

## REVOLVING LOAN FUND MEETING

*Thursday, October 24, 2024, 8:30 am*

Albion Economic Development Corporation Offices  
115 N. Superior Street, Albion

*Mission Statement: Leveraging partnerships and innovative tactics, AEDC is committed to driving economic revitalization by attracting businesses, supporting workforce development, and investing in strategic infrastructure to create a vibrant community where residents can live, work, and thrive and our shared heritage is celebrated.*

### AGENDA

- 1) Call To Order / Roll Call (1 min)
- 2) Approve Agenda (1 min)

### **Presentations**

- 3) Current RLF Loan Fund Status (5 min)
- 4) RLF Committee Open Seats

### **Action Items**

- 5) Approval of August 15, 2024, Minutes
- 6) Review and Approval of Buildwealth LLC Construction Loan
- 7) Review and Approval of The Albion Malleable Loan
- 8) Review and Approve of Albion College Albion-Marshall ELC 2.0 Loan
- 9) Motion to Excuse Absent Members (3 min)
- 10) Public Comment (TBD)

*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*

- 11) Adjournment (1 Min)

## REVOLVING LOAN FUND COMMITTEE MEETING

### MINUTES

August 15, 2024

**MEMBERS PRESENT:** Jerome Harvey; Ben Wallace; Nathaniel Bogan; Joyce Spicer; Dick Porter

**MEMBERS ABSENT:** Vicky Clark

**OTHERS:** Ian Barbour

**STAFF:** Virgie Ammerman

The meeting was called to order by Harvey at 9:00 am. A quorum was present.

A motion was made by Wallace, seconded by Porter, to approve the agenda. 5-0

Current Revolving Loan Fund Committee members were noted and welcomed.

Current Status of the Revolving Loan Funds were reviewed by Ammerman

Receivables consist of 2 loans. One is in default; one is being paid timely.

The Committee accepted the resignation of Vicky Clark and looks forward to the Albion EDC Board appointing Ian Barbour to the RLF Committee.

The RLF Committee has 1 other open seat and Joyce Spicer has agreed to contact Blue Ox Credit Union for a volunteer.

A motion was made by Wallace, seconded by Spicer, to approve minutes from January 10, 2024. 5-0

A motion was made by Bogan, seconded by Wallace, to approve minutes from March 14, 2024. 5-0

A motion was made by Spicer, seconded by Porter, to approve a \$40,000 loan to Buildwealth, LLC, with 209 W. Erie as collateral, 5 years, 8 months interest only, 2/3 of Prime interest rate as of the date of the loan. Committee requested the bank denial letter be included in the RLF application packet. This was located and included.

Porter – Y

Harry – Y

Wallace – Y

Spicer – Y

Bogan - Y

Committee received and accepted the Memo from EDC Staff regarding the structure of the RLF Funds.

There was no public comment.

Meeting was adjourned at 9:52 am.

## Memo

To: AEDC RLF Committee

From: Margaret Avery, Project Analyst & Virgie Ammerman, President/CEO

Date: October 24, 2024

RE: BuildWealth LLC Revolving Loan Fund Request

A funding request has been presented to the Revolving Loan Fund committee on August 15, 2024, seeking \$40,000 for BuildWealth LLC. The RLF Committee has approved the previous request on a different address.

The proposed loan details include a 5-year loan with 8 months of interest only payments. The interest rate will be 2/3 of prime, as stated in the RLF guidelines. The collateral for the loan will be 1207 Highland St, Albion, MI (updated address).

By securing funding through the RLF, Buildwealth LLC will be able to make a significant and positive impact on Albion's housing market and overall community development. Mr. Harper's experience in property rehabilitation, combined with his passion for the community, makes him well-suited to execute this business plan successfully.

The requested \$40,000 loan would provide crucial capital for Mr. Harper to scale his operations and increase his impact on our community. As a member of the greater Albion area, we recognize the importance of the community's ability to have safe, affordable, and secure housing. Further, we believe that Mr. Harper's proposed business does just that for our community. We urge the committee to give Mr. Harper's application favorable consideration.

Please see attached meeting minutes from August 15<sup>th</sup>'s RLF Committee meeting and additional letters of support for more information.

## Revolving Loan Fund Instructions for Applicant

The accompanying outline provides a checklist of the information that will be needed to process your application for a loan from the Revolving Loan Fund of the Albion Economic Development Corporation. Your application will not be considered until all the requested information is provided, together with a copy of this form signed by the principals of the applicant.

You will be required to supply the Albion EDC a complete and accurate RLF Package that as identified in #8 and may be required to supply supplemental information while the loan is under review and if approved, from time to time during the effective loan period.

### REPRESENTATION OF APPLICANT

To the Revolving Loan Fund Committee:

On behalf of the applicant, we make the following representations in support of the accompanying application for a loan.

1. The financial and other information submitted is correct and complete as of the date of its submission.
2. We have disclosed to you in the application all information, financial and otherwise, that we believe in good faith you will need to evaluate the applicant's business and its prospects, whether or not you have specifically requested it. Such information includes, without limitation, information about contingent liabilities of the applicant and its principals, whether or not asserted, and facts about the applicant's competitors and markets which may materially affect the applicant's business.
3. We will supplement this application with new financial reports as prepared or received, and will not alter the frequency, form, or scope of reports without explanation to you.
4. We will promptly inform you of any material change in our financial condition or operations, any impairment of assets, or competitive conditions which may have a material adverse effect upon the applicant's business prospects.
5. We acknowledge that you may request further or other information besides that initially requested and provided before acting on the application.
6. We acknowledge that approval of our loan application, in addition to any specific conditions stated in the letter of commitment, is conditioned upon the completeness and accuracy of the information provided to you, and of the applicant's compliance with the undertakings to provide supplemental information stated above.

