This meeting is being conducted electronically in order for members, staff, and the public to comply with the Emergency Order Under MCL 333.2253 – Gathering Prohibition and Mask Order issued by Robert Gordon, Director of the Michigan Department of Health and Human Services, on October 29, 2020.

Agenda

A. Call to Order – Chair Owens

B. Roll Call and Motion to Excuse Absent Members (Action: Motion to excuse absent members)

C. Adoption of Formal Agenda (Action: Motion to approve formal agenda)

D. Approval of Minutes for Meeting of July 16, 2020 (Action: Motion to approve the minutes for the meeting on July 16, 2020)

E. New Business

1. Staff and applicant presentations for City of Kalamazoo Marihuana Business Permit Renewal Application (pursuant to Chapter 20B of the Kalamazoo City Code).
   a. Better Provisioning
   b. Compassionate Care
   c. Green Sunrise
   d. Huntington Valley Ventures
   e. Portage Acquisitions
   f. Refine Michigan

2. Approval of a recommendation to the City Clerk to renew Marihuana Business Permit Renewal Applications for Better Provisioning, Inc., Compassionate Care by Design 1, Inc., Green Sunrise Products, LLC, Huntington Valley Ventures, Inc., Portage Acquisitions, Inc., and Refine Michigan Co. (ACTION: Motion to approve a recommendation to the City Clerk to renew Marihuana Business Permit Renewal Applications for Better Provisioning, Inc., Compassionate Care by Design 1, Inc., Green Sunrise Products, LLC, Huntington Valley Ventures, Inc., Portage Acquisitions, Inc., and Refine Michigan Co.).

F. Old Business

G. Communications & Announcements

H. Citizen Comments

I. Directors’ Comments

J. Adjournment
MEMBERS PRESENT: Jason Novotny; Patti Owens; Kevan Hess; Nathan Bolton; Lucas Middleton; Jamauri Bogan; Fritz Brown

MEMBERS ABSENT: James Escamilla; Kyle Gulau; Jasmine Vedua; Vice Mayor Patrese Griffin

CITY COMMISSIONERS/CITY STAFF PRESENT: Richard Cherry (City Attorney); Jamie McCarthy (Development Coordinator); Antonio Mitchell (Development Project Coordinator); Beth Cheeseman (Executive Administrative Assistant); Joe Agostinelli (Consultant, Southwest Michigan First); Rebekah Kik (Community Planning and Economic Development Director); Scott Borling (City Clerk)

PUBLIC PRESENT: Ms. Rachel Olmsted; Mr. Tom Colis; Mr. Jared Belka; Mr. Dean Ingraham; Mr. Howard Barkley, Mr. Donald Kneepkins, Mr. Matt O’Connor

Meeting was called to order at 7:35 AM by Chair Patti Owens

MOTION TO EXCUSE ABSENT MEMBERS: Director Bolton moved to excuse absent members; supported by Director Hess. Motion approved by voice vote unanimously.

APPROVAL OF AGENDA: Director Bolton moved the approval of the agenda; supported by Director Brown. Motion approved by voice vote unanimously.

APPROVAL OF THE MINUTES OF JUNE 18, 2020: Director Brown moved the approval of the minutes; supported by Director Bolton. Motion approved by voice vote unanimously.

NEW BUSINESS

1. Welcome and swearing in of new EDC and BRA directors, Jamauri Bogan and Lucas Middleton.

Mr. Scott Borling, City Clerk, conducted the swearing in procedure for new board members, Mr. Jamauri Bogan and Mr. Lucas Middleton. Chair Owens welcomed them to the Board.
2. Introduction of special directors to the EDC for the Heritage Community of Kalamazoo financing project, Howard Barkley and Donald Kneepkins.

3. Consideration of a recommendation the EDC adopts the attached resolution authorizing issuance and sale of Limited Obligation Revenue Bonds for a redevelopment project at Heritage Community of Kalamazoo.

Ms. McCarthy gave the staff report. She stated that staff is recommending the adoption of this resolution. It is the second and final step of a process started last year. The bonds are to help Heritage Community of Kalamazoo finance $23 million dollars for a new independent living facility.

Ms. Rachel Olmsted spoke for Heritage. She said they are constructing 60 independent living units on the western side of the campus. They started marketing efforts a year ago on this project. Ms. Olmsted reported that 40 of the 60 units are currently held with a 10% deposit.

Attorney Colis, bond counsel for Heritage Community, shared that this is the second part of the full project brought to the EDC last year. He said that Ziegler and Company are the underwriters of the bonds. They buy the bonds and the EDC acts as a conduit. The bonds are sold exclusively on the credit worthiness of Heritage. Mr. Colis confirmed that the bond holders cannot come to the City or BRA for payment in the case of default. Heritage is responsible to pay the bond holders. A bank will handle the payments to the bond holders. Mr. Colis stated that there are short-term bonds which are paid in two to three years. The other bonds go out for 30-35 years. This allows Heritage time to pay off the debt. He said Heritage is required to provide documents disclosing who they are and their financials. Mr. Colis said investors have all the information needed for informed decisions. The purchase agreement is that the EDC agrees to sell the bonds to Ziegler. He said the resolution sets parameters as to the maximum amount. The bonds can also be refinanced.

Director Owens thanked Attorney Colis for the explanation and opened the floor for Director comments or questions.

Mr. Cherry and Ms. McCarthy asked about a bond issuance fee. Attorney Colis reported that the EDC is the best option for Heritage to issue bonds. He said most fees are based on the size of the bonds issued. A lot of issuers cap the fee at a certain dollar amount. In this case the fee paid to the EDC will be capped at $40,000 following State of Michigan standards.

Director Middleton asked Attorney Colis to touch briefly on the purpose of indemnity. Attorney Colis said the EDC is the issuer on the bonds. A lawsuit could bring EDC to the table even though it is not responsible for the debt. Heritage would take the litigation and EDC would get eliminated from the lawsuit. Director Middleton clarified that EDC could be named as a party but would not face liability. Attorney Colis said that was correct. The EDC and the City would not be responsible for a penny.

Attorney Cherry let Board members know they have liability insurance.
Director Brown moved to approve the resolution authorizing issuance and sale of Limited Obligation Revenue Bonds for Heritage Community of Kalamazoo; supported by Director Hess. Motion approved by roll call vote unanimously.

OLD BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

Ms. McCarthy stated she had received some of the signed conflict of interest forms. She encouraged the Directors to get those back to her. Ms. McCarthy will get forms to Directors Bogan and Middleton.

Ms. McCarthy announced that the Planning Department received an award for the Natural Features Protection ordinance from the Michigan Association of Planners. It was the Environmental Excellence Award.

CITIZEN COMMENTS

None.

DIRECTOR’S COMMENTS

None.

ADJOURNMENT: 8:08 AM

Beth Cheeseman
Beth Cheeseman, Recording Secretary

______________________ ________________
Chair Signature

______________________
Name/Title
To: The Economic Development Corporation Board of Directors

From: Antonio Mitchell, Community Investment Manager

Date: 11/19/2020

Re: Medical Marihuana Facility Permit Renewal for Better Provisioning Inc. (Formerly 5303 Portage, Inc.)

The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the Marihuana Facility Permit Renewal Application submitted by Better Provisioning Inc. (Formerly 5303 Portage, Inc.) for its Medical Provisioning Center facility at 5303 Portage Rd, Kalamazoo, MI 49002, and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

In October, 2019 the City Clerk issued a Medical Marihuana Facility Operating Permit to Better Provisioning Inc., the applicant, for its Medical Provisioning Center facility at 5303 Portage Rd. This City Operating Permit is set to expire November 20, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

(1) The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

(2) An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

(3) A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

(4) A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

RECOMMENDATION

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for Better Provisioning Inc.

ATTACHMENTS

Better Provisioning Inc. Renewal Application
Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
Medical Marihuana Renewal Application Checklist for:

**Better Provisioning, Inc.**
5303 Portage Road  
Contact: Aaron Fogleman, Consultant  
248-920-8770  
licensing@gloriouscanna.com

## Type: Provisioning Center

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<td>Stephanie Barr/Andrew Faulkenberg</td>
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<th><strong>City Economic Benefits Plan</strong></th>
<th><strong>Social Equity Plan</strong></th>
<th><strong>Handbook</strong></th>
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**All Items Complete:** Yes
October 13, 2020

City of Kalamazoo
Economic Development Corporation Board
241 W. South Street
Kalamazoo, MI 49007

Dear EDC Board Member,

Attached to this letter, you will find the renewal application for Better Provisioning, Inc.’s ("Company") medical marijuana provisioning center permit for its facility located at 5303 Portage Rd., Kalamazoo, MI.

As you may know, this facility has been temporarily closed since March 21, 2020, just as the COVID-19 pandemic shut down our great state. This letter will provide an explanation of events leading up to the closure, as well as the timeline for our grand re-opening.

This is a new and exciting time for the cannabis industry, not only here in Kalamazoo, but across Michigan and the country. And not unlike other companies, both in cannabis and other new industries, there were some growing pains and a learning curve for our Company as well. What our Company learned rather quickly was that without being "vertically integrated," meaning being able to cultivate and process marijuana at our own facility, we would always be at the mercy of third-party cultivators when it came to procuring product for our retail facilities.

The MRA rules require that a licensed provisioning center, such as ours, can only procure product from licensed growers and processors. This was not always the case. Since the date that the MMFLA became effective in December 2017, the Marijuana Regulatory Agency ("MRA") recognized that there was a massive shortage of licensed product available on the open market and allowed for licensed provisioning centers to procure marijuana product from the unregulated "caregiver" market. Although the caregivers were the primary source of medical marijuana in Michigan for over a decade, they were not subject to the newly-formed MRA, or its regulations and oversight. Because of this, caregiver product was much less expensive and was readily available for direct purchase by licensed provisioning centers.

Then in April of 2019, with little notice or warning, and although there was still a massive shortage of product, the MRA determined that it would no longer allow licensed provisioning centers to purchase any marijuana products from caregivers. Just a few months later, Better Provisioning, Inc. opened for business. Although we had been assured by the MRA, and many licensed cultivators, that plenty of product was on its way to the market, this was not the case. It soon became clear that licensed cultivators were not immune from the same learning curve that those of us on the retail side were experiencing. These licensed cultivators were losing harvests at an incredible pace, mostly because of failed testing compliance requirements, which are much more stringent in Michigan than in other states. At that time, if marijuana flower failed, much of the product had to be completely destroyed and could not be remediated, in accordance with MRA rules. The mass shortage of flower in the regulated market reached its peak just as we were opening our doors.

The price for a pound of flower, if it was even available, was averaging nearly $5,000. Other licensed provisioning centers that were open prior to April 2019, had been able to stock up on thousands of pounds of caregiver product, at an average price per pound of $1,300. Although there was plenty of processed product such as edibles and concentrates, there was virtually no flower available in the regulated market. With
marijuana flower accounting for over 60% of retail sales, we found ourselves unable to compete with retail sites in neighboring communities.

Although business was very slow and we were losing money, for the sake of our employees, we were determined to stay afloat for as long as possible. Then the COVID-19 pandemic hit our country and it became increasingly difficult to ask our employees to continue working with the public, especially given the fear and uncertainty during those first weeks. This perfect storm of events led us to make the extremely difficult decision to temporarily cease operations.

The good news is that we took these lessons and we learned from them. We are excited to share with you that our Company just recently received three Class C Adult-Use licenses for our cultivation facility located in Battle Creek (see attached). We’ve also built strong relationships with licensed processors across the state to further reinforce our supply chain.

After learning our lesson the hard way, our Company redirected much of its efforts and focus to the growing side of the marijuana industry so that we never have to rely on third party cultivators again. With the tremendous progress we have made in just the past year, Better Provisioning now controls its own supply chain.

We anticipate re-opening our Kalamazoo retail location in the coming months. We want the City and the Board to know that we fully intend on re-opening soon, and taking the lessons we have learned, we intend on being the model for retail marijuana businesses in Kalamazoo.

Because we were so focused on trying to stay afloat and paying our employees, all while incurring significant financial losses, we simply could not focus on many of the things that we had hoped, including community givebacks and outreach.

We are respectfully asking the City to renew our permit, not just to give our Company the chance to recoup its significant financial investment in Kalamazoo, but to give our Company the chance to honor the commitments we made to the City in our initial application. Thank you for taking the time to read this explanation and we look forward to, once again, becoming a positive business member of the Kalamazoo community.

Respectfully,

Michael Moore
President
MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION
Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo
Office of the City Clerk
241 West South Street
Kalamazoo, MI 49007

(Please Print)

| BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit) |
| Official Business Name | Better Provisioning Inc. (Formerly 5303 Portage, Inc.) |
| Business Address | 5303 Portage Rd. |
| City | Kalamazoo |
| State | MI |
| Zip Code | 49002 |
| Business Phone | 269-222-1910 |
| Business E-mail | licensing@gloriuscanna.com |

| TYPE OF PERMIT BEING RENEWED |
| Medical |
| Grower: | |
| ☐ Class A (500 plants) | ☑ Processor |
| ☐ Class B (1,000 plants) | ☑ Provisioning Center |
| ☐ Class C (1,500 plants) | ☐ Secure Transporter |
| ☐ Class C Permits | |

| Adult Use |
| Grower: | |
| ☐ Class A (100 plants) | ☐ Processor |
| ☐ Class B (500 plants) | ☐ Retailer |
| ☐ Class C (2,000 plants) | ☐ Secure Transporter |
| ☐ Excess Grower | ☐ Designated Consumption Lounge |

| FACILITY INFORMATION |
| Property Address | 5303 Portage Rd, Kalamazoo, MI 49002 |
| Real Property Parcel Number | 10-02-255-003 |
| Advertised Facility Name | Better Provisioning |
| Manager - Full Name | N/A |

| CONTACT INFORMATION [the primary point(s) of contact for this application] |
| Name | Aaron Fogleman |
| Address | 2055 Crooks Rd. Ste. B |
| City | Rochester Hills |
| State | MI |
| Zip Code | 48309 |
| Phone | 248.920.8770 |
| E-mail | licensing@gloriuscanna.com |

| Name | Michael Moore |
| Address | 8353 Lagoon St. |
| City | Commerce Twp |
| State | MI |
| Zip Code | 48382 |
| Phone | 248-762-9394 |
| E-mail | mwmooremi@gmail.com |
ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

The City’s Economic Development Corporation will use the information provided in these documents to evaluate the permit holder’s compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

☑ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.

