



## **Board of Directors Meeting**

**Friday, June 5, 2026 – 8:30 AM**

Lansing EDC Office - 401 S. Washington Sq. Suite 101, Lansing, MI 48933

### **AGENDA**

- 1) Call to Order/Rollcall
- 2) Approval of LEDC Board Meeting Minutes – Friday, May 1, 2026
- 3) Financial Update
- 4) 2231 W. Willow St. EGLE Brownfield Redevelopment Program Grant Application (ACTION)
- 5) FY2026/2027 City of Lansing Economic Development Contract (ACTION)
- 6) FY2026/2027 City of Lansing Façade Program Contract (ACTION)
- 7) Approval of FY2025/2026 LEDC Budget Amendment (ACTION)  
*Attached Amended FY2025/2026 LEDC Budget- Highlighted in Orange*
- 8) Approval of FY2026/2027 LEDC Budget (ACTION)  
*Attached Proposed FY2026/2027 LEDC Budget- Highlighted in Blue*
- 9) Approval of President & CEO Performance Management Criteria and Process (ACTION)
- 10) Approval of President & CEO Compensation Updates (ACTION)
- 11) Operations Update
- 12) Project and Program Updates
- 13) Open Forum for LEDC Board Members
- 14) Other Business
- 15) Public Comment
- 16) Adjournment





# Lansing Economic Development Corporation

Board of Directors Meeting

**Friday, May 1, 2026 – 8:30 A.M.**

Lansing EDC Office – 401 S. Washington Sq., Suite 101, Lansing, MI 48933

## MINUTES

<b>Members Present:</b>	Shelley Davis Boyd, Jonathan Smith (left at 10:00AM), Chaz Carrillo, Dr. Cristina Benton, Bryan Britten
<b>Members Absent:</b>	Calvin Jones, Dr. Alane Laws-Barker, Rawley Van Fossen, Catherine Rathbun
<b>Staff Present:</b>	Kris Klein, Amiee Evans, Alex Watkins, Chelsea Dowler, Aurelius Christian, Kahleea Washington, Shay Manawar, Brian Swett
<b>Guests:</b>	None

### Call to Order

Chair Boyd called the Lansing Economic Development Corporation meeting to order at 8:33 A.M.

### Approval of LEDC Board Meeting Minutes – Friday, April 10, 2026 (ACTION)

MOTION: Member Benton moved to approve the LEDC meeting minutes from Friday, April 10, 2026, Board of Directors meeting, as presented. Motion seconded by Member Carrillo.

YEAS: Five (5); unanimous; motion carried.

### Lansing EDC March 2026 Draft Financial Statements

Swett presented the March 2026 Draft Financial Statements.

### Michigan Talent Partnership Grant Agreement (ACTION)

Klein presented an update of the Michigan Talent Partnership Grant Agreement. He outlined the eligible activities within the agreement and summarized the agreement terms.

Member Britten commented on the good job of including the constituents in the planning process. He also initiated discussion of tracking the metrics of the planning process.

MOTION: Member Carrillo moved to approve the Michigan Talent Partnership Grant Agreement, as presented. Motion seconded by Member Smith.

YEAS: Five (5); Unanimous; motion carried.

*The Lansing EDC's Mission is to improve the Lansing community by fostering economic growth that is strategic, sustainable and equitable.*

**NorthPoint Termination Agreement (ACTION)**

Klein and Manawar presented the NorthPoint Termination Agreement for development of the RACER Trust Plant 6 property, including the steps involved in terminating the SSRP Disbursement Agreement and Development Agreement with NorthPoint. Discussion occurred on why NorthPoint decided to terminate the agreement.

MOTION: Member Smith moved to approve the NorthPoint Termination Agreement, as presented. Motion seconded by Member Britten.

YEAS: Five (5); Unanimous; motion carried.

**Operations Update**

Klein provided organizational updates, including:

- **HR Recommendations:**  
Progress is being made on performance evaluation process including presentations to the Governance Committee and Chair for feedback and recommendations. Recommendations will be brought to the full board at the June meeting for consideration. A Training and Development Plan template has been created and will be used for all team members. All team members will complete Anti-Harassment Training in coming month.
- **Outreach and Engagement:**
  - Hosted an event with Operations School in April for 517 E&I Week.
  - Attended REO Town Commercial Association 25<sup>th</sup> Anniversary Celebration.
  - Lansing EDC sponsored and presented at the Michigan Manufacturing Association Operations Conference in April.
  - Klein and Christian participating in sessions with the Emerging Developer Network.
  - Klein and Evans speaking on panels for the MEDC Emerging Developers Spring Training.
  - Klein is participating on a downtown focused panel for LRCC's Leadership Lansing Program.
- **Event Reminders:**
  - Chick-fil-A South Cedar Ribbon Cutting: Tuesday, May 5th (5-7pm)
  - Empower Cohort 3 Graduation: Wednesday, May 6th (6-8pm)
  - Lansing Lugnuts Game: Thursday, May 14th (7:05pm)
  - Lansing Public Media Center Ribbon Cutting: Tuesday, May 19th (11am)
  - Items for June Meeting

**Project and Program Updates**

Updates were presented on the following:

- **Project Statuses:**
  - Metro Place MSF Request
  - Lansing Shuffle Property Sale Request
  - New Vision Lansing Reimbursement Agreement
  - Turner North Site Demolition
  - Brick Row Project Underway
  - Preparation of "Build Lansing" Site RFPs

- **LEED Initiative:**  
Evans provided the following updates:  
Targeted Redevelopment:
  - Joint Evaluation Committee (JEC) reviewed and scored 10 proposals for the Baker Donora and Willow Walnut neighborhood targeted redevelopment plans.
  - JEC met and discussed proposals and identified three proposals to invite for final interview.
  - Following the finalist interviews, the JEC selected The Smith Group proposal to engage for the project.
  - LEDC and The Smith Group are working on contract terms, with the goal to begin work in early May and finalize implementation plans by October 2026.
  
- **Incentive Policy Revisions:**
  - Site & Incentive Committee has reviewed draft policies regarding:
    - Accelerated Reimbursement Loan Policy
    - Site Assessment Policy & Cost Share on Environmental Assessments
  - Committee is discussing:
    - Evaluation of current fee structure and statewide best practices

**LEDC Board meeting suspended at 9:27 AM.**

**LEDC Board meeting resumed at 9:32 AM.**

**Board Training:**

Evans and Watkins presented a training on Business Development Strategies & Case Studies.

**Open Forum for LEDC Board Members**

Member Carrillo shared that the developer of Holmes and Pleasant Grove project closed on the property.

**Other Business**

None

**Public Comment**

None

**Adjournment**

Chair Boyd called the Lansing Economic Development Corporation meeting to adjournment at 10:13 A.M.

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Kris Klein, President & CEO  
Lansing Economic Development Corporation (LEDC)

# **LANSING ECONOMIC DEVELOPMENT CORPORATION**

## Financial Statements

For the One Month and Ten Months Ended April 30, 2026 and 2025

# Lansing Economic Development Corporation

## Statements of Financial Position

	Apr 30, 26	Apr 30, 25
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10000 · PNC - General Fund - 2612	75,000.00	75,000.00
10001 · PNC - COVID19 Rescue Fund -2583	104.30	104.30
10002 · PNC - Business Fund - 2575	75,000.00	75,000.00
10004 · PNC - Business Fund Sweep -2647	1,291,408.04	1,285,872.60
10005 · PNC - General Fund Sweep - 2639	1,304,348.16	915,064.14
10007 · PNC - Energy Eff Rev Sav - 0696	230,412.05	226,813.58
10008 · PNC - ARPA - 8494	787.11	15,020.17
10009 · PNC - ARPA Money Market - 8451	1,452,701.77	1,858,152.04
10010 · PNC - SSRP Money Market - 8634	809,034.77	863,125.55
<b>Total Checking/Savings</b>	5,238,796.20	5,314,152.38
<b>Accounts Receivable</b>		
11000 · Accounts Receivable	12,327.50	11,500.00
<b>Total Accounts Receivable</b>	12,327.50	11,500.00
<b>Other Current Assets</b>		
11110 · Receivable -Other	0.00	3,809.39
11113 · Receivable Brownfield Redevelop	5,043.10	114.12
11119 · Prepaid Insurance	3,980.27	5,130.61
11121 · Prepaid Health Insurance	66.28	4,152.23
11122 · Prepaid Expenses	1,857.18	2,609.20
11127 · RBM Properties-Cur Portion	33,823.23	32,184.55
11139 · The 517 Coffee Co-Current Port	5,575.03	4,681.36
11141 · Sweet Encounter Bakery -Current	791.56	3,906.36
11143 · Irie Smoke Shack LLC-Cur Por	0.00	10,064.07
11146 · Mossman, LLC - Cur Por	19,855.56	10,074.87
11148 · REO Town Clubhouse - Cur Port	11,035.52	0.00
<b>Total Other Current Assets</b>	82,027.73	76,726.76
<b>Total Current Assets</b>	5,333,151.43	5,402,379.14
<b>Fixed Assets</b>		
13010 · Office Furniture	72,849.74	72,849.74
13015 · Computer Equipment	8,715.08	8,715.08
13025 · Leasehold Improvements	33,595.97	33,595.97
13050 · Accumulated Depreciation	(45,840.59)	(26,744.66)
<b>Total Fixed Assets</b>	69,320.20	88,416.13
<b>Other Assets</b>		
<b>15000 · Loans Receivable</b>		
15126 · RBM Properties-Loan Rec	54,077.27	81,537.56
15127 · RBM Properties- Cur Portion	(33,823.23)	(32,184.55)
15149 · The 517 Coffee Co. - Loan Rec.	27,823.13	4,681.36
15150 · The 517 Coffee Co-Current Port	(5,575.03)	(4,681.36)
15154 · Sweet Encounter Bakery-Loan Rec	791.56	5,490.98
15155 · Sweet Encounter Bakery -Cur Por	(791.56)	(3,906.36)
15159 · Irie Smoke Shack, LLC-Loan Rec	0.00	10,064.07
15160 · Irie Smoke Shack, LLC-Curr Por	0.00	(10,064.07)
15163 · Mossman, LLC - Loan Rec.	46,871.07	46,871.07
15164 · Mossman, LLC - Curr Port	(19,855.56)	(10,074.87)
15169 · REO Town Clubhouse - Loan Rec.	42,527.60	0.00
15170 · REO Town Clubhouse - Curr Port	(11,035.52)	0.00
15190 · Allowance for credit losses	(17,683.00)	(15,650.00)
<b>Total 15000 · Loans Receivable</b>	83,326.73	72,083.83
17100 · Security Deposit	3,678.28	3,678.28
17300 · ROU Asset Net of Amortization	557,574.95	588,290.08
<b>Total Other Assets</b>	644,579.96	664,052.19
<b>TOTAL ASSETS</b>	<b>6,047,051.59</b>	<b>6,154,847.46</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

## Lansing Economic Development Corporation Statements of Financial Position

	Apr 30, 26	Apr 30, 25
<b>Accounts Payable</b>		
20000 · Accounts Payable	138,498.38	1,651.84
<b>Total Accounts Payable</b>	138,498.38	1,651.84
<b>Credit Cards</b>		
20104 · CC Payable-PNC-3118	0.00	1,911.09
20105 · CC Payable - PNC 6778	3,879.79	0.00
<b>Total Credit Cards</b>	3,879.79	1,911.09
<b>Other Current Liabilities</b>		
20200 · Accrued Accounting Fees	2,700.00	0.00
20400 · Refundable Advance-ARPA	1,048,081.01	1,734,925.61
20410 · Ref Adv-SSRP Verlinden	666,386.95	826,184.88
21320 · Lease Obligation-Current	23,100.19	21,725.32
<b>24000 · Payroll Liabilities</b>		
24005 · Accrued Vacation	32,303.42	31,240.24
24016 · Accrued & WH 401k	2,986.36	545.35
<b>Total 24000 · Payroll Liabilities</b>	35,289.78	31,785.59
<b>Total Other Current Liabilities</b>	1,775,557.93	2,614,621.40
<b>Total Current Liabilities</b>	1,917,936.10	2,618,184.33
<b>Long Term Liabilities</b>		
27300 · Building Rental Lease Liability		
27310 · Lease Obligation	587,227.18	608,952.51
27320 · Lease Obligation-Cur Portion	(23,100.19)	(21,725.32)
<b>Total 27300 · Building Rental Lease Liability</b>	564,126.99	587,227.19
<b>Total Long Term Liabilities</b>	564,126.99	587,227.19
<b>Total Liabilities</b>	2,482,063.09	3,205,411.52
<b>Equity</b>		
32000 · Without donor restrictions	3,340,593.00	3,058,531.63
32100 · With donor restrictions	373,380.00	208,079.56
Net Income	(148,984.50)	(317,175.25)
<b>Total Equity</b>	3,564,988.50	2,949,435.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,047,051.59</b>	<b>6,154,847.46</b>

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# Lansing Economic Development Corporation

## Statements of Activities

	Apr 26	Apr 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>40000 · Contract Income</b>		
40088 · ARPA Contract City of Lansing		
40088.1 · ARPA - Grant Contract	66,923.81	400,183.50
<b>Total 40088 · ARPA Contract City of Lansing</b>	66,923.81	400,183.50
40096 · SSRP Verlinden Grant		
40096.1 · SSRP Verlinden Grant Contract	78,597.59	610.60
<b>Total 40096 · SSRP Verlinden Grant</b>	78,597.59	610.60
<b>Total 40000 · Contract Income</b>	145,521.40	400,794.10
<b>41000 · Loan Interest</b>		
41091 · The 517 Coffee Company Interest	120.06	19.85
41093 · Sweet Encounter Bakery Cafe Int	3.03	14.97
41095 · RBM Properties Interest	489.00	355.68
<b>Total 41000 · Loan Interest</b>	612.09	390.50
<b>42000 · Investments</b>		
42010 · Interest-Savings, Short-term CD	6,064.42	8,919.71
<b>Total 42000 · Investments</b>	6,064.42	8,919.71
<b>43000 · Other Types of Income</b>		
43010 · Miscellaneous Revenue	0.00	4,956.16
<b>Total 43000 · Other Types of Income</b>	0.00	4,956.16
<b>Total Income</b>	152,197.91	415,060.47
<b>Gross Profit</b>	152,197.91	415,060.47
<b>Expense</b>		
<b>61000 · Contract Services</b>		
61010 · Accounting Fees	2,700.00	0.00
61015 · Payroll Fees	418.80	346.84
61020 · Legal Fees	5,803.74	0.00
61030 · Outside Contract Services	4,508.83	2,904.50
<b>Total 61000 · Contract Services</b>	13,431.37	3,251.34
<b>62000 · Facilities and Equipment</b>		
62010 · Depreciation	1,591.32	1,661.71
62020 · Office Expense	221.35	460.88
62025 · Equipment	0.00	779.00
62050 · Rent	5,609.64	5,587.15
62055 · Software Subscriptions	2,135.05	1,285.81
62060 · Telephone/Communications	801.22	970.91
<b>Total 62000 · Facilities and Equipment</b>	10,358.58	10,745.46
<b>63000 · Development</b>		
63050 · Insurance & Bonds	991.16	1,040.49
63055 · Marketing & Promotions	5,990.69	7,529.39
63056 · Travel & Conferences & Training	1,309.00	674.00
63060 · Operating Expense	709.04	453.79
63080 · Bank Fees	1,144.09	424.33
<b>Total 63000 · Development</b>	10,143.98	10,122.00
<b>65000 · Grant and Program Expenses</b>		
65020 · Facade Grants	17,260.79	0.00
65088 · ARPA Grant		
65088.1 · ARPA LEED Initiative	65,381.31	583.50
65088.5 · LEED Enhanced Grant Program	0.00	399,600.00
65088.9 · MLK CIA ARPA Funds	1,542.50	0.00
<b>Total 65088 · ARPA Grant</b>	66,923.81	400,183.50

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## Lansing Economic Development Corporation Statements of Activities

	Apr 26	Apr 25
65096 · SSRP Verlinden Grant Expense	78,597.29	610.60
<b>Total 65000 · Grant and Program Expenses</b>	<b>162,781.89</b>	<b>400,794.10</b>
<b>66000 · Payroll &amp; Empl Benefit Expenses</b>		
<b>66100 · Payroll Expenses</b>		
66110 · Salaries - Staff	55,275.00	60,191.68
66120 · Taxes-FICA	4,194.10	4,604.68
66125 · Taxes-unemployment	(703.19)	0.00
<b>Total 66100 · Payroll Expenses</b>	<b>58,765.91</b>	<b>64,796.36</b>
<b>66500 · Employee Benefits</b>		
66510 · Health Insurance-Employees	3,079.01	4,152.23
66515 · Life/Disability Ins - Employees	746.56	730.79
66520 · Retirement Expense	2,754.00	3,051.50
66525 · Parking-Employees	675.00	682.96
66530 · Workers Comp Insurance	72.17	0.00
<b>Total 66500 · Employee Benefits</b>	<b>7,326.74</b>	<b>8,617.48</b>
<b>Total 66000 · Payroll &amp; Empl Benefit Expenses</b>	<b>66,092.65</b>	<b>73,413.84</b>
<b>Total Expense</b>	<b>262,808.47</b>	<b>498,326.74</b>
<b>Net Ordinary Income</b>	<b>(110,610.56)</b>	<b>(83,266.27)</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
80010 · Gain Loss on Sale of Equipment.	0.00	56.39
<b>Total Other Income</b>	<b>0.00</b>	<b>56.39</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>56.39</b>
<b>Net Income</b>	<b>(110,610.56)</b>	<b>(83,209.88)</b>

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# Lansing Economic Development Corporation

## Statements of Activities

	Jul '25 - Apr 26	Jul '24 - Apr 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>40000 · Contract Income</b>		
40010 · Brownfield		
40010.2 · Brownfield Admin	247,822.09	0.00
<b>Total 40010 · Brownfield</b>	247,822.09	0.00
40020 · City of Lansing Contract	300,000.00	300,000.00
40040 · Annual Issuer's Fees	0.00	2,731.25
40078 · Thriving Communities Grant	0.00	5,000.00
40080 · Facade Grant Contract	250,000.00	175,000.00
40088 · ARPA Contract City of Lansing		
40088.1 · ARPA - Grant Contract	456,362.84	613,173.69
<b>Total 40088 · ARPA Contract City of Lansing</b>	456,362.84	613,173.69
40090 · EGLE Allen Place-Grant Contract		
40090.1 · EGLE Allen Place Grant Contract	0.00	64,426.00
<b>Total 40090 · EGLE Allen Place-Grant Contract</b>	0.00	64,426.00
40096 · SSRP Verlinden Grant		
40096.1 · SSRP Verlinden Grant Contract	86,826.93	36,065.12
40096 · SSRP Verlinden Grant - Other	61,450.50	0.00
<b>Total 40096 · SSRP Verlinden Grant</b>	148,277.43	36,065.12
<b>Total 40000 · Contract Income</b>	1,402,462.36	1,196,396.06
<b>41000 · Loan Interest</b>		
41099 · REO Town Clubhouse Interest	2,027.60	0.00
41098 · Mossman, LLC Interest	0.00	671.07
41091 · The 517 Coffee Company Interest	717.34	279.90
41093 · Sweet Encounter Bakery Cafe Int	74.03	189.74
41094 · Irie Smoke Shack-Interest	60.12	412.34
41095 · RBM Properties Interest	3,134.64	3,922.99
41097 · Irie Smoke Shack LLC	(37.90)	54.69
<b>Total 41000 · Loan Interest</b>	5,975.83	5,530.73
<b>42000 · Investments</b>		
42010 · Interest-Savings, Short-term CD	70,713.78	100,234.10
<b>Total 42000 · Investments</b>	70,713.78	100,234.10
<b>43000 · Other Types of Income</b>		
43010 · Miscellaneous Revenue	2,800.00	7,981.08
43037 · Application Fees	12,800.00	26,500.00
<b>Total 43000 · Other Types of Income</b>	15,600.00	34,481.08
<b>Total Income</b>	1,494,751.97	1,336,641.97
<b>Gross Profit</b>	1,494,751.97	1,336,641.97
<b>Expense</b>		
<b>61000 · Contract Services</b>		
61010 · Accounting Fees	53,300.00	43,442.50
61015 · Payroll Fees	4,530.23	3,445.69
61020 · Legal Fees	19,660.24	31,087.50
61030 · Outside Contract Services	28,270.69	22,801.18
<b>Total 61000 · Contract Services</b>	105,761.16	100,776.87
<b>62000 · Facilities and Equipment</b>		
62010 · Depreciation	15,913.20	16,257.16
62020 · Office Expense	3,349.79	5,610.24
62025 · Equipment	3,142.91	9,586.29
62045 · Utilities	3,911.12	5,281.25
62050 · Rent	56,093.91	55,851.50
62055 · Software Subscriptions	31,325.95	15,000.73
62060 · Telephone/Communications	9,647.33	6,621.62

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# Lansing Economic Development Corporation

## Statements of Activities

	Jul '25 - Apr 26	Jul '24 - Apr 25
Total 62000 · Facilities and Equipment	123,384.21	114,208.79
<b>63000 · Development</b>		
63050 · Insurance & Bonds	9,637.92	11,703.66
63055 · Marketing & Promotions	31,163.17	25,533.40
63056 · Travel & Conferences & Training	14,438.58	17,836.00
63060 · Operating Expense	5,735.43	9,064.39
63080 · Bank Fees	8,518.59	3,644.02
63081 · Bank Fees-2575	0.00	50.00
<b>Total 63000 · Development</b>	69,493.69	67,831.47
<b>65000 · Grant and Program Expenses</b>		
65022 · PNC CFE Seminar Expenses	0.00	1,491.19
65097 · Thriving Communities Grant Exp.	0.00	68.00
65020 · Facade Grants	38,472.71	8,200.32
65025 · EGLE Allen Place Grant Contract	(210.80)	64,426.00
65088 · ARPA Grant		
65088.0 · Lansing Gateway CIA ARPA Funds	1,214.69	9,294.08
65088.1 · ARPA LEED Initiative	358,036.75	142,760.97
65088.3 · ARPA Facade Program	0.00	42,000.10
65088.5 · LEED Enhanced Grant Program	0.00	399,600.00
65088.7 · SSCIA CIA ARPA Funds	14,900.90	16,236.45
65088.8 · MACIA ARPA Funds	48,150.00	0.00
65088.9 · MLK CIA ARPA Funds	25,060.50	3,282.09
65089 · ARPA Admin Contract Fees	9,000.00	0.00
<b>Total 65088 · ARPA Grant</b>	456,362.84	613,173.69
65095 · Placemaking - CEDAM Exp.	0.00	3,929.92
65096 · SSRP Verlinden Grant Expense	148,277.13	36,065.12
<b>Total 65000 · Grant and Program Expenses</b>	642,901.88	727,354.24
<b>66000 · Payroll &amp; Empl Benefit Expenses</b>		
66100 · Payroll Expenses		
66110 · Salaries - Staff	558,250.08	527,689.63
66120 · Taxes-FICA	42,512.61	40,368.49
66125 · Taxes-unemployment	1,945.05	2,962.45
<b>Total 66100 · Payroll Expenses</b>	602,707.74	571,020.57
66500 · Employee Benefits		
66510 · Health Insurance-Employees	57,672.90	36,013.29
66515 · Life/Disability Ins - Employees	7,038.43	5,890.01
66520 · Retirement Expense	27,395.01	25,977.50
66525 · Parking-Employees	6,764.00	6,082.32
66530 · Workers Comp Insurance	837.66	0.00
<b>Total 66500 · Employee Benefits</b>	99,708.00	73,963.12
<b>Total 66000 · Payroll &amp; Empl Benefit Expenses</b>	702,415.74	644,983.69
67000 · Credit Loss Expense	0.00	(746.47)
<b>Total Expense</b>	1,643,956.68	1,654,408.59
<b>Net Ordinary Income</b>	(149,204.71)	(317,766.62)
<b>Other Income/Expense</b>		
<b>Other Income</b>		
80010 · Gain Loss on Sale of Equipment.	0.00	56.39
80030 · Credit Card Reward Income	220.21	534.98
<b>Total Other Income</b>	220.21	591.37
<b>Net Other Income</b>	220.21	591.37
<b>Net Income</b>	(148,984.50)	(317,175.25)

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.

## **SUPPLEMENTARY INFORMATION**

## Lansing Economic Development Corporation Statement of Activities - Actual vs. Budget

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · Contract Income</b>				
40077 · RAP Grant	0.00	500,000.00	(500,000.00)	0.0%
<b>40010 · Brownfield</b>				
40010.2 · Brownfield Admin	247,822.09	0.00	247,822.09	100.0%
40010 · Brownfield - Other	0.00	405,218.00	(405,218.00)	0.0%
<b>Total 40010 · Brownfield</b>	247,822.09	405,218.00	(157,395.91)	61.2%
40020 · City of Lansing Contract	300,000.00	325,000.00	(25,000.00)	92.3%
40040 · Annual Issuer's Fees	0.00	48,061.00	(48,061.00)	0.0%
40050 · TIFA Admin	0.00	350,650.00	(350,650.00)	0.0%
40070 · Fund Balance	0.00	158,924.00	(158,924.00)	0.0%
40080 · Facade Grant Contract	250,000.00	225,000.00	25,000.00	111.1%
<b>40088 · ARPA Contract City of Lansing</b>				
40088.1 · ARPA - Grant Contract	456,362.84	0.00	456,362.84	100.0%
<b>Total 40088 · ARPA Contract City of Lansing</b>	456,362.84	0.00	456,362.84	100.0%
40096 · SSRP Verlinden Grant				
40096.1 · SSRP Verlinden Grant Contract	86,826.93	0.00	86,826.93	100.0%
40096 · SSRP Verlinden Grant - Other	61,450.50			
<b>Total 40096 · SSRP Verlinden Grant</b>	148,277.43	0.00	148,277.43	100.0%
<b>Total 40000 · Contract Income</b>	1,402,462.36	2,012,853.00	(610,390.64)	69.7%
<b>41000 · Loan Interest</b>				
41099 · REO Town Clubhouse Interest	2,027.60	0.00	2,027.60	100.0%
41091 · The 517 Coffee Company Interest	717.34	0.00	717.34	100.0%
41093 · Sweet Encounter Bakery Cafe Int	74.03	0.00	74.03	100.0%
41094 · Irie Smoke Shack-Interest	60.12	0.00	60.12	100.0%
41095 · RBM Properties Interest	3,134.64	0.00	3,134.64	100.0%
41097 · Irie Smoke Shack LLC	(37.90)	0.00	(37.90)	100.0%
41000 · Loan Interest - Other	0.00	5,544.00	(5,544.00)	0.0%
<b>Total 41000 · Loan Interest</b>	5,975.83	5,544.00	431.83	107.8%
<b>42000 · Investments</b>				
42010 · Interest-Savings, Short-term CD	70,713.78	71,293.00	(579.22)	99.2%
<b>Total 42000 · Investments</b>	70,713.78	71,293.00	(579.22)	99.2%
<b>43000 · Other Types of Income</b>				
43010 · Miscellaneous Revenue	2,800.00	1,000.00	1,800.00	280.0%
43037 · Application Fees	12,800.00	30,000.00	(17,200.00)	42.7%
<b>Total 43000 · Other Types of Income</b>	15,600.00	31,000.00	(15,400.00)	50.3%
<b>Total Income</b>	1,494,751.97	2,120,690.00	(625,938.03)	70.5%
<b>Gross Profit</b>	1,494,751.97	2,120,690.00	(625,938.03)	70.5%
<b>Expense</b>				
<b>61000 · Contract Services</b>				
61010 · Accounting Fees	53,300.00	0.00	53,300.00	100.0%
61015 · Payroll Fees	4,530.23	0.00	4,530.23	100.0%
61020 · Legal Fees	19,660.24	0.00	19,660.24	100.0%
61030 · Outside Contract Services	28,270.69	0.00	28,270.69	100.0%
61000 · Contract Services - Other	0.00	122,270.00	(122,270.00)	0.0%
<b>Total 61000 · Contract Services</b>	105,761.16	122,270.00	(16,508.84)	86.5%
<b>62000 · Facilities and Equipment</b>				
62010 · Depreciation	15,913.20	23,000.00	(7,086.80)	69.2%
62020 · Office Expense	3,349.79	10,000.00	(6,650.21)	33.5%
62025 · Equipment	3,142.91	15,000.00	(11,857.09)	21.0%
62045 · Utilities	3,911.12	12,000.00	(8,088.88)	32.6%
62050 · Rent	56,093.91	67,000.00	(10,906.09)	83.7%
62055 · Software Subscriptions	31,325.95	50,000.00	(18,674.05)	62.7%
62060 · Telephone/Communications	9,647.33	15,000.00	(5,352.67)	64.3%

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## Lansing Economic Development Corporation Statement of Activities - Actual vs. Budget

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
<b>Total 62000 · Facilities and Equipment</b>	123,384.21	192,000.00	(68,615.79)	64.3%
<b>63000 · Development</b>				
63050 · Insurance & Bonds	9,637.92	24,000.00	(14,362.08)	40.2%
63055 · Marketing & Promotions	31,163.17	75,000.00	(43,836.83)	41.6%
63056 · Travel & Conferences & Training	14,438.58	36,000.00	(21,561.42)	40.1%
63060 · Operating Expense	5,735.43	14,000.00	(8,264.57)	41.0%
63080 · Bank Fees	8,518.59	8,500.00	18.59	100.2%
<b>Total 63000 · Development</b>	69,493.69	157,500.00	(88,006.31)	44.1%
<b>65000 · Grant and Program Expenses</b>				
65020 · Facade Grants	38,472.71	225,000.00	(186,527.29)	17.1%
65025 · EGLE Allen Place Grant Contract	(210.80)	0.00	(210.80)	100.0%
65088 · ARPA Grant				
65088.0 · Lansing Gateway CIA ARPA Funds	1,214.69	0.00	1,214.69	100.0%
65088.1 · ARPA LEED Initiative	358,036.75	0.00	358,036.75	100.0%
65088.7 · SSCIA CIA ARPA Funds	14,900.90	0.00	14,900.90	100.0%
65088.8 · MACIA ARPA Funds	48,150.00	0.00	48,150.00	100.0%
65088.9 · MLK CIA ARPA Funds	25,060.50	0.00	25,060.50	100.0%
65089 · ARPA Admin Contract Fees	9,000.00	0.00	9,000.00	100.0%
<b>Total 65088 · ARPA Grant</b>	456,362.84	0.00	456,362.84	100.0%
65096 · SSRP Verlinden Grant Expense	148,277.13	0.00	148,277.13	100.0%
<b>Total 65000 · Grant and Program Expenses</b>	642,901.88	225,000.00	417,901.88	285.7%
<b>66000 · Payroll &amp; Empl Benefit Expenses</b>				
<b>66100 · Payroll Expenses</b>				
66110 · Salaries - Staff	558,250.08	0.00	558,250.08	100.0%
66120 · Taxes-FICA	42,512.61	0.00	42,512.61	100.0%
66125 · Taxes-unemployment	1,945.05	0.00	1,945.05	100.0%
<b>Total 66100 · Payroll Expenses</b>	602,707.74	0.00	602,707.74	100.0%
<b>66500 · Employee Benefits</b>				
66510 · Health Insurance-Employees	57,672.90	0.00	57,672.90	100.0%
66515 · Life/Disability Ins - Employees	7,038.43	0.00	7,038.43	100.0%
66520 · Retirement Expense	27,395.01	0.00	27,395.01	100.0%
66525 · Parking-Employees	6,764.00	0.00	6,764.00	100.0%
66530 · Workers Comp Insurance	837.66	0.00	837.66	100.0%
66500 · Employee Benefits - Other	0.00	125,000.00	(125,000.00)	0.0%
<b>Total 66500 · Employee Benefits</b>	99,708.00	125,000.00	(25,292.00)	79.8%
66000 · Payroll & Empl Benefit Expenses - Other	0.00	821,920.00	(821,920.00)	0.0%
<b>Total 66000 · Payroll &amp; Empl Benefit Expenses</b>	702,415.74	946,920.00	(244,504.26)	74.2%
<b>Total Expense</b>	1,643,956.68	1,643,690.00	266.68	100.0%
<b>Net Ordinary Income</b>	(149,204.71)	477,000.00	(626,204.71)	(31.3)%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
80030 · Credit Card Reward Income	220.21	0.00	220.21	100.0%
<b>Total Other Income</b>	220.21	0.00	220.21	100.0%
<b>Net Other Income</b>	220.21	0.00	220.21	100.0%
<b>Net Income</b>	<b>(148,984.50)</b>	<b>477,000.00</b>	<b>(625,984.50)</b>	<b>(31.2)%</b>

No assurance is provided on these financial statements or supplementary information. The financial statements omit substantially all disclosures and the statement of cash flows, revenue and expenses related to certain contracts are recognized when received and paid, all of which are not in accordance with accounting principles generally accepted in the United States of America.



