
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 15, 2018
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 October 25, 2018
 5. Citizens Comments (*4 minutes each / Please state name and address*)
 6. Consent Agenda – Invoices
 - a. **\$ 2,186.25** - Envirologic General Environmental Review (Invoice #05046 – WO# 2018-1)
 - b. **\$ 90.00** – Envirologic Annual Report (Invoice #05043 – WO# 2018-2)
 - c. **\$ 877.50** – Envirologic Website Management (Invoice #05044 – WO# 2018-3)
 - d. **\$ 350.00** – Web Hosting – One-year
 - e. **\$ 9.34** – Domain address purchase
 - f. **\$ 250.00** – Blue Tree Web Design Deposit
 - g. **EPA Grant Invoices**
 - i. **\$133.75** - (\$66.88 to Haz., \$66.87 to Pet.) –Select Products Plan Amendment, WO# 8
 - ii. **\$ 6,648.75** – (All to Haz.) – Jhamin, LLC, WO# 12
 - iii. **\$ 212.50** – (\$106.25 Haz.; \$106.25 Pet.) – Outreach/Programmatic, WO# 3
 7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Vicksburg Mill
 - i. Transformational Brownfield Plan
 - ii. Timeline
 - b. **Discussion/Action:** Reimbursement to Blackbird Billiards
 - i. Blackbird Billiards, LLC - **\$605.40** School Taxes (\$298.71 from 2017 School TIR and \$306.69 from 2018 School TIR)
 - c. **Discussion/Action:** Kalamazoo Storage (Stadium Park Way Brownfield Plan)
 - i. Development Agreement – Included as Appendix D of Act 381 Work Plan
 - ii. Act 381 Work Plan – approval to submit Act 381 Work Plan to MDEQ
 - d. **Discussion/Action:** 2018 Budget Amendments
 - e. **Discussion/Action:** LBRF Policy
 - f. **Discussion/Action:** MEDC State Brownfield Fund Invoice – ½ of the 6 mils of 2017 SET
 - i. 9008 Portage Road - \$81.00
 - ii. RAI Jets - \$708.50
 - iii. Metal Mechanics - \$1080.50
 - iv. 555 E. Eliza Street - \$32.50
 - v. Blackbird Billiards - \$42.50
-

- g. **Discussion/Action:** 2019 Calendar
- h. **Discussion/Action:** EPA Grant
 - i. Envirologic Monthly Memo

Financial Reports

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

8. Staff Report

- a. .gov domain update
- b. Update – appointments to KCBRA/EDC Board of Directors
- c. Ribbon Cutting – Corner @ Drake – Chow Hound – November 30th -12:00 to 12:30

9. Committees - times dates and places

- a. Land Bank Report – Next Meeting, December 13, 2018, 8:30 a.m.
- b. Project/Finance Committee – Thursday, December 13, 2018, 4:00 p.m.
- c. Executive Committee – Friday, December 14, 2018, 9:15 a.m.
- d. Bylaws Committee – update if available

10. Other

11. Board Member Comments

12. Adjournment

**Next Meeting: Thursday, December 20, 2018 at 4:00 p.m. – Please note: 3rd 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, October 25, 2018
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207a
TIME: 4:00 pm

MINUTES

Present: Joe Agostinelli, Chris Carew, Connie Ferguson, Travis Grimwood, Douglas Milburn (arrival 4:10), Jodi Milks (arrival 4:10), Ken Peregón, Julie Rogers (arrival at 4:30), Andy Wenzel

Members Excused: Habib Mandwee,

Vacancy: 1 vacancy

Kalamazoo Township: Sherine Miller

Staff: Rachael Grover, Lotta Jarnefelt

Consultant: Therese Searles, Envirologic Technologies

Recording Secretary: Rachael Grover

Community: None

1. Chair Peregón called the meeting to Order at 4:05 p.m.
 2. Members Excused: Mandwee (Rogers, Milks and Milburn arrived later)
 3. Approval of the Agenda and Minutes:
Agostinelli moved approval of the agenda. Wenzel supported the motion. Motion carried.
 4. Approval of Minutes: **Grimwood moved approval of the minutes of September 27, 2018. Ferguson supported the motion. Motion carried.**
 5. Citizens Comments: none
 6. Consent Agenda – Invoices:
 - a. **\$ 476.25** - Envirologic General Environmental Review (Invoice #04994 – WO# 2018-1)
 - b. **\$ 522.50** – Envirologic Annual Report (Invoice #04995 – WO# 2018-2)
 - c. **\$ 787.50** – Envirologic Website Management (Invoice #04996 – WO# 2018-3)
 - d. **\$1,023.00** - Varnum,- Paper City Invoice # 1045547
 - e. **\$1,470.75** – Varnum - Paper City Invoice # 1048108
 - f. **\$15,550.74** – General Administrative for 3rd Quarter
 - g. **EPA Grant Invoices**
 - i. **\$ 140.00** - (\$70 to Haz., \$70 to Pet.) –Select Products BF Plan Amendment, WO# 8
 - ii. **\$ 6,146.22** – (All to Haz.) – Jhamin, LLC, WO# 12
 - iii. **\$ 210.00** – (\$105 Haz.; \$105 Pet.) – Outreach/Programmatic, WO# 3
 - \$ 276.28** – (\$138.14 Haz.; \$138.14 Pet.) – Programmatic staff hours
- Carew motioned to approve the consent agenda and Grimwood supported the motion. Motion carried.**
7. Discussion and/or Action Calendar
 - a. **Discussion/Action:** Invoices: Blackbird Billiards
 - i. Developer Reimbursement request - \$12,722.83
-

