

NOTICE OF MEETING

A Regular Meeting of the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** will be held at 10:00 a.m. on **Tuesday, April 16, 2024** (or immediately following the Land Bank Authority meeting, whichever is later) in the Leelanau County Government Center – 1st floor.

DRAFT AGENDA

Members

Dan Heinz-Chairman
Rick Foster-Vice Chair
John Arens-Sect/Treasurer
Gwenne Allgaier
T. Eftaxiadis
David King

Director

Gail Myer

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT

DIRECTOR COMMENTS

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST

CONSIDERATION OF MARCH 19, 2024 MEETING MINUTES *pgs. 2-4*

CONSENT AGENDA

Items of a routine nature to be voted on with one motion - no discussion. Upon request, members may remove any item and place elsewhere on the agenda, with no vote of the commission. Members will vote on remaining items on the Consent Agenda, after the item removed has been placed elsewhere on the agenda.

- a. Fishbeck – General Consulting and TIF Management *pgs. 5-7*
- b. Fishbeck – EPA Assessment Grant *pgs.8-14*

OLD BUSINESS

NEW BUSINESS

1. Presentation- An Old Tool with a New Use: Using Brownfield FIF for Housing (Therese Searles)
2. Oath of Office

FINANCIALS

1. Claims & Accounts \$10,815.74 *pgs.15-29*
2. Post Audit, Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

1. Revenue and Expense Report *pgs.30-38*

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER / CHAIRPERSON COMMENTS

ADJOURN

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, March 19, 2024 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 10:38 am by Chairman Heinz who led the Pledge of Allegiance.

ROLL CALL

Members Present: D. Heinz, J. Arens, G. Allgaier, T. Eftaxiadis, D. Allen

Members absent: R. Foster, D. King
(Prior Notice)

Staff: G. Myer, Planning Director, J. Herman, Planning Secretary

Public: T. Searles

PUBLIC COMMENT- None.

DIRECTOR COMMENTS

Myer gave a brief update on the Discovery Center, and said that the Township Supervisor, Jeff Shaw, was aware they had brownfield funds and passed that along to the owner.

CONSIDERATION OF AGENDA

Motion by Eftaxiadis, seconded by Allen, to approve the agenda as presented. Motion carried 5-0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF FEBRUARY 27, 2024 MINUTES

Heinz noted a typo regarding the motion on Fishbeck invoice 433689.

Motion by Allen, seconded by Allgaier, to approve the minutes as amended. Motion carried 5-0.

CONSENT AGENDA

Fishbeck - General Consulting and TIF Management
Fishbeck - EPA Assessment Grant

Motion by Eftaxiadis, seconded by Allgaier, to approve the consent agenda as presented. Motion carried 5-0.

OLD BUSINESS

Fee Schedule- 1% fee due upon signing the Reimbursement Agreement

Heinz said that Jeff Hawkins previously suggested that they remove the language regarding the 1% fee because there is so much flexibility in the administrative fee. Heinz continued, saying that the Fee

Schedule states that “*applicants shall provide 10% match of the cost required for any project using assessment grant funds. This amount is non-refundable.*” Eftaxiadis said it is their discretion whether there is merit in using EPA funds for Phase I and Phase II. Arens suggested changing ‘shall’ to ‘may’ and Allgaier agreed.

Motion by Eftaxiadis, seconded by Allgaier, in regards to the 10% match, to change ‘shall’ to ‘may’ and add ‘at the discretion of the BRA’ and to remove Section C. Reimbursement Agreement. Motion carried 5-0.

Update: Four LBA owned parcels

Searles reminded members that there was discussion that Huntington Bank may be a financial source but they had additional requirements beyond the ASTM requirements. This board noted last month to not approve anything until they had confirmation with Huntington Bank. At this time, they are not involved and if they choose to partner with Huntington Bank they will work on the additional scopes then. Fishbeck will send a memo to both Myer, their EPA project officer, and HomeStretch.

Update: Empire Schoolhouse project- TIF

Searles said this project involves both a due care evaluation and a brownfield Tax Increment Financing (TIF) evaluation. They are unsure if there will be sufficient TIF generated to support a brownfield plan. The due care evaluation has been complete but they are waiting for a future taxable value estimate from the township assessor before they can do TIF modeling. Fishbeck will be preparing a summary report but there is no anticipated Phase II in this project.

Update: Former Empire lumberyard project – Phase II

Searles said this project had a due care evaluation and was determined to move into the Phase II physical sampling. They are doing a Ground Penetrating Radar (GPR) survey in the upcoming weeks, and she explained the sampling analysis plan. Searles said that the Phase I and Phase II will actually be a combined document

NEW BUSINESS

Discussion- New Waves UCC infrastructure/gap funding

Heinz said there are 14 lots in the New Waves subdivision. One lot will be for staff housing, six lots are purchased by Habitat for Humanity, and the development is looking for purchasers for the remaining seven lots. Land Bank Authority (LBA) Chairman, John Gallagher, suggested a joint acquisition for the remaining lots between the LBA and Habitat for Humanity. Heinz said that Gallagher will check into contingencies.

Searles asked who is covering the infrastructure costs up front? They could be reimbursed through a brownfield plan but one factor is how many will be rentals or for sale units. Searles said Michigan State Housing Development Authority (MSHDA) TIF is a tool to help address the housing need and gave a brief explanation if the numbers work out. Eftaxiadis suggested that Fishbeck do preliminary calculations on what the TIF would be. Heinz agreed but after Gallagher can provide more information.

FINANCIALS

Claims & Accounts - \$20,585.37

Motion by Eftaxiadis, seconded by Allgaier, to approve Claims & Accounts in the amount of \$20,585.37. Motion carried 5-0.

Post Audit, Budget Amendments, Transfers- None.

CORRESPONDENCE/COMMUNICATION ITEMS – None.

PUBLIC COMMENT

Searles said that in the past couple months there has been a request for her to do project updates and mentioned that they are in her memos and is available to the board in the packet ahead of time. Searles gave an update on Bluebird per Heinz request. She said that there may be a need for additional Phase II work. They will be preparing invoices soon for reimbursement on abatement and demolition.

DIRECTOR COMMENTS- None.

MEMBER / CHAIRPERSON COMMENTS

Allen resigned from the BRA. Members thanked her for service.

ADJOURN

Meeting adjourned at 11:23 AM.

DRAFT

Memo

TO: Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: April 16, 2024

RE: General Consulting and TIR Management Monthly Updates and Invoices

This memorandum serves to provide information regarding invoices and updates that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for services rendered on various projects related to General Environmental Consulting activities.