**ECONOMIC DEVELOPMENT CORPORATION  
OF THE CITY OF LANSING  
Certificate of Resolution by Board of Directors**

At a regular meeting of the Board of Directors of the Lansing Brownfield Redevelopment Authority of Lansing (LBRA) held on Friday, June 5, 2026 at 8:30 a.m., pursuant to notice duly given:

PRESENT: MEMBERS:

ABSENT: MEMBERS:

The following preamble and resolutions were offered by:

MEMBER: \_\_\_\_\_, seconded by:

MEMBER:

WHEREAS, the Economic Development Corporation of the city of Lansing supports the proposed brownfield redevelopment project located at 2231 West Willow Street (Property) in Lansing, Michigan; and

WHEREAS, the City of Lansing Department of Economic Development and Planning has determined the proposed project is consistent with local development and redevelopment plans and zoning ordinances; and

WHEREAS, the 2231 West Willow Street Project (Project) proposes the redevelopment of an existing single-story building totaling 32,815 square feet for a franchise body shop enterprise; and

WHEREAS, the proposed Project will require \$1.95 million in private investment and create approximately 30 new full-time jobs and will result in community and municipal benefits of increased property and income taxes, substantial improvement to the appearance and aesthetics of the Property in its current state, and mitigate exposure risks to human health, safety and the environment; and

WHEREAS, the Economic Corporation of the city of Lansing desires to assist the Developer to alleviate the costs of the Eligible Activities by applying to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for a Grant and Loan in the total amount up to \$347,000 dependent on available funding; and

WHEREAS, the Economic Corporation of the city of Lansing will provide a complete Brownfield Redevelopment Loan/Grant application to EGLE for consideration; and

WHEREAS, if the Economic Corporation of the city of Lansing is awarded a grant and/or loan from EGLE the Economic Corporation of the city of Lansing will enter into agreements with EGLE and the Developer specifying the terms and conditions under which the Grant and/or Loan will be used to assist the Developer with the Project.



I hereby certify that the foregoing is a true and a complete copy of a preamble and resolutions adopted at a regular meeting of the Economic Development Corporation of the city of Lansing meeting held on the 5th day of June 2026, and said preamble and resolutions are on file in the office of the Economic Development Corporation of the City of Lansing and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan 1976, including in the case of a special or re-scheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting. In addition, the meeting was held in full compliance with the Board's By-Laws.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 5th day of June 2026.

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Shelley Davis Boyd, Chair

<b>I. PROJECT NAME AND LOCATION</b>			
<b>Project Name:</b>	2231 West Willow Street		
<b>RIDE ID:</b>	33010124		
<b>Project Address:</b>	2231 W Willow St		
<b>Project City:</b>	Lansing		
<b>Project County:</b>	Ingham	<b>Project Zip Code:</b>	48917
<b>State Senate District:</b>	28th	<b>State House District:</b>	77th

<b>II. APPLICANT INFORMATION</b>			
<b>Applicant Name:</b>	Am Land Holdings LLC		
<b>Applicant Address:</b>	2231 W Willow		
<b>Applicant City:</b>	Lansing	<b>Applicant Zip Code:</b>	48917
<b>APPLICANT CONTACT INFORMATION</b>			
	<b>Applicant Signing Authority Contact</b>	<b>Applicant Project Contact</b>	<b>Project Consultant (if applicable)</b>
<b>Name:</b>	LEDC – Kris Klein	LEDC – Shay Manawar	Triterra – JP Buckingham
<b>Title:</b>	Board Chair	Economic Development Finance Specialist	Principal Geologist
<b>Phone:</b>	517-599-1136	517-897-7208	517-930-1089
<b>Email:</b>	<a href="mailto:kris@lansingedc.com">kris@lansingedc.com</a>	<a href="mailto:shay@lansingedc.com">shay@lansingedc.com</a>	Jp.buckingham@triterra.us

<b>III. FUNDING REQUEST</b>	
<b>Amount Requested:</b>	\$347,000
<b>Funding Source:</b>	<input type="checkbox"/> RPF <input checked="" type="checkbox"/> 201 <input type="checkbox"/> Site Assessment
<b>Funding Type:</b>	<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Loan <input type="checkbox"/> Either

**Brownfield Grant and Loan Project Proposal**

IV. GENERAL PROJECT INFORMATION																			
<b>Previous use(s):</b>	Based on Triterra’s review of historical information, the existing subject property building was constructed in 1929 and was utilized for furniture and textile manufacturing; the area surrounding the building consisted of gravel and grass. By 1951, the subject property is depicted as being occupied by “Burton-Dixie Corporation,” a felt product manufacturer. At this time a garnet machine, two pickers, a shredder, and a bale press were depicted on the southeastern corner of the building. A large water tank, supplied by an 8-inch water supply pipe, was located on the northeastern exterior of the building. By 1972, the subject property was utilized as a metal heat treating facility. By 1981, a large, paved parking lot appeared to the east. A covered truck well was added to the southeastern corner of the building. From 2008 until 2018, the subject property operated as a paper and packaging manufacturer. Currently, the subject property is unoccupied.																		
<b>Current use(s):</b>	Unoccupied																		
<b>Proposed new use(s):</b>	A redevelopment of a one-story, functionally obsolete property totaling 33,768 square feet located in the City of Lansing. The building will contain two commercial businesses. An auto body/paint business will occupy a portion of the building and a warehouse/indoor salvage business within the western portion of the building. Exterior enhancements include modernized façade improvements, complete exterior repainting, and landscaping overhaul. Site and safety upgrades include resurfacing the parking lot and installation of new lighting. Interior enhancements include building out the office and lobby, and renovating employee and customer restrooms and break rooms with modern fixtures. Operational investments include new state-of-the-art equipment and mechanical system updates.																		
<b>Known or suspected contaminants:</b>	PFAS, various VOCs and metals. Specifically, trichloroethylene (TCE) in soil and soil gas below the building.																		
PROJECT SUMMARY																			
<p><b>Provide one paragraph below that summarizes the redevelopment, the environmental challenge that needs to be addressed, and how the brownfield funding will be used to address that challenge:</b> As discussed above this site has a lot of history which has resulted in contamination throughout. Contaminants were found in the soil, groundwater, and soil gas at levels above the Part 201 cleanup criteria and above the volatilization to indoor air pathway (VIAP) screening levels. Based on these levels an appropriate vapor mitigation system will need to be designed and installed below the existing building. Grant funds are being requested to help pay for design and installation of a vapor mitigation system.</p>																			
<p><b>Does the property have any of the following:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">A liable party known to have caused or contributed to a release at the site?</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/> Yes</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>Known environmental actions or enforcements by a regulatory agency?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>A liable party undertaking corrective actions at the site?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Known environmental liens?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Known legal, access, or title issues?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Deed restriction, land, or resource use restriction?</td> <td style="text-align: center;"><input checked="" type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>		A liable party known to have caused or contributed to a release at the site?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Known environmental actions or enforcements by a regulatory agency?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	A liable party undertaking corrective actions at the site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Known environmental liens?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Known legal, access, or title issues?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Deed restriction, land, or resource use restriction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
A liable party known to have caused or contributed to a release at the site?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																	
Known environmental actions or enforcements by a regulatory agency?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																	
A liable party undertaking corrective actions at the site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																	
Known environmental liens?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																	
Known legal, access, or title issues?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																	
Deed restriction, land, or resource use restriction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																	
<p><b>Provide a detailed explanation for any Yes answers above:</b> Bodycote Thermal Processing Inc was a prior owner. A restricted covenant is in place at the subject property.</p>																			
<p><b>Provide any other relevant information regarding property ownership and operations, if applicable:</b></p>																			

V. PROPERTY AND OWNERSHIP INFORMATION			
CURRENT OWNER			
Parcel ID#:	33-01-01-08-301-004		
Property Address:	2231 W Willow Lansing, MI 48917		
RIDE Location ID #s (if applicable)	33010124		
Latitude & Longitude (to 8 digits):	Latitude: 42.7483 Longitude: -84.6062		
Current Zoning:	Industrial		
Proposed Zoning:	Industrial		
Acreage:	2.5		
Property Acquisition Type (inheritance, purchase, tax reversion, other):	Purchase		
Date of Acquisition:	1/6/2026		
Did the Current Owner Complete a Baseline Environmental Assessment (BEA)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Owner Name:	AM Land Holdings LLC		
Current Owner Address:	2231 W Willow Lansing MI 48917		
Current Owner Email and Phone:	<a href="mailto:brooksholdingsco@gmail.com">brooksholdingsco@gmail.com</a> 989-980-3579		
Name and Address of Occupant:	Michigan Paint Pros LLC		
Operations at the Property:	Automotive Body Shop		
Date Operations Began:	TBD / late 2026		
FUTURE OWNER <input checked="" type="checkbox"/> N/A - Ownership will not change			
Parcel ID#:			
Future Owner Name:			
Future Owner Address, City, State, Zip:			
Future Owner Email and Phone:			

**Brownfield Grant and Loan Project Proposal**

<b>How will the property be acquired? (purchase, tax inversion, inheritance, other)</b>			
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<b>VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS</b>						
<b>PROPERTY HISTORY</b>						
<i>List the current and former uses of the property below, including dates, owners (if known), and potential contaminants associated with each property use.</i>						
Parcel ID / Property Address	Date Range (Year)		Property Use	Potential Contaminants and/or Recognized Environmental Conditions (RECs)	Property Owner	
	From	To				
33-01-01- 08-301- 004/2231 W. Willow Street, Lansing Michigan	1929	1951	Furniture and Textile Manufacturing	High risk of PFAS, VOCs, and metals	Burton-Dixie Corporation	
	1951	1972	Felt Manufacturer	High risk of PFAS	Burton-Dixie Corporation	
	1972	2008	Metal Heat Treating	High risk of metals	Lansing Heat Co (1972), Lansing Heat Treating (1976), Lindberg Heat Treating (1981 – 2000), Body Cote Thermal Processing (2003)	
	2008	2018	Paper and Packaging Manufacturer	High risk of PFAS, VOCs, and metals	Slabtown Paper Shapes, Inc (2008 – 2022), XYZ Machine Tools & Metal Co (2008 – 2011), Calex Corp (2016 – 2022)	
	2018	Present	Unoccupied	Low Risk of potential contaminants	Calex Corp (2016 – 2022), AM Land Holdings LLC (Present)	
<b>ENVIRONMENTAL RISKS</b>						
<b>Known Contaminants:</b>			PFAS, various VOCs and metals. Specifically, TCE in soil below the building.			
<b>Pathways of Concern:</b>			<input checked="" type="checkbox"/> <b>Groundwater/Surface Water Interface (GSI)</b> <input checked="" type="checkbox"/> <b>Drinking Water</b> <input checked="" type="checkbox"/> <b>Volatilization to Indoor Air</b> <input type="checkbox"/> <b>Ambient Air</b> <input checked="" type="checkbox"/> <b>Direct Contact</b> <input type="checkbox"/> <b>Unknown</b>			
<b>PETROLEUM INFORMATION</b>						
<b>Were underground storage tanks (USTs) ever located on the property?</b>				<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Suspected</b>
<b>Are USTs currently present on the property?</b>				<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Suspected</b>
<b>Has a UST release been reported for the property?</b>				<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<i>Summarize known UST information below.</i>						
Tank ID #	Size	Contents	Installation Date	Removal Date	Status (active, removed, etc.)	Release ID #

**Brownfield Grant and Loan Project Proposal**

Unknown	1,0000 gallons	Fuel Oil	Unknown	Unknown	Removed	Unknown
Unknown	1,000 gallons	Quench Oil	1978	1990	Removed	00009595
<b>HAZARDOUS SUBSTANCE INFORMATION</b>						
Was there ever a non-UST related release of a hazardous substance on the property?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown			
<i>Summarize known hazardous substance release information below.</i>						
Date of Release	Description of Release			Status	Release ID #	
To the best of your knowledge, did the applicant cause or contribute to contamination that is known or may be discovered at the project site?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, did NOT cause or contribute to contamination <input type="checkbox"/> May have caused or contributed to contamination			
To the best of your knowledge did the developer cause or contribute to contamination that is known or may be discovered at the project site?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, did NOT cause or contribute to contamination <input type="checkbox"/> May have caused or contributed to contamination <input type="checkbox"/> Not Applicable/No developer			
<b>ENVIRONMENTAL CONDITION OF THE PROPERTY</b>						
<p>Provide below a brief description of what is known about the environmental condition of the property. Describe known and/or suspected contamination and the risk that needs to be mitigated/addressed to safely reuse the property. Provide maps and figures showing contaminant exceedances (see checklist in Section XII):</p> <p>The site has a long operational history (1929–2018) involving furniture and textile manufacturing, metal heat treating, and paper/packaging production. These uses are commonly associated with releases of hazardous substances, including solvents, metals, and emerging contaminants such as PFAS.</p> <p>Several subsurface investigations (1990–2018) confirm the presence of contamination in soil, groundwater, and soil vapor exceeding Michigan Part 201 Residential Generic Cleanup Criteria (GCC) and Volatilization to Indoor Air Pathway (VIAP) Screening Levels. Trichloroethylene was found in the soil gas above the EGLE Nonresidential VIAP Screening Levels.</p>						
<b>PROPOSED ENVIRONMENTAL ACTIONS WITH GRANT/LOAN FUNDING</b>						
<i>Check all that apply.</i>						

**Brownfield Grant and Loan Project Proposal**

<input type="checkbox"/> Hazardous Material Survey <input type="checkbox"/> BEA <input type="checkbox"/> Excavation	<input type="checkbox"/> Assessment/Investigation <input checked="" type="checkbox"/> Due Care Planning <input type="checkbox"/> Soil Transport/Disposal	<input type="checkbox"/> UST Removal <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Vapor Mitigation
<input type="checkbox"/> Other (please describe):		
<p><b>Describe the proposed actions that will be undertaken with grant and loan funds to address the environmental conditions and make the property safe for the proposed reuse. Please explain reasons why the proposed eligible activities should be funded.</b></p>		
<p><b><u>DUE CARE ACTIVITIES (\$290,000)</u></b></p>		
<p><b><u>VMS (\$270,000)</u></b></p>		
<p>Based on the soil gas investigation, trichloroethylene was identified within the footprint of the building at levels above the volatilization to indoor air pathway (VIAP). Therefore, Triterra recommends installing an active vapor mitigation system below the proposed building. It should be noted that there is a small basement that is approximately 20 x 20 square feet.</p>		
<p>The estimated cost for the system is based on 33,768 square feet at up to \$8 per square foot. The estimated cost includes system design, installation of an active system with telemetry monitoring, on-site oversight and testing, post installation performance testing, reporting, and preparation of an Operations, Maintenance, &amp; Monitoring (OM&amp;M) Plan.</p>		
<p><b><u>Due Care – Project Management, Oversight, and Reporting (\$20,000)</u></b></p>		
<p>Due Care project management and reporting includes:</p> <ul style="list-style-type: none"> <li>• project management, documentation and reporting,</li> <li>• grant work plan development, and</li> <li>• preparation of a post-development DDCC.</li> </ul>		
<p><b><u>OTHER ACTIVITIES (\$57,000)</u></b></p>		
<p>The remaining tasks under the proposed grant include:</p> <ul style="list-style-type: none"> <li>• Contingency,</li> <li>• Grant Administration,</li> <li>• EGLE Project Sign, and</li> <li>• Grant Closeout Reporting.</li> </ul>		
<p><b>Provide maps showing contamination relative to the building footprint and/or the development plan (see checklist in Section XII): See attached figures.</b></p>		
<p><b>DEMOLITION</b></p>		
<p><b><i>If a grant or loan will be used for demolition (buildings, site features, etc.), answer the following questions:</i></b></p>		
<p><b>Does the structure impede the proposed environmental response activities?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p><b>Does the structure present a health or safety threat?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p><b>Does the structure impede the reuse of the property?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		
<p><b>Do the environmental activities exceed the cost of demolition?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		

Further explanation, if necessary:

**VII. ECONOMIC AND REDEVELOPMENT INFORMATION**

<b>Capital Investment:</b> \$ 2.2M	<b>Permanent Jobs Created:</b> Full Time = +25 Part Time = +5
<b>Current State Equalization Value (SEV):</b> \$ 195,900	<b>Anticipated post redevelopment SEV:</b> \$ 1.1M

**Provide a brief summary of how the redevelopment project will result in economic benefits including but not limited to job creation and increased tax base:**

The proposed redevelopment of a currently blighted 33,000-square-foot industrial warehouse in Lansing will result in significant and measurable economic benefits by returning a currently underutilized property to active, productive use. The project will establish two complementary operations within the facility: an automotive body repair shop and an automotive recycling and used parts sales business, creating an efficient, vertically integrated model that maximizes economic output from a single site.

The redevelopment is expected to create more than 30 new full-time jobs, spanning skilled trades, technical positions, sales, and administrative roles. These positions will provide stable employment opportunities and contribute to workforce development within the region. In addition to direct job creation, the project will generate indirect economic activity by engaging local vendors, parts suppliers, towing services, and other supporting businesses.

The automotive recycling component will drive substantial commercial activity, with projected high-volume weekly transactions that will contribute to increased sales tax revenues and support Michigan’s broader sustainability and circular economy goals. By facilitating the reuse of automotive parts, the project reduces waste while delivering cost-effective options to consumers and repair businesses.

From a fiscal perspective, the redevelopment will increase the taxable value of the property through capital improvements and sustained commercial use, thereby strengthening the local tax base. The activation of this site also helps prevent further industrial decline and supports broader community revitalization efforts in the Lansing area.

Importantly, the installation of a sub-slab vapor mitigation system ensures that the property will be safe for long-term occupancy and reuse, removing environmental barriers that would otherwise limit redevelopment. This investment aligns with state priorities to promote the safe reuse of existing structures, protect public health, and encourage economic growth on previously impacted sites.

Overall, the project represents a strategic investment in economic revitalization, job creation, environmental responsibility, and long-term community benefit.

**DEVELOPER’S EXPERIENCE**

Is there a developer committed to the project?  Yes  No

**Developer’s Name: Joseph Brooks and Brent Schadenberg - AM Land Holdings LLC**

**Provide a brief summary of the developer’s business experience, including any other businesses, terms and conditions of their participation in the project, bankruptcies, and civil or criminal enforcement actions related to environmental violations:** Attachment 4 includes a bio for Brent and Joe.

Brownfield Grant and Loan Project Proposal

<input type="checkbox"/> N/A - Project does not have developer		
<b>DEVELOPER'S PROJECT FINANCING</b>		
Summarize the sources of your total capital investment and the status of the financing.		
<input type="checkbox"/> N/A - Project does not have a developer		
<b>Source of Funding</b>	<b>Estimated Amount</b>	<b>Status of Approval</b>
Bank Loan	\$1.9M	Approved
Ownership investment	\$300k	Funded
Funding Gap, if applicable	\$347k	TBD
<b>TOTAL =</b>	<b>\$2,547,000</b>	
<b>FUNDING GAP</b>		
Describe your funding gap and how you intend to fill it:	Vapor mitigation funding estimated at \$347k.	
<b>TAX INCREMENT FINANCING (TIF)</b>		
Will the project use Brownfield TIF?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, identify all sources that apply:	<input type="checkbox"/> EGLE <input type="checkbox"/> MEDC <input type="checkbox"/> MSHDA <input type="checkbox"/> Local	
<b>PURCHASE AND DEVELOPMENT AGREEMENTS</b>		
Is there a purchase agreement in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Status of purchase agreement:	Executed	
Status of development agreement:	Finalizing phased planned renovation and seeking grant assistance. Partially executed and included in Attachment 4.	
As a requirement of EGLE funding, is the developer willing to enter into a development agreement with the applicant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Has the project received site plan approval?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:	
<b>SCHEDULE</b>		
Provide a project schedule including but not limited to the following items.		
<b>Item (add rows as necessary)</b>	<b>Date (NA if not applicable)</b>	
Property acquisition	1/6/26	

**Brownfield Grant and Loan Project Proposal**

<b>Project financing secured</b>	Yes - 1/6/26
<b>Award of other grants and incentives (add row for each)</b>	N/A
<b>Brownfield Plan / Act 381 Work Plan approval</b>	N/A
<b>Schedule for EGLE grant/loan funded activities</b>	Hope to have the EGLE Grant funded by November 2026.
<b>Schedule for other environmental activities</b>	As soon as the Grants funds are awarded, Triterra will be preparing Work Plan 1 for design and installation of VMS.
<b>Site plan, permitting, and other local approvals</b>	Site plan and local approvals were approved as of March of 2026.
<b>General construction schedule</b>	Construction is expected to take approximately 90 to 120 days from start to finish. The developers plan to start as soon as the OPRA is approved which is estimated for June 2026.
<b>Other critical steps in development process (list)</b>	N/A
<b>Occupancy</b>	December 2026

<b>VIII. COMMUNITY OUTCOMES</b>	
<p><b>Will existing infrastructure be reused?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><b>Please describe:</b> Water, sanitary, sewer and gas are available to the property.</p>	
<p><b>Is the community in which the project is located disadvantaged, disproportionately burdened by pollution, or facing other significant challenges?</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b></p> <p><b>If yes, explain:</b></p>	
<p><b>Does the project fit into the community's development plans?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><b>Please explain:</b></p> <p>This project aligns well with the City of Lansing's development priorities, particularly those focused on economic revitalization, reuse of underutilized industrial properties, and sustainable growth.</p> <p>The proposed redevelopment supports several key goals commonly outlined in Lansing's planning framework, including the Lansing Master Plan and broader economic development strategies:</p> <ul style="list-style-type: none"> <li>• <b>Revitalization of Blighted and Underutilized Properties:</b> Transforming a vacant 33,000-square-foot industrial warehouse into an active commercial facility directly advances Lansing's goal of reinvesting in aging industrial corridors and reducing blight. Adaptive reuse of existing structures is a core priority to stabilize neighborhoods and prevent further decline.</li> <li>• <b>Job Creation and Workforce Development:</b> The creation of more than 30 full-time jobs across skilled trades, technical services, and</li> </ul>	

administrative roles supports local employment objectives and strengthens the regional workforce—an important focus of the Lansing Economic Area Partnership (LEAP).

- **Industrial and Small Business Growth:**

The combination of an automotive body repair operation with an automotive recycling and parts sales business promotes small business development and industrial diversification. This type of “vertically integrated” use is consistent with Lansing’s interest in fostering resilient, locally anchored industries.

- **Sustainable and Circular Economy Practices:**

The automotive recycling component aligns with state and local sustainability goals by promoting material reuse, reducing landfill waste, and supporting cost-effective supply chains. These practices are increasingly emphasized in Michigan’s economic and environmental strategies.

- **Tax Base Enhancement and Economic Activity:**

Redevelopment will increase the taxable value of the property and generate ongoing commercial activity, contributing to municipal revenues and supporting public services—another central objective of local development planning.

### **COMMUNITY BENEFITS**

**Provide a brief summary of how the redevelopment project will result in social or other community benefits, not described elsewhere, including but not limited to; addressing blight, public safety and health concerns, placemaking, urban infill, walkability, incorporation of sustainable and energy efficient development measures, and intentional strategies to support equitable development and assist disadvantaged communities:**

The redevelopment of this 33,000-square-foot industrial property in Lansing will deliver meaningful social and community benefits by transforming a potentially underutilized and environmentally impacted site into a safe, active, and productive space. By addressing existing environmental concerns through the installation of a sub-slab vapor mitigation system, the project directly improves public health conditions for workers, customers, and the surrounding community while removing barriers to long-term occupancy.

Based on demographic and environmental screening information available through Census Reporter and EGLE’s MiEJScreen, the surrounding area includes populations that may experience elevated socioeconomic and environmental vulnerabilities, including lower-income households, housing cost burden, and exposure to environmental stressors. EGLE’s MiEJScreen identifies census tracts in Lansing as areas where environmental, health, and socioeconomic factors intersect, supporting the need for equitable redevelopment and investment in historically underserved communities.

The project will reduce blight and contribute to neighborhood stabilization by reinvesting in an existing structure rather than allowing continued deterioration. This form of urban infill supports more efficient land use, limits sprawl and strengthens the surrounding industrial and commercial corridor. Increased site activity, consistent business operations, and improved property maintenance will also enhance public safety through greater visibility and regular occupancy.

Incorporating automotive recycling as a core component of the business promotes environmental sustainability by reducing waste and encouraging the reuse of vehicle components, aligning with broader resource conservation goals. The project also creates accessible employment opportunities across a range of skill levels, supporting inclusive economic participation and providing pathways to stable jobs for individuals from diverse and potentially underserved backgrounds.

Collectively, these efforts contribute to a cleaner, safer, and more economically inclusive community while reinforcing long-term neighborhood vitality in Lansing.

**IX. LOCAL COMMITMENT**

**LOCAL CONTRIBUTIONS TO THE PROJECT**

**Describe the local contributions to the project, including but not limited to; other funding sources provided or supported, use of TIF, tax abatements, other grants and incentives, land contribution, reduced purchase price, utility or right-of way work, staff time committed to the project:**

The City of Lansing will support this project with an Obsolete Property Rehabilitation Act (OPRA), PA 146 of 2000, as amended, provides property tax exemptions for commercial and commercial housing properties that are rehabilitated and meet the requirements of the Act. This property meets eligibility requirements including a statement of obsolescence by the local assessor. Additionally, another local contribution being considered for this proposed project includes administration time (reporting, attending meetings, etc.) for the EGLE grant.

**X. CERTIFICATION**

The undersigned, as the representative of the applicant, certifies that the no government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee’s Board of Directors, its employees, partner agencies, or their families shall benefit financially from the grant or loan.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

Amiee Evans  
 Typed name of Applicant’s Representative

**/s/ (For electronic signature: type name here after /s/ and check box below)**  
 Signature

Director of Economic Development  
 Title

\_\_\_\_\_  
 Date

**I agree to the use of electronic signatures with EGLE**

Please submit the proposal electronically to

[EGLE-Brownfields@michigan.gov](mailto:EGLE-Brownfields@michigan.gov)

Please call 517-242-9276 with questions.

#mibrownfields

[www.michigan.gov/eglebrownfields](http://www.michigan.gov/eglebrownfields)



**REQUIRED ATTACHMENTS**

Please complete the following checklist and attach the supporting documentation.

#	DESCRIPTION	ATTACHED?	COMMENTS
1	<b>Budget Table</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2	<b>Site Maps:</b> Map(s) showing the location of the project area, site boundaries, existing structures, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Map(s) showing the location of known contaminants, recognized environmental concerns [including contaminant boundaries (when known)], and contaminant concentrations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Map(s) showing proposed development in relation to contaminants.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
	Map(s) showing site development plans.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Also includes information about the developers
3	<b>Analytical data summary tables.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
4	<b>Agreements</b> Purchase Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	
	Development Agreement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
5	<b>Site Photos</b> High quality, publishable digital photos of the site. Please also provide these electronically in jpg format.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
6	Describe other attachments provided: Attachment 7: Vapor Mitigation System Installation Proposal		

**ATTACHMENT 1**

**BUDGET TABLE**

DRAFT



Sheeting and shoring necessary for removal of contaminated soil at sites requiring permits under Part 301, 303, or 325									
Contingency (up to 15% of grant/loan)	\$ 42,800		\$ 42,800						
3rd Party Environmental Oversight (up to 5% of grant/loan)									
Administration (up to 3% of grant/loan)	\$ 8,700		\$ 8,700						
EGLE Project Sign (grant/loan requirement)	\$ 500		\$ 500						
Grant Closeout Report (grant/loan requirement)	\$ 5,000		\$ 5,000						
Remaining project costs	\$ 2,200,000							\$ 2,200,000	
TOTAL	\$ 2,547,000	\$ -	\$ 347,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -

NOTE: If grant/loan funded activities are planned to be performed by the project developer's consulting firm, EGLE expects that the applicant will hire its own environmental oversight professional. Exceptions will be considered in low-risk situations on a case-by-case basis. The environmental oversight professional's fees are eligible for reimbursement with the proposed grant or loan. Please include an environmental oversight professional in the budget if applicable.

