



**THE CITY OF THE VILLAGE OF DOUGLAS  
BROWNFIELD REDEVELOPMENT  
AUTHORITY**

**THURSDAY, OCTOBER 12, 2023 AT 1:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**AGENDA**

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**To view remotely, please consider joining online or by phone. Join online by  
visiting: <https://us02web.zoom.us/j/89115233182>**

**Join by phone by dialing: +1 (312) 626-6799 | Then enter "Meeting ID": 891 1523 3182**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT CALENDAR**
  - A.** Approval of Agenda - October 12, 2023
  - B.** Approval of Minutes - June 8, 2023
- 4. PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)**
- 5. PUBLIC COMMUNICATION - WRITTEN**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - A.** 200 Blue Star Highway - Haworth Site - Discussion Item
    1. PM Environmental Clean-up Grant Update / Timeline
    2. North End Clean-up Status
    3. EPA Grant Invoicing To Date
    4. Taft Law Update
    5. Williams and Works Community Input Plan
    6. Update From Haworth, Inc. Meeting
    7. Next Steps
- 8. REPORTS**
- 9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES)**

**10. AUTHORITY MEMBER COMMENTS**

**11. ADJOURNMENT**

Motion to adjourn.

**Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**



**THE CITY OF THE VILLAGE OF DOUGLAS  
BROWNFIELD REDEVELOPMENT  
AUTHORITY**

**THURSDAY, JUNE 8, 2023 AT 1:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MINUTES**

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1. **CALL TO ORDER:** By Secretary Sapita at 1:02 pm
2. **ROLL CALL:** Present – Dixon, Fechtig LaBombard, Sapita  
Absent – Donovan, Balmer, Naumann

3. **CONSENT CALENDAR**

- A. January 12, 2023 Meeting Minutes

Motion by Dixon, with support from LaBombard, to approve the minutes as amended, adding Balmer to the present roll call. Motion carried by unanimous roll call vote.

4. **PUBLIC COMMUNICATION - VERBAL (LIMIT OF 3 MINUTES)** – None received.
5. **PUBLIC COMMUNICATION - WRITTEN:** None received.
6. **UNFINISHED BUSINESS** – None received
7. **NEW BUSINESS:**
  - A. Bid for EPA Brownfield Cleanup Grant

LaBombard presented Authority members with an update on the bidding, only one bid was received. The EPA directed him to accept the bid. The environmental consultant will complete the following Brownfield Cleanup grant tasks: (1) Implement community involvement and outreach (2) Develop a cleanup plan (3) Implement the risk-based TSCA PCB Cleanup Work Plan, involving the removal and disposal of contaminated soil and concrete surface material at an approved disposal facility (4) Grant Management, prepare and submit required progress reports

Authority questions: What is the match for the grant? Have we obtained the timeline for the cleanup?  
Where was the RFP advertised?

Motion by Fechtig, with support from Dixon, to recommend City Council approve the proposal from P.M. Environmental in the amount of \$55,000 for Brownfield Cleanup grant activities. Motion carried by unanimous roll call vote.

**8. REPORTS:**

LaBombard present the Demo Report, stating the the EPA has not approved the plan yet.

**9. PUBLIC COMMUNICATION – VERBAL (LIMIT OF 3 MINUTES) – No communication**

**10. AUTHORITY MEMBER COMMENTS**

**11. ADJOURNMENT**



**PM Environmental Clean-up Grant Update/Timeline  
(5 pages)**

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**

## City of Douglas – FY 2022 EPA Brownfield Cleanup Grant

Hayworth Property – 200 Blue Star Highway, Douglas, Michigan

Progress Meeting 9/14/2023, 1:00 PM

### I. Project Points of Contact

- a) City of Douglas
  - i) Lisa Nocerini  
P: (269) 857-1438 ext. 103  
E: [citymanager@douglasmi.gov](mailto:citymanager@douglasmi.gov)
  - ii) Jennifer Pearson  
P: (269) 857-1438 ext. 102  
E: [douglas@douglasmi.gov](mailto:douglas@douglasmi.gov)
- b) City of Douglas Brownfield Redevelopment Authority
  - i) Matt Balmer  
E: [epcmatt@gmail.com](mailto:epcmatt@gmail.com)
- c) EPA Region 5
  - i) Brad Stimple  
P: (440) 250-1717  
E: [stimple.brad@epa.gov](mailto:stimple.brad@epa.gov)
- d) PM Environmental
  - i) Ryan Higuchi (primary)  
P: (248) 414-1432  
E: [ryan.higuchi@pmenv.com](mailto:ryan.higuchi@pmenv.com)
  - ii) Jessica DeBone  
P: (616) 328-5297  
E: [jess.debone@pmenv.com](mailto:jess.debone@pmenv.com)

#### Meeting notes:

- a) 9/14/2023 - Rich LaBombard is no longer employed by the City. Lisa Nocerini is now the City Manager and will serve as the point of contact for the project moving forward. Jennifer Pearson is the secondary point of contact.
- b) 9/14/2023 – Matt Balmer, chairman of the Douglas Brownfield Redevelopment Authority, will be participating moving forward.
- c) 8/24/2034 - Adam Patton, PM will serve as the technical consultant for the project and will provide direction on the cleanup planning process, TSCA related tasks, and cleanup activities.

