
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, May 27, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
See Link provided below or via telephone number provided
TIME: 4:00 pm

AGENDA

Please be advised, the Kalamazoo County Brownfield Redevelopment Authority Board of Directors will conduct this meeting virtually, due to the ongoing COVID-19 related pandemic.

To join this electronic meeting, please use the following link:

<https://us02web.zoom.us/j/83445338816>

Or One tap mobile :

US: +13126266799,,83445338816# or +16465588656,,83445338816#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782

Webinar ID: 834 4533 8816

**For members of the Public wishing to address the Board during the public comment period, please add yourself to the queue by selecting the "Raise hand" button or by dialing *9 on your phone. Once selected, please unmute yourself by selecting the Mute Button or by dialing *6 on your phone.

1. Call to Order: 4:00
2. Roll Call and Members Excused – Members state the location of remote attendance, including city/village/township, county, and state (per Michigan Public Act 254 of 2020)
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of April 22, 2021
5. Public Comments (4 minutes each)
6. Consent Agenda – Invoices
 - a. **From General 247 Fund:**
 - i. \$ **742.50** – Envirologic Inv# 07671, WO# 2021-1 General Environmental
7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** NEW! - EPA Assessment Grant 2021
 - i. Draft Work Plan due June 11, 2021
 - ii. Final Work Plan and updated federal forms for the cooperative agreement with EPA due July 10th



- b. **Discussion/Action:** Scannell Properties #397, LLC Reimbursement request invoice submittal
 - c. **Discussion/Action:** 2022 Budget
 - d. **Discussion/Action:** Paper City Development/ Vicksburg Mill
 - i. **\$ 700.00** – Envirollogic Invoice # 07670 - EGLE Loan oversight
 - ii. **\$ 402.50** – Envirollogic Invoice #07669 – EGLE Grant oversight
 - iii. Amendment #3 for the GRANT – \$50,000 added to the grant award for the additional vapor sampling requirements. Need Board approval to authorize the KCBRA Chair to sign Amendment #3
 - e. **Discussion/Action:** Proposed new meeting time for KCBRA Board meetings
8. Financial Reports
- a. **Discussion:** Funds 247 and 643
9. Staff Report/Updates
- a. Bylaws
10. Committees - times dates and places
- a. Land Bank Report – next meeting Thursday, June 10, 2021 at 8:30 a.m.
 - b. Project/Finance Committee – Thursday, June 10, 2021, 4:00 p.m.
 - c. Executive Committee – Friday, June 11, 2021, 9:00 a.m.
11. Other
12. Board Member Comments
13. Adjournment

Next Meeting: Thursday, June 24, 2021 at 4:00 p.m.

Room 207a, County Admin Bldg - Or alternatively, held electronically or via teleconference. Please see the KCBRA website at www.kalcountybrownfield.com for electronic meeting notice and instructions

BOARD MEMERS:

PLEASE CALL 384-8112 OR EMAIL RAGROV@KALCOUNTY.COM
IF YOU ARE UNABLE TO ATTEND THE MEETING

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

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

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, April 22, 2021
PLACE OF MEETING: ELECTRONIC Meeting via Zoom
TIME: 4:00 pm

MINUTES DRAFT

Present: Ken Peregon, Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Wei Wang, Andy Wenzel

Members Excused: Zachary Bauer, Jodi Milks

Vacancy: 1 current vacancy on Board

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirollogic Technologies

Recording Secretary: Rachael Grover

County Commissioners: None present

Community: 2

1. Chair Peregon called the electronic meeting to Order at 4:03 p.m. and noted that the meeting is being recorded.

Attendance Roll - Directors Present and location of Remote Attendance:

Peregon – City of Kalamazoo, Kalamazoo County, Michigan

Barton – Kalamazoo County, Michigan

Carew – City of Kalamazoo, Kalamazoo County, Michigan

Ferguson – City of Kalamazoo, Kalamazoo County, Michigan

Grimwood – Kalamazoo County, Michigan

Mandwee – City of Kalamazoo, Kalamazoo County, Michigan

Wang – City of Portage, Kalamazoo County, Michigan

Wenzel – City of Kalamazoo, Kalamazoo County, Michigan

Ex officio member Miller – City of Muskegon, Michigan

2. Members Absent: Bauer and Milks. Eight voting Members of ten Board of Directors present plus one ex officio member. There is currently one vacancy with Director Coleman who resigned effective 3/24/2021.
 3. Approval of the Agenda: Staff updated the agenda to include reimbursement dollar amounts in Item 7.a. **Wenzel motioned approval of the agenda as updated and Ferguson seconded the motion. Motion carried.**
 4. Approval of Minutes: BRA Minutes of March 25, 2021
Wang motioned approval of the March 25, 2021 minutes and Wenzel seconded the motion. Motion carried.
 5. Public Comment: Chair Peregon read the public comment policy and gave directions for the public to provide input.
-

David Mills introduced himself and was joining today's meeting with Director Mandwee to learn about the work of the KCBRA.

6. Consent Agenda – Invoices:

Grimwood requested removing item 6.a.ii. from the Consent Agenda

a. **From General 247 Fund:**

- i. **\$2,505.00** – Envirollogic Inv# 07516, WO# 2021-1 General Environmental

Wenzel motioned to approve payment of item 6.a.i. as presented and Mandwee seconded the motion. Motion carried.

- ii. **\$ 62.00** – Varnum Inv# 1127883, Paper City/MSF Dev. Agreement

Ferguson motioned to approve the payment of item 6.a.ii. as presented and Carew seconded the motion. Motion carried with 7 Yes and Grimwood abstained.