Please find attached several items for your consideration:

1. General Environmental Services (W.O. #2-GES, Amendment No. 1)

Update:

Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. Applicable to this Agreement, Work Order Number 2-GS, an overall general services work order, dated April 18, 2023, was approved at the April LCBRA regular meeting. Activities subject to this work order may include assistance with existing Brownfield Plans, new project communications, evaluating new State reporting requirements, and other project assistance as needed. An amended work order was approved in December to continue as needed general services as directed by the LCBRA Board and Interim Brownfield Director. *Activities included in this month's invoice for consideration involved discussions regarding the NuWaves potential project, and general brownfield consulting services as directed by the Brownfield Director.*

Project Invoices for Consideration:

Invoice #435828 (\$87.50)

2. Tax Increment Tracking and Annual Reporting (W.O. #1-GES, Amendment No. 1)

Update:

Fishbeck has established a tax increment financing (TIF) tracking system for the LCBRA for its existing Brownfield Plans. The LCBRA has engaged Fishbeck to manage the tracking of tax increment collection and reimbursement associated with the LCBRA's existing brownfield plans by updating and sending out Statement of Account twice a year to coincide with tax collection periods. Reimbursement Analysis will also be updated for the LCBRA twice a year. An amended work order was approved in December 2023 to conduct tax increment tracking services for the 2024 tax year. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2024. Fishbeck tracks the collection of TIR received on a continual basis as those checks come in and are forwarded on to Fishbeck for review. *Activities included in this month's invoice were related to review of tax increment revenues (TIR) received.*

Project Invoices for Consideration:

Invoice #435830 (\$42.00)

Leelanau County Brownfield Redevelopment Authority
General Services
Budget and Cost Summary

4/16/2024

Project	Number	W.O.	Site/Phase	Activity	Budget Estimates		Actual			Project Budget Remaining				
					Total		Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete			
230507	1-GES			Tax Increment Tracking and Annual Reporting (2023)	\$	4,900.00	Invoice Total	421222	3/13/2023	\$	333.75			
BT1								422202	4/5/2023	\$	63.75			
								230507	5/8/2023	\$	283.50			
								424163	6/8/2023	\$	126.00			
								425212	7/6/2023	\$	892.00			
								426200	8/2/2023	\$	605.00			
								427526	9/7/2023	\$	1,573.40			
								428408	10/5/2023	\$	42.00			
								430405	11/9/2023	\$	63.00			
								431436	12/7/2023	\$	917.40			
								Project Subtotal		\$	4,899.80	Project Subtotal Remaining	\$ 0.20	
				Statement of Account and Reimbursement Analysis Preparation (2023)	\$	3,700.00	Invoice Breakdown							
								Strmt of Acct/RA	421222	3/13/2023	\$	333.75		
									422202	4/5/2023	\$	63.75		
									423195	5/8/2023	\$	147.00		
									424163	6/8/2023	\$	126.00		
									425212	7/6/2023	\$	892.00		
									426200	8/2/2023	\$	563.00		
									427526	9/7/2023	\$	1,022.40		
									428408	10/5/2023	\$	42.00		
									430405	11/9/2023	\$	63.00		
									431436	12/7/2023	\$	446.90		
								Phase Subtotal		\$	3,699.80	Phase Subtotal Remaining	\$ 0.20	
				Annual Reporting (2023)	\$	1,200.00			423195	5/8/2023	\$	136.50		
									426200	8/2/2023	\$	42.00		
									427526	9/7/2023	\$	551.00		
									431436	12/7/2023	\$	470.50		
								Phase Subtotal		\$	1,200.00	Phase Subtotal Remaining	\$ -	
230507	1-GES, A-1			Tax Increment Tracking and Annual Reporting (Amendment No. 1-2024)	\$	6,000.00	Invoice Total	432670	1/8/2024	\$	745.00			
BT2								Invoice Total	433691	2/13/2024	\$	1,080.50		
								Invoice Total	434699	3/12/2024	\$	50.50		
								Invoice Total	435830*	4/10/2024	\$	42.00		
								Project Subtotal		\$	1,918.00	Project Subtotal Remaining	\$ 4,082.00	
				Statement of Account and Reimbursement Analysis Preparation (2024)	\$	4,500.00	Invoice Breakdown							
								Strmt of Acct/RA	432670	1/8/2024	\$	745.00		
									433691	2/13/2024	\$	1,080.50		
									434699	3/12/2024	\$	50.50		
									435830	4/10/2024	\$	42.00		
								Phase Subtotal		\$	1,918.00	Phase Subtotal Remaining	\$ 2,582.00	
				Annual Reporting (2024)	\$	1,500.00								
								Phase Subtotal		\$	-	Phase Subtotal Remaining	\$ 1,500.00	
230894	2-GES			General Consulting	\$	6,000.00	Invoice Total	423194	5/4/2023	\$	59.00			
BT1				Amendment #1	\$	6,000.00		425213	7/6/2023	\$	59.00			
					\$	12,000.00		426199	8/2/2023	\$	88.50			
								427537	9/7/2023	\$	646.00			
								428407	10/5/2023	\$	263.50			
								430404	11/9/2023	\$	1,089.75			
								431434	12/7/2023	\$	2,041.00			
								432669	1/8/2024	\$	2,137.25			
								433689	2/13/2024	\$	1,107.00			
								434696	3/12/2024	\$	1,034.00			
								Invoice Total	435828*	4/10/2024	\$	87.50		
								Project Subtotal		\$	8,612.50	Project Subtotal Remaining	\$ 3,387.50	
				Approved Project Budgets Subtotal	\$	22,900.00	Total Expended			\$	15,430.30	Budgets Remaining	\$ 7,469.70	
				Estimated Budget Remaining	\$	-						Check	\$ 22,900.00	
				Project Budgets Returned										
				Available Budget Remaining	\$	7,469.70								
				Notes:										

Memo

TO: Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: April 16, 2024

RE: FY22 EPA Grant Updates and Invoices

This memorandum serves to provide information regarding updates and invoices that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for activities and services rendered on various projects related to the EPA Brownfield Assessment Grant (4B-00E03213-0).

1. QAPP

Project No: 230506 – W.O. # 1

Update:

Preparation of the QAPP is complete and has been submitted to and approved by the USEPA. QAPP self-certification was found to be complete and satisfactory on May 8, 2023. Work Order No. 1, Amendment No. 1 was approved February 2024 to complete the Annual Updates required to keep the QAPP document in compliance. Updates will include switching out the Grant Program Manager from Trudy Galla to Gail Myer, updating laboratory certifications, Quality Assurance (QA) documents, and Standard Operating Procedures (SOPs).

Invoices for consideration this month include preparation of the annual update document. One of the approved laboratories is in the process of updating QA procedures and SOP documents. Once complete, the Annual Update will be submitted to the Brownfield Director to submit to the USEPA prior to the May 8, 2024 deadline.

Project Invoices for Consideration:

Invoice #435826 (\$180.00)

2. Community Outreach and Programmatic

Project No: 230505 – W.O. # 2, Amendment No. 1

Update:

Programmatic activities relate to preparing work orders, preparing meeting materials, setting up/inputting ACRES information, and communications with the Director of the LCBRA regarding implementing the grant activities.

Fishbeck is in the process of evaluating “sufficient progress” toward EPA Assessment Grant goals and objectives and will report these findings to the LCBRA. Initial review of grant metrics indicate that goals and objectives are on track and that future projects should also be sought to continue to utilize grant funds at an appropriate pace. Activities included in this month’s invoice for consideration include preparing meeting materials.

Project Invoices for Consideration:

Invoice #435831 (\$472.00).

