

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: **Tuesday December 19, 2023 at 10:00 am**

Location: Leelanau County Government Center

Members

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

Director

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF MINUTES – NOVEMBER 21, 2023** *pgs. 3-7*
- 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.8-10*
- b. Fishbeck – EPA Assessment Grant *pgs. 11-15*

OLD BUSINESS

1. Update: Termination of Brownfield Plan - West Shore

NEW BUSINESS

1. Part 1 Application – Parcel in Empire Village/Apple/Old Lumber Yard *pgs.16-28*
2. Part 1 Application – LCAO-RFP-2023-007 *pgs. 29-38*
3. Fishbeck Work Order:
 - a. Work Order #1 GES – (General Services) *pgs. 39-41*
 - b. Work Order #2 GES - (General Services) *pgs. 42-43*
4. Brownfield Development and Reimbursement Agreement – Bluebird

FINANCIALS

1. Claims & Accounts \$10,615.67 *pgs.44-54*
2. Post Audit, Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER / CHAIRPERSON COMMENTS

ADJOURN



Leelanau County Brownfield Redevelopment Authority (LCBRA)
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Dan Heinz
Chairman

Rick Foster
Vice-Chairman

John Arens
Secretary/Treasurer

Trudy Galla, AICP
Director

MEMORANDUM

From: Gail Myer, Interim Planning Director
To: LCBRA
Date: December 19, 2023 Meeting
Subject: New Business Items

1. Attached is a Part I application from Empire Associates LLC requesting assistance on five parcels in the Village of Empire on S. Lake St. and S. Storm Hill Dr.

My recommendation would be to accept the Part I application and request Work Order from Fishbeck for the January meeting. An eligibility determination for the site will also need to be submitted to EPA, for approval.

2. Attached is a Part I application from County of Leelanau Treasurer's Office/Land Bank requesting assistance on the following four parcels:
 - a. S. Manor Dr. – Centerville Twp.
 - b. S. Orchard Way- Elmwood Twp.
 - c. N. Forest Beach Shrs.- Leelanau Twp.
 - d. E. Tatch Rd. – Leelanau Twp.

My recommendation would be to accept the Part I application and request Work Order from Fishbeck for the January meeting. An eligibility determination for the site will also need to be submitted to EPA, for approval.

3. a. Work Order #1 GES Amendment No. 1– (General Services)

My recommendation would be to approve Fishbeck's Work Order #1 GES, Amendment No. 1, as presented.

- b Work Order #2 GES Amendment No. 1– (General Services)

My recommendation would be to approve Fishbecks Work Order #2 GES, Amendment No.1, as presented.

4. Brownfield Development and Reimbursement Agreement – Bluebird

My recommendation would be to approve the Brownfield Development and Reimbursement Agreement between the Leelanau County Brownfield Redevelopment Authority (Authority) and Daryl J. Telgard and Lynn M. Hamelin-Telgard (Bluebird of Leland, Inc.).

Claims & Accounts in the amount of \$10,615.67.

My recommendation would be to approve Claims & Accounts in the amount of \$10,615.67.

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, November 21, 2023 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 10:29 a.m. by Chairman Heinz who led the Pledge of Allegiance.

ROLL CALL

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

Members absent: R. Foster, T. Eftaxiadis
(prior notice)

Staff: T. Galla, Director, G. Myer, Senior Planner

Public: L. Mawby, T. Searles, J. Stimson, J. Lamier, S. Mitchell

PUBLIC COMMENT

Mawby thanked Galla and members for all of their work to benefit the county.

DIRECTOR COMMENTS

Galla told members that she and Searles would be meeting with a potential developer at a site after the meeting. She has also talked with two other individuals on potential sites they could use EPA assessment funds on, and she has a phone call to return regarding another possible site. This is all good news because they need to continue using those EPA assessment dollars.

Galla continued, saying that the Centerville Township site, which was the old dump site, has not moved forward. She reached out to the township and is waiting to hear back on whether they want to sell it or develop it in any way. Galla then referenced the EPA grant and her difficulty getting onto the ASAP website. She has contacted the Treasury Department because they will have to help fix the issue. She and Allen will work together on changing access to this site so they can draw those funds down. In conclusion, Galla said she forwarded a memo and an invoice from Fishbeck to members late last night and she would like to take care of those today.

CONSIDERATION OF AGENDA

Heinz added "Discussion with HomeStretch on potential Phase I and II projects" as "New Business" "Item #1" and updated the claims and account amount to \$12,585.50.

Motion by Allgaier, seconded by Arens, to accept the agenda as amended. Motion carried 5-0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF OCTOBER 17, 2023 MINUTES

Motion by Allgaier, seconded by King, to approve the minutes, as presented. Motion carried 5-0.

CONSENT AGENDA

Fishbeck – General consulting and TIF management
Fishbeck – EPA Assessment Grant

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

OLD BUSINESS

Update: Brownfield Plan – Bluebird project

Galla reminded members of the tour of the Bluebird at 4:30 p.m., and the Public Hearing will be held at 6:00 p.m. The County Board will be considering the resolution for the plan at their meeting at 7:00 p.m. Galla said she received a letter from a citizen who was concerned as to why this site is considered a Brownfield Site. This letter was received by Commissioner Ty Wessell and forwarded to Galla. Galla forwarded the letter to Therese Searles and Jeff Hawkins, from Fishbeck, so that they can frame their response.

NEW BUSINESS

HomeStretch potential Phase I and Phase II projects

Heinz said the Land Bank Authority (LBA) discussed with Stimson, from HomeStretch, the four parcels they are selling to HomeStretch for \$32,000.00. He brought up the fact the LBA has EPA assessment grant funding available. If HomeStretch has a need for it, there could be potential for the BRA to arrange with HomeStretch to get a Phase I and Phase II funding through this grant.

Galla questioned if a Phase I and Phase II were needed before HomeStretch developed the property? Stimson said at least a Phase I. Galla then explained that the BRA has an application, and there is a fee associated with that, but it has been waived in the past for a nonprofit. Galla will talk to Gallagher about getting the applications completed. Once the applications are received, they will work with Fishbeck on those. There is an eligibility determination that is done for each site which has to be submitted to EPA and they will then let them know if they can use EPA assessment funds on those sites. Stimson asked the board to also consider it for the property located at 7600 E. Duck Lake Rd. Stimson said he will fill out that application. Heinz mentioned another LBA owned piece of property that is for sale and the possibility of applying for EPA assessment funds to be used on it, if the value to a potential owner would be enhanced if they did a Phase I and Phase II.

Motion by Allen, seconded by Allgaier, to waive any fees associated with the applications, if the applicant is HomeStretch.