☑ The hiring and public accommodation practices of the permitted facility conforms to the City’s anti-discrimination ordinance provisions.

☑ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.

☑ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: Michael Moore Date: 10/15/2020

Name (printed): Michael Moore Position: President
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 12 Part-time employees (< 32 hours per week) ___

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: General Manager, Better Annual Average Compensation $ 75,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Store Manager Annual Average Compensation $ 65,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Assistant Store Manager Annual Average Compensation $ 60,000
How many people are employed in this position at the licensed facility? 2
Are health insurance benefits available for employees in this position? Yes X No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Inventory & Compliance Specialist Annual Average Compensation $ 41,600
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Patient Consultant / Receptionist Annual Average Compensation $ 31,200
How many people are employed in this position at the licensed facility? 7
Are health insurance benefits available for employees in this position? Yes X No ___ (If Full Time)
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Please provide information on any benefits other than health insurance that are offered to all employees: All full time employees are offered two weeks vacation and access to a 401K plan with a 2% company match.


Attach additional pages as necessary.

Form Revised 09/25/2020
ATTACHMENT 1

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, end the amount and type of compensation (including benefits) paid for such jobs;

Better Provisioning, Inc (“Company”) has completed the Staffing Plan worksheet and is included as part of the renewal application.

In addition to the attached Staffing Plan, we are also including a spreadsheet provided by our Human Resources department showing that the Company, at one time or another had employed 25 employees with never less than 12 employees on the payroll when we were open for business. These numbers exceeded our commitment of hiring at least 10 full time employees, as indicated in our initial permit application. All full time employees were paid a living wage, with most hourly employees making appx $15-$16 hr. In addition to wages, all full time employees were offered health insurance, access to a 2% Company matching 401K account, and two-weeks paid vacation.

ATTACHMENT 2

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

The Company spent significant resources renovating both the interior and exterior of this previously vacant and outdated building, turning it into an aesthetically pleasing, welcoming, and safe medical facility.

In addition to the physical improvements of the building, and as stated in Attachment 1, the Company employed anywhere from 12-25 people, most of which were from the surrounding community. (see attached list with the city of residence for each employee). With employees earning living wages and because most of them were from Kalamazoo and the surrounding areas, it is safe to say that much of their disposable income was spent locally.

In addition to the human resources aspect of the community benefits provided to the City, the Company also contributed to the City in the form of application/permit fees and plan review/inspection fees.

Please see attached letter for a more detailed explanation related to community outreach.

ATTACHMENT 3

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

See Attached Social Equity Plan
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BETTER PROVISIONING, INC.
SOCIAL EQUITY PLAN

Background

The City of Kalamazoo requires that marihuana commercial business permit applicants submit a social equity plan ("SEP") that (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement and (b) positively impacts local residents. Better Provisioning’s Preliminary Social Equity Plan established the expectations that all community members are prepared to work and live in a multicultural, diverse and international society as well as are exposed to a variety of beliefs, cultures, and differences as a catalyst for intellectual growth while challenging the systems of power, privilege, and inequity. This SEP will guide Better Provisioning, in these efforts.

This SEP is deeply rooted in Better Provisioning’s former Preliminary Social Equity Plan. Consistent with the former social equity plan, this social equity plan explicitly recognizes, facilitates awareness, and addresses patterns of social inequity within the marihuana industry. This desire for equity is reflected in its definition and vision at Better Provisioning and is based on several assumptions:

1. Better Provisioning approaches diversity from the standpoint of differences among social groups, not among individuals. For example, while the presence of a variety of psychologically diverse attributes such as personality or individually based values are critical to our institutional development, these are not the areas specific to social inequity in which groups of people systemically experience inequitable treatment and institutional barriers to success.

2. Social groups are marked by socially created differences in power, privilege, and access. Approaches to social difference, social identity, social location, and social inequity calls for appreciation of the multiple, complex, fluid, and cross-cutting aspects of social identities, and awareness that the inequities experienced by any and all disadvantaged groups warrant attention and collective efforts towards remedy (Adams et al., 2013).

3. Fostering social equity requires purposeful, institutional-level change. Individual-level strategies by themselves cannot create and sustain a diverse college community.

Marihuana business leadership and the Michigan marihuana industry as a whole will implement this social equity plan. Implementation will require a team effort. The plan will be implemented through broader civil deliberation and a process of exploration among members of the marihuana industry to determine how the expressed goals manifest into industry activities, and contribute to the value of institutional diversity, equity, and inclusion.
Introduction

Patient and adult-use marihuana user education is the foundation of the Better Provisioning’s Social Equity Plan. Throughout the development of Better Provisioning’s SEP, social equity rose to the forefront. We identified social equity as a core theme that must permeate throughout every aspect of the marihuana industry so that all patients and adult-use customers can effectively learn.

Consistent with the preliminary social equity plan, Better Provisioning began the development process for this SEP within the context of respect, equity and civility for the interaction among diverse constituents of the marihuana industry. Speech and actions which perpetuate minimization, hate, oppression, group supremacy or exclusion are not recognized as productive and constructive forms of diversity in this industry. As a result, Better Provisioning chose to use “systemically non-dominant” terminology rather than “historically disadvantaged” developed by Debra Jenkins, AAS, MA, MS, Ph.D candidate.

Better Provisioning believes that replacing “historically disadvantaged” with the title “systemically non dominant” brings the attention to the current systems of oppression and no longer allows us to deny or minimize the way oppression manifests today. For purposes of this SEP, systemically non-dominant groups refer to groups of people outside the dominant group within systems of oppression. Systems of oppression provide benefits and assets for members of specific groups. The recipient groups are referred to as dominant groups because such advantages grant impacting levels of power, privilege, and status within social, economic, and political infrastructures of a society (Jenkins, 2015).

The following are goals and activities for each of the three social equity objectives mentioned above:

- Create and sustain an accessible and inclusive environment in the Michigan marihuana industry by utilizing principles of universal design and social justice so that all marihuana industry participants can achieve equitable outcomes.
- Demonstrate improved intercultural competency among employees and managerial staff through comprehensive professional development and curricular transformation.
- Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

The social equity plan is a product of all the research and discussions of how to create and sustain Better Provisioning as a socially equitable marihuana business for all groups. The goals and strategies of the SEP are intentionally broad and provide the opportunity for individual units and departments to lead the implementation.

This plan has been developed as a five-year plan, as the identified goals will take time to implement. Both the strategies and progress toward the goals will be evaluated each year by Better Provisioning. Additional goals may be added to the plan as continued assessment of diversity at Better Provisioning indicates the need.

Better Provisioning’s SEP will guide our business efforts in promoting, developing, and sustaining diversity and equity in our community. The plan’s intention is to develop and enhance systems,
training, programs, and policies that analyze and challenge systems of power, privilege, and inequity to support community learning.

Vision

Better Provisioning recognizes, understands, confronts, and challenges the institutional systems of power, privilege, and inequity so that all members of the City of Kalamazoo community can support civic learning.

Purpose

Facilitate municipal learning by providing the conditions that improve educational outcomes and eliminate systemic disparities among all groups.

Objective: Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all marihuana industry participants can achieve equitable outcomes.

- Adapt physical structures and spaces to meet universal design and social justice principles utilizing the following guidelines:
  - Clear directional signs have large, high-contrast print
  - Restrooms, waiting areas, and other facilities are physically accessible to all individuals regardless of gender identity, mobility, and size
  - Furniture and fixtures are adjustable for mobility and size to allow arrangements that are accessible and improve work environment, various learning activities, and interactions
  - Emergency and security policies and procedures are clear, visible, and inclusive of all individuals. Routes of travel are unobstructed, rubble and hole free, and non-slip

- Utilize universal design and social justice principles in materials, events, and environments utilizing the following guidelines:
  - Provide caption videos
  - Offer touch screens
  - Write out words in materials and signage—no acronyms
  - All Better Provisioning events have marketing tools that are accessible
  - Adhere to Better Provisioning’s standards for accessible, adaptable, and usable design of websites
  - Create all materials available in various formats and languages
  - Provide audio descriptions for visuals including pictures, videos, and charts

Objective: Demonstrate improved intercultural competency among employees and customers through comprehensive professional development and curricular transformation.

- Provide comprehensive and continuing training and educational resources to help Better Provisioning employees work effectively in a diverse marihuana industry community, utilizing the following guidelines:
  - Select all trainers and facilitators based on their ability to (a) infuse the analysis of
power, privilege, and inequity into their training and (b) share strategies for creating equitable learning outcomes for patients and customers from systemically non-dominant groups
  o Ensure all training and workshops rely on active learning methods rather than lecture-based presentations
  o Develop and offer training and professional development to be inclusive to all staff, faculty, and administrative employee groups at Better Provisioning
  o Develop all training and professional development in collaboration with the MRA
- Embed intercultural competency in all employee evaluations.
- Transform presentation materials in all programs to identify and analyze dynamics and implications of power, privilege, and inequity.

Objective: Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

- Develop and implement a multifaceted, multicultural media recruitment campaign.
- Improve all components of the internal hiring process and procedures utilizing the following guidelines:
  o Develop and implement tools to assist hiring managers in identifying and supporting equity and inclusion in the recruitment and hiring process.
  o Train for screening committees
- Outreach with professional associations and other networking groups to effectively source, attract, and engage diverse talent utilizing the following guidelines:
  o Strengthen relationships with community, professional associations, and networking groups
  o Develop and implement targeted marketing communications
  o Be present at job fairs attended by systemically non-dominant populations
  o Create a new, Better Provisioning diversity hiring event
- Generate a pipeline of highly qualified diverse candidates utilizing the following guidelines:
  o Partner with regional graduate schools and universities’ offices of diversity to connect their students and graduates with internships and open positions with Better Provisioning
  o Invite visiting marihuana industry professionals from systemically non-dominant populations in the areas where Better Provisioning anticipates vacancies
  o Increase Better Provisioning presence at regional and national professional conferences and training for faculty and staff from systemically non-dominant populations
- Intentionally retain systemically non-dominant employees by developing and implementing strategies utilizing the following guidelines:
  o Develop multiple communication conduits, relationships, and trust with members and groups in the community which represent systemically non-dominant employees
  o Develop, implement, and sustain a mentoring program for employees to create relationships, build community and foster interpersonal self-efficacy in order to
navigate dominant systems
- Develop and sustain an ongoing reporting system regarding issues around power, privilege, and inequity in the college community
- Create career pathways to prepare and encourage advancement for employees
- Offer opportunities for employees to build connections within the marijuana industry and outside communities through encouragement and support of their supervisor

- **Advocate for the retention, persistence, and completion of systemically non-dominant employees utilizing the following guidelines:**
  - Create a welcoming physical space to reflect our value in social justice and universal design
  - Sustain peer mentoring programs for employees to develop skills in self-advocacy and build a sense of belonging at Better Provisioning
  - Create advocate positions for systemically non-dominant groups to work with employees
  - Offer training that reflects the identities and history of systemically non-dominant groups
  - Develop and sustain an ongoing reporting system regarding issues around power, privilege, and inequity in the college community.

**Responsibility and Compliance**

In addition to the goals and strategies of this plan, compliance remains a necessity from the standpoint of Better Provisioning’s policy and state and federal laws and regulations.

The responsibility for the protection of this commitment extends to patients, customers, employees, managerial staff, and those who visit Better Provisioning. Better Provisioning affirms a commitment to freedom from discrimination and harassment for all members of the marijuana industry community. Better Provisioning expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. In addition, Better Provisioning is committed to freedom from all forms of harassment including sexual harassment, gender violence, and harassment in the workplace.

“Not everything that is faced can be changed. But nothing can be changed until it is faced.”
— James Baldwin
References


BETTER PROVISIONING, INC.

STATE OPERATING GROW LICENSES
STATE OF MICHIGAN
Marijuana Regulatory Agency
P.O. Box. 30205
Lansing, MI 48909

BETTER PROVISIONING, INC.
24 Leonard Wood DR
Battle Creek, MI 49037

www.michigan.gov/mra
Marijuana Regulatory Agency
P.O. Box. 30205
Lansing, MI 48909

This license is a revocable privilege granted by the State of Michigan and is not a property right. The possession of this license does not grant the licensee any right, title, franchise, or other property interest. This license is exclusive to the listed licensee. The attempted transfer, sale, or other conveyance of an interest to a person meeting the definition of "applicant" without agency approval is grounds for suspension or revocation of this license.

