
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, January 24, 2019
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

AGENDA

1. Call to Order: 4:00
2. Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of December 20, 2018
5. Citizens Comments (*4 minutes each / Please state name and address*)
6. Consent Agenda – Invoices
 - a. **\$ 385.00** - Envirologic General Environmental Review (Invoice #05207 – WO# 2017-1)
 - b. **\$ 142.50** - Varum; Bylaws (Invoice #1051230)
 - c. **\$ 627.00** – Varum, Bylaws (Invoice #1054032)
 - d. **\$ 106.00** – Varum, Kalamazoo Storage Dev. Agreement (Invoice #1051033)
 - e. **\$ 14,191.28** - 4th Quarter Administrative invoice
 - f. **EPA Grant Invoices**
 - i. **\$ 987.50** - (\$493.75 to Haz, \$493.75 to Pet.) –Select Products Plan Amendment, WO# 8
 - ii. **\$ 322.50** – (\$161.25 to Haz., \$161.25 to Pet.) – Outreach/Programmatic Envirologic WO#
 - iii. **\$ 587.09** – (\$293.54 to Haz., \$293.55 to Pet.) - Outreach/Programmatic – KCBRA Staff
7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill MDEQ Grant and Loan
 - i. Environmental oversight services
 - Why necessary
 - Budget in Loan, not Grant – request to MDEQ to move some contingency in grant to Environmental oversight
 - ii. 1st Quarter Grant Reimbursement Request to MDEQ
 - iii. \$1,156.25 - Phillips Environmental Invoice 1046A– MDEQ Grant Sampling Work Plan – request approval to pay invoice contingent upon receipt of grant reimbursement
 - iv. \$ 345.35 – 1st Qtr. Grant and Loan Administration
 - b. **Discussion/Action:** Stryker – Reimbursement Request #1
 - c. **Discussion/Action:** EPA Grant
 - i. Envirologic Monthly Memo
 - ii. 1st Quarter EPA Grant Report
 - d. **Discussion:** Website update
 - e. **Discussion:** Bylaws update

Financial Reports

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

9. Staff Report

- a. Stadium Park Way Brownfield Plan Amendment #1 – COW presentation on February 5th at 4:00 and public hearing and resolution adopting Amendment #1 February 19th at 7:00 p.m..

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, February 14, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, February 14, 2019, 4:00 p.m.
- c. Executive Committee – Friday, February 8, 2019, 9:15 a.m.

11. Other

12. Board Member Comments

13. Adjournment

***Next Meeting: Thursday, February 28, 2019 at 4:00 p.m. – 4th Thursday
Room 207a, County Admin Bldg***

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

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

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



KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE:	Thursday, December 20, 2018
PLACE OF MEETING:	County Administration Building 201 West Kalamazoo Avenue, Room 207a
TIME:	4:00 pm

MINUTES

Present: Joe Agostinelli, Gary Barton, Chris Carew, Connie Ferguson, Travis Grimwood, Habib Mandwee, Ken Peregon, Julie Rogers

Members Excused: Douglas Milburn, Jodi Milks, Andy Wenzel

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Jeff Hawkins, Envirollogic Technologies

Recording Secretary: Rachael Grover, Lotta Jarnefelt

Community: 3

1. Chair Peregon called the meeting to Order at 4:02 p.m.
2. Members Excused: Milburn, Milks, Wenzel
3. Approval of the Agenda:

Agostinelli moved approval of the agenda. Mandwee supported the motion. Motion carried.

4. Oath of office: Oath of office administered to Gary Barton by County Clerk Tim Snow.
5. Approval of Minutes: **Carew moved approval of the minutes of November 15, 2018 and Rogers supported the motion. Motion carried.**
6. Citizens Comments: none
7. Consent Agenda – Invoices:
 - a. **\$ 770.00** - Envirollogic General Environmental Review (Invoice #05130 – WO# 2017-1)
 - b. **\$ 795.00** – Envirollogic Website Management (Invoice #05128 – WO# 2018-3)
 - c. **EPA Grant Invoices**
 - i. **\$ 703.75** - (\$351.87 to Haz, \$351.88 to Pet.) –Select Products Plan Amendment, WO# 8
 - ii. **\$ 2,522.50** – (All to Haz.) – Jhamin, LLC, WO# 12

Grimwood motioned to approve the consent agenda and Ferguson supported the motion. Motion carried.