Discussion

Arens stated he wanted to discuss their procedure on waiving fees when appropriate.

Motion on the table carried 5-0.

Work Order (Fishbeck)

Searles reviewed the work order, saying that this was proposed amendment #1 to approved work order #2, which is the EPA Grant Community Outreach Programmatic Activities. It was anticipated that the bulk of those activities would occur at the beginning of the grant. Searles said that two-thirds of those outcomes that were put in the grant workplan have already been accomplished. There are still programmatic activities that will be needed for the remainder of the grant period and Fishbeck is

requesting an additional budget of \$5,000.00 to support those activities. This is all within contractual funds and technically a formal request is not needed. Searles concluded by saying that this request was more of a courtesy.

Motion by Allgaier, seconded by King, to approve the workorder from Fishbeck for an additional \$5,000.00 to support activities. Motion Carried 5-0.

2024 Budget

Galla reviewed a couple proposed changes from what was originally sent out in the agenda packet. It looks like the board will be starting termination of the West Shore brownfield plan next year. There have been numerous discussions on this site, there is no development and Fishbeck advises to stop collecting Tax Increment Financing (TIF) on the site. The permits for the township and the state for the proposed marina will be expiring.

Galla continued, mentioning again the account that was closed at the bank some time ago that is still showing up in 2023, but will go away in 2024. Galla said they have a balanced budget. There could possibly be adjustments that need to be addressed in December.

Motion by Allgaier, seconded by Arens, to accept the amended 2024 budget. Motion Carried 5-0.

Recommendation for TIF reimbursement (GTRAC Brownfield Plan)

Galla explained the memorandum, saying that it explains the TIF that has been captured to date on the GTRAC Brownfield Site. The memorandum also address's the approved disbursements. Searles stated that they have \$9,037.77 and they need to decide what to do with it. Fishbeck recommends that \$2,000.00 of it go back to the BRA for administrative fees, and the remaining \$7,037.77 to the developer for their approved eligible activities.

Motion by Allgaier, seconded by King, to approve Fishbeck's recommendation as presented. Motion Carried 5-0.

Recommendation - \$10,000.00 loan repayment to the County

Galla stated that the county loaned the BRA \$100,000.00 when they first started up and they have paid back \$20,000.00 so far. The BRA started making annual payments of \$10,000.00.

Searles explained that right now they have a little over \$21,000.00 in tax increment that has been collected for this property. Fishbeck does recommend that if the BRA terminates the West Shore Brownfield Plan because development has not moved forward and existing debts and obligations have been paid, it does not feel appropriate to put money into the BRA. Fishbeck's opinion is that there are four active brownfield plans, so supporting \$25,000.00 from each, would be appropriate. They recommend that \$20,334.51 be reimbursed to the county administrative plan. Galla clarified that instead of paying the county \$10,000.00, it is suggested to pay them \$20,334.51. Searles said Fishbecks recommendation is that \$20,334.51 go towards the loan payment to the county, and \$705.52 goes to BRA for administrative costs.

Allgaier questioned why they would pay the county more than \$10,000.00. Searles said there are no other eligible activities to use this on. The owner can only get reimbursed through the plan with eligible activities. The BRA is holding those funds and should do something with them. This was put in place in 2007, and there is not a lot of time left on it. Galla said that at some point you will get questioned by the township as to why they are still collecting TIF with no eligible activities, plus the owner has never submitted any invoices for any of the TIF to be reimbursed.

King stated that they budgeted for \$10,000.00 this year, which is independent of this, so why not wrap up what is going to happen with this brownfield plan next year and deal with that money then. It would be nice to formalize a payment plan for paying the county back. Searles stated that these funds must be used in an appropriate manner. King said nothing prevents them from taking this money next year and using it in the same way. Allen questioned if there had been any prior communication with the owner? Galla said there has been lots of communication from the BRA to the owner and he hasn't given them any update since August.

Motion by King, seconded by Allgaier, to make a \$10,000.00 loan payment to the County. Motion Carried 5-0.

Discussion continued

Heinz stated he would like to deal with Searles recommendation next year. He wants to give the owner one more shot to say what is happening. Arens said he wanted to give the owner a specific date to respond by. Members agreed to send correspondence to the owner, stating a response is needed by the end of the year or they will take action the first of the year. Heinz said he would like this on the agenda in January. King questioned why they couldn't have the owner respond before the end of the year and put the "consideration of termination of the brownfield plan" on the January agenda? Members agreed with King. Galla and Allen will work on drafting a letter to go out this week.

Galla said she wanted to clarify that the money is in the checking account, which is the only account the BRA has. Going forward she would like to see line items for each. Allen requested that Heinz work with Galla and her, to put together a financial overview report so there is a clear understanding of those funds and how they can be used in the future.

Discussion on loan from the County Board

Allgaier questioned if the County Board could forgive the loan so that the BRA could use those funds? Heinz said this could be a discussion item. Galla said the loan was made by a motion of the County Board twice, \$50,000.00 each time. This has been researched in the past and the County Treasurer has it on the books as a loan and he budgets \$10,000.00 as an annual payment from the BRA. Heinz commented that it would be a wonderful budget adjustment in December if they could write that back in as a loan that has been forgiven.

Discussion on Brownfield Director position

Galla said that she reached out to a former BRA member and asked them to help out in the director position for a while, but they declined. She will be available to help her staff through December and part of January, but the BRA needs to consider who will handle things with the consultant. Galla continued, saying that staff members Gail Myer and Jenny Herman will make sure the meetings get set-up and will be taking minutes. Allen asked for clarification on whether or not the BRA pays a portion of the directors salary? Galla said they do not. She was given the position years ago with no stipend or additional pay, it was considered part of her work. She learned the work; she didn't have an environmental background or

brownfield background. The next person may not have her background because the job description does not include that.

***Motion by Allen, seconded by Allgaier, to remove Trudy Galla from the LCBRA checking account.
Motion carried 5-0.***

Allen said they are making every effort to find an individual to fill the director's position before the board meets again.

FINANCIALS

Claims & Accounts – adjusted amount \$12,586.00.

***Motion by King, seconded by Allgaier, to approve Claims & Accounts in the amount of \$12,586.00.
Motion carried 5-0.***

Post Audit, Budget Amendments, Transfers – None.

CORRESPONDENCE/COMMUNICATION ITEMS – None.

PUBLIC COMMENT

Searles said that she appreciated working with Galla over the past fifteen years. Galla has extensive institutional knowledge and was always very professional. She wishes her the best of luck.