Agostinelli moved approval of the reimbursement request of Blackbird Billiards, LLC in the amount of \$12,722.83. Wenzel supported the motion. Motion carried.

- b. **Discussion/Action:** Act 381 Work Plan – Kalamazoo Storage (Stadium Park Way Brownfield Plan) – submit Act 381 Work Plan to MDEQ

Board requested to review the Work Plan. Approval to submit to the MDEQ postponed until further review completed.

- c. **Discussion/Action:** Website

i. Need volunteer committee of Board members to review and provide feedback
Carew and Ferguson volunteered to review website.

ii. Confirm website address/domain name

Grimwood motioned to approved purchasing the .com, .org, and .gov domains for the KCBRA website. Motion supported by Rogers. Motion carried.

- d. **Discussion/Action:** EPA Grant

i. Envirolologic Monthly Memo

Searles gave update regarding EPA grant projects referenced in memo.

- e. **Discussion/Action:** 555 E. Eliza St. MDEQ Loan and Grant

i. **\$20,638.48** – Invoice #05007 MDEQ Grant

Agostinelli motioned to pay invoice and Milks supported the motion. Motion carried.

ii. **\$794.29** – Administrative costs – MDEQ 4th Qtr FY2018

This amount will be reimbursed to the KCBRA for staff time spent on the MDEQ grant and loan. No motion required.

iii. Final Grant and Loan report to MDEQ

Staff is working with County Finance/Treasurer regarding interest earned on the loan and transferring that to the KCBRA account. Total interest earned on the loan was \$367.53.

Wenzel motioned to approve staff submit Eliza Street Grant and Loan Final report and Quarter 4 report to the MDEQ. Ferguson supported the motion. Motion carried.

8. Financial Reports

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

Staff provided financial update from packet.

9. Staff Report

- a. Vicksburg Mill updates:

i. Transformational Plan

Staff provided update. Items from MEDC's review of the draft Plan are outstanding including total length of the Plan. Staff will send draft to Board for review.

ii. MDEQ Loan/Grant

Staff and Chair Peregon attended Loan and Grant kickoff meeting with MDEQ and Paper City. Work Plan needs to be prepared.

- b. Update LBRF Policy

LBRF Policy will be discussed at the November Committee meetings

- c. Update Island Avenue Project in Parchment if available
No update at this time. Discussion with previous developer is ongoing.
- d. Update – appointments to KCBRA/EDC Board of Directors

County Commission Appointment's committee has interviewed two candidates plus interviewed Ferguson for reappointment. County Administration and staff are working on communication regarding due dates for application for reappointment. Applications are due 30 days prior to term expiring.

10. Committees - times dates and places

- a. Land Bank Report – Next Meeting, December 13, 2018, 8:30 a.m.
- b. Project/Finance Committee – Thursday, November 8, 2018, 4:00 p.m.
- c. Executive Committee – Friday, November 9, 2018, 9:15 a.m.
- d. Bylaws Committee – Bylaws are with Varnum for review

11. Other

Jarnefelt provided an update on Authority administrative staffing.

12. Board Member Comments

Rogers attended the ribbon cutting for the Delta Marriott Hotel in Oshtemo Twp. The conference center (the Former Holiday Terraces Bowling Alley Brownfield Plan site) is expected to be open in February.

Peregon reminded Board that the November and December meetings are one week early on the third Thursday – November 15th and December 20th.