STATE OF MICHIGAN
Marijuana Regulatory Agency
Establishment License
Class C Marihuana Grower

BETTER PROVISIONING, INC.
24 Leonard Wood DR
Battle Creek, MI 49037

LICENSE NUMBER AU-6-C-000248
Expiration Date 10/05/2021

P578342

Gretchen Whitmer GOVERNOR

THIS DOCUMENT IS DULLY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN
STATE OF MICHIGAN
Marijuana Regulatory Agency
P.O. Box, 30205
Lansing, MI 48909

BETTER PROVISIONING, INC.
24 Leonard Wood DR
Battle Creek, MI 49037

www.michigan.gov/mra

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STATE OF MICHIGAN
Marijuana Regulatory Agency

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Class C Marihuana Grower

BETTER PROVISIONING, INC.
24 Leonard Wood DR
Battle Creek, MI 49037

LICENSE NUMBER
AU-6-C-000247

Expiration Date
10/05/2021

P578341

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P.O. Box 30205
Lansing, MI 48909

www.michigan.gov/mra

Marijuana Regulatory Agency
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Lansing, MI 48909

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Gretchen Whitmer
GOVERNOR

STATE OF MICHIGAN
Marijuana Regulatory Agency
Establishment License
Class C Marihuana Grower

BEETTER PROVISIONING, INC.
24 Leonard Wood DR
Battle Creek, MI 49037

LICENSE NUMBER
AU-G-C-000246
Expiration Date
10/05/2021

THIS DOCUMENT IS DULLY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN
To: The Economic Development Corporation Board of Directors

From: Antonio Mitchell, Community Investment Manager

Date: 11/19/2020

Re: Medical Marihuana Facility Permit Renewal for Compassionate Care, Inc.

The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the Marihuana Facility Permit Renewal Application submitted by Compassionate Care By Design 1 Inc for its Medical Provisioning Center facility at 401 N Sage Street, Kalamazoo, MI 49007, and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

In October, 2019, the City Clerk issued a Medical Marihuana Facility Operating Permit to Compassionate Care By Design 1 Inc, the applicant, for its Medical Provisioning Center facility at 401 N Sage Street. This City Operating Permit is set to expire November 20, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

(1) The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

(2) An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

(3) A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

(4) A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

RECOMMENDATION

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for Compassionate Care By Design 1 Inc.

ATTACHMENTS

Compassionate Care by Design Renewal Application
Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
# Medical Marihuana Renewal Application Checklist for:

**Compassionate Care by Design 1, Inc.**

401 N Sage Street  
Contact: Kristin Bearup, Managing Partner  
269-760-8201  
kristen@ccbydesign.com

## Type: Provisioning Center

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<th>Social Equity Plan</th>
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**All Items Complete**: Yes
**MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION**

Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo  
Office of the City Clerk  
241 West South Street  
Kalamazoo, MI 49007

(Please Print)

**BUSINESS INFORMATION** (The entity that is licensed by the state and that holds a City MMF permit)

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<tr>
<th>Official Business Name</th>
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<td>Business Address</td>
<td>401 N Sage Street</td>
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<tr>
<td>City</td>
<td>Kalamazoo</td>
</tr>
<tr>
<td>State</td>
<td>MI</td>
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<tr>
<td>Zip Code</td>
<td>49007</td>
</tr>
<tr>
<td>Business Phone</td>
<td>269-762-8038</td>
</tr>
<tr>
<td>Business E-mail</td>
<td><a href="mailto:Kristen@ccbydesign.com">Kristen@ccbydesign.com</a></td>
</tr>
<tr>
<td>Business Website</td>
<td>CCByDesign.com</td>
</tr>
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**TYPE OF PERMIT BEING RENEWED**

**Medical**

- Grower:  
  - ☐ Processor  
  - ☐ Safety Compliance  
  - ☑ Provisioning Center  
  - ☐ Secure Transporter

- Class A (500 plants)  
- Class B (1,000 plants)  
- Class C (1,500 plants)  
  - No. of Class C Permits ______

**Adult Use**

- Grower:  
  - ☐ Processor  
  - ☐ Safety Compliance  
  - ☐ Secure Transporter  
  - ☐ Retailer  
  - ☐ Designated Consumption Lounge

- Class A (100 plants)  
- Class B (500 plants)  
- Class C (2,000 plants)  
  - No. of Class C Permits ______

- Excess Grower

**FACILITY INFORMATION**

| Property Address            | 401 N Sage Street |
| Real Property Parcel Number | 06-18-304-002     |
| Advertised Facility Name    | Compassionate Care by Design |
| Manager - Full Name         | Kristen Bearup    |

**CONTACT INFORMATION** [the primary point(s) of contact for this application]

<table>
<thead>
<tr>
<th>Name</th>
<th>Kristen Bearup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>401 N Sage</td>
</tr>
<tr>
<td>Phone</td>
<td>269-762-8038</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Kristen@ccbydesign.com">Kristen@ccbydesign.com</a></td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Erica Delgado</th>
</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Phone</td>
<td>269-568-2566</td>
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<tr>
<td>Email</td>
<td><a href="mailto:Erica@ccbydesign.com">Erica@ccbydesign.com</a></td>
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Form Revised 09/25/2020
ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

The City’s Economic Development Corporation will use the information provided in these documents to evaluate the permit holder’s compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

☒ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.

☒ The hiring and public accommodation practices of the permitted facility conforms to the City’s anti-discrimination ordinance provisions.

☒ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.

☒ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature:  

Date: 10/15/20

Name (printed):  

STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 16   Part-time employees (< 32 hours per week) 9

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Facilities Manager
Annual Average Compensation $55,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All___ Partial X ___ None___

Position Title: Shift Lead
Annual Average Compensation $30,168
How many people are employed in this position at the licensed facility? 5
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All___ Partial X ___ None___

Position Title: First Impressions Team Member
Annual Average Compensation $28,080
How many people are employed in this position at the licensed facility? 2
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All___ Partial X ___ None___

Position Title: Patient Advisor
Annual Average Compensation $28,080
How many people are employed in this position at the licensed facility? 8
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All___ Partial X ___ None___

Position Title: Operations Manager
Annual Average Compensation $55,000
How many people are employed in this position at the licensed facility? 4
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All___ Partial X ___ None___

Please provide information on any benefits other than health insurance that are offered to all employees:
We are very excited to offer a health plan to our employees, effective May 2020. We offer 7 company-paid holidays including New Years, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving, and Christmas.
The Company also offers Paid Time Off, and accruals are based on length of service and position.

Attach additional pages as necessary.
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) __16__ Part-time employees (< 32 hours per week) __9__

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Store Manager Annual Average Compensation $ __45,000__
How many people are employed in this position at the licensed facility? __1__
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X ___ None ___

Position Title: Social Media Advisor Annual Average Compensation $ __31,000__
How many people are employed in this position at the licensed facility? __1__
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X ___ None ___

Position Title: Driver Annual Average Compensation $ __28,080__
How many people are employed in this position at the licensed facility? __2__
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X ___ None ___

Position Title: Floater Annual Average Compensation $ __28,080__
How many people are employed in this position at the licensed facility? __1__
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X ___ None ___

Position Title: 
Annual Average Compensation $
How many people are employed in this position at the licensed facility? 
Are health insurance benefits available for employees in this position? Yes No
If yes, please indicate the employer contribution to health insurance costs: All Partial None

Please provide information on any benefits other than health insurance that are offered to all employees:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Attach additional pages as necessary.
Corporate responsibility and community engagement are core values for our organization. In support of these values Compassionate Care by Design has done the following:

**Diverse and Local Workforce:**
Since inception in 2018, CCBD has been committed to recruiting and hiring a diverse workforce from the Kalamazoo community. CCBD is pleased to report that between our Stadium Drive location and Sage Street location we employ 24 people, 15 Full Time employees and 9 Part Time employees. We are proud of our statistics, 65% (15) are Kalamazoo residents and 54% (13) of our staff are women and/or minorities.

**Living Wages:**
CCBD recognizes the need for all employees to earn a livable wage. Presently, our hourly employees earn an average of $13.64 per hour, a range of $13.00 to $16.00. CCBD average hourly wage is 44% greater than the Michigan minimum wage of $9.45 per hour. A living wage supports local residents in being healthier, happier and more engaged members of society. A living wage also leads to increased customer buying power, which helps grow the local economy. Paying a living wage also leads to improved productivity, increased employee loyalty and decreased costs associated with absent staff, training and recruitment. Paying a living wage is one way CCBD shows the community that they value their employees. Beginning May 2020 CCBD also offers all employees health benefits.

**Upward Mobility/Employee Professional Development:**
CCBD has an online training program that each of its employees complete as well as training from leadership prior to starting their “on floor employment” duties. After those two trainings are completed, our employees have 1:1 training with a staff member in their position for 1-2 weeks depending on their understanding of our systems and procedures. CCBD has implemented continued compliance training and staff meetings to be covered as a group for regular updates and changes. Through its training program, employees develop valuable skills that are in high demand in this quickly expanding industry.

**Community Economic Benefit:**
In 2019 2% of the profits, approximately $2,382.00 each, was donated to two local charities, the GFM Synergy Center and Loaves and Fishes. In December 2019 we volunteered at the Kalamazoo Gospel Mission, unfortunately with Covid-19 we can not volunteer in the community but we have made the following donations; in January to the YWCA there was a donation of
$286.47, coats, diapers and personal items. In February to the SPCA we donated $309.28, dog food and toys. March/April we donated $725 to Kalamazoo Parks and Recreation for a new bench and to plant a tree. May and June's focus was Feed the Fight Kalamazoo donation of $203.40. In July we hosted a blood drive at our Sage street location. In August we focused on KPS schools and donated $398.38. For September we focused on Feeding America and were able to donate $310.46. October's focus will be the West Michigan Cancer Center right here in Kalamazoo. We are excited to see donations increase as retail operations continue to grow. November's focus will be to our local VA/Vetern's Services. Dec 2020 donations will go to Kalamazoo Gospel Mission.

**Community Education:**
Since 2019, CCBD has offered multiple cannabis education classes and provided online content for patients and non-patient community members who are interested in learning more about cannabis and how it may be able to fulfill a need for them. Unfortunately, all our classes are on hold due to Covid-19. We participated in the 2019 Senior Expo, and implemented a full line of CBD only for consumers who did not want any THC but still wanted to explore the benefits of the cannabis plant. On October 13, 2020, one of our Operations Managers will be doing a lunch and learn with Kalamazoo Child and Family Psych Services, to discuss and give information on cannabis and anxiety, depression and PTSD.
CCBD has established its flagship provisioning center and future retail operations in Kalamazoo. One of the 41 communities identified by MRA to be disproportionately impacted in Michigan, based on the number of marijuana-related convictions in and poverty level of each community.

**Positively Impacting Residents:**
The GFM Synergy Health Center is a healthcare organization dedicated to transforming lives for generations and empowering people for a lifetime. They believe the mental and behavioral health services provided to individuals and families give them the tools they need to have a better quality of life. Staff at The Synergy Health Center are intentional in their care to all individuals with a specialty in culturally diverse services, with a focus on mental health of African Americans. 1% of CCBD's 2019 profit was donated to this organization to support this local cause.

Kalamazoo Loaves & Fishes got its start with several downtown Kalamazoo congregations in the early 1980's. A group of individuals recognized that their neighbors were struggling to put food on the table so they took up the charge to fill the food gap. Today with help from people of all beliefs and backgrounds, they provide an average of 700 people with groceries each day. 1% of CCBD's 2019 profit was donated to this organization to support this local cause.

We will continue to donate a portion of our profits for the 2020 fiscal year as we believe this practice is in line with our company values and is important to support local businesses that serve the overall community we are in.

**Promoting and encouraging participation in the marijuana industry:**
CCBD has participated in mini meetings with other Kalamazoo cannabis companies and the City of Kalamazoo in hopes of being part of breaking the stigma in the community, being an
industry employer that is sought after due to the generally higher wages, and bringing light to a new industry that can create many career opportunities.

Currently 82% of our leadership positions at our two Kalamazoo retail locations are filled by women or minorities. All have been promoted from general entry positions except two, who were hired for management positions. 31% of non-management staff are women or minorities. All of these employees have been with the company more than 1 year.

In May of 2020 we sent an employee survey asking how we can become more intentionally inclusive. Feedback that we heard included continuing to support small businesses with our monthly Community Care by Design program and to intentionally start working with minority owned businesses for procurement purposes. Q4 2020 we started to review marijuana companies that are minority owned. This upcoming year 2021 we will focus on also purchasing local products from minority owned businesses as needs arise such as giveaways, prizes or store needs.

In an effort to support unity, this year we have added Juneteenth as a company paid holiday for all employees, recognizing this significant date. The company will be closed to support this holiday.

We have reevaluated our hiring practices and removed some of the perceived barriers from the processes and applications. Job Descriptions were updated to remove wording such as "Bachelor of Science degree preferred". We want the majority of the community to feel like they are qualified for any position posted in this new industry with higher wages.

Once Covid restrictions are lifted we plan to host job fairs throughout the community such as the Douglass Center, MI Works and EI Council. We understand not everyone has access to the internet to apply online. By 11/1/20 we hope to place printed applications at these three locations to start. Other than when we originally opened, we have only posted new openings on Indeed, with this new strategy we are hoping we will get more local community residents.