DIRECTOR COMMENTS

Galla thanked members and said this would be her last meeting here. She will be in contact with her staff and has gotten things in order for a smooth transition. She is typing up all of her notes so there will be a record of what she has done regarding each board and commission.

MEMBER / CHAIRPERSON COMMENTS

Allgaier said she is excited for Galla, but sad for the board. Galla is such a loss for the county and this board.

Heinz read a letter of appreciation, covering Galla's history with the county and all of her accomplishments.

(A complete copy of the letter is on file in the Planning & Community Development Office)

ADJOURN

Meeting adjourned at 11:33 a.m.

Memo

TO: Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority
FROM: Therese Searles and Jeff Hawkins
DATE: December 19, 2023
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)

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. ***Activities included in this month's invoice for consideration involved discussions with Trudy Galla on budget considerations and transition next steps. Fishbeck endeavors to continue to support the LCBRA Board during the transition and will seek to support the new Director, as needed, to the best of our abilities. An amended work order is being presented for the Board's consideration this month to assist with ongoing general consulting tasks as needed and directed by the LCBRA.***

Project Invoices for Consideration:

Invoice #431434 (\$2,041.00)

2. Tax Increment Tracking and Annual Reporting (W.O. #1-GES)

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. ***Work Order #1-GES covered services for 2023. An amended work order is being presented to the LCBRA for consideration 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. In the past,***

checks have been forwarded on to Fishbeck for review by Trudy Galla. The Board should discuss an updated procedure until a new Director for the LCBRA is in place. Activities included in this month's invoice were related to review of tax increment revenues (TIR) received. A meeting was also held between Fishbeck and Trudy Galla to discuss the County's current status of tax increment collections in preparation for the transition following Ms. Galla's retirement from the County.

Project Invoices for Consideration:

Invoice #431436 (\$917.40)

**Leelanau County Brownfield Redevelopment Authority
General Services
Budget and Cost Summary**

12/2023

Number		Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.		Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
230507	1-GS	Tax Increment Tracking and Annual Reporting	\$ 4,900.00	Invoice Total	421222	3/13/2023	\$ 333.75		
					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
				Invoice Breakdown					
		Statement of Account and Reimbursement Analysis Preparation	\$ 3,700.00	Stmnt 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	\$ 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	\$ -
230894	2-GS	General Consulting	\$ 6,000.00	Invoice Total	423194	5/4/2023	\$ 59.00		
					425213	7/6/2023	\$ 59.00		
					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		
				Project Subtotal			\$ 4,246.75	Project Subtotal	\$ 1,753.25
		Approved Project Budgets Subtotal	\$ 10,900.00	Total Expended			\$ 9,146.55	Budgets Remaining	\$ 1,753.45
		Estimated Budget Remaining	\$ -						
		Project Budgets Returned						Check	\$ 10,900.00
		Available Budget Remaining	\$ 1,753.45						
		Notes:							

Memo

TO: Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority
FROM: Therese Searles and Jeff Hawkins
DATE: December 19, 2023
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. This activity is complete. There are no further invoices for consideration *until an annual update is needed*.

Project Invoices for Consideration:

N/A

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.

Activities included in this month's invoice for consideration include preparing meeting materials and budget discussions. An amended work order, (W.O. #2, Amendment No. 1) was approved by the LCBRA Board last month to facilitate the remaining activities throughout the grant period and bring the total task budget to \$11,000.

Project Invoices for Consideration:

Invoice #431437 (\$619.50).

3. Bluebird Redevelopment Project - 102 & 103 E. River St. and 101 E. Main St., Leland, MI

Project No: 230504 – W.O. # 3, Amendment #1

Update:

Skip (Daryl) and Lynn Telgard submitted a project application to the LCBRA for their Bluebird Redevelopment Project in Leland. The Bluebird restaurant, designated as “functionally obsolete” by the Township Assessor, will be rebuilt as a smaller restaurant with a rentable commercial space, occupying less land and located closer to the river. The adjacent former Early Bird restaurant will be redeveloped as well. Leelanau Coffee Roasting Co. currently leases this space and that may continue after redevelopment. This phase of redevelopment anticipates the demolition of the existing structure in two to three years. The redevelopment anticipates a new two-story mixed-use building will be constructed with retail on the first floor and up to three residential units on the second floor.

Private investment is anticipated at \$6,200,000 for both phases of redevelopment, retaining 27-30 local jobs and creating another 8-14 part-time positions. The developers have requested support from the LCBRA through the preparation of a brownfield plan, completion of a Phase I ESA, Pre-Demolition Asbestos Surveys and a Phase II ESA. A petroleum eligibility determination was received from EGLE for the use of petroleum grant funds on March 16, 2023 and EPA has concurred with the LCBRA’s eligibility demonstration for the use of hazardous substance grant funds as of March 22, 2023. EPA accepted the HASP and approved the SAP on May 18, 2023. The asbestos survey activities are complete and reports have been issued. The Phase I ESA is complete and identified one Recognized Environmental Condition (REC) pertaining to remaining tank(s) closed in place and the lack of assessment to determine whether impacts to the subject property exist as a result of these tank(s). The GPR Survey is complete and has been furnished to the LCBRA. UST Site Assessment sampling is recommended when the tanks are removed, anticipated to be *concurrent* with demolition of the Early Bird structure in a few years. A brownfield redevelopment 101 presentation was provided to Leland Township during their August 14th Township Board meeting. Preparation of the Brownfield Plan is complete and was recommended for approval by the LCBRA board on September 19, 2023 and supported with a resolution by Leland Township on October 9, 2023. The Director of the LCBRA prepared and noticed the public hearing and notice to the taxing jurisdictions. The County Board of Commissioners Executive Board discussed the Brownfield Plan during the November 14th executive board meeting. ***A tour of the site was held in the afternoon on November 21st with some of the County Commissioners attending. The Public Hearing was held at 6pm and the Brownfield Plan was formally adopted by the Leelanau County Board of Commissioners at the 7pm November 21, 2023 meeting.***

Project Invoices for Consideration:

N/A

**4. Centerville Township Dump – Centerville Township, MI
Project No: 231190 – W.O. # 4**

Update:

Centerville Township owns a 14-acre parcel of land that is a closed Township dump site located on Gatzke Road in Centerville Township. There is little information known regarding operation of the dump with respect to years in operation, geographic boundaries, specific materials dumped on the site, etc. Based on local knowledge, the dump is believed to have closed in the mid-1970s or earlier. Centerville Township is evaluating future plans for the site including the potential to redevelop the site for reuse as a public park or selling the property to fund other Township needs. Centerville Township is seeking funding support through the Leelanau County Brownfield Redevelopment Authority (LCBRA) to conduct assessment of the property to determine appropriate reuse options for the property and identify what activities may be needed to safely reuse the site. The LCBRA approved funding a Phase I ESA at the June LCBRA meeting to assist with understanding the historical context and geographic boundaries of the former dump site. Completion of the Phase I ESA will also inform the scope of subsequent assessment needed based on any Recognized Environmental Conditions (RECs) that may be identified in the