13. Adjournment: Meeting adjourned at 5:20 p.m.

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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 05046
 Date 11/07/2018

Project **180001 KCBRA - W.O. 2018-1 General Environmental Review**

INVOICE: Through Oct 31, 2018

GENERAL ENVIRONMENTAL REVIEW

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.00	140.00	140.00
Senior Project Manager			
David A. Stegink			
Professional Services	2.50	130.00	325.00
Project Scientist			
Therese M. Searles			
Professional Services	20.25	85.00	1,721.25
Phase subtotal			2,186.25
		Invoice total	2,186.25

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



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Kalamazoo, MI 49007

Invoice number 05043
Date 11/07/2018
Project **180202 KCBRA - Annual Report**

INVOICE: Through Oct 31, 2018

ANNUAL REPORT

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	1.00	90.00	90.00
		Invoice total	90.00

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

Invoice number 05044
Date 11/07/2018

Project **180214 Kalamazoo County Brownfield Website**

INVOICE: Through Oct 31, 2018

WEBSITE MANAGEMENT

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	9.75	90.00	877.50
		Invoice total	877.50

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Invoice

Invoice #: INV01513587
Invoice Date: Nov 6, 2018
Account #: 993872
Account Name: kalcountybf

Billed From:
WP Engine, Inc.
504 Lavaca Street
Suite 1000
Austin TX 78701
United States
Tax ID #: 27-3155665

Billed To:
Rachael Grover
201 West Kalamazoo Ave
Kalamazoo, MI 49007
United States

Terms	Due Date
On Receipt	Nov 6, 2018

Description	Type	Serv. Start	Serv. End	Qty	Amount (USD)
Startup Plan - digital experience platform including 1 site and 25,000 monthly visits	Service	11/6/2018	11/5/2019	1	\$350.00

Total Charges: \$350.00
Total Sales Tax: \$0.00
Total Credits Applied: \$0.00
Total Payments Received: (\$350.00)

Balance Due: \$0.00

For inquiries regarding this transaction, please email billing@wpengine.com.

Payment Instructions:

Payment must be made by credit card.

Updates to the credit card on your account may be made by an account user with *Owner* or *Billing* permissions at my.wpengine.com under the *My Account* tab.

Invoice Aging Summary

Current Due	30 Days Past Due	60 Days Past Due	90 Days Past Due	120+ Days Past Due	Total Aging
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



GoDaddy.com, LLC
14455 N. Hayden Rd.
Suite 219
Scottsdale, AZ 85260
(480) 505-8877

Receipt

Date: Nov 1, 2018 3:32 PM

Receipt #: 1388967352
Customer #: 200641863

Bill To:

Rachael Grover

[Redacted]
[Redacted]
[Redacted]

Payment Information:

Rachael Grover

MasterCard #####0702

Paid: \$9.34

Items

.ORG Domain Registration

kalcountybrownfield.org

Item Number: 12101

Quantity: 1

Term: 1

List Price: \$19.99

Purchase Price: \$7.99

ICANN Fee: \$0.18

Discount: \$0.00
Subtotal: \$8.17
Tax: \$0.00
Total: \$8.17

.COM Domain Registration
kalcountybrownfield.com

Item Number: 101
Quantity: 1
Term: 1

List Price: \$14.99
Purchase Price: \$11.99
ICANN Fee: \$0.18
Discount: \$11.00
Subtotal: \$1.17
Tax: \$0.00
Total: \$1.17

Subtotal: \$8.98
Fees: \$0.36
Taxes: \$0.00
Total: \$9.34 USD



Invoice

Blue Tree Web Design, LLC

1219 W. Maple St., Kalamazoo, MI 49008

Date: 11/9/2018

Invoice Number: 1811091610

To: Kalamazoo County Brownfield Redevelopment Authority

Attn: Rachael Grover

201 W Kalamazoo Ave

Kalamazoo MI 49008

From: Blue Tree Web Design, LLC

1219 W. Maple St.

Kalamazoo, MI 49008

Job	Terms
Depository for website for Kalamazoo County Brownfield Redevelopment Authority	Net 45

Description	Amount
Deposit for new website creation	250.00
Total	\$250.00

Thank you for your business!

1219 W. Maple St., Kalamazoo, MI 269.978.2571 ben@bluetreewebdesign.com

**Kalamazoo County Brownfield Redevelopment Authority
EPA Assessment Grant Budget and Invoice Summary
Project 160362
Jhamin, LLC - WL Molding Site, Portage, MI
Work Order #4 and #12**