## Revolving Loan Fund Instructions for Applicant

7. We acknowledge that any commitment for a loan issued on the basis of the accompanying information will expire after ninety (90) days, unless a shorter time is stated in the letter of commitment, and that any extension will be at your discretion, and may be accompanied by further conditions.
8. We acknowledge that all attachments have been included in the application and are accurate to the best of our abilities:
  - a. Signed Instruction Cover (this document)
  - b. Completed Application & attachment with all sections identified and complete information provided
  - c. Business Plan
  - d. Sources and Uses of Funds
  - e. 2 years business federal tax returns/financial statements for existing businesses
  - f. 2 years personal tax return for all principals
  - g. Personal financial statement and resume for all principals

Company Name: *Build wealth LLC*

Dated: *9-3-24*

Printed Name of Signer: *Justin B Harbor*

Signature: 

Dated:

Printed Name of Signer:

Signature:

Dated:

Printed Name of Signer:

Signature:

## Revolving Loan Fund Loan & Project Application

Application Date:

Applicant Name:

Justin B Harper

Street Address:

1413 Cooper St. Albion, MI 49224

City, State, Zip:

Phone:

Cell:

734-709-9843

Business/Project Name:

Buildwealth LLC

Address if different from above:

Applicant should complete the items checked as they apply to the business and/or project. Responses should be labeled with the relevant section number and attached.

Section 1.0 BUSINESS/DEVELOPMENT PLAN

1.1 The Business

Describe the business. The data should state what the business is, its status (i.e., takeover), the form it is going to take (if corporation, give state of incorporation and date) and why you think it will be successful.

1.1A For a new business, the description should include any unique characteristics of the business, data on trade suppliers and trade credit, and if the business will be doing contract work, include as supporting documents copies of contracts of letters of intent.

1.1B For a takeover, the description should include a history of the business, the reason for its sale, how the purchase price was arrived at, the firm's trend in sales, the condition of the fixed assets, the value of all assets and a list of the company's liabilities.

1.1C For an expansion, provide a history of the business, the reasons for expanding and any deals entered into with trade suppliers or customers that relate to the expansion. Include supporting documents.

1.2 The Market

Describe the market you will be servicing, its size, your percentage, how you will attract your market, your growth potential and your method of pricing (that provides for a fair profit yet is competitive). Also, state whether you will offer credit and how you will be able to write off bad debts.

1.3 Competition



## Revolving Loan Fund Loan & Project Application

Describe your nearest competitors, how you will compete with them, how their operations are similar or dissimilar to yours and what their strengths and weaknesses are.

\_\_\_\_ 1.4 Location of the Business

State the business address, describe the neighborhood, the businesses in the area, the physical features of your building, state whether it is leased or owned, if renovations are needed, what they will cost, and why this is the right place for your business. Supply rental agreements or quotes as supporting documents.

\_\_\_\_ 1.5 Management

\_\_\_\_ 1.5A Personal History of the Principals. Provide the names, addresses, age, health, education, training, special abilities, prison records, if any, and personal financial statements.

\_\_\_\_ 1.5B Related Work Experience. Describe the work experience and business background of the principals. Include the operational and managerial experience in this type of business.

\_\_\_\_ 1.5C Duties, Responsibilities and Salaries. Describe the organizational structure, how decisions will be made, how time will be allocated for planning and operating duties. Also, provide the salaries of the management personnel.

\_\_\_\_ 1.5D Resources Engaged by the Business. List and describe the resources available to the business, such as lawyers, accountants, consultants, government agencies, banks, the Board of Directors, Chamber of Commerce, business, trade and civic associations.

\_\_\_\_ 1.6 Employment

Describe the project's present and future personnel requirements, how employees will be selected, the skills they require, the salaries you will pay (also, overtime and fringe benefits) and any training you will provide. Also, state the percentage of minority employees to be hired, the percentage of low and moderate income employees, the percentage of these that will come from within the community, the wage scale and average wage for these employees.

\_\_\_\_ 1.7 Application and Expected Effects of Loan

Describe how the loan is going to be spent. If inventory is to be purchased, provide a list of the items, the suppliers and all costs associated with the purchase. Also, state how the loan will make the business more profitable.

\_\_\_\_ Section 2.0 DEVELOPMENT RELATED DATA

\_\_\_\_ 2.1 A map showing the project site including access to and from site and surrounding area.

NA 2.2 A full set of architectural drawings (if available).

\_\_\_\_ 2.3 A detailed history of the firm's record in the development business.

## Revolving Loan Fund Loan & Project Application

- 2.4 A data sheet on the areas to be constructed including gross square footage, number and types of rooms and their square footage. *1,500 sq ft 4 units 2 beds each*
- 2.5 A detailed dry cost breakdown. Include land cost, permanent loan fee, construction loan fee, architectural fee, engineering fee, mortgage tax, lease brokerage, office overhead, accounting, insurance, legal, appraisal, etc.  
*See business plan*
- 2.6 A detailed field cost breakdown. Include demolition, excavation and foundation, electrical plumbing, HVAC, materials, etc.
- 2.7 A revised "Cost Breakdown" form. *\$ 750 - \$ 1,000/unit*
- 2.8 A list of prospective tenants and rents to be charged. Include copies of leases or letters of intent.

### Section 3.0 PROJECT FINANCIAL DATA

- 3.1 A description of the nature and extent of the financial participation by private entities in the project. Include letters of intent. *\$ 41,550 from operations*
- 3.2 Letters from banks refusing to participate or stating conditions under which they will participate.
- 3.3 A list of the company's presently outstanding loans, stating the creditors, principal amount outstanding, the rate of interest and the payment schedule on each loan for the next three (3) years.
- 3.4 A description of the extent of equity interest in this project by minorities.
- 3.5 A description of any collateral being offered.
- 3.6 A capital equipment list. Include equipment used to manufacture products, provide services, sell, store or deliver merchandise. Give the cost or list price (lower one) for each of the items.
- 3.7 A description of the circumstances that make this project require public funds.
- 3.8 A pro forma income statement showing revenues, expenses and return on equity, with and without public assistance, and at various intervals in the future.
- 3.9 Balance Sheets

Historical:      From \_\_\_\_\_ To \_\_\_\_\_  
                          From \_\_\_\_\_ To \_\_\_\_\_  
                          From \_\_\_\_\_ To \_\_\_\_\_  
 Pro Forma:      From \_\_\_\_\_ To \_\_\_\_\_  
                          From \_\_\_\_\_ To \_\_\_\_\_  
                          From \_\_\_\_\_ To \_\_\_\_\_

### 3.10 Income Statements

Historical:      From \_\_\_\_\_ To \_\_\_\_\_  
                          From \_\_\_\_\_ To \_\_\_\_\_



## Revolving Loan Fund Loan & Project Application

Pro Forma: From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ 3.11 Cash Flow Statements

Pro Forma: From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ 3.12 Funds Statements

Pro Forma: From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ 3.13 Breakeven Analysis

Provide a sales objective in dollars and units of production at which the business will be breaking even. Include a description of how objectives will be achieved and how projected profits will be attained.