3. Four Land Bank Parcels – Leelanau County, MI

Project No: 232214 – W.O. # 6

Update:

The Leelanau County Land Bank Authority acquired four parcels through tax foreclosure that it intends to sell to Homestretch for needed affordable housing developments. All four parcels are vacant land scattered throughout the county and identified as 4795 S. Manor Drive, Lot 33 Blue Ridge, Lot 269 Cherry Home Shores, and Lot 3 Omena Bay Resort. There is little to no information known regarding previous operations or environmental conditions of the sites. The LCBRA chose to support the project application at the December 19, 2023 regular meeting and directed Fishbeck to begin the eligibility process. As the parcels are not adjacent and contiguous pieces of property, four separate eligibility demonstrations were prepared. Based on proposed State and Federal funding anticipated to be sought for the redevelopment, a Phase I ESA will be needed. Work Order 6 was approved at the January LCBRA meeting including preparation of four separate Phase I ESA documents, compliant with the ASTM Standard and the rules for All Appropriate Inquiry. Fishbeck initiated Phase I ESA activities immediately upon authorization to proceed and concurrence on the eligibility determination from the USEPA (January 17 and 19, 2024). ***The four Phase I ESA documents have been finalized compliant with the ASTM Standard requirements and furnished to Homestretch and the LCBRA Brownfield Director to forward on to EPA. No Recognized Environmental Conditions (RECs) were identified in any of the four Phase I ESAs. Therefore, no further assessment is warranted.***

Project Invoices for Consideration:

Invoice #435827 (\$1,486.50)

4. Empire Downtown Revitalization – Former Empire Lumberyard-Six Parcels, Empire, MI

Project No: 232213 – W.O. # 7

Update:

Empire Associates, LLC was formed in 2014 with the intent of revitalizing property in the downtown of the Village of Empire. At the December 19, 2023 regular meeting, the LCBRA chose to accept a project application, submitted by Empire Associates, LLC for the former Empire Lumber Yard property. The property proposed for redevelopment consists of six parcels: 11712 S. Lake Street, 11728 S. Lake Street, 11738 S. Lake Street, and unnamed parcels on S. Lake Street (Tax ID: 041-824-056-10 and 041-451-014-15) and Storm Hill Drive (PID: 041-451-014-15).

Historically, the property was utilized as an Ace Hardware, lumber yard, and livery which is associated with the prior lumber industry. The property is currently developed with a 7,400 sq. ft. livery barn, 11,000 sq. ft. unoccupied hardware store, 8,000 sq. ft. pole barn, and two open air sheds. All business activity stopped on the site over 15 years ago and the property remains vacant and deteriorating. The property, 11738 S. Lake Street, is listed in the leaking underground storage tank database (Facility ID 50002285). A Restrictive Covenant is currently in place on the property, restricting groundwater withdrawal.

The developer intends to demolish obsolete unstable structures and evaluate clean up of the site to support redevelopment. Evaluation of asbestos-containing materials is needed prior to demolition. The developer plans to redevelop the property into a town square, retail space, offices, public area, and mixed income housing. To assist the developer with the safe reuse of this site, the Brownfield Redevelopment Authority intends to utilize USEPA assessment grant funds to evaluate environmental conditions that may affect redevelopment plans. Work Order 7 was approved by the LCBRA in January 2024 to include the completion of a Phase I Environmental Site

Assessment (ESA), Hazardous Materials Inspections (HMI) for all structures located on the property (i.e. Pre-Demolition Asbestos Surveys and paint chip sampling), Due Care planning activities, and a conceptual Phase II ESA scope and budget. Site eligibility was determined by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on January 11, 2024, and confirmed by the USEPA on January 26, 2024. A Health and Safety Plan (HASP) and a Sampling and Analysis Plan (SAP) for completion of the HMI was prepared the USEPA approved the SAP on February 9, 2024. ***The HMI report has been finalized furnished to both Empire Associates. LLC and the LCBRA Brownfield Director to forward on to the EPA. Minimal asbestos-containing materials were identified. The Due Care Planning activities are complete. As a result of the Phase I ESA and Due Care findings, a Phase II ESA is recommended to evaluate the former presence of a heating oil tank that has never been assessed and evaluate current data relative to known contamination from a former gas tank. Completion of the Phase II ESA was already approved with a conceptual budget. Therefore, the HASP and SAP for the Phase II scope of work were prepared and the SAP approved by the EPA. Phase II sampling activities are complete and laboratory data has been received with no contamination found. A combined Phase I and Phase II ESA report is being finalized. The applicant and requested consideration of a Brownfield Plan for this project. The Brownfield Director and Fishbeck will be meeting with the applicant to discuss the applicability of a brownfield plan for this project. The LCBRA board will be kept up to speed on any further requests for support that may come from these discussions.***

Project Invoices for Consideration:

Invoice #435829 (\$8,459.74)

5. Former Empire Schoolhouse Restoration Project - Empire, MI

Project No: 240201 – W.O. # 8

Update:

Joe and Elizabeth Van Esley have submitted a project application for the LCBRA's consideration requesting support for the redevelopment of the former Empire Schoolhouse. The project site consists of two parcels (041-300-036-00 and 041-300-049-00) located in the Village of Empire. The Van Esleys plan a historic restoration of the property with a multi-use community center, coffee shop, and DC fast charging station. Some environmental assessment has already been completed on the site. There is known mercury contamination in the septic tank and asbestos and lead have been identified in the structure. A Baseline Environmental Assessment has already been filed with the State of Michigan. The LCBRA approved the project application and Work Order No. 8 in January 2024 for Due Care planning activities and a Brownfield Plan evaluation. Concurrence with the LCBRA's determination of brownfield eligibility on the site was received by the USEPA on February 1, 2024. ***Due Care Planning are complete. Brownfield Evaluation activities are underway and a summary of findings for both activities will be prepared. Fishbeck is awaiting future taxable value estimates from the assessor in order to complete TIF modeling. Initial discussions indicate that there may not be significant tax increment generated. However, decisions regarding moving forward with preparation of a brownfield plan should wait until estimates are received from the assessor and formal evaluation is completed.***

Project Invoices for Consideration:

Invoice #435832 (\$88.00)