7. Discussion and/or Action Calendar

a. **Discussion/Action:** Reimbursements

- i. **\$19,048.38** total Reimbursement – 381 LLC (381/383 S. Pitcher St.) \$7,171.07 from School; \$11,877.31 from Local TIR capture from 2020

Staff presented the project revenues and reimbursement amounts that have been made to date. Remaining school and local tax revenues, less administrative charges and State Brownfield fund commitment, are available to reimburse developer for invoices approved to date.

Wang motioned to approve reimbursement as presented and Barton seconded the motion. Motion carried via voice vote with 6 Yes and Wenzel and Grimwood abstained.

- ii. **\$4,590.00** total Reimbursement to 232 LLC (232 W. Michigan Ave) – Local 2020 TIR capture only

Staff presented project revenues and reimbursement amounts that have been made to date. Remaining local taxes, less administrative charges, are available for reimbursement for reimbursement to developer for invoices approved to date.

Wenzel motioned to approve reimbursement as presented and Carew seconded the motion. Motion carried via voice vote with 8 Yes.

- iii. Midlink Brownfield Plan: Remaining 2020 Midlink and General Mills reimbursement
General Mills: \$128,887.24 – Includes \$80,959.18 School TIR and \$47,928.06 Local TIR

Remaining **\$226,410.21 School TIR** transfer to **LBRF**

Need 2 Motions for payment and transfer: 1) Motion to approve reimbursement to General Mills; 2) Motion to approve transfer to LBRF

Mandwee motioned to table the LBRF transfer and reimbursement related to General Mills available TIF Revenue and Wenzel seconded the motion. No members were opposed to tabling the agenda item. Motion carried.

Midlink/East Cork St. Investors LLC: \$47,701.77 – includes \$36,087.52 Local TIF for brownfield activities plus \$11,614.25 for 2020 Interest.

Wenzel motioned to approve reimbursement to East Cork St. Investors as presented and Ferguson seconded the motion. Motion carried with 8 Yes.

- b. **Discussion/Action:** Stadium Park Way Brownfield Plan Administrative Correction to Brownfield Plan

Grover and Hawkins presented the Administrative correction and letter to Oshtemo Township regarding the clarification of the parcels included in the Brownfield Plan.

Mandwee motioned to approve the Administrative correction as presented and Barton seconded the motion. Motion carried via voice roll call vote with 8 Yes.

- c. **Discussion/Action:** Paper City Development/ Vicksburg Mill
- i. **\$ 35.00** – Envirologic Invoice # 07515 - EGLE Loan oversight
 - ii. **\$ 301.77** – Envirologic Invoice #07514 – EGLE Grant oversight

Wenzel motioned approval of invoices in Items 7.c.i and ii. and Carew seconded the motion. Motion carried via voice roll call vote with 7 Yes and Grimwood abstaining.

- iii. Q1 Loan Report – **\$8,302.13** Reimbursement to Paper City Development, LLC

Barton motioned to approve reimbursement to Paper City Development, LLC pending proof of payment. Mandwee seconded the motion. Motion carried via voice roll call vote with 7 Yes and Grimwood abstaining.

- iv. Q2 Grant and Loan Reports – to be submitted to EGLE by April 30th

Staff discussed that Grant and Loan reports/invoices are currently being reviewed by staff and Envirologic and will be submitted to EGLE by April 30th. Reports will then be forwarded to the KCBRA Board.

No action required at this time.

8. Financial Reports

- a. **Discussion:** Funds 247 and 643

Staff provided updated financial reports

9. Staff Report/updates

- a. Bylaws – Bylaws committee has met. Executive committee requested postponing approving bylaws so that legal opinions regarding the number of EDC Board members can be reviewed further.
- b. City Brownfield Meetings – staff providing information regarding when the City BRA meets and asking if any KCBRA members may be interested in attending to learn about current or upcoming City BRA projects. Meetings are the 3rd Thursday of the month at 7:30 a.m.

10. Committees - times dates and places

- a. Land Bank Report – Next meeting Thursday, April 16, 2021.
 - b. Project/Finance Committee – Thursday, May 13, 2021, 4:00 p.m.
 - c. Executive Committee – Friday, May 14, 2021, 9:00 a.m.
-

11. Other - None

Jarnefelt shared that there is a potential Property Assessed Clean Energy (PACE) project in Kalamazoo County. Lean and Green Michigan is presenting the PACE tool to the County Commission on May 4th.

12. Board Member Comments

None

13. Adjournment: **Meeting adjourned at 5:32 p.m.**

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Kalamazoo, MI 49007
TELEPHONE: (269)384-8305



Remit to:
 2960 Interstate Parkway, Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirollogic.com

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

Invoice number 07671
 Date 05/21/2021

Project **210027 KCBRA - W.O. 2021-1 General Environmental Review**

INVOICE: Through Apr 30, 2021

GENERAL REVIEW

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	1.00	90.00	90.00
CAD Designer/Drafter Michelle A. Bell Professional Services	2.50	65.00	162.50
Principal Jeffrey C. Hawkins Professional Services	3.50	140.00	490.00
Phase subtotal			<u>742.50</u>
		Invoice total	<u>742.50</u>