*see business plan*

### \_\_\_\_\_ Section 4.0 MISCELLANEOUS PROJECT DATA

\_\_\_\_\_ 4.1 A list of all participants/actors in the project (including sponsors, developers, investors, community organizations, professionals, etc., plus names, addresses, telephone numbers and the current status of affiliation.

\_\_\_\_\_ 4.2 A detailed list of actions necessary to implement the project including legal actions, contractual agreements, zoning, condemnation, title search, etc. Give the estimated start and completion data of each and describe possible problems or issues.

*building permits*

\_\_\_\_\_ 4.3 Letters of Community Support (i.e., Community Board, Chamber of Commerce, community Development Corporation).

*N/A* \_\_\_\_\_ 4.4 A list of shareholders with more than five (5%) per cent of company shares.

*N/A* \_\_\_\_\_ 4.5 A list of subsidiaries or affiliates of the company, indicating the amount of ownership.

\_\_\_\_\_ 4.6 A list of projected starting and completion dates for the major sections of the project.

\_\_\_\_\_ 4.7 Pictures of the exterior and interior of existing structures or picture of land to be used in the project.

\_\_\_\_\_ 4.8 Bank references from institutions applicant has dealt with.

\_\_\_\_\_ 4.9 Personal references.

### Revolving Loan Fund Loan & Project Application

- N/A 4.10 A description of any changes that were made in the project that require data to be changed in the "Pre-Application Form."
- N/A 4.11 A description of all outstanding legal actions the business or participants are involved in.
- N/A 4.12 Environmental and historical preservation considerations pursuant to Section 4.5c, page 33.

Buildwealth LLC  
Albion Economic development  
Revolving loan fund & project application 2024

## 1.0. The Business

1.1C I have been buying condemned houses rehabing & houses in my community that needs a lot of work I have been cutting a lot of cost doing the work myself and her from family and friends because of the cost of materials are continuously going up. I have refinanced 2 homes to free up some cash flow to continue my projects. I'm looking to expand maybe use a couple contractors to help speed up the process and turn around time. I have been working on expanding for about 3years now. I have some opportunities on multi family homes , land that I already have a purchase agreement for I'm just saving the funds to actually buy it. The reason for expanding I have been in this community my whole life and we have a big whole to fill to offer decent homes for people in this community and I can be a big help to it.

## 1.2 The market

I will be focusing on the community that I was born and raised in Albion , Mi, 49224 I will be attracting hard working people that will be looking for a quality home to live in from the surrounding areas. These house will be gutted out with new construction that will attract people to them. My growth potential is to own about 15-20 properties in my community, and I plan to just rent and if someone that has rented properties from I will consider doing a land contract with them to help other people become home owners. I will not be offering credit at this time but once I build this bussiness up hopefully I will offering credit that is I one of 5-7 year plans.

## 1.3 Competition

I am sure there is plenty competition but I am not geeing caught in the competition I am moving at my own pace trying provide housing in my community which is what I am trying to do. If there is competition I am not spending much Time on what another company is doing.

## 1.4 location of the business

604 N. Ann st Albion mi 49224 is a 4 bedroom house that I have started completely renovating and it is owned by me. The renovations are new roof, complete tear out of the inside all the way down to the studs, new insulation, whole new kitchen and bathroom , new furnace new dry wall all the way through the house.. all new plumbing , new water heater new drains put in the house and possibly digging up the up yard to make sure the sewage will be draining to the street. Cost will be about 30K for a full rehab..

1209 highland ave is multi unit that will need a complete tear out and renovate both up stairs and down stairs so that it will be a great multi unit for the community. 30-40K for this full renovation.

1201 eaton st is a multi unit that I own it is in fair condition right now but needs some work just some updating , needs new porch and windows on the bottom unit and update the kitchen and bathroom.. upper unit needs a new porch and update the kitchen and bathroom. 25K would get this ,multi unit up to par where I need it to be..

Those are a couple propties that I already own that I could use a revolving loan to update them.

## 1.5 A Management

Buildwealth LLC  
Albion Economic development  
Revolving loan fund & project application 2024

Justin harper 35 year of age in great health. I am a licensed barber, I am a cdl holder and I am a handy for my properties. I will attached my tax paperwork with this packet.

1.5 B

I have been in the real estate for 5 years learning the ins and outs of it, I have been funding everything on my own, and taking the good with the bad..

1.5 C

My friends and family that help me reahab the properties we meet once a week going over what days we will be working and what are the best plans that we all can agree on. I don't really have a salary budget because I I'm doing it pretty much out of my own pockets. If I had lump sum of cash that I was working out of I could give you a salary for everyone..

1.5 D

Accountants that I have access to is willis and juresak in spring arbor michigan, banks that I have resources to is homestead savings bank. I am a member of the chamber of commerce so I have them as resources too.

1.6 Employment

I will be reaching out to contractors if I am selected for this revolving loan and I will select the best candidate , and go from there.. Getting the repairs done in a timely fashion is key.

1.7 Application and Expected Effects of Loan

The loan will be spent on rehabing the properties that I already own first getting the properties updated, which will help put more equity into the homes and update them so the community has great homes to rent. Any money left over will be used to buy more land a property that I already have purchase aggrements wrote just working on getting the capital. This will make build wealth more profitable because we will have multiple homes that will be available for rent that will be new construction.. we lack quality house here in my community.

2.0 Development Related

I will have pictures of 604 N. Ann st Albion mi 49224 pictures of the outside and inside showing the work that needs to be done.

2.1 N/A

2.2 N/A

2.3 N/A

2.4 604 N ann st Albion mi 49224 is about 1200 sq feet, 4 bedroom single family house.

2.5 N/A

Buildwealth LLC  
Albion Economic development  
Revolving loan fund & project application 2024

2.6 demolition cost about 5,000 to tear out and haul away , electrical 10k-15k plumbing and hvac 20K with materials.

2.7 estimate cost of work 15,000, cost of materials 20,000

2.8 1201 N eaton st top apartment 550\$ and bottom unit 650\$ with 1200 a month from that property and if I update the property I could easily go up 125\$ on each unit.