Phase I ESA. An Eligibility Demonstration was prepared and submitted to the USEPA on June 29, 2023. Eligibility was confirmed on July 12, 2023. The Phase I ESA is complete and identified one Recognized Environmental Condition (REC) associated with the known historic unregulated landfill in the vicinity of the Subject Property from at least the 1930s to late 1970s. Historical resources indicate a majority of the landfilling activities occurred south of the Subject Property ; however, a small area (approximately 6,000 square feet) of potential landfilling activities may have been located in the northwestern portion of the Subject Property. There is not a requirement for further assessment and at this point, the grant funded activities approved in Work Order #4 are complete. However, redevelopment planning may warrant further assessment especially if the use of a well for water consumption is anticipated. The Township is currently experiencing a change in governmental leadership. ***The Director of the LCBRA reached out to the Township to determine if they will be seeking additional support from the LCBRA for additional assessment. No further assessment is anticipated at this time.***

Project Invoices for Consideration:

N/A

**5. Peninsula Housing – 980 Herman Road, Suttons Bay, MI
Project No: 231191 – W.O. # 5**

Update:

Peninsula Housing, a Michigan non-profit Corporation, is redeveloping an over 10-acre old farmstead with a house, barn, and other outbuildings located in Suttons Bay, Michigan. The existing buildings are unusable and need to be demolished for redevelopment plans. There is known lead-based paint in the house. The house and other structures have the potential to contain asbestos, which needs to be determined prior to demolition.

Peninsula Housing proposes to develop up to 80 housing units on the site in a mix of rental and owner-occupied apartments, duplexes, etc. beginning in 2024/2025. Current zoning allows two-story, multi-family development at a density of 8 units/acres as special land use. Redevelopment is anticipated to be completed by 2028.

Peninsula Housing is seeking funding support from the Leelanau County Brownfield Redevelopment Authority (LCBRA) for the completion of a Pre-Demolition Hazardous Materials Inspection, inclusive of an asbestos survey and universal waste inventory which the LCBRA approved at the June LCBRA meeting. Some assessment work has already been completed on the property. Since there is already knowledge of lead-based paint, no further scope of work related to a lead assessment is proposed. There is also knowledge of lead and arsenic in soil, and a Baseline Environmental Assessment (BEA) has already been completed.

There is potential for Peninsula Housing to request grant funding assistance for cleanup planning and/or the preparation of a Brownfield Plan to reimburse certain eligible brownfield costs. Based on the anticipated redevelopment, there are expected brownfield eligible activities that may include lead and asbestos abatement, building and site demolition, and potentially soil management activities. Other funding sources are being sought to leverage different portions of the project. The outcome of any other fundings source requests used to support the project and results of the Pre-Demolition Hazardous Materials Inspection will inform the decision to consider preparation of a Brownfield Plan.

An Eligibility Demonstration was prepared and submitted to the USEPA on June 29, 2023. Eligibility was confirmed on July 11, 2023. Fishbeck prepared the Health and Safety Plan (HASP), which was accepted, and Sampling and Analysis Plan (SAP), which was approved by the EPA on August 2, 2023. The field work for the Pre-Demolition HMI was completed on August 23-25,2023. Analytical results were received and evaluated. The Hazardous Materials Inspection report has been finalized and sent to the LCBRA and Peninsula Housing. A copy of the report was also forwarded on to the USEPA. Five structures exist on the property. Five types of miscellaneous non-friable asbestos-containing materials were identified, associated with two of the structures: the house and the farmhand

housing building. All grant funded activities approved in Work Order #5 are complete. *Fishbeck reached out to Peninsula Housing last month to determine if they will be seeking additional support from the LCBRA. Further discussions are needed to assess redevelopment needs and other leveraged funding but initial communication indicates that Peninsula Housing will be seeking additional support from the LCBRA.*

Project Invoices for Consideration:

N/A

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

Number	Grant	Task	Activity	Budget Estimates		Actual			Project Budget Remaining	
				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 - Initial 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			\$	50,374.48	\$ 192,625.52
230506	1	2	QAPP	\$	3,000.00		Invoice Total 423193 5/4/2023	\$	3,000.00	X
			Project Subtotal	\$	3,000.00		Project Subtotal	\$	3,000.00	Project Subtotal Remaining \$ -
230505	2	4	Community Outreach and Programmatic Amendment No. 1 (11-21-2023)	\$	6,000.00		Invoice Total 421223 3/13/2023	\$	42.50	
				\$	5,000.00		422203 4/5/2023	\$	990.00	
				\$	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	\$	899.25	
							427527 9/7/2023	\$	472.00	
							428409 10/5/2023	\$	606.50	
							430406 11/9/2023	\$	530.75	
							431437 12/7/2023	\$	619.50	
			Project Subtotal	\$	6,000.00		Project Subtotal	\$	6,619.50	Project Subtotal Remaining \$ 4,380.50
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	\$	30,000.00		Project Subtotal	\$	26,248.46	Project Subtotal Remaining \$ 3,751.54
			Invoice Breakdown							
		3	Brownfield Plan	\$	5,000.00		421224 3/13/2023	\$	127.50	
			Amended Budget	\$	2,000.00		422204 4/5/2023	\$	1,057.20	
				\$	7,000.00		423197 5/4/2023	\$	193.50	
							424160 6/8/2023	\$	600.25	
							425223 7/6/2023	\$	196.00	
							426202 8/2/2023	\$	841.50	
							427528 9/7/2023	\$	1,660.50	
							428410 10/5/2023	\$	2,324.55	
			Phase Subtotal	\$	7,000.00		Phase Subtotal	\$	7,000.00	Phase Subtotal Remaining \$ -
3-AF 1	1	Phase I ESA	\$	3,000.00		Phase I ESA 423197 5/4/2023	\$	1,176.50		
						424160 6/8/2023	\$	1,823.50		
			Phase Subtotal	\$	3,000.00		Phase Subtotal	\$	3,000.00	Phase Subtotal Remaining \$ -
3-AF 1	2	Pre-Demolition Asbestos Survey	\$	12,000.00		Asbestos Survey 423197 5/4/2023	\$	88.50		
						424160 6/8/2023	\$	6,237.57		
						425223 7/6/2023	\$	5,617.89		
			Phase Subtotal	\$	12,000.00		Phase Subtotal	\$	11,943.96	Phase Subtotal Remaining \$ 56.04
3-AF 1	2	Phase II ESA (Conceptual)	\$	15,300.00		Phase II ESA 425233 7/6/2023	\$	176.00		
			Reallocated budget	\$	(7,300.00)		426202 8/2/2023	\$	1,474.00	
				\$	8,000.00		427528 9/7/2023	\$	2,102.50	
							428410 10/5/2023	\$	526.00	
			Phase Subtotal	\$	8,000.00		Phase Subtotal	\$	4,304.50	Phase Subtotal Remaining \$ 3,695.50
231190	4	1	Centerville Township Dump Site	\$	3,000.00		Invoice Total 425224 7/6/2023	\$	198.00	
							426203 8/2/2023	\$	2,802.00	
			Project Subtotal	\$	3,000.00		Project Subtotal	\$	3,000.00	Project Subtotal Remaining \$ -
1	Phase I ESA	\$	3,000.00		Invoice Breakdown					
						Phase I ESA 425224 7/6/2023	\$	198.00		
						426203 8/2/2023	\$	2,802.00		
			Phase Subtotal	\$	3,000.00		Phase Subtotal	\$	3,000.00	Phase Subtotal Remaining \$ -
231191	5	2	Peninsula Housing-980 Herman Rd, Suttons Bay	\$	13,100.00		Invoice Total 425225 7/6/2023	\$	257.00	
							426204 8/2/2023	\$	294.50	
							427529 9/7/2023	\$	8,738.12	
							428411 10/5/2023	\$	1,439.90	
							430407 11/9/2023	\$	777.00	
			Project Subtotal	\$	13,100.00		Project Subtotal	\$	11,506.52	Project Subtotal Remaining \$ 1,593.48
			Invoice Breakdown							
		2	Pre-Demolition HMI	\$	13,100.00		525225 7/6/2023	\$	257.00	
							426204 8/2/2023	\$	294.50	
							427529 9/7/2023	\$	8,738.12	
							428411 10/5/2023	\$	1,439.90	
							430407 11/9/2023	\$	777.00	
			Phase Subtotal	\$	13,100.00		Phase Subtotal	\$	11,506.52	Phase Subtotal Remaining \$ 1,593.48
			Approved Project Budgets Subtotal	\$	65,400.00		Invoice Total	\$	50,374.48	Budgets Remaining \$ 9,725.52
			Estimated Contractual Budget Remaining	\$	177,600.00		Actual Contractual Budget Remaining and un-invoiced	\$	192,625.52	Check \$ 243,000.00
			Project Budgets Returned	\$	-					
230504	3	2	Bluebird Redevelopment Project	\$	5,300.00					
			Available Contractual Budget Remaining	\$	162,300.00					
			Notes:							



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)
8527 E. Government Center Drive
Suttons Bay, Michigan 49682
Phone: 231-256-9812

BROWNFIELD PROJECT APPLICATION

FORM PART 1 APPLICATION

This application form must be completed by the applicant to initiate the Brownfield process by the Leelanau County Brownfield Redevelopment Authority (LCBRA). There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

The completed application form and supporting materials must be submitted to Leelanau County, 8527 East Government Center Drive, Ste. 108, Suttons Bay, MI 49682.

The Part I Brownfield Project Application form must be returned with the application fee in order to start the review process.

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are completed.

NOTES: The Part 1 Application is the first step for all Brownfield redevelopment projects coming through the LCBRA. **Applicants are expected to provide a minimum of 10% of the funds required for any project using assessment grant funds.**

Approval of the Application by the LCBRA is NOT approval of a Brownfield Plan and the requested Tax Increment Financing (TIF) and/or other economic incentives. Application approval is required by the LCBRA in order to move forward with the process.

A Part 2 Brownfield Project Application Form is required if a Brownfield Plan, Act 381 Work Plan, MDEQ Grant/Loan, MEDC Grant/Loan, EPA Revolving Loan, or Local Site Remediation Revolving Fund (LSRRF) is requested as a project incentive.



BROWNFIELD PROJECT APPLICATION FORM

PART 1

SECTION I:

APPLICANT INFORMATION

Project Name: Empire Downtown Revitalization	
Applicant Name: Empire Associates LLC	
Business Name (If different from applicant):	
Mailing Address:	
Contact Person: John Collins	Email: _____
Office Phone: _____	Cell Phone: _____

Provide a brief description and history of the Applicant and the Business to be assisted by the LCBRA. Include information on product or service and number of employees for the Business.

Type of Business:

- Manufacturing
- Wholesale
- Service
- Retail
- Other (specify) Property preservation, downtown revitalization

Description of Business History, Operations and Products/Services Provided:

Empire Associates was formed in 2014 with the intent of revitalizing property in the "downtown" of the Village of Empire.
On the property is an Historic livery barn that served the lumbering industry over 100 years ago. There also remains 2 large structures that were a
hardware and a lumber pole storage building. There are 2 old open air sheds.
All business activity stopped over 15 years ago. The property remains vacant and deteriorating.



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BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

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Legal Structure of Applicant:

- Individual
- Fiduciary
- S-Corporation
- Limited Liability Company
- Other (specify): _____

State of Registration: Michigan

Formation Date: May 23, 2014

List similar projects developed over the last five years (if any):

Is the Applicant or Business a liable party for environmental issues at the project site? Yes No

Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation? Yes No

If yes, explain:

Is the applicant/business involved in any claim or lawsuit? Yes No

If yes, explain:

Has the applicant/business ever been suspended or debarred, declared bankruptcy commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No

If yes, explain:

LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

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List Key Project Contacts			
Service Type	Organization	Contact Name	Phone/Email
Bank/Financing			
Legal Counsel			
Environmental Engineer/Consultant			
Architect			
Construction Management			
Other:			

SECTION II:

PROJECT SITE

Parcel	Street Address	Parcel ID No.	Owner on Record	Taxable Value
1	11712 S Lake Str	041-824-055-00	Empire Assoc LLC	\$ 157500.
2	11728 S Lake Str	041-824-056-00	Empire Assoc LLC	\$ 275700.
3	S Lake Str	041-824-056-10	Empire Assoc LLC	\$ 11300.
4.	S Lake Str	041-824-058-00	Empire Assoc LLC	\$ 125700.
5.	Storm Hill Drive	041-451-014-15	Empire Assoc LLC	\$ 61500.