1	A	B	C	D	E	G	H	I	J	K	L
2	Budget Estimates					Actual					
3	Project #	Site/Phase	Total	Hazardous Substance	Petroleum	Invoice #	Date	Invoice Amount	Hazardous Substance	Petroleum	Notes
4	160362	Jhamin, LLC - WL Molding Site, Portage, MI									
5		Work Order #4 and #12									
6											
7		Indoor Air Monitoring/Revision of DDCC	\$ 13,000.00	\$ 13,000.00	\$ -	02929	12/6/2016	\$ 577.50	\$ 577.50		
8						03060	1/6/2017	\$ 152.50	\$ 152.50		
9						03198	2/16/2017	\$ 1,763.33	\$ 1,763.33		
10						03268	3/16/2017	5,342.75	5,342.75		
11						03483	5/18/2017	591.25	591.25		
12						03515	6/8/2017	5,618.75	5,618.75		
13						03660	7/17/2017	721.25	721.25		
14							Subtotal	\$ 14,767.33	\$ 14,767.33	\$ -	
15											
16		Soil Sampling Activities	4,125.00	\$ 3,093.75	1,031.25	03060	1/6/2017	\$ 172.50	\$ 129.38	\$ 43.13	
17						03198	2/16/2017	3,145.87	2,359.40	786.47	
18						03268	3/16/2017	227.70	170.79	56.91	
19						03326	4/6/2017	136.25	102.19	34.06	
20						03483	5/18/2017	28.75	21.56	7.19	
21						03515	6/8/2017	37.50	28.13	9.38	
22							Subtotal	\$ 3,748.57	\$ 2,811.45	\$ 937.13	
23											
24		Former Dump Area	\$ 1,500.00		\$ 1,500.00	03060	1/6/2017	\$ 57.50		\$ 57.50	
25						03198	2/16/2017	\$ 340.00		\$ 340.00	
26						03268	3/16/2017	\$ 42.50		\$ 42.50	
27						03660	7/27/2017	\$ 340.00		\$ 340.00	
28							Subtotal	\$ 780.00	\$ -	\$ 780.00	
29											
30		Asbesotos and Hazardous Building Materials Survey	\$ 6,000.00	\$ 6,000.00	\$ -	02929	12/6/2016	\$ 431.25	\$ 431.25		
31						03198	2/16/2017	\$ 1,605.19	\$ 1,605.19		
32						03268	3/16/2016	\$ 1,645.00	\$ 1,645.00		
33							Subtotal	\$ 3,681.44	\$ 3,681.44	\$ -	
34											
35											
36		SSD Design - Work Order #12	\$ 34,000.00	\$ 34,000.00		03660	7/17/2017	\$ 1,023.75	\$ 1,023.75		
37						03739	8/11/2017	\$ 12,073.95	\$ 12,073.95		
38						03810	9/11/2017	\$ 1,667.50	\$ 1,667.50		
39						03879	10/4/2017	\$ 562.65	\$ 562.65		
40						03972	11/1/2017	\$ 115.00	\$ 115.00		
41						04726	7/10/2018	\$ 836.25	\$ 836.25		
42						04822	8/15/2018	\$ 417.50	\$ 417.50		
43						04873	9/6/2018	\$ 1,936.25	\$ 1,936.25		
44						04998	10/11/2018	\$ 6,146.22	\$ 6,146.22		
45						05048*	11/7/2018	\$ 6,648.75	\$ 6,648.75		
46							Subtotal	\$ 31,427.82	\$ 31,427.82	\$ -	
47											
48		Project Total	\$ 58,625.00	\$ 56,093.75	\$ 2,531.25		Project Total	\$ 54,405.16	\$ 52,688.04	\$ 1,717.13	
49											
50							Budget Remaining	\$ 4,219.84	\$ 3,405.72	\$ 814.13	
51		This project is complete.					Budget Returned			\$ 814.13	
52							Final Budget Remaining			\$ -	

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

1	A	B	C	D	E	G	H	I	J	K	L
2											
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 distributed as noted in the budget table.				03735	8/11/2017	\$ 1,353.75	\$ 676.88	\$ 676.88	
27						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 amendment to Brownfield Plan	\$2,000	\$ 1,000.00	\$ 1,000.00	03973	11/1/2017	\$ 496.25	\$ 248.13	\$ 248.13	
30						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							Subtotal	15,917.50	7,958.76	7,958.76	
35											
36		Project Total	\$ 36,000.00	\$ 18,000.00	\$ 18,000.00		Project Total	\$ 34,237.01	\$ 17,118.53	\$ 17,118.52	
37											
38											
39							Budget Remaining	\$ 1,762.99	\$ 881.47	\$ 881.48	
40		Notes:									
41							Budget Returned	\$ 36.74	\$ 18.35	\$ 18.36	
42											
43							Final Budget Remaining	\$ 1,726.25	\$ 863.12	\$ 863.12	



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

Invoice number 05042
 Date 11/07/2018
 Project **170027 Select Products Limited - W.O. 8**

INVOICE: Through Oct 31, 2018

BROWNFIELD PLAN AMENDMENT

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
Project Scientist			
Therese M. Searles			
Professional Services	0.75	85.00	63.75
Phase subtotal			133.75
		Invoice total	133.75