604 ann st once full rehab is done rent will be 1200-1400 monthly

1510 Cooper st is currently rented out at 650\$ a month with updates I could go up to 800\$ monthly

### 3.0 PROJECT FINANCIAL DATA

3.1 just me I'm a sole proprietor of the bussiness

3.2 will attach denial to this application

3.3 N/A

3.4 100%

3.5 I own other properties that I have equity in I could if need be.

3.6 N/A

3.7 none

3.8 each house that I invest in I am in a win win situation I am buying houses that are so cheap that are not bad as they look from the outside my profit will always out weigh my losses.

3.9 N/A

3.10 tax statements

3.11 cash flow- tax statements

3.12 fund statements - tax statements

3.13 each house that I buy will have a profit margin after I'm done , I have never lost on doing a rehab , I am getting these house real cheap by doing my foot work in the community , I have people in my community that like that I'm doing in the community and they giving me great prices on homes that they no longer have the cash to fix or time to fix, thats my advantage..

### 4.0 MISCELLANEOUS PROJECT DATA

4.1 Justin harper

4.2 I use tittle companies to handle that part for me to make sure that my purchases are insured.



Buildwealth LLC  
Albion Economic development  
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4.3 I will attach them to the packet

4.4 Justin harper 100%

4.5 Justin harper

4.6 depending on the contractors schedule but a normal rehab I shoot for 90 day process

4.7 pictures will be attached

4.8 homestead bank Albion mi 49224

4.9 Scott evans of homestead bank Albion mi 49224, Harry bonner of Albion michigan ,

4.10 N/A

4.11 none

4.12 none

Assets		Liabilities
505 Mechanic St	\$ 80,000	505 Mechanic St \$ 51,962
1201 Chauncey	\$ 40,000	1201 Chauncey \$ -
721 N Eaton	\$ 70,000	721 N Eaton \$ -
1510 Cooper	\$ 25,000	1510 Cooper \$ 49,965
614 Ann	\$ 80,000	614 Ann \$ -
Total current assets	\$ 295,000	Total current Liabilities \$ 101,927



**CASTER CONCEPTS**

Beyond Standard.

To Whom It May Concern

I am writing in support of Justin Harper

I have been acquainted with Justin over the past 3 years. My business, ACE Investment Properties, assisted Justin in moving his business to a downtown Albion location so as to provide a quality service needed in the community.

Justin is a lifelong resident of Albion that has a entrepreneurial drive to do good things in and around Albion. If he can successfully leverage this mindset toward improving housing in Albion that would be win for him and the residents of Albion

Regards

*William H. Dobbins*

William H. Dobbins MD/MBA

President

Caster Concepts, Inc



Academic Development Athletic Development Social Development

January 22, 2024

Albion Economic Development Corporation  
Albion MI 49224

To Whom It May Concern:

I am writing in support of Justin Harper as a stand up individual who was born and raised in Albion and has made a commitment to impacting his community socially and economically. He has done an outstanding job with his barber shop and he continues to invest in the economic and cultural renaissance of Albion. I support his application for the EDC loan and couldn't think of a more worthy businessman who would utilize this opportunity to make this transaction mutually beneficial for himself and the city of Albion.

If more information is needed please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink that reads "Milton Barnes". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Milton Barnes  
Founder/President  
Play Right Sports Academy  
[mbarnes@playrightsports.org](mailto:mbarnes@playrightsports.org)  
(269) 425-1202

P.O. Box #7 Albion MI 49224 (269) 425-1202 [www.playrightsports.org](http://www.playrightsports.org)

9:16



Recommendation Letter.docx



January 22, 2024

Letter of Recommendation

To Whom it may concern,

My name is Samira Lawrence I am a Teacher for Kalamazoo public schools writing a letter of recommendation for my Lifelong friend Justin Harper. He has been a pillar in both the Albion and Battle creek neighborhood community as an entrepreneur cutting hair locally while inspiring his peers as a leading remodel for years. His barbershop has been operating in Albion since 2016 attracting many people from surrounding neighborhoods and cities. He is one of many African American men actively giving back to his community and setting the bar high for those who are mentored by him. Justin is further Investing in his community by rehabilitating houses. With his familiarity of the neighborhood and eagerness to strengthen his community and make it a better place to live, I believe that there is no better candidate for this opportunity. I am confident that it will be great from him. Rehabilitating homes will give him the opportunity provide housing and further opportunity for those in the community who are qualified.

Thank you so much for your time,

Sincerely Ms. Lawrence



August 6, 2024

Albion Economic Development Corporation  
Revolving Loan Fund Committee  
115 N. Superior Street  
Albion, MI, 49224

To the Selection Committee,

As the President / CEO of the Albion Economic Development Corporation, we support Justin Harper's proposed application for the Revolving Loan Fund to use funds towards his business, Buildwealth LLC. This proposed business will work to provide housing options in Albion by rehabbing homes that have long been vacant and/or abandoned.

Mr. Harper has demonstrated a strong commitment to the economic development of Albion through his innovative business approach and dedication to community improvement. Buildwealth LLC, with its focus on community revitalization, housing security, and development, is precisely the kind of entrepreneurial initiative that the RLF is designed to support.

By securing funding through the RLF, Buildwealth LLC / Mr. Harper will be able to make a significant and positive impact on Albion's housing market and overall community development. Mr. Harper's experience in property rehabilitation, combined with his passion for the community, makes him well-suited to execute this business plan successfully.

The requested \$40,000 loan would provide crucial capital for Mr. Harper to scale his operations and increase his impact on our community. As a member of the greater Albion area, we recognize the importance of the community's ability to have safe, affordable, and secure housing. Further, we believe that Mr. Harper's proposed business does just that for our community. We urge the committee to give Mr. Harper's application favorable consideration.

In conclusion, I support Mr. Harper's application for this critical funding ask through the Revolving Loan Fund. By investing in our entrepreneurs today, we continue shaping the City of Albion for a better future.

Thank you for your consideration,

Virgie Ammerman  
President/CEO

# Business Plan for

Buildwealth LLC
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Date	07/01/2024
Owner's Name	Justin Harper
Business Address	1413 Cooper St
City, State, Zip	Albion, Michigan, 49224
Phone Number	(734) 709-9843
Email	cutsbymoos2018@yahoo.com

# Simple Business Plan

## I. Business Description

Business name, type (home-based, retail, ecommerce, etc.) and legal entity of business:

Buildwealth LLC

Business owner(s) name(s):

Justin Harper

What the business is doing, making, selling (products/services/both/other):

Rehabbing homes that are in the local community

Profile or characteristics of customer(s) who will buy the products or services:

This will help keep our Albion Residents from having to leave the city to find decent housing to live in. Albion, Michigan, is struggling to have decent homes to rent

Where and how customers can buy:

Mr. Harper has a portfolio of homes that he has rehabbed, along with a management company that will promote the homes and handle the rent/evictions/Maintenance on the properties.

