Iden requested a similar presentation to the Oshtemo Township Board.

Oshtemo, Comstock, Kalamazoo, and Schoolcraft Townships will meet on Friday, October 28. BRA staff will be present.

Discussion centered on other opportunities for public awareness.

12. Other: Hawkins suggested that the next application to the EPA for \$200K for hazardous waste abatement should come from the BRA itself (rather than the County). There have been cuts in Federal funding and the competition is increasing. There is a preference to spread the money to entities not previously funded. 10% of funds can be used to monitor the health of people living close to a hazardous site (e.g. lead exposure). Application is due November 28. A letter of support from the State of Michigan has been received and it is expected that the proposal will be on the BOC consent calendar on November 22.

13. Board Member Comments:

Woods: inquired about the need for a guide to be given to people who want to apply to BRA. Artley indicated that potential applicants view the application on line; there are guidelines on the site. The person is instructed to contact staff for consultation as to whether their project is appropriate.

Iden: Welcome Andy

Rogers: Supports the 10% for health and welfare being included in EPA grant proposal.

14. Meeting adjourned at 5:37 p.m.

Next Meeting: **Thursday, November 17, 2011 at 4:00 p.m.**

REVENUES	KCBRA	TIF		EXPENSES		KCBRA Plan Adm	KCBRA Elig. Activities	Encumbrances***	Developer Elig. Activities	Expenses fr LSRRF	BALANCE
		Local Tax	School Tax	TIF LSRRF	KCBRA Gen Activities						
BRA 247-000											
Carry-over	121,000.00				-19,208.34			-2,004.06			99,787.60
BRA Fees	4,000.00										4,000.00
CMS Claw back**	12,168.83										12,168.83
Midlink 247-001											
2011 TIR - Nov		17,531.34	52,184.44								69,715.78
Brown Fam 247-002											
2010 TIR - Nov		4,618.18									0.00
2011 TIR - March		7,658.88			-150.00						4,618.18
2011 TIR - Oct		2,214.33	****								7,508.88
PlanDptBRAAcct*											2,214.33
101-801-808.94	6,100.00										6,100.00
HazWasteGrant											
PetroleumGrant											
										Grand Total	206,113.60
*Approved in the County non-allocated fund balance process in September, 2011. Sum will be transferred to acct # 247-000											
**Of the \$13,168.83 paid to ET for Clausling assessment, all but \$1,000 have been reimbursed to BRA since sale of property fell through											
***Includes \$504.06 that has been approved for payment for Work order # 1 for ET and new work order #4 for 1,500 for ET.											
**** The sum \$2,214.33 was not calculated correctly. Corrective check has been sent from K Twp.											

KALAMAZOO COUNTY
 1/1/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
247 BROWNFIELD REDEVELOPMENT AUTHORITY						
000 BRA - ADMINISTRATIVE & ENVIRONMENTAL						
728.00 POSTAGE	0.00	18.95	18.95	0.00	-18.95	0.00
729.00 COPY CHARGES	1,500.00	730.31	730.31	0.00	769.69	48.69
808.00 CONTRACTUAL SERVICES	108,500.00	14,582.27	14,582.27	2,004.06	91,913.67	15.29
808.11 CONTRACTUAL OTHER	10,000.00	1,158.99	1,158.99	0.00	8,841.01	11.59
850.00 COMMUNICATIONS EXPENSE	0.00	280.00	280.00	0.00	-280.00	0.00
956.00 EMPLOYEE TRAINING	0.00	2,437.82	2,437.82	0.00	-2,437.82	0.00
957.00 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
Total BROWNFIELD REDEVELOPMENT AUTHORITY	121,000.00	19,208.34	19,208.34	2,004.06	99,787.60	17.53
Grand Total	121,000.00	19,208.34	19,208.34	2,004.06	99,787.60	17.53