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options

General Environmental Review
Budget and Cost Summary

Number		Site/Phase	Budget Estimates		Actual				
Project	W.O.		Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining
210027	2021-1	General Environmental Review	\$ 15,000.00	\$ 15,000.00	07345	2/5/2021	\$1,512.50	\$13,487.50	
					07466	3/9/2021	\$1,050.00	\$12,437.50	
					07516	4/8/2021	\$2,505.00	\$9,932.50	
					07671*	5/21/2021	\$742.50	\$9,190.00	
							\$5,810.00		\$9,190.00
		Contractual Administrative	\$ 14,000.00	\$ 14,000.00	07345	2/5/2021	\$1,900.00	\$12,100.00	
					07466	3/9/2021	\$142.50	\$11,957.50	
							\$2,042.50		\$11,957.50
		Project Subtotal	\$ 29,000.00	\$ 29,000.00			\$7,852.50		\$21,147.50
190260	2020-1	General Environmental Review	\$ 15,000.00	\$ 15,000.00	06319	2/7/2020	\$385.00	\$14,615.00	
					06440	3/19/2020	\$141.25	\$14,473.75	
					06517	4/8/2020	\$595.00	\$13,878.75	
		*Includes \$1,200 Budget for 2019 Annual Report			06577	5/12/2020	\$1,187.50	\$12,691.25	
					06657	6/17/2020	\$2,223.75	\$10,467.50	
					06712	7/9/2020	\$1,470.00	\$8,997.50	
					06894	9/8/2020	\$770.00	\$8,227.50	
					06981	10/12/2020	\$1,155.00	\$7,072.50	
		FOR REFERENCE ONLY, NOT INCLUDED IN TOTALS ON TABLE			07045	11/5/2020	\$245.00	\$6,827.50	
					07161	12/7/2020	\$542.50	\$6,285.00	
					07283	1/18/2021	\$1,032.50	\$5,252.50	
							\$9,747.50		
		Dedicated Envirologic Staff Person	\$ 9,120.00	\$ 9,120.00	06319	2/7/2020	\$2,066.25	\$7,053.75	
					06440	3/19/2020	\$1,662.50	\$5,391.25	
					06517	4/8/2020	\$522.50	\$4,868.75	
					06657	6/17/2020	\$570.00	\$4,298.75	
					06712	7/9/2020	\$475.00	\$3,823.75	
					06810	8/11/2020	\$332.50	\$3,491.25	
					06894	9/8/2020	\$760.00	\$2,731.25	
					06981	10/12/2020	\$546.25	\$2,185.00	
					07161	12/7/2020	\$95.00	\$2,090.00	
					07283	1/18/2021	\$142.50	\$1,947.50	
							\$7,172.50		
		Project Subtotal	24,120.00	24,120.00			Project Subtotal	\$16,920.00	\$7,200.00
190048	2019-2	Paper City Development - EGLE Grant Oversight							
		W.O. Approved			05421	4/18/2019	\$2,642.50	\$10,357.50	\$10,357.50
		Total Approved budget of \$3,000.00	\$ 3,000.00	\$3,000.00	05490	5/10/2019	\$140.00	\$10,217.50	\$10,217.50
		Amendment #1 - \$5,000.00	\$ 5,000.00	\$ 5,000.00	05603	6/14/2019	\$1,662.50	\$8,555.00	\$8,555.00
		Amendment #2 - \$5,000.00	\$ 5,000.00	\$5,000.00	05665	7/16/2019	\$1,110.00	\$7,445.00	\$7,445.00
		Project Subtotal	\$ 13,000.00	\$13,000.00	05723	8/14/2019	\$788.75	\$6,656.25	\$6,656.25
					05787	9/6/2019	\$35.00	\$6,621.25	\$6,621.25
					06215	1/7/2020	\$26.25	\$6,595.00	\$6,595.00
					06329	2/7/2020	\$131.25	\$6,463.75	\$6,463.75
					06442	3/19/2020	\$210.00	\$6,253.75	\$6,253.75
					06579	5/12/2020	\$113.75	\$6,140.00	\$6,140.00
					06655	6/17/2020	\$52.50	\$6,087.50	\$6,087.50
					06714	7/9/2020	\$105.00	\$5,982.50	\$5,982.50
					06808	8/11/2020	\$78.75	\$5,903.75	\$5,903.75
					06895	9/8/2020	\$52.50	\$5,851.25	\$5,851.25
					06994	10/12/2020	\$446.25	\$5,405.00	\$5,405.00
					07086	11/5/2020	\$551.25	\$4,853.75	\$4,853.75
					07163	12/7/2020	\$183.75	\$4,670.00	\$4,670.00
					07282	1/14/2021	\$645.73	\$4,024.27	\$4,024.27
					07465	3/9/2021	\$446.25	\$3,578.02	\$3,578.02
					07514	4/8/2021	\$301.77	\$3,276.25	\$3,276.25
					07669*	5/21/2021	\$402.50	\$2,873.75	\$2,873.75
							Project Subtotal	\$10,126.25	\$2,873.75
190148	2019-4	Paper City Development LLC, Vicksburg, Michigan - EGLE Loan Oversight							
		W.O. Approved	\$ 40,000.00	\$40,000.00	05789	9/6/2019	\$1,470.00	\$38,530.00	\$38,530.00
					05896	10/7/2019	\$787.50	\$37,742.50	\$37,742.50
					05994	11/7/2019	\$1,242.50	\$36,500.00	\$36,500.00
					06128	12/9/2019	\$280.00	\$36,220.00	\$36,220.00
					06214	1/7/2020	\$105.00	\$36,115.00	\$36,115.00
					06330	2/7/2020	\$385.00	\$35,730.00	\$35,730.00
					06441	3/19/2020	\$840.00	\$34,890.00	\$34,890.00
					06516	4/8/2020	\$271.25	\$34,618.75	\$34,618.75
					06580	5/12/2020	\$840.00	\$33,778.75	\$33,778.75
					06656	6/17/2020	\$236.25	\$33,542.50	\$33,542.50
					06713	7/9/2020	\$130.00	\$33,412.50	\$33,412.50
					06809	8/11/2020	\$78.75	\$33,333.75	\$33,333.75
					06896	9/8/2020	\$315.00	\$33,018.75	\$33,018.75
					06982	10/12/2020	\$297.50	\$32,721.25	\$32,721.25
					07042	11/5/2020	\$52.50	\$32,668.75	\$32,668.75
					07162	12/7/2020	\$78.75	\$32,590.00	\$32,590.00
					07346	2/5/2021	\$52.50	\$32,537.50	\$32,537.50
					07464	3/9/2021	\$262.50	\$32,275.00	\$32,275.00
					07515	4/8/2021	\$35.00	\$32,240.00	\$32,240.00
					07670*	5/21/2021	\$700.00	\$31,540.00	\$31,540.00
							Project Subtotal	\$8,460.00	\$31,540.00
		Total Project Budgets	\$82,000.00	\$82,000.00			Total	\$26,438.75	\$55,561.25