Hours of operation:

24/7 for Emergency Services

Local, state, or federal licenses or certifications needed:

Permits will be needed from the city to perform rehabilitation efforts on the properties

## Mission and Purpose

Purpose and mission of this business – the reason it exists and the problem(s) it is solving or need(s) it is filling):

The purpose of the business is to help my community fix the houses severely rundown and unsightly. Mr. Harper would rather rehab them and fix them rather than pay to have them knocked down.

Goals to be achieved over the next 5 years (vision):

Grow to a portfolio of 20 properties with family member employees that run a management company, working adjacent to Buildwealth LLC.

## II. Market Analysis – Marketing & Sales

The industry and specific type of business within that industry:

Market analysis will target men and women from the Albion Community that are employed and do not wish to move out of the city. Initial projection is that with the success of rehabilitating homes, the community will continue to grow in population and there will be encouragement to bring individuals who previously lived in Albion and moved to come back to the city.

### SWOT—Strengths, Weaknesses, Opportunities, Threats

#### External

Opportunities for business success:

In my situation, Albion does not have many options to pick from for renting or buying properties, so there is a good opportunity for me right now to get building up my catalog.

How to make best use of the opportunities:

Being in position when opportunities come your way, in my situation it would finances.

Threats that could impact business success:

Residents not being able to afford Rent

Ways to manage or offset potential threats:

My real estate management company screens potential clients best as possible so that we are picking the families for us to rent to.

#### Internal

Strengths of the business:

No matter where you everyone will always need a place to live so that's the strength of my business.

Weaknesses of the business:

Clients not being able to afford Rent

Ways to manage weaknesses:

We can work with a client the best way possible so that everyone is holding their end of the bargain up.

### **Market Analysis**

Description of the best (primary target) customer (characteristics/profile) that has the greatest need and financial resources to purchase:

Albion college and high school graduates, that plan to live in Albion and people are being relocated to Albion for a job opportunity would be my target.

Description of how customers will benefit from these products or services:

Houses will be totally rehabilitated and that will bring more people to Albion

Define the size and location of your sales/service area, i.e., local city, county, neighborhood, 5-mile radius, etc.:

Albion will be my service area with real estate. I'm going to work hard to build my community up before I think about looking somewhere else.

Names, addresses, and description of one to three direct competitors already doing this type of business in the area:

ACE Real Restate: 205 W. Michigan Ave, Albion, MI, 49224

Description of our "competitive advantage" – what makes us better or different than the competition:

I have access to houses at a better price than other competition. Only missing the capital.

### **Marketing Strategies**

Description (or "picture") of the brand and image – character of your business -- what people will remember about the business, and that will appeal to potential customers:

I am a life-long resident of Albion mi and the community has seen me start from ground zero and build this business up, people appreciate hard workers. A lot of the customers



will know me personally and they will appreciate all the time I have put into building my community up.

Marketing message: Short way we describe/define the business so it captures interest ("tag-line"):

We will be giving Albion Residents first opportunities to rent the properties

List of three or more marketing, promotion, and advertising tactics to be used to convey the brand, image, and messaging (including what, where, and how often):

Social media is a good way to market, my property management company will market, and word of mouth will be a good way too.

### **Sales Strategies**

Description of sales strategies – how to convert interest into an actual purchase:

We will run promotions for rental properties couple times out the year we will include things like washer and dryers to are units so that tenants will have some accommodations there already.

Description of pricing strategies – what will be charged for services/products;

Pricing will be determined by the rent in the area an the going rate for rent deepening on how many bedrooms.

Description/detail on the cost of producing your product or service:

Prices will vary how much a Rehab will take. Dependent on current condition that the property is in.

Description/detail on how business will make a profit and how much:

I plan to rehab houses in my community and if it make sense to flip the property to make a big profit thats what I will do..

## **III. Management & Operations**

### **Key Personnel**

List of names, work duties and responsibilities, qualifications, and experience for each person associated with the business, including outside advisors:

Justin harper I am the main person I have family and friends that come help me and out so local businesses around that does work on properties, I do the paperwork, pull permits , sub contract some of the work out that I can't do.

### **Business Operations & Processes**

Description of all the steps, activities and/or processes that have to happen to produce, sell and deliver the product or service (work activity flow chart):

We first go in see what needs to be tore out of the property once we determine that, we put a plan together to tear it out and replace things.

## **IV. The Financial Plan**

### **Cash Needed Summary**

"Shopping list" of equipment, materials, inventory, etc., needed to start your business along with reliable estimated cost for of each item, and where they will be purchased.

Item	Cost	To Be Purchased From
Condemn House	20,000	Private Owner
Roof	20,000	Lowe's
Siding for House	8,000	Lowe's
Complete Tear Out (Demo)	2,500	Liberty for Dumpsters
Drywall	2,500	Lowe's
Toilet	400	Lowe's
Tub	800	Lowe's
Flooring	2,000	Lowe's
Bathroom Sink	400	Lowe's
Kitchen Counters	450	Lowe's
Cabinets	3000	Lowe's
Paint	1,000	Lowe's
Permits	500	Albion City Hall
<b>TOTAL Cost</b>	<b>61,550</b>	

### Monthly Income Projection

Estimated monthly sales by categories or types of products, or services.