**Leelanau County Brownfield Redevelopment Authority
FY22 U.S. EPA Brownfield Assessment Grant
Budget and Cost Summary**

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount		Total	Project Complete
			Initial Grant Award	\$ 250,000.00						
County		4	Personnel - Initial Budget	\$ 4,000.00			\$ -			
			Budget Amendment	\$ (1,609.53)						
			Amended Personnel Budget	\$ 2,390.47					\$ 2,390.47	
County		4	Travel - Intial Budget	\$ 3,000.00		BF Conference Aug. 2022	\$ 1,469.17			
			Budget Amendment	\$ 1,609.53		BF Conference Aug. 2023	\$ 750.00			
			Amended Travel Budget	\$ 4,609.53		BF Conference Aug. 2023	\$ 2,390.36		\$ -	
County		4	Supplies	\$ -						
County		4	Other	\$ -						
			County Subtotal	\$ 7,000.00			\$ -			
			County Subtotal				\$ 4,609.53		County Subtotal	\$ 2,390.47
			Contractual - Fishbeck	\$ 243,000.00			\$ 89,502.82		\$ 153,497.18	
230506	1	2	QAPP	\$ 3,000.00	Invoice Total	423193	5/4/2023	\$ 3,000.00		X
					Project Subtotal			\$ 3,000.00	Project Subtotal Remaining	\$ -
230506	1	2	QAPP Annual Updates	\$ 1,200.00	Invoice Total	433685	2/13/2024	\$ 486.48		
					Invoice Total	434693	3/12/2024	\$ 135.00		
					Invoice Total	435826*	4/10/2024	\$ 180.00		
					Project Subtotal			\$ 801.48	Project Subtotal Remaining	\$ 398.52
230505	2	4	Community Outreach and Programmatic	\$ 6,000.00	Invoice Total	421223	3/13/2023	\$ 42.50		
			Amendment No. 1 (11-21-2023)	\$ 5,000.00		422203	4/5/2023	\$ 590.00		
				\$ 11,000.00		423196	5/4/2023	\$ 1,315.25		
						424161	6/8/2023	\$ 660.25		
						425211	7/6/2023	\$ 793.50		
						426201	8/2/2023	\$ 989.25		
						427527	9/7/2023	\$ 472.00		
						428409	10/5/2023	\$ 606.50		
						430406	11/9/2023	\$ 530.75		
						431437	12/7/2023	\$ 619.50		
						432671	1/8/2024	\$ 515.75		
						433692	2/13/2024	\$ 985.00		
						434701	3/12/2024	\$ 708.00		
						435831*	4/10/2024	\$ 472.00		
					Project Subtotal			\$ 9,300.25	Project Subtotal Remaining	\$ 1,699.75
230504	3	1,2,3	Bluebird Redevelopment Project	\$ 35,300.00	Invoice Total	421224	3/13/2023	\$ 127.50		
			Reallocated project budget	\$ (5,300.00)		422204	4/5/2023	\$ 1,057.20		
				\$ 30,000.00		423197	5/4/2023	\$ 1,458.50		
						424160	6/8/2023	\$ 8,661.32		
						425223	7/6/2023	\$ 5,988.89		
						426202	8/2/2023	\$ 2,315.50		
						427528	9/7/2023	\$ 3,763.00		
						428410	10/5/2023	\$ 2,876.55		
					Project Subtotal			\$ 26,248.46	Project Subtotal Remaining	\$ 3,751.54

Leelanau County Brownfield Redevelopment Authority
 FY22 U.S. EPA Brownfield Assessment Grant
 Budget and Cost Summary

Project	W.O.	Grant Task	Activity	Budget Estimates	Actual			Project Budget Remaining		
					Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete	
			Initial Grant Award	\$ 250,000.00						
240201	8	2,3	Former Empire Schoolhouse Restoration Project	\$ 6,000.00						
					Invoice Total	433693	2/13/2024	\$ 900.50		
					Invoice Total	434703	3/12/2024	\$ 2,315.50		
					Invoice Total	435832*	4/10/2024	\$ 88.00		
					Project Subtotal			\$ 3,304.00	Project Subtotal Remaining	\$ 2,696.00
					Invoice Breakdown					
		2	Eligibility	\$ 500.00	Eligibility	433693	2/13/2024	\$ 356.50		
					Phase Subtotal			\$ 356.50	Phase Subtotal Remaining	\$ 143.50
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433693	2/13/2024	\$ 544.00		
						434703	3/12/2024	\$ 2,114.00		
								\$ 2,658.00	Phase Subtotal Remaining	\$ 342.00
		3	Brownfield Evaluation	\$ 2,500.00	Brownfield Evaluation	434703	3/12/2024	\$ 201.50		
						435832	4/10/2024	\$ 88.00		
								\$ 289.50	Phase Subtotal Remaining	\$ 2,210.50
232213	7	1,2	Empire Downtown Revitization/Former Empire Lumberyard	\$ 42,100.00	Invoice Total	433690	2/13/2024	\$ 2,727.50		
					Invoice Total	434697	3/12/2024	\$ 13,345.47		
					Invoice Total	435829*	4/10/2024	\$ 8,459.74		
					Project Subtotal			\$ 24,532.71	Project Subtotal Remaining	\$ 17,567.29
					Invoice Breakdown					
		1	Eligibility and Phase I ESA	\$ 3,500.00	Eligibility/Phase I ESA	433690	2/13/2024	\$ 1,536.50		
						434697	3/12/2024	\$ 1,963.50		
					Phase Subtotal			\$ 3,500.00	Phase Subtotal Remaining	\$ -
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433690	2/13/2024	\$ 382.00		
						434697	3/12/2024	\$ 920.50		
						435829	4/10/2024	\$ 66.00		
					Phase Subtotal			\$ 1,368.50	Phase Subtotal Remaining	\$ 1,631.50
		2	Hazardous Materials Inspections	\$ 15,600.00	HMI	433690	2/13/2024	\$ 809.00		
						434697	3/12/2024	\$ 9,933.47		
						435829	4/10/2024	\$ 3,415.50		
					Phase Subtotal			\$ 14,157.97	Phase Subtotal Remaining	\$ 1,442.03
		2	Phase II ESA (Conceptual)	\$ 20,000.00	Phase II ESA	434697	3/12/2024	\$ 528.00		
						435829	4/10/2024	\$ 4,978.24		
					Phase Subtotal			\$ 5,506.24	Phase Subtotal Remaining	\$ 14,493.76

Leelanau County Brownfield Redevelopment Authority
 FY22 U.S. EPA Brownfield Assessment Grant
 Budget and Cost Summary

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount		Total	Project Complete
			Initial Grant Award	\$ 250,000.00						
232214	6	1	Four Land Bank Parcels	\$ 12,800.00	Invoice Total	433686	2/13/2024	\$ 3,326.00		
					Invoice Total	434694	3/12/2024	\$ 2,996.90		
					Invoice Total	435827*	4/10/2024	\$ 1,486.50		
					Project Subtotal			\$ 7,809.40	Project Subtotal Remaining	\$ 4,990.60
					Invoice Breakdown					
		1	Eligibility and Phase I ESAs	\$ 12,800.00	Eligibility/Phase I ESA	433686	2/13/2024	\$ 3,326.00		
						434694	3/12/2024	\$ 2,996.90		
						435827	4/10/2024	\$ 1,486.50		
					Phase Subtotal			\$ 7,809.40	Phase Subtotal Remaining	\$ 4,990.60
			Approved Project Budgets Subtotal	\$ 127,500.00	Invoice Total			\$ 89,502.82	Budgets Remaining	\$ 32,697.18
			Estimated Contractual Budget Remaining	\$ 115,500.00	Actual Contractual Budget Remaining and un-invoiced			\$ 153,497.18		
			Project Budgets Returned						Check	\$ 243,000.00
230504	3	2	Bluebird Redevelopment Project	\$ 5,300.00						
			Available Contractual Budget Remaining	\$ 120,800.00						
			Notes:							

Claims & Accounts
April 16 2024
Leelanau County Brownfield Redevelopment Authority

1.	Fishbeck – Invoice #435832 – Grant (former Empire schoolhouse) 101.000000.801-201 Contractual	\$ 88.00
2.	Fishbeck - Invoice #435827 - Grant (Land Bank parcels) 101.000000.801.201 Contractual	\$1,486.50
3.	Fishbeck - Invoice #435829 - Grant (Empire Lumber Yard) 101.000000.801.201 Contractual	\$ 8,459.74
4.	Fishbeck - Invoice #435828 - Gen Services 101.000000.801.000 Contractual	\$ 87.50
5.	Fishbeck – Invoice #435830 – TIF Tracking and Annual Reporting 101.000000.801-000 Contractual	\$ 42.00
6.	Fishbeck - Invoice #435831 - Grant - Outreach 101.000000.801.201 Contractual	\$ 472.00
7.	Fishbeck - Invoice #435826 - EPA Grant QAPP 101.0000003801.201	\$ 180.00
Total Claims & Accounts:		\$ 10,815.74
Total EPA Grant		\$10,686.24