DRAFT

**ATTACHMENT 2**

**SITE MAPS**

DRAFT



Esri Community Maps Contributors, Province of Ontario, Esri, DeLorme, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



## FIGURE 1 SUBJECT PROPERTY LOCATION

2231 W. WILLOW STREET  
LANSING, MICHIGAN 48917

INGHAM COUNTY  
T4N, R02W, S8

PROJECT NUMBER 24-3950





**FIGURE 2**

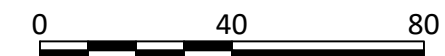
**PROPERTY ORIENTATION DIAGRAM**

**PROJECT NUMBER 25-4126**

**2231 W. WILLOW STREET**  
**LANSING, MICHIGAN 48917**

**CREATED BY: AFB**  
**4/9/2025**

W WILLOW STREET



GRAPHIC SCALE  
1" = 40'

SYMBOLS LEGEND

- SOIL GAS SAMPLE LOCATION
- VAPOR PIN SAMPLE LOCATION WITH PRESSURE READING
- EXISTING SUMP LOCATION WITH CONNECTING PIPE
- AREA OF KNOWN SOIL GAS CONTAMINATION WITHIN VMS DEPRESSURIZED AREA

CONSTITUENTS LEGEND

VOLATILE ORGANIC COMPOUNDS (VOCs)

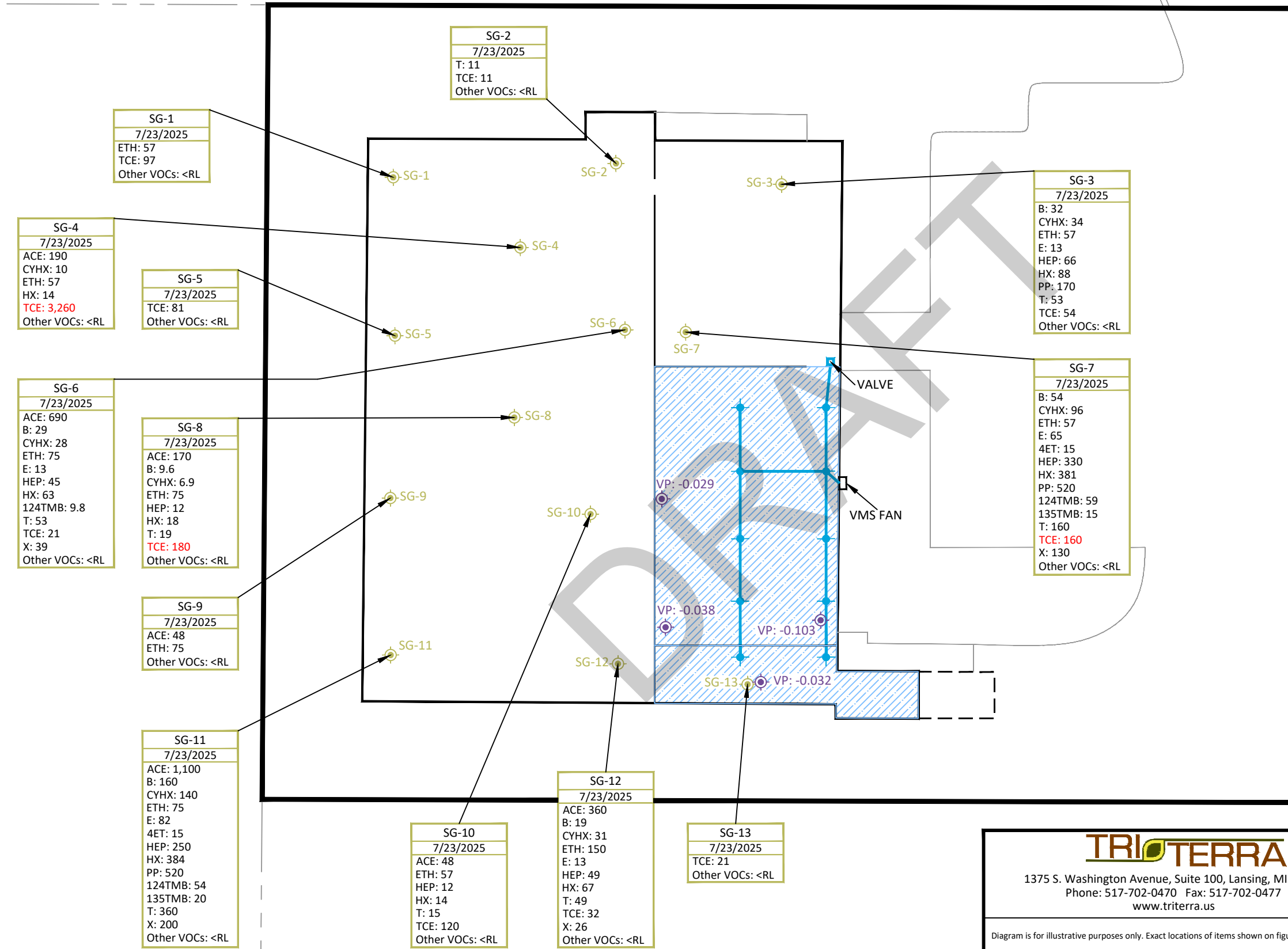
- ACE: Acetone
- B: Benzene
- CYHX: Cyclohexane
- ETH: Ethanol
- E: Ethylbenzene
- 4ET: 4-Ethyltoluene
- HEP: Heptane
- HX: Hexane
- PP: Propylene
- 124TMB: 1,2,4-Trimethylbenzene
- 135TMB: 1,3,5-Trimethylbenzene
- T: Toluene
- TCE: Trichloroethylene
- X: Xylenes, Total

<RL: Result was below laboratory reporting limits.

NOTES

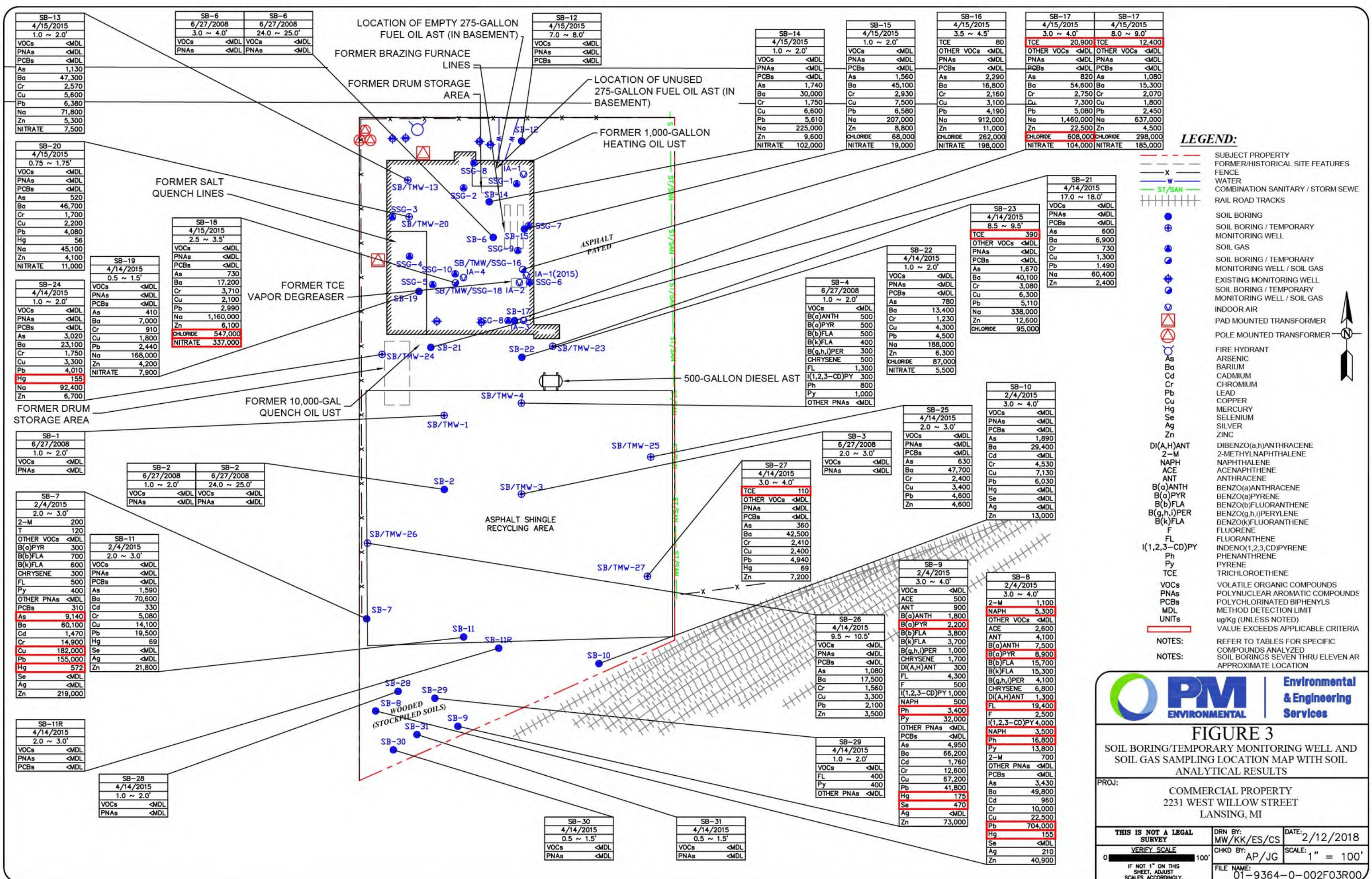
1. Soil Gas concentrations are in  $\mu\text{g per m}^3$ .
2. All exceedances are highlighted in red.
3. See analytical data and tables for additional detail.

APPROXIMATE SUBJECT PROPERTY BOUNDARY



		<b>SOIL GAS SAMPLING 7/23/2025</b>	
1375 S. Washington Avenue, Suite 100, Lansing, MI 48910 Phone: 517-702-0470 Fax: 517-702-0477 www.trioterra.us		2231 W WILLOW STREET LANSING, MICHIGAN 48910	
DATE: 8/6/2025 DATE: 8/6/2025	DRAWN BY: SP REVISED BY: SP	PROJECT NUMBER: 25-4126	FIGURE 3

Diagram is for illustrative purposes only. Exact locations of items shown on figure may vary slightly.



- LEGEND:**
- SUBJECT PROPERTY
  - FORMER/HISTORICAL SITE FEATURES
  - x- FENCE
  - w- WATER
  - ST/SAN- COMBINATION SANITARY / STORM SEWE
  - ||||| RAIL ROAD TRACKS
  - SOIL BORING
  - ⊕ SOIL BORING / TEMPORARY MONITORING WELL
  - SOIL GAS
  - ⊙ SOIL BORING / TEMPORARY MONITORING WELL / SOIL GAS
  - ⊕ EXISTING MONITORING WELL
  - ⊙ SOIL BORING / TEMPORARY MONITORING WELL / SOIL GAS
  - ⊕ INDOOR AIR
  - ⊙ PAD MOUNTED TRANSFORMER
  - ⊕ POLE MOUNTED TRANSFORMER
  - FIRE HYDRANT
  - As ARSENIC
  - Ba BARIUM
  - Cd CADMIUM
  - Cr CHROMIUM
  - LEAD
  - Cu COPPER
  - Hg MERCURY
  - Se SELENIUM
  - Ag SILVER
  - Zn ZINC
  - DI(A,H)ANT DIBENZO(a,h)ANTHRACENE
  - 2-M 2-METHYLNAPHTHALENE
  - NAPH NAPHTHALENE
  - ACE ACENAPHTHENE
  - ANTH ANTHRACENE
  - B(a)ANTH BENZO(a)ANTHRACENE
  - B(a)PYR BENZO(a)PYRENE
  - B(b)FLA BENZO(b)FLUORANTHENE
  - B(g,h,i)PER BENZO(g,h,i)PERYLENE
  - B(k)FLA BENZO(k)FLUORANTHENE
  - F FLUORENE
  - FL FLUORANTHENE
  - I(1,2,3-CD)PY INDENO(1,2,3,CD)PYRENE
  - Ph PHENANTHRENE
  - Py PYRENE
  - TCE TRICHLOROETHANE
  - VOCs VOLATILE ORGANIC COMPOUNDS
  - PNA POLYNUCLEAR AROMATIC COMPOUNDS
  - PCBs POLYCHLORINATED BIPHENYLS
  - MDL METHOD DETECTION LIMIT
  - ug/Kg (UNLESS NOTED) VALUE EXCEEDS APPLICABLE CRITERIA
- NOTES:  
REFER TO TABLES FOR SPECIFIC COMPOUNDS ANALYZED  
SOIL BORINGS SEVEN THRU ELEVEN ARE APPROXIMATE LOCATION



**FIGURE 3**  
SOIL BORING/TEMPORARY MONITORING WELL AND SOIL GAS SAMPLING LOCATION MAP WITH SOIL ANALYTICAL RESULTS

PROJ: COMMERCIAL PROPERTY  
2231 WEST WILLOW STREET  
LANSING, MI

THIS IS NOT A LEGAL SURVEY	DRN BY: MW/KK/ES/CS	DATE: 2/12/2018
VERIFY SCALE	CHKD BY: AP/JG	SCALE: 1" = 100'
IF NOT 1" ON THIS SHEET, ADJUST SCALES ACCORDINGLY.		
FILE NAME: 01-9364-0-002F03R00		

SB-13	4/15/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,130	
Ba	47,300	
Cr	2,570	
Cu	5,600	
Pb	6,380	
Na	71,800	
Zn	5,300	
NITRATE	7,500	

SB-6	6/27/2008	3.0 ~ 4.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-6	6/27/2008	24.0 ~ 25.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-12	4/15/2015	7.0 ~ 8.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	

SB-14	4/15/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,740	
Ba	30,000	
Cr	1,750	
Cu	6,600	
Pb	5,610	
Na	225,000	
Zn	9,600	
NITRATE	102,000	

SB-15	4/15/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,560	
Ba	45,100	
Cr	2,930	
Cu	7,500	
Pb	6,580	
Na	207,000	
Zn	8,800	
CHLORIDE	68,000	
NITRATE	19,000	

SB-16	4/15/2015	3.5 ~ 4.5'
TCE	80	
OTHER VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	2,290	
Ba	16,800	
Cr	2,160	
Cu	3,100	
Pb	4,190	
Na	912,000	
Zn	11,000	
CHLORIDE	262,000	
NITRATE	198,000	

SB-17	4/15/2015	3.0 ~ 4.0'
TCE	20,900	
OTHER VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	820	
Ba	54,600	
Cr	2,750	
Cu	7,300	
Pb	5,080	
Na	1,460,000	
Zn	22,500	
CHLORIDE	608,000	
NITRATE	104,000	

SB-17	4/15/2015	8.0 ~ 9.0'
TCE	12,400	
OTHER VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,080	
Ba	15,300	
Cr	2,070	
Cu	1,800	
Pb	2,450	
Na	637,000	
Zn	4,500	
CHLORIDE	298,000	
NITRATE	185,000	

SB-20	4/15/2015	0.75 ~ 1.75'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	520	
Ba	46,700	
Cr	1,700	
Cu	2,200	
Pb	4,080	
Hg	56	
Na	45,100	
Zn	4,100	
NITRATE	11,000	

SB-18	4/15/2015	2.5 ~ 3.5'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	730	
Ba	17,200	
Cr	3,710	
Cu	2,100	
Pb	2,990	
Na	1,160,000	
Zn	6,100	
CHLORIDE	547,000	
NITRATE	337,000	

SB-24	4/14/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	410	
Ba	7,000	
Cr	910	
Cu	1,800	
Pb	2,440	
Na	168,000	
Zn	4,200	
NITRATE	7,900	

SB-19	4/14/2015	0.5 ~ 1.5'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	410	
Ba	7,000	
Cr	910	
Cu	1,800	
Pb	2,440	
Na	168,000	
Zn	4,200	
NITRATE	7,900	

SB-4	6/27/2008	1.0 ~ 2.0'
VOCs	<MDL	
B(o)ANTH	500	
B(o)PYR	500	
B(b)FLA	500	
B(k)FLA	400	
B(g,h,i)PER	300	
CHRYSENE	500	
FL	1,300	
I(1,2,3-CD)PY	300	
Ph	800	
Py	1,000	
OTHER PNAAs	<MDL	

SB-22	4/14/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	780	
Ba	13,400	
Cr	1,230	
Cu	4,300	
Pb	4,500	
Na	188,000	
Zn	6,300	
CHLORIDE	87,000	
NITRATE	5,500	

SB-23	4/14/2015	8.5 ~ 9.5'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
TCE	390	
OTHER VOCs	<MDL	
As	1,670	
Ba	40,100	
Cr	3,080	
Cu	6,300	
Pb	5,110	
Na	338,000	
Zn	12,600	
CHLORIDE	95,000	

SB-10	2/4/2015	3.0 ~ 4.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,890	
Ba	29,400	
Cd	<MDL	
Cr	4,530	
Pb	6,030	
Hg	<MDL	
Se	<MDL	
Ag	<MDL	
Zn	13,000	

SB-27	4/14/2015	3.0 ~ 4.0'
TCE	110	
OTHER VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	360	
Ba	42,500	
Cr	2,410	
Cu	2,400	
Pb	4,940	
Hg	69	
Zn	7,200	

SB-3	6/27/2008	2.0 ~ 3.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	630	
Ba	47,700	
Cr	2,400	
Cu	3,400	
Pb	4,600	
Zn	4,600	

SB-25	4/14/2015	2.0 ~ 3.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	630	
Ba	47,700	
Cr	2,400	
Cu	3,400	
Pb	4,600	
Zn	4,600	

SB-9	2/4/2015	3.0 ~ 4.0'
VOCs	<MDL	
ACE	500	
ANT	900	
B(o)ANTH	1,800	
B(b)FLA	3,800	
B(k)FLA	3,700	
B(g,h,i)PER	1,000	
CHRYSENE	1,700	
DI(A,H)ANT	300	
FL	4,300	
F	500	
I(1,2,3-CD)PY	1,000	
NAPH	500	
Ph	3,400	
Py	32,000	
OTHER PNAAs	<MDL	
PCBs	<MDL	
As	4,950	
Ba	66,200	
Cd	1,760	
Cr	12,600	
Cu	67,200	
Pb	41,800	
Hg	175	
Se	470	
Ag	<MDL	
Zn	73,000	

SB-26	4/14/2015	9.5 ~ 10.5'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,080	
Ba	17,500	
Cr	1,560	
Cu	3,300	
Pb	2,100	
Zn	3,500	

SB-29	4/14/2015	1.0 ~ 2.0'
VOCs	<MDL	
FL	400	
Py	400	
OTHER PNAAs	<MDL	

SB-8	2/4/2015	3.0 ~ 4.0'
2-M	1,100	
NAPH	5,300	
OTHER VOCs	<MDL	
ACE	2,600	
ANT	4,100	
B(o)ANTH	7,500	
B(o)PYR	8,900	
B(b)FLA	15,700	
B(k)FLA	15,300	
B(g,h,i)PER	4,100	
CHRYSENE	6,800	
DI(A,H)ANT	1,300	
FL	19,400	
F	2,500	
I(1,2,3-CD)PY	4,000	
NAPH	3,500	
Ph	16,800	
Py	13,800	
2-M	700	
OTHER PNAAs	<MDL	
PCBs	<MDL	
As	3,430	
Ba	49,800	
Cd	960	
Cr	10,000	
Cu	22,500	
Pb	704,000	
Hg	155	
Se	<MDL	
Ag	210	
Zn	40,900	

SB-1	6/27/2008	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-2	6/27/2008	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-2	6/27/2008	24.0 ~ 25.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-7	2/4/2015	2.0 ~ 3.0'
2-M	200	
T	120	
OTHER VOCs	<MDL	
B(o)PYR	300	
B(b)FLA	700	
B(k)FLA	600	
CHRYSENE	300	
FL	500	
Py	400	
OTHER PNAAs	<MDL	
PCBs	310	
As	9,140	
Ba	60,100	
Cd	1,470	
Cr	14,900	
Cu	182,000	
Pb	155,000	
Hg	572	
Se	<MDL	
Ag	<MDL	
Zn	219,000	

SB-11	2/4/2015	2.0 ~ 3.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	
As	1,590	
Ba	70,600	
Cd	330	
Cr	5,080	
Cu	14,100	
Pb	19,500	
Hg	69	
Se	<MDL	
Ag	<MDL	
Zn	21,800	

SB-11R	4/14/2015	2.0 ~ 3.0'
VOCs	<MDL	
PNAAs	<MDL	
PCBs	<MDL	

SB-28	4/14/2015	1.0 ~ 2.0'
VOCs	<MDL	
PNAAs	<MDL	

SB-30	4/14/2015	0.5 ~ 1.5'
VOCs	<MDL	
PNAAs	<MDL	

SB-31	4/14/2015	0.5 ~ 1.5'
VOCs	<MDL	
PNAAs	<MDL	

TMW-13	
4/15/2015	
0.45 ~ 5.45' SCREEN	
TCE	1
OTHER VOCs	<MDL
PNAs	<MDL
Ba	37
Na	8,400
OTHER METALS	<MDL
CHLORIDE	8,000
NITRATE	1,000

TMW-20	
4/15/2015	
7.0 ~ 12.0' SCREEN	
VOCs	<MDL
PNAs	<MDL
Ba	44
Na	12,600
OTHER METALS	<MDL
CHLORIDE	14,000
NITRATE	1,200

TMW-18	
4/15/2015	
6.0 ~ 11.0' SCREEN	
TCE	180
OTHER VOCs	<MDL
PNAs	<MDL
Ba	1,030
Cd	4
Se	509
Na	9,110,000
Zn	120
OTHER METALS	<MDL
CHLORIDE	7,850,000
CYANIDE	340
NITRATE	4,250,000

TMW-24	
4/14/2015	
0.0 ~ 5.0' SCREEN	
VOCs	<MDL
PNAs	<MDL
As	4
Ba	67
Na	58,700
OTHER METALS	<MDL
CHLORIDE	66,000
CYANIDE	15

TMW-1	
6/27/2008	
9.0 ~ 14.0' SCREEN	
UNITS	ug/L
VOCs	<MDL
PNAs	<MDL

TMW-26	
4/14/2015	
5.0 ~ 10.0' SCREEN	
cis-1,2-DCE	39
trans-1,2-DCE	2
TCE	22
OTHER VOCs	<MDL
PNAs	<MDL
Ba	68
Zn	28
OTHER METALS	<MDL

TMW-4	
6/27/2008	
9.0 ~ 14.0' SCREEN	
UNITS	ug/L
VOCs	<MDL
PNAs	<MDL

TMW-3	
6/27/2008	
8.0 ~ 13.0' SCREEN	
UNITS	ug/L
VOCs	<MDL
PNAs	<MDL

TMW-27	
4/14/2015	
15.0 ~ 20.0' SCREEN	
TCE	6
OTHER VOCs	<MDL
PNAs	<MDL
As	4
Ba	90
Zn	24
OTHER METALS	<MDL

TMW-16	
4/15/2015	
7.0 ~ 12.0' SCREEN	
TCE	1,100
OTHER VOCs	<MDL
PNAs	<MDL
As	14
Ba	19
Cr	44
Cu	10
Na	377,000
OTHER METALS	<MDL
CHLORIDE	245,000
NITRATE	127,000

TMW-25	
4/14/2015	
7.0 ~ 12.0' SCREEN	
TCE	770
OTHER VOCs	<MDL
PNAs	<MDL
Ba	43
OTHER METALS	<MDL

FORMER DRUM STORAGE AREA  
 LOCATION OF EMPTY 275-GALLON FUEL OIL AST (IN BASEMENT)  
 FORMER 1,000-GALLON HEATING OIL UST

FORMER BRAZING FURNACE LINES

FORMER TCE VAPOR DEGREASER  
 FORMER SALT QUENCH LINES

FORMER 10,000-GAL QUENCH OIL UST

FORMER DRUM STORAGE AREA

ASPHALT SHINGLE RECYCLING AREA

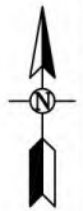
ASPHALT PAVED

500-GALLON DIESEL AST

WOODED (STOCKPILED SOILS)

**LEGEND:**

- SUBJECT PROPERTY
  - FORMER/HISTORICAL SITE FEATURES
  - FENCE
  - WATER
  - GAS
  - COMBINATION SANITARY / STORM SEWER
  - RAIL ROAD TRACKS
  - SOIL BORING
  - SOIL BORING / TEMPORARY MONITORING WELL
  - SOIL GAS
  - EXISTING MONITORING WELL
  - SOIL BORING / TEMPORARY MONITORING WELL / SOIL GAS
  - INDOOR AIR
  - PAD MOUNTED TRANSFORMER
  - POLE MOUNTED TRANSFORMER
  - As** ARSENIC
  - Ba** BARIUM
  - Cd** CADMIUM
  - Cr** CHROMIUM
  - Se** SELENIUM
  - Na** SODIUM
  - Zn** ZINC
  - Cu** COPPER
  - cis-1,2-DCE** cis-1,2-DICHLOROETHYLENE
  - trans-1,2-DCE** trans-1,2-DICHLOROETHYLENE
  - TCE** TRICHLOROETHYLENE
  - VOCs** VOLATILE ORGANIC COMPOUNDS
  - PNAs** POLYNUCLEAR AROMATIC COMPOUNDS
  - MDL** METHOD DETECTION LIMIT
  - UNITS** ug/L (UNLESS NOTED)
  - VALUE EXCEEDS APPLICABLE CRITERIA
- NOTES:** REFER TO TABLES FOR SPECIFIC COMPOUNDS ANALYZED



**FIGURE 4**  
 SOIL BORING/TEMPORARY MONITORING WELL AND SOIL GAS SAMPLING LOCATION MAP WITH GROUNDWATER ANALYTICAL RESULTS

PROJ: COMMERCIAL PROPERTY  
 2231 WEST WILLOW STREET  
 LANSING, MI

THIS IS NOT A LEGAL SURVEY	DRN BY: JB/KK/ES/CS	DATE: 2/12/2018
VERIFY SCALE	CHKD BY: AP/JG	SCALE: 1"=100'
IF NOT 1" ON THIS SHEET, ADJUST SCALES ACCORDINGLY.		
FILE NAME: 01-9364-0-002F04R00		

SG-4	
2/4/2015	
SUB-SLAB	
ACETONE	1,440
B	1.5
DICLFMETH	8.9
1,3-DI	4
ETHANOL	92.7
E	10
EA	7.9
HEPTANE	6
HEXANE	1.7
ISOP ALCOHOL	147
METH CHLR	14
MEK	4.1
1,2,4-TMB	2.2
T	14
TCE	4.1
TRICLFL METH	32
X (TOTAL)	59.9
OTHER VOCs	<MDL

SG-3	
2/4/2015	
SUB-SLAB	
ACETONE	891
DICLFMETH	4.8
ETHANOL	26.9
E	6.5
EA	17
HEPTANE	2
HEXANE	2
ISOP ALCOHOL	148
MEK	3.5
1,1,1-TCA	3.1
TETRAHYDROFURAN	2.4
T	15
TCE	33
TRICLFL METH	6.2
X (TOTAL)	32
OTHER VOCs	<MDL

SG-2	
2/4/2015	
SUB-SLAB	
ACETONE	1,620
B	25
CARBON DISF	2.9
CYCLOHEXANE	6.4
DICLFMETH	6.4
ETHANOL	33.7
E	9.6
EA	17
HEPTANE	36
HEXANE	72.2
ISOP ALCOHOL	141
METH CHLR	2.8
MEK	20
1,2,4-TMB	1.9
T	42.2
TCE	5.2
TRICLFL METH	3.4
X (TOTAL)	39
OTHER VOCs	<MDL

SG-8	
2/4/2015	
SUB-SLAB	
ACETONE	449
B	1.3
1,2-DBR	3.1
DICLFMETH	2.5
cis-1,2-DCE	6.3
1,3-DI	4.1
ETHANOL	7.3
E	6.5
EA	8.6
HEXANE	2.6
2-HEXANONE	3.1
ISOP ALCOHOL	67.4
MEK	4.7
MIK	2.6
PCE	266
T	11
TCE	17
X (TOTAL)	343
OTHER VOCs	<MDL

SG-1	
2/4/2015	
SUB-SLAB	
ACETONE	2,350
B	24
CARBON DISF	9.7
CYCLOHEXANE	16
DICLFMETH	23
1,3-DI	6.6
ETHANOL	60.5
E	17
EA	17
HEPTANE	1.3
HEXANE	30
ISOP ALCOHOL	310
METH CHLR	2.5
MEK	32.4
1,1,1-TCA	3.8
1,2,4-TMB	5.4
1,3,5-TMB	1.9
TBA	11
PCE	2.7
T	39.2
TCE	184
TRICLFL METH	3.0
X (TOTAL)	81.7
OTHER VOCs	<MDL

SG-7	
2/4/2015	
SUB-SLAB	
ACETONE	1,100
B	7.7
CYCLOHEXANE	3.8
DICLFMETH	3.3
ETHANOL	34.7
E	22
EA	23
HEPTANE	12
HEXANE	14
ISOP ALCOHOL	170
MEK	13
1,2,4-TMB	2.4
TBA	4.9
PCE	4.1
T	28
TCE	83.7
X (TOTAL)	162
OTHER VOCs	<MDL

SSG-9	
4/16/2015	
SUB-SLAB	
ACETONE	101
B	4.5
CARBON DISF	12
Chl	11
CYCLOHEXANE	5.2
DICLFMETH	4.5
ETHANOL	27.9
EA	123
HEPTANE	7.4
HEXANE	216
ISOP ALCOHOL	7.4
METH CHLR	7.3
MEK	18
TBA	4.5
PCE	10
T	14
TCE	2,600
TRICLFL METH	16
X (TOTAL)	6.1
OTHER VOCs	<MDL