8. Discussion and/or Action Calendar
 - a. **Discussion/Action:** 100 Island Avenue, Parchment
 - i. Part I and Part II application
Greg Terrill from 100 Island Ave., LLC presented the project located in Parchment. Plans to redevelop this property to move operations of Building Restoration and Division 5 Metal Works to this location. The relocation is expected to retain 31 jobs.
Agostinelli motioned to approve Part I and Part II Application for 100 Island Ave and Rogers supported the motion. Motion Carried.
 - ii. Envirollogic Work Order #18
-

Agostinelli motioned to approve Envirollogic Work Order #18 and Mandwee supported the motion.

Discussion occurred regarding agreement between City of Parchment, City of Parchment BRA, and the KCBRA for TIF reimbursement of grant funds. The discussion with the City of Parchment is ongoing and will take time.

No changes to motion. Motion Carried.

b. Discussion/Action: Stadium Park Way Brownfield Plan Amendment

i. Amendment – recommend approval to Oshtemo Township and County Commission

Agostinelli motioned to approve the Brownfield Plan Amendment for the Stadium Park Way redevelopment. Ferguson supported the motion. Motion carried.

ii. Timeline

Staff provided estimated timeline for meeting dates for Oshtemo Township and County Commission approvals.

c. Discussion/Action: Vicksburg Mill Transformational Brownfield Plan timeline update

d. Discussion/Action: Reimbursements for eligible costs

i. Midlink - \$155,617.51 (from Local taxes)

ii. General Mills – \$294,739.38 (\$33,036.27 Local + \$261,703.11 School taxes)

iii. AJZ Sprinkle – \$71,888.73 (\$22,194.33 Local + \$49,694.40 School)

Rogers motioned to reimburse Midlink for \$155,617.51, General Mills for \$294,739.38, and AJZ Sprinkle for \$71,888.73. Carew supported the motion. Motion Carried.

e. Discussion/Action: Envirollogic General Environmental Work Order for 2019 - \$15,000

Carew motion to approved General Environmental Work Order #2019-1 and Grimwood supported the motion. Motion Carried.

f. Discussion/Action: 555 E. Eliza St. - MDEQ Loan – MDEQ Refund - **\$400.49**

(includes \$391.28 Interest earned – transferred to KCBRA Account from County Fund – plus \$9.21 Loan remaining of original \$150,000 MDEQ Loan) – need approval for payment to MDEQ for Grant and Loan closeout

Ferguson motioned to approved payment to the MDEQ to return loan funds and interest totaling \$400.49. Agostinelli supported the motion. Motion carried.

g. Discussion/Action: EPA Grant

i. Envirollogic Monthly Memo

ii. EPA Grant Work Order # 3; Amendment 3 – add \$2,000 to Community Outreach and Programmatic

This will require moving funds from another line item to add funds to the Outreach. There are excess funds available in the Site inventory category.

Agostinelli motioned to approved Amendment 3 to Work Order #3 and Ferguson supported the motion. Motion carried.

iii. Annual End of Year Financial Report

Envirollogic and Staff are preparing end of year reports for EPA and will submit prior to December 30, 2018.

9. Financial Reports

a. **Discussion:** Fund 247 and 643

Staff provided financial update from packet

10. Staff Report

Staff informed Board that parking for KCBRA meetings is now located in the County dirt parking lot located at the southwest corner of Park Street and Kalamazoo Ave.

11. Committees - times dates and places

- a. Land Bank Report – Next Meeting, Thursday, February 14, 2019, 8:30 a.m.
- b. Project/Finance Committee – Thursday, January 10, 2019, 4:00 p.m.
- c. Executive Committee – Friday, January 11, 2019, 9:15 a.m.
- d. Bylaws Committee – Bylaws – Phone Call scheduled with Varnum to discuss

12. Other

Chair Peregon is suggesting some educational discussion for new Commissioners regarding Brownfield projects.

Rogers recommends a new member board orientation. Staff is preparing binders.

Rogers recommends trying to attend the ribbon cutting/business openings for Brownfield projects and try to post to website and social media to increase exposure to the KCBRA.

13. Board Member Comments

14. Adjournment: Meeting adjourned at 5:48 p.m.

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

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

Invoice number 05207
Date 01/08/2019
Project **170103 KCBRA - General Environmental Review**

INVOICE: Through Jan 01, 2019

GENERAL ENVIRONMENTAL REVIEW WO #2017-1

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	2.75	140.00	385.00
		Invoice total	385.00