*add additional parcels on separate sheet, as necessary



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Total property size (acres): 5.34

Number of buildings, stories, and existing building area (square feet):
2 level livery barn 7400 sq. ft, 2 level hardware bidg 11000 sq. ft, pole building 8000 sq. ft. 2 open air sheds

Current Use of the Project Site:
No productive current use. Storage of miscellaneous mostly abandoned items,

Current Zoning:
Commercial

In the space below, describe the Brownfield condition(s) impeding development of the project site and the basis for Brownfield designation.

The site is functionally obsolete and has been for over 15 years. Other conditions are unknown.
All buildings, except the livery barn, may be structurally unsound.

ATTACH all known environmental reports (Phase I, Phase II, Baseline Environmental Assessment, etc.) and current property appraisals to this Application.

Has a Site Remediation or Due Care Plan been developed? Yes No If yes, please attach.



SECTION III:

PROPOSED PROJECT DESCRIPTION

Project Type: New Relocation Expansion Rehabilitation

Describe your plans for redeveloping the project site including a description of project and benefits:

Clean up site, demolish obsolete unstable structures.
 Finalize waste water treatment system and site utility infrastructure plan.
 Current vision is for a town square, retail space, offices for service businesses, public area and mixed income housing.

Number of new buildings and new building area (square feet): TO BE DETERMINED

Proposed Future Zoning: CURRENT

Does the proposed project comply with local zoning and other land use requirements?

Yes No Unknown

If no, please describe processes being undertaken to address local government concerns:

Describe anticipated redevelopment schedule including start date, completion date and any pertinent critical date(s):

2024--Site environmental assessment and perhaps Brownfield Plan
 2024-2025 Site clean up. Finalize development plan. Commence initial development.
 2026 Continue phase development



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Status of Development Permits and Applications:

Wastewater Groundwater discharge permit issued by EGLE for 20000 galloons per day.

Does the proposed project anticipate LEED Certification? Yes No Unknown

If yes, explain:

Anticipated Full Time Equivalent (FTE) Jobs Retained: 0

Anticipated FTE Jobs Created: 50-100

SECTION IV:

PRELIMINARY PROPOSED BROWNFIELD FUNDING

Total Investment Anticipated: \$ _____

Land	\$ 1,560,000.
New Construction/Site Improvements	To be determined
Brownfield Conditions	To Be determined
Total Capital Investment:	\$

LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive

Suttons Bay, Michigan 49682

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Brownfield activities for which potential assistance is sought:

Phase I ESA Phase II ESA BEA Due Care

Clean-up Other (demolition, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Brownfield eligible activities and project financing gap for which assistance is sought.

Current Taxable Value: \$ 631,700.00

Estimated Taxable Value after Project Completion: \$ To Be Determined

Estimated Funding Sources Requested

Leelanau County Brownfield Redevelopment Authority

\$ _____ Brownfield Plan and Act 381 Work Plan(s)

\$ _____ Brownfield Loan – EPA Revolving Loan Fund (RLF)

\$ _____ Brownfield Loan – Local Site Remediation Revolving Fund (LSRRF)

Michigan Department of Environmental Quality

\$ _____ Brownfield Redevelopment Grant

\$ _____ Brownfield Redevelopment Loan

Michigan Economic Development Corporation / Michigan Strategic Fund

\$ _____ Community Revitalization Program Loan and/or Grant

\$ _____ Business Development Program Loan and/or Grant

Anticipated total amount of Brownfield financing requested: \$ _____


LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)
8527 E. Government Center Drive
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SECTION V:

CERTIFICATION AND AUTHORIZATION

The undersigned hereby certifies that all information provided to the Leelanau County Brownfield Redevelopment Authority (LCBRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan submittal. Disclosure shall include copies of all available environmental data, reports and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

	<i>Partner</i> EMPIRE ASSOCIATES LLC	Nov 27, 2023
AUTHORIZED SIGNATURE	TITLE	DATE

_____	_____	_____
AUTHORIZED SIGNATURE	TITLE	DATE

Rec'd
11-28-23
J. Fuller

BROWNFIELD PROJECT APPLICATION

FORM PART 1

APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included.
Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide application fee.
Check written to *Leelanau County Brownfield Redevelopment Authority*

Site Control

- Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, purchase agreement, option or site access agreement).

Site Plan

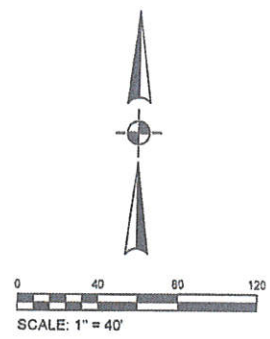
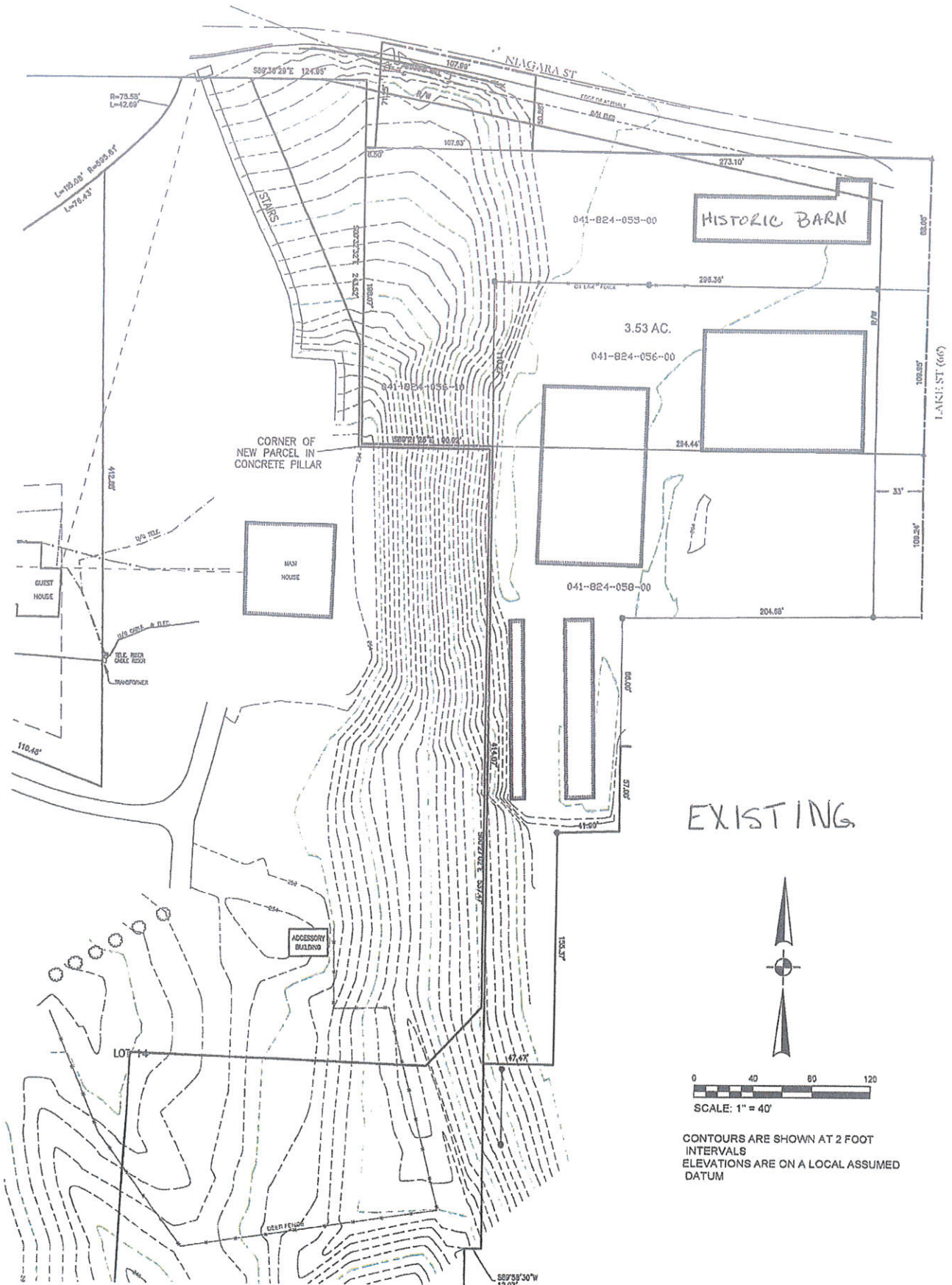
- Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Financial Information and Eligible Activities