CCBD’s commitment to social equity is evident through its focus on benefiting the Kalamazoo community, which has been recognized by MRA as being unfairly impacted by marijuana prohibition. Criminal prosecution and failed policies. Through the above measures, which are being continually bolstered and refined, CCBD will ensure the Kalamazoo community receives the benefits of marijuana legalization and regulation.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

The Stronghold Group, LLC
3409-A W Ainslie St, Unit B

CONTACT NAME: Carly Shaver
PHONE: 773-469-5823
FAX: (NAIC No:)
E-MAIL ADDRESS: carly.shaver@thestrongholdsolution.com

INSURED

Huntington Valley Ventures, Inc et al
702 Rockland Rd
Rockland, DE 19732

INSURER A: United National Insurance Company

INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<td>Commercial Property</td>
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<td>05/22/2020</td>
<td>05/22/2021</td>
<td>Scheduled Limit, (all locations) $7,295,400</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

401 N. Sage St. Kalamazoo MI 49006
8277 Aml Blvd. Watervliet MI 49098
702 Rockland Rd. Rockland DE 19732
37555 Peters Dr. Paw Paw MI 49079
4126 Stadium Dr Kalamazoo MI 49006

CERTIFICATE HOLDER

Huntington Valley Ventures Inc, et al
702 Rockland Rd
Rockland, DE 19732

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.
This license is a revocable privilege granted by the State of Michigan and is not a property right. The possession of this license does not grant the licensee any right, title, franchise, or other property interest. This license is exclusive to the listed licensee. The attempted transfer, sale, or other conveyance of an interest to a person meeting the definition of "applicant" without agency approval is grounds for suspension or revocation of this license.
INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

From: Antonio Mitchell, Community Investment Manager

Date: 11/19/2020

Re: Medical Marihuana Facility Permit Renewal for Green Sunrise Products, LLC (DBA Lume Cannabis Co.)

The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the Marihuana Facility Permit Renewal Application submitted by Green Sunrise Products, LLC (DBA Lume Cannabis Co.) for its Medical Provisioning Center facility at 3406 Stadium Drive (parcel # 06-30-241-005, Kalamazoo, MI 49008, and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

In October, 2019, the City Clerk issued a Medical Marihuana Facility Operating Permit to Green Sunrise Products, LLC (DBA Lume Cannabis Co.), the applicant, for its Medical Provisioning Center facility at 3406 Stadium Drive. This City Operating Permit is set to expire November 20, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

3. A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

4. A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

RECOMMENDATION

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for Green Sunrise Products, LLC (DBA Lume Cannabis Co.)

ATTACHMENTS

Green Sunrise Products, LLC (DBA Lume Cannabis Co.) Renewal Application
Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
<table>
<thead>
<tr>
<th>Medical Marihuana Renewal Application Checklist for:</th>
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<tr>
<td>Green Sunrise Products, LLC</td>
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<tr>
<td>3406 Stadium Drive</td>
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<tr>
<td>Contact: John Abbo, Corporate Counsel</td>
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<tr>
<td>248-877-2336</td>
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<tr>
<td><a href="mailto:john.abbo@lume.com">john.abbo@lume.com</a></td>
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**Type: Provisioning Center**

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**All Items Complete** Yes
MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

(Please Print)

BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit)

Official Business Name  Green Sunrise Products, LLC
Business Address  3406 Stadium Drive (parcel # 06-30-241-005)
City  Kalamazoo  State  MI  Zip Code  49008  Business Phone  248/877-2336
Business E-mail  john.abbo@lume.com  Business Website  www.lume.com

TYPE OF PERMIT BEING RENEWED

Medical
Grower:
☐ Processor  ☑ Provisioning Center
☐ Class A (500 plants)  ☐ Safety Compliance  ☐ Secure Transporter
☐ Class B (1,000 plants)
☐ Class C (1,500 plants)  No. of Class C Permits ______

Adult Use
Grower:
☐ Processor  ☐ Retailer  ☐ Designated Consumption Lounge
☐ Class A (100 plants)  ☐ Safety Compliance  ☐ Secure Transporter
☐ Class B (500 plants)  ☐ Microbusiness
☐ Class C (2,000 plants)  No. of Class C Permits ______
☐ Excess Grower

FACILITY INFORMATION

Property Address  3406 Stadium Drive
Real Property Parcel Number  06-30-241-005
Advertised Facility Name  Lume Cannabis Co.
Manager - Full Name  Nathaniel Adkins

CONTACT INFORMATION [the primary point(s) of contact for this application]

Name  John Abbo, Corporate Counsel
Address  769 Chicago Rd, Fl. 2
Phone  248/877-2336  E-mail  john.abbo@lume.com
City  Troy  State  MI  Zip Code  48083

Name  Doug Hellcar, President & Managerial Employee
Address  769 Chicago Rd, Fl. 2
Phone  248/761-6121  E-mail  doug.hellyar@lume.com
City  Troy  State  MI  Zip Code  48083

Form Revised 09/25/2020
ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents. *Per Mr. Borling, not a part of our renewal application this year.*

The City’s Economic Development Corporation will use the information provided in these documents to evaluate the permit holder’s compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

☑️ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.

☑️ The hiring and public accommodation practices of the permitted facility conforms to the City’s anti-discrimination ordinance provisions.

☑️ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.

☑️ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: [Signature] Date: 10-4-2020

Name (printed): Doug Hellyar Position: President & Managerial Employee

Form Revised 09/25/2020
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 30  Part-time employees (< 32 hours per week) 

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

**Position Title:** Store Manager  
Annual Average Compensation $ 68,952  
How many people are employed in this position at the licensed facility? 1  
Are health insurance benefits available for employees in this position? Yes x  No  
If yes, please indicate the employer contribution to health insurance costs: All  Partial 75%  None

**Position Title:** Assistant Manager  
Annual Average Compensation $ 23.98/hr  
How many people are employed in this position at the licensed facility? 2  
Are health insurance benefits available for employees in this position? Yes x  No  
If yes, please indicate the employer contribution to health insurance costs: All  Partial 75%  None

**Position Title:** Lead Luminary  
Annual Average Compensation $ 17/hr  
How many people are employed in this position at the licensed facility? 1  
Are health insurance benefits available for employees in this position? Yes x  No  
If yes, please indicate the employer contribution to health insurance costs: All  Partial 75%  None

**Position Title:** Inventory Lead  
Annual Average Compensation $ 18.50/hr  
How many people are employed in this position at the licensed facility? 1  
Are health insurance benefits available for employees in this position? Yes x  No  
If yes, please indicate the employer contribution to health insurance costs: All  Partial 75%  None

**Position Title:** Luminary  
Annual Average Compensation $ 14.95  
How many people are employed in this position at the licensed facility? 16  
Are health insurance benefits available for employees in this position? Yes x  No  
If yes, please indicate the employer contribution to health insurance costs: All  Partial 75%  None

Please provide information on any benefits other than health insurance that are offered to all employees:

- Health insurance (medical, dental and optical insurance); disability insurance; 401k; paid holidays & vacation; employee bonus program; continuing education & training; and employee discount.

Attach additional pages as necessary.  **See next page.**
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) ______ Part-time employees (< 32 hours per week) ______

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Delivery Driver  
Annual Average Compensation $ 15.13/hr
How many people are employed in this position at the licensed facility? 4
Are health insurance benefits available for employees in this position? Yes x No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ___ 75% None ___

Position Title: Security Guard (contracted position)  
Annual Average Compensation $ 25/hr
How many people are employed in this position at the licensed facility? ______
Are health insurance benefits available for employees in this position? Yes ___ No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ___ None ___

Position Title:  
Annual Average Compensation $_______
How many people are employed in this position at the licensed facility? ______
Are health insurance benefits available for employees in this position? Yes ___ No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ___ None ___

Position Title:  
Annual Average Compensation $_______
How many people are employed in this position at the licensed facility? ______
Are health insurance benefits available for employees in this position? Yes ___ No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ___ None ___

Position Title:  
Annual Average Compensation $_______
How many people are employed in this position at the licensed facility? ______
Are health insurance benefits available for employees in this position? Yes ___ No ___
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ___ None ___

Please provide information on any benefits other than health insurance that are offered to all employees:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach additional pages as necessary.

-- Page 2 of 2 --
Green Sunrise Products LLC d/b/a Lume Cannabis Co.

Additional Comments/Attachments to Kalamazoo Marihuana Business Permit Renewal Application

1. Staffing Plan

Green Sunrise Products LLC d/b/a Lume Cannabis Co. ("Lume") currently has a total of 30 full-time employees as provided on the attached Staffing Plan worksheet and additional pages accompanied with the renewal application.

In Lume's original application submitted in June of 2018, it only intended on hiring 10 employees and 2 guards. That amount has significantly increased due to the significant volume and operations conducted by Lume's Kalamazoo Provisioning Center. Specifically, Lume has created an additional 20 positions from its original plan. Lume also increased its security guard count from 2 to 5 to ensure the safety of all patrons.

Furthermore, each employee receives significant benefits other than health insurance. Those benefits are contained in the Lume Employee Handbook (attached) and summarized below:

- **Medical & Dental Insurance** - Lume offers very competitive medical and dental insurance for all employees from Blue Cross Blue Shield. See Section 4 of the Employee Handbook.
- **401K** – Lume matches dollar for dollar up to 6% of an employee’s annual salary, which means that if an employee contributes 6% so does Lume. Employees are 100% vested on day one, which means that all of the money that is put into the account by either the employee or the employer, belongs to the employee. See Section 4 of Employee Handbook.
- **Accrued Vacation Time**
- **Paid Holidays** - See Section 4 of Employee Handbook.
- **Sick Leave** - See Section 14 of Employee Handbook.
- **Family and Medical Leave** - See Section 12 of Employee Handbook.
- **Bereavement Leave** - See Section 16 of Employee Handbook.
- **Military Leave of Absence** - See Section 14 of Employee Handbook.
- **Continuing Education** - At Lume, employee education and training are an ongoing process. Training may take various forms including informal on the job training, online training, as well as company paid special offsite training when the need arises. Employees will be notified well in advance of opportunities and obligations regarding education and training opportunities.

- **Employee Discount** - We offer this discount in order to encourage our employees to buy the products that we sell within our Retail Stores. We want employees to enjoy it, to feel a sense of pride and ownership, as well as share that enthusiasm with their family and friends. All Lume employees 21 up are eligible to receive the employee discounts regardless of tenure as follows:
  - 30% off purchases of Lume Grown Adult Use flower products
  - 20% off purchases of all other products and merchandise

2. **Explanation, with supporting factual data, of the economic benefits to the City and job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs**

As mentioned previously, Lume currently employs 30 people at its Provisioning Center. Of the employees, a total of 16 are presently Kalamazoo residents. If the City would like confirmation of this fact, please let us know and we will be happy to provide the names and addresses for each of its Kalamazoo-resident employees. It also should be noted that at one time Lume had over 20 employees that were Kalamazoo residents, but some have left since our initial open date.

Furthermore, with respect to economic benefits to the City, Lume completely rehabbed the formerly vacant Wayside West building into a state-of-the-art Provisioning Center. It has invested approximately $1.7 million into the facility. In its original application, Lume anticipated only spending $500,000 on the renovation. This creates a significant increase in taxable value for the City of Kalamazoo. We have included the approximately $1.2 million build costs associated with our development from JB Donaldson Company. An additional $250,000 - $500,000 was included with respect to finishes, Information Technology and other infrastructure.

For Community Outreach, Lume hosted its first ever Discovery Day for Kalamazoo residents on **October 14, 2020**. The Discovery Day is part of Lume’s initiative to be a strong partner in the community. The Discovery Day event is targeted at Kalamazoo residents (i) seeking to create a formal equity partnership with Lume, (ii) seeking employment at our Kalamazoo
location, (iii) or interested in learning more about how Lume can benefit the Kalamazoo community. See attached flyer that was marketed for our Discovery Day.

Furthermore, Lume leadership ensured that its Provisioning Center was kept open during the COVID pandemic to ensure that no employees lost their jobs and so residents/patients still had access to their medicinal products. COVID put a financial strain on the company, but Lume did its part as a community employer to keep its doors open and employees employed.

Due to COVID, Lume has not been able to take part in as many charitable giving activities as it would have preferred (other than its Discovery Day). Given Lume’s significant financial investment into its facility along with the 30 employees (16 of which are Kalamazoo residents) that it currently employs, Lume is committed to being a strong and integral part of the Community and partaking in future charitable giving efforts in the City.

Worker Training Programs

Furthermore, to ensure Lume is providing quality care to our patients, all employees must be certified through Trichome Institute. This is a 3-day training.

Trichome Institute has been setting the highest standards for science, education, and certification in the cannabis industry since 2014. With the lack of standardized education being a shared problem across every aspect of the industry, credible, accurate, and thoroughly researched information is necessary to further unite the cannabis community and end prohibition once and for all. Trichome Institute is not only setting the bar for the education of cannabis, but continuously raising it, as the legalization of cannabis permits more legitimate research, to even better explain the amazing and complex cannabis plant.

The following is the Trichome Institute website: https://trichomeinstitute.com/.

Continuing Education - At Lume, employee education and training are an ongoing process. Training may take various forms including informal on the job training, online training, as well as company paid special offsite training when the need arises. Employees will be notified well in advance of opportunities and obligations regarding education and training opportunities.

3. Social Equity Plan

See attached.
Application and Certificate For Payment

To Owner: Green Sunrise Products LLC
9741 South Industrial Park Dr
Evart, MI 49631

From (Contractor): JH Donaldson Company
37610 Hills Tech Dr
Farmington Hills, MI 48331

Phone: 248 344-9045

Project: Lume - Kalamazoo
3406 Sattum
Kalamazoo, MI 49008

Contractor Job Number: 19-014
Via (Architect): 

application No: 4
Date: 02/06/2020
Period To: 02/06/20

Contractor’s Application For Payment

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Contractor's Application For Payment

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment have been issued and payments received from the Owner, and that current payment shown herein is due.