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

	A	B	C	D	E	G	H	I	J	K	L	M	
1	Number			Budget Estimates		Actual							
2	Project	W.O.	Site/Phase	Total	County Funding	Invoice #	Invoice Date	Invoice Amount	Task Budget Remaining	Total Budget Remaining			
3													
4													
5	190001	2019-1	General Environmental Review										
6			W.O. Approved										
7			Total Approved budget of 15,000.00	15,000.00	15,000.00								
8													
9							Project Subtotal	\$0.00	\$0.00	\$15,000.00			
10	180001	2018-1	General Environmental Review										
11			W.O. Approved										
12			Total Approved budget of \$10,000	\$ 10,000.00	\$ 10,000.00	04280	02/13/2018	\$ 3,952.40	\$ 6,047.60	\$ 6,047.60			
13			Amendment #1 - \$5,000	\$ 5,000.00	\$ 5,000.00	04367	3/14/2018	\$ 1,200.00	\$ 4,847.60	\$ 4,847.60			
14			Project Subtotal	\$ 15,000.00	\$ 15,000.00	04431	4/10/2018	\$ 280.00	\$ 4,567.60	\$ 4,567.60			
15						04563	5/14/18	\$ 840.00	\$ 3,727.60	\$ 3,727.60			
16						04617	6/7/2018	\$ 1,473.75	\$ 2,253.85	\$ 2,253.85			
17						04727	7/10/18	\$ 2,118.75	\$ 5,135.10	\$ 5,135.10			
18						04823	8/15/2018	\$ 1,675.00	\$ 3,460.10	\$ 3,460.10			
19						04869	9/6/18	\$ 777.50	\$ 2,682.60	\$ 2,682.60			
20						04994	10/11/2018	\$ 476.25	\$ 2,206.35	\$ 2,206.35			
21						05046	11/07/2018	\$ 2,186.25	\$ 20.10	\$ 20.10			
22							Project Subtotal	\$ 14,979.90		\$ 20.10			
23	180202	2018-2	General Environmental Review - KCBRA Annual Report										
24			W.O. Approved 5-24-18	\$ 1,800.00	\$ 1,800.00								
25						04729	7/10/2018	\$ 475.00	\$1,325.00	\$1,325.00			
26						04874	9/6/18	\$ 687.50	\$637.50	\$637.50			
27						04995	10/11/2018	\$ 522.50	\$115.00	\$115.00			
28						05043	11/07/2018	\$ 90.00	\$25.00	\$25.00			
29							Project Subtotal	\$1,775.00		\$25.00			
30	180214	2018-3	Kalamazoo County Brownfield Website	\$ 3,600.00	\$ 3,600.00								
31						04875	9/6/2018	\$ 675.00	\$ 2,925.00	\$2,925.00			
32						04996	10/11/2018	\$ 787.50	\$ 2,137.50	\$2,137.50			
33						05044	11/7/2018	\$ 877.50	\$1,260.00	\$1,260.00			
34						05128	12/6/2018	\$ 795.00	\$465.00	\$465.00			
35							Project Subtotal	\$3,135.00		\$465.00			
36													
37													
38	170103	2017-1	General Environmental Review										
39			W.O. Approved 1-19-17	\$ 9,920.00	\$ 9,920.00								
40			Total Approved budget of \$10,000			03322	4/6/2017	\$ 385.00	\$ 9,535.00				
41			\$80 of budget applied to 2016 costs leaving an available budget of			03484	5/18/2017	\$ 1,722.50	\$ 7,812.50				
42			\$9,920 going forward			03568	6/13/2017	\$ 2,503.75	\$ 5,308.75				
43						03661	7/17/2017	\$ 595.00	\$ 4,713.75				
44			Amendment No. 1	\$ 3,000.00	\$ 3,000.00	03737	8/11/20						

VARNUM

ATTORNEYS AT LAW

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

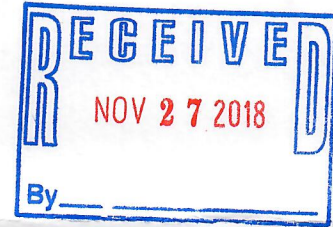
EIN 38-1294924 • TELEPHONE 616 / 336-6000 • FAX 616 / 336-7000

FRED SCHUBKEGEL

FLSCHUBKEGEL@VARNUMLAW.COM

DIRECT DIAL 269/553-3514

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



RE: GENERAL
Matter Number: 338050
Invoice Number: 1051230
Invoice Date: November 19, 2018

LEGAL SERVICES RENDERED:

<u>Date</u>	<u>Description/Services Rendered By</u>	<u>Hours</u>	<u>Amount</u>
10/01/18	Review questions regarding desired by-law changes. Fred Schubkegel	0.50	142.50
TOTAL FEES FOR SERVICES			\$142.50
TOTAL THIS INVOICE			\$142.50
PRIOR BALANCE AS OF November 19, 2018			71.25
TOTAL PAYMENT DUE			\$213.75 =====