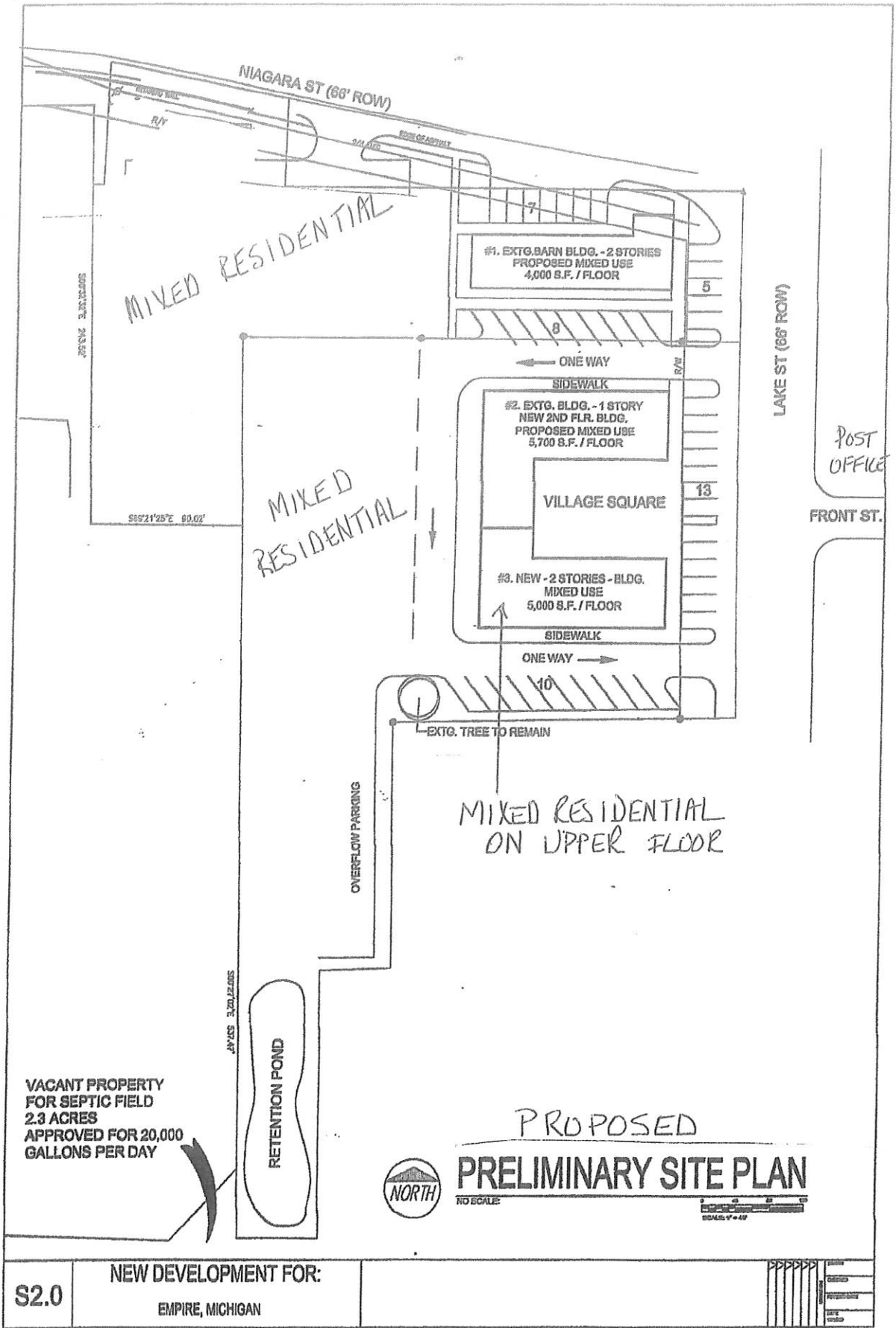
- Attach a spreadsheet detailing principal Brownfield eligible activities and project financing gap.
- Attach detailed project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs.
- Attach financial commitment documentation from lender(s) and/or investor(s).

Environmental Work Completed

- Attach all environmental reports that have been completed for this site. (i.e. Phase I, Phase II, BEA, RCRA, Closure, Due Care, etc.)