[Signature]
Date: 02/06/2020

Architect’s Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect’s knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Architect:
By: ____________________________ Date: ____________________________

Amount Certified: $ ________________

This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. 'Assurance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.'
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<th>This Period</th>
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## Application and Certificate For Payment -- page 3

**To Owner:** Green Sunrise Products LLC  
**From (Contractor):** JB Donaldson Company  
**Project:** Lume - Kalamazoo  

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76,961.28  
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100.00  
0.00  
0.00

Application No: 4  
Date: 02/06/20  
Period To: 02/06/20  
Contractor's Job Number: 19-014  
Architect's Project No: 

---

**Memo:**
Lume’s Social Equity Plan

1. Section 1 – Social Equity Plan Overview
2. Section 2 – Lume Discovery Day Events
3. Section 3 – Equitable Partnership & Employment Opportunities
4. Section 4 – Building Design and Neighborhood Impact
1. **Section 1 – Social Equity Plan Overview**

LUME has created the following internal initiative to further develop individual success in the LARA Social Equity Program. We plan to open provisioning centers in select cities deeply affected by prior cannabis prohibition and enforcement. The goal is to create opportunities for individuals to be a part of a large and successful vertically integrated license holder and learn various aspects of running a business in the marijuana industry. This will support entrepreneurship, workforce development and job placement in areas where the Social Equity Program has been implemented.

LUME is committing to opening 5 provisioning centers over a period of five years within the 41 cities identified in the Social Equity Program. Our goal is to partner with candidates eligible for licensing under the Social Equity Program who would like to form a strategic business relationship with us where we provide financial backing, operating know-how, brand expertise, supply chain management, compliance, legal support and all other operating infrastructure to which they otherwise would not have access. Getting a business up and running can be extremely capital intensive as well as operationally complex. This may be too much for one individual to handle on their own. LUME wants to ease the burden of the up-front costs as well as assist in navigating the highly regulated Michigan cannabis industry. LUME will source these candidates through our online registration platform and Discovery Day Events that will be held twice a year.

In addition to our business partnerships, we will create job opportunities at varying levels of experience and expertise through provisioning center openings within the communities. We will hire applicants to work in these provisioning centers based on preset qualifications at a rate significantly above the state’s minimum wage. The plan also includes hiring local contractors, engineers, architects, etc. to compound the positive economic impact our provisioning centers will make on the local communities.

LUME proposes to invest in real property improvements that will result in a direct increase in taxable value from LUME’s capital investment with the total economic benefits of the development reaching much further. Revitalizing blighted areas and building in vital locations will add value to neighboring properties.

LUME is committed to supporting the Social Equity Program throughout the state. We want to show leadership within the communities impacted by beginning to acknowledge and repair the harm caused by the disparate enforcement of cannabis prohibition. We believe the outlined plan promotes equitable partnership and employment opportunities in the cannabis industry that will help to decrease disparities in life outcomes for marginalized communities. Through this
endeavor we will provide fair and meaningful access to the new economic opportunities in the legal cannabis industry that may have otherwise never existed for these individuals.

2. **Section 2- LUME Discovery Day Events**

**THE BASICS**

**What is Discovery Day?**

- On Discovery Day, select candidates from the 41 cities of Michigan’s Social Equity Program will be invited to a networking event and meet 1 on 1 with a room full of specially selected senior staff and managers at LUME.

- Discovery Day is a private, invitation-only event and we envision it to be completely oversubscribed. Candidates must have received an invitation and RSVP’d YES to attend.

**Who Should Attend Discovery Day?**

- An individual must be a resident of one of the 41 cities identified by our Social Equity Program for a period of no less than 5 years and meet any of the following criteria below;
  
  o Have interest in creating a formal equity partnership with LUME to open LUME branded provisioning centers in their community.

  o Seek employment at any of the LUME branded provisioning centers we plan to open in their communities or elsewhere throughout the state.

  o Be a Community Official or local influencer that is interested in learning more about how LUME can benefit their communities.

**How is Discovery Day Structured?**

- Discovery Day will take place during one afternoon from 1 pm to 6 pm followed by a post event reception.

- LUME and several industry service providers will present current trends in the industry. Presentations will be educational, informative, and designed to generate a basic understanding of current trends and opportunities in the cannabis industry.
Upon completion of the presentations, 1 on 1 meetings will be held between LUME and select candidates. These meetings will be 10 minutes in duration where candidates may expect to engage in 4-5 conversations with LUME leadership in a collaborative format.

When is Discovery Day?

- LUME will conduct 2 Discovery Days per year in the second and fourth quarters.

Where is Discovery Day?

- Discovery Day locations will vary and be posted on LUME’s website approximately 3 months prior to the event. Invitations will be sent by email only.

How do I get an invitation to Discovery Day?

- Invitations will be based primarily on the information provided by candidates on their submitted registration form.

What type of candidate are we looking for at our Discovery Day Events?

- We are looking for entrepreneurs that qualify for the Social Equity Program that LUME assesses to be good candidates for an equity partnership in the communities we intend to open our provisioning centers as part of the program.
- We are also interested in identifying Individuals that may be interested in working at a LUME provisioning center location.
- Elected officials and influential members of the community are welcome to join our our events and learn more about our industry and brand.

3. Section 3 - Equitable Partnership & Employment Opportunities

Equitable Partnership

- We intend to open 5 LUME-branded provisioning centers over a period of 5 years.
- Discovery Days will be used to identify potential candidates from the Social Equity Program that share the values of our firm.
- Equitable partnership opportunities will be mutually agreed upon between LUME and the candidate after our Discovery Day Events.
Employment

- Our provisioning centers will employ all full-time team members at a wage rate significantly greater than the Federal Poverty Level.

- Opening our provisioning centers will promote employment opportunities for citizens of the communities we do business in as part of our Social Equity Program.

- Lume offers each of our employees the following benefits package in addition to salary and wages:
  - Medical & Dental Insurance
  - Accrued Personal Time Off
  - Paid Holidays
  - Family and Medical Leave
  - Bereavement Leave
  - Military Leave of Absence
  - Continuing Legal Education

Proposed Provisioning Center Employees

- Each of our provisioning centers will employ the following positions:
  - Retail Manager (1)
  - Assistant Retail Manager (up to 2)
  - Budtender (up to 16)
  - Receptionist (up to 2)
  - Security Guard (up to 2)

4. Section 4 – Building Design and Neighborhood Impact

Proposed economic benefits to the City by way of improvements to real property

- LUME proposes to invest in real property improvements that will result in a direct increase in taxable value from LUME’s capital investment, with the total economic benefits of the development reaching much further.
• By developing provisioning centers in blighted areas, Lume hopes to draw visitors into the City's heart, encouraging them to explore the growing options for dining and shopping offered within that community.

• Revitalizing blighted areas and building in vital locations will add value to neighboring properties, setting an example that will embolden those proposing further investment in the area.

• LUME plans to work with elected officials in the communities we do business to determine the best location for provisioning centers for all stakeholders involved in the project.
The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by Huntington Valley Ventures, INC (DBA Compassionate Care by Delivery) for its Medical Provisioning Center facility at 4126 Stadium Drive, Kalamazoo, MI 49008, and that the EDC Board provide a recommendation regarding the renewal of this permit.

**BACKGROUND**

In November, 2019 the City Clerk issued a Medical Marihuana Facility Operating Permit to Huntington Valley Ventures, INC (DBA Compassionate Care by Delivery), the applicant, Medical Provisioning Center facility at 4126 Stadium Drive. This City Operating Permit is set to expire November 20, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

(1) The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

(2) An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

(3) A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

(4) A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

**RECOMMENDATION**

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for Huntington Valley Ventures, INC (DBA Compassionate Care by Delivery).

**ATTACHMENTS**

Huntington Valley Ventures, INC (DBA Compassionate Care by Delivery) Renewal Application Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
# Medical Marihuana Renewal Application Checklist

## Huntington Valley Ventures, Inc.

**4126 Stadium Drive**  
Contact: Kristen Bearup, Executive Vice President  
269-760-8201  
kristen@ccbydesign.com

### Type: Provisioning Center

<table>
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<th>Date Received</th>
<th>Received By</th>
<th>Comments</th>
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<td>10/15/2020</td>
<td>Scott Borling</td>
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#### Inspection Type

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<td>Jared Chambers</td>
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<td>10/30/2020</td>
<td>Antonio Mitchell</td>
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#### Business Community Benefits Check-In

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#### Invite to EDC Meeting

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#### Any Past Due Financial Obligations with City?

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<td>Stephanie Barr/Andrew Faulkenberg</td>
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#### Attachments

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<tr>
<th>Staffing Plan</th>
<th>City Economic Benefits Plan</th>
<th>Social Equity Plan</th>
<th>Handbook</th>
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<tbody>
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<td>T</td>
<td>T</td>
<td>T</td>
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# MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo  
Office of the City Clerk  
241 West South Street  
Kalamazoo, MI 49007

(Please Print)

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<tr>
<th>BUSINESS INFORMATION</th>
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<tbody>
<tr>
<td><strong>Official Business Name</strong></td>
<td>Huntington Valley Ventures, INC</td>
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<tr>
<td><strong>Business Address</strong></td>
<td>339 E Liberty St Suite 200</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Ann Arbor</td>
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<td><strong>State</strong></td>
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<tr>
<td><strong>Zip Code</strong></td>
<td>48104</td>
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<tr>
<td><strong>Business Phone</strong></td>
<td>269-762-8038</td>
</tr>
<tr>
<td><strong>Business E-mail</strong></td>
<td><a href="mailto:Kristen@ccbydesign.com">Kristen@ccbydesign.com</a></td>
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<tr>
<td><strong>Business Website</strong></td>
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<td>☐ Class B (1,000 plants)</td>
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<td>☐ Class C (1,500 plants)</td>
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<td>☐ Excess Grower</td>
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<td><strong>Advertised Facility Name</strong></td>
<td>Compassionate Care by Delivery</td>
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<tr>
<td><strong>Manager - Full Name</strong></td>
<td>Kristen Bearup</td>
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<tr>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Kristen Bearup</td>
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<tr>
<td><strong>Address</strong></td>
<td>401 N Sage</td>
<td></td>
</tr>
<tr>
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<td>Kalamazoo</td>
<td></td>
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<tr>
<td><strong>State</strong></td>
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<td><strong>Zip Code</strong></td>
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<tr>
<td><strong>Phone</strong></td>
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<td><a href="mailto:Kristen@ccbydesign.com">Kristen@ccbydesign.com</a></td>
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<tr>
<td><strong>Name</strong></td>
<td>Erica Delgado</td>
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<tr>
<td><strong>Address</strong></td>
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<td><strong>Phone</strong></td>
<td>269-568-2566</td>
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<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:Erica@ccbydesign.com">Erica@ccbydesign.com</a></td>
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Form Revised 09/25/2020
ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

The City’s Economic Development Corporation will use the information provided in these documents to evaluate the permit holder’s compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

☐ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.

☐ The hiring and public accommodation practices of the permitted facility conforms to the City’s anti-discrimination ordinance provisions.

☐ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.

☐ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: [Signature] Date: 10/15/20


Form Revised 09/25/2020
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 16  Part-time employees (< 32 hours per week) 9

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Facilites Manager  Annual Average Compensation $55,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Shift Lead  Annual Average Compensation $30,168
How many people are employed in this position at the licensed facility? 5
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: First Impressions Team Member  Annual Average Compensation $28,080
How many people are employed in this position at the licensed facility? 2
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Patient Advisor  Annual Average Compensation $28,080
How many people are employed in this position at the licensed facility? 8
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Position Title: Operations Manager  Annual Average Compensation $55,000
How many people are employed in this position at the licensed facility? 4
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial X None ___

Please provide information on any benefits other than health insurance that are offered to all employees:

We are very excited to offer a health plan to our employees, effective May 2020. We offer 7 company paid holidays including New Years, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving and Christmas.
The Company also offers Paid Time Off, and accruals are based on length of service and position.

Attach additional pages as necessary.
STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 16  Part-time employees (< 32 hours per week) 9

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Store Manager  Annual Average Compensation $ 45,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All X Partial X None

Position Title: Social Media Advisor  Annual Average Compensation $ 31,000
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All X Partial X None

Position Title: Driver  Annual Average Compensation $ 28,080
How many people are employed in this position at the licensed facility? 2
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All X Partial X None

Position Title: Floater  Annual Average Compensation $ 28,080
How many people are employed in this position at the licensed facility? 1
Are health insurance benefits available for employees in this position? Yes X No
If yes, please indicate the employer contribution to health insurance costs: All X Partial X None

Position Title: ____________________________  Annual Average Compensation $
How many people are employed in this position at the licensed facility? __________
Are health insurance benefits available for employees in this position? Yes _____ No _____
If yes, please indicate the employer contribution to health insurance costs: All ___ Partial ____ None ____

Please provide information on any benefits other than health insurance that are offered to all employees: ___________________________________________________________
_________________________________________________________________
_________________________________________________________________

Attach additional pages as necessary.
Corporate responsibility and community engagement are core values for our organization. In support of these values Compassionate Care by Design has done the following:

**Diverse and Local Workforce:**
Since inception in 2018, CCBD has been committed to recruiting and hiring a diverse workforce from the Kalamazoo community. CCBD is pleased to report that between our Stadium Drive location and Sage Street location we employ 24 people, 15 Full Time employees and 9 Part Time employees. We are proud of our statistics, 65% (15) are Kalamazoo residents and 54% (13) of our staff are women and/or minorities.

**Living Wages:**
CCBD recognizes the need for all employees to earn a livable wage. Presently, our hourly employees earn an average of $13.64 per hour, a range of $13.00 to $16.00. CCBD average hourly wage is 44% greater than the Michigan minimum wage of $9.45 per hour. A living wage supports local residents in being healthier, happier and more engaged members of society. A living wage also leads to increased customer buying power, which helps grow the local economy. Paying a living wage also leads to improved productivity, increased employee loyalty and decreased costs associated with absent staff, training and recruitment. Paying a living wage is one way CCBD shows the community that they value their employees. Beginning May 2020 CCBD also offers all employees health benefits.