SG-5	
2/4/2015	
SUB-SLAB	
ACETONE	1,770
CHLOROMETHANE	2.1
DICLFMETH	21
cis-1,2-DCE	2.5
ETHANOL	111
E	46.5
EA	38.2
4-ETHYLTOLUENE	7.4
HEPTANE	41.8
HEXANE	81.8
2-HEXANONE	3.2
ISOP ALCOHOL	15
METH CHLR	17
MEK	40
MIK	3.2
1,1,1-TCA	3.9
1,2,4-TMB	29.0
1,3,5-TMB	29
TBA	7.6
PCE	3.8
TETRAHYDROFURAN	3.2
T	93.5
TCE	1,620
TRICLFL METH	29
X (TOTAL)	521
OTHER VOCs	<MDL

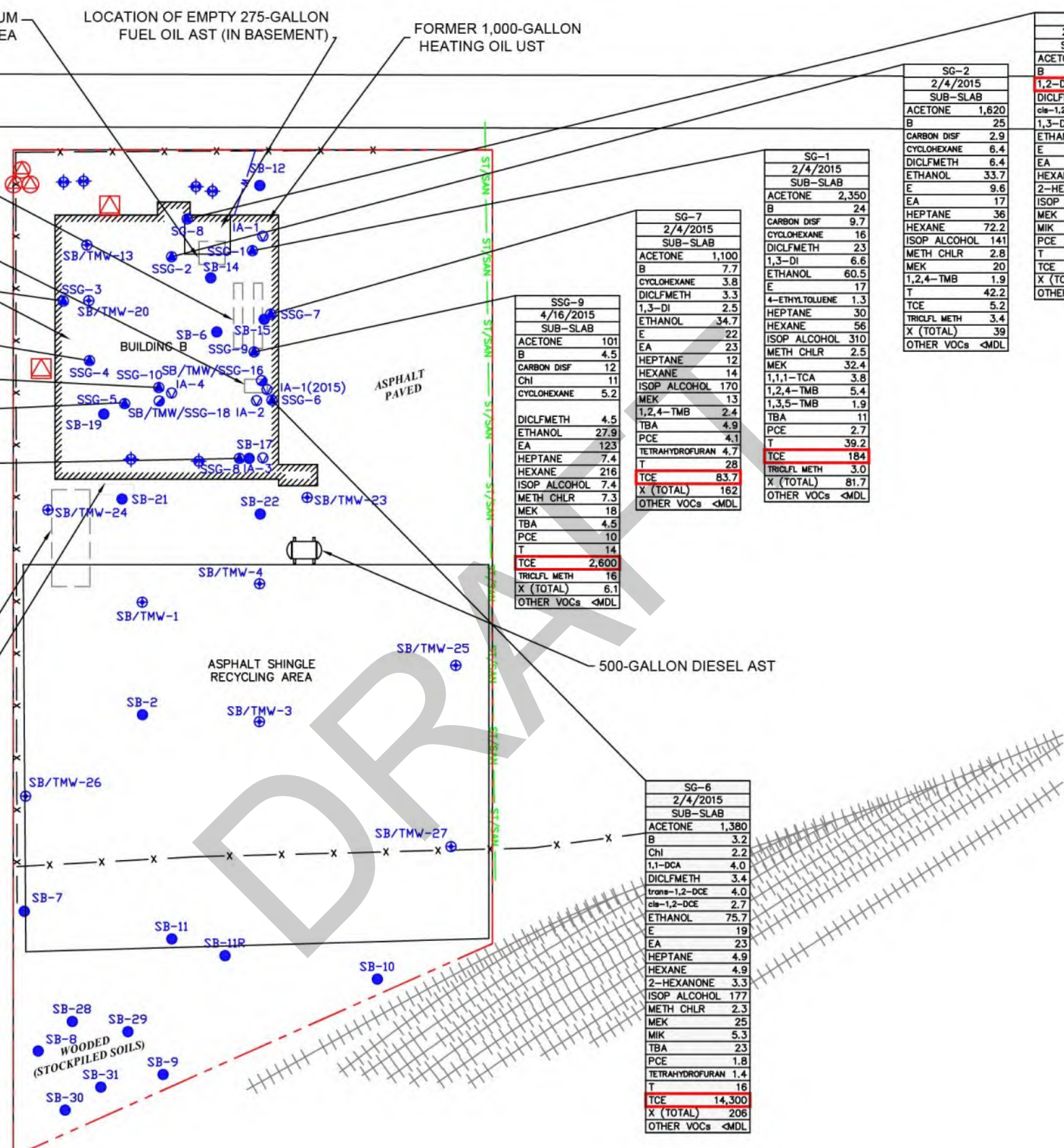
SSG-8	
4/16/2015	
SUB-SLAB	
ACETONE	266
1,1-DCA	5.6
DICLFMETH	164
ETHANOL	283
HEXANE	14
TCE	20,000
OTHER VOCs	<MDL

SSG-10	
4/16/2015	
SUB-SLAB	
ACETONE	428
1,3-BDE	3.8
B	21
CARBON DISF	10
Chl	4.9
CHLOROMETHANE	8.1
CYCLOHEXANE	17
DICLFMETH	41
ETHANOL	47.1
E	46.5
EA	38.2
4-ETHYLTOLUENE	7.4
HEPTANE	41.8
HEXANE	81.8
2-HEXANONE	3.2
ISOP ALCOHOL	15
METH CHLR	17
MEK	40
MIK	3.2
1,1,1-TCA	3.9
1,2,4-TMB	29.0
1,3,5-TMB	29
TBA	7.6
PCE	3.8
TETRAHYDROFURAN	3.2
T	93.5
TCE	1,620
TRICLFL METH	29
X (TOTAL)	521
OTHER VOCs	<MDL

FORMER DRUM STORAGE AREA  
 LOCATION OF EMPTY 275-GALLON FUEL OIL AST (IN BASEMENT)  
 FORMER 1,000-GALLON HEATING OIL UST

FORMER BRAZING FURNACE LINES  
 FORMER TCE VAPOR DEGREASER  
 FORMER SALT QUENCH LINES

FORMER DRUM STORAGE AREA  
 FORMER 10,000-GAL QUENCH OIL UST



**LEGEND:**

- SUBJECT PROPERTY
  - - - FORMER/HISTORICAL SITE FEATURES
  - x - FENCE
  - w - WATER
  - - - GAS
  - - - ST/SAN COMBINATION SANITARY / STORM SEWER
  - ||||| RAIL ROAD TRACKS
  - SOIL BORING
  - ⊕ SOIL BORING / TEMPORARY MONITORING WELL
  - ⊙ SOIL GAS
  - ⊙ EXISTING MONITORING WELL
  - ⊙ SOIL BORING / TEMPORARY MONITORING WELL / SOIL GAS
  - ⊙ INDOOR AIR
  - ⊠ PAD MOUNTED TRANSFORMER
  - ⊡ POLE MOUNTED TRANSFORMER
  - B BENZENE
  - T TOLUENE
  - E ETHYLBENZENE
  - X XYLENES
  - EA ETHYL ACETATE
  - TBA TERTIARYBUTYLALCOHOL
  - m-DI m-DICHLOROBENZENE
  - TCE TRICHLOROETHENE
  - PCE TETRACHLOROETHENE
  - MEK METHYL ETHYL KETONE (MEK)
  - MIK METHYL ISOBUTYL KETONE
  - Chl CHLOROFORM
  - 1,1-DCE 1,1-DICHLOROETHYLENE
  - 1,3-DI 1,3-DICHLOROBENZENE
  - 1,2-DICHP 1,2-DICHLOROPROPANE
  - 2,2,4-TMP 2,2,4-TRIMETHYLPENTANE
  - CARBON DISF CARBON DISULFIDE
  - 1,2,4-TMB 1,2,4-TRIMETHYLBENZENE
  - 1,3,5-TMB 1,3,5-TRIMETHYLBENZENE
  - cis-1,2-DCE cis-1,2-DICHLOROETHYLENE
  - trans-1,2-DCE trans-1,2-DICHLOROETHYLENE
  - METH CHLR METHYLENE CHLORIDE
  - DICLFMETH DICHLORODIFLUOROMETHANE
  - TRICLFL METH TRICHLOROFUOROMETHANE
  - 1,1,1-TCA 1,1,1-TRICHLOROETHANE
  - ISOP ALCOHOL ISOPROPYL ALCOHOL
  - VOCs VOLATILE ORGANIC COMPOUNDS
  - PNAs POLYNUCLEAR AROMATIC COMPOUNDS
  - MDL METHOD DETECTION LIMIT
  - UNITS μg/m<sup>3</sup>
  - VALUE EXCEEDS APPLICABLE CRITERIA
- NOTES: REFER TO TABLES FOR SPECIFIC COMPOUNDS ANALYZED



**FIGURE 5**  
 SOIL BORING/TEMPORARY MONITORING WELL/SOIL GAS, AND INDOOR AIR SAMPLING LOCATION MAP WITH SOIL GAS ANALYTICAL RESULTS

PROJ: COMMERCIAL PROPERTY  
 2207 WEST WILLOW STREET  
 LANSING, MI

THIS IS NOT A LEGAL SURVEY	DRN BY: MW/KK/ES/CS	DATE: 1/29/2018
VERIFY SCALE	CHKD BY: AP/JG	SCALE: 1" = 100'
IF NOT 1" ON THIS SHEET, ADJUST SCALES ACCORDINGLY.	FILE NAME: 01-9364-0-002F05R00	

**ATTACHMENT 3**  
**ANALYTICAL DATA SUMMARY TABLES**

DRAFT

**TABLE 1  
SUMMARY OF SOIL GAS ANALYTICAL RESULTS**

Analyzed Constituents	Chemical Abstract Service Number	Volatilization to Indoor Air Pathway (VIAP) Screening Levels		Sample ID and Collection Date												
		Residential	Nonresidential	S76952.01	S76952.02	S76952.03	S76952.04	S76952.05	S76952.06	S76952.07	S76952.08	S76952.09	S76952.10	S76952.11	S76952.12	S76952.13
				SG-1	SG-2	SG-3	SG-4	SG-5	SG-6	SG-7	SG-8	SG-9	SG-10	SG-11	SG-12	SG-13
Refer to detailed laboratory report for method reference data				07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	07/23/2025	
<b>Volatiles, VOCs <math>\mu\text{g}/\text{m}^3</math></b>																
Acetone	67641	1,000,000	1,000,000	<48	<48	<220	<b>190</b>	<48	<b>690</b>	<400	<b>170</b>	<b>48</b>	<b>48</b>	<b>1,100</b>	<b>360</b>	<48
Benzene	71432	110	510	<6.4	<6.4	<b>32</b>	<6.4	<6.4	<b>29</b>	<b>54</b>	<b>9.6</b>	<6.4	<6.4	<b>160</b>	<b>19</b>	<6.4
Cyclohexane	110827	210,000	610,000	<6.9	<6.9	<b>34</b>	10	<6.9	<b>28</b>	<b>96</b>	<b>6.9</b>	<6.9	<6.9	<b>140</b>	<b>31</b>	<6.9
Ethanol	64175	630,000	630,000	<b>57</b>	<38	<b>57</b>	<b>57</b>	<38	<b>75</b>	<b>57</b>	<b>75</b>	<b>75</b>	<b>57</b>	<b>75</b>	<b>150</b>	<38
Ethylbenzene	100414	340	1,600	<8.7	<8.7	<b>13</b>	<8.7	<8.7	<b>13</b>	<b>65</b>	<8.7	<8.7	<8.7	<b>82</b>	<b>13</b>	<8.7
4-Ethyltoluene	622968	NA	NA	<9.8	<9.8	<9.8	<9.8	<9.8	<9.8	<b>15</b>	<9.8	<9.8	<9.8	<b>15</b>	<9.8	<9.8
Heptane	142825	120,000	360,000	<8.2	<8.2	<b>66</b>	<8.2	<8.2	<b>45</b>	<b>330</b>	<b>12</b>	<8.2	<b>12</b>	<b>250</b>	<b>49</b>	<8.2
Hexane	110543	24,000	72,000	<7.0	<7.0	<b>88</b>	<b>14</b>	<7.0	<b>63</b>	<b>381</b>	<b>18</b>	<7.0	<b>14</b>	<b>384</b>	<b>67</b>	<7.0
Propylene	115071	NA	NA	<170	<170	<b>170</b>	<170	<170	<170	<b>520</b>	<170	<170	<170	<b>520</b>	<170	<170
1,2,4-Trimethylbenzene	95636	2,100 (JT)	6100 (JT)	<9.8	<9.8	<9.8	<9.8	<9.8	<b>9.8</b>	<b>59</b>	<9.8	<9.8	<9.8	<b>54</b>	<9.8	<9.8
1,3,5-Trimethylbenzene	108678	2,100 (JT)	6,100 (JT)	<9.8	<9.8	<9.8	<9.8	<9.8	<9.8	<b>15</b>	<9.8	<9.8	<9.8	<b>20</b>	<9.8	<9.8
Toluene	108883	170,000	250,000	<7.5	<b>11</b>	<b>53</b>	<7.5	<7.5	<b>53</b>	<b>160</b>	<b>19</b>	<7.5	<b>15</b>	<b>360</b>	<b>49</b>	<7.5
Trichloroethylene	79016	67	130	<b>97</b>	<b>11</b>	<b>54</b>	<b>3,260</b>	<b>81</b>	<b>21</b>	<b>160</b>	<b>180</b>	<11	<b>120</b>	<11	<b>32</b>	<b>21</b>
Xylenes, Total	1330207	7,600	22,000	<26	<26	<30	<26	<26	<b>39</b>	130	<26	<26	<26	<b>200</b>	<b>26</b>	<26
Various other VOCs	Varies	Vw/C	Vw/C	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL	<RL

**Table Notes:**  
Analytical results compared to EGLE Volatilization to Indoor Air Pathway Screening Levels (VIAP SLs) (Rev. February 2024)  
Detected results above the laboratory RL are shown in **BOLD**  
= Concentration exceeds one or more VIAP SLs  
 $\mu\text{g}/\text{m}^3$  = ppb/micrograms per kilogram  
**Conc.** = Concentration  
**RL** = Laboratory Reporting Limit  
**ND** = Constituent not detected above the laboratory RL

TABLE 3  
SUMMARY OF 2015 SOIL GAS ANALYTICAL RESULTS  
VOLATILE ORGANIC COMPOUNDS  
2231 WEST WILLOW STREET, LANSING, MICHIGAN  
PM PROJECT #01-9364-0-0002

VOLATILE ORGANIC COMPOUNDS (µg/m <sup>3</sup> )			Acetone	1,3-Butadiene	Benzene	Carbon disulfide	Chloroform	Chloromethane	Cyclohexane	1,1-Dichloroethylene	1,2-Dibromoethane	Dichlorodifluoromethane	trans-1,2-Dichloroethylene	cis-1,2-Dichloroethylene	1,3-Dichlorobenzene	Ethanol	Ethylbenzene	Ethyl Acetate	4-Ethyltoluene	Heptane	Hexane	2-Hexanone	Isopropyl Alcohol	Methylene chloride	Methyl ethyl ketone	Methyl isobutyl ketone	Propylene	1,1,1-Trichloroethane	1,2,4-Trimethylbenzene	1,3,5-Trimethylbenzene	Tertiary Butyl Alcohol	Tetrachloroethylene	Tetrahydrofuran	Toluene	Trichloroethylene	Trichlorofluoromethane	m,p-Xylene	o-Xylene	Xylenes (total)	Other VOCs		
Chemical Abstract Service Number (CAS#)			67641	106990	71432	75150	67663	74873	110827	75354	106934	75718	156605	156592	541731	64175	100414	141786	622968	142825	110543	591786	67630	75092	78933	108101	115071	71556	95636	108678	75650	127184	109999	108883	79016	75694	108383	95476	1330207	Various		
Sample ID	Sample Date	Sample Depth (feet bgs)	VOCs																																							
SSG-1	2/4/2015	Sub-slab	2,350	<MDL	24	9.7	<MDL	<MDL	16	<MDL	<MDL	23	<MDL	<MDL	6.6	60.5	17	<MDL	1.3	30	56	<MDL	310	2.5	32.4	<MDL	<MDL	3.8	5.4	1.9	11	2.7	<MDL	39.2	184	3.0	55.6	26	81.7	<MDL		
SSG-2	2/4/2015	Sub-slab	1,620	<MDL	25	2.9	<MDL	<MDL	19	<MDL	<MDL	6.4	<MDL	<MDL	<MDL	33.7	9.6	17	<MDL	36	72.2	<MDL	141	2.8	20	<MDL	<MDL	<MDL	1.9	<MDL	<MDL	<MDL	42.2	5.2	3.4	26	13	39	<MDL			
SSG-3	2/4/2015	Sub-slab	891	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	4.8	<MDL	<MDL	<MDL	26.9	6.5	17	<MDL	2	2	<MDL	148	<MDL	3.5	<MDL	<MDL	3.1	<MDL	<MDL	<MDL	<MDL	2.4	15	33	6.2	21	10	32	<MDL		
SSG-4	2/4/2015	Sub-slab	1,440	<MDL	1.5	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	8.9	<MDL	<MDL	4	92.7	10	7.9	<MDL	4.1	6	<MDL	147	14	4.1	<MDL	<MDL	<MDL	2.2	<MDL	<MDL	<MDL	<MDL	14	1.9	<MDL	6.4	75.3	<MDL	<MDL	<MDL	<MDL
SSG-5	2/4/2015	Sub-slab	1,770	<MDL	<MDL	<MDL	<MDL	2.1	<MDL	<MDL	<MDL	21	<MDL	2.5	<MDL	111	<MDL	15	<MDL	<MDL	<MDL	246	3.8	11	<MDL	15	<MDL	<MDL	<MDL	<MDL	14	1.9	<MDL	6.4	75.3	<MDL	<MDL	<MDL	<MDL	<MDL		
SSG-6	2/4/2015	Sub-slab	1,380	<MDL	3.2	<MDL	2.2	<MDL	<MDL	4.0	<MDL	3.4	4.0	2.7	<MDL	75.7	19	23	<MDL	4.9	4.9	3.3	177	2.3	25	5.3	<MDL	<MDL	<MDL	<MDL	23	1.8	1.4	16	14,300	<MDL	176	30	206	<MDL		
SSG-7	2/4/2015	Sub-slab	1,100	<MDL	7.7	<MDL	<MDL	<MDL	3.8	<MDL	<MDL	3.3	<MDL	<MDL	2.5	34.7	22	23	<MDL	12	14	<MDL	170	<MDL	13	<MDL	<MDL	<MDL	2.4	<MDL	4.9	4.1	4.7	28	83.7	<MDL	75.1	87.3	162	<MDL		
SSG-8	2/4/2015	Sub-slab	449	<MDL	1.3	<MDL	<MDL	<MDL	<MDL	<MDL	3.1	2.5	<MDL	6.3	4.1	7.3	6.5	8.6	<MDL	<MDL	2.6	3.1	67.4	<MDL	4.7	2.6	<MDL	<MDL	<MDL	<MDL	<MDL	266	<MDL	11	17	<MDL	24	10	343	<MDL		
SSG-8	4/16/2015	Sub-slab	266	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	5.6	<MDL	164	<MDL	<MDL	<MDL	283	<MDL	<MDL	<MDL	14	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	<MDL	20,000	<MDL	<MDL	<MDL	<MDL	<MDL	
SSG-9	4/16/2015	Sub-slab	101	<MDL	4.5	12	11	<MDL	5.2	<MDL	<MDL	4.5	<MDL	<MDL	<MDL	27.9	<MDL	123	<MDL	7.4	216	<MDL	7.4	7.3	18	<MDL	<MDL	<MDL	<MDL	<MDL	4.5	10	<MDL	14	2,600	16	6.1	<MDL	6.1	<MDL		
SSG-10	4/16/2015	Sub-slab	428	3.8	21	10	4.9	8.1	17	<MDL	<MDL	41	<MDL	<MDL	<MDL	47.1	46.5	38.2	7.4	41.8	81.8	3.2	15	17	40	3.2	<MDL	3.9	29.0	29	7.6	3.8	3.2	93.5	1,620	29	397	124	521	<MDL		

MDEQ/MDHHS March 2017 Table 1: Action and Trigger Levels for Vapor Intrusion Sites (pending MDHHS & MDEQ consensus interim values) 3/9/2017  
EPA Office of Solid Waste and Emergency Response (OSWER) Vapor Intrusion Screening Level (VISL) Calculator Version 3.5.1 (May 2016 RSLs)  
MDEQ Media Specific Volatilization to Indoor Air Interim Action Screening Levels (August 2017)

MDEQ Residential Volatilization to Indoor Air Interim Action Screening Levels (August 2017) (µg/m<sup>3</sup>)

Soil Vapor (including subslab) RIASL	1.0E+06	NL	110	NL	37	3,100	NL	7,000	NL	NL	9,000	280	100	630,000	340	NL	NL	NL	24,000	NL	NL	21,000	NL	NL	NL	170,000	2,100	2,100	NL	1,400	NL	170,000	67	NL	NL	NL	7,600	Various
Soil Vapor (including subslab) TSRIASL	1.0E+06	NL	630	NL	370	9,400	NL	21,000	NL	NL	26,000	830	310	630,000	3,400	NL	NL	NL	73,000	NL	NL	33,000	NL	NL	NL	170,000	6,300	6,300	NL	1,400	NL	250,000	200	NL	NL	NL	23,000	Various

MDEQ Nonresidential Volatilization to Indoor Air Interim Action Screening Levels (August 2017) (µg/m<sup>3</sup>)

Soil Vapor (including subslab) RIASL	1.0E+06	NL	260	NL	87	4,600	NL	10,000	NL	NL	26,000	410	150	630,000	800	NL	NL	NL	36,000	NL	NL	31,000	NL	NL	NL	230,000	3,100	3,100	NL	1,400	NL	250,000	67	NL	NL	NL	11,000	Various
Soil Vapor (including subslab) RIASL <sub>12</sub>	1.0E+06	NL	510	NL	170	9,200	NL	20,000	NL	NL	26,000	820	310	630,000	1,600	NL	NL	NL	72,000	NL	NL	61,000	NL	NL	NL	230,000	6,100	6,100	NL	2,700	NL	250,000	130	NL	NL	NL	22,000	Various
Soil Vapor (including subslab) TSRIASL <sub>12</sub>	1.0E+06	NL	1,800	NL	1,700	14,000	NL	61,000	NL	NL	28,000	2,500	920	630,000	16,000	NL	NL	NL	210,000	NL	NL	97,000	NL	NL	NL	230,000	18,000	18,000	NL	2,700	NL	250,000	400	NL	NL	NL	67,000	Various

MDHHS/MDEQ Residential, Mixed Use, Sensitive Populations Screening Levels (µg/m<sup>3</sup>)

Subslab soil gas Action Level	NL	NL	120	NL	NL	3,100	NL	NL	NL	NL	2,800	280	NL	NL	370	NL	NL	NL	24,000	NL	NL	NL	NL	NL	NL	170,000	2,100	2,100	NL	1,400	NL	170,000	70	NL	3,500	3,500	3,500	Various
Subslab soil gas Trigger Level	NL	NL	120	NL	NL	9,400	NL	NL	NL	NL	8,300	830	NL	NL	370	NL	NL	NL	73,000	NL	NL	NL	NL	NL	NL	520,000	6,300	6,300	NL	3,800	NL	520,000	160	NL	10,000	10,000	10,000	Various

MDHHS/MDEQ Commercial Screening Levels (µg/m<sup>3</sup>)

Subslab soil gas Action Level	NL	NL	520	NL	NL	13,000	NL	NL	NL	NL	11,700	1,200	NL	NL	1,600	NL	NL	NL	100,000	NL	NL	NL	NL	NL	NL	730,000	9,000	9,000	NL	5,800	NL	730,000	290	NL	15,000	15,000	15,000	Various
Subslab soil gas Trigger Level	NL	NL	520	NL	NL	39,000	NL	NL	NL	NL	35,000	3,500	NL	NL	1,600	NL	NL	NL	310,000	NL	NL	NL	NL	NL	NL	2.2E+06	26,000	26,000	NL	16,000	NL	2.2E+06	880	NL	44,000	44,000	44,000	Various

EPA OSWER Residential Screening Levels (µg/m<sup>3</sup>)

Target Soil Gas Concentration (THQ = 1; TCR = 1.0E-5)	1.1E+06	31	120	24,000	41	3,100	210,000	7,000	1.6	3,500	ID	ID	NL	NL	370	2,400	NL	NL	24,000	1,000	NL	21,000	170,000	100,000	100,000	170,000	240	NL	NL	1,400	70,000	170,000	70	NL	3,500	3,500	3,500	Various
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EPA OSWER Commercial Screening Levels (µg/m<sup>3</sup>)

Target Soil Gas Concentration (THQ = 1; TCR = 1.0E-5)	4.5E+06	140	520	100,000	180	13,000	880,000	29,000	6.8	15,000	ID	ID	NL	NL	1,600	10,000	NL	NL	100,000	4,400	NL	88,000	730,000	440,000	440,000	730,000	1,000	NL	NL	5,800	290,000	730,000	290	NL	15,000	15,000	15,000	Various
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- Screening Level Exceeded**
- BOLD** Value Exceeds Screening Level
- <MDL Not detected at or above laboratory reporting or detection limits
- NA Not Available/Not Applicable
- bgs Below Ground Surface
- NL Not Listed
- NDC No defined criteria
- ID Insufficient Data
- (µg/m<sup>3</sup>) micrograms per cubic meter
- J Estimated Value
- THQ Target Hazard Quotient for Non-Carcinogens
- TCR Target Risk for Carcinogens
- RIASL Recommended Interim Action Screening Levels
- TSRIASL Time Sensitive Recommended Interim Action Screening Levels
- RIASL<sub>12</sub> Nonresidential Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours
- TSRIASL<sub>12</sub> Time Sensitive Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours for structures not formerly residential homes.

***ATTACHMENT 4***

***DEVELOPMENT AGREEMENT***

DRAFT



OFFICE OF MAYOR ANDY SCHOR  
124 W. MICHIGAN AVENUE – NINTH FLOOR  
LANSING, MI 48933

UNIVERSAL DEVELOPMENT AGREEMENT

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THIS UNIVERSAL DEVELOPMENT AGREEMENT (“Agreement”) is made by and between the City of Lansing, Michigan, a Michigan municipal corporation (“City”), and AM Land Holdings, LLC, a Limited Liability Company (“Applicant” and collectively with the City, the “Parties” and each a “Party”).

## I. STATEMENT OF PURPOSE

THIS AGREEMENT IS INTENDED FOR USE WITH DEVELOPMENT PROJECTS, USING ECONOMIC INCENTIVES, WHICH DO NOT REQUIRE THE TRANSFER OF CITY-OWNED PROPERTY OR ASSETS. FOR THOSE PROJECTS THAT DO REQUIRE THE TRANSFER OF CITY-OWNED PROPERTY, ASSETS, LIMITED FULL FAITH AND CREDIT, OR OTHER CITY LIABILITIES, A COMPREHENSIVE DEVELOPMENT AGREEMENT (CDA) WILL BE REQUIRED.

### Introduction:

The City welcomes new investment and the creation and retention of jobs. To achieve these goals, the City can offer a variety of economic incentives that are designed to facilitate the expansion, retention and attraction of businesses within the City, as well as the rehabilitation and redevelopment of underutilized, vacant or environmentally contaminated properties.

Economic incentives (“Incentives”) typically do not provide City funds directly to developers or businesses, but rather encourage and reward them for undertaking and completing economic development projects (“Projects”). The completion of these Projects generates benefits to the citizens of Lansing including employment opportunities, new tax revenues to pay for City services and schools, the elimination of blight, a healthier environment and better places to live, work and play. Thus, incentives can be thought of as investments made by the City to receive the benefits created by economic development projects.

### Universal Development Agreement Purpose:

Economic incentives are conditionally granted by the City based upon specific commitments made by businesses and developers (“Applicants”) during the incentive application and approval process. The purpose of this Agreement is for the Parties to define and agree on the specific commitments an Applicant is making as a condition for receiving an Incentive. Furthermore, it holds Applicants accountable in a clear and consistent way to fulfill their pledges made to receive the Incentive. The Agreement also provides a transparent document where the public can observe the terms under which the Incentive was granted. Finally, the Agreement establishes a reporting and verification process to ensure the Applicant fulfills its obligations to the City and its citizens.

## Applicant's Commitments to the City:

As a condition of receiving economic incentives from the City, Applicants are required to agree to the following Project Commitments:

1. Starting and completing the Project on time
2. Hiring local labor and Lansing based firms
3. Paying all required City Income and Property Taxes
4. Meeting Project performance measures
5. Providing the City with annual Project progress reports and a Project completion report

This Agreement specifies the details of these commitments and clearly establishes the expectations the City has for each Project granted an incentive.

## II. DEFINITIONS

As used in this Agreement, the definitions herein shall be the mutually understood meaning of the following terms:

“Acts” means the acts referenced in the definition of “Incentive.”

“Annual Report” means a required written Project update due to the LEDC by January 31st of each calendar year prior to the Completion of Construction.

“Construction Phase of Project” means the period of time between the Commencement of Project and Completion of Construction.

“Commencement of Project” means the initiation by the Applicant of any material physical improvements made to land or real property within the Project Area after the Effective Date of this Agreement, consistent with the site and building plans approved by the City for the Project.

“Completion of Construction” means the passage of final inspection and/or issuance of a Certificate of Occupancy by the City for the Project, whichever occurs first.

“Effective Date of this Agreement” means the date on which all of the Incentives requested in the Applicant's application(s) are granted.

“Full-time Equivalent (FTE)” means a combination of full-time and part-time employees that represents all employees as a comparable number of full-time employees.

“Incentive” means a reimbursement from new tax revenue generated from a new development project or a reduction in City taxes levied on new real or personal property, or other financial benefit to Applicant from the City, for a limited number of years as specified in the applicable Incentive agreement, and which may include, but is not limited to, those authorized by the Obsolete Property Rehabilitation Act (Public Act 146 of 2000, as amended), Neighborhood Enterprise Zone Act (Public Act 147 of 1992, as amended), Brownfield Redevelopment Financing Act (Public Act 381 of 1996, as amended), Plant Rehabilitation and Industrial Development Districts (Public Act 198 of 1974, as amended), and the Personal Property Tax Exemption authorized by Public Act 328 of 1998.