### II. Task I: Community Involvement and Outreach Activities

- a) Work Plan Budget: \$11,500
- b) Submit Draft Community Relations Plan (CRP) to USEPA
  - i) 9/14/2023 - Submitted to EPA 8/28/2023.
- c) Community Meeting #1 – Grant Introduction
  - i) Public meeting to discuss the goals and outcomes of the grant, scheduling and timelines, points of contact.
  - ii) City to expand the scope of this meeting to solicit public input on end use.



- (1) 9/14/2023 - Williams-Works, the City's planning consultant, will be used to facilitate community engagement for end use. PM has attempted contact several times over the past two week, with the last attempt on 9/14/2023. Lisa Nocerini will contact Williams-Works and connect PM with a contact.
- (2) 9/14/2023 – Community input on the cleanup and subsequent end use of the site will be inclusive of City residents only.
  - (a) The City will develop three to four preferred development options for the public to choose their preferred option.
- d) Community Meeting #2 – Before Cleanup
  - i) Public Meeting to discuss proposed cleanup work prior to start (handouts, flyers as necessary). Cleanup timeline, scope of activities, questions, points of contact during cleanup activities.
- e) Community Meeting (3 of 3)
  - i) Public meeting to discuss project accomplishments, (i.e. material removed, etc.), next steps, etc.

## I. Task II: Cleanup Planning

- a) Workplan Budget: \$25,000
- b) State Historic Preservation Office – Section 106 NHPA
  - i) Check with SHPO Officer to see if review is needed.
  - ii) 9/14/2023 - EPA verifying is Section 106 Review is needed. PM believes that Section 106 is required, as all federally funded projects have this requirement. Once confirmed, PM will prepare the documentation with the help of a sub-consultant.
- c) Prepare QAPP and submit to EPA for review
  - i) Needed because EGLE defers to EPA on TSCA
  - ii) 9/14/2023 - QAPP has been drafted and is going through internal technical review. Submittal to EPA projected within 1-2 weeks. Ryan Higuchi will send the cover page to Lisa Nocerini for signature.
- d) Prepare Analysis of Brownfields Cleanup Alternatives (ABCA) & submit to EPA
  - i) Draft ABCA prepared as part of EPA Work Plan. Updates needed.
- e) Submit Draft Cleanup Plan to EPA TSCA
  - i) Preliminary outline prepared and submitted to EPA TSCA for comment
- f) Compile Administrative Record
  - i) Administrative Record consists of the relevant site documents that support the basis for the cleanup and will be available for review during the public comment period. (Approved ABCA)
- g) Public Comment
  - i) Public notice to be published.
  - ii) 30-day public comment period for the Cleanup Plan, Administrative Record, NHPA (if applicable)
- h) Issue Action Memo/Decision Document
  - i) The Decision Document is the authorization to proceed with the implementation of the approved cleanup plan. In the event there are any comments from the public, the Decision Memo provides a response to those comments.
- i) Prepare Plans and Specifications/Contractor Selection
  - i) City to require a mandatory pre-bid meeting and site walk
  - ii) Competitive pricing required by EPA

- (1) Bid specs can be compiled and go out for bid at any time during the process. The City can even award a contract; however, no work can be initiated until the public comment period is complete and the Decision Memo has been issued.
- (2) Cleanup work is subject to Davis-Bacon wage requirements.
- iii) Prepare bid tabulation and recommendation to award.