<u>Time Summary</u>	<u>Avg. Rate</u>	<u>Hours</u>	<u>Amount</u>
Fred Schubkegel	285.00	.50	142.50
TOTALS		.50	142.50

VARNUM

ATTORNEYS AT LAW

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

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

FRED SCHUBKEGEL

FLSCHUBKEGEL@VARNUMLAW.COM

DIRECT DIAL 269/553-3514

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



RE: GENERAL
Matter Number: 338050
Invoice Number: 1054032
Invoice Date: December 18, 2018

LEGAL SERVICES RENDERED:

<u>Date</u>	<u>Description/Services Rendered By</u>	<u>Hours</u>	<u>Amount</u>
11/14/18	Internal work session on by-law amendment question. Related emails and voicemail to R. Grover regarding status. (No charge/client courtesy) Fred Schubkegel	0.00	0.00
11/14/18	Receive and briefly review materials re Bylaws. Susan M. Wyngaarden	0.10	28.50
11/21/18	Review e-mail exchanges, statutes and draft Bylaws amendment re Board composition. E-mail update re same. Susan M. Wyngaarden	1.10	313.50
11/28/18	Review correspondence re EDC and KCBRA bylaws. Elliott Berlin	0.20	57.00
11/30/18	Review KCBRA bylaws. Correspondence re KCBRA board composition. Elliott Berlin	0.80	228.00

TOTAL FEES FOR SERVICES

\$627.00

VARNUM
ATTORNEYS AT LAW

December 18, 2018
Invoice No. 1054032
Matter No. 338050
Page 2

TOTAL THIS INVOICE	\$627.00
PRIOR BALANCE AS OF December 18, 2018	142.50
TOTAL PAYMENT DUE	<u>\$769.50</u>
	=====

<u>Time Summary</u>	<u>Avg. Rate</u>	<u>Hours</u>	<u>Amount</u>
Susan M. Wyngaarden	285.00	1.20	342.00
Elliott Berlin	285.00	1.00	285.00
TOTALS		2.20	627.00

VARNUM

ATTORNEYS AT LAW

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

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

FRED SCHUBKEGEL

FLSCHUBKEGEL@VARNUMLAW.COM

DIRECT DIAL 269/553-3514

Kalamazoo County Department of Planning
Attn: Mr. Lee A. Adams
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

RE: KALAMAZOO STORAGE

Matter Number: 358033

Invoice Number: 1054033

Invoice Date: December 18, 2018

Kalamazoo Storage

LEGAL SERVICES RENDERED:

<u>Date</u>	<u>Description/Services Rendered By</u>	<u>Hours</u>	<u>Amount</u>
11/12/18	Emails with R. Grover, Varum team regarding final Development Agreement. (No charge/client courtesy) Fred Schubkegel	0.00	0.00
11/12/18	Revise development agreement. E-mail correspondence with Ms. Grover. Elliott Berlin <i>Kalamazoo Storage</i>	0.40	106.00

TOTAL FEES FOR SERVICES

\$106.00

TOTAL THIS INVOICE

\$106.00

TOTAL PAYMENT DUE

\$106.00
=====

Time Summary

	<u>Avg. Rate</u>	<u>Hours</u>	<u>Amount</u>
Elliott Berlin	265.00	.40	106.00
TOTALS		.40	106.00



Planning & Development Department

201 West Kalamazoo Avenue, Rm. 101 • Kalamazoo, Michigan 49007
 Phone: (269) 384-8112 • FAX: (269) 383-8920 • Email: LMJARN@kalcounty.com

INTER-OFFICE INVOICE

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

Invoice

Invoice No.	BRA-4-2018
-------------	------------

DATE	DUE DATE
01/24/19	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
01/24/19	2018 BRA administration hours County Pay Periods 21-26, 9/29/18-12/21/18 Rachael Grover (247-000-704.00 Salaries, Others) (416 hrs -10 for MDEQ Grant - 17 for EPA grant= 389 hrs) Fringe Benefits 36.5% (247-000-710.00) Lotta Jarnefelt (13 hours - 247-000-703.06 Salary Director) Fringe Benefits 36.5% (247-000-710.00)	9,841.70 3,592.22 554.84 202.52	1 1 1 1	9,841.70 3,592.22 554.84 202.52
THANK YOU! ☺		TOTAL --->		\$ 14,191.28

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

Invoice number 05205
Date 01/08/2019
Project **170027 Select Products Limited - W.O. 8**

INVOICE: Through Jan 01, 2019

BROWNFIELD PLAN AMENDMENT

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	2.50	140.00	350.00
Project Scientist			
Therese M. Searles			
Professional Services	7.50	85.00	637.50
Phase subtotal			987.50
		Invoice total	987.50