“Lansing-based Firm” means a business entity that owns or leases an operationally-staffed office, warehouse, distribution center, wholesale or retail store, or other place of business, located within the corporate limits of the City.

“LEDC” means the Lansing Economic Development Corporation.

“Local Labor” means employees whose permanent domicile address is within the corporate limits of the City.

“Michigan Labor” means employees whose permanent domicile address is within the state of Michigan.

“Michigan-based Firm” means a business entity that owns or leases an operationally-staffed office, warehouse, distribution center, wholesale or retail store, or other place of business, located within the State of Michigan.

“Project” means the improvement of land or real property through private investment and/or creation or retention of jobs in the City as defined in this Agreement.

“Project Area” means the property parcel(s) upon which the Project will occur.

“Project Completion” means the Project has been completed per this Agreement

“Project Completion Date” means the date when Project Completion occurs.

“Project Completion Report” means a detailed written report and signed affidavit attesting to the of the Applicants attainment of the Applicants Project Commitments.

“Project Performance Measures” means the qualitative and quantitative measures of a completed Project’s size and scope.

“Regional Labor” means employees whose permanent domicile address is within the Michigan Counties of Clinton, Eaton or Ingham.

“Regional-based Firm” means a business entity that owns or leases an operationally-staffed office, warehouse, distribution center, wholesale or retail store, or other place of business, located within the Michigan Counties of Clinton, Eaton or Ingham.

III. APPLICANT INFORMATION

A. Name of Project: 2231 W. Willow Street

B. Address Location of Project: 2231 W. Willow Street, Lansing, MI 48917

C. Business Name of Applicant: AM Land Holdings, LLC

D. Name of Applicant’s Parent Company: (if applicable):

N/A

E. List Applicant’s Managing Partner:

Joseph Brooks 50 %

G. List all Federal, State or other incentives and their estimated value that may be part of this Project:

N/A

H. Name of Financial Institution(s) funding the Project (if unavailable upon execution of this Agreement, Applicant agrees to furnish commitment letter(s) from lending institution(s) to the LEDC when available):

SBA

I. The City Treasurer has verified in writing that the Applicant is not delinquent or late on any property taxes owed to the City for all properties in which the Applicant has an ownership interest of greater than 50%.

J. The City Treasurer has verified in writing that the Applicant, if an employer in the City, is in compliance with all required City wage withholding and income reporting requirements for all of its employees.

K. The City Treasurer has verified in writing that the Applicant is not delinquent or late on any corporate or other business income taxes owed to the City. Further, that the Applicant has submitted all applicable City Treasurer forms required for the payment and collection of taxes for Applicant.

L. LEAP has verified that all application fees due have been paid in full by the Applicant.

M. The City Attorney has received a written and signed affidavit from the Applicant and each person that has a 20% or greater ownership interest in the Applicant. The affidavit shall state either: (A) that the person is not currently engaged in litigation with the City, or (B) that the person is currently engaged in litigation with the City and has provided a basic description of the litigation.

#### IV. PROJECT DETAILS

A. Project Description:

See Attached OPRA Part 2: Application Documents

B. Project Area:

The location of the Project is commonly known as 2231 W. Willow Street and legally described as follows:

[Insert all parcel numbers with their respective legal descriptions here]

Parcel #33-01-01-08-301-004  
BEG AT W 1/4 COR OF SEC 8; TH S89DEG59'25"E 338.96 FT ALONG E & W 1/4 LINE; TH S00DEG05'11"W 317 FT; TH N89DEG59'25"W 339.45 FT PAR WITH E & W 1/4 LINE; TH N00DEG10'29"E 317 FT ALONG SAID W LINE TO BEG; T4N R2W, CITY OF LANSING, INGHAM COUNTY SPLIT/COMBINED ON 08/29/2018 FROM 33-01-01-08-301-012, 33-01-01-08-301-002; SPLIT/COMBINED ON 02/07/2023 FROM 33-01-01-08-301-003;

C. Below is a list of City Incentive(s) requested for Project and number of years requested for each:

Obsolete Property Rehabilitation Exemption	12	Years
_____	_____	Years
_____	_____	Years
_____	_____	Years

D. List all federal, state or other incentives and their estimated value that may be part of the Project:

N/A \_\_\_\_\_  
\_\_\_\_\_

E. Name of financial institution(s) funding the Project (if uncertain upon execution of this Agreement, Applicant agrees to furnish commitment letter(s) from financial institution(s) to the LEDC when available):

SBA \_\_\_\_\_  
\_\_\_\_\_

F. Estimated total investment in real property improvements for the Project. (Do not include real property purchase prices or soft costs such as architectural, engineering, financing and legal fees and other pre and post-construction expenses): \$ 703,545

G. Estimated total investment in personal property to be located in the Project Area. (Do not include personal property that was previously purchased by the Applicant in connection with another location or project within the City of Lansing, provide this information separately): \$ 250,000

H. Estimated number of new, permanent full-time equivalent Jobs Created (FTE) upon Project Completion: 30

I. Estimated average hourly wage or annual salary of new permanent Jobs created at Project Completion: \$ 70k / yr average annual wage.

J. Will these new jobs provide fringe benefits, such as medical and dental insurance and retirement contributions? yes Estimate the average hourly rate or annual amount attributable to such benefits 3,960 / yr.

K. Estimated number of permanent, full-time equivalent Jobs Retained (FTE) upon Project Completion: 30

L. Estimated average hourly wage or annual salary of Jobs Retained: \$70k / yr \_\_\_\_\_ average annual wage.

M. Will these retained jobs provide fringe benefits, such as medical and dental insurance and retirement contributions? yes Estimate the average hourly rate or annual amount attributable to such benefits 3,960 / yr.

N. Estimated average number of full-time equivalent (FTE) construction jobs onsite during the Construction Phase of Project: 15

O. Estimated average hourly wage of full-time equivalent (FTE) construction jobs onsite during the Construction Phase of Project (if applicable): \$ 35/ hr per hr.

P. Will these construction jobs provide fringe benefits, such as medical and dental insurance and retirement contributions? unknown Estimate the average hourly rate or annual amount attributable to such benefits n/a.

#### V. TERMS AND CONDITIONS FOR PROJECT COMPLETION

The Parties acknowledge that the Applicant has made representations contained within its application, and the additions above, with the purpose and intent of City's reliance thereon, as well as for compliance with the Act, as amended, and the City relies upon these representations in its determination that the Incentive should be approved.

The Applicant and the City desire to enter into this Agreement whereby the Applicant and City specify and agree on the Applicant's Project Commitments under which the Incentive will be granted. Nothing in this Agreement supersedes or diminishes any rights of the City or the State of Michigan established by federal, state, or local law or regulations.

NOW, THEREFORE, in consideration of the above recitals and premises set forth above, and the mutual covenants, agreements, and promises herein contained and pursuant to all state and federal laws, the Parties agree the City verified fulfillment of the following Applicant Project Commitments will meet the City's requirements for Project Completion:

#### Applicant Project Commitments:

##### A. Commitment to Commencement and Completion of Project Dates:

Applicant agrees the Commencement of Project shall occur by: 06/01/2026

Applicant agrees the Project Completion Date shall be no later than: 12/31/2026

B. Commitment to Hiring Local Labor and Lansing-based Firms:

The Parties, in order to clarify the intent that projects receiving development incentives from the City employ as much Local Labor as is reasonably possible agree as follows:

1. The Applicant agrees and commits to employing and contracting with as much Local Labor and Lansing-based Firms as commercially practical to complete the Construction Phase of the Project. After Local Labor and Lansing-based Firms have been deemed exhausted, the Applicant agrees and commits to employing and contracting with Regional, and then Michigan, Labor and Firms, with notice to the LEDC at each step, as described below.

2. Local Labor Preference:

a. Applicant agrees that if it deems necessary to not hire Local Labor or Lansing-based Firms for any portion of the Construction Phase of the Project, Applicant must, within 30 business days of Commencement of Project, provide to the LEDC a written statement of that fact and an explanation of why it was necessary.

b. Applicant agrees that once it has deemed necessary to not use Local Labor or Lansing-based Firms, it will focus next on Regional Labor or Regional-based Firms to complete the Construction Phase of the Project. If Applicant deems necessary to not hire Regional Labor or Regional-based Firms for any portion of the Construction Phase of Project, Applicant must, within 30 business days of Commencement of the Project, provide to the LEDC a written statement of that fact and an explanation of why it was necessary.

c. Applicant agrees that once it has deemed necessary to not use Regional Labor or Regional-based Firms, it will focus next on Michigan Labor or Michigan-based Firms to complete the Construction Phase of the Project. If Applicant deems necessary to not hire Michigan Labor or Michigan-based Firms for any portion of the Construction Phase of Project, Applicant must, within 30 business days of Commencement of the Project, provide to the LEDC a written statement of that fact and an explanation of why it was necessary.

3. Applicant (if applicable) agrees to post, and to contractually require its agents to post, all initial bid solicitations or request for bids (“Bid Solicitations”) by the Applicant or their agents for a minimum of 15 days (“Posting Period”) on the Builders Exchange of Lansing and Central Michigan (“Builders Exchange”) and to document such Bid Solicitations, unless Applicant deems the use of certain contractors or subcontractors are critical to the success of the Project or portions of the Project. If Applicant bypasses Builders Exchange because it deems the use of a certain contractor or subcontractor as critical to the success of the Project or portions of the Project, Applicant must, within 30 business days of such hiring, provide to the LEDC a written statement of that fact and an explanation of why the use of the contractor or subcontractor was so critical. The Bid Solicitations must be available to all Builders Exchange users.

4. Within 45 business days of the Commencement of Construction and at the close of each quarter of the fiscal year thereafter, the Applicant must provide to the LEDC, a list of all contractors and subcontractors selected to enter into an agreement to perform all or part of the work solicited in the Bid Solicitation (“Selected Bidders List”). The Selected Bidders List must include the following information:

- a. Business Name
- b. Address (number, street, and apt. or suite no.)
- c. City, state, and ZIP code
- d. Telephone Number
- e. Employer ID Number (EIN)
- f. Primary Contact Person (Authorized Representative)
- g. Corresponding Builders Exchange Bid Solicitation Number

5. The Applicant will not be required to participate in the above Bidding Process, if doing so would result in the violation of federal rules, including but not limited to, homeland security or the disclosure of classified information.

6. The City acknowledges and agrees that some information submitted by Applicant is confidential and proprietary. Accordingly, the City agrees to reasonably assert to the extent applicable to the information provided and as allowable by law, that such information reported by Applicant to the City is exempt from disclosure pursuant to, including without limitation Section 13 of, the Michigan Freedom of Information Act, 1976 PA 442, as amended.

C. Commitment to Pay City Income and Property Taxes:

1. Applicant agrees to notify the City Treasurer and City Assessor of any and all ownership or legal structure changes during the term of any incentives approved for the Project.
2. Applicant recognizes that all employees, contractors and sub-contractors related to this Project are required to pay all City individual income taxes. Applicant further recognizes that all contractors and sub-contractors are required to report annually to the City Treasurer all gross individual income taxes paid and current residential addresses of all employees. The Applicant is not required to withhold, pay or be responsible for City Income Tax for or on behalf of the general contractor(s)/construction manager(s) or any subcontractors working on the Project. The Applicant agrees to allow and facilitate the display, in a prominent place for everyone at the Project site to see, of an informational poster containing details about the obligation to pay, and steps for paying, City Income Tax. The Applicant’s agreement with its general contractor(s)/construction manager(s) shall require the general contractor(s)/construction manager(s) to include in subcontractor agreements language notifying subcontractors of their individual and corporate obligation to comply with all City Income Tax requirements, including: the obligation to make

quarterly estimated tax payments if withholding is not being done, and to quarterly provide to the City Treasurer a list of all employees active on the Project. All such information collected for purposes of City Income Tax requirements are confidential per the Uniform City Income Tax Act of Michigan.

3. Applicant agrees that if property taxes applicable to the personal property owned by the Applicant that is identified with the Project are not paid within the time permitted by law for payment without penalty during the life of the Incentive being granted by this Agreement, the City may exercise any and all remedies available to it under law, including the commencement of litigation to recover the amount of tax and interest thereon.
4. Applicant agrees that if any property tax applicable to the real property owned by the Applicant that is identified with the Project is not paid within the time permitted by law for payment without penalty during the life of the Incentive being granted by this Agreement, the City may exercise any and all remedies available to it under law, including the commencement of litigation to recover the amount of tax and interest thereon.

D. Commitment to Project Performance Measures:

The Applicant and the City agree the Applicant must meet all the following “Project Performance Measures”:

1. A minimum of \$ 700,000 in private investment shall be expended on improvements to the Project’s real property.
2. A minimum of \$ 930,000 in private investment shall be expended to purchase and locate personal property for the Project.
3. The Project shall create 20 new, permanent full-time equivalent jobs.
4. The Project shall retain 0 permanent full-time equivalent jobs.
5. Other Project-Specific Performance Measures as agreed upon by the Parties in this Agreement: \_\_\_\_\_  
(Attach more pages if necessary)

E. Commitment to Reporting Requirements:

Prior to Project Completion the Applicant shall file an Annual Report with the LEDC on the Applicant's progress toward fulfilling their Applicant Project Commitments: Reports shall be submitted in compliance with all LEDC reporting requirements. Applicant understands and agrees that the information submitted to the LEDC will be available for public viewing, unless prior approval is requested and granted for specific confidential business information that is not subject to disclosure under the Freedom of Information Act (Public Act 442 of 1976, being MCL 15.231 et. seq., as amended). The Applicant shall file an Annual Report, Exhibit A, to the LEDC by no later than January 31<sup>st</sup> of each year for the term of this Agreement or upon Project Completion, whichever occurs first.

No later than sixty (60) days after the Project Completion Date, the Applicant shall provide in writing to the LEDC a Project Completion Report that includes a detailed written documentation and a signed affidavit attesting to the Applicants fulfillment of the Applicant Project Commitments Exhibit B. Within 60 days of receiving the Project Completion Report, or 90 days after the end of the Project Completion Date, the LEDC shall review all submitted documents for completeness and forward to the City Administration.

Within 60 days after receiving the Project Completion Report and supporting documents the City Administration shall review and determine if the Applicant has met all Terms and Conditions of Project Completion. Upon determining the Applicant Project Commitments were fulfilled, the City's Chief Executive Officer shall notify the Applicant in writing that Project Completion has been achieved per this Agreement.

If the City Administration finds the Applicant Project Commitments have not been met per this Agreement, the Applicant will be notified in writing and given a thirty (30) day extension to provide additional documentation to the City. Within 60 days after the end of the extension period, the City Administration shall make its final review and determine if the Applicant Project Commitments were fulfilled. Upon determining the Applicant Project Commitments were fulfilled, the City's Chief Executive Officer shall notify the Applicant in writing that Project Completion has been achieved per this Agreement. If the City Administration determines the Applicant has not fulfilled the Applicant Project Commitments per this Agreement, the Applicant will be considered in default of the Agreement.

## VI BREACH OF AGREEMENT BY APPLICANT

Failure of performance or non-compliance with this Agreement and to the, Terms and Conditions for Project Completion, shall constitute a breach of this Agreement by Applicant and, in addition to other available remedies available to the City under this Agreement and under law and regulation, shall subject the Applicant to incentive revocation and/or the suspension of the incentive. Further, such failure and non-compliance shall be considered as relevant information in consideration of the approval of all future incentive applications to the LEDC, LBRA, or City by the Applicant or any person or entity with (25%) or more ownership in the Project.

### A. Default by Applicant

If Applicant shall fail to perform any of its obligations under this Agreement, including any of the Terms and Conditions for Project Completion, the City shall provide written notice of such failure to perform and serve Applicant in person, or by certified mail with return receipt, of a Notice of Default specifying the performance failures. After service of the notice, the Applicant shall have a cure period of: ten (10) business days from the service of such notice to cure any monetary failure; and thirty (30) days to cure any non-monetary failure. If any failure to perform shall not have been cured by the expiration of the applicable cure period, then a “Default” by Applicant shall be deemed to have occurred and declared and the City may terminate this Agreement and shall have all rights and remedies at law, including Incentive Revocation.

### B. Default Procedures, Remedies

City shall have all the rights and remedies available at law, in equity or in this Agreement to enforce the rights and obligations under this Agreement. All remedies shall be cumulative, and none will be exclusive of any other. The exercise of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other such remedies for the same Default or breach or of any of its remedies for any other Default or breach by the other party. No waiver made by with respect to the performance, or manner or time thereof, or any obligation under the Agreement shall be considered a waiver of any rights with respect to the particular obligation or condition beyond those expressly waived in writing and to the extent thereof, or a waiver in any respect in regard to any other rights of the City.

## VII ADDITIONAL ITEMS

### A. City’s Rights

Nothing in this Agreement shall supersede the City’s ability to request the State Tax Commission to revoke the Incentive as otherwise provided, or as may hereafter be provided, under the Acts, as amended. Nothing in this Agreement supersedes or diminishes any rights of the City or the State of Michigan established by federal, state, or local law or regulations.

B. Governing Law

This Agreement shall be construed in accordance with Michigan law.. All actions arising from this Agreement shall be brought in a state court of competent jurisdiction in Ingham County, Michigan, or in the federal courts in the Western District of Michigan, Southern Division.

C. Ambiguity

This Agreement and all its terms and conditions shall be considered as if drafted by both Parties.

D. Assignability

The Developer shall have the right with the City's written approval, including fulfillment of any conditions contained in such approval, to assign or transfer this Agreement with allof their rights, title and interests therein to any person, firm or corporation at any time during the term of this Agreement. Developer shall provide the City with written notice of any intent to assign, or transfer all or a portion of the Project, at least 30 days in advance of such proposed action. Developer may free itself from further obligations relating to the assigned interest, if approved by City, provided that the permitted assignee expressly assumes the obligations under this Agreement as provided herein.

E. Notices

All notices and other communications required or permitted under this Agreement must be in writing, shall be addressed to the Party to be notified at the address set forth below or at such other address as each Party may designate for itself from time to time by notice hereunder, and shall be deemed to have been given, delivered or served upon the earliest of: (i) 5 business days after deposit in the U.S. Mail, for delivery by certified or registered mail, with proper postage prepaid and return receipt requested, or (ii) 1 business day after deposit with a nationally recognized overnight delivery carrier for next day delivery, or (iii) on the date of personal delivery.

If to Developer: Joseph Brook  
25886 Hersheyvale Drive  
Franklin, MI 48025

With a copy to:

If to the City:

With a copy to:

F. Right in Third Parties

This Agreement is not intended nor shall it create any rights, expectations or benefit to any third party, including but not limited to, any creditor of the Parties.

G. Severability

The invalidity of any portion of this Agreement shall not affect the validity of the remainder thereof.

H. Subsequent Waivers

One or more waivers of any provision, covenant, or condition of this Agreement shall not be construed as a waiver of a subsequent breach of the same provision, covenant, or condition, or as a waiver of a subsequent breach of other provisions, covenants, or conditions. The consent or approval to or for any act shall not be deemed to render unnecessary the consent or approval to or for any subsequent similar act.

I. Termination

Unless terminated earlier pursuant to the terms and conditions of this Agreement, this Agreement shall terminate on: This Agreement terminates upon the end of the life of the incentive, or upon written agreement of the Parties.

J. Covenant to Abide by Law

In the performance of all Project activities, Applicant agrees to abide by federal, state, and local law and regulation.

K. Amendments and Modification

The term and conditions of this Agreement cannot be waived, modified or amended unless agreed and executed in writing by both Parties.

L. Entire Agreement

This Agreement contains the entire Agreement between the Parties and any representations, oral or written, which occurred between the Parties prior to the date of execution of this Agreement and which are not contained in this Agreement are not binding on either Party.

M. Delays, Extensions and City Approval

In the event of an unavoidable delay (“Enforced Delay”) in the performance by the Developer of its obligations under this Agreement due to unforeseeable causes beyond its control and without fault or negligence, including, but not restricted to, acts of God or acts of war or terrorism; legislative regulatory acts of the federal, state, county, city or local government that directly impact the Project; acts of the judiciary not resulting from the Developer’s breach of this

Agreement or fault of the Developer, including injunctions, temporary restraining orders and decrees; fires; floods; epidemics; unanticipated and reasonably unforeseen environmental contamination not discoverable by the exercise of reasonable Developer due diligence; strikes; lock-outs, labor trouble; inability to procure materials; failure of power; riots, insurrection, war, acts of gross negligence of the City or its agents or other reason of like nature not the fault of the Developer, the time for performance of such obligations shall be extended for the period of the Enforced Delay. Provided, however, in order to claim any such time extension or period of Enforced Delay, Developer shall notify City of such claim no later than ten days from the occurrence of any such unforeseeable cause arising under this Section VII (M).

With respect to any matters that are within the discretion or approval of the City, the City shall: (i) act reasonably in all dealings with the Developer, (ii) not unreasonably withhold, condition, or delay any approvals within its discretion, and (iii) act reasonably to assist the Developer in completion of the Project.

N. Cooperation

The Parties shall take such further actions and deliver and execute such additional documents as are reasonably necessary to effectuate the terms and intent of this Agreement. The Parties shall work cooperatively to obtain any and all permits, approvals, waivers, certificates of occupancy, rental licenses, liquor licenses, and any other approval required to effectuate the Parties' intent contemplated under the terms of this Agreement.

O. Prior Activities

This Agreement shall not govern the activities of the Developer prior to the Effective Date of this Agreement.

P. Authority

The City and the Developer each warrant and represent to the other that this Agreement and the terms and conditions thereof have been duly authorized and approved by, in the case of the City, its City Council and all other authorities whose approval may be required as a precaution to the effectiveness hereof, and as to the Developer, by the members or managers thereof, as applicable. The Parties agree to provide such opinions of counsel as to the due authorization and binding effect of this Agreement as the other Party shall reasonably request.

Q. Survival

The terms, conditions, promises, representations, obligations, and covenants set forth in Section V (C) shall survive Project Completion and the terms, conditions, promises, representations, obligations, and covenants set forth in Sections VI and VII shall survive any termination of this Agreement.

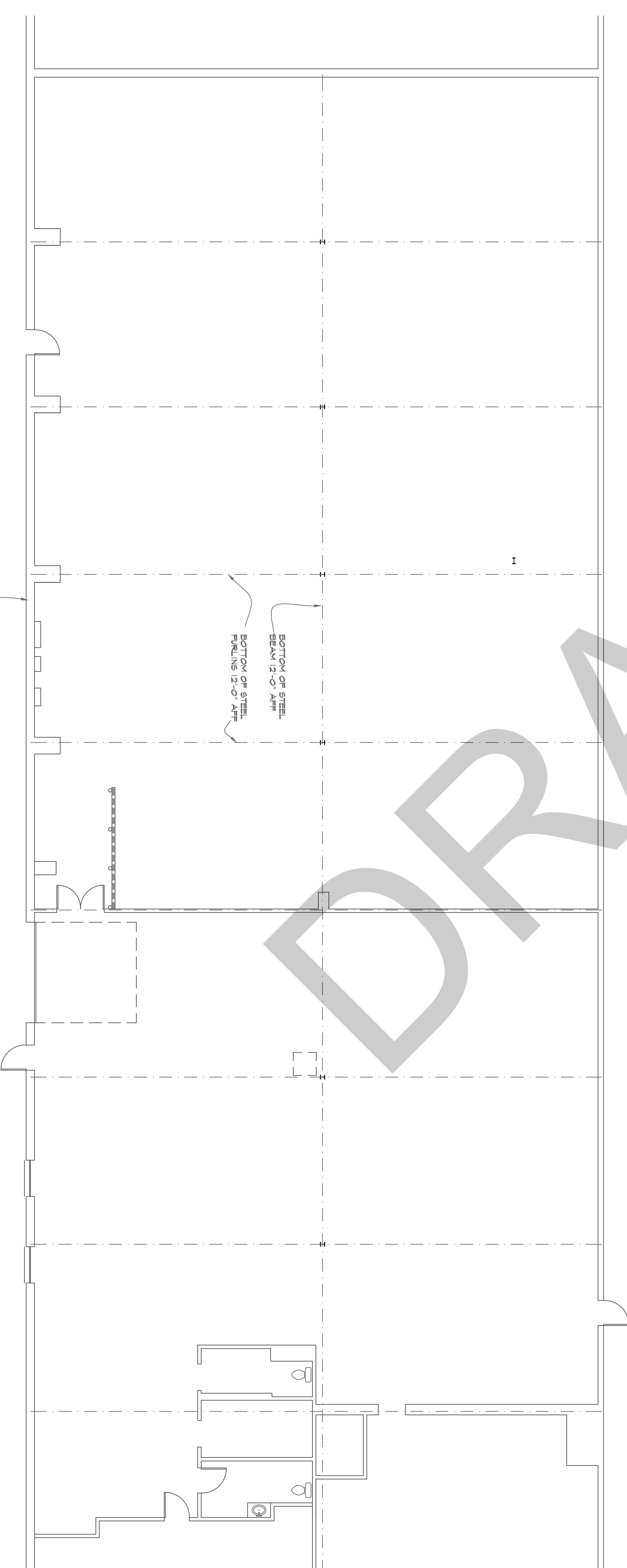


***ATTACHMENT 5***

***PROPOSED RENOVATION  
& DEVELOPER EXPERINECE***



WALL LEGEND	
EXISTING WALL	—————
DEMOLITION WALL	- - - - -
NEW WALL	—————
BRICK	
MASONRY BLOCK	XXXXXXXXXX




  
 N
   
 EXISTING FLOOR PLAN
   
 SCALE: 1/8"=1'-0"

REVISIONS		
NO.	DATE	DESCRIPTION/REVISION
1	11.13.25	ADDendum 1

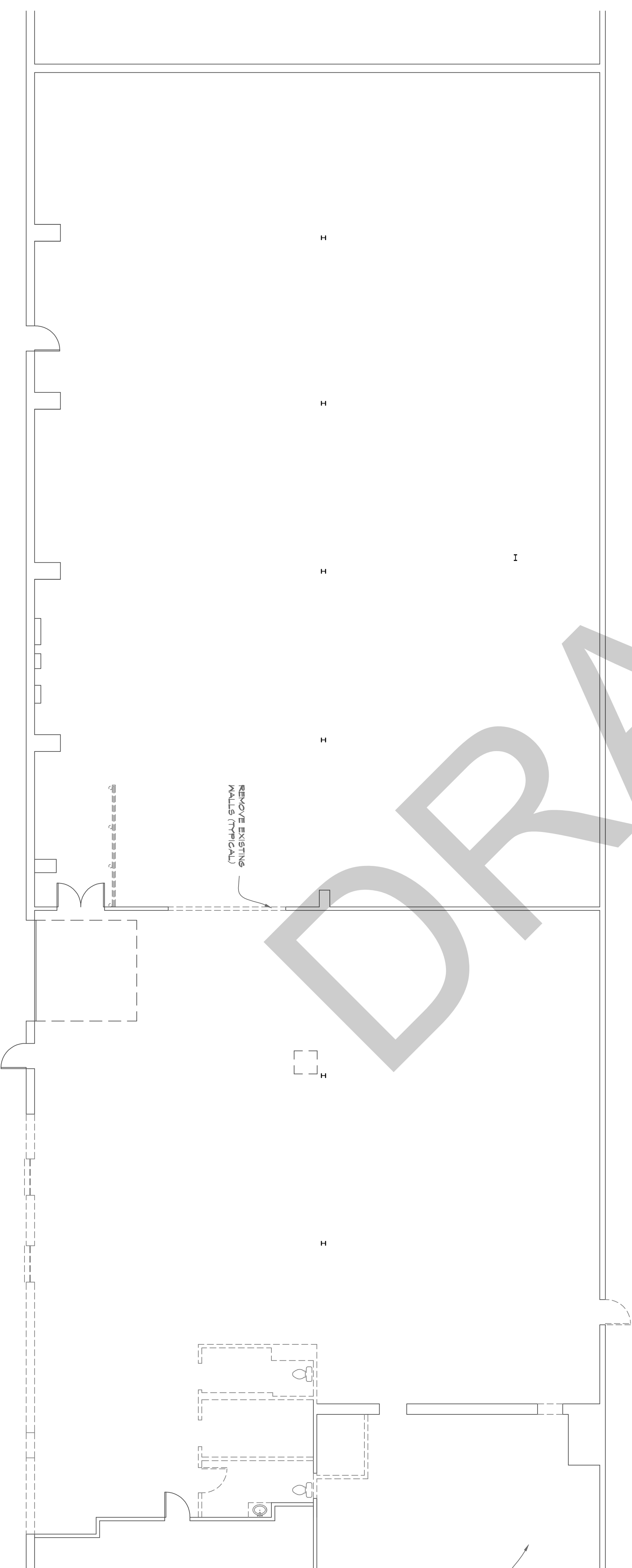
A PROPOSED INTERIOR RENOVATION FOR:  
**AM LAND HOLDINGS, LLC**  
 2231 WEST WILLOW  
 LANSING, MICHIGAN 48917

**ZACK M OSTROFF & ASSOCIATES**  
 RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER  
 web: www.zoarchitecture.com  
 email: zack@zoarchitecture.com  
 PH.248.425.4190

THIS DRAWING, AS AN INSTRUMENT OF SERVICE, IS AND SHALL REMAIN THE PROPERTY OF THE DESIGNER AND SHALL NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY MANNER WITHOUT THE PERMISSION OF THE DESIGNER.  
 THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS WITH EACH PHASE OF HIS WORK.

SHEET TITLE	EXISTING FLOOR PLAN
SHEET SCALE	AS NOTED
PROJECT NO.	25-056
DATE	08.31.25
SHEET NUMBER	A-1

WALL LEGEND	
EXISTING WALL	—————
DEMOLITION WALL	- - - - -
NEW WALL	—————
BRICK	
MASONRY BLOCK	XXXXXXXXXX



DEMOLITION FLOOR PLAN  
SCALE: 1/8"=1'-0"



REVISIONS		
NO.	DATE	DESCRIPTION/REVISION
1	11.13.25	ADDendum 1

A PROPOSED INTERIOR RENOVATION FOR:  
**AM LAND HOLDINGS, LLC**  
2231 WEST WILLOW  
LANSING, MICHIGAN 48917

**ZACK M OSTROFF & ASSOCIATES**  
RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER  
web: www.zoarchitecture.com  
email: zack@zoarchitecture.com  
PH.248.425.4190

MEMBER  
**AIIBID**

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THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS WITH EACH PHASE OF HIS WORK.