**Meeting notes:**

- a) **9/14/2023 – Matt Balmer will connect with Haworth to discuss the requirement within the City’s acquisition agreement that stipulates that the City must create a park on the site. The City is considering adding a park element to the end use of the site, or creating a park somewhere else in the City.**
- b) **8/28/2028 - Brad Stimple will reach out to EPA TSCA to see if there are any TSCA related requirements. The QAPP format must adhere to EPA Region 5 formatting protocols.**
- c) **The preferred alternative in the ABCA must also be approved by EPA TSCA.**

**II. Task III: Cleanup Activities**

- a) Workplan Budget: \$591,500
- b) Cleanup timeline is estimated to take 4 weeks.
- c) Daily observation reports, project photos, documentation of volume of contaminated materials removed required for EPA grant reporting
  - i) Daily oversight of cleanup activities by PM is not included in grant proposal and assumes the documentation will be provided to PM via email daily
    - (1) City to retain PM for daily oversight during cleanup activities
- d) **Conduct Confirmation Sampling, if necessary**
- e) **Obtain No Further Remediation (NFR) letter from EPA TSCA**

**III. Task IV: Grant Administration**

- a) Workplan Budget: \$10,000
- b) Quarterly reports due 1 month after quarter ends.
  - i) Report to includes copies of presentations, flyers, news releases, meeting advertisements, meeting minutes, invoices (PM and contractor), and task progress summaries
    - (1) **9/14/2024 - Ryan Higuchi will prepare the next quarter report after the quarter ends on September 30<sup>th</sup>.**
      - (a) **Jennifer Pearson will verify that the Treasurer has used the ASAP payment system to drawdown on the grant in the amount in PM’s last invoice.**
      - (b) **Jennifer Pearson will send a copy of the invoice for the purchase of the fence that has been installed around the site. The cost is eligible to be counted as grant match.**
    - (2) **8/24/2023 - PM will issue a progress invoice for work completed under Tasks 2 and 4 in two weeks. The City intends to draw down the grant to address these costs.**
  - ii) Submitted through ACRES
- c) Final Report

**Meeting notes:**

- a) **8/24/2023 - PM will prepare the quarterly progress reports using EPA ACRES. Attachments should be sent to Brad Stimple over email.**



- b) 8/24/2023 - PM will prepare the annual SF 424 and MBE/WBE forms as required by the cooperative agreement. The forms for FY 2023 are due in October and will be submitted as part of the quarterly report.
- c) 8/24/2023 - Costs related to the disposal of the remaining demolition debris on the site are eligible as match if the work completed occurred after October 1, 2022.
- d) 8/24/2023 - Davis-Bacon wages are likely to only apply to excavation activities only.

#### IV. Demolition Debris Disposal (Unrelated to Grant)

- a) **9/14/2023 – Approval of Risk-Based Disposal Work Plan received from TSCA on 9/5/2023.**
  - i) 8/28/2023 - PM has submitted a revised Risk-Based Disposal Work Plan for PCB Remediation Waste related to the remaining building demolition debris on site (unrelated to the grant). The revised plan addresses the comments by Stephanie Legare of EPA TSCA. PM followed up on the approval status of the plan on 8/24/2023.
- b) 9/14/2023 – Lisa Nocerini will verify that the City's contract with Melching is still active.
- c) 9/14/2023 – PM to prepare a proposal for oversight and reporting, as required by TSCA, for the removal of the demolition debris.
  - (1) PM to contact Melching to determine the number of days needed on site to dispose of the demolition debris.

200 Blue Star Highway  
EPA Cleanup Grant Timeline

	2022			2023			2024			2025														
	O	N	D	J	F	M	A	M	A	J	J	J	M	A	M	J	J	J	A	S	O	N	D	
Notice of Award																								
Preparation and Submittal of Work Plan																								
EPA Cooperative Agreement																								
City Procurement of Environmental Consultant																								
Task 1 - Community Involvement and Outreach																								
Project Kickoff Meeting																								
Draft and Submit Community Relations Plan																								
Community Meeting 1 (Project Start)																								
Community Meeting 2 (Pre-Cleanup)																								
Community Meeting 3 (Post-Cleanup)																								
Task 2 - Cleanup Planning																								
Prepare, Submit OAPP																								
Prepare, Submit Section 106 Documentation																								
Revise and Complete ABCA																								
Prepare, Submit TSCA Work Plan																								
Bid Specifications, Contractor Selection																								
Task 3 - Cleanup Activities																								
Cleanup/Implementation of TSCA Work Plan																								
Task 4 - Grant Administration																								
Quarterly Reporting																								
Final Project Report																								



**Haworth Site North End Clean-Up Status Memorandum  
(1 page)**

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**



## MEMORANDUM

To: City of the Village of Douglas Brownfield Authority

From: Lisa Nocerini, City Manager

Date: October 6, 2023

RE: Haworth Site North End (Burrito) Clean-Up Status Report

Melching Demolition, the company who performed the demolition work on the Haworth property, is still under contract with the city to perform removal services. On October 3<sup>rd</sup>, 2023, the Autumn Hills Landfill in Zeeland, Michigan, a Type II landfill, requested the following from Melching Demolition before the removal of the “burrito” could commence:

- A new specific profile for the waste and clarification of the waste and composition that will be delivered to the landfill, and what type of debris would be included. PM Environmental is preparing a new profile for the waste and has already indicated that the waste is the result of demolition debris and generally comprised of concrete. Any asbestos was abated prior to demolition activities taking place.
- Provide a TSCA clean-up plan. PM provided this.
- Provide full lab reports, including results for TCLP VOC's, TCLP metals, and total (dry weight) PCBs including sampling. PM will provide these reports once they have conducted sampling. Once the sampling is completed, it will take 5-7 days to receive the lab results report back. This is already in motion.