MEMORANDUM

TO: **RACHAEL GROVER, RESOURCE COORDINATOR, KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

FROM: **JEFF HAWKINS**

SUBJECT: **GENERAL/LBRF FUNDING UPDATES**

DATE: **5/27/21**

This memorandum serves to provide information regarding updates for the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) for activities and services rendered on various projects related to General Funding or LBRF Projects.

1. General Environmental Review
Project No: 190260 - W.O. 2020-1
Update:

Envirollogic attended and hosted the May committee meetings and prepared materials for the May 27th KCBRA meeting. Envirollogic prepared informational piece for EPA regarding the recent EPA Grant award. Envirollogic revised figures and prepared clarification memo for the Stadium Parkway/Select Products Brownfield Plan. Envirollogic assisted with running the Zoom BRA meeting and annual meeting.

2. Paper City Development – EGLE Grant Oversight
Project No: 190048 – W.O. 2019-2
Update:

Envirollogic met with Rachael Grover and Lisa Phillips regarding remaining budgets, approved tasks and also prepped for Vapor testing. Envirollogic reviewed email from EGLE.

3. Paper City Development – EGLE Loan Oversight
Project No: 190148 – W.O. 20419-4
Update:

Envirollogic met with Rachael Grover and Lisa Phillips regarding remaining budgets and approved tasks. Envirollogic reviewed quarterly reports.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF
LAND AND EMERGENCY
MANAGEMENT

May 11, 2021

The Honorable Ken Peregon
Board of Commissioners Chairperson
Kalamazoo County
201 West Kalamazoo Avenue
Kalamazoo, MI 49007-3777

Dear Mr. Peregon:

On behalf of the United States Environmental Protection Agency (EPA), I am pleased to congratulate you and confirm that the Kalamazoo County Brownfield Redevelopment Authority was selected as one of the entities EPA will begin negotiations with to award a cooperative agreement for an Assessment Grant. The Kalamazoo County Brownfield Redevelopment Authority submitted an outstanding application, and we deeply appreciate the tremendous commitment of time and energy that went into its preparation.

Since its inception in 1995, EPA's Brownfields Program has worked to help states and communities around the country clean up and revitalize brownfield sites. We fully expect that these brownfield projects will provide benefits to the environment and economy of local communities. Matt Didier, your Regional Brownfields Contact, will work closely with the Kalamazoo County Brownfield Redevelopment Authority to negotiate the cooperative agreement prior to the grant award. You may contact Matt Didier at 312-353-2112 or didier.matthew@epa.gov.

Again, congratulations on being selected! We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "David R. Lloyd".

David R. Lloyd, Director
Office of Brownfields and Land Revitalization

cc: Matt Didier
Rachael Grover

Brownfields 2021 Assessment Fact Sheet

Kalamazoo County Brownfield Redevelopment Authority, Kalamazoo, MI

Grant Recipient Information

Name: Kalamazoo County Brownfield Redevelopment Authority

Phone: 269-384-8305

EPA Information

Region: EPA Region 5 Brownfields Team

Phone: 312-353-2112

Website: <https://www.epa.gov/brownfields/brownfields-and-land-revitalization-illinois-indiana-michigan-minnesota-ohio-and>

Overview of the EPA Brownfields Program

EPA's Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The Small Business Liability Relief and Brownfields Revitalization Act of 2002, as amended by the Brownfields Utilization, Investment and Local Development Act of 2018, was passed to help states and communities around the country clean up and revitalize brownfield sites. Under this law, EPA provides financial assistance to eligible applicants through five competitive grant programs: Multipurpose Grants, Assessment Grants, Revolving Loan Fund Grants, Cleanup Grants, and Environmental Workforce Development and Job Training Grants. Additionally, funding support is provided to state and tribal response programs through a separate mechanism.

Assessment Grant

\$300,000

EPA has selected the Kalamazoo County Brownfield Redevelopment Authority for a Brownfields Assessment Grant. Community-wide grant funds will be used to conduct 15 Phase I and nine Phase II environmental site assessments. Grant funds also will be used to prepare three cleanup plans and support community outreach activities. Assessment activities will focus on the Northside neighborhood of the City of Kalamazoo. Priority sites include a former boiler house that is currently a multi-purpose training facility, a former contractor's warehouse, a former gas station, and a historic general store.

Publication Information

Office: United States Environmental Protection Agency
Land and Emergency Management (5105T)
Washington, D.C. 20460

Document Number: EPA-560-F-21-098

Publication Date: May 2021

For further information, including specific grant contacts, additional grant information, brownfields news and events, and publications and links, visit the EPA Brownfields Web site (<http://www.epa.gov/brownfields>).