Description of Item or Service	# Units/Hours	Price per Unit/Hours	Total Sales
1207 Highland Albion, MI	2		1,600
<b>TOTAL Monthly Sales</b>	1,600		

### Monthly Income x 12 = Annual Projected Income

19,200
--------

### Monthly Expense Projection

List of monthly operating expenses

Monthly Expense Item Description	Cost
Trash	15.00
Property Taxes	300.00
Repairs	200.00
Income Tax	200.00
<b>TOTAL Monthly Expense</b>	715.00

### Monthly Expense x 12 = Annual Projected Expense

8,580
-------

### Annual Projected Income – (minus) Annual Projected Expense = Gross Profit

10,620
--------

1207 HIGHLAND AVE ALBION, MI 49224 (Property Address)

Parcel Number: 51-007-439-00



**Property Owner:** BRADFORD REATHER

**Summary Information**

> Assessed Value: \$10,500 | Taxable Value: \$1,268

> Property Tax information found

Item 1 of 2

1 Image / 1 Sketch

**Owner and Taxpayer Information**

**Owner**

BRADFORD REATHER  
JONES  
III/BANKS/JONES/PLEDGER  
707 N SUPERIOR ST  
ALBION, MI 49224

**Taxpayer**

SEE OWNER INFORMATION

**General Information for Tax Year 2024**

<b>Property Class</b>	402 RESIDENTIAL-VACANT	<b>Unit</b>	51 ALBION CITY
<b>School District</b>	MARSHALL SD (ALBION DEBT)	<b>Assessed Value</b>	\$10,500
<b>MAP#</b>	No Data to Display	<b>Taxable Value</b>	\$1,268
<b>NUM OF UNITS</b>	0	<b>State Equalized Value</b>	\$10,500
<b>RENTAL</b>	Not Available	<b>Date of Last Name Change</b>	06/09/2023
<b>VET OR POV</b>	Not Available	<b>Notes</b>	Not Available
<b>Historical District</b>	Not Available	<b>Census Block Group</b>	Not Available
<b>SUB DIVISION</b>	Not Available	<b>Exemption</b>	No Data to Display

**Principal Residence Exemption Information**

**Homestead Date**

No Data to Display

Principal Residence Exemption	June 1st	Final
2024	0.0000 %	0.0000 %

**Previous Year Information**

Year	MBOR Assessed	Final SEV	Final Taxable
2023	\$11,400	\$11,400	\$1,208
2022	\$11,400	\$11,400	\$1,151
2021	\$8,500	\$8,500	\$1,115

**Land Information**

<b>Zoning Code</b>	R-2	<b>Total Acres</b>	0.212
<b>Land Value</b>	\$21,000	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	Not Available	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	Not Available	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
Lot 1	56.00 ft	165.00 ft
Total Frontage: 56.00 ft		Average Depth: 165.00 ft

**Legal Description**

Land Division Act Information

Date of Last Split/Combine	No Data to Display	Number of Splits Left	0
Date Form Filed	No Data to Display	Unallocated Div.s of Parent	0
Date Created	01/01/0001	Unallocated Div.s Transferred	0
Acreage of Parent	0.00	Rights Were Transferred	Not Available
Split Number	0	Courtesy Split	Not Available
Parent Parcel	No Data to Display		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
05/24/2016	\$0.00	QC	BRADFORD REATHER	BRADFORD REATHER	09-FAMILY	4056/275
04/20/2011	\$0.00	WD	BRADFORD LIONEL	BRADFORD REATHER	08-ESTATE	3618/521

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November 20, 2023

Mr. Justin Harper  
1413 Cooper St  
Albion, MI 49224

To Whom It May Concern:

Thank you for your application of credit. We have given your request careful consideration, and regret that we are unable to extend credit to you at this time for the following reasons:

- Delinquent past or present credit obligations with others.

Sincerely,

Kristina Francetic  
Credit Officer

Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is Office of the Comptroller of the Currency, Customer Assistance Unit, 1301 McKinney Avenue, Suite 3450, Houston, TX 77010, Toll Free Phone No. 800-613-6743.

---

Albion  
415 S Superior St  
Albion, MI 49224  
Phone: 517-629-5588  
Fax: 517-629-2455

Leslie  
4625 Hull Rd  
Leslie, MI 49251  
Phone: 517-589-8182  
Fax: 517-589-8172

Springport  
157 E Main St  
Springport, MI 49284  
Phone: 517-857-3900  
Fax: 517-857-3910

[www.hsbank.bank](http://www.hsbank.bank)

## Memo

To: AEDC RLF Committee

From: Margaret Avery, Project Analyst & Virgie Ammerman, President/CEO

Date: October 24, 2024

RE: Albion Malleable Revolving Loan Fund Request

A funding request has been submitted to the Revolving Loan Fund committee seeking \$100,000 for The Albion Malleable Brewing Company (AMBC).

The proposed loan will go towards improvements and development within the company, including the following:

- \$20,000 covering the cost of the DDA Class C Liquor License
- \$30,000 for planned capital and inventory
  - Initial liquor & wine purchases, updates to back bar for cocktail services, and various equipment needs
- \$50,000 for operating expenses to cover a decline in beer sales during the transition period.

By securing funding through the RLF, Albion Malleable will be able to make a significant and positive impact on Albion's economic market. The AMBC provides employment for 30-35 people, 17.5 being full-time, adding over \$3 million in payroll since 2018. Additionally, AMBC has been instrumental in Albion's revitalization since 2018, attracting hundreds of customers weekly, representing over a million dollars in investment into the downtown area.

The requested \$100,000 loan would provide crucial capital to meet market demands with projections for being a significant revenue driver for the business. The RLF loan would help AMBC to move from break-even to profitable, while addressing their top customer request for increased liquor and wine sales. Additionally, this request is consistent with market necessity, particularly in Albion where cocktail and wine options are extremely limited.

For additional information, please review the full RLF application and associated documents.

# Revolving Loan Fund Loan and Project Application

Sections below correlate to applicable section on the RLF Application Form

Oct 17, 2024

## Applicants (owner/operators)

Ben Wade  
118 Bushong Dr  
Albion, MI 49224  
(517) 945-3735

Charles Moreau  
421 Elizabeth St  
Albion, MI 49224  
(269) 275-5520

Albion Malleable Brewing Company  
420 S. Superior St  
Albion, MI 49224

## 1.0 - Business / Development Plan

**1.1 - The Business** - Albion Malleable Brewing Company (AMBC), LLC is a production microbrewery and restaurant that opened in downtown Albion in May of 2018. The business has been an instrumental part of Albion's revitalization, attracting hundreds of customers from across the region and state on a weekly basis.

**1.1C** - While not an expansion per se, AMBC is in the process of undergoing a business transformation. As a microbrewery, AMBC can serve only beer produced on site and cannot purchase and sell other brands, wine, or spirits. Approximately 20% of our revenue comes from beer (down from around 30% historically), and our top customer request is wine products. AMBC recently received city approval to change our license to "Brewpub," with a DDA Class C license - allowing us to add requested products and continue to produce our own beer on site.