SHEET TITLE  
**DEMOLITION FLOOR PLAN**

SHEET SCALE  
**AS NOTED**

PRODUCT NO.  
**25-056**

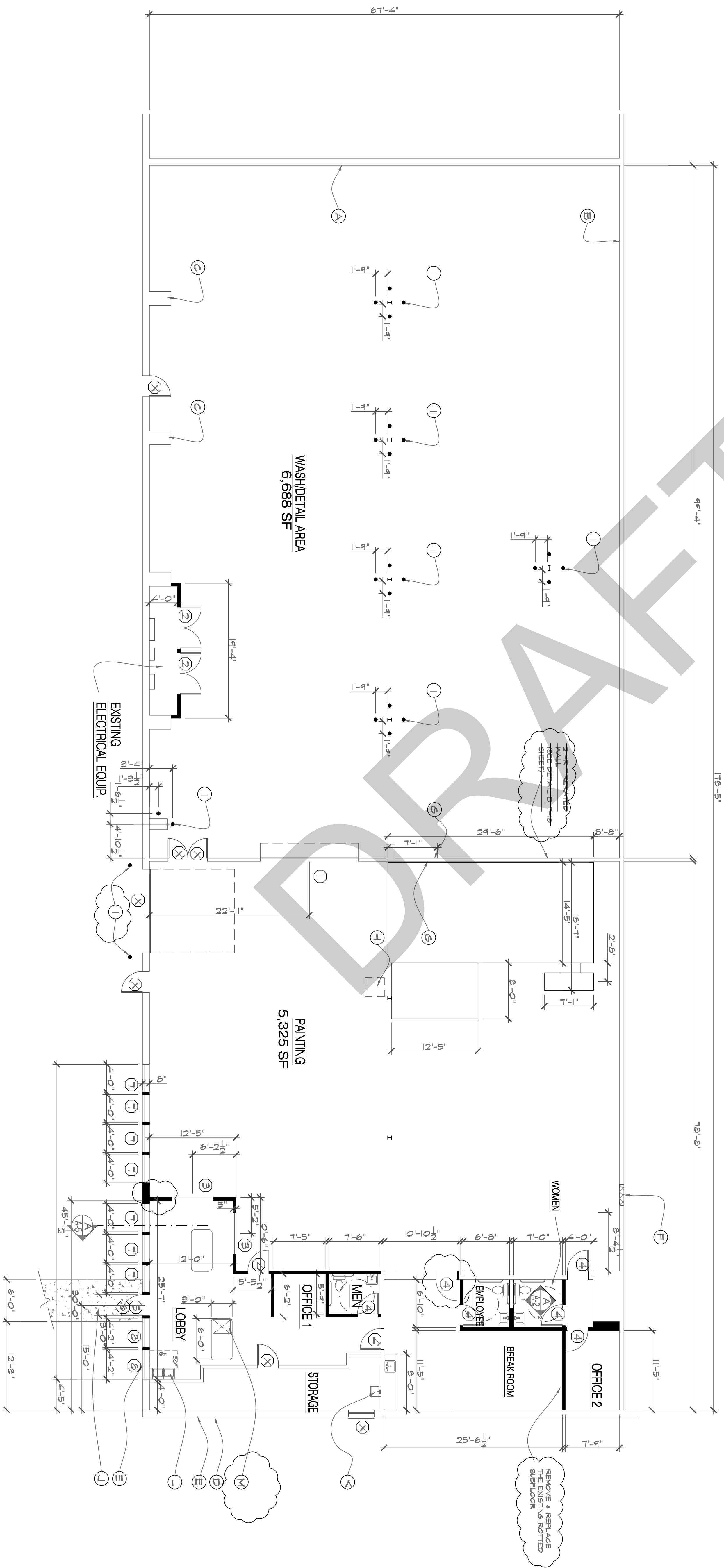
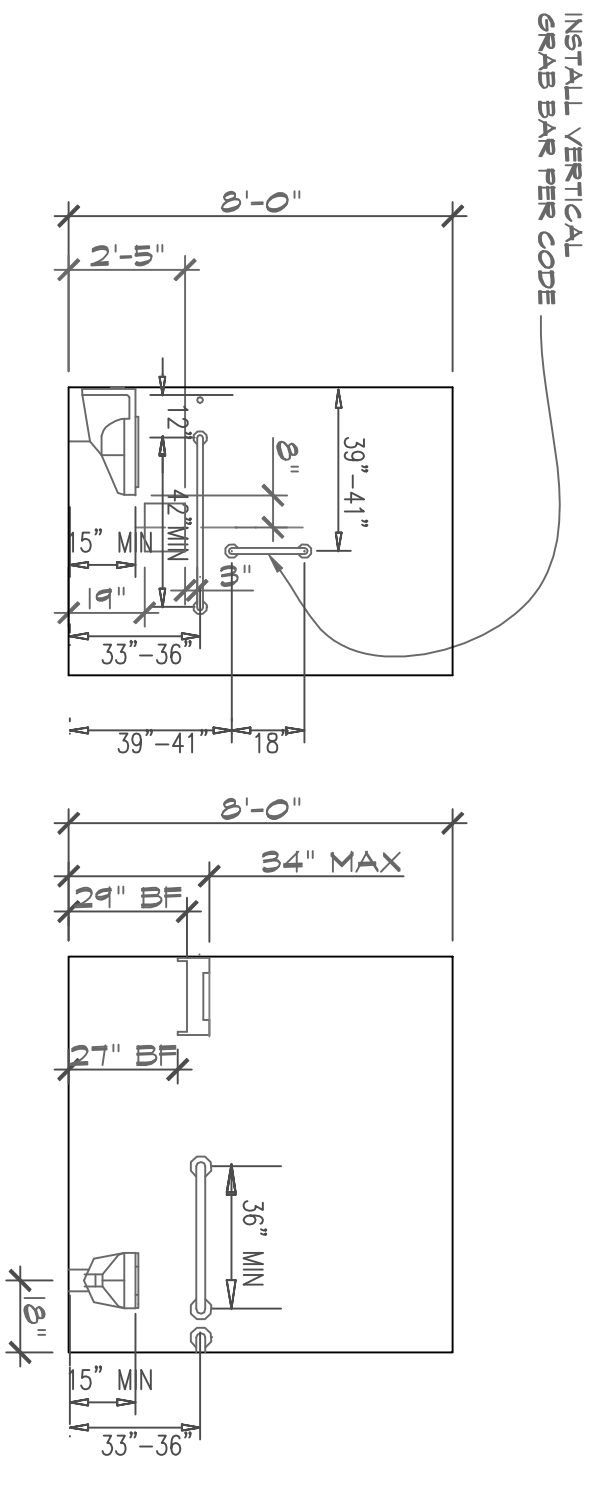
DATE  
**08.31.25**

SHEET NUMBER  
**D-1**

WALL LEGEND	
EXISTING WALL	—————
DEMOLITION WALL	- - - - -
NEW WALL	—————
BRICK	XXXXXXXXXX
MASONRY BLOCK	XXXXXXXXXX

MATERIAL SPECIFICATIONS	
A	PAINT EXISTING MASONRY WALL
B	PATCH EXISTING MASONRY WALL
C	NEW 1/2" GYPSUM BOARD LIP
D	PAINT EXISTING SIDING
E	PAINT EXISTING BRICK & TUCKPOINT AS NECESSARY
F	FILL IN EXISTING WALL
G	NEW FIRE WALL COVERING
H	REMOVE & REPLACE EXISTING FLOOR GRATE
I	6" BOLLARDS
J	6'-0" WIDE CONC. WALK - CONNECT TO WALKING LOT
K	ADA DRINKING FOUNTAIN
L	ADA DRINKING FOUNTAIN
M	30" X 36" BANNER-TYPE COUNTER

2 Hour Fire-Rated Construction Construction Detail	Non-Loadbearing Description	Test Number	Acoustical Performance STC, Test Number	Reference Index
	• 1/2" Sheetrock Firecode C Core gypsum panels - 2-1/2" 2x gauge steel studs 24" o.c. - 1" Trexurex SAFB - RC-1 channel or equivalent one side, spaced 24" o.c. - double layer gypsum panels screw-attached to channel, two layers screw-attached to steel studs - face layer joints finished • optional verter plaster	UL Dns U454	57 USG-871207 Based on 5/8" thick panels 60 RAL-TL-87-154 61 RAL-TL-88-214 Based on 5/8" thick panels 63 RAL-TL-87-141 Based on 6" 20 gauge structural studs and 5" mineral wool batt 62 RAL-TL-84-139 Based on 5/8" thick panels, 6" 20 gauge structural studs and 5" mineral wool batt	A-24



PROPOSED FLOOR PLAN  
SCALE: 1/8"=1'-0"



SHEET TITLE <b>PROPOSED FLOOR PLAN</b> DETAILS	SHEET SCALE AS NOTED	PROJECT NO. 25-056	DATE 08.31.25	SHEET NUMBER <b>A-2</b>	THIS DRAWING, AS AN INSTRUMENT OF SERVICE, IS AND SHALL REMAIN THE PROPERTY OF THE DESIGNER. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. THE DESIGNER ASSUMES NO LIABILITY FOR ANY DAMAGE, LOSS, OR INJURY, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR FROM THE USE OF THIS DRAWING BY ANY OTHER PARTY WITHOUT THE PERMISSION OF THE DESIGNER. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS WITH EACH PHASE OF HIS WORK.	ZACK M OSTROFF & ASSOCIATES RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER web: www.zoarchitecture.com email: zack@zoarchitecture.com PH.248.425.4190	A PROPOSED INTERIOR RENOVATION FOR: <b>AM LAND HOLDINGS, LLC</b> 2231 WEST WILLOW LANSING, MICHIGAN 48917	MEMBER <b>AIIBID</b>
						REVISIONS <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>APPROVAL/RELEASING</th> </tr> <tr> <td>1</td> <td>11.13.25</td> <td>ADDENDUM 1</td> </tr> </table>	NO.	DATE
NO.	DATE	APPROVAL/RELEASING						
1	11.13.25	ADDENDUM 1						

NO.	DATE	APPROVAL/RELEASING	REVISIONS	QUANTITY
1	11.13.25	ADDENDUM 1		

NO.	DESCRIPTION	REMARKS	QUANTITY
1	1/2" OVERHEAD ROLL-UP DOOR	NO FINISH TREATMENT - PAINT OTHER	1
2	12"x60" SWING	NEW MASONITE INTERIOR DOOR	2
3	12"x60" FIXED (TEMPERED)		2
4	36"x64" DOOR (INTERIOR)	NEW MASONITE INTERIOR DOOR	8
5	36"x64" DOOR (EXTERIOR)	STEEL / TEMP. GLASS EXTERIOR DOOR	
6	3'-0" x 4'-6"	FIXED TEMP. GLASS	1
7	4'-0" x 4'-0"	FIXED TEMP. GLASS	16
8	4'-3" x 4'-0"	FIXED TEMP. GLASS	4
9	EXISTING DOOR / WINDOW		

**NOTE:**  
 ALL TYPES OF DOORS INCLUDING THOSE WITH LOCKS AND LATCHES SHALL COMPLY WITH SECTION 1003.1. ONLY THE MAIN EXTERIOR DOOR IS ALLOWED TO HAVE A LOCK OR LATCH THAT OPERATES WITH A THUMB TURN OR KEY PROVIDING THE PROVISIONS OF SECTION 1003.1.3 ARE MET. ALL OTHER DOORS SHALL BE PROVIDED WITH A LOCK OR LATCH THAT OPERATES WITH A KEY OR HANDLE THAT OPERATES WITH A KEY OR HANDLE. SEE SECTION 1003.1.5 FOR MORE INFORMATION.  
 \* VERIFY WINDOW SIZES IN FIELD PRIOR TO ORDERING WINDOWS

**DOOR SCHEDULE**

ROOM NAME	FLOORS	BASE TRIM	WALLS - GYPSUM BOARD	CEILING	NOTES
WASH/DRETFALL	EPOXY COATING	NONE	PAINT (SEMI-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	
PAINTING	EPOXY COATING	NONE	PAINT (SEMI-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	
LOBBY	EPOXY COATING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	
OFFICE 1	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
OFFICE 2	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
WENS	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
WOMENS	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
EMPLOYEE BATH	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
STORAGE	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR
BREAKROOM	LVL FLOORING	NONE	PAINT (SEM-GLOSS) COLOR TBD	PAINT (FLAT) COLOR TBD	CLEANSEAL EXISTING CONC FLOOR

**FINISH SCHEDULE**

**INTERIOR FINISH:**  
 CLASS A FLAME SPREAD 0-25 SMOKE DEVELOPMENT 0-450  
 CLASS B FLAME SPREAD 26-75 SMOKE DEVELOPMENT 0-450  
 CLASS C FLAME SPREAD 76-300 SMOKE DEVELOPMENT 0-450

**MICHIGAN UNIFORM ENERGY CODE:**  
 THE BUILDING SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE MICHIGAN UNIFORM ENERGY CODE:  
 PART 100 REVISION 2009 TO 2006 IBC  
 1. EXISTING BUILDINGS - SECTION 4.1.2  
 2. ALTERATIONS - HEATING, VENTILATION AND AIR-CONDITIONING - SECTION 4.1.2.2.2  
 3. ALTERATIONS - POWER AND LIGHTING ALTERATION - SECTION 4.1.2.2.4 AND 4.1.2.2.5

**CONCEALED INSULATION:**  
 INSULATION WITHIN A CONCEALED SPACE SHALL MEET THE FOLLOWING REQUIREMENTS OF SECTION 714.2 AND 602.1 (2). EXCEPTION #1 ( FLAME SPREAD INDEX OF NOT MORE THAN 25 OR ICI WHERE INSTALLED BETWEEN TWO LAYERS OF NONCOMBUSTIBLE MATERIALS WITHOUT AN INTERVENING AIRSPACE AND A SMOKE-DEVELOPED INDEX OF NOT MORE THAN 450).

**INTERIOR FLOOR FINISH:**  
 A. TOILET ROOM FLOORS SHALL HAVE A SMOOTH HARD NONABSORBENT SURFACE THAT EXTENDS UPWARD ONTO THE WALL AT LEAST 6 INCHES (SECTION 1210.1)  
 B. WALLS WITHIN TWO FEET OF WATER CLOSETS SHALL HAVE A SMOOTH HARD NONABSORBENT SURFACE THAT EXTENDS UPWARD ONTO THE WALL AT LEAST FOUR FEET (SECTION 1210.2)  
 C. TACTILE EXIT SIGNS:

A. TACTILE CHARACTERS SHALL BE 1/32" HIGH MINIMUM ABOVE THEIR BACKGROUND, RAISED BORDERS AND ELEMENTS THAT ARE NOT REQUIRED SHALL BE 5/16" INCHES MINIMUM FROM TACTILE CHARACTERS (SECTION 709.2.3 I.C.C./ANSI)  
 B. TACTILE CHARACTERS SHALL BE DUPLICATED IN BRaille. (SECTION 709.5 I.C.C./ANSI)  
 C. CHARACTER HEIGHT, VERTICALITY FROM THE BASELINE OF THE CHARACTER, SHALL BE 9/16" INCH MINIMUM, AND 3 INCHES MAXIMUM, BASED ON THE UPPERCASE LETTER "E". (SECTION 709.2.4.4 I.C.C./ANSI)  
 D. ATTIC SPACES:  
 ALL ENCLOSED ATTIC AND RAFTING SPACES FORKED WHERE CEILING ARE APPLIED DIRECTLY TO THE UNDERSIDE OF THE ROOF FRAMING MEMBERS SHALL HAVE CROSS VENTILATION FOR EACH SEPARATED SPACE (SECTION 1209.2)

**REVISIONS**

NO.	DATE	APPROVAL/RELEASING	REVISIONS
1	11.13.25	ADDENDUM 1	

**WINDOW SCHEDULE**

**DOOR SCHEDULE**

**FINISH SCHEDULE**

**AS NOTED**

PROJECT NO. 25-056

DATE 08.31.25

SHEET NUMBER A-4

A PROPOSED INTERIOR RENOVATION FOR:  
**AM LAND HOLDINGS, LLC**

2231 WEST WILLOW  
 LANSING, MICHIGAN 48917

MEMBER  
**AIIBID**

web: www.zackarchitecture.com  
 email: zack@zackarchitecture.com  
 PH.248.425.4180

**ZACK M OSTROFF & ASSOCIATES**  
 RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER

THIS DRAWING, AS AN INSTRUMENT OF SERVICE IS AND SHALL REMAIN THE PROPERTY OF THE DESIGNER AND SHALL BE RETURNED TO THE DESIGNER IMMEDIATELY UPON COMPLETION OF THE SERVICE OR AT THE REQUEST OF THE DESIGNER.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS WITH EACH PHASE OF HIS WORK.

**WINDOW SCHEDULE**

**DOOR SCHEDULE**

**FINISH SCHEDULE**

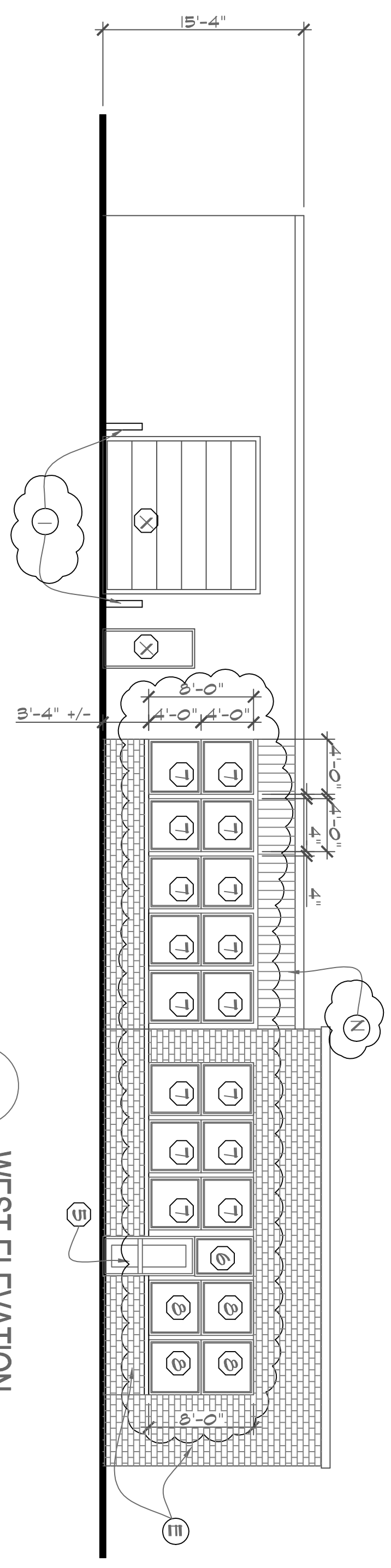
**AS NOTED**

PROJECT NO. 25-056

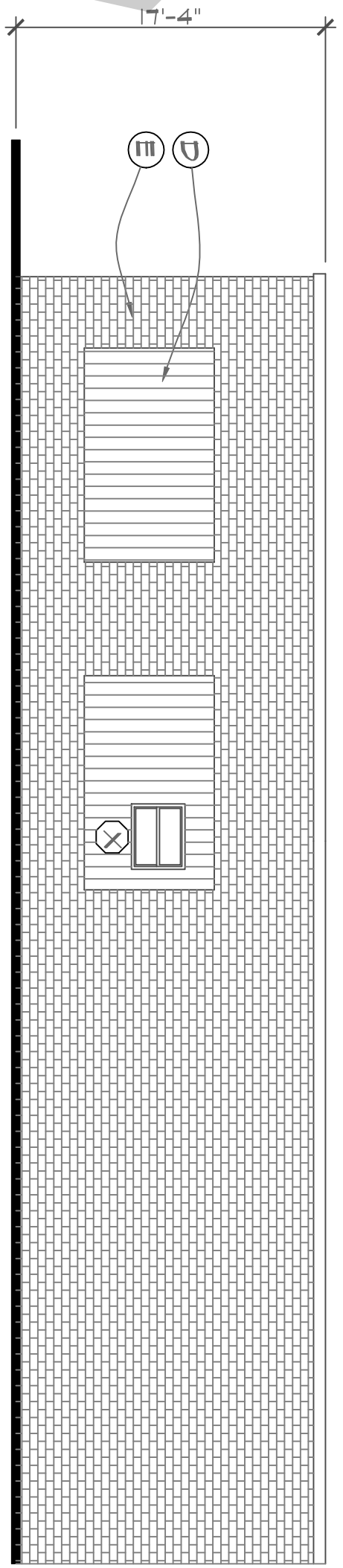
DATE 08.31.25

SHEET NUMBER A-4

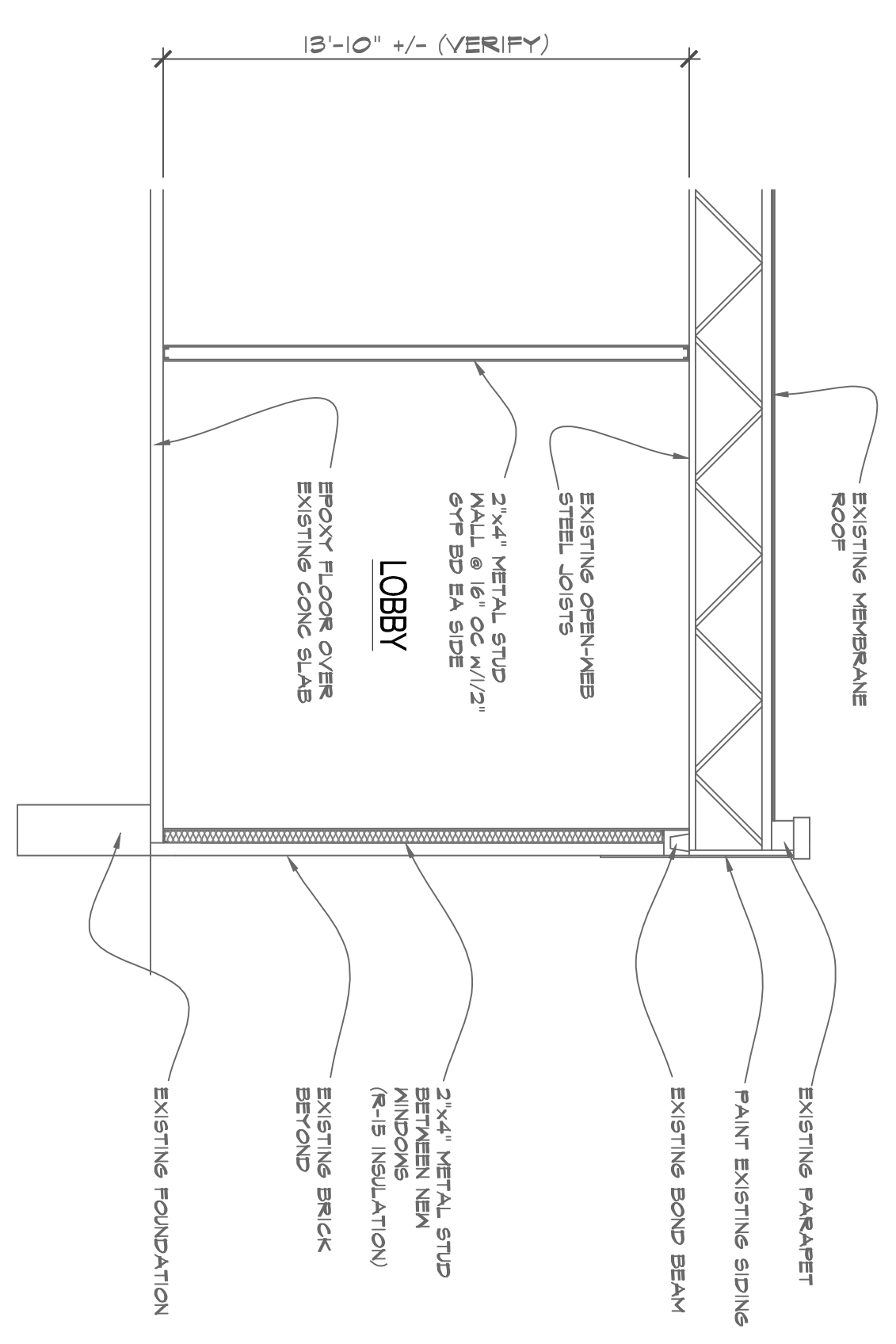
MATERIAL SPECIFICATIONS	
A	PAINT EXISTING MASONRY WALL
B	PATCH EXISTING FRP AS NECESSARY
C	NEW 1/2" GYPSUM BOARD LIP
D	PAINT EXISTING SIDING
E	PAINT EXISTING BRICK & TICKPOINT AS NECESSARY
F	FILL IN EXISTING WALL
G	NEW FRP WALL COVERING
H	REMOVE & REPLACE EXISTING FLOOR GRATE
I	6" BOLLARDS
J	6"x2" WIRE CONC WALK - CONNECT TO PARKING LOT
K	MOP SINK
L	ADA DRINKING FOUNTAIN
M	80"x 28"x BARRIER-FREE COUNTER
N	NEW CORNS AND METAL TRIM



WEST ELEVATION  
SCALE: 1/8"=1'-0"



NORTH ELEVATION  
SCALE: 1/8"=1'-0"



CROSS SECTION  
SCALE: 1/4"=1'-0"

DRAFT

REVISIONS		
NO.	DATE	REVISION/DESCRIPTION
1	11.13.25	ADDENDUM 1

A PROPOSED INTERIOR RENOVATION FOR:  
**AM LAND HOLDINGS, LLC**  
2231 WEST WILLOW  
LANSING, MICHIGAN 48917

**ZACK M OSTROFF & ASSOCIATES**  
RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER  
web: www.zoarchitecture.com  
email: zack@zoarchitecture.com  
PH.248.425.4190

MEMBER  
**AIA**  
BID

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SHEET TITLE  
**EXTERIOR ELEVATIONS CROSS SECTION**

SHEET SCALE  
**AS NOTED**

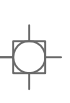









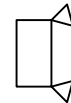

PROJECT NO.  
**25-056**

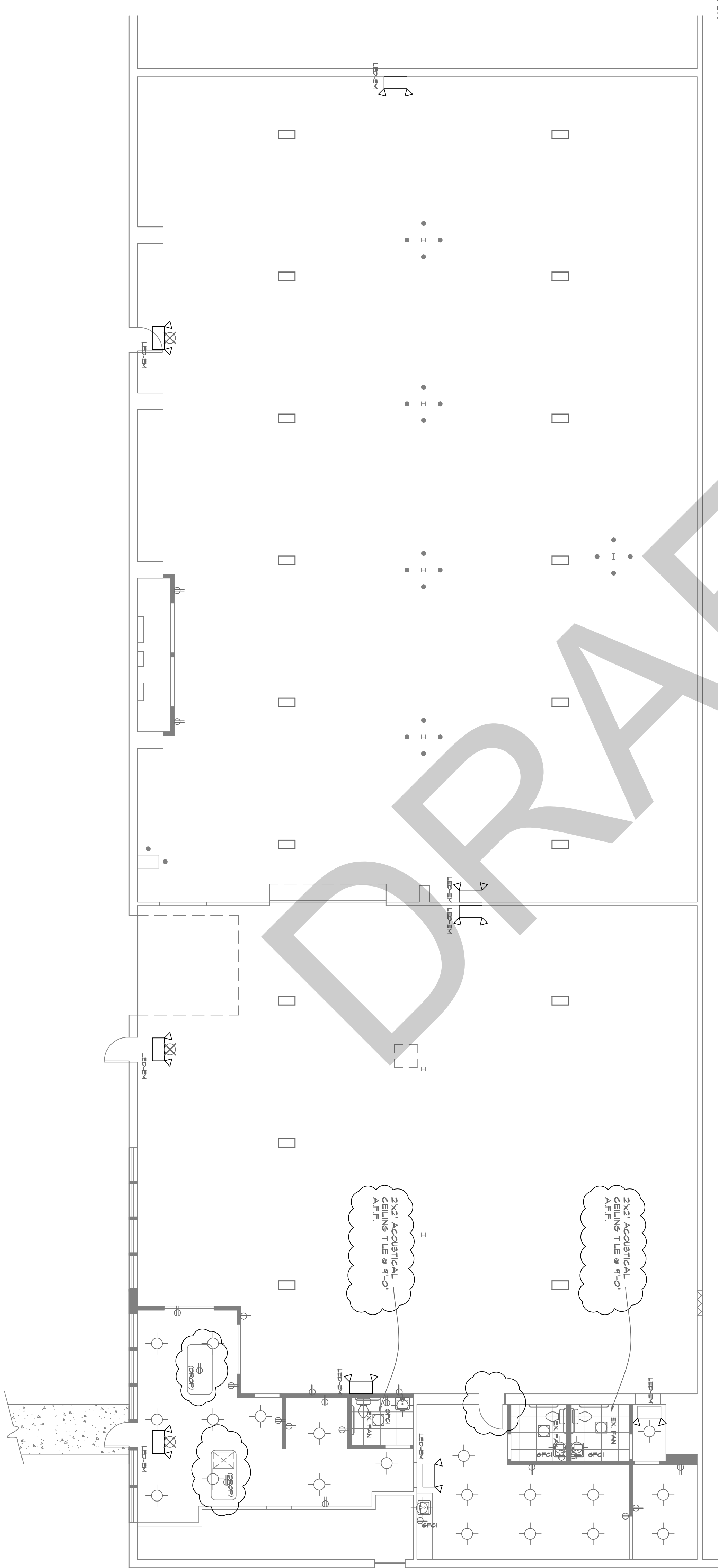
DATE  
**08.31.25**

RELEASED FOR CONSTRUCTION

SHEET NUMBER  
**A-5**

**ELECTRICAL LEGEND:**

-  RECESSED LIGHT FIXTURE
-  SURFACE-MOUNTED LIGHT FIXTURE
-  PENDANT HANGING FIXTURE
-  SMOKE ALARM W/CO2 DETECTION
-  SMOKE ALARM
-  EXHAUST FAN
-  GFCI PROTECTED OUTLET
-  ELECTRICAL OUTLET
-  CEILING FAN
-  24"x12" LED
-  NORA LIGHTING LED STEEL BODY W/ APPROVED EXIT SIGN WITH BATTERY BACKUP
-  COMBINATION EMERGENCY LIGHT (DOUBLE EXIT SIGN) W/ APPROVED EXIT SIGN WITH BATTERY BACKUP FOR 40 MINUTES