Expenditure Detail Report

KALAMAZOO COUNTY
 01/01/2011 through 12/31/2011

247 BROWNFIELD REDEVELOPMENT AUTHORITY
 000 BRA - ADMINISTRATIVE & ENVIRONMENTAL

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
727.00 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	0.00
728.00 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
3/31/2011 0311je GJ 218		10.70				
Line Description: 3/2011 COSTING OUT - FUND 247						
4/30/2011 0411je GJ 160		4.82				
Line Description: 4/11 COSTING OUT - FUND 247						
8/31/2011 0811je GJ 176		3.43				
Line Description: 8/11 COSTING OUT - FUND 247						
728.00 POSTAGE	0.00	18.95	18.95	0.00	-18.95	0.00
729.00 COPY CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
2/28/2011 0211je GJ 250		85.74				
Line Description: 2/2011 COSTING OUT - FUND 247						
3/17/2011 budadj BA 883		1,500.00				
Line Description: 3/15/11 BOARD ACTION						
3/31/2011 0311je GJ 218		137.27				
Line Description: 3/2011 COSTING OUT - FUND 247						
4/30/2011 0411je GJ 160		89.96				
Line Description: 4/11 COSTING OUT - FUND 247						
5/31/2011 0511je GJ 168		29.68				
Line Description: 5/2011 COSTING OUT - FUND 247						
6/30/2011 0611je GJ 189		56.23				
Line Description: 6/2011 COSTING OUT - FUND 247						
7/31/2011 0711je GJ 183		89.49				
Line Description: 7/2011 COSTING OUT - FUND 247						
8/31/2011 0811je GJ 176		113.05				
Line Description: 8/11 COSTING OUT - FUND 247						
9/30/2011 0911je GJ 195		80.43				
Line Description: 9/2011 COSTING OUT - FUND 247						
10/31/2011 1011je GJ 194		48.46				
Line Description: 10/2011 COSTING OUT - FUND 247						
729.00 COPY CHARGES	1,500.00	730.31	730.31	0.00	769.69	48.69

Expenditure Detail Report
 KALAMAZOO COUNTY
 01/01/2011 through 12/31/2011

247 BROWNFIELD REDEVELOPMENT AUTHORITY
 000 BRA - ADMINISTRATIVE & ENVIRONMENTAL

Account Number	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
730.00 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
808.00 CONTRACTUAL SERVICES					
2/17/2011 po					
Line Description: FOR BROWNFIELD REDEVELOPMENT					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
3/17/2011 budadj BA 883	108,500.00				
Line Description: 3/15/11 BOARD ACTION					
8/18/2011 invoice IN 26826		300.00			
Line Description: PAYMENT FOR PROFESSIONAL TIME					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/18/2011 invoice IN 27185		1,664.52			
Line Description: PAYMENT FOR PROFESSIONAL TIME					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/18/2011 invoice IN 27190		767.50			
Line Description: PAYMENT FOR PROFESSIONAL TIME F					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/18/2011 invoice IN 27235		135.94			
Line Description: PAYMENT FOR FILED EQUIPMENT/M/					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/18/2011 invoice IN 27269		11,504.31			
Line Description: PAYMENT FOR BROWNFIELD REDEV					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/18/2011 invoice IN 27270		210.00			
Line Description: PAYMENT FOR BROWNFIELD REDVE					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/22/2011 invoice IN 26826		-300.00			
Line Description: PAYMENT FOR PROFESSIONAL TIME					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/24/2011 invoice IN 27235		-135.94			
Line Description: PAYMENT FOR FILED EQUIPMENT/M/					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
8/25/2011 invoice IN 27235		135.94			
Line Description: FOR BROWNFIELD REDEVELOPMENT					
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.					
			940.00		
				0.00	0.00
				0.00	0.00