The information presented in this fact sheet comes from the grant application; EPA cannot attest to the accuracy of the information. The cooperative agreement is negotiated after the selection announcement. Therefore, the funding amount and activities described in this fact sheet are subject to change.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION V
77 West Jackson Boulevard
Chicago, Illinois

May 18, 2021

VIA EMAIL

Rachael Grover
201 West Kalamazoo Ave
Kalamazoo, MI 49007

Dear Rachael:

Congratulations on the selection of Kalamazoo County's proposal for 300,000 Grant funding. I will be your Project Officer/Project Manager at U.S. EPA and I look forward to working with you and the coalition communities over the next few years. I can be reached at (312) 353-2112 or via email at didier.matthew@epa.gov

The next step in the process is to complete an Application for Federal Assistance, also referred to as Standard Form 424 (SF-424). This award will be a Cooperative Agreement (CA), a type of grant for which there will be substantial federal involvement in reviewing project activities and providing technical assistance, as requested.

Please review the **Checklist for Brownfield 104(K) Applications** attached to this email. The SF-424 and additional forms identified on the checklist can be found at the following website:

<https://www.epa.gov/grants/epa-grantee-forms>

Although you submitted a draft SF-424A form with your proposal through www.grants.gov you will need to complete an SF-424 form and submit it with the rest of the required application forms. There are separate instructions for each form so please read them carefully. If you have any issues or questions, please give me a call or email. There is no standard form for the detailed, itemized budget but it is required to show how you calculated the amounts in each object class category. Please ensure you update form to include budget & project period start dates: **10/01/21 – 09/30/24**; that the Program Manager and Authorized Representative are two different people within the organization and, ensure money requested is in whole dollar form. For tips on preparing the budget detail, see:

https://www.epa.gov/sites/production/files/2014-08/documents/ogd_budget_detail_guidance_5_31_11.pdf

Prior to submission of the application forms you will also need to develop a Work Plan for the project. The Work Plan is based on your proposal and must be approved by me and submitted as an attachment to your CA application. Please let me know if you would like to review an example Work Plan to assist your own preparation.

The draft of your Work Plan should be submitted to me by email no later than **June 11th, 2021**, but earlier is better.

Please submit the application package consisting of all forms on the attached checklist and the EPA-approved Work Plan no later than **COB July 9th, 2021 (earlier is better)**. You must submit application packages by email to region5applications@epa.gov and provide a courtesy copy to me at:

Again, congratulations! I look forward to working with you on this new Cooperative Agreement.

Sincerely,

Brownfields Project Manager
U.S. EPA Region 5

Attachment: Checklist for Brownfield 104(K) Applications

April 13, 2021

Ms. Rachael Grover
Kalamazoo County Brownfield Redevelopment Authority
201 W. Kalamazoo Avenue, Room 207
Kalamazoo, MI 49007

Re: Reimbursement Package for Completion of Eligible Activities Consistent with an Approved Brownfield Plan, Project Spartan, 6701 Portage Road, Portage, MI

Dear Ms. Grover,

Scannell Properties #397, LLC. Performed work at Project Spartan, 6701 Portage Road, Portage, MI as part of a Brownfield Development Agreement, dated January 28, 2020, between the Kalamazoo County Brownfield Redevelopment Authority and Scannell Properties #397, LLC.

As part of this work, a Brownfield Plan was approved by the Kalamazoo County Board of Commissioners on November 6, 2019. This plan contained \$2,712,516.44 of developer activities approved for reimbursement upon completion of the work. After completing the work, Scannell Properties #397, LLC. is requesting \$1,372,272.97 (plus 2% interest) in reimbursement.

Envirologic, the firm contracted to "assist with preparation of the reimbursement package and opine on whether the costs submitted for reimbursement are 'eligible costs' consistent with the Brownfield Plan" has reviewed all backup and believes this amount to be "consistent with the description of activities and approved costs described in the approved Brownfield Plan."

Reimbursements can be made payable to:

Scannell Properties #397, LLC.
8801 River Crossing Boulevard
Indianapolis, IN 46240

If you have any questions, comments, or concerns, please contact Mike Simmons at mikes@scannellproperties.com or (317) 843-5951.

Sincerely,

Scannell Properties #397, LLC.



Mike Simmons

Vice President, Project Management

April 6, 2021

Ms. Rachael Grover
Kalamazoo County Brownfield Redevelopment Authority
201 W. Kalamazoo Avenue, Room 207
Kalamazoo, MI 49007

Re: *Reimbursement Package for Completion of Eligible Activities Consistent with an Approved Brownfield Plan, Project Spartan, 6701 Portage Road, Portage, MI*

Dear Ms. Grover,

Envirollogic was contracted by Scannell Properties #397, LLC to assist with preparation of the reimbursement package and opine on whether the costs submitted for reimbursement are “eligible costs” consistent with the Brownfield Plan, approved by the Kalamazoo County Board of Commissioners on November 6, 2019.

The following represents the Request for Cost Reimbursement, as presented by Scannell Properties #397, LLC, per the terms described in the signed Brownfield Development Agreement, dated January 28, 2020, between the Kalamazoo County Brownfield Redevelopment Authority (Authority) and Scannell Properties #397, LLC (developer). This reimbursement request package is inclusive of developer costs only and does not include eligible costs incurred by the City of Portage or the Authority. The following also represents Envirollogic’s professional opinion on the Request for Cost Reimbursement.

OPINING ON ELIGIBLE COSTS

Envirollogic has reviewed the invoices and supporting documentation (lien waivers, cancelled checks, check registers, and AIA documents) submitted by Scannell Properties #397, LLC for eligible activities described in the Brownfield Plan.

The Plan allows for reimbursement of eligible activities to the Kalamazoo County Brownfield Redevelopment Authority, the City of Portage, and Scannell Properties #397, LLC. Specific eligible activities include pre-approved activities, due care activities, dust control, public infrastructure improvements, site demolition, soil management, site preparation, soft costs associated with the eligible activities, preparation of the Brownfield Plan, contingencies, financing costs, and Authority expenses.