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 Kalamazoo, MI 49007

Invoice number 05048
 Date 11/07/2018

Project **160362 Kalamazoo County BRA - Jhamin, LLC**

INVOICE: Through Oct 31, 2018

SSD DESIGN - W/O 12

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Shelbey N. Senkewitz Professional Services	1.75	50.00	87.50
CAD Designer/Drafter Michelle A. Bell Professional Services	10.50	65.00	682.50
Project Manager Gary T. Blinkiewicz Professional Services	50.00	105.00	5,250.00
Paul D. French Professional Services	4.75	105.00	498.75
Senior Project Manager David A. Stegink Professional Services	1.00	130.00	130.00
Phase subtotal			6,648.75
		Invoice total	6,648.75

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Invoice number 05045
Date 11/07/2018

Project **160361 Kalamazoo County BRA -
Outreach / Programmatic**

INVOICE: Through Oct 31, 2018

OUTREACH / PROGRAMMATIC - W/O 3

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist			
Therese M. Searles			
Professional Services	2.50	85.00	212.50
		Invoice total	212.50

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

Draft Tentative

Proposed Brownfield Plan Approval Timeline - The Mill, Village of Vicksburg, MI		
(draft 11/9/2018)	Dates	Alternate Dates?
KCBRA Full Board BF Plan Recommendation Approval 4:00 Room 207a - 201 W. Kalamazoo Ave	11/15/2018	12/20/2018
Vicksburg Village Work Session	12/17/2018	1/7 or 21/2019
Vicksburg Village Council 7:00 p.m.	1/7/2019	2/4/2019
Schoolcraft Township Board 6:00 p.m. - Schoolcraft Township Hall; 50 East VW Avenue, Vicksburg	1/8/2019	2/12/2019
Kalamazoo County Commission Committee of the Whole 4:00 p.m. Commission Chambers - 201 West Kalamazoo Ave	1/15/2019	2/19/2019
Public Notice Sent to Taxing Jurisdictions by:	1/24/2019	2/23/2019
Kalamazoo County Board of Commission (Public Hearing and resolution) 7:00 pm Commission Chambers - 201 West Kalamazoo Ave	2/5/2019	3/5/2019
Michigan Strategic Fund Meeting This date is dependent on 3rd Party review analysis completion and 6 week agenda request	3/26/2019?	4/23/2019?

Sources of TIF - 3912 Douglas Avenue/Blackbird Billiards

Check No	Date	Total Amount	Schools (SET)	Schools (Operating)	County Operating	KRESA	Kal County Transport	Central County Transport	Public Safety	KVCC	Township	Library	Housing Fund
1140	9/14/2018	507.31	87.67	263.02	68.40	88.22							
Totals		507.31	87.67	263.02	68.40	88.22	-	-	-	-	-	-	-
				\$ 350.69									\$ 156.62
				Total School TIF	Total Non-School TIF								

\$ 507.31

2018

Local
 County
 Kresa
 Total Local
 SET to State \$44.00

Kalamazoo County Brownfield Redevelopment Authority (KCBRA)
Local Brownfield Revolving Fund (LBRF)
Policies and Procedures

Introduction:

A Local Brownfield Revolving Fund (LBRF), under the management of the KCBRA, has been established in accordance with Public Act 381 of 1996, as amended (Act 381). The LBRF funds accumulate from adopted KCBRA Brownfield Plans and represent excess tax increment revenue (TIR) capture after all eligible Brownfield expenses have been reimbursed. Up to 5 full years of excess TIR capture from each Plan can be deposited into the LBRF. The purpose of the LBRF is to provide gap funding to conduct brownfield eligible activities on eligible property (property included in a Brownfield Plan) within Kalamazoo County.

Objectives of the LBRF:

The KCBRA desires to further their program supporting the redevelopment of brownfield sites throughout Kalamazoo County. Through the LBRF, the KCBRA will generally support projects that include local unit of government support, leverage re-investment, create jobs, support the use of existing infrastructure, resolve environmental and brownfield site conditions and benefits the community. Since this is a revolving fund, the LBRF will be managed in a manner that LBRF funded projects will continue to generate revenue adequate to sustain the LBRF program long term.

Available Incentives:

It is the KCBRA's goal to have funds available for project support on a continual basis. However, since this is a revolving fund that depends on the capture of tax increment revenue (TIR) from adopted Brownfield Plans and loan repayment, the availability of funding may fluctuate depending on market conditions, funding requests and available fund balances. The primary incentive offered through the KCBRA's LBRF will be loans. Loan terms and conditions will be outlined in a Loan Repayment Agreement. The KCBRA may consider granting LBRF funds to a project on a case-by-case basis where the property is included in a Brownfield Plan, there is a demonstrated financial need and there is a means of partial or complete reimbursement to the LBRF. Only one loan and/or grant will be allowed per project. The KCBRA will annually review and determine the funds available for eligible projects.