**Upward Mobility/Employee Professional Development:**
CCBD has an online training program that each of its employees complete as well as training from leadership prior to starting their “on floor employment” duties. After those two trainings are completed, our employees have 1:1 training with a staff member in their position for 1-2 weeks depending on their understanding of our systems and procedures. CCBD has implemented continued compliance training and staff meetings to be covered as a group for regular updates and changes. Through its training program, employees develop valuable skills that are in high demand in this quickly expanding industry.

**Community Economic Benefit:**
In 2019 2% of the profits, approximately $2,382.00 each, was donated to two local charities, the GFM Synergy Center and Loaves and Fishes. In December 2019 we volunteered at the Kalamazoo Gospel Mission, unfortunately with Covid-19 we can not volunteer in the community but we have made the following donations; in January to the YWCA there was a donation of
$286.47, coats, diapers and personal items. In February to the SPCA we donated $309.28, dog food and toys. March/April we donated $725 to Kalamazoo Parks and Recreation for a new bench and to plant a tree. May and June’s focus was Feed the Fight Kalamazoo donation of $203.40. In July we hosted a blood drive at our Sage street location. In August we focused on KPS schools and donated $398.38. For September we focused on Feeding America and were able to donate $310.46. October’s focus will be the West Michigan Cancer Center right here in Kalamazoo. We are excited to see donations increase as retail operations continue to grow. November’s focus will be to our local VA/Veteran’s Services. Dec 2020 donations will go to Kalamazoo Gospel Mission.

**Community Education:**
Since 2019, CCBD has offered multiple cannabis education classes and provided online content for patients and non-patient community members who are interested in learning more about cannabis and how it may be able to fulfill a need for them. Unfortunately, all our classes are on hold due to Covid-19. We participated in the 2019 Senior Expo, and implemented a full line of CBD only for consumers who did not want any THC but still wanted to explore the benefits of the cannabis plant. On October 13, 2020, one of our Operations Managers will be doing a lunch and learn with Kalamazoo Child and Family Psych Services, to discuss and give information on cannabis and anxiety, depression and PTSD.
CCBD has established its flagship provisioning center and future retail operations in Kalamazoo. One of the 41 communities identified by MRA to be disproportionately impacted in Michigan, based on the number of marijuana-related convictions in and poverty level of each community.

**Positively Impacting Residents:**
The GFM Synergy Health Center is a healthcare organization dedicated to transforming lives for generations and empowering people for a lifetime. They believe the mental and behavioral health services provided to individuals and families give them the tools they need to have a better quality of life. Staff at The Synergy Health Center are intentional in their care to all individuals with a specialty in culturally diverse services, with a focus on mental health of African Americans. 1% of CCBD’s 2019 profit was donated to this organization to support this local cause.

Kalamazoo Loaves & Fishes got its start with several downtown Kalamazoo congregations in the early 1980’s. A group of individuals recognized that their neighbors were struggling to put food on the table so they took up the charge to fill the food gap. Today with help from people of all beliefs and backgrounds, they provide an average of 700 people with groceries each day. 1% of CCBD’s 2019 profit was donated to this organization to support this local cause.

We will continue to donate a portion of our profits for the 2020 fiscal year as we believe this practice is in line with our company values and is important to support local businesses that serve the overall community we are in.

**Promoting and encouraging participation in the marijuana industry:**
CCBD has participated in mini meetings with other Kalamazoo cannabis companies and the City of Kalamazoo in hopes of being part of breaking the stigma in the community, being an
industry employer that is sought after due to the generally higher wages, and bringing light to a new industry that can create many career opportunities.

Currently 82% of our leadership positions at our two Kalamazoo retail locations are filled by women or minorities. All have been promoted from general entry positions except two, who were hired for management positions. 31% of non-management staff are women or minorities. All of these employees have been with the company more than 1 year.

In May of 2020 we sent an employee survey asking how we can become more intentionally inclusive. Feedback that we heard included continuing to support small businesses with our monthly Community Care by Design program and to intentionally start working with minority owned businesses for procurement purposes. Q4 2020 we started to review marijuana companies that are minority owned. This upcoming year 2021 we will focus on also purchasing local products from minority owned businesses as needs arise such as giveaways, prizes or store needs.

In an effort to support unity, this year we have added Juneteenth as a company paid holiday for all employees, recognizing this significant date. The company will be closed to support this holiday.

We have reevaluated our hiring practices and removed some of the perceived barriers from the processes and applications. Job Descriptions were updated to remove wording such as "Bachelor of Science degree preferred". We want the majority of the community to feel like they are qualified for any position posted in this new industry with higher wages.

Once Covid restrictions are lifted we plan to host job fairs throughout the community such as the Douglass Center, MI Works and El Council. We understand not everyone has access to the internet to apply online. By 11/1/20 we hope to place printed applications at these three locations to start. Other than when we originally opened, we have only posted new openings on Indeed, with this new strategy we are hoping we will get more local community residents.

CCBD’s commitment to social equity is evident through its focus on benefiting the Kalamazoo community, which has been recognized by MRA as being unfairly impacted by marijuana prohibition. Criminal prosecution and failed policies. Through the above measures, which are being continually bolstered and refined, CCBD will ensure the Kalamazoo community receives the benefits of marijuana legalization and regulation.
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
The Stronghold Group, LLC  
3409-A W Ainslie St, Unit B

**INSURED**
Huntington Valley Ventures, Inc et al  
702 Rockland Rd  
Rockland, DE 19732

**COVERAGES**

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

401 N Sage St, Kalamazoo MI 49006  
8277 Amt Blvd, Watervliet MI 49098  
702 Rockland Rd. Rockland DE 19732  
3755 Peters Dr Paw Paw MI 49079  
4126 Stadium Dr Kalamazoo MI 49006

**CERTIFICATE HOLDER**
Huntington Valley Ventures Inc, et al  
702 Rockland Rd  
Rockland, DE 19732

**CANCELLATION**

**AUTHORIZED REPRESENTATIVE**

**ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD**

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To: The Economic Development Corporation Board of Directors

From: Antonio Mitchell, Community Investment Manager

Date: 11/19/2020

Re: Medical Marihuana Facility Permit Renewal for Portage Acquisitions, Inc (DBA Black Market Retailers)

The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the Marihuana Facility Permit Renewal Application submitted by Portage Acquisitions, Inc (DBA Black Market Retailers) for its Medical Processor facility at 3635 East Kilgore Road, Kalamazoo, MI, 49001 and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

In September, 2019 the City Clerk issued a Medical Marihuana Facility Operating Permit to Portage Acquisitions, Inc (DBA Black Market Retailers), the applicant, for its Medical Processor facility at 3635 East Kilgore Road, Kalamazoo, MI, 49001. This City Operating Permit is set to expire November 20, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

(1) The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

(2) An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

(3) A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

(4) A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

RECOMMENDATION

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for Portage Acquisitions, Inc (DBA Black Market Retailers).

ATTACHMENTS

Portage Acquisitions, Inc (DBA Black Market Retailers) Renewal Application
Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
Medical Marihuana Renewal Application Checklist for:

**Portage Acquisitions, LLC**

3635 E. Kilgore Road  
Contact: Todd Schafer, Owner  
248-971-0501  
toddschafer79@gmail.com

**Type: Processor**

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All Items Complete: Yes
APPLICATION FOR ADDITIONAL MARIHUANA BUSINESS PERMITS
Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo
Office of the City Clerk
241 West South Street
Kalamazoo, MI 49007

(Please Print)

APPLICANT INFORMATION (Person signing the application)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Todd Schafer</th>
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<tr>
<td>Relationship to Business (ex. owner, partner, manager, etc.)</td>
<td>Owner</td>
</tr>
<tr>
<td>Residence Address</td>
<td>855 Humphrey Ave</td>
</tr>
<tr>
<td>City</td>
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</tr>
<tr>
<td>State</td>
<td>MI</td>
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<tr>
<td>Zip Code</td>
<td>48009</td>
</tr>
<tr>
<td>Business Address</td>
<td>2145 Crooks Rd., Suite 230</td>
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<tr>
<td>City</td>
<td>Troy</td>
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<td>Zip Code</td>
<td>48084</td>
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<tr>
<td>Telephone</td>
<td>248-694-3430</td>
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<tr>
<td>Business Telephone</td>
<td>248-971-0501</td>
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<tr>
<td>Date of Birth</td>
<td>07/09/1979</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:toddschafer79@gmail.com">toddschafer79@gmail.com</a></td>
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FACILITY INFORMATION

| Property Address | 3635 East Kilgore Road |
| Real Property Parcel Number | 06-36-496-003 |
| Property Zoning District | M-2 |
| Advertised Facility Name | Black Market Retailers |
| Manager - Full Name | Rachel Fogelson |

PERMIT(S) DESIRED (in addition to permits/provisional approvals held currently)

**Medical**

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Form Revised 5/27/2020
BUSINESS INFORMATION

Ownership Type
- Individual/Sole Proprietorship
- Sole Member LLC
- LLC
- Partnership
- Corporation Type: ____________
- Other ________________

Official Business Name: Portage Acquisitions, Inc.
Business Address: 2145 Crooks Rd., Suite 230
City: Troy
State: MI
Zip Code: 48084
Business Phone: 248-971-0501
Business E-mail: toddschafer79@gmail.com
Business Website: www.blackmarketretailers.com
Federal Tax ID # (If applicable): 83-2042738

If you marked Individual or Sole Proprietorship in the “Business Information” section, complete this section.

Full Name: N/A
Residence Address: __________________________ City________ State_______ Zip Code ________
Business Address: __________________________ City________ State_______ Zip Code ________
Business Telephone: ______________ Date of Birth: ______________
Social Security Number: _________ - _________ - ________
E-mail: __________________________

Spouse of Individual/Sole Proprietorship or Sole Member, if applicable

Full Name: __________________________
Residence Address: __________________________ City________ State_______ Zip Code ________
Business Address: __________________________ City________ State_______ Zip Code ________
Business Telephone: ______________ Date of Birth: ______________
Social Security Number: _________ - _________ - ________
E-mail: __________________________

This section was left blank intentionally.
Please continue to the next section of this application.
If you marked LLC, Partnership, Corporation or Other in the “Business Information” section, complete this section for every “Applicant” as defined in Code of Ordinances §20B-3. Make additional copies of this page as needed.

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<td>Leanne Schafer (wife)</td>
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Form Revised 5/27/2020
ADDITIONAL DOCUMENTS REQUIRED

In order for this application to be complete, you must also submit the following documents:

- ATTACHMENT A – SOCIAL EQUITY PLAN;
- ATTACHMENT B – UPDATED STAFFING PLAN;
- ATTACHMENT C – UPDATED COMMUNITY BENEFITS STATEMENT;
- ATTACHMENT D – CONTACT INFORMATION

Note: the annual renewal process for a Marihuana Business Permit includes a review of the Social Equity Plan, Staffing Plan, and Community Benefits Statement (Attachments A-C) by the City’s Economic Development Corporation Board of Directors and a comparison of actual data provided in the renewal application with the commitments made in these documents.

☐ Neither I, nor any “Applicant” is in default to the City of Kalamazoo for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City of Kalamazoo.

☐ I the applicant have reviewed and agree to conform its hiring and public accommodation practices to the City of Kalamazoo’s anti-discrimination ordinance provisions.

☐ Neither I, nor any “Applicant” is ineligible from holding a license for any of the reasons set forth at Section 402 of the MMFLA, MCL 333.27402.

☐ I the applicant consent to inspections, examinations, searches and seizures required or undertaken pursuant to enforcement of this ordinance.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: __________________________ Date: 8/3/2020

For Office Use Only

APPLICATION RECEIPT – CITY CLERK’S OFFICE

Application received by: __________________________ Date received: ______________
Fee paid: $ __________________________ Date: ______________
City Clerk’s approval: __________________________ Date: ______________
License/permit number: __________________________

Form Revised 5/27/2020
ATTACHMENT A

SOCIAL EQUITY PLAN

Section 20B-7 of the Kalamazoo City Code requires Marihuana Business Permit applicants to submit with their application “A social equity plan that (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement and (b) positively impacts local residents.”
PORTAGE ACQUISISTIONS
SOCIAL EQUITY PLAN

Background

The City of Kalamazoo requires that marihuana commercial business permit applicants submit a social equity plan ("SEP") that (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement and (b) positively impacts local residents. PORTAGE ACQUISISTIONS’s Preliminary Social Equity Plan established the expectations that all community members are prepared to work and live in a multicultural, diverse and international society as well as are exposed to a variety of beliefs, cultures, and differences as a catalyst for intellectual growth while challenging the systems of power, privilege, and inequity. This SEP will guide PORTAGE ACQUISISTIONS, in these efforts.

This SEP is deeply rooted in PORTAGE ACQUISISTIONS’s former Preliminary Social Equity Plan. Consistent with the former social equity plan, this social equity plan explicitly recognizes, facilitates awareness, and addresses patterns of social inequity within the marihuana industry. This desire for equity is reflected in its definition and vision at PORTAGE ACQUISISTIONS and is based on several assumptions:

1. PORTAGE ACQUISISTIONS approaches diversity from the standpoint of differences among social groups, not among individuals. For example, while the presence of a variety of psychologically diverse attributes such as personality or individually based values are critical to our institutional development, these are not the areas specific to social inequity in which groups of people systemically experience inequitable treatment and institutional barriers to success.