Once these steps are completed, the removal of the “burrito” can commence. We are still hopeful that this will occur within the next 30 days. It is my understanding that the removal can take up to 2-4 days depending on trucking time.





## **EPA Grant Invoicing to date (3 pages)**

### *Invoice 105221*

These are not grant eligible expenses but can be used as the city's match towards the grant. The cost in this invoice captures any of the PM Environmental expenses that are not associated with a specific task, for example, the grant, the TSCA plan compliance, the burrito oversight, etc. In this case, this covers time spent meeting with Taft Law, as well as supporting the firm with any needed documentation. The invoice covers the period from 7/1 to 9/30.

### *Invoice 105213*

This invoice is grant eligible. Any eligible invoices are submitted by the City Treasurer to the federal government ASAP system. This system keeps track of payments that are reimbursed to the city through the grant funds.

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**





PM Environmental, a Pinchin Company  
 4080 West Eleven Mile Road  
 Berkley, MI 48072  
 Phone: (517) 321-3331  
 Toll Free: (800) 485-0090  
 Fax: (877) 884-6775

Lisa Nocerini  
 City Manager  
 City of the Village of Douglas  
 86 West Center Street  
 P.O. Box 757  
 Douglas, MI 49406

October 5, 2023  
 Project No: 01-10275-1  
 Invoice No: 105221

**Invoice Total \$1,002.50**

Service Group 0002 200 Blue Star Highway, Douglas, Michigan

Economic Incentive Consulting

Task	Fee	Percent Complete	Previous Fee Billing	Cost
EID Consulting	27,778.25	100.00	26,775.75	1,002.50
Total Fee	27,778.25		26,775.75	1,002.50
<b>Subtotal</b>				<b>1,002.50</b>
<b>Total these Tasks</b>				<b>\$1,002.50</b>
<b>Total this Service</b>				<b>\$1,002.50</b>
<b>Total this Invoice</b>				<b>\$1,002.50</b>

**OUR PAYMENT INFORMATION HAS CHANGED! PLEASE SEE BELOW TO UPDATE YOUR RECORDS**

Please include invoice number or project number with your payment. For your convenience, we accept VISA, MasterCard, and American Express. Credit card transactions will be assessed a 3% fee at time of payment.

Payments may be made electronically for **P.M. Environmental, LLC**

CIBC Bank USA  
 Routing ABA Number 0710-0648-6  
 Account Number 2582619  
 Fed ID 38-3052632

**Invoice Payable Upon Receipt**



PM Environmental, a Pinchin Company  
 4080 West Eleven Mile Road  
 Berkley, MI 48072  
 Phone: (517) 321-3331  
 Toll Free: (800) 485-0090  
 Fax: (877) 884-6775

Lisa Nocerini  
 City Manager  
 City of the Village of Douglas  
 86 West Center Street  
 P.O. Box 757  
 Douglas, MI 49406

October 5, 2023  
 Project No: 01-10275-2  
 Invoice No: 105213

**Invoice Total \$2,426.25**

Project Manager: Ryan Higuchi

Service Group 0001 200 Blue Star Highway, Douglas, Michigan  
 Community Involvement Activities

Task	Fee	Percent Complete	Previous Fee Billing	Cost
Community Involvement/Activities	7,500.00	2.0833	0.00	156.25
<b>Total Fee</b>	<b>7,500.00</b>		<b>0.00</b>	<b>156.25</b>
<b>Subtotal</b>				<b>156.25</b>
		<b>Total these Tasks</b>		<b>\$156.25</b>
		<b>Total this Service</b>		<b>\$156.25</b>

Service Group 0002 200 Blue Star Highway, Douglas, Michigan

Task	Fee	Percent Complete	Previous Fee Billing	Cost
ABCA	1,250.00	0.00	0.00	0.00
TSCA PCB Cleanup Workplan	13,875.00	3.0631	0.00	425.00
Specifications/Bid Solicitation	5,000.00	0.00	0.00	0.00
Section 106 Review	4,875.00	30.5128	0.00	1,487.50
<b>Total Fee</b>	<b>25,000.00</b>		<b>0.00</b>	<b>1,912.50</b>
<b>Subtotal</b>				<b>1,912.50</b>
		<b>Total these Tasks</b>		<b>\$1,912.50</b>
		<b>Total this Service</b>		<b>\$1,912.50</b>

Service Group 0004 200 Blue Star Highway, Douglas, Michigan

Invoices due upon receipt. Service fee of 1.5% assessed monthly after 30 days. Accounts Receivable 248-687-7091.