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Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer
Leelanau County Brownfield Redevelopment Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 435832
Invoice Date : 4/10/2024
Project : 240201
Project Name : LCBRA/Former Empire Schoolhouse
 Restoration Project- Empier, MI
Bill Term : BT1

For Professional Services Rendered Through 3/31/2024

WO #8

	Fee	Available	Billings		
			To Date	Previous	Current
Elig - Eligibility	500.00	143.50	356.50	356.50	0.00
DC Plan - Due Care Planning	3,000.00	342.00	2,658.00	2,658.00	0.00
BP Eval - Brownfield Plan Evaluation	2,500.00	2,298.50	289.50	201.50	88.00
Rate Labor		88.00			

Current Billings 88.00
Amount Due This Bill 88.00 ✓

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BP Eval - Brownfield Plan Evaluation

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Staff Environmental Specialist	1.00	88.0000	88.00
<i>Total Rate Labor</i>			<i>88.00</i>

Total Project: 240201 - LCBRA/Former Empire Schoolhouse Restoration Project- Empier, MI

88.00



Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
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Attention: Gail Myer
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682-9718
United States

Invoice : 435827
Invoice Date : 4/10/2024
Project : 232214
Project Name : LCBRA/4 Land Bank Parcels,
Leelanau County
Bill Term : BT1

For Professional Services Rendered Through 3/31/2024

Work Order #6

	Fee	Available	Billings		
			To Date	Previous	Current
Elig/PH1 - Eligibility and Phase I ESA	12,800.00	6,477.10	7,809.40	6,322.90	1,486.50
Rate Labor	1,486.50				

Current Billings 1,486.50
Amount Due This Bill 1,486.50 ✓

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Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer
Leelanau County Brownfield Redevelopment Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice: 435829
Invoice Date: 4/10/2024
Project: 232213
Project Name: LCBRA/Empire Lumber Yard
Bill Term: BT1

For Professional Services Rendered Through 3/31/2024

Work Order #7

	Fee	Available	Billings		
			To Date	Previous	Current
Elig/PH1 - Eligibility and Phase I ESA	3,500.00	0.00	3,500.00	3,500.00	0.00
Due Care - Due Care Planning	3,000.00	1,697.50	1,368.50	1,302.50	66.00
<i>Rate Labor</i>	66.00				
HMI - Hazardous Materials Inspection	15,600.00	4,857.53	14,157.97	10,742.47	3,415.50
<i>Rate Labor</i>	3,415.50				
PH2 - Phase II ESA	20,000.00	19,472.00	5,506.24	528.00	4,978.24
<i>Rate Labor</i>	3,266.50				
<i>Expenses</i>	1,370.99				
<i>Unit Rate Expense</i>	340.75				
<i>Total Expense</i>	1,711.74				

Current Billings 8,459.74
Amount Due This Bill 8,459.74 ✓

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Due Care - Due Care Planning

Rate Labor

Class / Employee

	Hours	Rate	Amount
Senior Hydrogeologist			
Erik Peterson	0.50	132.0000	66.00
Total Rate Labor			66.00 ✓

HMI - Hazardous Materials Inspection

Rate Labor

Class / Employee

	Hours	Rate	Amount
Production Support			
Shelbey Senkewitz	1.00	84.0000	84.00 ✓
Senior Geologist			
Therese Searles	0.50	118.0000	59.00 ✓
Staff Engineer			
Carmine Finelli	6.50	106.0000	689.00 ✓
Staff Environmental Specialist			
Hailey Lyczynski	17.00	90.0000	1,530.00 ✓
Staff Scientist			
Parker Ward	12.25	86.0000	1,053.50 ✓
Total Staff Scientist	----- 12.25		----- 1,053.50
Total Rate Labor			3,415.50

Total Bill Task: HMI - Hazardous Materials Inspection

3,415.50 ✓

PH2 - Phase II ESA

Rate Labor

Class / Employee

	Hours	Rate	Amount
Hydrogeologist			
Courtney Dunaj	0.25	118.0000	29.50 ✓
Production Support			
Shelbey Senkewitz	1.25	84.0000	105.00 ✓
Senior Engineering Specialist			
Andrew Schwallier	1.00	136.0000	136.00 ✓
Senior Geologist			
Therese Searles	2.00	118.0000	236.00 ✓
Senior Hydrogeologist			
Erik Peterson	6.25	132.0000	825.00 ✓
Staff Geologist			
Zachary Curry	21.50	90.0000	1,935.00 ✓
Total Staff Geologist	----- 21.50		----- 1,935.00
Total Rate Labor			3,266.50 ✓

Expenses

Account / Vendor

	Cost	Multiplier	Amount
Equipment/Materials			
Zachary Curry	6.35	1.10	6.99 ✓
Subconsultant			
Facility Management Consultants Intl	1,240.00	1.10	1,364.00 ✓
Total Expenses			1,370.99 ✓

PH2 - Phase II ESA					
Unit Rate Expenses					
<i>Account / Unit / Equipment / Vendor</i>	<i>Doc Number</i>	<i>Date</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Equipment Usage					
Field Supplies					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.00 Day	35.0000	✓ 35.00
Meter, Flowcell (T/Sc/Ph/Eh)					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.00 Day	110.0000	✓ 110.00
Peristaltic Pump					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.00 Day	50.0000	✓ 50.00
PID (PPM) - Per Day					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.00 Day	100.0000	✓ 100.00
Tubing, Masterflex					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.50 Inch	0.5000	✓ 0.75
Tubing, Peristaltic Pump					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	40.00 Foot	0.5000	✓ 20.00
Water Level Meter					
Equipment					
Fishbeck Internal	UE0000018008	3/27/2024	1.00 Day	25.0000	✓ 25.00
Total Equipment Usage			46.50		----- 340.75
Total Unit Rate Expenses					340.75
Total Bill Task: PH2 - Phase II ESA					4,978.24 ✓

Total Project: 232213 - LCBRA/Empire Lumber Yard

8,459.74

Elig/PH1 - Eligibility and Phase I ESA

Rate Labor

<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Hydrogeologist			
Courtney Dunaj	0.75	118.0000	88.50
Production Support			
Ariane Savoy	5.00	86.0000	430.00
Shelbey Senkewitz	1.50	84.0000	126.00
Total Production Support	6.50		556.00
Senior Geologist			
Therese Searles	1.00	118.0000	118.00
Senior Hydrogeologist			
Erik Peterson	1.25	132.0000	165.00
Staff Environmental Specialist			
Solomon Boisvert	6.50	86.0000	559.00
Total Rate Labor			1,486.50
Total Bill Task: Elig/PH1 - Eligibility and Phase I ESA			1,486.50

Total Project: 232214 - LCBRA/4 Land Bank Parcels, Leelanau County

1,486.50



Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 435828
 Invoice Date : 4/10/2024
 Project : 230894
 Project Name : LCBRA/ General Consulting
 Services
 Bill Term : BT1

For Professional Services Rendered Through 3/31/2024

WO2-GES / Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	12,000.00	3,475.00	8,612.50	8,525.00	87.50
Rate Labor	87.50				
				Current Billings	87.50
				Amount Due This Bill	<u>87.50</u>