Expenditure Detail Report
 KALAMAZOO COUNTY
 01/01/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
808.00 CONTRACTUAL SERVICES						
8/25/2011 po LI 27235				-135.94		
Line Description: FOR BROWNFIELD REDEVELOPME						
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.						
10/24/2011 po LI 27363				-300.00		
Line Description: FOR BROWNFIELD REDEVELOPME						
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.						
10/24/2011 invoice IN 27363			300.00			
Line Description: FOR BROWNFIELD REDEVELOPME						
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.						
11/4/2011 po PO pur-008582				1,500.00		
Line Description: BRA - WORK ORDER #4 - MIDLINK						
Vendor: 019089 ENVIROLOGIC TECHNOLOGIES INC.						
808.00 CONTRACTUAL SERVICES						
808.11 CONTRACTUAL OTHER						
1/6/2011 invoice IN JAN11-MIN						
Line Description: RECORD KEEPING FOR JAN 2011 ME						
Vendor: 025030 PYATT, LORI						
2/23/2011 invoice IN JAN-FEB-MIN						
Line Description: JAN & FEB 2011 RECORD KEEPING						
Vendor: 025030 PYATT, LORI						
3/17/2011 budadj BA 883						
Line Description: 3/15/11 BOARD ACTION						
Vendor: 025030 PYATT, LORI						
3/24/2011 invoice IN MAR-MIN						
Line Description: RECORD KEEPING FOR MARCH MEE						
Vendor: 025030 PYATT, LORI						
5/19/2011 invoice IN APR11-MIN						
Line Description: MINUTES FOR APRIL MEETING						
Vendor: 017840 JONES, JANET M						
6/21/2011 invoice IN MAY2111						
Line Description: PAYMENT TO JANET JONES FOR BR						
Vendor: 017840 JONES, JANET M						

Expenditure Detail Report

KALAMAZOO COUNTY
01/01/2011 through 12/31/2011

247 BROWNFIELD REDEVELOPMENT AUTHORITY
000 BRA - ADMINISTRATIVE & ENVIRONMENTAL

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
808.11	CONTRACTUAL OTHER						
6/27/2011	invoice IN 62411-1		52.50				
	Line Description: PAYMENT FOR CLERICAL SUPPORT						
	Vendor: 017840 JONES, JANET M		Document Description : PAYMENT FOR CLERICAL SUP Check # 405298				
8/1/2011	invoice IN JULY2911		71.25				
	Line Description: REIMBURSEMENT FOR JANET JONE						
	Vendor: 017840 JONES, JANET M		Document Description : REIMBURSEMENT FOR JANET Check # 406740				
8/9/2011	invoice IN KG 08911		660.24				
	Line Description: PAYMENT FOR LEGAL NOTICE AND E						
	Vendor: 000152 KALAMAZOO GAZETTE		Document Description : K010797800 Check # 407742				
10/21/2011	invoice IN 92211-JJ		52.50				
	Line Description: PAYMENT FOR CLERICAL SUPPORT						
	Vendor: 017840 JONES, JANET M		Document Description : AUGUST 2011 BRA MEETING M Check # 410913				
808.11	CONTRACTUAL OTHER	10,000.00	1,158.99	1,158.99	0.00	8,841.01	11.59
850.00	COMMUNICATIONS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
4/18/2011	invoice IN 0211		20.00				
	Line Description: KALCOUNTRY.COM HOSTING, PROGR						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 402522				
4/18/2011	invoice IN 0111		100.00				
	Line Description: KALCOUNTRY.COM HOSTING PROGR/						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 402522				
5/17/2011	invoice IN 0311		30.00				
	Line Description: KALCOUNTRY.COM HOSTING, PROGR						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 403590				
6/24/2011	invoice IN 0411		40.00				
	Line Description: KALCOUNTRY.COM HOSTING PROGR/						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 405483				
10/13/2011	invoice IN 0611		30.00				
	Line Description: KALCOUNTRY.COM HOSTING, PROGR						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 410507				
10/13/2011	invoice IN 0711		50.00				
	Line Description: KALCOUNTRY.COM HOSTING, PROGR						
	Vendor: 022453 KKZO LLC		Document Description : KALCOUNTRY.COM Check # 410507				