**ELECTRICAL FLOOR PLAN**  
SCALE: 1/8"=1'-0"

REVISIONS		
NO.	DATE	DESCRIPTION/REVISION
1	11.13.25	ADD ROOM 1

A PROPOSED INTERIOR RENOVATION FOR:  
**AM LAND HOLDINGS, LLC**  
2231 WEST WILLOW  
LANSING, MICHIGAN 48917

**ZACK M OSTROFF & ASSOCIATES**  
RESIDENTIAL/COMMERCIAL DESIGNER/PLANNER  
web: www.zoarchitecture.com  
email: zack@zoarchitecture.com  
PH.248.425.4190

MEMBER  
**All BID**

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SHEET TITLE  
**ELECTRICAL FLOOR PLAN**

SHEET SCALE  
**AS NOTED**

PRODUCT NO.  
**25-056**

DATE  
**08.31.25**

SHEET NUMBER  
**E-1**

# Repositioning and Reactivating

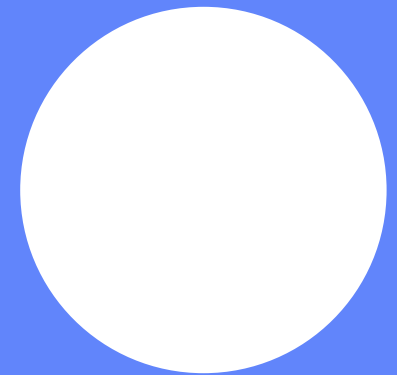
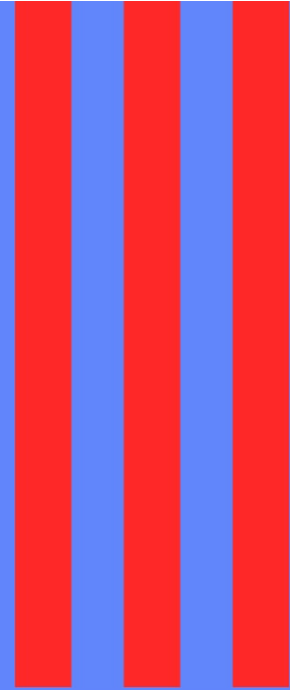
2231 W Willow



- Job Creation
- Community Investment
- Economic Activity
- Growth through revitalization

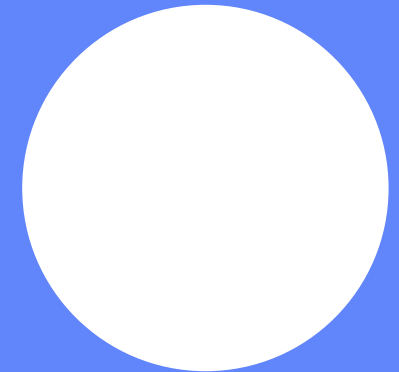
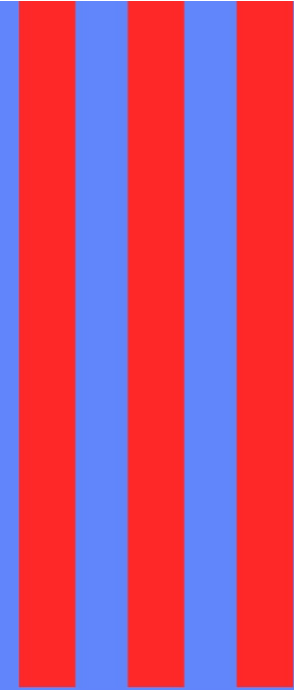
# PROJECT REVIEW

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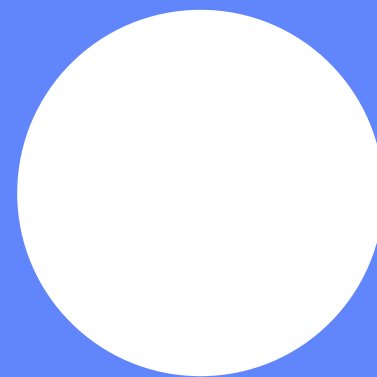
# Why Lansing

- **Access to skilled workforce**
- **Strategic geographic location**
- **Recent major business investments**  
*-Neogen, Utilium Cells, IONETIX*
- **Lower business costs compared to major metros**
- **Stable and Supportive Business Environment**  
*-Stable presence of state/local government, MSU, Support Organizations like LEAP and LEDC*



# Ownership Bio

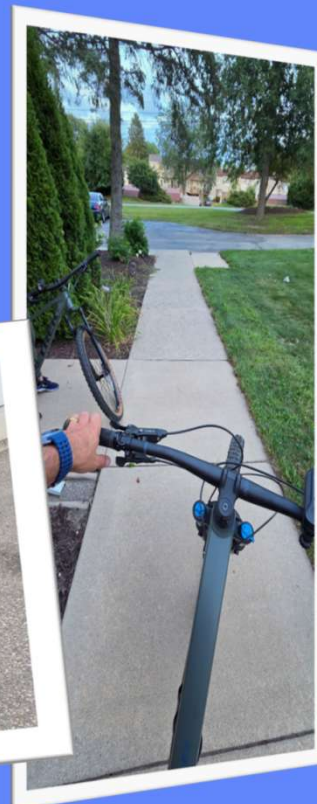
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# Brent Schadenberg Co-Owner

Brent Schadenberg is a dynamic strategist and operational expert with over 15 years of experience in franchise development, logistics, real estate, and territory management. He is the founder of Endurance Logistics LLC, a last-mile delivery partner for Amazon in Michigan, where he leads a team of more than 100 drivers and staff. With an extensive background in real estate investment, redevelopment, and property management, Brent has a proven track record of revitalizing distressed properties through residential redevelopments and franchise buildouts. He is highly skilled in building strong team cultures, leading large-scale operations, and driving sustainable economic development.

**-Enjoys Boating and biking**



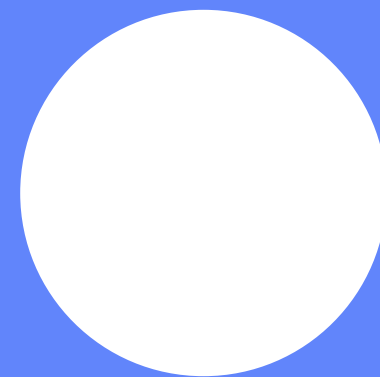
# Joseph Brooks Co-Owner

- Michigan native
- Graduate of Michigan State University
- Owner of Bolt Logistics LLC
- Lansing based and established logistics company employing over 90 residents of the Lansing area
- Previously worked in senior management at Stellantis HQ location in various leadership roles
- Avid runner and enjoys outdoor activities
- Community involved and focused on building Lansing based businesses with economic opportunity and stability to our employees and their families



**Renovation**

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# Property Revitalization Plan

## Exterior Enhancements

- Modernized facade improvements
- Complete exterior repainting for fresh curb appeal
- Landscaping overhaul enhancing work environment and neighborhood

## Site & Safety Upgrades

- Parking lot resurfacing for durability and appearance
- New lighting installations for safety and visibility

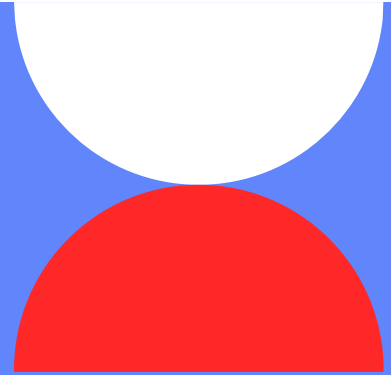
## Interior Transformation

- Lobby and office buildout to welcome customers and staff
- Renovated employee and customer restrooms/break rooms with modern fixtures

## Operational Investments

- New state-of-the-art equipment supporting service quality
- Mechanical system updates for efficiency, reliability, and building longevity

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# From Blight to Bright

Our Vision for 2231 W Willow Street

## Exterior Transformation

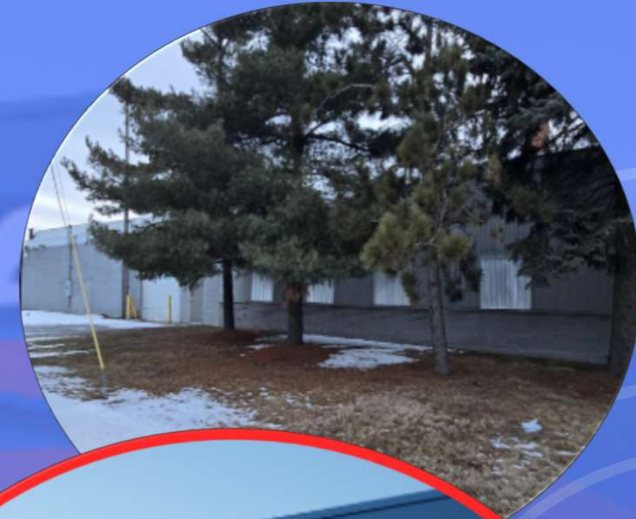
- Resurfaced parking lot with defined, welcoming entrances
- Fresh coat of paint to modernize the building's appearance
- Addition of windows along the front for light / openness and community appeal

## Lighting & Landscaping

- Updated exterior and parking lot lights to enhance safety and visibility
- Inviting landscaping to create a vibrant and community-friendly atmosphere

## Community Impact

- Transitioning the property from a blighted exterior to a vibrant, thriving business hub
- Positioning the site as a cornerstone for local jobs, growth, and renewal



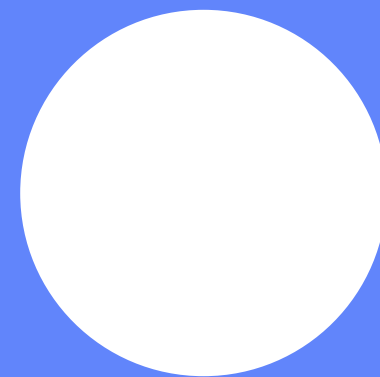


TRACO



**Environmental**

DRAFT



# Environmental Remediation & Safety Plan

## Air & Soil Quality Measures

Expand vapor mitigation system from **13,000 sq. ft.** to full **31,000 sq. ft.** building coverage

Conduct **sub-slab soil gas sampling** to ensure safety and compliance

Perform **ongoing pressure testing and soil vapor monitoring**

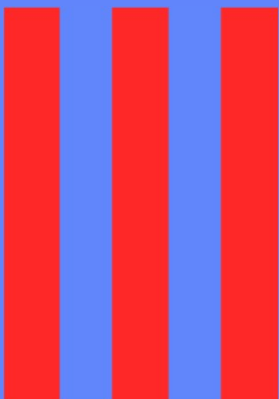
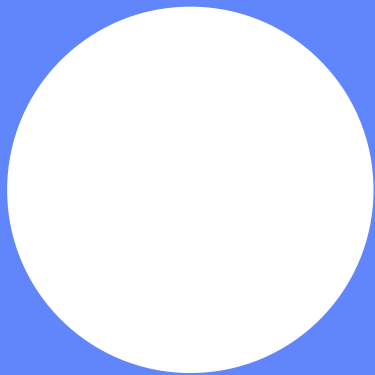
## Hazardous Material Management

**Asbestos remediation** as required to meet health and safety standards

Removal and safe disposal of **legacy chemical platforms**

## Structural Preparation

Targeted **demolition work** (exterior chemical platforms and southeast interior section) to prepare site for safe reuse



# Building Careers, Strengthening Community

- **Sustainable Careers:**

Creating stable, well-paying positions designed as careers, not just temporary jobs.

- **Skill Development:**

Providing opportunities for training, advancement, and professional growth.

- **Community Impact:**

Offering employment to local residents, reducing out-migration, and strengthening Lansing's workforce.

- **Economic Ripple:**

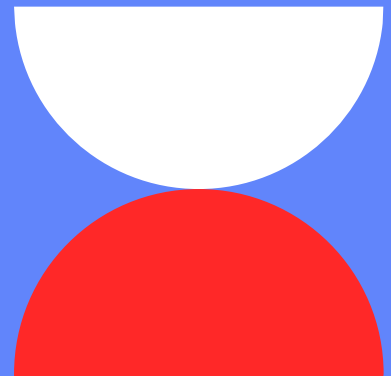
Stimulating local suppliers, contractors, and service providers through secondary job support.

30+

CAREER  
OPPORTUNITIES  
WITH AN  
AVERAGE PAY  
OF \$85,000

**Thank you**

DRAFT



# 2231 W. Willow Street Redevelopment Project

---

## Developer Experience & Participation Summary

The proposed redevelopment team is comprised of Brent Schadenberg and Joseph Brooks, Michigan-based business owners and operators with extensive experience in logistics, workforce management, real estate redevelopment, and operational leadership. Together, the principals are leading the repositioning and reactivation of the 2231 W. Willow Street industrial property into a revitalized commercial and industrial asset focused on job creation, economic activity, and long-term community investment in Lansing.

Brent Schadenberg brings more than 15 years of experience in franchise development, logistics operations, real estate investment, property management, and redevelopment. As founder of Endurance Logistics LLC, an Amazon last-mile delivery partner operating in Michigan, he oversees large-scale operations employing more than 100 team members. His background includes redevelopment of distressed properties, franchise buildouts, operational scaling, and management of complex commercial projects.

Joseph Brooks is a Michigan native, graduate of Michigan State University, and owner of Bolt Logistics LLC, a Lansing-based logistics company employing more than 90 local residents. His experience includes senior leadership roles at Stellantis headquarters, operational management, workforce development, and supporting economic opportunity through locally based business growth initiatives.

The principals' participation in the project includes ownership, oversight of redevelopment activities, operational planning, environmental coordination, construction management, and long-term operation of the facility. The project is focused on transforming a previously underutilized and environmentally challenged industrial property into a productive economic asset through substantial investment in environmental remediation, vapor mitigation expansion, building modernization, and commercial revitalization efforts.

Neither Brent Schadenberg nor Joseph Brooks has any history of bankruptcy, civil enforcement actions, criminal enforcement actions, or environmental violations.

**ATTACHMENT 6**

**PHOTOS**

DRAFT



Photo 1: View to the northeast from the southwest corner of the subject property.



Photo 2: View to the north from the southern side of the subject property.



Photo 3: View to the west from the east side of the subject property.



Photo 4: View to the east from the west side of the subject property.



Photo 5: View to the southeast from the northeast corner of the subject property.



Photo 6: View within the subject property building.



Photo 7: View within the subject property building.

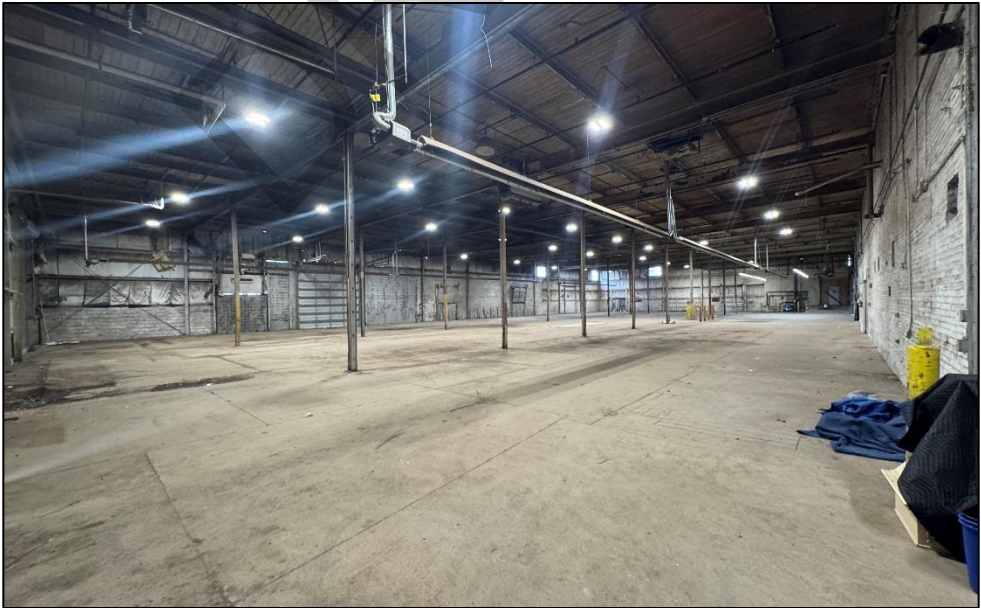


Photo 8: View within the subject property building.



Photo 9: View of trench drain within the subject property building.



Photo 10: View of monitoring wells on the southern portion of the subject property.



Photo 11: View of the southern adjoining site from the southern side of the subject property.



Photo 12: View of the western adjoining site from the western side of the subject property.



Photo 13: View of the northern adjoining site from the northern side of the subject property.



Photo 14: View of the eastern adjoining site from the northern side of the subject property.

**ATTACHMENT 7**

***Vapor Mitigation System Installation Proposal***

DRAFT



1375 S. Washington Avenue, Suite 102  
Lansing, Michigan 48910  
517-702-0470  
Fax 517-702-0477  
www.triterra.us

## PROPOSAL

Date: April 30, 2026

Project Name: Willow Street

Location: 2231 W. Willow Street  
Lansing, Michigan 48917

Triterra Project No.: 25-4126

Client Name/Address: AM Land Holdings LLC  
Attn: Joseph Brooks and Brent Schadenberg  
25886 Hersheyvale Drive  
Franklin, MI 48025

### Vapor Mitigation System Installation

#### Scope of Work:

- SSDS Design
  - Pressure Field Extension Test
  - EGLE Approval
- Labor & materials for installing the SSDS including:
  - Concrete Coring
  - Suction Pits
  - Vent Riser PVC Piping
  - Roof Mounted Inline Fans
  - Electrical Power for Fans
  - Roof Sleeves
  - Vent Riser Mufflers
- Labor & materials for installing the Remote Monitoring System including:
  - Pressure test ports
  - Pressure test port tubing
  - Pressure test port tubing conduit
  - Remote Monitoring Panel that includes:
    - The Monitoring System will be a form of telemetry to continuously monitor the effectiveness of the vapor mitigation system.
    - Continuous differential pressure readings from each of the pressure test locations and vent risers
    - Audible & Visual Alarms
    - Real time alerts if sub-slab differential pressure was to be inadequate
    - Real time alerts if there was a fan failure
    - Online/offline alerting and status availability

- Data logging for up to one year time frame
- Rule 290 Effluent Sampling for EGLE Air Quality Compliance
- SSDS commissioning by remotely collecting differential pressure readings via the continuous remote monitoring system for one year after installation required by EGLE
- Operation Maintenance & Monitoring (OM&M) plan to include:
  - Summary and description of required ongoing EGLE due care compliance obligations
  - Summary and description of the installed VMS
  - As-built drawings of the SSDS with system components/location diagrams
  - Fan operation manual
  - SSDS installation photo log,
  - SSDS prove-out documentation (one year of monitoring)
  - SSDS inspection logs for ongoing OM&M
  - Rule 290 Calculation Worksheet and analytical data

The total cost to complete the proposed scope of work will be a range of \$6.00 to \$8.00 a square ft at 33,768 square ft. **\$202,608.00 to \$270,144.00.**

Cost will be redefined once the SSDS Design Document is approved by EGLE.

Sincerely,  
Adam Bishop  
Senior Scientist | Director of Vapor Mitigation

DRAFT

**CONTRACT BETWEEN  
THE LANSING ECONOMIC DEVELOPMENT CORPORATION  
AND  
THE CITY OF LANSING  
(2026-2027)**

**THIS CONTRACT**, entered into this \_\_\_<sup>st</sup> day of June 2026 effective from July 1, 2026 through June 30, 2027 by and between the City of Lansing, a Michigan municipal corporation (the "City") and the Economic Development Corporation of the City of Lansing, a non-profit corporation organized and existing under the laws of the State of Michigan (the "Contractor"). The Contractor is the exclusive and independent employer of its employees, if any.

**WITNESSETH THAT:**

**WHEREAS**, the City desires to engage the Contractor to perform certain services and activities; and

**WHEREAS**, the Contractor represents that it will perform such services and activities in a lawful, satisfactory and proper manner, all in accordance with the policies, procedures and requirements which have been or, from time to time, may be prescribed by the City; and

**NOW, THEREFORE**, the City and the Contractor do mutually agree as follows:

1. Scope of Work

**Introduction:**

The LEDC will provide via this contract economic development services to the City. These services include assisting with business expansion, retention and attraction along with facilitating real estate and place-based development projects in the City. In addition, LEDC will assist the West Saginaw St., East Michigan Ave., South MLK Blvd., and N. Grand River Ave. Corridor Improvement Authorities' (CIA) . LEDC will also promote, manage and implement the City Façade Improvement Program and the Lansing Equitable Economic Development (LEED) Initiative. To support and ensure that these efforts will be successful The LEDC will also provide administrative services to the Tax Increment Financing Authority (TIFA), Lansing Brownfield Redevelopment Authority (LBRA) and all four CIA Boards.

Scope of Work Details (City Project)

**A. Lansing Real Estate and Place Development**

Preparing, marketing and facilitating the development of land and buildings in the City of Lansing including contaminated, blighted, functionally obsolete and surplus properties.

**B. Lansing Business Retention and Expansion**

Assisting Lansing businesses with expansion and relocation including making business retention calls to determine and meet their needs to remain strong and profitable.

**C. Lansing Business Attraction**

Marketing, Promoting and Assisting with the attraction and location of Businesses to the City of Lansing.

**D. LEDC Lansing Equitable Economic Development Initiative**

Promoting, Implementing and Managing the Lansing Equitable Economic Development (LEED) Initiative, whether per a separate contract between the Contractor and City or the continuation of programs under the LEED Initiative by the Contractor, subject to available funding of the program.

**E. Lansing Façade Improvement Program**

Promoting, Implementing and Managing the Lansing Façade Improvement Program, per a separate contract between the Contractor and City and subject to available funding of the program.

**F. LEDC Management and Administration**

Managing and conducting all the responsibilities, tasks, and functions of the Lansing Economic Development Corporation.

**G. LBRA Plans, Grants, Loans, Acct. Admin & Board Management**

Managing and conducting all the responsibilities, tasks, and functions of the Lansing Brownfield Redevelopment Authority.

**H. Lansing TIFA Management and Administration**

Managing and conducting all the responsibilities, tasks, and functions of the Lansing Tax Increment Financing Authority.

**I. Lansing Corridor Improvement Authorities**

Managing and assisting the East Michigan, West Saginaw, South MLK and N. Grand River Corridor Improvement Authorities, per separate contracts between the Contractor and each Corridor Improvement Authority and subject to available funding.

**J. General Economic Development Services and Activities**

Day to day and general economic development activities necessary to assist and conduct economic development in the City of Lansing.

**K. General Administrative Services**

Perform all general administrative duties and tasks to fulfill the LEDC contract for services.

**L. Lansing Development Projects Audits, Policy & Analysis**

Review and auditing of completed development projects, creating, and applying economic incentive policies, reporting and documentation of successfully completed LEDC/City projects.

2. Time of Performance

The time of the performance under this Contract shall be from July 1, 2026 to June 30, 2027. In no event shall this contract extend beyond June 30, 2027, unless so provided by a written amendment hereto that has been executed by both parties. Unless otherwise terminated pursuant to the terms of this Contract, the Contractor shall continue to perform services and activities until the Contract expires.

3. Compensation and Method of Payment for LEDC Contract Services

- A) As full compensation for the Contractor's satisfactory performance under and completion of this Contract, the City shall pay the Contractor the amount of Three Hundred Thousand and 00/100 (\$300,000.00) Dollars on July 1, 2026.
- B) It is expressly understood by and between the City and Contractor that except as provided in subparagraph (E) below, in no event shall the total compensation and reimbursement, if any, to be paid to the Contractor pursuant to this Contract, exceed the maximum sum of Three Hundred Thousand and 00/100 dollars (\$300,000.00).
- C) The Contractor agrees, subject to availability of funds and any necessary Board approvals, to provide any additional money, services and/or physical resources which may be required to complete its performance under this Contract.
- D) The Contractor agrees to request payment on an invoice or as otherwise mutually agreeable between the City Finance Department and the Contractor.
- E) If the City desires additional services on any specific project or issue that is outside the scope of this Contract, the City may hire the Contractor for an additional agreed upon rate.

4. Continued Funding

The City makes no implied or explicit guarantee, offer or representation of future funding from the City of Lansing beyond the termination of this Contract. The City further makes no implied or expressed guarantee that it will not terminate this

Contract pursuant to the terms and conditions of Paragraph 22.

5. Finance Procedures

- A) The Contractor must have in place generally accepted accounting practices (GAAP) through the agency's internal structure or through services provided by the City of Lansing. To allow the Contractor to meet GAAP standards the City commits to providing all necessary accounting information to the Contractor in a timely manner per GAAP standards.
- B) Suspension of Funding: The City Finance Director ("Finance Director"), in its sole discretion, has the authority to suspend, reduce or disallow any payment(s) of funds to the Contractor included in Paragraph 3, notwithstanding any other provision of the Contract, upon written notice to the Contractor when: the internal fiscal controls and records established pursuant to Paragraph 3 and Paragraph 4 are changed without the Finance Director's approval; or, where in the opinion of the Finance Director, there is a reasonable likelihood that funds may be misused, misappropriated, or spent for an ineligible purpose as defined within this Contract.
  - 1. Any unearned payments under this Contract may be suspended by the Finance Director upon the Contractor's refusal to accept and comply with any additional conditions or requirements of the City.
  - 2. Any unearned payments under this Contract may be suspended or reduced if the funding sources for this Contract are reduced or suspended or terminated for any reason.

6. Contract Modifications

The City, from time to time, may expand, diminish or otherwise modify the project objectives, scope of services, or any other Contract provision related thereto, which the Contractor is required to perform. However, only modifications that are mutually agreed upon by the City and the Contractor, and incorporated into written amendments to this Contract after approval by the City, shall be amendments to this Contract.

7. Contractor's Failure of Performance

- A) The failure of the Contractor to provide any work or services required by this Contract in a satisfactory and timely manner shall be a material breach of the Contract.
  - 1. The City in its sole discretion shall determine whether the work is satisfactorily completed.
  - 2. In the event the City determines the work or services provided under this Contract have not been performed in a timely or satisfactory manner, the City shall notify the Contractor and allow Contractor ten (10) days to cure or provide a corrective action plan for any such failure

to perform work or services in a timely and satisfactory manner.

3. In the event that Contractor fails to provide a corrective action plan or cure the unsatisfactory or untimely work or performance, the City may take any other action permitted by law or this Contract, including but not limited to Contract termination.

B) Reduction of Compensation by the City of Lansing:

In the event the Contractor fails to perform, in a timely and proper manner any of the services or activities required under this Contract, the City may, in its sole discretion, reduce or modify the compensation payable hereunder to the Contractor in a manner which appropriately reflects such reduction or diminution of services or activities.

C) Termination by the City of Lansing:

1. In the event the Contractor fails to fulfill in a timely and proper manner any of the terms, conditions, or obligations of this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of the Contract, the City shall notify the Contractor and allow Contractor ten (10) days to cure or provide a corrective action plan for any such failure or violation. In the event that Contractor fails to cure or provide a corrective action plan after receiving the notice described above, the Mayor of the City of Lansing, in the Mayor's sole discretion may terminate this Contract with no further liability to the Contractor beyond that expressly provided for within Paragraph 7 herein.

2. In the event this Contract is terminated:

- a) All data, documents, drawings, maps, models, photographs, reports, studies and surveys which have been or were prepared by the Contractor with City funds pursuant to the Contract, become the property of the City; and
- b) The Contractor shall receive just and equitable compensation for any work which the Contractor satisfactorily completed pursuant to this Contract, subject to (3) (b) below.

3. It is agreed that nothing contained herein shall:

- a) Deprive the City of any additional rights or remedies, either at law or equity, or under the terms, conditions, obligations, covenants, agreements, and stipulations of this Contract, which they may respectively assert against the Contractor upon failure to fulfill any of the terms, conditions, obligations, covenants, agreements or stipulations of this Contract; or

- b) Relieve the Contractor of any liability to the City for any damages sustained by the City as a result of any breach of Contract by the Contractor; and if it sustains such damages, the City may withhold, as a set off, any payments due the Contractor until such time as an exact amount of damages sustained by the City is properly and legally determined.

8. Reports and Information

A) Financial Records and Reports:

The Contractor agrees to make and maintain adequate financial records in a form satisfactory to the Finance Director. Such financial records and reports shall reflect all costs and expenses incurred in performing this agreement and records of the use of all consideration received pursuant to this agreement.

Financial records and reports of the Contractor shall conform with the "City of Lansing Standard Operating Procedures for City Support Agencies" to be made available to the Contractor by the Finance Director, which manual is hereby incorporated by reference herein, and further the Contractor acknowledges and agrees that said "City of Lansing Standard Operating Procedures for City Supported Agencies" is available for use by the Contractor and the Contractor shall have the duty to be fully familiar with said manual.

B) Equal Employment Opportunity Provisions:

Pursuant to Chapter 1-302.1 of the Lansing City Charter, the Contractor agrees that it will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this Contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap, or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose.

The Contractor further agrees that all subcontractors or other agreements entered into pursuant to this Contract shall obligate any Beneficiaries of this Contract to adhere to the same equal opportunity provisions noted above.

The Contractor and any subcontractors agree to provide equal employment opportunity pursuant to all state and federal laws including the Americans with Disability Act and to provide proof to the City as requested by the Human Relations & Community Services Department pursuant to Section 206.20 and 206.21 of the Codified Ordinances of the City of Lansing.

9. Eligible Costs of the Contractor

Under this Contract, all costs incurred and expenditures made pursuant to this Contract shall be fully documented and shall be in conformance with any

limitations or exclusions of applicable Federal, State and local laws, rules, regulations and conditions mandated by the City.

10. Records and Documentation

- A) The Contractor shall establish and maintain all necessary records concerning any matter covered by this Contract which, from time to time, may be requested by the City.
- B) Unless otherwise expressly authorized by the City, the Contractor shall maintain all records related to this Contract, including financial records and accounts for a period of three (3) years after receipt of final payment under this Contract.
- C) If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained by the Contractor until all litigation, claim or audit findings involving the records have been resolved.