LBRF Eligible Locations:

According to Act 381, the LBRF may be used only to pay the costs of **eligible activities on eligible property** that is located within **the municipality** (MCL 125.2658 (4)). The definition of "municipality" (as defined by Act 381), in the case of the KCBRA's LBRF, is Kalamazoo County. Therefore, LBRF funds may be used on any eligible property located within Kalamazoo County. Eligible property, as defined by Act 381, is property included in a Brownfield Plan and is primarily one or more of the following:

- A "facility" as defined by Part 201 of P.A. 451 of 1994, as amended (contaminated)
- Blighted (as determined by the local unit of government)
- Functionally obsolete (as determined by the local assessor)
- Historic resource
- Other listed eligible property as defined by Act 381

Eligible projects may be prioritized based on the following considerations:

- Significant brownfield conditions, i.e., environmental, blight, public health
- KCBRA Site Prioritization List
- Marginalized communities, i.e., lower income, economically and socially underserved populations
- KCBRA looks to support projects that have the backing of the local unit of government.
- Attraction of new businesses to the county
- Increasing number of new jobs in the county

Eligible Activities/Eligible Uses of LBRF:

Funds from the LBRF may be used to provide revolving loans and grants to pay for eligible activities as defined by Act 381, as approved by the KCBRA and the MDEQ and MSF, as applicable. Approval of eligible activities will be subject to an adopted Brownfield Plan and approved Act 381 Work Plan, as appropriate. The primary eligible activities may include:

- Department (MDEQ) Specific Activities:
 - Phase I and II Environmental Site Assessments, Baseline Environmental Assessments, Due Care Activities, Response Activities, removal and closure of Underground Storage Tanks, disposal of solid waste, dust control, removal and disposal of lake or river sediments, industrial cleaning, certain sheeting or shoring, lead, mold or asbestos
- Brownfield Plan and Work Plan implementation
- Demolition that is not a response activity
- Lead, asbestos or mold abatement

In Qualified Local Government Units (QLGU) or “Core Communities” (City of Kalamazoo and City of Portage), Land Banks, and former mills, the eligible activities listed above and:

- Infrastructure improvements
- Site preparation activities
- Quieting the title, conveying or selling property under control of a Local Unit of Government (LUG), Land Bank, or BRA or acquisition of property if for economic development purposes

Eligible Borrower/Applicant:

Due to limitations established by Act 381, the KCBRA is limited to loaning or granting funds to properties that are in a Brownfield Plan. The KCBRA will evaluate project proposals through an application process. The eligible borrower or applicant must demonstrate an ability to either independently or through a partnership generate tax increment revenue that can be captured through a Brownfield Plan to partially or completely repay the loan and/or grant. The KCBRA may choose to complete projects or eligible activities directly utilizing an approved consultant(s). The KCBRA will consider the following when evaluating a borrower or applicant:

- May be governmental, non-profit or a private developer;
- Must provide equity to the project financially;

- Developer must demonstrate community support through site plan approval, LUG resolution, or similar relevant support;
- Applicant must have control over the property (either ownership or purchase option), and if not owned must have a signed access agreement;
- Liable status of applicant;
- Project and applicant must be financially viable to be reasonably determined by KCBRA;
- Available conceptualized redevelopment plans;
- Demonstrated experience in type of development proposed or a team that has experience in redevelopment;
- Must not be delinquent in taxes or loan payments;
- For collaborations between the KCBRA and Local Units of Government (LUG) with an established Brownfield Redevelopment Authority:
 - The KCBRA's LBRF contributions to a project will be reimbursed first in the LUG's Brownfield Plan Reimbursement Schedule;
 - There will be a written agreement memorializing the terms and conditions of the KCBRA's LBRF contributions to a project.
- Form of Loan security/collateral.

Project Requirements:

The KCBRA recognizes the impact that can be made when brownfield sites are redeveloped bringing new investment, jobs and improved conditions to a community or neighborhood. However, the resources to address all brownfield sites are limited, requiring strategic deployment of the funds to ensure maximum results for the community. The KCBRA has minimum expectations for projects receiving assistance and desired outcomes which will result from implementation of a project including:

Minimum Requirements:

- Must be on eligible property included in a Brownfield Plan in Kalamazoo County;
- Strong preference that a Brownfield Plan include capture of school taxes, which may require completion of an Act 381 Work Plan;
- Tax increment capture from the project Brownfield Plan must be pledged to a LBRF Loan/Grant repayment prior to reimbursement of other eligible developer costs;
- Brownfield Plan will allow for 5 full years of capture to the LBRF;
- Must have demonstrated LUG support;
- Must have a community benefit component which may include improvements to the local economy, environment and/or brownfield conditions, public health, and socially/economically challenged neighborhoods;
- Applicant must be able to demonstrate financial viability of the project;
- Applicant must demonstrate sufficient and acceptable collateral to repay the loan/grant, i.e., letter of credit from an acceptable financial institution, secured funds in a Certificate of Deposit, etc.;
- Applicant must enter into a Loan Repayment Agreement with the KCBRA;
- All costs associated with loan/grant closing, including KCBRA costs, will be borne by applicant.