Total Fee : 12,000.00
To Date Billings : 8,612.50
Total Remaining : 3,387.50

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BP - General Consulting Services

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Hydrogeologist

Jeffrey Hawkins

0.50

175.0000

87.50

Total Rate Labor

87.50

Total Project: 230894 - LCBRA/ General Consulting Services

✓ 87.50



Payment Options

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 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Trudy Galla
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682-9718
United States

Invoice : 435830
Invoice Date : 4/10/2024
Project : 230507
Project Name : LCBRA/Tax Increment Tracking and Annual Reporting
Bill Term : BT2

For Professional Services Rendered Through 3/31/2024

WO 1- GES/ Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
2024 SOA/RA - 2024 Statement of Account/Reimbursement Analysis	4,500.00	2,624.00	1,918.00	1,876.00	42.00
<i>Rate Labor</i> 42.00					
2024 Report - 2024 Annual Reporting (for FY 2023)	1,500.00	1,500.00	0.00	0.00	0.00
				Current Billings	42.00
				Amount Due This Bill	<u>42.00</u>

Total Fee : 6,000.00
To Date Billings : 1,918.00
Total Remaining : 4,082.00

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2024 SOA/RA - 2024 Statement of Account/Reimbursement

Analysis

Rate Labor

Class / Employee

Hours

Rate

Amount

Staff Environmental Specialist

Logan Mulholland

0.50

84.0000

42.00

Total Rate Labor

42.00

Total Project: 230507 - LCBRA/Tax Increment Tracking and Annual Reporting

✓ 42.00

Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
Remittance Advice: accounts.receivable@fishbeck.com
616.575.3824
Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer
Leelanau County Brownfield Redevelopment
Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682-9718
United States

Invoice : 435831
Invoice Date : 4/10/2024
Project : 230505
Project Name : LCBRA/FY22 Grant Community
Outreach/Programmatic Activities
Bill Term : BT1

For Professional Services Rendered Through 3/31/2024

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	11,000.00	2,171.75	9,300.25	8,828.25	472.00
Rate Labor		472.00			
				Current Billings	472.00
			Amount Due This Bill		472.00

Total Fee : 11,000.00
To Date Billings : 9,300.25
Total Remaining : 1,699.75

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BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

4.00

118.0000

472.00

Total Rate Labor

472.00

Total Project: 230505 - LCBRA/FY22 Grant Community Outreach/Programmatic Activities

472.00 ✓



Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer
Leelanau County Brownfield Redevelopment Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 435826
Invoice Date : 4/10/2024
Project : 230506
Project Name : LCBRA/FY22 EPA Grant QAPP
Bill Term : BT1

For Professional Services Rendered Through 3/31/2024

WO1

	Fee	% Complete	Billings		
			To Date	Previous	Current
BP - FY22 EPA Grant QAPP (Task 2)	3,000.00	100.00	3,000.00	3,000.00	0.00
Ann Update - Annual Update	1,200.00	66.79	801.48	621.48	180.00
Current Billings					180.00
Amount Due This Bill					<u>180.00</u> ✓

Total Fee : 4,200.00
To Date Billings : 3,801.48
Total Remaining : 398.52

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REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: March 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Fund 101 General Fund				
Fiscal Year 2024				
Revenues				
000000-402-002 TIF - Leland Residential	8,242.50	8,242.50	46,000.00	17.92%
000000-402-003 TIF - GTRAC	1,096.46	1,096.46	8,200.00	13.37%
000000-402-006 TIF - Two Peas	279.95	279.95	2,000.00	14.00%
000000-501-001 EPA - Assessment Grant Haz Mat	0.00	0.00	75,000.00	0.00%
000000-501-002 EPA - Assessment Grant Petroleum	0.00	0.00	60,000.00	0.00%
000000-501-005 EPA Assessment	27,926.35	28,442.10	0.00	100.00%
000000-607-000 Application Fees	0.00	650.00	1,000.00	65.00%
000000-664-000 Interest	22.34	69.99	20.00	349.95%
000000-664-001 Interest - Savings	30.99	90.94	50.00	181.88%
Revenues Total	37,598.59	38,871.94	192,270.00	20.22%
Expenses				
000000-727-000 Office Supplies/Operating	0.00	0.00	150.00	0.00%
000000-728-000 Postage	0.00	0.00	50.00	0.00%
000000-801-000 Contractual Services	0.00	6,640.73	0.00	100.00%
000000-801-200 Contractual - Assessment Petroleum	0.00	515.75	60,000.00	0.86%
000000-801-201 Contractual - Assessment Haz Mat	0.00	27,439.87	75,000.00	36.59%
000000-801-300 General Services Contractual	0.00	0.00	12,000.00	0.00%
000000-860-000 Travel	0.00	0.00	3,823.80	0.00%
000000-900-000 Printing & Publishing	0.00	0.00	1,839.48	0.00%
000000-901-000 Legal Notice	0.00	0.00	200.00	0.00%
000000-960-000 Education	0.00	0.00	1,000.00	0.00%
000000-964-000 Refund Developer Exp - TIF	0.00	0.00	3,096.72	0.00%
000000-965-006 TIF 3 mils to SOM	0.00	0.00	110.00	0.00%
000000-990-000 Debt Payment	0.00	0.00	25,000.00	0.00%
000000-995-000 County Payment	0.00	0.00	10,000.00	0.00%
Expenses Total	0.00	34,596.35	192,270.00	17.99%
County Payment	37,598.59	4,275.59	0.00	100.00%
Revenues Total	37,598.59	38,871.94	192,270.00	20.22%
Expenses Fund Total	0.00	34,596.35	192,270.00	17.99%

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: March 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Net (Rev/Exp)	37,598.59	4,275.59	0.00	
Beginning/Adjusted Balance				
134,758.47	+	YTD Revenues	YTD Expenses	Current Fund Balance
		38,871.94	34,596.35	= 139,034.06
Grand Total for Revenues	37,598.59	38,871.94	192,270.00	20.22%
Grand Total for Expenses	0.00	34,596.35	192,270.00	17.99%
Grand Total Net Rev/Exp	37,598.59	4,275.59	0.00	

Transaction History Listing Report

Leelanau County Brownfield Authority

Account Balance Transactions

Date Range: January 1, 2024 Thru March 31, 2024

Fund: 101 General Fund
Department: 000000

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
Account: 000000-801-000			Contractual Services			Dept:			
Beginning Balance :									
1/1/2024	AP	959	CLH	20240108	FISHBECK	2,137.25			
1/1/2024	AP	959	CLH	20240108	FISHBECK	745.00			
1/31/2024	AP	963	EDM	20240213	FISHBECK	1,107.00			
1/31/2024	AP	963	EDM	20240213	FISHBECK	1,080.50			
1/31/2024	AP	963	EDM	20240213	FISHBECK	486.48			
Total Contractual Services Transactions for January:						5,556.23	0.00		
2/29/2024	AP	965	EDM	20240312	FISHBECK	1,034.00			
2/29/2024	AP	965	EDM	20240312	FISHBECK	50.50			
Total Contractual Services Transactions for February:						1,084.50	0.00		
Period Contractual Services Totals						6,640.73	0.00		
Year-To-Date Contractual Services Totals						6,640.73	0.00		
			Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
			0.00			6,640.73	6,640.73	0.00	-6,640.73