Expenditure Detail Report
 KALAMAZOO COUNTY
 01/01/2011 through 12/31/2011

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
850.00 COMMUNICATIONS EXPENSE						
10/13/2011 invoice IN 0811		10.00				
Line Description: KALCOUNTRY.COM HOSTING, PROGR						
Vendor: 022453 KKZO LLC						
850.00 COMMUNICATIONS EXPENSE		280.00	280.00	0.00	-280.00	0.00
860.00 TRAVEL		0.00	0.00	0.00	0.00	0.00
897.01 RESERVE FOR FUTURE		0.00	0.00	0.00	0.00	0.00
931.00 EQUIPMENT MAINT.		0.00	0.00	0.00	0.00	0.00
956.00 EMPLOYEE TRAINING		0.00	0.00	0.00	0.00	0.00
5/10/2011 invoice IN BRA-CONF-BI		1,410.02				
Line Description: BRA CONFERENCE EXPENSE - REIM						
Vendor: 027714 IDEN, BRANDT						
5/10/2011 invoice IN BRA-CONF-LB		977.80				
Line Description: BRA CONFERENCE EXPENSE - REIM						
Vendor: 028657 BAUMGART, LARRY						
6/8/2011 invoice IN 2011-D		50.00				
Line Description: REGISTRATION FOR DAVID ARTLEY						
Vendor: 015244 STATE OF MICHIGAN						
956.00 EMPLOYEE TRAINING		2,437.82	2,437.82	0.00	-2,437.82	0.00
957.00 MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00
3/17/2011 budadj BA 883		1,000.00				
Line Description: 3/15/11 BOARD ACTION						
957.00 MISCELLANEOUS		1,000.00	0.00	0.00	1,000.00	0.00
958.00 NEW EQUIPMENT		0.00	0.00	0.00	0.00	0.00
Total BROWNFIELD REDEVELOPMENT AUTHORITY	121,000.00	19,208.34	19,208.34	2,004.06	99,787.60	17.53
Grand Total	121,000.00	19,208.34	19,208.34	2,004.06	99,787.60	17.53

KALAMAZOO COUNTY
1/1/2011 through 12/31/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
247 BROWNFIELD REDEVELOPMENT AUTHORITY					
000 BRA - ADMINISTRATIVE & ENVIRONMENTAL					
402.01 CARRYOVER	121,000.00	0.00	0.00	121,000.00	0.00
608.08 SERVICE FEES	0.00	16,168.83	16,168.83	-16,168.83	0.00
666.00 INTEREST ON INVESTMENTS & DIVIDENDS	0.00	0.00	0.00	0.00	0.00
699.01 TRF FROM #101 GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total BROWNFIELD REDEVELOPMENT AUTHORITY	121,000.00	16,168.83	16,168.83	104,831.17	13.36
Grand Total	121,000.00	16,168.83	16,168.83	104,831.17	13.36

Revenue Detail Report

KALAMAZOO COUNTY
 01/01/2011 through 12/31/2011

247 BROWNFIELD REDEVELOPMENT AUTHORITY
 000 BRA - ADMINSTRATIVE & ENVIRONMENTAL

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
402.01 CARRYOVER 3/17/2011 budadi BA 883	0.00	0.00	0.00	0.00	0.00
Line Description: 3/15/11 BOARD ACTION	121,000.00				
402.01 CARRYOVER	121,000.00				
Document Description: REC 3/15/11 TRANSFERS & DISBURSEMENTS			0.00	121,000.00	0.00
608.08 SERVICE FEES 6/29/2011 receipt CR 1000-001209	0.00	0.00	0.00	0.00	0.00
Line Description: KAL COUNTY BROWNFIELD REDEVELO	2,500.00				
6/29/2011 receipt CR 1000-001210	1,500.00				
Line Description: KAL COUNTY BROWNFIELD REDEVELO	6,500.00				
9/30/2011 receipt CR 1000-001256	5,668.83				
Line Description: KALAMAZOO COUNTY BRA CLAW BACK					
10/25/2011 receipt CR 1000-001269	16,168.83				
Line Description: BRA					
608.08 SERVICE FEES					
Document Description: BROWNFIELD AUTH REDEVELOPMENT	0.00	16,168.83	16,168.83	-16,168.83	0.00
666.00 INTEREST ON INVESTMENTS & DIVIDENDS	0.00	0.00	0.00	0.00	0.00
699.01 TRF FROM #101 GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total BROWNFIELD REDEVELOPMENT AUTHORITY	121,000.00	16,168.83	16,168.83	104,831.17	13.36
Grand Total	121,000.00	16,168.83	16,168.83	104,831.17	13.36