Desired Outcomes:

The KCBRA has also developed a list of desired outcomes for projects that receive support which, if included in the project design, may improve the likelihood of support:

- Project will remediate and/or address a contaminated property allowing for the safe operation/use of the property as defined by MDEQ.
- Project will address needs of an underserved population in the community; for example, by offering affordable housing or promoting environmental justice in a marginalized area.
- Project will create jobs, especially in emerging sectors of the local economy.
- Project brings investment from outside Kalamazoo County that will catalyze additional investment in the community in the form of new businesses or industries.
- Project will catalyze transformation of a key intersection, corner, corridor or other significant area of the community.
- Project will improve infrastructure and/or reuse existing infrastructure.
- Project is TIF generating (LBRF program must be sustainable).
- Project leverages other sources of funding, especially funds outside of the County.
- Transformational project for the community.
- Reuse/redevelopment of an historic building.

General Terms and Conditions:

The Terms and Conditions of a loan and/or grant from the KCBRA's LBRF will be negotiated and included in a Loan Repayment and/or Grant Agreement. The repayment period for a loan will be determined on a case-by-case basis as determined by the KCBRA but will generally not exceed **15 years**. Determining factors may include requested funding amount, the amount of private investment, and anticipated tax capture. Loan/Grant funds will be committed to a project for up to one year prior to initiation of the project. Utilization of LBRF funding must be completed within two years of loan/grant commitment.

Prior to conducting any activities, the borrower, or its consultant, will submit a detailed work plan to the KCBRA for approval. The work plan will include a description of the proposed activities, a budget and a schedule for conducting the activities and will specifically follow the most recent Act 381 Work Plan Template published by the MEDC. If an Act 381 Work Plan is completed for a project, this will satisfy the KCBRA requirement for a work plan.

Loan/grant funds will be paid out as a reimbursement for completed activities during project implementation on a quarterly basis. Certain milestones will be established for fund distribution in the Loan Repayment and/or Grant Agreement which will include completion of approved eligible activities as outlined in an approved work plan and budget as noted above. Borrowers/Grantees will be required to submit progress reports and invoices with verification of all expenditures each quarter.

The KCBRA will require a signed Term Sheet and adopted Brownfield Plan/Act 381 Work Plan prior to preparing the Loan Repayment and/or Grant Agreement. Additionally, a Development Agreement will be required as part of the Brownfield Plan and Act 381 Work Plan.

The KCBRA's latest General Operational Policy for Brownfield Redevelopment Projects will also apply to all Brownfield Redevelopment Projects approved by the KCBRA.

Application Process and Associated Fees:

The KCBRA has developed an Application for Proposed Project(s) (see KCBRA website) for interested parties to request reimbursement for eligible activities through a Brownfield Plan, through the use of LBRF funds, or to request potential Brownfield Funding via State and Federal Grants and Loans. The following information outlines the process for use of LBRF funds regarding project consideration by the KCBRA, including use of the application.

LBRF Project Process:

Projects presented to the KCBRA for consideration of LBRF funds will follow the procedure below:

- An initial verbal inquiry is made to the KCBRA Staff for initial screening.
- Applicant submits Part I Application to KCBRA Staff.
- A general discussion with KCBRA staff and the interested party will ensue as to the proposed project including estimated project investment, potential eligible activities and costs, whether a Brownfield Plan exists for the eligible property, project funding needs and any financial gaps, and other information and timing requirements. Based on the merits of the project, KCBRA Staff will recommend completion of a Part II Application and/or review by KCBRA committee(s).

In addition to the project considerations listed above, the following conditions are part of the Application review process:

- Upon invitation by the KCBRA, applicant must submit a complete and signed Part II Application to KCBRA Staff.
- Once a complete application is received, with applicable fees, KCBRA staff will confirm that the LUG in which the project is located supports the project.
- Once the Part II Application is reviewed by KCBRA staff and appropriate KCBRA committee, a recommendation to support or not support the application for use of LBRF funds will be made to the KCBRA. The proposed project will be placed on the agenda for the next regularly scheduled KCBRA meeting as scheduled in the Annual Public Notice.
- The KCBRA will make the determination whether to support the project and offer LBRF Funds. The conditions of funding (i.e., grant, loan, or combination) will be determined by the KCBRA.
- If the project is supported with Loan funding, a Term Sheet will be drafted and presented to the applicant for signature. The KCBRA will require a signed Term Sheet prior to proceeding with additional requirements.
- If a Brownfield Plan does not already exist, one will need to be prepared and submitted to the KCBRA for recommendation and then undergo the full approval process, including resolutions and public notices, through the LUG and County Board of Commissioners.
- The applicant will submit an LBRF Work Plan and/or Act 381 Work Plan to the KCBRA for review and approval and/or submittal to MDEQ/MSF for approval. All work plans should follow the latest template as published by MEDC regarding Act 381 Work Plans. An approved/adopted Brownfield Plan and LBRF Work Plan and/or Act 381 Work Plan is required prior to preparing the

Loan Repayment and/or Grant Agreement. Additionally, a Development Agreement will be required as part of the Brownfield Plan and Act 381 Work Plan.