**1.2 - The Market** - Craft beer and breweries have enjoyed a boom industry for the past several decades, but in recent years there has been signs that the growth is over and a leveling out is occurring. While many new breweries have continued to open, the number of closures nationally has risen from less than 100 per year between 2000 and 2016, jumping to 165 in 2017, spiking to over 300 per year once COVID hit in 2020, and continuing to rise to 418 in 2023 alone. Additionally, the market share of craft beer saw a decline in 2023 relative to past years for the first time since data began tracking in the late 90s. Breweries that are failing tend to be smaller microbreweries who invested heavily in distribution, especially cans and bottles, and who do not have a strong restaurant or taproom presence in their community. AMBC does not distribute to retailers, and has won awards for both food and beer - avoiding these two major pitfalls.

**1.3 - Competition** - Breweries that continue to perform well include those that have been able to adjust to the market changes and offer a wider range of beverage options such as

wine and cocktails. Our closest competitor to the east is Grand River Brewing Company, which offers a full range of drink options including wine and cocktails. To the west we have Grand River Marshall, and Dark Horse Brewing Company - both of which have expanded their beverage options. This trend continues further to Battle Creek with breweries such as New Holland offering a range of beverages. AMBC needs to make this change to remain competitive. Based on anecdotal conversations with other business owners and our historical revenue, we forecast that the license change will add approximately \$100k of new revenue and at least 4x markup (\$75k in new profit). The business is currently operating at approximately break-even, so this would be instrumental in keeping the restaurant viable.

Within Albion, there are few choices for cocktails and wine. With the recent closure of Cascarelli's, and the pending sale of Charlie's, the two primary bars in the downtown have questionable futures. Several other licenses are taken by private clubs (Moose, Elks, Leisure Hour) not open to the public. The Courtyard Marriott has a hotel license, but is largely viewed as a hotel guest option and not commonly frequented by residents. Galazio is offering a full bar for their restaurant.

**1.4 - Location** - AMBC is located in a building owned by the business 420 S. Superior St at the south end of Albion's historic downtown. The building was fully renovated in 2017 with over \$1m in total capital investment put into the location. AMBC also owns three residential homes and properties to the west, located at 116 W. Ash St, and 409 and 413 Clinton St. These are currently in the process of being demolished as blight and eventually will become the site of an expansion project. AMBC also leases a commercial kitchen space from Starr Commonwealth for prep and baking.

**1.5A-C - Management** - No changes to management are planned for this project. Ben Wade will continue as Chief Brewing Officer, overseeing beer production and ordering / planning / supply chain oversight of other beverages. Charles Moreau is Chief Operating Officer and handles the books, as well as general kitchen and front of house operations oversight. Both carry out a number of support functions ranging from event planning and marketing to maintenance, repairs, human resources functions, etc. Both have operated in their current capacity since opening in 2018. Both primaries work in and on the business with salaries of \$48k/yr, which has not increased since opening in 2018 and is often waived or dragged on in order to ensure financial stability.

**1.5D - Resources** - In addition to the 30-35 employees representing 17.5 Full Time Equivalents (FTE), AMBC engages with local businesses including Great Lakes Olive Oil, Yellow Bird Chocolate, and Willow Garden Farms. AMB contracts with Bond & CO for accounting, both Warner Norcross & Judd and Abbott, Thomson, Mauldin, Parker, Beer & Rick for legal support, and Homestead Bank for financing. We are a member of the Greater Albion Chamber of Commerce, the Michigan Brewer's Guild, and the Craft Brewer's Association. In addition to Ben and Charles, Jeff Petherick serves as the third board of directors member. Jeff is both an independent investor and represents the New Albion Impact Group (NAIG).

**1.6 - Employment** - Albion Malleable employees an average of 30-35 employees, representing about 17.5 FTE jobs (excluding owner/operators). Since opening in 2018, AMB has paid out over \$3m in payroll to local employees, primarily living in and near Albion. Employees make anywhere from about \$14/hr (dish, starting) to salaried positions of \$20-25/hr for GM, head baker, and key personnel. Tipped employees average \$25-30/hr over the course

of their work week. These are good paying jobs with lots of flexibility and opportunity for those who wish to grow with the company.

Our work force is a fairly even split between male and female employees (15 and 16, respectively) with about 30% of employees in the most recent month identifying as minority (non-white). AMB has always strived to be an equal and fair employer, with a history of employing individuals with diverse backgrounds: identifying as black, white, latino, Asian-American, male, female, and LGBTQ+.

**1.7 Application and Expected Impact - AMBC is requesting an RLF loan in the amount of \$100,000. Of this amount, \$20k is the cost of the DDA Class C liquor license (due to MLCC upon approval), \$30k is planned for capital and inventory (initial liquor and wine purchases, updates to back bar for cocktail service, glassware and mixing/serving utensils), and \$50k is needed as operating expenses. Operating immediate cash needs due to the steep decline in beer sales in order to keep the business operational while this change is made. MLCC has informed AMB that current beer inventory will not be approved to be carried between licenses - meaning that current production must halt and there will be a “change over” period of approximately one month where no AMB beer is available. During this time we must purchase beer from a third party distributor.**

**As stated, AMB estimates at least \$100k in new revenue annually from the offering of additional beverage options. As high margin items with at least a 4x markup, this is anticipated to add \$75k+. At current break-even sales, or even the slight losses AMB has incurred in recent years, this high margin revenue is expected to bring the business into profitability and allow us to begin paying down debt and remain a valuable business and employer in downtown Albion.**

## **2.0 Development (not applicable, existing site / building will be used)**

**3.0 (3.1-3.6) Project Financial Data - Albion Malleable Brewing Company represents a private investment in downtown Albion of over \$1.5m. No state or city funds were used in the build out, and no tax incentives were offered. The building and equipment are estimated to be valued at \$700k +, and all has been offered as collateral for the existing SBA loan that is the primary source of funding. The RLF requested could be paid on via regular payments, but will be considered secondary to the primary loan. We can provide a letter from Homestead Bank as requested, but as a general rule banks will not issue loans for working capital, and the \$20k fee for the DDA Class C cannot be borrowed because that license is not an asset - the DDA license type is retired when no longer in active use and cannot be transferred or sold. So that expense is a sunk cost with no collateral value.**

Current loan balances include:

- SBA Business Loan (held by Homestead Savings Bank) - \$977,215 at 8.5% interest rate (capped). Monthly payment is \$8,317.06.
- Economic Injury Disaster Loan (EIDL) - \$156,700 at 3.75%. Monthly payment of \$764.
- New Albion Impact Group (approx \$285k) - private investment made pre-open. This group also holds 10% equity interest. This loan is deferred until SBA is paid

off. We are actively negotiating this as a possible forgiveness or conversion to equity. No payments are actively being made.