11. Audits and Inspections

- A) At any time during normal business hours and as often as the City may deem necessary to ensure proper accountability for all project funds, the Contractor shall:
  - 1. Make available to the City all checks, payrolls, time records, invoices, Contract vouchers, orders and other data, information and material concerning any matter covered by this Contract; and
  - 2. Permit the City to audit, examine, excerpt, or transcribe all checks, vouchers, orders or other data, information and material concerning any matter covered by this Contract; and
  - 3. Allow the City to review such documents that are considered as backup to the operation of the Contractor, regardless of funding source; and
  - 4. Make available to the City documentation supporting service reports.

12. Conflict of Interest

- A) Conflict of interest is defined as: Contractor's officers, directors, and/or employees using position for a purpose that is or gives the appearance of being motivated by a desire for private financial gain for themselves or others, particularly those with whom they have family, business, or other ties.
- B) Contractor covenants, to the best of its knowledge, that no such interest exists and no person having any conflicting interest in this Contract shall be employed for the purpose of performing the services and activities set forth in the Scope of Services section of the Contract or fulfilling the terms, conditions, obligations, covenants, agreements or stipulations of this

Contract.

- C) The Contractor shall establish safeguards to prohibit conflicts of interest as defined by 12.A. above.

13. Assignment and Transfer of Interest: Subcontracting

Except as provided in Section 23, the Contractor shall not assign or transfer, whether by assignment or novation, any interest in this Contract or subcontract any performance or portion thereof pursuant to this Contract without written consent of the City, provided however, that claims for money due or to come due the Contractor from the City pursuant to this Contract may be assigned or transferred to a bank, trust company, or other financial institution without such consent, and the Contractor shall promptly notify the City of any such assignment or transfer.

14. Lobbying and Political Activities

None of the money, compensation, reimbursement, funds, property or services provided, directly or indirectly, under, by or pursuant to this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before the Congress of the United States, the Michigan State Legislature, or the City Council of the City.

15. "Save Harmless" Clause

Contractor shall indemnify, defend, and hold the City harmless for all damages arising out of a claim a third party brings against the City that arises solely out of Contractor's negligent or intentional misconduct.

The City shall include in all Development agreements with third parties that those third parties must indemnify, defend, and hold harmless Contractor as well as the City, to the extent allowed by law.

16. Civil Rights

- A) Contractor agrees that it will not discriminate as to provision of services pursuant to this agreement or as to hiring or terms or conditions of employment based on race, creed, color, religion, national origin, sex, handicap, marital status, height, weight or age. It will maintain written personnel rules, guidelines, practices, and terms and conditions of employment. The personnel rules established may be amended from time to time, as necessary. Contractor shall have in place its personnel policies with copies of any amendments made to them. A violation of this provision shall be a material breach of the Contract.

- B) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, height, weight, marital status, sex, age, handicap, national origin,

sexual orientation or gender preference.

- C) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part.

17. City Charter

It is clearly understood that nothing contained in the Contract shall deprive the City of Lansing of any rights that it may exercise by virtue of the provisions of the Charter of the City.

18. Severability of Provisions

If any clauses, sections, provisions or parts of this Contract are held invalid or if any portion of any clause, section, provision or part of the Contract is held invalid, the remainder of this Contract shall continue to be enforceable as written. Unless otherwise specified in the Contract, all notices, duties or rights of the City shall be exercised by and through this Contract as specified in this herein.

19. Waiver

The failure of the City to demand compliance with any term of this Contract or to take action when this Contract is breached in any way shall not be considered a waiver of that Contractual requirement thereafter nor the City's right of action for the breach of that term.

20. Insurance and Bonds

In addition to any other insurance and bonding requirements of this Contract the Contractor shall maintain at least the following insurance coverage: Worker's compensation and unemployment compensation that meet minimal State of Michigan statutory requirements, if required by law.

21. Disclosure of Confidential Material

All reports, data, information, statements, forecasts, records, and so forth, assembled, constructed or prepared pursuant to or as a consequence of this Contract are subject to all Federal and Michigan laws and regulations governing the disclosure of "public, client and medical, or other records" subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

22. Termination and Parties' Election

The City may, upon sixty (60) days written notice to the Contractor, with or without cause, terminate this agreement and all of the City's obligations hereunder, including any obligations to provide financial assistance. The City may exercise its rights pursuant to this provision regardless of whether the Contractor is in default of any condition or obligation under this Contract. Once the City has provided

written notice to the Contractor, the City shall not be obligated to supply financial assistance in any amount greater than the average monthly payment to the Contractor over the preceding months of this agreement. Average monthly payment, for purpose of this section, shall be determined by totaling the City's contribution from the inception of the Contract until the time notice is provided and divide the number of funded months (or any fraction thereof) by the amount of monies expended over such period. The City may also compensate in excess of the average monthly payment upon receiving documentation that warrants such action.

23. Subcontracting

The Contractor may subcontract some or all of the responsibilities set forth in Section 1, scope of services, subject to the prior written consent of the Mayor. Any such subcontract must provide substantially the same terms as this Contract and provide that it can be terminated by the LEDC under the same terms as Section #22.

24. Applicable Law

This Agreement will be governed by the laws of the State of Michigan.

[Signatures on the following page.]

**Attest:**

**City of Lansing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Andy Schor, Mayor

**Witness:**

**Lansing Economic Development Corp.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Shelley Davis Boyd, LEDC Chair

**Approved as to form only:**

**Certification as to availability of funds &  
Account Number:**

Account #101.966000.991280.000000

LEDC Contract Amount:     \$300,000.00

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Finance Director

**FAÇADE IMPROVEMENT GRANT PROGRAM  
CONTRACT BETWEEN  
THE LANSING ECONOMIC DEVELOPMENT CORPORATION  
AND  
THE CITY OF LANSING**

**THIS CONTRACT**, entered into this \_\_\_ day of \_\_\_ 2026 effective from January 1st, 2027, through December 31, 2027 by and between the City of Lansing, a Michigan municipal corporation (the “City”) and the Lansing Economic Development Corporation, a non-profit corporation organized and existing under the laws of the State of Michigan (the "LEDC").

**WITNESSETH THAT:**

**WHEREAS**, the City and the LEDC are committed to help strengthen the economic viability of businesses in the City of Lansing by providing incentives for improving the appearance, structural conditions, and functionality of commercial buildings; and

**WHEREAS**, to best utilize limited funds for the purposes of creating and executing a business façade grant program that is available to be used on commercial properties throughout the city of Lansing, a relationship has been created between the City and the LEDC; and

**WHEREAS**, on behalf of the City of Lansing, the LEDC will administer a façade improvement grant program (the “Façade Improvement Grant Program”) from funds secured through the City’s general fund; and

**NOW, THEREFORE**, the City and the LEDC do mutually agree that the LEDC shall meet and perform the program goals and objectives within the stated time of performance and comply with the terms and conditions as outlined in this contract:

1. Program Goal

Foster economic growth in Lansing with the use of strategic marketing and a Façade Improvement Grant Program that allows property owners, tenants and others to apply for grant funds to make permanent improvements to commercial buildings located in the city of Lansing.

2. Program Objectives

- a) Strengthen the economic viability of Lansing by providing incentives for improving the appearance, structural conditions, and functionality of its commercial buildings.
- b) Encourage further retail and commercial activity in established commercial and corridor districts by promoting and marketing strategic commercial properties.
- c) Improve business success by enhancing the curb appeal of commercial properties

to customers and visitors in Lansing.

- d) Help restore historic features of buildings and encourage façade design treatments that complement and enhance adjacent properties.
- e) Ensure that improvements meet design guidelines, building codes and zoning requirements.

3. Scope of Services

In order to accomplish the program goals and objectives, the LEDC shall perform in a lawful, satisfactory and proper manner, all in accordance with the policies, procedures and requirements which have been or, from time-to-time, may be prescribed by the City, administration of the Façade Improvement Grant Program.

Subject to the availability of funding from the City, the LEDC will manage \$250,000 for the purposes of creating, executing a Façade Improvement Grant Program available to commercial property owners, tenants and others.

4. Time of Performance

The time of the performance under this contract shall be from January 1st, 2027, to December 31, 2027. In no event shall this contract extend beyond December 31, 2027, unless so provided by a written amendment hereto that has been executed by both parties. Unless otherwise terminated pursuant to the terms of this contract, the LEDC shall continue to perform services and activities until the contract expires.

5. Grant Funds

It is expressly understood by and between the City and the LEDC that in no event shall the total grant funds exceed TWO-HUNDRED FIFTY THOUSAND (\$250,000) DOLLARS.

To be paid in the amount of \$250,000 on January 1st, 2027. The grant funds will be used as follows.

Façade Grant Program:

- a) Not less than \$200,000 (two-hundred thousand dollars) for eligible improvements, design assistance, or for the attraction of businesses to strategic properties in established commercial and corridor districts.
- b) Up to \$25,000 (twenty-five thousand dollars) for marketing and promotion of the program and strategic properties.

LEDC Administration Costs:

- a) Up to 10% or \$25,000 (twenty-five thousand dollars) for Administration

Costs to the LEDC for implementation of the Façade Grant Program.

6. Continued Funding

The City makes no implied or explicit guarantee, offer or representation of future funding from the City of Lansing beyond the termination of this contract.

7. Contract Modifications

The City, from time to time, may expand, diminish or otherwise modify the program goals, objectives, scope of services, or any other contract provision related thereto, which the LEDC is required to perform. However, only after modifications that are mutually agreed upon by the City and the LEDC and incorporated into written amendments to this contract after approval by the City.

8. Equal Employment Opportunity Provisions:

Pursuant to Chapter 1-302.1 of the Lansing City Charter, the LEDC agrees that it will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap, or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose.

The LEDC further agrees that all grant recipients adhere to the same equal opportunity provisions noted above, which provisions shall be included in all other agreements entered into pursuant to this contract.

The LEDC and any grant recipients agree to provide equal employment opportunity pursuant to all state and federal laws including the Americans with Disability Act and to provide proof to the City as requested by the Human Relations & Community Services Department pursuant to Section 206.20 and 206.21 of the Codified Ordinances of the City of Lansing.

9. Records and Documentation

The LEDC shall establish and maintain all necessary records concerning any matter covered by this contract including financial records and accounts which, from time to time, may be requested by the City.

**Attest:**

**City of Lansing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Andy Schor, Mayor

**Witness:**

**Lansing Economic Development Corp.**

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Shelley Davis Boyd, LEDC Chair

**Approved as to form only:**

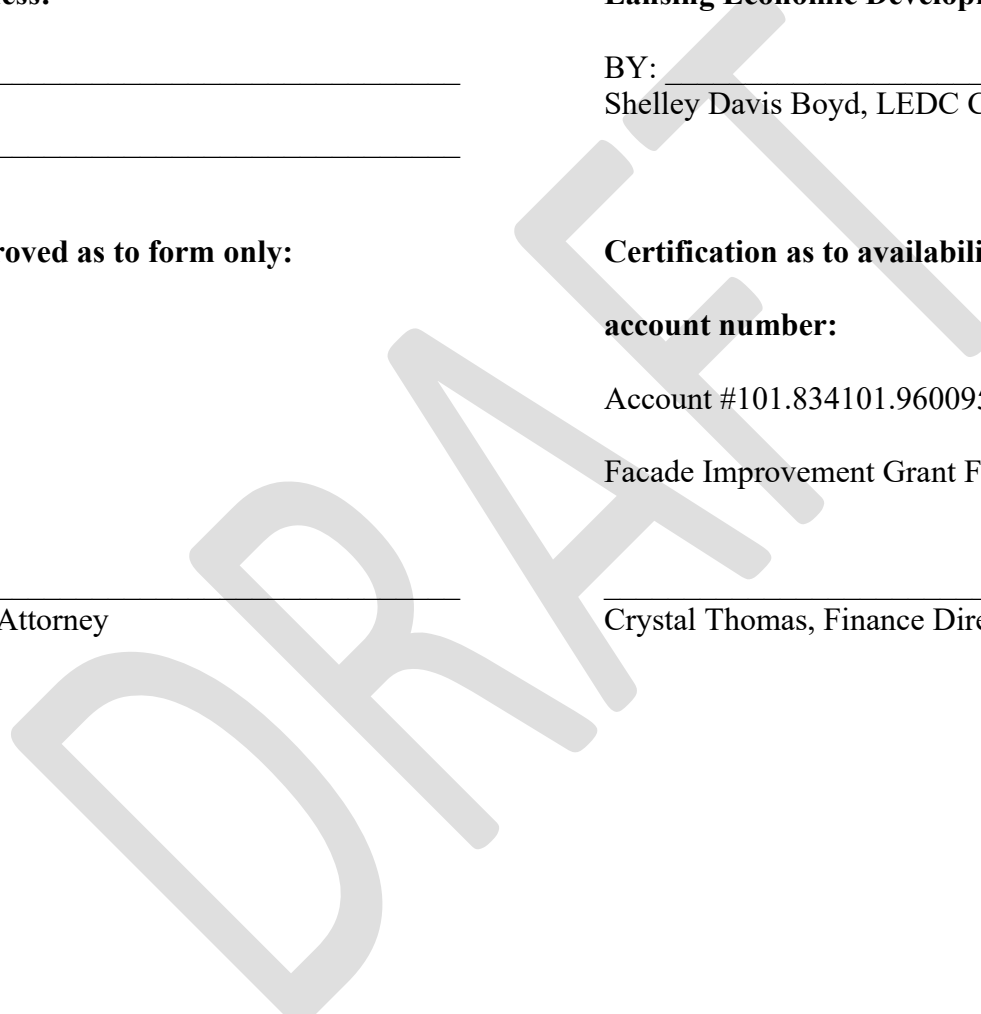
**Certification as to availability of funds &  
account number:**

Account #101.834101.960095.000000

Facade Improvement Grant Funds: \$250,000

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Crystal Thomas, Finance Director



**ECONOMIC DEVELOPMENT CORPORATION  
OF THE CITY OF LANSING  
Certificate of Resolution by Board of Directors**

At a meeting of the Board of Directors of the Economic Development Corporation of the City of Lansing held on Friday, June 5<sup>th</sup>, 2026 at 8:30 a.m., pursuant to notice duly given:

PRESENT: Members:

ABSENT: Members:

The following preamble and resolution was offered by;

Member: , and seconded by:

Member:

LEDC Fiscal Year End 2025-2026 Budget Amendment:

WHEREAS, on Friday, June 6<sup>th</sup>, 2025, the Lansing Economic Development Corporation Board of Directors (LEDC Board) adopted its FY2025/2026 budget; and

WHEREAS, on Friday, January 9<sup>th</sup>, 2026, the LEDC Board amended its FY2025/2026 budget; and

WHEREAS, an additional fiscal year end amendment to the FY2025/2026 budget by the LEDC Board is needed to address revenues under Brownfield Admin, TIFA Admin, General Fund Interest Income, Miscellaneous Revenue, Loan Interest, and Program Interest Income that are projected to be higher than budgeted and expenditures under Contractual Services and Bank Fees that are projected to be higher than budgeted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LANSING ECONOMIC DEVELOPMENT CORPORATION AS FOLLOWS:

1. Lansing Economic Development Corporation Board of Directors (LEDC Board) approves amending the Fiscal Year 2025/2026 budget to reflect the above-mentioned changes to revenue and expenditures by adjusting General Operating Revenue and Expenditure line items as outlined in the attached Fiscal Year 2025/2026 budget amendment document.
2. Additionally, the LEDC agrees that if any section, clause or phrase of this Resolution

is declared as invalid by a court of law, that ruling shall not affect the intent and purpose of this Resolution and validity of the remaining provisions of the Resolution.

3. Finally, the LEDC declares that all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are repealed.

The foregoing preamble and resolutions are hereby approved by the Board of Directors for the Economic Development Corporation of the City of Lansing.

YEAS: ( )

NAYS: ( )

ABSTENTIONS: ( )

ABSENT: ( )

PREAMBLE AND RESOLUTIONS DECLARED ADOPTED.

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF INGHAM )

I hereby certify that the foregoing is a true and a complete copy of a preamble and resolutions adopted at a meeting of the Economic Development Corporation of the City of Lansing held on the 5<sup>th</sup> day of June 2026, and said preamble and resolutions are on file in the office of the Economic Development Corporation of the City of Lansing and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan 1976, including in the case of a special or re-scheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting. In addition, the meeting was held in full compliance with the Board's By-Laws.

IN WITNESS WHEREOF, I have hereunto affixed my official signature.

---

Shelley Davis Boyd, Chair

**LANSING ECONOMIC DEVELOPMENT CORPORATION (LEDC)**

**FY2025/2026 AMENDED BUDGET  
FY2026/2027 PROPOSED BUDGET**

Description	FY 2024/2025	FY 2025/2026	FY 2025/2026	FY 2025/2026	FY 2026/2027
	Amended Budget	Adopted Budget (Amended Jan. 2026)	Projected FYE	Amended Budget (June 2026)	Proposed Budget
<b>Revenues</b>					
<u>Operations</u>					
Brownfield Admin	397,272	405,218	457,418	457,418	466,566
City of Lansing Contract	300,000	325,000	325,000	325,000	325,000
Annual Issuer's Fees	53,132	48,061	48,061	48,061	50,000
Project Review Fees	44,000	30,000	20,800	30,000	30,000
TIFA Admin	354,382	350,650	417,298	417,298	425,644
From/(To) Fund Balance	37,078	158,924	-	158,924	185,013
General Fund Interest Income	18,584	17,559	17,714	17,714	16,900
Miscellaneous Revenue	5,000	1,000	2,800	2,800	1,000
<u>Programs</u>					
Façade Grant Contract City of Lansing	175,000	225,000	225,000	225,000	225,000
ARPA Contract City of Lansing	-	-	-	-	-
Allen Place EGLE Grant	-	-	-	-	-
Stadium North EGLE Grant	-	-	-	-	-
City of Lansing ARPA Funds	-	-	-	-	-
RAP 3.0/CEG		500,000	500,000	500,000	-
Loan Interest	6,469	5,544	7,144	7,144	5,000
Program Interest Income	93,416	53,734	65,000	65,000	24,000
SSRP Verlinden Grant	18,975,000	-	-	-	-
<b>Total General Operating Income</b>	<b>20,459,333</b>	<b>2,120,690</b>	<b>2,086,235</b>	<b>2,254,359</b>	<b>1,754,123</b>

Description	FY 2024/2025	FY 2025/2026	FY 2025/2026	FY 2025/2026	FY 2026/2027
	Amended Budget	Adopted Budget (Amended Jan. 2026)	Projected FYE	Amended Budget (June 2026)	Proposed Budget
<b>Expenditures</b>					
<u>Operations</u>					
Depreciation	19,572	23,000	19,096	23,000	23,900
Contractual Services	151,300	122,270	130,000	130,000	141,077
Payroll	727,655	821,920	762,661	821,920	908,993
Employee Benefits	107,925	125,000	118,812	125,000	154,753
Insurance & Bonds	16,695	24,000	11,638	24,000	25,000
Marketing, Promotions & Business Attraction	39,000	75,000	60,000	75,000	100,000
Travel & Conferences & Training	24,000	36,000	20,000	36,000	32,400
Operating Expense	14,000	-	-	-	-
ARPA LEDC Conversion/Start Up	-	-	-	-	-
Rent	68,807	67,000	65,854	67,000	69,700
Utilities	9,153	12,000	5,462	12,000	8,200
Facilities, Equipment & Services	70,000	104,000	61,997	104,000	75,000

**LANSING ECONOMIC DEVELOPMENT CORPORATION (LEDC)**

**FY2025/2026 AMENDED BUDGET  
FY2026/2027 PROPOSED BUDGET**

<u>Description</u>	FY 2024/2025	FY 2025/2026	FY 2025/2026	FY 2025/2026	FY 2026/2027
	Amended Budget	Adopted Budget (Amended Jan. 2026)	Projected FYE	Amended Budget (June 2026)	Proposed Budget
To/(From) Fund Balance	-	-	-	-	-
Bank Fees	5,000	8,500	13,500	13,500	14,000
<u>Programs</u>	-				
Allen Place EGLE Grant	-	-	-	-	-
Stadium North EGLE Grant	-	-	-	-	-
SSRP Verlinden Grant	18,975,000	-	-	-	-
Façade Grant Program	175,000	225,000	225,000	225,000	225,000
ARPA LEED Initiative	-	-			-
ARPA CIA Allocations	-	-			-
ARPA Façade Program	-	-			-
RAP 3.0/CEG	-	500,000	500,000	500,000	-
<b>Total General Operating Expenses</b>	<b>20,403,107</b>	<b>2,143,690</b>	<b>1,994,019</b>	<b>2,156,420</b>	<b>1,778,023</b>
Less Depreciation Expense	(19,572)	(23,000)	(19,096)	(23,000)	(23,900)
<b>Total General Operating Expenses</b>	<b>20,383,535</b>	<b>2,120,690</b>	<b>1,974,923</b>	<b>2,133,420</b>	<b>1,754,123</b>
<b>Net Income</b>	<b>75,798</b>	<b>(0)</b>	<b>111,312</b>	<b>120,939</b>	<b>0</b>
<b>Add Back Depreciation Expense</b>	<b>19,572</b>	<b>23,000</b>	<b>19,096</b>	<b>23,000</b>	<b>23,900</b>
<b>Net Income</b>	<b>95,370</b>	<b>23,000</b>	<b>130,408</b>	<b>143,939</b>	<b>23,900</b>



**Lansing Economic  
Development Corporation**

<b>Name:</b>	Kris Klein
<b>Manager:</b>	
<b>Performance Year:</b>	2026
<b>Evaluation Date:</b>	

*Fourth Quarter is the year-end summary*

This document has been created and agreed upon by the Supervisor and Supervisor

<b>Manager Signature</b>		<b>Date</b>	
--------------------------	--	-------------	--

<b>Supervisor Signature</b>		<b>Date</b>	
-----------------------------	--	-------------	--

<b>Supervisor Comments</b>	

## Performance Plan and Evaluation

### Overview

This Performance Planning and Evaluation document includes four elements: Primary Responsibilities, Objectives and Key Results, and Performance Competencies. At the beginning of the performance period, the Supervisor and Manager will use this document to agree on content in all three areas. At the end of the performance period, the Supervisor will self-assess these areas, but the Manager is responsible for evaluating performance and sharing feedback. This process aims to guide and assess Supervisor performance based on their responsibilities and achievements while promoting consistent quality standards across the organization.

### Definitions

#### I Primary Areas of Responsibility

This section records your main job activities and their evaluation criteria, which are based on your duties and performance objectives. Criteria may include impact, timeliness, cost effectiveness, client satisfaction, accuracy, and consistency. Managers and staff review progress throughout the period and may adjust activities to fit changing organizational needs.

#### II Objectives and Key Results (OKRs)

This section lists 3-5 OKRs for each individual to help achieve organizational objectives. These objectives focus on key priorities, department improvements, or role-specific success. Evaluation criteria include impact, timeliness, cost effectiveness, client satisfaction, accuracy, and consistency. OKRs may be adjusted during the year based on changing priorities, organizational shifts, or resource constraints.

#### III Performance Competencies—Skills and Behaviors

At the start of the review period, the Supervisor and the Manager agree on key skills and behaviors aligned with the job description.

#### IV Rating Scale

Numerical Rating	Rating Name	Description
4	Exceeds Expectations	Performance surpassed in all areas, with excellent overall work quality.
3	Meets Expectations	Performance met in all areas and sometimes surpassed them. Responsibilities fulfilled with good quality
2	Mostly Meets Expectations	Performance generally met expectations but fell short in some areas
1	Improvement Needed	Performance was below expectations, and/or reasonable progress toward meeting expectations was not made. Improvement is needed in one or more important areas.

No rating for Quarterly Status Updates

**Section I—Primary Areas of Responsibility**

Primary Performance Expectations/Responsibilities	1	2	3	4	5
	<b>Leadership and Strategic Planning</b> - setting the vision, leading the organization, aligning operations with goals, and fostering a collaborative culture. Serve as a liaison between the organization and the Lansing EDC board of directors.	<b>People Leadership</b> - Manage and supervise staff, including hiring, training, and performance evaluation. Attract and retain the best talent available to build internal capacity. Serve as a liaison between the organization and the Lansing EDC board of directors.	<b>Operations</b> - Oversee the organization's financial operations, including budgeting, fundraising, and grant writing. Ensure the organization's facilities and resources are managed effectively. Develop and implement policies and procedures that support the organization's mission.	<b>Community Relations and Advocacy</b> - Serve as the organization's community representative, building and maintaining relationships with key partners while incorporating community input into Lansing EDC priorities. Represent Lansing EDC on committees and public bodies, advocating for organizational interests, and promoting the mission and programs to the public.	<b>Program Development and Implementation</b> - Develop and implement new economic development programs, ensuring they align with the organization's strategic plan. Collaborate with business leaders to assess projects and negotiate contracts. Oversee program execution and regularly evaluate their effectiveness, making improvements as needed.
Supervisor Comments Q1					
Manager Comments Q1					
Supervisor Comments Q2					
Manager Comments Q2					
Supervisor Comments Q3					
Manager Comments Q3					
Supervisor Comments Q4					
Manager Comments Q4					
<b>Supervisor Final Rating</b>					
<b>Manager Final Rating</b>					

Supervisor Average Final Rating	#DIV/0!
Manager Average Final Rating	#DIV/0!



<b>7. Revenue Diversification and Fiscal Management</b>	<b>Improve fee capture on administrative costs, increase and expand contracts for services, and review opportunities to increase funding for programming and initiatives.</b>	Secure 2+ new contracts or revenue-generating partnerships.	Increase non-core funding sources by 10% (grants, contracts, earned revenue).	Deliver balanced budgets and clean audits annually.				
<b>Kris Comments</b>								
<b>Kris Final Rating</b>								#DIV/0!
<b>Reviewer Comments</b>								
<b>Reviewer Final Rating</b>								#DIV/0!
<b>8. Marketing and Outreach</b>	<b>Strengthen Marketing and Communications to enhance organizational visibility and impact.</b>	Develop and implement a comprehensive marketing and communications strategy.	Grow digital engagement (website, social, campaigns) by 50%.	Develop and implement targeted messaging and marketing campaigns for strategic sites, generating 10 qualified business or development leads annually.				
<b>Kris Comments</b>								
<b>Kris Final Rating</b>								#DIV/0!
<b>Reviewer Comments</b>								
<b>Reviewer Final Rating</b>								#DIV/0!
<b>9. Board Development</b>	<b>Support professional development, training, improve understanding of Lansing EDC and economic development in general, and create leadership pathways for Board Members to serve in officer roles.</b>	Establish an annual board survey or feedback process.	Deliver quarterly strategic and performance reports aligned with strategic focus areas/OKRs.	Deliver 2+ annual board training/development sessions.				
<b>Kris Comments</b>								
<b>Kris Final Rating</b>								#DIV/0!
<b>Reviewer Comments</b>								
<b>Reviewer Final Rating</b>								#DIV/0!
<b>10. Capacity and Effectiveness</b>	<b>Initiate process improvement efforts and align continued growth of Lansing EDC team with the Strategic Plan and organizational culture.</b>	Attain 75% positive response to Survey Question " Employees understand how their work fits into the organization's mission" (up from 55%)	Implement at least 1 major process or system improvement(s) (CRM, project tracking, reporting tools).	Attain 50% positive response to Survey Question "Management regularly shares updates on the organization's ability to meet its goals" (up from 22%)				
<b>Kris Comments</b>								
<b>Kris Final Rating</b>								#DIV/0!
<b>Reviewer Comments</b>								
<b>Reviewer Final Rating</b>								#DIV/0!

**\* "Significant Project/Deal" definition**

A Significant Project/Deal results in:

- \$1 million+ in private investment, OR
- 10+ jobs created or retained, OR
- 10+ housing units created/rehabilitated, OR
- Redevelopment of a significant commercial, industrial, or brownfield property, OR
- Activation of a strategic corridor, catalyst site, or priority redevelopment area.

**Tiered Classification of Projects:**

- Tier 1: Transformational - \$25M+ investment or 100+ jobs, city-wide impact
- Tier 2: Major - \$5M-\$25M investment or 25+ jobs
- Tier 3: Strategic - Project below Transformational or Major Tiers with high strategic or neighborhood impact.

**Section III—Performance Competencies – Skills and Behaviors**

Primary Performance Expectations/Responsibilities	Communication: Provides regular, consistent, and meaningful information. Ability to clearly convey information, expectations, and feedback, while also actively listening and fostering an environment of openness and trust. Adapts communication style based on the needs of their team.	Strategic Thinking/Management: Creates and communicates a long-term vision within their area of operation, balances short and long-term goals, keeps their own and the team's work aligned with overall goals, understands the environment in which they operate, and creates and adjusts plans as needed. Demonstrates flexibility in response to evolving circumstances and proactively identifies opportunities for improvement. Collaborates with others to gather insights and anticipate challenges.	Results Focused: Strives to consistently achieve excellence in all tasks and objectives. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance.	Decision Making: Capacity to analyze situations, weigh alternatives, and make timely choices that align with organizational goals and values, considering both short-term consequences and long-term impacts. Utilizes input from diverse perspectives, balance risks and opportunities, and communicates decisions transparently, fostering trust and accountability within the team.	Managing Performance: Defines roles and responsibilities and objectives, motivates and challenges employees, delegates effectively, rewards contributions, manages collaboratively.	Team Leadership: Anticipates and resolves conflicts, turns team diversity into an advantage, uses unique team talents, works for consensus, promotes a team atmosphere.
Supervisor Comments Q1						
Manager Comments Q1						
Supervisor Comments Q2						
Manager Comments Q2						
Supervisor Comments Q3						
Manager Comments Q3						
Supervisor Comments Q4						
Manager Comments Q4						
Supervisor Final Rating						
Manager Final Rating						
Supervisor Average Final Rating	#DIV/0!					
Manager Average Final Rating	#DIV/0!					

## Section V—Annual Final Rating

Rating Area	Employee Rating	Supervisor Rating
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Primary Areas of Responsibility		
Objectives and Key Results		
Performance Competencies		

Average Rating	#DIV/0!	#DIV/0!
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Manager Signature	Date

I have read and understand the contents of this document. My signature means that I have been advised of my performance status. Additional comments I have are below.

Supervisor Signature	Date
Supervisor Comments	