Account: 000000-801-200			Contractual - Assessment Petroleum			Dept:			
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
Beginning Balance :									
1/1/2024	AP	959	CLH	20240108	FISHBECK	515.75			
Total Contractual - Assessment Petroleum Transactions for January:						515.75	0.00		
Period Contractual - Assessment Petroleum Totals						515.75	0.00		
Year-To-Date Contractual - Assessment Petroleum Totals						515.75	0.00		
			Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
			60,000.00			515.75	59,484.25	0.00	59,484.25

Account: 000000-801-201			Contractual - Assessment Haz Mat			Dept:	
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits

Transaction History Listing Report

8:50 PM

Leelanau County Brownfield Authority

Account Balance Transactions

Date Range: January 1, 2024 Thru March 31, 2024

Fund: 101 General Fund
Department: 000000

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Beginning Balance :								
1/31/2024	AP	961	EDM	20240213	FISHBECK	900.50		
1/31/2024	AP	961	EDM	20240213	FISHBECK	3,326.00		
1/31/2024	AP	961	EDM	20240213	FISHBECK	2,727.50		
1/31/2024	AP	961	EDM	20240213	FISHBECK	985.00		
Total Contractual - Assessment Haz Mat Transactions for January:						7,939.00	0.00	
2/29/2024	AP	965	EDM	20240312	FISHBECK	2,315.50		
2/29/2024	AP	965	EDM	20240312	FISHBECK	2,996.90		
2/29/2024	AP	965	EDM	20240312	FISHBECK	13,345.47		
2/29/2024	AP	965	EDM	20240312	FISHBECK	708.00		
2/29/2024	AP	965	EDM	20240312	FISHBECK	135.00		
Total Contractual - Assessment Haz Mat Transactions for February:						19,500.87	0.00	
Period Contractual - Assessment Haz Mat Totals						27,439.87	0.00	
Year-To-Date Contractual - Assessment Haz Mat Totals						27,439.87	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		75,000.00			27,439.87	47,560.13	0.00	47,560.13
Grand Totals						34,596.35	0.00	

* Indicates Prior Year Transactions

Trial Balance Report

Leelanau County Brownfield Authority
Detail
YTD Ending 12/31/23

Fund 101 General Fund	Beginning			Ending		
	Balance	Debits	Credits	Balance		
000000-001-000	92,000.32	110,166.61	119,300.65	82,866.28		
000000-001-001	121,527.11	365.08	0.00	121,892.19		
000000-202-000	10,070.99	119,168.98	129,239.97	0.00		
000000-222-000	-80,000.00	10,000.00	0.00	-70,000.00		
000000-390-000	-143,598.42	0.00	0.00	-143,598.42		
000000-402-002	0.00	0.00	45,758.27	-45,758.27		
000000-402-003	0.00	70.99	8,103.66	-8,032.67		
000000-402-006	0.00	0.00	1,931.18	-1,931.18		
000000-501-005	0.00	0.00	40,462.45	-40,462.45		
000000-607-000	0.00	0.00	800.00	-800.00		
000000-664-000	0.00	0.00	247.24	-247.24		
000000-664-001	0.00	0.00	365.08	-365.08		
000000-669-230	0.00	0.00	1,021.68	-1,021.68		
000000-727-000	0.00	166.71	0.00	166.71		
000000-801-000	0.00	11,707.65	2,958.40	8,749.25		
000000-801-200	0.00	49,304.28	619.50	48,684.78		
000000-801-201	0.00	1,647.20	0.00	1,647.20		
000000-801-205	0.00	42.50	0.00	42.50		
000000-801-300	0.00	2,682.25	0.00	2,682.25		
000000-860-000	0.00	3,651.86	1,261.50	2,390.36		
000000-900-000	0.00	133.70	0.00	133.70		
000000-960-000	0.00	750.00	0.00	750.00		
000000-964-000	0.00	14,075.54	7,037.77	7,037.77		
000000-965-006	0.00	174.00	0.00	174.00		
000000-990-000	0.00	25,000.00	0.00	25,000.00		
000000-995-000	0.00	10,000.00	0.00	10,000.00		
000000-999-000	0.00	25,000.00	25,000.00	0.00		
Total Fund General Fund 101	0.00	384,107.35	384,107.35	0.00		

TIF BALANCE 12/31/23
 COVINGTON 77,200.73
 WEST SHORE 11,040.03
88,240.76

Memo

TO: Dan Heinz, Chair of Leelanau County Brownfield Redevelopment Authority

FROM: Logan Mulholland, Brownfield Project Analyst
 Therese Searles, Senior Geologist

DATE: February 1, 2024

PROJECT NO.: 230507/230894

RE: Leelanau County Brownfield Tax Increment Revenues Fund Balance Summary

The Leelanau County Brownfield Redevelopment Authority has four Brownfield Plans that are actively collecting Tax Increment Revenues (TIR), plus a new Plan adopted in 2023 (Bluebird Redevelopment). Fishbeck was requested to review the tax increment collected and disbursed in relation to the four plans and identify any unobligated tax increment revenues that require action. The intent of this memo is to respond to the request and is for informational purposes only. While description of potential uses of unobligated TIR may be described below, the intent of this memo is not to provide recommendations on formal actions that may be needed. Any needed recommendations could be provided in a separate memo after this information is received and evaluated.

The amount in the LCBRA account related to the 2023 taxes is \$57,742.86 which includes \$1,943.63 of capture to be reserved for reimbursement of the LCBRA's eligible costs, \$8,134.23 to be reimbursed to GTRAC, LLC, \$25,000 to be paid on 6/2/2024 to EGLE for the Former Leelanau County Government Complex EGLE Loan, and \$22,665 of unobligated TIR (related to the Former Leelanau County Government Complex Plan). In addition, \$1,303.89 is anticipated to be captured related to the Leland (\$1,023.95) and Two Peas (\$279.95) Brownfield Plans but has not yet been received. No 2023 TIR was captured on the West Shore Brownfield Plan.

In total, the LCBRA may have as much as \$239,352.92 in the LCBRA account attributable to TIR received to date on these four plans. However, Fishbeck has no direct knowledge on how repayments to the LCBRA for its eligible costs incurred are tracked or used after reimbursement to the LCBRA is made. This amount includes the unobligated TIR and any TIR reimbursed to the LCBRA for administration or incurred eligible activities. This total assumes that the November 21, 2023 disbursement actions have not been executed. This evaluation also does not account for any payments out of the LCBRA account for administrative costs or other general account paid invoices. Therefore, the exact amount remaining in the LCBRA account attributable to TIR received to date from these four plans is unknown to Fishbeck, but would not exceed \$239,352.92 and is likely much lower.

To understand these totals, we have broken down the TIR by Brownfield Plan:

Grand Traverse Recreation and Arts Center (GTRAC) Redevelopment, Elmwood Township

A Brownfield Plan was adopted on August 21, 2012, and an Act 381 Work Plan was approved by the MI Department of Environment, Great Lakes, and Energy (EGLE) and the Michigan Economic Development Corporation (MEDC) regarding the GTRAC Project, which allows for the capture of both local and school tax increment revenues for the reimbursement of eligible expenses. Since this plan was approved before 01/01/2013, the BRA is not required to pay 50% of State Education Tax (SET) capture to the State Brownfield Redevelopment Fund (SBRF).