Grant Management Activities

Task	Fee	Percent Complete	Previous Fee Billing	Cost
Grant Management Activities	10,000.00	3.575	0.00	357.50
Total Fee	10,000.00		0.00	357.50
<b>Subtotal</b>				<b>357.50</b>
		<b>Total these Tasks</b>		<b>\$357.50</b>
		<b>Total this Service</b>		<b>\$357.50</b>
		<b>Total this Invoice</b>		<b>\$2,426.25</b>

Please include invoice number or project number with your payment. For your convenience, we accept VISA, MasterCard, and American Express. Credit card transactions will be assessed a 3% fee at time of payment.

Payments may be made electronically for **P.M. Environmental, LLC**

CIBC Bank USA  
 Routing ABA Number 0710-0648-6  
 Account Number 2582619  
 Fed ID 38-3052632

**Invoice Payable Upon Receipt**



**Taft Law Haworth Site Update Memorandum  
(1 page)**

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**



## MEMORANDUM

To: City of the Village of Douglas Brownfield Authority

From: Lisa Nocerini, City Manager

Date: October 6, 2023

RE: Taft Law Meetings

The City along with PM Environmental have had two calls with Taft Law, the firm representing the City of the Village of Douglas, as it relates to potential collection of clean-up and remediation costs for the Haworth site.

I am going to be cautious about attorney-client privilege information in this memorandum, but I can report that these calls have been helpful in identifying prior ownership of the property and moving forward with a response action plan for the remediation that will identify the costs that the city will incur for the clean-up and remediation of the site, that are not covered by the EPA grant.

There are no other additional matters to report.





**Williams and Works Community Input Plan  
Proposal and Next Steps for the Haworth Site  
(8 pages)**

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**

# williams&works

engineers | surveyors | planners

September 28, 2023

Ms. Lisa Nocerini, City Manager  
City of the City of Douglas  
86 W. Center Street  
P.O. Box 757  
Douglas MI, 49406-0757

**RE: Haworth Property Design & Engagement**

Dear Ms. Nocerini,

We are pleased to offer this proposal to provide the City of the Village of Douglas and PM Environmental with public engagement and design services to guide future redevelopment of the former Haworth site. This letter outlines an approach and a suggested work scope to assist the City in the development of an engagement strategy and conceptual designs for the former Haworth property (PPN 59-016-070-00).

**Our Understanding.** In 2019, the City acquired 7.18 acres of Brownfield property from Haworth Inc., secured with a real estate donation agreement. The site has been vacant since 2014, and Phase I and II Environmental Site Assessments were conducted in 2015. The City razed the existing 150,300-square-foot factory building on the site in 2021. Site contaminants from the former industrial occupant are primarily focused on the property's northern end, where the razed building stood. To assist in the site remediation, the City was awarded a \$500,000 clean-up grant in 2022 that would address the PCB (polychlorinated biphenyl) contaminants on the property.

As part of the Community Relations Plan required by the EPA, the City would like to conduct a public outreach strategy to better understand the community's desires for the potential redevelopment of this land. To go above and beyond the EPA requirements, the City has proposed a public open house where several alternative design iterations may be presented. The conceptual designs would need to align with the City's Master Plan, the Tri-Community Master Plan, the Blue Star Highway Plan, and the Zoning Ordinance and first be vetted by the Brownfield Authority and City Council. The professional planners and landscape architects at Williams & Works are experienced in community engagement and the creation of visionary development plans. It is our understanding that PM Environmental will advise our team on how site constraints, due to existing contaminants, will determine certain design parameters (e.g., what land uses are most appropriate, where these uses may be located on the site, and what the potential impacts are regarding clean-up costs, etc.).

As a result of this process, the City intends to establish a Brownfield Tax Increment Financing (TIF) district that includes this property. We have also assumed that the City Attorney would be

Ms. Lisa Nocerini  
September 28, 2023  
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available during this process to assist in the interpretation of the real estate donation agreement and the Brownfield Redevelopment Financing Act and associated Tax Increment Financing (TIF) requirements, as they may pertain to the potential uses for the property.