**Kalamazoo County Brownfield Redevelopment Authority
Reimbursement Analysis Review
5200 E. Cork Street Investors, LLC
Kalamazoo, MI
November 17, 2011**

Revenue

	State	Local	Total
Summer Tax 2011 Receipt	\$ 52,184.44	\$ 17,531.34	\$ 69,715.78
Total Revenues Received	52,184.44	17,531.34	69,715.78

Expenditures**KCBRA Expense****Contractual:**

Envirologic Technologies, Inc.	\$ -	\$ 51,998.31	\$ 51,998.31
Less: MDLK Retainer		\$ (10,000.00)	\$ (10,000.00)
Howard & Howard		\$ 10,757.00	\$ 10,757.00

Administration:

Staff:		\$ -	\$ -
County Cost Allocation (through 2010):		6,631.00	\$ 6,631.00
Expenses:			
- Gazette Posting		\$ 1,971.06	\$ 1,971.06
Subtotal KCBRA		\$ 61,357.37	\$ 61,357.37

Developer Expense**Baseline Environmental Assessment Activities:**

No Request for Reimbursement - November 17, 2011

Due Care Activities:

Approved Reimbursement Request #1 - November 17, 2011 435,974.46 393,513.49 829,487.95

Environmental Insurance:*

Approved Reimbursement Request #1 - November 17, 2011 570,000.00 570,000.00

Contingencies:*

Approved Reimbursement Request #1 - November 17, 2011 57,480.53 57,480.53

Interest (3%):**

**Preparation and development of MDEQ Work Plan
and Brownfield plan**

Approved Reimbursement Request #1 - November 17, 2011 20,000.00 20,000.00

Subtotal Developer 435,974.46 1,040,994.02 1,476,968.48

Total Expenditures 435,974.46 1,102,351.39 1,538,325.85

Remaining Balances after Request #1 - November 17, 2011

KCBRA	\$ 43,826.03	\$ 43,826.03
Developer Expense	383,790.02	1,424,784.04
Total Remaining Balances after Request #1 - November 17, 2011	383,790.02	1,468,610.07

Payment Approvals:

November 17, 2011 - KCBRA	\$ 17,531.34
November 17, 2011 - Developer	\$ 52,184.44

*Total Environmental Insurance cost was \$627,481. Therefore, contingency of \$57,481 was used for first TIF Reimbursement Request

**KCBRA will calculate interest figure based on eligible activity submission and approval timing

Kalamazoo County Brownfield Redevelopment Authority
Project Update – November 17, 2011 BRA Meeting
County Funded Projects – Brownfield EA and Admin. – 247-000-808.00
Prepared by: Envirologic Technologies, Inc.

Midlink Business Park and other General Brownfield Activities

Work Order #1 and Work Order #4

The TIF Reimbursement Request #1 was received from the Developer on August 12, 2011. It consisted of a Submittal Letter, a Budget Summary Table, a Table of all invoices and a binder with 201 invoices with accompanying documentation. The information has been reviewed by Staff and Envirologic. Envirologic drafted a Review Memorandum with questions, comments and requests for additional information which was submitted under a cover letter drafted by Staff on Friday, August 16, 2011 prior to the required 45 day review period which ends, September 26, 2011.

On October 18, 2011, the Developer responded with additional information and clarification which has been reviewed by KCBRA Staff, Envirologic and Susan Padley of Howard and Howard. Additional clarification on a few items has been requested of the Developer which will be reflected in the various documents provided by the Developer. The KCBRA Staff reviewed the information with the KCBRA Executive Committee on November 11, 2011 and with the Budget and Finance Committee on November 14, 2011. Based on these reviews, a recommendation to the KCBRA Board will be made on November 17, 2011 to approve the Developer invoices as presented in Reimbursement Request #1 and provide reimbursement with the available tax increment.

Verbal Staff Report.