2. Social groups are marked by socially created differences in power, privilege, and access. Approaches to social difference, social identity, social location, and social inequity calls for appreciation of the multiple, complex, fluid, and cross-cutting aspects of social identities, and awareness that the inequities experienced by any and all disadvantaged groups warrant attention and collective efforts towards remedy (Adams et al., 2013).

3. Fostering social equity requires purposeful, institutional-level change. Individual-level strategies by themselves cannot create and sustain a diverse college community.

Marihuana business leadership and the Michigan marihuana industry as a whole will implement this social equity plan. Implementation will require a team effort. The plan will be implemented through broader civil deliberation and a process of exploration among members of the marihuana industry to determine how the expressed goals manifest into industry activities, and contribute to the value of institutional diversity, equity, and inclusion.
Introduction

Patient and adult-use marihuana user education is the foundation of PORTAGE ACQUISISTIONS's Social Equity Plan. Throughout the development of PORTAGE ACQUISISTIONS's SEP, social equity rose to the forefront. We identified social equity as a core theme that must permeate throughout every aspect of the marihuana industry so that all patients and adult-use customers can effectively learn.

Consistent with the preliminary social equity plan, PORTAGE ACQUISISTIONS began the development process for this SEP within the context of respect, equity and civility for the interaction among diverse constituents of the marihuana industry. Speech and actions which perpetuate minimization, hate, oppression, group supremacy or exclusion are not recognized as productive and constructive forms of diversity in this industry. As a result, PORTAGE ACQUISISTIONS chose to use “systemically non-dominant” terminology rather than “historically disadvantaged” developed by Debra Jenkins, AAS, MA, MS, Ph.D candidate.

PORTAGE ACQUISISTIONS believes that replacing “historically disadvantaged” with the title “systemically non dominant” brings the attention to the current systems of oppression and no longer allows us to deny or minimize the way oppression manifests today. For purposes of this SEP, systemically non-dominant groups refer to groups of people outside the dominant group within systems of oppression. Systems of oppression provide benefits and assets for members of specific groups. The recipient groups are referred to as dominant groups because such advantages grant impacting levels of power, privilege, and status within social, economic, and political infrastructures of a society (Jenkins, 2015).

The following are goals and activities for each of the three social equity objectives mentioned above:

- Create and sustain an accessible and inclusive environment in the Michigan marihuana industry by utilizing principles of universal design and social justice so that all marihuana industry participants can achieve equitable outcomes.
- Demonstrate improved intercultural competency among employees and managerial staff through comprehensive professional development and curricular transformation.
- Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

The social equity plan is a product of all the research and discussions of how to create and sustain PORTAGE ACQUISISTIONS as a socially equitable marihuana business for all groups. The goals and strategies of the SEP are intentionally broad and provide the opportunity for individual units and departments to lead the implementation.

This plan has been developed as a five-year plan, as the identified goals will take time to implement. Both the strategies and progress toward the goals will be evaluated each year by PORTAGE ACQUISISTIONS. Additional goals may be added to the plan as continued assessment of diversity at PORTAGE ACQUISISTIONS indicates the need.
PORTAGE ACQUISITIONS’s SEP will guide our business efforts in promoting, developing, and sustaining diversity and equity in our community. The plan’s intention is to develop and enhance systems, training, programs, and policies that analyze and challenge systems of power, privilege, and inequity to support community learning.

Vision

PORTAGE ACQUISITIONS recognizes, understands, confronts, and challenges the institutional systems of power, privilege, and inequity so that all members of the City of Kalamazoo community can support civic learning.

Purpose

Facilitate municipal learning by providing the conditions that improve educational outcomes and eliminate systemic disparities among all groups.

Objective: Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all marihuana industry participants can achieve equitable outcomes.

- Adapt physical structures and spaces to meet universal design and social justice principles utilizing the following guidelines:
  - Clear directional signs have large, high-contrast print
  - Restrooms, waiting areas, and other facilities are physically accessible to all individuals regardless of gender identity, mobility, and size
  - Furniture and fixtures are adjustable for mobility and size to allow arrangements that are accessible and improve work environment, various learning activities, and interactions
  - Emergency and security policies and procedures are clear, visible, and inclusive of all individuals. Routes of travel are unobstructed, rubble and hole free, and non-slip

- Utilize universal design and social justice principles in materials, events, and environments utilizing the following guidelines:
  - Provide caption videos
  - Offer touch screens
  - Write out words in materials and signage—no acronyms
  - All PORTAGE ACQUISITIONS events have marketing tools that are accessible
  - Adhere to PORTAGE ACQUISITIONS’s standards for accessible, adaptable, and usable design of websites
  - Create all materials available in various formats and languages
  - Provide audio descriptions for visuals including pictures, videos, and charts

Objective: Demonstrate improved intercultural competency among employees and customers through comprehensive professional development and curricular transformation.
• Provide comprehensive and continuing training and educational resources to help PORTAGE ACQUISITIONS employees work effectively in a diverse marihuana industry community, utilizing the following guidelines:
  o Select all trainers and facilitators based on their ability to (a) infuse the analysis of power, privilege, and inequity into their training and (b) share strategies for creating equitable learning outcomes for patients and customers from systemically non-dominant groups
  o Ensure all training and workshops rely on active learning methods rather than lecture-based presentations
  o Develop and offer training and professional development to be inclusive to all staff, faculty, and administrative employee groups at PORTAGE ACQUISITIONS
  o Develop all training and professional development in collaboration with the MRA

• Embed intercultural competency in all employee evaluations.
• Transform presentation materials in all programs to identify and analyze dynamics and implications of power, privilege, and inequity.

Objective: Institutionalize hiring and retention practices that challenge systems of power, privilege, and inequity.

• Develop and implement a multifaceted, multicultural media recruitment campaign.
• Improve all components of the internal hiring process and procedures utilizing the following guidelines:
  o Develop and implement tools to assist hiring managers in identifying and supporting equity and inclusion in the recruitment and hiring process.
  o Train for screening committees
• Outreach with professional associations and other networking groups to effectively source, attract, and engage diverse talent utilizing the following guidelines:
  o Strengthen relationships with community, professional associations, and networking groups
  o Develop and implement targeted marketing communications
  o Be present at job fairs attended by systemically non-dominant populations
  o Create a new, PORTAGE ACQUISITIONS diversity hiring event

• Generate a pipeline of highly qualified diverse candidates utilizing the following guidelines:
  o Partner with regional graduate schools and universities’ offices of diversity to connect their students and graduates with internships and open positions with PORTAGE ACQUISITIONS
  o Invite visiting marihuana industry professionals from systemically non-dominant populations in the areas where PORTAGE ACQUISITIONS anticipates vacancies
  o Increase PORTAGE ACQUISITIONS presence at regional and national professional conferences and training for faculty and staff from systemically non-dominant populations

• Intentionally retain systemically non-dominant employees by developing and
implementing strategies utilizing the following guidelines:
  o Develop multiple communication conduits, relationships, and trust with members and groups in the community which represent systemically non-dominant employees
  o Develop, implement, and sustain a mentoring program for employees to create relationships, build community and foster interpersonal self-efficacy in order to navigate dominant systems
  o Develop and sustain an ongoing reporting system regarding issues around power, privilege, and inequity in the college community
  o Create career pathways to prepare and encourage advancement for employees
  o Offer opportunities for employees to build connections within the marihuana industry and outside communities through encouragement and support of their supervisor
• Advocate for the retention, persistence, and completion of systemically non-dominant employees utilizing the following guidelines:
  o Create a welcoming physical space to reflect our value in social justice and universal design
  o Sustain peer mentoring programs for employees to develop skills in self-advocacy and build a sense of belonging at PORTAGE ACQUISITIONS
  o Create advocate positions for systemically non-dominant groups to work with employees
  o Offer training that reflects the identities and history of systemically non-dominant groups
  o Develop and sustain an ongoing reporting system regarding issues around power, privilege, and inequity in the college community.

Responsibility and Compliance

In addition to the goals and strategies of this plan, compliance remains a necessity from the standpoint of PORTAGE ACQUISITIONS’s policy and state and federal laws and regulations.

The responsibility for and the protection of this commitment extends to patients, customers, employees, managerial staff, and those who visit PORTAGE ACQUISITIONS. PORTAGE ACQUISITIONS affirms a commitment to freedom from discrimination and harassment for all members of the marihuana industry community. PORTAGE ACQUISITIONS expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. In addition, PORTAGE ACQUISITIONS is committed to freedom from all forms of harassment including sexual harassment, gender violence, and harassment in the workplace.
“Not everything that is faced can be changed. But nothing can be changed until it is faced.”
— James Baldwin

References


ATTACHMENT F

STAFFING PLAN

Summary

Please indicate the number of employees who will be working at the proposed facility once the facility is operational:

Full-time employees (32+ hours per week) __6__  Part-time employees (< 32 hours per week) __2__

Position Types and Compensation

Please provide a description of the types of jobs the proposed facility is expected to create, along with the amount of compensation and benefits expected to be paid for such jobs:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Annual Average Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Operations</td>
<td>$80,000</td>
</tr>
<tr>
<td>Facility Manager</td>
<td>$55,000</td>
</tr>
<tr>
<td>Sales Rep</td>
<td>$30-40K</td>
</tr>
<tr>
<td>General Laborer</td>
<td>$30-40K</td>
</tr>
</tbody>
</table>

Please provide information on any benefits other than health insurance that are offered to all employees:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Attach additional pages as necessary.
ATTACHMENT C

UPDATED COMMUNITY BENEFITS STATEMENT

Please attach an explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents to be achieved by the facility, including plans for community outreach and worker training programs, through the grant of a Marihuana Business Permit. Attach additional pages as necessary.
Economic Benefits

Portage Acquisitions operates a medically licensed Processor at 3635 E Kilgore. Generally, these operations provide significant revenue through annual administrative fees, excise taxes, increased property values, jobs, and robust economic growth.

The property at 3635 E Kilgore is in a heavily-industrialized area, which is not near any residential properties. Portage Acquisitions has already renovated and upgraded the building and will perform additional renovations. Specially, Portage Acquisitions has spent nearly $200,000 in building and fixture upgrades at the facility thus far. Portage Acquisitions is planning a phase 2 buildout later this year which will cost an estimated $500,000 and add several permanent more jobs at the facility (as well as temporary construction jobs). Accordingly, we believe that the nearby community has and will continue benefit from having a successful and expanding business. Additionally, 3635 E Kilgore will provide significant property tax revenue to the City.

Job creation and Training

Portage Acquisition’s has 8 well-paying full and part time jobs. As we continue to expand, additional well-paying jobs will be created. We anticipate needing to hire an additional 5 to 10 positions when the phase 2 project is complete.

Portage Acquisitions is a dedicated employer that will offer career advancement and reward employees for longevity and loyalty.

Portage Acquisitions recognizes that its employees are the key to its success. Its employees receive regular training and education, as applicable, on state and local laws; Michigan Occupational and Health Standards; US Occupational Safety and Health Administration Laboratory Safety Guidance; THC extraction procedures; safe food handling, including knowledge of allergens, proper sanitation procedures, and safe food handling. Portage Acquisitions may seek ServSafe certification. All our employees will be trained to be not just knowledgeable, but extremely knowledgeable about medical and/or adult use marihuana.
Community Outreach – Portage Acquisition’s Commitment to the Local Community is Real

Portage Acquisitions is committed to be a responsible, receptive, and involved member of the Kilgore area and the City of Kalamazoo. The community benefits Portage Acquisitions or its affiliates have actually provided to the nearby community of Portage is an attestation to our pledged commitment to Kalamazoo:

- Portage Community Center – Over $10,000 donated; sponsored over 15 families the last two years for Christmas; and donated 300 customized volunteer t-shirts
- Lending Hands - $4,000 donated
- 12 baskets - $3,000 donated and 300 volunteer shirts
- VFW - $8,000 donated
- VFW - Hosted monthly educational seminars about medical cannabis over the last 2 years free of charge to the public
- Sons and Daughters United – Over $10,000 donated
- Loy Norrix Football booster Club - $2,000 donated
- Burr Oak high school basketball - $1,000 donated
- West Michigan Cancer Center - Volunteered many hours to consult with patients, social workers, and dieticians on an on-call basis
- Police and Firefighters Disabled Members Charity – Over $5,000 donated
- New World Flood Charity – $1,000 donated
- Over $100,000 in free medicine donated to low-income/indigent patients with severe medical needs
- Marine Corps League – Over $5,000 donated
- American Legion - $500 donated

Additionally, at the request of Councilman Cunningham, we have agreed to assist the City in developing a social equity and entrepreneurship course, which will be aimed at employment opportunities for City residents in the cannabis industry. We will have an active role in whatever program is ultimately adopted and will help recruit other local cannabis companies to participate in the program as well.
ATTACHMENT D

CONTACT INFORMATION

Please provide your preferred contact information below for communications regarding this application and the requested permit(s), including information that may be time sensitive. Email is the primary communication method the City Clerk’s Office will use. All email communications regarding this application will come from the following email address: cokcityclerk@kalamazoocity.org. Please “whitelist” this address in your email contacts to ensure timely delivery of messages.

Name Todd Schafer

Relationship to Business (ex. owner, manager, etc.) owner

Mailing Address 2145 Crooks Rd., Suite 230

City Troy State MI Zip Code 48084

Telephone 248-894-3430

Cell Phone 248-971-0501

Business Telephone

E-mail toddschafer79@gmail.com
To: The Economic Development Corporation Board of Directors  
From: Antonio Mitchell, Community Investment Manager  
Date: 11/19/2020  
Re: Medical Marihuana Facility Permit Renewal for REFINE Michigan Co. (DBA The Refinery)

The City Clerk’s Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by REFINE Michigan Co. (DBA The Refinery) for its Medical Provisioning Center facility at 3650 Alvan Rd, Kalamazoo, MI 49001, and that the EDC Board provide a recommendation regarding the renewal of this permit.