**Scope of Work.** Based on our preliminary project meeting on September, 20, 2023 and further discussion with Ryan Higuchi of PM Environmental, we have assembled a scope of services that we believe will fulfill your requests for planning and design services. The scope outlined below is intended to be flexible and may be further tailored to meet the needs of the City. Our objective will be an efficient process that strives to foster a community consensus about the site and provide meaningful conclusions applicable to current and future grant/redevelopment opportunities.

**Task 1. Research.** Extensive research has already been conducted through the Phase I and II Environmental Studies. These documents will be reviewed and PM Environmental will be consulted to provide an interpretation of key elements that will impact the conceptual design. An inventory of existing site conditions like topography, soils, wetlands, and other pertinent background information is paramount in developing an understanding of the parcel. We will collect site information using publicly available sources, such as the county parcel viewer, EGLE, USDA, USGS, USFWS, FEMA, and Google Earth, to develop informed base maps for conceptual design.

We will also perform one (1) site visit to conduct a visual inventory of the property and will review the City's Master Plan, Zoning Ordinance, Tri-Community Master Plan, and Bluestar Highway Plan to inform the design process. We assume that available surveys, as-builts, and pertinent GIS shape files will be provided to our team by the City or the County, if available.

*Optional Task A – Drone Survey. Our survey team has drone capabilities that can provide current, detailed aerial imagery and elevation data to inventory the site. This detailed information can be helpful if publicly available aerial information is outdated or of a poor resolution. The drone can assess existing conditions of approximate topography, visible surface elements, such as vegetation, water features, walls, and pavement. If a recent survey of the site is not available and the optional task of a Drone Survey is not selected, the conceptual plans will be developed using publicly available aeriels and GIS data. Including this optional task will add approximately 2 to 3 more weeks to the tentative project timeline.*

*It's important to note that this will not produce an official survey. The information generated will be accurate for conceptual design services that align and support the development of this project. It will however provide a basis for any survey conducted by Williams & Works in the future.*

Task 1 Anticipated Timeframe: 1 week (excluding optional tasks)

Ms. Lisa Nocerini  
September 28, 2023  
Page 3

**Task 2. Preliminary Design.** Our team will coordinate with PM Environmental on the creation of up to three (3) preliminary design scenarios for the former Haworth property. These preliminary design scenarios will consider the site constraints and opportunities identified during Task 1 but will still be conceptual in nature, illustrating general site elements like building footprints, vehicular and pedestrian circulation routes, parking, green spaces, and suggested land uses in the form of a hand drawn site plan layout. These designs will be presented during a joint meeting between the Brownfield Authority and City Council for consideration and recommended revisions. The revised preliminary designs will be distributed electronically to staff for critiques, with the intent of creating draft plans that are acceptable to share with the public.

*Task 2 Anticipated Timeframe: 6 weeks*

**Task 3. Engage.** Citizen engagement is important for any successful community planning initiative. An open house event is often used to educate the public, learn from the public, and foster public support for community-driven initiatives. Prior to the open house, Williams & Works will provide a digital flyer for distribution by the City to promote the event. We encourage the City to run this promotional campaign for at least three (3) weeks, posting to the City's website and official social media pages, distributing the flyer via email, and printing the flyer as a poster that can be displayed in public spaces, such as at the City Hall, Post Office, Library, or local participating businesses.

Williams & Works will work with staff to host a public open house at a venue provided by the City. Our team will coordinate with PM Environmental on creating educational materials (posters, presentations, etc.) that can be shared during the event. The preliminary design scenarios will be displayed with associated activities that will allow the public to assess the designs and provide additional feedback on elements they would like to see in a final concept. The preliminary design scenario site plans will be accompanied by one representative perspective sketch per concept to help the public better visualize the project. This process aids in building a base of constituents committed to the success of future redevelopment on the former Haworth property. Once the open house has concluded, we will provide a community input report summarizing the engagement strategy and activity results.

*Optional Task B – Online Survey. To capture feedback from seasonal residents or those unable to attend the open house, an online survey can be created so participants can assess the design scenarios virtually. Depending on the launch of the survey, this could add approximately 2 more weeks to the tentative project timeline.*

*Task 3 Anticipated Timeframe: 4 weeks*

**Task 4. Revise.** When the citizen engagement process is successful, it will ensure that valuable and diverse input is translated into a vision that most accurately reflects the

Ms. Lisa Nocerini  
September 28, 2023  
Page 4

desired direction of the City's stakeholders. Based on the input received, we will develop one conceptual design. At the conceptual design review meeting with the Brownfield Authority and others as deemed appropriate, we will present the results of the community engagement activities and the preferred concept plan. This will be the final opportunity to discuss the proposed uses, layout, and recommended remediation strategies from PM Environmental that will be developed for the site. PM Environmental will use the preferred concept plan and the engagement report as part of the City's Community Relations Plan required by the EPA.