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

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

Invoice number 05206
Date 01/08/2019
Project **160361 Kalamazoo County BRA -
Outreach / Programmatic**

INVOICE: Through Jan 01, 2019

OUTREACH / PROGRAMMATIC - W/O 3

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager			
Pamela L. Jackson			
Professional Services	0.75	90.00	67.50
Project Scientist			
Therese M. Searles			
Professional Services	3.00	85.00	255.00
Phase subtotal			322.50
Invoice total			322.50

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



Department of Planning & Community Development

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 Phone: (269) 384-8112 • FAX: (269) 383-8920 • Email: LMJARN@kalcounty.com

INTER-OFFICE INVOICE

BILL TO

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

Invoice

Invoice No.	BRA-EPAQ1-2019
-------------	----------------

DATE	DUE DATE
01/24/19	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
01/24/19	2018 BRA EPA Programmatic hours County Pay Periods 21-26, 9/29/18 to 12/21/18 BRA (247-902-704.00 Salaries, others)			
	Rachael Grover (17 hours)	430.10	1	430.10
	Fringe Benefits 36.5% (247-902-710.00)	156.99	1	156.99
THANK YOU! ☺		TOTAL --->		\$ 587.09

**EPA Assessment Grant Programmatic (KCBRA Staff)
Quarter 1 (Federal FY2019)**

							FY2019
Date	Time	Description	# Staff	Rate	Fringe %	Total Cost	Quarter
10/15/2018	2 hour	Projects/invoice reviews for KCBRA meeting	1	25.3	36.5	\$ 69.07	Q1
week of 10/22/18	4 hour	Quarterly Report review	1	25.3	36.5	\$ 138.14	Q1
Week of 11/5/2018	3 hour	project/invoice review for KCBRA meeting/monthly report	1	25.3	36.5	\$ 103.60	Q1
11/30/2018	2 hour	Website planning/review - outreach materials	1	25.3	36.5	\$ 69.07	Q1
Week of 12/10/2018	2 hour	project/invoice review for KCBRA meeting/monthly report	1	25.3	36.5	\$ 69.07	Q1
Week of 12/24/2018	4 hour	MBE/WBE and End of year Financial reporting	1	25.3	36.5	\$ 138.14	Q1
Total 17 hours						\$ 587.09	

Total split between Hazardous Assessment Grant and Petroleum Grant

Project Accounting bra001-70400-bra05 (Haz. Task 5) \$ 293.54

Project Accounting bra002-70400-bra05 (Pet. Task 5) \$ 293.55

Total \$ 587.09

1/24/2019
Page 1 of 5

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	
1	Number			Budget Estimates				Actual									
2	Project	W.O.	Site/Phase	Total	Haz. Sub.	Petroleum		Invoice Amount	Haz. Sub.	Remaining	Petroleum	Remaining	Project				
3			Initial Grant Award	\$ 400,000.00	\$ 200,000.00	\$ 200,000.00		\$ -	\$ -	Haz	\$ -	Pet.	Completed				
4																	
5	County		Personnel	8,000.00	4,000.00	4,000.00		2,296.01	1,148.00	2,852.00	1,148.01	2,851.99					
6	County		Travel	6,000.00	3,000.00	3,000.00		5,207.82	2,583.44	416.56	2,624.38	\$ 375.62					
7	County		Supplies	2,000.00	1,000.00	1,000.00		353.00	176.50	\$ 823.50	176.50	\$ 823.50					
8	County		Other	2,000.00	1,000.00	1,000.00		-	-	\$ 1,000.00	-	\$ 1,000.00					
9			County Subtotal	\$ 18,000.00	\$ 9,000.00	\$ 9,000.00	County Subtotal	\$ 7,856.83	\$ 3,907.94	\$ 5,092.06	\$ 3,948.89	\$ 5,051.11					
10																	
11																	
12																	
13			Contractual - Envirologic Technologies, Inc.	\$ 382,000.00	\$ 191,000.00	\$ 191,000.00											
14																	
15	160355	1	QAPP	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00		\$ 4,936.65	\$ 2,468.33	\$ -	\$ 2,468.33	\$ -	X				
16																	
17	160360	2	Site Inventory and Prioritization	4,000.00	2,000.00	2,000.00		2,500.00	1,250.00	750.00	1,250.00	\$ 750.00					
18																	
19	160361	3	Outreach and Programmatic	12,000.00	6,000.00	6,000.00		10,301.94	5,150.98	849.03	5,150.97	\$ 849.04					
20																	
21	160362	4 and 12	Jhamin LLC - WL Molding Co	58,625.00	56,093.75	2,531.25		56,927.66	55,210.54	-	1,717.13	\$ -	X				
22																	
23	170049	6	Metal Mechanics	\$ 6,000.00	\$ 6,000.00	\$ -		\$ 5,993.00	\$ 5,993.00	\$ -	\$ -	\$ -	X				
24																	
25	170004	7	Quality Precast	\$ 3,000.00	\$ 3,000.00	\$ -		\$ 2,999.85	\$ 2,999.85	\$ -	\$ -	\$ -	X				
26																	
27	170027	8	Select Products Limited	\$ 36,000.00	\$ 18,000.00	\$ 18,000.00		\$ 35,928.26	\$ 17,964.16	\$ 17.50	\$ 17,964.15	\$ 17.49					
28																	
29	170081	10	343 West Prairie St., Vicksburg (Cole Krum)	\$ 18,000.00		\$ 18,000.00		\$ 17,980.26	\$ -	\$ -	\$ 17,980.26	\$ -	X				
30																	
31	170139	11 and 13	NACD, 622 N. Park St., Kalamazoo, MI	\$ 7,750.00		\$ 7,750.00		\$ 7,740.19	\$ -	\$ -	\$ 7,740.19	\$ 0.00	X				
32																	
33	170247	14 and 15	703 N. Burdick St., Kalamazoo, MI	\$ 18,225.00		\$ 18,225.00		\$ 17,958.95	\$ -	\$ -	\$ 17,958.95	\$ -	X				
34																	
35	170397	16	615 W. Kalamazoo Ave., Kalamazoo, MI	\$ 26,300.00	\$ 3,500.00	\$ 22,800.00		\$ 22,630.17	\$ 3,325.15	\$ -	\$ 19,305.02	\$ -	X				
36																	