A summary update of the tax increment collection to date is included below:

TIR Received to Date	Total Reimbursed to Leelanau County (Demolition of old house on site)	Total Reimbursed to Leelanau County BRA*	Total Reimbursed to GTRAC, LLC	Remaining TIR Available
\$74,369.13	\$29,155.00	\$22,673.29	\$12,406.61	\$10,134.23

*Inclusive of Administrative Fees (2012 – 2019).

Leelanau County has been fully reimbursed for their eligible activities. The LCBRA has 4 years of administrative fees (2020 – 2023), or \$2,000, of local-only taxes that can be reimbursed. To date, \$12,406.61 of the Developer's eligible activities have been reimbursed, with a remaining balance of \$50,941.09.

Action was taken at the November 21, 2023 meeting to disburse the unobligated \$9,037.77, with \$2,000 of the available Tax Increment Revenues reimbursed to the LCBRA for their administrative fees, and the remaining \$7,037.77 to be reimbursed to the Developer for their approved eligible activities.

Since the November 21st meeting, the LCBRA has received the Winter 2023 TIF of \$1,096.46. It is recommended that the entire amount be reimbursed to the Developer for their approved eligible activities, which would leave an unobligated balance of \$0.

RECEIVED IN JAN 2024 (1,096.46)
PAID OUT IN DEC 2023 (9,037.77) 20-15-1/E
PAID OUT IN DEC 2023 (2,000)
(IN JAN 2024

Former Leelanau County Government Complex, Leland Township

A Brownfield Plan was adopted on February 19, 2008, and an Act 381 Work Plan was approved by EGLE in 2009 and amended in 2016, which allows for the capture of both local and school tax increment revenues for the reimbursement of eligible expenses. Since this plan was approved before 01/01/2013, the BRA is not required to pay 50% of SET capture to the SBRF.

A summary update of the tax increment collection to date is included below:

TIR Received to Date*	EGLE Loan Payments through 6/2023
\$216,858.04	\$299,403.83

*Does not include \$1,023.94 that is still anticipated to be captured related to the Winter 2023 taxes.

The LCBRA is servicing a \$512,322.53 (plus estimated interest of \$32,376.62) EGLE Loan in relation to the property. When tax increment revenues have not been sufficient to cover the loan payments, LCBRA funds were utilized. When payments were decreased to \$25,000 in 2020, tax revenues were sufficient to meet the annual payments. Due to the decreased payment amount and annual TIR amount, the LCBRA now collects TIR in excess of the EGLE loan payment that can support other payment obligations. It is presumed that this excess tax collection has not been obligated. When tracking TIR received in tandem with the EGLE payment schedule, approximately \$37,111.75 remains in the LCBRA account, plus the 2023 TIR capture of \$47,665 (a total of \$84,776.75). \$25,000 of the 2023 TIR will be utilized to repay the EGLE loan, due on 6/2/2024, leaving a total "excess" balance of \$59,776.75.

Excess revenues must be utilized to reimburse eligible activities as outlined in the Brownfield Plan. Also, there are still many remaining financial obligations attributable to this plan. It is Fishbeck's understanding that an additional source of funding was used to make the loan payments when TIF was deficient (2013-2020). These unobligated funds could be utilized to reimburse whatever fund was used, and/or to pay off the EGLE loan sooner.

24,776.75 RECEIVED IN JAN 2024
(1,576.00)
77,200.75 UNOBLIGATED BALANCE AT 12-31-23

Additionally, current excess TIR could also be used to reimburse the \$310,900 Environmental Protection Agency (EPA) Revolving Loan Fund (RLF) that supported the project. The developer has an eligible activity balance of \$38,862.50 as it relates to the 20% required RLF match (the LCBRA contributed an additional \$38,862.50 to reach the minimum match) which could also be reimbursed with these funds. However, the Development and Reimbursement agreement (dated September 20, 2016) clearly outlined the Developer as “last in line” for reimbursement.

West Bay/West Shore Hotel Redevelopment, Elmwood Township

A Brownfield Plan was adopted in March of 2007, and an Act 381 Work Plan was approved by EGLE in 2018, which allows for the capture of both local and school tax increment revenues for the reimbursement of eligible expenses. Since this plan was approved before 01/01/2013, the BRA is not required to pay 50% of SET capture to the SBRF. Additionally, no further school eligible expenses remain so no further collection of SET or school operating TIR should be collected.

A summary update of the tax increment collection to date is included below:

TIR Received to Date*	Total Reimbursed to Leelanau County for the Administration Loan (to fund start-up of LCBRA)	Total Reimbursed to Leelanau County BRA	Total Reimbursed to the original Developer	Remaining TIR Available
\$49,393.68	\$4,665.49	\$10,117.77	\$13,570.39	\$21,040.03

*No TIR capture in 2022 and 2023.

MAY 2013
PAY 2013 LCBRA

12/31/23 B/L

-10,600.00 11/21/23
11,040.03
PAY OUT TO LCBRA FROM FILE

The LCBRA has been reimbursed for their eligible activities but has a limit of \$90,000 for administrative fees. The previous developer, West Bay Partners, was reimbursed \$13,570.39. There are no current eligible activities that require further payments to the original developer.

Action was taken at the November 21, 2023 meeting to disburse \$10,000 of the unobligated Tax Increment Revenues to reimburse Leelanau County for the LCBRA’s Administration Loan. There is a remaining balance of \$11,040.03 of unobligated tax increment. AT 12/31/23

The \$11,040.03 unobligated TIR was previously recommended by Fishbeck to reimburse the LCBRA Administration Loan (\$10,334.51) and be reserved for the LCBRA’s administrative costs (\$705.52), however, no action on these funds has been made.

The West Shore Brownfield Plan tax increment capture was not collected in 2022 (delinquent taxes) and paused in 2023 due to the passing of the property owner and the project for which eligible activities were identified in the brownfield plan, plan amendment, and work plan failed to occur. Evaluation of formally terminating the Brownfield Plan will occur after the family has had a chance to get their affairs in order and it can be determined if a viable project consistent with the Brownfield Plan still exists. Additionally, there are no outstanding obligations, debt, or eligible activities to reimburse.

The Two Peas, LLC Site, Village of Suttons Bay

A Brownfield Plan was adopted on December 20, 2016. The developer did not proceed with pursuing an Act 381 Work Plan for the project, however, the LCBRA has incurred significant pre-approved environmental costs. Since this plan was approved after 01/01/2013, the BRA is required to pay 50% of SET capture to the SBRF.

A summary update of the tax increment collection to date is included below:

TIR Received to Date*	Total Reimbursed to Leelanau County BRA	Total Reimbursed to SBRF**	Remaining TIR Available
\$10,515.38	\$9,807.31	\$708.07 ←	\$0

*Does not include \$279.95 that is still anticipated to be captured related to the Winter 2023 taxes.

**Inclusive of 2023 SBRF Payment to be made upon receipt of invoice, likely in September of 2024 after the annual MEDC Report is completed.

The LCBRA has been reimbursed \$9,807.31 and has a remaining balance of \$20,102.19 for its eligible costs.

If you have any questions or require additional information, please contact me at 269.544.6966 or lmulholland@fishbeck.com.