- Charles Moreau - short term personal loan - \$121,000, 0% interest, deferred until repayment is feasible.

**3.7 -** The circumstances requiring public funds have been somewhat discussed - a downturn in the economy and in craft beer specifically, alongside inflation and interest rates skyrocketing has put tremendous pressure on the business finances. This business represents a huge investment in downtown Albion, and we feel it's pretty conclusive that Albion Malleable has done more to attract people to downtown Albion than perhaps any other business or entity in the past decade. Interest rates alone have taken out nearly \$100k in added expenses over the past two years (SBA payments rising from approx \$6500/mo to nearly \$11k/mo. While we've made tremendous cuts to weather this turn, changes to the core business (expanding drink options) and further reduction through future investment in the downtown location are needed. Without this funding, Albion Malleable is at risk this winter - whether that means closure, sale, or at minimum the loss of jobs to cut costs. It is worth noting that as labor costs have risen and inflation has driven up costs, Ben and Charles as the primary owner/operators are the only two who have not only NOT increased their salaries, but have invested cash into the business and waived pay to keep it operating. Having maxed out bank options, this cornerstone of downtown Albion needs support from the community and the AEDC.

### **3.8-3.13 Financials - See attached**

**4.0 - Project Data** - The change in license will be handled as follows:

1. Send inquiries to existing Class C license holders to determine availability for sale (complete)
2. Gain city approval for the brewpub license and DDA Class C license (complete)
3. Complete MLCC application process (in process, eta 10/31 for submission)
4. Get MLCC approval and inspection complete (eta 3-6 months after submission)
5. Determine date for change
  - a. Close for updates to back bar
  - b. Destroy remaining beer inventory
  - c. Order and receive new liquor, wine, and temporary beer inventory
  - d. Train bartender(s) staff on new processes
  - e. Reopen with guest taps and new beverage options (eta May 2025)
  - f. Brew and replace guest taps with AMBC beers as they become available (eta June 2025)



# HOMESTEAD

SAVINGS BANK

October 21, 2024

Albion Economic Development Corp.  
115 N. Superior St.  
Albion, Mi 49224

Regarding:  
Albion Malleable Brewing Co.  
420 S. Superior St.  
Albion, MI. 49224

RE: Revolving Loan Fund Application

To whom it may concern,

Homestead Savings Bank has extended credit to Albion Malleable Brewing Co. in the form of a Commercial Real Estate Mortgage and a Revolving Line of Credit. At this time, we are not able to extend future and/or any additional credit.

Please let me know if you have any questions.

Sincerely,



Scott E. Evans  
Managing Director

Memo

To: Albion EDC RLF Committee Board

From: Virgie Ammerman, President/CEO

Date: October 24, 2024

RE: Revolving Loan Fund Request – Albion College

There is a request for funding from the Revolving Loan Fund for \$8,895 made payable to Dale Carnegie on behalf of the following company for their participants. These amounts will be refunded to the Revolving Loan Fund upon graduation of the participants and each company's receipt of their grant from LEO at the State of Michigan.

\$7,400 - 4 attendees @ \$1,850 each – Albion College

\$1,495 – MMTC Practical Approach to Project Event Management (CEU Credits) - MMTC / Albion College (9/25/2024)

Total Amount:

\$8,895.00

Thank you for your consideration.

INVOICE

Dale Carnegie Training offered by  
Ralph Nichols Group, Inc.  
900 Elmwood Rd  
Lansing, MI 48917

patty.brewster@dalecarnegie.com  
+1 (517) 244-0687  
swmi.dalecarnegie.com



Bill to  
Nancy Chapman  
Albion College  
611 E. Porter St.  
Albion, MI 49224

Ship to  
Nancy Chapman  
Albion College  
611 E. Porter St.  
Albion, MI 49224

Invoice details

Invoice no.: 24-4059  
Terms: Net 15  
Invoice date: 09/16/2024  
Due date: 10/01/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Public	12 Week Dale Carnegie Course DC12JACK24-015 Lucas Beal	1	\$1,850.00	\$1,850.00

Total \$1,850.00

Ways to pay



Note to customer  
Checks made payable to Ralph Nichols Group, Inc.

View and pay

INVOICE

Dale Carnegie Training offered by  
Ralph Nichols Group, Inc.  
900 Elmwood Rd  
Lansing, MI 48917

patty.brewster@dalecarnegie.com  
+1 (517) 244-0687  
swmi.dalecarnegie.com



Bill to  
Nancy Chapman  
Albion College  
611 E. Porter St.  
Albion, MI 49224

Ship to  
Nancy Chapman  
Albion College  
611 E. Porter St.  
Albion, MI 49224

Invoice details

Invoice no.: 24-4062  
Terms: Net 15  
Invoice date: 09/19/2024  
Due date: 10/04/2024

#	Product or service	Description	Qty	Rate	Amount
1.	In-House	Develop Your Leadership Potential-3 Day LP03GOOD24-032 10/15-10/29/024 Daria Bloomfield Eble / Olivia Johnson Jordan Marmul	3	\$1,850.00	\$5,550.00

Total \$5,550.00

Ways to pay



Note to customer

Checks made payable to Ralph Nichols Group, Inc.

View and pay



Nancy Chapman <nchapman@albion.edu>

To: Virgie Ammerman

Cc: Jennifer Swanson; Margaret Avery



Mon 10/7/2024 8:25 AM

**Flagged**

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Trust sender

Show blocked content

Thank you, Virgie.

Will you also please include the MMTC training in your ask for the RFL. I emailed that as well, but have attached it below.

Hi Virgie,

I have an Albion College staff member who has registered for a class with the MMTC. Once I receive the invoice from MMTC I will send it to you.

Date: 9/25/2024

Amount Requested: \$ 1495.00

Event: Practical Approach to Project Management (CEU Credits 1.4) Kalamazoo

Registration Date: September 24, 2024

Registrant: James Diaz

Registrant Email: [jdiaz@albion.edu](mailto:jdiaz@albion.edu)

Registrant Phone: (734) 451-4250

Thanks so much!

Nancy