Kalamazoo County Brownfield Redevelopment Authority
EPA Assessment Grant Budget and Invoice Summary
Project 170027
Select Products Limited Site
Oshtemo Township
Work Order #8

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2			Budget Estimates						Actual			
3	Project #	Site/Phase	Total	Hazardous Substance	Petroleum		Invoice #	Date	Invoice Amount	Hazardous Substance	Petroleum	Notes
4	170027	Select Products Limited, Oshtemo Township										
5		Work Order #8										
6		Phase I ESA and Eligibility	\$ 3,348.00	\$ 1,674.00	1,674.00		03274	3/16/2017	914.25	\$ 457.13	\$ 457.12	
7							03324	4/6/2017	2,433.75	1,216.88	1,216.88	
8								Subtotal	3,348.00	1,674.01	1,674.00	
9												
10		Phase II ESA (Conceptual Budget)	12,135.26	6,067.63	6,067.63		03482	5/18/2017	9,430.26	4,715.13	4,715.13	
11							03570	6/13/2017	1,993.75	996.88	996.88	
12							03659	7/17/2017	86.25	43.13	43.13	
13							04155	1/8/2018	616.25	308.13	308.13	
14								Subtotal	12,126.51	6,063.26	6,063.26	
15												
16		BEA and DDCC	2,847.50	1,423.75	1,423.75		03482	5/18/2017	\$ 97.50	\$ 48.75	\$ 48.75	
17							03570	6/13/2017	\$ 1,338.75	\$ 669.38	\$ 669.38	
18							03973	11/1/2017	\$ 106.25	\$ 53.13	\$ 53.13	
19							04155	1/8/2018	\$ 1,302.50	\$ 651.25	\$ 651.25	
20								Subtotal	2,845.00	1,422.50	1,422.50	
21												
22		Brownfield Plan and Act 381 Work Plan	15,669.24	7,834.62	7,834.62		03324	4/6/2017	\$ 175.00	\$ 87.50	\$ 87.50	
23							03482	5/18/2017	\$ 65.00	\$ 32.50	\$ 32.50	
24							03570	6/13/2017	\$ 553.75	\$ 276.88	\$ 276.88	
25							03659	7/17/2017	\$ 1,260.00	\$ 630.00	\$ 630.00	
26		Amendment #1 for \$4,500 has been					03735	8/11/2017	\$ 1,353.75	\$ 676.88	\$ 676.88	
27		distributed as noted in the budget table.					03808	9/11/2017	\$ 630.00	\$ 315.00	\$ 315.00	
28							03881	10/4/2017	\$ 5,623.75	\$ 2,811.88	\$ 2,811.88	
29		Amendment #2 for \$2,000 for	\$2,000	\$ 1,000.00	\$ 1,000.00		03973	11/1/2017	\$ 496.25	\$ 248.13	\$ 248.13	
30		amendment to Brownfield Plan					04124	12/14/2017	\$ 5,353.75	\$ 2,676.88	\$ 2,676.88	
31							04155	1/8/2018	\$ 132.50	\$ 66.25	\$ 66.25	
32							04993	10/11/2018	\$ 140.00	\$ 70.00	\$ 70.00	
33							05042	11/7/2018	\$ 133.75	\$ 66.88	\$ 66.88	
34							05127	12/6/2018	\$ 703.75	\$ 351.88	\$ 351.88	
35							05205*	1/8/2019	\$ 987.50	\$ 493.75	\$ 493.75	
36								Subtotal	17,608.75	8,804.39	8,804.39	
37												
38		Project Total	\$ 36,000.00	\$ 18,000.00	\$ 18,000.00			Project Total	\$ 35,928.26	\$ 17,964.16	\$ 17,964.15	
39												
40												
41								Budget Remaining	\$ 71.74	\$ 35.85	\$ 35.85	
42		Notes:										
43								Budget Returned	\$ 36.74	\$ 18.35	\$ 18.36	
44												
45								Final Budget Remaining	\$ 35.00	\$ 17.50	\$ 17.49	