**BACKGROUND**

In November, 2019, the City Clerk issued a Medical Marihuana Facility Operating Permit to REFINE Michigan Co. (DBA The Refinery), the applicant, for its Medical Provisioning Center facility at 3650 Alvan Rd. This City Operating Permit is set to expire November 26, 2020 and must be renewed prior to that date in order for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires that the Economic Development Corporation review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City’s Economic Development Corporation board will evaluate the permit holder’s compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The facility’s staffing plan which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility, results of efforts for community outreach and worker training programs;

3. A statement that the facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City;

4. A statement that the hiring and public accommodation practices of the facility conforms to the City’s anti-discrimination ordinance provisions;
Please see the attached Medical Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City’s anti-discrimination ordinance, and the facility has passed its City inspections and all requirements on the renewal application checklist. The applicant has met these requirements and qualifies for renewal on this basis.

RECOMMENDATION

Staff recommend that the EDC Board recommend to the City Clerk’s Office approval of the medical marihuana operating permit renewal application for REFINE Michigan Co. (DBA The Refinery).

ATTACHMENTS

REFINE Michigan Co. (DBA The Refinery) Renewal Application
Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant
## Medical Marihuana Renewal Application Checklist for:

**Refine Michigan, Co.**

3650 Alvan Road  
Contact: Tom M Farrell, Owner  
269-217-6330  
farrellt@refinemi.com

### Type: Provisioning Center

<table>
<thead>
<tr>
<th><strong>Date Received</strong></th>
<th><strong>Received By</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25/2020</td>
<td>Scott Borling</td>
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### Inspection Type

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<tr>
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<th><strong>Inspection Date</strong></th>
<th><strong>Completed by</strong></th>
<th><strong>Satisfactory?</strong></th>
<th><strong>Notes</strong></th>
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<tbody>
<tr>
<td>Zoning Inspection</td>
<td>10/15/2020</td>
<td>Jared Chambers</td>
<td>Yes</td>
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<tr>
<td>Fire Inspection</td>
<td>10/15/2020</td>
<td>Scott Brooks</td>
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### Business Community Benefits Check-In

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<tr>
<th><strong>Date</strong></th>
<th><strong>Name</strong></th>
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<tr>
<td>10/29/2020</td>
<td>Antonio Mitchell</td>
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### Invite to EDC Meeting

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<th><strong>EDC Meeting Date</strong></th>
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<tr>
<td>Yes</td>
<td>11/19/2020, 7:30 a.m.</td>
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### Jobs Created

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<th><strong>Part-Time</strong></th>
<th><strong>Comments</strong></th>
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<tbody>
<tr>
<td>5</td>
<td>18</td>
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### Any Past Due Financial Obligations with City? (i.e. taxes owed, fees, fines, etc)

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<tr>
<th><strong>Yes/No</strong></th>
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<th><strong>Verified by:</strong></th>
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</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td>Stephanie Barr/Andrew Faulkenberg</td>
</tr>
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### Attachments

<table>
<thead>
<tr>
<th><strong>Staffing Plan</strong></th>
<th><strong>City Economic Benefits Plan</strong></th>
<th><strong>Social Equity Plan</strong></th>
<th><strong>Handbook</strong></th>
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<tbody>
<tr>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
</tr>
</tbody>
</table>

**All Items Complete** Yes
# MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo  
Office of the City Clerk  
241 West South Street  
Kalamazoo, MI 49007

(Please Print)

<table>
<thead>
<tr>
<th>BUSINESS INFORMATION</th>
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<tbody>
<tr>
<td><strong>Official Business Name</strong></td>
<td>REFINE Michigan Co.</td>
</tr>
<tr>
<td><strong>Business Address</strong></td>
<td>3650 Alvan Road</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Kalamazoo</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>MI</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>49001</td>
</tr>
<tr>
<td><strong>Business Phone</strong></td>
<td>269-217-6330</td>
</tr>
<tr>
<td><strong>Business E-mail</strong></td>
<td><a href="mailto:FarrellT@refinemi.com">FarrellT@refinemi.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF PERMIT BEING RENEWED</th>
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<tr>
<td><strong>Medical</strong></td>
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<tr>
<td>Grower:</td>
<td>☐ Processor</td>
</tr>
<tr>
<td>☐ Class A (500 plants)</td>
<td>☐ Provisioning Center</td>
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<tr>
<td>☐ Class B (1,000 plants)</td>
<td>☐ Secure Transporter</td>
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<td>☐ Class C (1,500 plants) No. of Class C Permits</td>
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<tr>
<td><strong>Adult Use</strong></td>
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<tr>
<td>Grower:</td>
<td>☐ Processor</td>
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<tr>
<td>☐ Class A (100 plants)</td>
<td>☐ Retailer</td>
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<tr>
<td>☐ Class B (500 plants)</td>
<td>☐ Secure Transporter</td>
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<tr>
<td>☐ Class C (2,000 plants) No. of Class C Permits</td>
<td>☐ Designated Consumption Lounge</td>
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<tr>
<td>☐ Excess Grower</td>
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</table>

<table>
<thead>
<tr>
<th>FACILITY INFORMATION</th>
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</thead>
<tbody>
<tr>
<td><strong>Property Address</strong></td>
<td>3650 Alvan Rd. Kalamazoo, MI 49001</td>
</tr>
<tr>
<td><strong>Real Property Parcel Number</strong></td>
<td>06-91-061-640</td>
</tr>
<tr>
<td><strong>Advertised Facility Name</strong></td>
<td>The Refinery</td>
</tr>
<tr>
<td><strong>Manager - Full Name</strong></td>
<td>Erin Farrell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Tom P. Farrell</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>5285 Birchwood</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Kalamazoo</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>MI</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>49009</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>269-760-0841</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:TPF@refinemi.com">TPF@refinemi.com</a></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Tom M. Farrell</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>5391 Stoney Brook</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Kalamazoo</td>
</tr>
<tr>
<td><strong>State</strong></td>
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<tr>
<td><strong>Zip Code</strong></td>
<td>49009</td>
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<tr>
<td><strong>Phone</strong></td>
<td>269-217-6330</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
<td><a href="mailto:FarrellT@refinemi.com">FarrellT@refinemi.com</a></td>
</tr>
</tbody>
</table>

Form Revised 09/25/2020
ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and

2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.

3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

The City’s Economic Development Corporation will use the information provided in these documents to evaluate the permit holder’s compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

☑️ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.

☑️ The hiring and public accommodation practices of the permitted facility conforms to the City’s anti-discrimination ordinance provisions.

☑️ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.

☑️ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature: Thomas M Farren   Date: 9.25.2020
Name (printed): Thomas M Farren   Position: TREASURER OWNER
# STAFFING PLAN

## Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 8  
Part-time employees (< 32 hours per week) 15

### Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Annual Average Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager (Female)</td>
<td>$65,000</td>
</tr>
<tr>
<td>Manager</td>
<td>$44,000</td>
</tr>
<tr>
<td>Packager</td>
<td>$28,000</td>
</tr>
<tr>
<td>Bartender</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

How many people are employed in each position?

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager (Female)</td>
<td>1</td>
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<tr>
<td>Manager</td>
<td>5</td>
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<tr>
<td>Packager</td>
<td>1</td>
</tr>
<tr>
<td>Bartender</td>
<td>16</td>
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</table>

Are health insurance benefits available for employees in each position?

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Available?</th>
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</thead>
<tbody>
<tr>
<td>General Manager (Female)</td>
<td>No (x)</td>
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<tr>
<td>Manager</td>
<td>No (x)</td>
</tr>
<tr>
<td>Packager</td>
<td>No (x)</td>
</tr>
<tr>
<td>Bartender</td>
<td>No (x)</td>
</tr>
</tbody>
</table>

If yes, please indicate the employer contribution to health insurance costs:

- All
- Partial
- None

Please provide information on any benefits other than health insurance that are offered to all employees:

- [List]

Attach additional pages as necessary.
The Refinery Provisioning Center Staffing Plan

Refine Michigan Co. (d/b/a The Refinery) has been operating for 10 months now which we credit the City of Kalamazoo for their assistance and cooperation in navigating the Cannabis venture.

From opening in December 2019, the Refinery lost a considerable amount of money. When Adult use started for us things took a turn and we are now feeling a bit less anxious and for the short term it appears we may weather that storm from the past. However, there are many factors in starting a new business keep us moving forward cautiously.

Given our financial challenges in our first 6 months, we did not have the resources to offer our employees health insurance stipends as we initially hoped to do. With that said, none of the owners have yet to draw a salary, or re-pay any of the personal money used to get the entity started, even though they have devoted countless hours launching and maintaining the business. Our plans have been to investigate benefits for employees for health insurance and retirement programs, however like any new business we need to move cautiously with this.

As indicated in our Staffing Plan Summary, we currently employ 23 individuals, and we deliberately sought to hire applicants who are not only Kalamazoo residents, but also represent a diverse cross section of the community. Only eight of our employees are currently working full time. The other qualified candidates that applied and we hired are working at the Refinery as a second job, or they are only available for up to 27 hours per week due to other commitments (e.g., family, school, etc.).

Thank you for you continued support and consideration in our continued success in Kalamazoo, Michigan.

The Refinery
Economic Benefits to City of Kalamazoo by Refine Michigan Co.

- The Refinery has been successful in adding 23 employees to its staff over the last year. We have twelve women employees, including 4 in supervisor positions, and 3 women of color. We have eleven male employees, including 5 men of color, and 2 of which are in supervisor positions. 17 of our current employees are residents of Kalamazoo City, and 100% from within Kalamazoo County.
- With COVID, the job fairs and hiring practices we initially planned to do were just not feasible, so we reached out to several City Council members to help in our search for people of color and those that have been disproportionality affected by marihuana prohibition and enforcement.
- The Refinery buys from and supports fellow Kalamazoo businesses whenever possible for sourcing everything from products and services. We also try and support other Michigan (locally owned) businesses when buying outside Kalamazoo proper. Here are just a few examples:
  - We hired a Portage area contractor and Kalamazoo subcontractors to construct our store.
  - We use D&D Printing for our printing needs.
  - We use a Portage area CPA for our book keeping.
  - We regularly buy our employees breakfast, lunch, or snacks from local restaurants, including Godfather’s Pizza, Water Street, and Sweet Water.
- The Refinery has not been financially stable enough yet to support local charitable causes as much as we initially planned. Our first 6 months were very challenging and we operated at a significant loss for this period. Only recently have things begun to turn around. None of the owners have yet to draw a salary, even though they have devoted countless hours launching and maintaining the business. Despite our economic challenges, we remain committed to supporting local charitable causes, and the owners have donated $500 of their own money so far to the Douglass Center. We hope and expect to be able to donate more to the Douglass Center in 2021.
- The Refinery deliberately spends a little more for environmentally friendly items (e.g., our carry-out bags are all natural, recyclable, and compostable so as not to contribute to the plastic refuse problems).
- The current building, we constructed in 2019 added more than $1,000,000 for local contractors, increased property taxes for Kalamazoo, several thousand dollars in annual permit fee’s over $400,000 in annual wages to individual of Kalamazoo neighborhoods including the North Side.
- Our plans for Capital Investment in Kalamazoo is additional brick and mortar on our current property on Alvan Road, to improve our additional 3.5 acres that includes our current building. These new projects would be a major investment improving this neighborhood even more and adding additional taxes for the City and could have new jobs of more than 20 individuals from Kalamazoo neighborhoods.
Social Equity Plan

The Refinery is a local, family-owned business, committed to serving and improving Kalamazoo and the surrounding communities. The Refinery is also committed to sustainable, environmentally friendly development, and encouraging environmental conservation.

The Refinery strives to hire local labor, pay fair wages well above the State minimum wages, and provide healthcare, PTO, and other benefits to its workers. Where possible, The Refinery works with properly licensed local suppliers and contractors for construction, business services, and the acquisition of products. The Refinery is proud to support other local businesses and its community.

When hiring for the Provisioning Center, The Refinery targeted City of Kalamazoo residents when seeking applications, and preference was given to residents, persons of color, and those that have been disproportionately affected by marihuana prohibition and enforcement. We currently have twelve women employees, including 3 in supervisor positions, and 3 women of color. We have eleven male employees, including 5 men of color, and 2 of which are in supervisor positions. 17 of our current employees are residents of Kalamazoo City, and 100% from within Kalamazoo County. We will continue these preferences where possible when expanding our hiring.

The Refinery is owned and operated by a Kalamazoo father-son team, who are committed to growing the entire Kalamazoo cannabis community, and would like to share the knowledge they've gained while being Registered Caregivers with the small growers that may be interested in joining the industry but don't yet have the capital necessary to establish a fully licensed and permitted growing facility.

In looking at our Social Equity Plan, we have found that it goes without saying it is constantly evolving. We feel it is most likely the same with the City and the State. While the sustainability of any business can be trying to develop a Social Equity Plan before the business has started can be challenging. We feel that doing what we have done in the first ten months has been more than promising. Our goal has always been to help others but mainly those affected by mandatory prohibition and enforcement, also while trying to provide
knowledge and assistance to those of color and economic need in Kalamazoo neighborhoods like the North side. This year we have donated $1,500 to The Douglass Community Association and $1,000 to The Last Prisoner Project, we hope to continue donating money to these associations as they are much more affective in at putting these funds to use in helping those in need and have been providing these services for many years.

We look forward to continued service to our Kalamazoo community as our operations grow, Kalamazoo has been and will continue to be our focal point for years to come it is an extraordinary place to live.