The Authority costs are limited to administrative and operating expenses, estimated in the Plan at \$23,000. Those costs are not included in this submission, as this Request for Cost Reimbursement solely covers developer costs.

Ms. Rachael Grover

April 6, 2021

Page 2 of 3

Scannell Properties #397, LLC did not incur the site demolition costs related to milling the private drive that were anticipated in the Brownfield Plan. Therefore, those costs are not included in this request. Other site demolition costs were incurred and are included in this request.

Scannell Properties #397, LLC did incur costs related to pre-approved activities, due care activities, dust control, public infrastructure improvements, site demolition, soil management, site preparation, soft costs associated with the eligible activities, and development of the Brownfield Plan.

A few of the specific eligible costs were above the estimated amount but within the approved 15% contingency. These costs include clearing and grubbing, compaction and sub-base prep, cut and fill, and grading. The only expense incurred above the total of the estimate plus 15% contingency was replacing the curb and gutter within the ROW. This cost was estimated at \$2,500 and the actual cost incurred was \$4,790. It should be noted that the entire public infrastructure category costs submitted for reimbursement (\$8,540) are well below the approved public infrastructure category estimate of \$30,000.

There is one cost submitted for reimbursement that is pending supporting documentation. This is a soft cost associated with the reimbursement review (Envirologic, invoice# 7480, \$1,187.50). Envirologic recommends that Scannell Properties #397, LLC submits that supporting documentation to the Authority upon receipt and prior to the Authority's review of reimbursable expenses.

Simple interest expenses of 2.0% of annual unreimbursed principal costs were approved in the Brownfield Plan. Due to the nature of when these actual costs can be calculated, a specific dollar amount is not included in this reimbursement request for financing costs. The Brownfield Plan estimated interest expense at \$234,902.44.

Actual interest costs will be calculated based on annual unreimbursed principal costs remaining after the actual tax increment is received and distributed each year. However, as interest was already approved, those costs are deemed as an eligible activity consistent with the Brownfield Plan and are included in the reimbursement request.

Envirologic has reviewed all invoices and supporting documentation from Scannell Properties #397, LLC. All materials are attached to this Request for Cost Reimbursement and are itemized in Table 1: Developer Reimbursement Summary of Eligible Activities.

Ms. Rachael Grover
April 6, 2021
Page 3 of 3

\$2,712,516.44 of developer eligible activities were approved in the Brownfield Plan. **Scannell Properties #397, LLC is requesting \$1,372,272.97 (plus 2% interest) in reimbursement.** Upon review of documentation and verbal communication with the developer, it is Envirologic's professional opinion that the \$1,372,272.97 (plus 2% interest) of submitted eligible costs are consistent with the description of activities and approved costs described in the approved Brownfield Plan. It is Envirologic's further professional opinion that the supporting documentation provided adequately documents the performance and payment of the eligible activities completed to date consistent with the approved Brownfield Plan.

Per the signed Brownfield Development Agreement, dated January 28, 2020, between the Kalamazoo County Brownfield Redevelopment Authority (Authority) and Scannell Properties #397, LLC (developer), reimbursements should be made to:

Scannell Properties #397, LLC
8801 River Crossing Boulevard
Indianapolis, IN 46240

If you have any questions, comments, or require additional information from Scannell Properties #397, LLC, please contact Mr. Mike Simmons at mikes@scannellproperties.com or (317) 843-5951, or Mr. Shaun Cofer at shaunc@scannellproperties.com or (317) 218-1648. If you have any questions or comments related to Envirologic's opinion related to eligible costs consistent with the Brownfield Plan, please contact our office via email at searles@envirologic.com or via phone at (269) 342-1100.

Sincerely,

ENVIROLOGIC TECHNOLOGIES, INC.



Therese M. Searles
Project Manager, Brownfield Redevelopment



David A. Stegink
Vice President
Manager of Redevelopment Services

TMS:sns

Attachments

Client Receipt Register

Envirologic

Sort Order: Client
 Include: Client Receipts
 Exclude: Voided and NSF receipts

Thursday, May 27, 2021

Page 1

Period date range: 3/1/2021 to 3/31/2021

Scannell Properties #397, LLC

Checking - FNB of MI

Receipt Date	Receipt Type	Method	Method ID	Amount	Refund	Deposit Date					
3/30/2021	Client Receipt	Check	018008	1,187.50		3/30/2021					
Project		Account	Date	Total Paid	Labor	Expense	Consultant	Adjustment	Tax	Prepayment	Refund
190019 6501 Portage Rd, Portage, Michigan		07480	3/17/2021	1,187.50	1,187.50						
			Receipt Total	1,187.50	1,187.50	0.00	0.00	0.00	0.00		
			Checking - FNB of MI Total	1,187.50							
			Scannell Properties #397, LLC Total	1,187.50							
			Labor Total	1,187.50							
			Report Total	1,187.50							

Table 1
Developer Reimbursement Summary of Eligible Activities
Project Spartan
6701 Portage Road
Portage, MI