**MICHIGAN
BROWNFIELD
REDEVELOPMENT
PROGRAM**

**BROWNFIELD REDEVELOPMENT PROGRAM
GRANT AND LOAN QUARTERLY REPORT
AND PAYMENT REQUEST FORM**

517-284-5169, DEQBrownfields@Michigan.gov

The following information is required to receive payment for incurred costs. This form should be separately completed for both grant and loan projects. ALL PAGES OF THE FORM MUST BE PROVIDED QUARTERLY WHETHER OR NOT WORK WAS COMPLETED AND REIMBURSEMENT IS REQUESTED. Fields that are calculated by the form are shown in brown.

PROJECT DETAILS

Grantee / Borrower Name: <i>Kalamazoo County Brownfield Redevelopment Authority</i>		<input checked="" type="radio"/> Grant Report <input type="radio"/> Loan Report	
Project Name: <i>Paper City Development, LLC , Vicksburg</i>		Tracking Code: <i>201-1323</i>	Request #: <i>2</i>
Purchase Order Number: <i></i>		Location Code: <i>6705</i>	
Dates of Reporting: Begin: <i>Oct 1, 2018</i>	End: <i>Dec 31, 2018</i>	Quarter: <i>1 (Oct-Dec)</i>	Fiscal Year: <i>2019</i>
Name of Contact Person: <i>Ken Peregon</i>		Contract Expires On: <i>Aug 10, 2020</i>	
Title of Contact Person: <i>Chairperson, KCBRA</i>		Phone Number: <i>+1 (269) 384-8305</i>	
Remittance Address: <i>201 West Kalamazoo Avenue</i>			
City: <i>Kalamazoo</i>	State: <i>Michigan</i>	Zip Code: <i>49007</i>	

EXPENDITURES

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

Invoice Number	Invoice Date	Vendor	Task Number (refer to approved work plan)	Amount	Proof of Payment (list check number or other reference)
<i>1935</i>	<i>Jan 10, 2019</i>	<i>Phillips Environmental Consulting</i>	<i>Task 1</i>	<i>\$1,156.25</i>	<i>Pending</i>
<i>BRA-MDEQ-GR1-2019</i>	<i>Jan 24, 2019</i>	<i>KCBRA Grant Admininstration</i>	<i>Task 4</i>	<i>\$345.35</i>	<i>Pending</i>
TOTAL:				\$1,501.60	

PROGRESS REPORT

Task Number	Work plan Budget Approved to Date	Invoiced This Quarter	Invoiced to Date	Activity this quarter (include progress made, status, budget, concerns, and/or problems encountered)
<i>Task 1</i>		<i>\$1,156.25</i>	<i>\$0.00</i>	<i>Work Plan Development for sampling activities</i>
<i>Task 4</i>		<i>\$345.35</i>	<i>\$0.00</i>	
TOTALS:		\$1,501.60	\$0.00	

Describe proposed activity next quarter including proposed date to complete.
The field below will expand as you type. If additional room is desired, please attach additional sheets to this form.

Brownfield Redevelopment Grant and Loan Quarterly Report and Payment Request

Project Name: **Paper City Development, LLC , Vicksburg**

Report #: **2**

Fiscal Year: **2019**

Quarter: **1 (Oct-Dec)**

LOAN AWARDS INTEREST EARNED

LOAN REPORTS ONLY: Interest earned on loan funds disbursed shall be reported in each quarterly progress report with supporting documentation. Please check the box below that corresponds to the appropriate statement regarding disbursed loan funds. If you cannot select one of the options below, please select "Loan Report" from the top of Page 1.