Task 4 Anticipated Timeframe: 3 weeks

**Professional Fees and Schedule.** Williams & Works proposes to serve the City in completing this assignment on an hourly reimbursable basis for a not-to-exceed fee of \$12,960, excluding *Optional Task A – Drone Survey (+2,200)* and *Optional Task B – Online Survey (+\$1,700)*. This includes costs of all direct labor, fringe benefits, out-of-pocket expenses, overhead, and expenses, such as mileage, open house materials, and printing. It assumes one (1) in-person site visit, two (2) in-person meetings with the Brownfield Authority, one virtual review meeting with City staff, and two team meetings with PM Environmental. The total anticipated timeframe to complete this work is fourteen (14) weeks from the date of project authorization, with the open house expected to be held in late November or early December. The inclusion of optional tasks would increase this timeframe by two (2) to five (5) weeks, dependent on the optional tasks selected.

We appreciate the opportunity to continue our work in the City of Douglas. Attached to this proposal are resumes of our team members assigned to this project. Maleah Rakestraw, PLA will act as the project manager, assisted primarily by Tricia Anderson, AICP. Please feel free to call or email us if you have any questions regarding this proposal.

Sincerely,

**Williams & Works**

[via email]

Maleah Rakestraw, PLA, ASLA  
Landscape Architect & Urban Designer

c: Tricia Anderson, AICP

Accepted by the City of the Village of Douglas	
Signed	<u>[Signature]</u>
Name	<u>Lisa Noenni</u>
Title	<u>City manager</u>
Date	<u>10-2-2023</u>

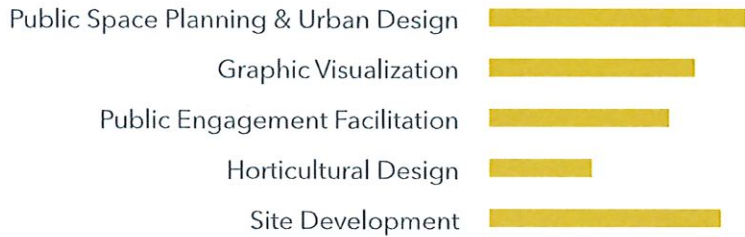
The City would like to include *Optional Task B – Online Survey* for an additional \$1,700 and an added two (2) weeks to the timeframe. This would increase the total not-to-exceed fee to \$14,660 and an anticipated timeframe of sixteen (16) weeks from the date of project authorization. If the terms of this proposal are acceptable, the above signing box shall be completed and returned by an authorized official.





# MALEAH RAKESTRAW, PLA

landscape architect  
rakestraw@williams-works.com



### EDUCATION

M.A., Environmental Design  
Michigan State University

B.A., Landscape Architecture  
Michigan State University

As Williams & Works' first landscape architect, Maleah has a strong focus on the creation of place through the physical realm.

She is an alumna of Michigan State University where she studied both landscape architecture and environmental design. With a passion for site planning and visualization, her professional experience has expanded to include a variety of projects ranging from large-scale private developments and park planning to urban design and community engagement. She is a published co-author in the Journal of Current Urban Studies and has been a past speaker for the National Signage Research & Education Conference.

### REGISTRATIONS AND CERTIFICATIONS

Licensed Professional Landscape Architect - Michigan

### PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects, Michigan Chapter Executive Committee

Michigan State University Student Chapter of the ASLA, Past Vice President

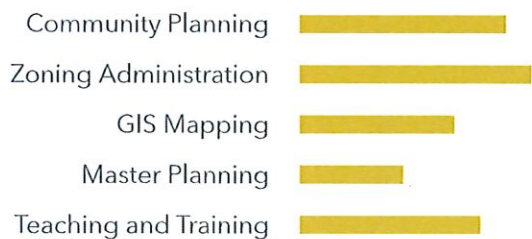
Maleah sat on the state chapter executive committee for the American Society of Landscape Architects and is a current member of Downtown Grand Rapids, Inc.'s GR Forward Goal 1 Alliance focused on river activation and restoration.



# TRICIA ANDERSON, AICP

senior planner

anderson@williams-works.com



### EDUCATION

M.Ed., Secondary Education  
Aquinas College

B.S., Biology  
Grand Valley State University

### REGISTRATIONS AND CERTIFICATIONS

Certified Zoning Administrator  
American Institute of Certified Planners

### PROFESSIONAL AFFILIATIONS

American Planning Association  
APA Planner's Advocacy Network  
Michigan Association of Planning

As a Community Planner and Project Manager with Williams & Works, Tricia provides support to multiple municipal clients, including services such as Planner of Record, zoning administration, master plan writing, GIS mapping, and zoning ordinance writing. Throughout her career, she has gained comprehensive experience in the function of planning as it relates to the community as a whole.