Brownfield Plan Approved Estimated Costs			Actual Costs Incurred					Supporting Documentation	Reimbursement Notes
Eligible Activities	Estimated Cost	Invoice #	Supplier	Subcontractor	Description of Service	Total Amount Incurred by Scamell			
Pre-Approved Activities	State and Local		Pre-Approved Activities			\$16,212.32			
Phase I ESA	\$ 4,279.00	5348	Envirollogic		Phase I ESA	\$2,279.25	check #047185 client receipt register		
		7013	Envirollogic		Phase I ESA Update	\$2,400.00	check#1007 client receipt register		
Phase II ESA	\$ 5,035.00	578	Envirollogic		Phase II ESA, conducted on larger parcel, 1/2 of total cost of \$10,066.13	\$5,033.07	check#19402 client receipt register		
Wetland Delineation	\$ 4,600.00	5295	Envirollogic		Wetland Delineation	\$2,500.00	check #046395 client receipt register		
BEA/7a/CA	\$ 6,500.00	5728	Envirollogic		BEA	\$4,000.00	check #050527		
Due Care Activities	Local Only		Due Care Activities			Not incurred			
Due Care Planning	\$ 2,000.00								
Dust Control	Local Only		Dust Control			\$1,000.00			
	\$ 5,000.00		Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
			Project #1910 Meridian Design Build	USA Earthworks, LLC	Dust Control	\$1,000.00			
Public Infrastructure Improvements	Local Only		Public Infrastructure Improvements			\$8,540.00			
	\$ 30,000.00		Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
(Developer) streets - mill and overlay and road widening in the ROW	\$25,500	Project #1910	Meridian Design Build	Michigan Paving & Materials Co.	road widening in the ROW of Kenco Drive	\$3,300.00			
(Developer) replace bike path within the ROW	\$2,500	Project #1910	Meridian Design Build	Michigan Paving & Materials Co.	bike path patching within the ROW	\$450.00			
(Developer) replace curb and gutter within the ROW (City of Portage)	\$2,500	Project #1910	Meridian Design Build	Schepers Concrete Con	replacing curb and gutter in the ROW	\$4,790.00	Partial Unconditional Lien Waiver	Partial lien waiver as the brownfield eligible portion is a small portion of the project curb and gutter work, cost incurred is higher than the estimate + 15% contingency	
	\$2,750,000.00								
Site Demolition	Local Only		Site Demolition			\$ -			
mill private drive	\$20,000		Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
remove curb and gutter for road widening	\$3,000		Project #1910	Meridian Design Build	USA Earthworks, LLC	Removal of bike path			
remove bike path for road widening	\$2,500						included in clearing & grubbing costs		
Soil Management	Local Only		Soil Management			\$258,944.00			
	\$ 1,000,000.00		Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
removal of excess soils and/or assessment & characterization		Project #1910	Meridian Design Build	USA Earthworks, LLC	handle spoils from other contractors	\$4,500.00		listed on the lien waiver under "cut and fill"	
			Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
		Change Order #001	Meridian Design Build	USA Earthworks, LLC	Topsoil disposal	\$254,444.00			
Site Preparation	Local Only		Site Preparation			\$1,042,757.25			
	\$ 1,034,000.00		Notarized Pay Application and Continuation Sheets				Full Unconditional Lien Waiver		
cleaning and grubbing	\$130,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	Site Clearing & grubbing and topsoil stripping	\$141,500.00		removal of bike path was incorporated into these costs; incurred costs within 15% contingency	
compaction and sub-base prep	\$100,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	Class II sand under pavement	\$113,000.00		incurred costs within 15% contingency	
cut and fill	\$600,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	subgrade site, moisture conditioning/discing, excavate dock doors, backfill foundations	\$621,400.00		incurred costs within 15% contingency	
geotechnical engineering	\$34,500	92007	SME	Goetech, Engineering	\$17,263.25		check # 46397	review of costs has determined \$4,500 for handling spoils more appropriate under soil management category; incurred costs within 15% contingency	
		94448	SME	Goetech, Engineering	\$2,736.75		check # 47132		
		96088	SME	Goetech, Engineering	\$2,163.75		check # 48808		
		96898	SME	Goetech, Engineering	\$12,336.00		check # 49302		
		102261	SME	Goetech, Engineering	\$997.50		check # 52168		
grading	\$50,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	topsoil spreading	\$57,500.00		incurred costs within 15% contingency	
staking	\$20,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	staking	\$20,000.00			
temporary construction access and/or roads	\$20,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	construction entrance	\$10,000.00			
temporary erosion control	\$72,000	Project #1910	Meridian Design Build	USA Earthworks, LLC	Silt Fencing	\$11,300.00			
temporary traffic control	\$7,500	Project #1910	Meridian Design Build	USA Earthworks, LLC	Temporary erosion control	\$25,060.00		Final Lien Waiver	
					Temporary traffic control	\$7,500.00		Final Lien Waiver	
Soft Cost (pertaining to eligible activities)	Local Only		Soft Cost (pertaining to eligible activities)			\$34,075.66			
(engineering, design, survey, legal, environmental, other Professional)		7092	Envirollogic		Reimbursement review and request package prep	\$772.50	check#001008		
		7191	Envirollogic		Reimbursement review and request package prep	\$552.50	check#016866		
		7262	Envirollogic		Reimbursement review and request package prep	\$665.00	check#17132		
		7480	Envirollogic		Reimbursement review and request package prep	\$1,187.50	Pending		
		Engagement Letter 10	Sielatycki Law Firm, PLC		legal services re: development agreement with KCBRA	\$2,000.00	check#51281		
		2-2019	Sielatycki Law Firm, PLC		legal services re: development agreement with KCBRA	\$1,920.00	check#17350		
		538	Sielatycki Law Firm, PLC		legal services re: reimbursement agreement	\$626.75	check#51572		
		1079280	Vamum Attorneys at Law		soft costs - 4 submitted invoices represent (21%) of project total goetech. Engineering services conducted by Driesenga	\$5,168.25	check#52140		
		14315	Driesenga			\$4,241.15	check # 52231		
		14990	Driesenga			\$12,224.00	check # 52793		
		15442	Driesenga			\$8,718.00	check # 53147		
TOTAL COSTS OF ELIGIBLE ACTIVITIES	\$ 4,898,414.00		Contingencies			Included in category totals			
Financing Costs (2%)	\$ 234,902.44								
Contingencies (15% of Developer costs to be incurred)	\$ 319,200.00								
Contingencies (15% of City costs to be incurred)	\$ 412,500.00								
Brownfield Plan Prep. (Developer-Local only)	\$ 10,000.00		Brownfield Plan Prep.			\$10,783.75			
Administrative & Operating Expense of the Authority:		5832	Envirollogic		BF Plan Preparation	\$4,000.00	check#050904		
Brownfield Plan Implementation (State and Local)	\$ 214,000.00	6038	Envirollogic		BF Plan Preparation	\$6,783.75	check#052167		
TOTAL REIMBURSEMENTS	\$ 6,089,616.44								
Captured and Disbursed to State Redevelopment Fund	\$ 34,340.00								
Additional Capture for LBRP	\$ 1,475,676.98								
Total	\$ 7,599,633.42								