- ☐ Our interest statement is attached.
- ☐ Our loan disbursement is not in an interest-bearing account.

STATEMENT OF REVIEW AND APPROVAL

BY SUBMITTING THIS QUARTERLY REPORT AND CHECKING THE BOX BELOW, THE GRANTEE / BORROWER AND THE REPORT SUBMITTER (IF DIFFERENT) CERTIFY THAT ALL WORK PERFORMED AND THE ASSOCIATED EXPENDITURES CONTAINED WITHIN THE REPORT ARE TRUE. THE GRANTEE / BORROWER ACKNOWLEDGES THAT FALSIFICATION OF RECORDS MAY RESULT IN THE TERMINATION OF THE GRANT / LOAN CONTRACT AND OTHER APPROPRIATE LEGAL REMEDIES.

- ☐ By checking this box, I, the grantee / borrower, verify that I have reviewed and approve the submitted invoices and progress report.

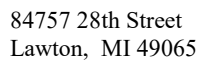
Please type name of individual checking the above statement:

Please email the completed form and all supporting documentation to your Brownfield Grant and Loan Coordinator and to DEQBrownfields@Michigan.gov

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

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

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



DATE	INVOICE #
1/10/2019	1935

Paper City Development
c/o Jackie Kooney
101 S. Main Street
Vicksburg, MI 49097

Phone #
269-624-4211

Balance Due	\$1,156.25
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Planning & Development Department

201 West Kalamazoo Avenue, Rm. 101 • Kalamazoo, Michigan 49007
Phone: (269) 384-8112 • FAX: (269) 383-8920 • Email: LMJARN@kalcounty.com

INTER-OFFICE INVOICE

BILL TO

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

Invoice

Invoice No.	BRA-MDEQ-GR 1-2019
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DATE	DUE DATE
01/24/19	--

DATE	DESCRIPTION	Cost	Qty	AMOUNT
01/24/19	2018 BRA MDEQ Mill Grant and Loan admin. hours County Pay Periods 21-26, from 9/29/18-12/21/18 BRA (247-901-992.00 Administrative Expenses) Rachael Grover (10 hours) Fringe Benefits 36.5%	253.00 92.35	1 1	253.00 92.35
THANK YOU! ☺				TOTAL ---> \$ 345.35

MEMORANDUM

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

FROM: **JEFF HAWKINS**

SUBJECT: **FY16 EPA BROWNFIELD ASSESSMENT GRANT UPDATES**

DATE: **1/24/2019**

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 the EPA Brownfield Assessment Grants.

1. Site Inventory and Prioritization

Project No: 160360 – W.O. 2

Update:

There are no updates for this month.

2. Community Outreach and Programmatic

Project No: 160361 - W.O. 3

Update:

Envirologic attended the KCBRA committee meetings. Although outreach efforts are being evaluated, activities have curtailed during the holidays.

3. Select Products

Project No: 170027 – W.O. 8

Update:

The KCBRA approved another amendment to Envirologic's work order for the project in order to complete an amendment to the Brownfield Plan. The Brownfield Plan Amendment will allow for the completion of geopiers as a less expensive alternative to removing and disposing of contaminated soil. Envirologic completed the amendment to the Brownfield Plan and has shared it with the developer and Oshtemo Township. Additionally, the amendment was discussed at the committees. The Amended Brownfield Plan was approved by the KCBRA at the December 20th meeting. The Township reviewed and adopted a resolution at their meeting on January 8, 2019 concurring with the terms of the plan. The County Board of Commissioners will review the Plan Amendment at their February 5th COW and hopefully adopt the amended plan at their February 19, 2019 meeting subject to a public hearing.

4. 100 Island Avenue

Project No: 180307 – W.O. 18

Update:

Mr. Greg Terrill (or an entity to be formed) intends to acquire several buildings formerly part of the former Crown Vantage paper mill in Parchment, Michigan. Mr. Terrill intends to restore 2-3 buildings to move his business to the property. There have been previous environmental assessments and a hazardous building materials survey conducted. Envirologic intends to make full use of the existing documentation. Some additional assessment to evaluate the vapor intrusion risk is recommended based on the presence of chlorinated solvents in groundwater. Also, validation and updating of the previous hazardous building materials survey is recommended as conditions of the building have likely changed since the survey was completed.

A work order was approved to fund a Phase I and II ESA, BEA/DDCC and a Brownfield Plan evaluation. An eligibility demonstration has been sent to EPA, however, the project is on hold due to the government shut-down. The developer may decide to privately fund the Phase I ESA to keep the project moving.