- All costs associated with loan/grant closing, including KCBRA costs, will be borne by applicant.
- Upon completion of the Brownfield Plan/Act 381 Work Plan/LBRF Work Plan approval process and executed Loan Repayment and/or Grant Agreement and Development Agreement, the Applicant can proceed with the project.
- Applicant is ultimately responsible for the overall redevelopment and environmental activities and costs.
- Borrowers/Grantees will be required to submit progress reports and invoices with verification of all expenditures each quarter using the KCBRA's Reporting Forms.

The KCBRA reserves the right to accept or reject any applications for assistance under this program.

Schedule:

The approval process for a project that requests LBRF funds depends on whether a Brownfield Plan is already in place, the timing of applications and submittals, the completeness of information provided, and the complexity of the project. Projects in need of an Act 381 Work Plan should estimate a minimum of three months for the approval process.

Amendments and Modifications:

The KCBRA reserves the right to amend this policy for different purposes which may include but are not limited to: improvements which serve to benefit the brownfield redevelopment process; or changes in law and other applicable regulation on a local, state, or federal level.

Changes to the policy will be approved by the KCBRA and made available to the community at large through its website and other mechanisms available to the KCBRA.

October 26, 2018

Rachael A. Grover
County of Kalamazoo BRA
201 West Michigan
Kalamazoo, MI, 49007

Invoice: INV-0000095

Dear Rachael A. Grover,

Legislative changes occurred on December 28, 2012, permitting the State of Michigan to collect 3 out of the 6 mill State Education Tax annually on new Act 381 Work Plan projects to provide future funding for Brownfield Grants and Loans. The County of Kalamazoo BRA had Work Plan projects approved by the Michigan Strategic Fund (MSF) and/or the Department of Environmental Quality (DEQ) after January 1, 2013.

Project Information is listed below:

Project Name	Site Number	Annual Report Metric Number	Amount Due
9008 Portage Road	SITE-00000563	M-0000106791	\$81.00
RAI Jets - 5825 Willoughby Dr	SITE-00001480	M-0000106980	\$708.50
Metal Mechanics	SITE-00001489	M-0000107096	\$1,080.50
555 E. Eliza Street	SITE-00001351	M-0000107098	\$32.50
Blackbird Billiards	SITE-00001490	M-0000107102	\$42.50
Total Amount Due			\$1,945.00

Please remit payment of above total amount within **60 days** of the date of this invoice. The Amount Due is calculated directly from information entered in the Portal, and submitted by your jurisdiction. If you feel the Amount Due is not accurate, please contact MEDC Brownfield Staff at brownfield@michigan.org or (517) 373-6213, to adjust your reporting.

Draft

**PUBLIC NOTICE
OF THE
KALAMAZOO COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (KCBRA)**

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) conducts regular meetings on the fourth Thursday of each month (unless otherwise noted) at 4:00 p.m. The meetings are held in Room 207 of the Kalamazoo County Administration Building, 201 W. Kalamazoo Avenue, Kalamazoo.

The KCBRA will meet on the following dates in 2019:

January 24, 2019
February 28, 2019
March 28, 2019
April 25, 2019 *Annual meeting*
May 23, 2019
June 27, 2019
July 25, 2019
August 22, 2019
September 26, 2019
October 24, 2019
November 21, 2019 *(Note: 3rd Thursday)*
December 19, 2019 *(Note: 3rd Thursday)*

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

MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **11/15/2018**

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:

Envirollogic prepared and submitted to Rachael Grover the EPA Quarterly Report. The report was submitted to EPA within the required deadline.

3. Jhamin LLC – WL Molding

Project No: 160362 – W.O. 4 and 12

Update:

Envirollogic utilized the data collected from the sub-slab sampling and pressure extension test to prepare the sub-slab depressurization conceptual design document. Envirollogic has provided the document to Jhamin, LLC. A meeting has been scheduled with Jhamin, LLC to review the design and discuss installation of the system. The installation and operation/maintenance of the system is the responsibility of Jhamin, LLC.

4. Select Products

Project No: 170027 – W.O. 8

Update:

The KCBRA approved another amendment to Envirollogic'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. Envirollogic continues to prepare the amendment to the Brownfield Plan. Construction at the site has commenced including preparation of the building pad and installation of the geopiers.