Developer's Expenses

Eligible Developer Total \$ 2,712,516.44

Developer Total Request for Reimbursement \$1,372,312.97



Remit to:
 2960 Interstate Parkway, Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirollogic.com

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

Invoice number 07670
 Date 05/21/2021

Project **190148 Paper City Development LLC
 EGLE Loan Oversight
 Vicksburg, MI**

INVOICE: Through Apr 30, 2021

EGLE LOAN OVERSIGHT - W.O. 2019-4

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.25	140.00	175.00
Project Manager			
Paul D. French			
Professional Services	5.00	105.00	525.00
Phase subtotal			700.00
		Invoice total	700.00

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options



Remit to:
 2960 Interstate Parkway, Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4945 | W envirollogic.com

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

Invoice number 07669
 Date 05/21/2021

Project **190048 Paper City Development - EGLE Grant Oversight**

INVOICE: Through Apr 30, 2021

W.O. 2019-2 - EGLE GRANT OVERSIGHT

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.00	140.00	140.00
Project Manager			
Paul D. French			
Professional Services	2.50	105.00	262.50
Phase subtotal			402.50
		Invoice total	402.50

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



LIESL EICHLER CLARK
DIRECTOR

May 21, 2021

Mr. Kenneth Peregon, Chair
Kalamazoo County Brownfield Redevelopment Authority
107 West Michigan Avenue, 4th Floor
Kalamazoo, Michigan 49007

Dear Mr. Peregon:

SUBJECT: Brownfield Redevelopment Grant Amendment #3
Paper City Development, LLC Project
Tracking Code: 2018-1323

The Department of Environment, Great Lakes, and Energy (EGLE) received your request for a budget modification to the Brownfield Redevelopment Grant for the Paper City Development, LLC project. We support the budget modification to the County in order to complete the work.

Attached is the contract amendment that reflects the revised budget. The amendment must be signed by both your agency and EGLE. **Please sign and return no later than May 31, 2021**, to ensure that the amendment will be processed in a timely manner.

Please return via email:

1. Print and sign the attached document
2. Scan the signed version
3. Email the scanned file to both myself and EGLE-Brownfields@michigan.gov

After the amendment has been signed by EGLE, a signed original will be returned to you for your records.

Thank you for keeping us informed of the project status. If you have any questions please contact me.

Sincerely,

Mike Gurnee, Brownfield Coordinator
Brownfield Assessment and Redevelopment Section
Remediation and Redevelopment Division
269-568-1291
GurneeM1@Michigan.gov

Enclosure

cc: Ms. Rachael Grover, Kalamazoo County Brownfield Redevelopment Authority
Ms. Carrie Geyer, EGLE
Mr. Ryan Londrigan, EGLE
Ms. Dawn Austin
Mr. Mark Kussro
File #2018-1323



Tracking Code: 2018-1323
 Location Code: 6705
 Amendment #: 3

**PAPER CITY DEVELOPMENT, LLC PROJECT
 AMENDMENT TO THE BROWNFIELD GRANT CONTRACT
 BETWEEN THE
 MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
 AND THE
 KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

This Amendment modifies the grant contract between the Michigan Department of Environment, Great Lakes, and Energy, (hereafter “State”), and the Kalamazoo County Brownfield Redevelopment Authority (hereafter “Grantee”), signed by the State on August 10, 2018, for the Paper City Development, LLC Project. This Amendment does not take effect until signed by both parties.

The revisions to the grant contract are limited to those specified below. All other provisions of the contract remain in effect.

COMPENSATION

The State and the Grantee agree to the budget modifications described below.

An additional \$50,000 in Renew Michigan Grant funds is provided to the Grantee for assessment and investigation. The Brownfield Grant now totals \$450,000 as shown in the table below.

Budget Adjustment

Eligible Activity	Original Grant Budget	Amended Grant Budget
1. Assessment and investigation	\$346,500	\$396,500
2. Due Care	\$0	\$0
3. Demolition	\$0	\$0
4. 3 rd Party Oversight	\$0	\$0
5. Grant administration	\$11,000	\$11,000
6. Contingency	\$42,500	\$42,500
Total	\$400,000	\$450,000

Funding sources for this Grant Contract include the following:

Funding Sources	\$350,000 Renew Michigan Grant (RMG) \$100,000 Clean Environment Grant (CEI)
------------------------	---

AUTHORIZED SIGNATURES

The individuals below certify by their signatures that they are authorized to sign this Grant Amendment on behalf of their agencies and agree to the changes included herein. This Amendment will go into effect upon signature of the State.

FOR THE GRANTEE:

Authorized Signature

Kenneth Peregon
Name

Chair, Kalamazoo County Brownfield
Redevelopment Authority
Title

Date

FOR THE STATE:

Signature

Mike Neller
Name

Director, Remediation and Redevelopment Division
Title

Date