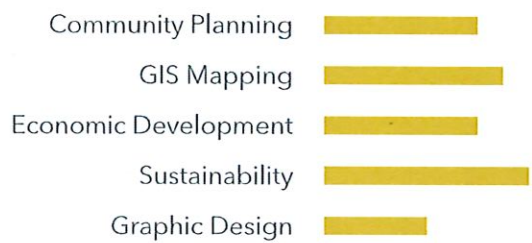
Prior to joining the team at Williams & Works, Tricia worked in the public sector in various planning and zoning administration roles and has been involved in the development of Parks & Recreation Plans. She has played a key role in facilitating engagement events to gain a stakeholder perspective on the needs of the community and has served as the point of contact for securing and executing easements to implement planned non-motorized pathways.

Tricia brings a unique community planning perspective to the municipal clients she serves with her biological science background and working knowledge of watersheds and riparian corridors. She has also taught biology in the secondary school setting and uses her skilled content delivery in the implementation of several planning and zoning training courses developed for public officials and municipal staff.



# TOBY HAYES

community planner  
hayes@williams-works.com



### EDUCATION

B.S., Urban and Regional Planning  
Michigan State University

### REGISTRATIONS AND CERTIFICATIONS

Domicology Certification

### PROFESSIONAL AFFILIATIONS

American Planning Association  
Michigan Association of Planning

Toby Hayes is a Community Planner with the Williams and Works Planning Group. He has a Bachelor's Degree in Urban and Regional Planning with concentrations in environmental planning, economic development, and non-motorized transportation. In addition, he has a minor in Graphic Design. Toby joined the team full-time in 2023. He assists communities with a variety of planning and zoning needs, including GIS projects, master plans, and site plan reviews.

Prior to joining the team at Williams and Works, Toby worked at the City of Kentwood, Michigan as a planning intern. He also worked as research assistant at the Michigan State University Center for Community and Economic Development and aided with outreach and university and legislative initiatives in regards to circular economic principals. Additionally, Toby was a teaching assistant in the School of Planning, Design, and Construction. His Bachelor's capstone project focused on non-motorized transportation planning for Garfield Charter Township, Michigan.





# KIM NGUYEN

graphic designer  
nguyen@williams-works.com



### EDUCATION

B.F.A., Digital Media  
Kendall College of Art and Design

### TECHNICAL SKILLS

Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Microsoft Office  
HTML/CSS

As an illustrator and designer, Kim enjoys bringing a strong attention to detail and a different perspective to the planning team at Williams & Works. Kim’s responsibilities have included designing plan documents (East Lansing Master Plan, Comstock Charter Township Master Plan, Roosevelt Park Area Specific Plan), project-specific websites, and various logos and iconography for planning project cohesion.

Kim has years of experience in designing materials for facilitating public engagement such as advertisements and fliers for both digital and print, activity and survey hand-outs, and informational boards for charrettes and public meetings. Kim is extremely versatile; other notable projects include designing wayfinding signage for the City of Lowell, logos for the City of the Village of Douglas and Fruitport Township, and cross-sectional diagrams for street reconstruction projects throughout the City of Grand Rapids.



**Meeting with Haworth, Inc. Memorandum  
(1 page)**

**Brownfield Authority Meeting  
October 12<sup>th</sup>, 2023**





**City of the Village of Douglas  
Meeting with Haworth, Inc.  
Wednesday, October 11<sup>th</sup>, 2023  
9:00 a.m.**

City of Douglas Attendees:

Mayor Jerry Donovan, Matt Balmer, City Manager, Lisa Nocerini

**Agenda:**

- Update: Property remediation current/future
- Real Estate Donation Agreement between the City of the Village of Douglas and Haworth, Inc. for the property located at 200 Blue Star Highway: Signed on January 21, 2019
  - Discussion Item: Use Restriction (Page 2)
    - States: From and after the Closing, the Property shall only be used as: (a) parkland open to the public and/or public road right-of-way (“Public Use”); or (b) commercial retail use; or (c) mixed commercial retail and residential use in a planned unit development, provided that parkland open to the public in perpetuity shall have been provided to Donee in trade for the portion of the Property to be used for commercial retail use or mixed commercial retail and residential use (the “Permitted Retail/Mixed Use”, and together with the Public Use, the “Restricted Use).
    - The City would like to discuss the underlined sentence in the agreement (above) as it relates to providing parkland in trade for the portion of Property to be used and request consideration for alternative options due to the city’s challenges with staffing and maintenance costs with existing park infrastructure.