CONTOURS ARE SHOWN AT 2 FOOT
 INTERVALS
 ELEVATIONS ARE ON A LOCAL ASSUMED
 DATUM



S2.0 NEW DEVELOPMENT FOR:
EMPIRE, MICHIGAN

DATE	
SCALE	
PROJECT	
DESIGNER	
CHECKED	
DATE	

EMPIRE ASSOCIATES

	A	B	C	D	E	F	G
1	NICKNAME	Tax ID	SEV	ANNUAL TAX	SUMMER TAX	OWNED BY	
2	BARN	041-824-055-00	\$ 157,500.00	\$ 2,271.00	\$ 541.83	EMPIRE ASSOC	
3	HARDWARE	041-824-056-00	\$ 275,700.00	\$ 11,116.00	\$ 2,525.18	EMPIRE ASSOC	
4	ADD ON	041-824-056-10	\$ 11,300.00	\$ 226.00	\$ 54.02	EMPIRE ASSOC	
5	SHEDS	041-824-058-00	\$ 125,700.00	\$ 2,308.00	\$ 551.05	EMPIRE ASSOC	
6	ON TOP OF HILL	041-451-014-15	\$ 61,500.00	\$ 1,335.00	\$ 318.60	BAGALOFF	
7	TOTAL		\$ 631,700.00	\$ 17,256.00	\$ 3,990.68		



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive
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BROWNFIELD PROJECT APPLICATION

FORM PART 1 APPLICATION

This application form must be completed by the applicant to initiate the Brownfield process by the Leelanau County Brownfield Redevelopment Authority (LCBRA). There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

The completed application form and supporting materials must be submitted to Leelanau County, 8527 East Government Center Drive, Ste. 108, Suttons Bay, MI 49682.

The Part I Brownfield Project Application form must be returned with the application fee in order to start the review process.

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are completed.

NOTES: The Part 1 Application is the first step for all Brownfield redevelopment projects coming through the LCBRA. Applicants are expected to provide a minimum of 10% of the funds required for any project using assessment grant funds.

Approval of the Application by the LCBRA is NOT approval of a Brownfield Plan and the requested Tax Increment Financing (TIF) and/or other economic incentives. Application approval is required by the LCBRA in order to move forward with the process.

A Part 2 Brownfield Project Application Form is required if a Brownfield Plan, Act 381 Work Plan, MDEQ Grant/Loan, MEDC Grant/Loan, EPA Revolving Loan, or Local Site Remediation Revolving Fund (LSRRF) is requested as a project incentive.



BROWNFIELD PROJECT APPLICATION FORM

PART 1

SECTION I:

APPLICANT INFORMATION

Project Name: LCAO-RFP-2023-007	
Applicant Name: County of Leelanau Treasurer's Office/Land Bank Office	
Business Name (If different from applicant):	
Mailing Address: 8527 E. Government Drive, Suite 104	
Contact Person: John A Gallagher III	Email: jgallagher@leelanau.gov
Office Phone: 231-256-9838	Cell Phone: 231-256-9838

Provide a brief description and history of the Applicant and the Business to be assisted by the LCBRA. Include information on product or service and number of employees for the Business.

Type of Business:

- Manufacturing
- Wholesale
- Service
- Retail
- Other (specify) Government

Description of Business History, Operations and Products/Services Provided:

New Construction, Demolition, and Rehabilitation of County properties for affordable housing.



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive
Suttons Bay, Michigan 49682
Phone: 231-256-9812

Legal Structure of Applicant:

- Individual
- Fiduciary
- S-Corporation
- Limited Liability Company
- Other (specify): Government

State of Registration: Michigan

Formation Date: _____

List similar projects developed over the last five years (if any):

Northport Reach Housing, Maple City Crossings and Vineyard View.

Is the Applicant or Business a liable party for environmental issues at the project site? Yes No

Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation? Yes No

If yes, explain:

Is the applicant/business involved in any claim or lawsuit? Yes No

If yes, explain:

Has the applicant/business ever been suspended or debarred, declared bankruptcy commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No

If yes, explain:



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive
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List Key Project Contacts			
Service Type	Organization	Contact Name	Phone/Email
Bank/Financing	Huntington Bank	Eric Mulenburg	
Legal Counsel	Cohl Stoker Tosky	Tim Perrone	
Environmental Engineer/Consultant	Fishbeck	Therese Seals	
Architect			
Construction Management			
Other:			

SECTION II:

PROJECT SITE

Parcel	Street Address	Parcel ID No.	Owner on Record	Taxable Value
1	4795 S Manor Dr	002-500-017-00	Land Bank Authority	\$ 0.00
2	Lot 33 Blue Ridge	004-240-033-00	Land Bank Authority	\$ 0.00
3	Lot 269 Cherry Home Shores	008-410-269-00	Land Bank Authority	\$ 0.00
4.	Lot 3 Omena Bay Resort	008-750-003-00	Land Bank Authority	\$ 0.00
5.				\$

*add additional parcels on separate sheet, as necessary



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive
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Total property size (acres): N/A

Number of buildings, stories, and existing building area (square feet):
Vacant

Current Use of the Project Site:
Residential Lots

Current Zoning:
Residential

In the space below, describe the Brownfield condition(s) impeding development of the project site and the basis for Brownfield designation.

Prerequisite for State and Federal Funding

ATTACH all known environmental reports (Phase I, Phase II, Baseline Environmental Assessment, etc.) and current property appraisals to this Application. N/A

Has a Site Remediation or Due Care Plan been developed? Yes No If yes, please attach.



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

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SECTION III:

PROPOSED PROJECT DESCRIPTION

Project Type: New Relocation Expansion Rehabilitation

Describe your plans for redeveloping the project site including a description of project and benefits:

New residential construction for affordable housing.

Number of new buildings and new building area (square feet): Various (see attached)

Proposed Future Zoning: N/A

Does the proposed project comply with local zoning and other land use requirements?

Yes No Unknown

If no, please describe processes being undertaken to address local government concerns:

Describe anticipated redevelopment schedule including start date, completion date and any pertinent critical date(s):

Potential funding request for 2024 and construction possible in 2024.



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

8527 E. Government Center Drive
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Status of Development Permits and Applications:

N/A

Does the proposed project anticipate LEED Certification? Yes No Unknown

If yes, explain:

Anticipated Full Time Equivalent (FTE) Jobs Retained: _____

Anticipated FTE Jobs Created: _____

SECTION IV:

PRELIMINARY PROPOSED BROWNFIELD FUNDING

Total Investment Anticipated: \$ See attached Homestretch Proposal _____

Land	\$
New Construction/Site Improvements	
Brownfield Conditions	
Total Capital Investment:	\$

LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

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Phone: 231-256-9812

Brownfield activities for which potential assistance is sought:

- Phase I ESA Phase II ESA BEA Due Care
 Clean-up Other (demolition, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Brownfield eligible activities and project financing gap for which assistance is sought.

Current Taxable Value: \$ 0.00

Estimated Taxable Value after Project Completion: \$ Various

Estimated Funding Sources Requested

Leelanau County Brownfield Redevelopment Authority

- \$ _____ Brownfield Plan and Act 381 Work Plan(s)
\$ _____ Brownfield Loan – EPA Revolving Loan Fund (RLF)
\$ _____ Brownfield Loan – Local Site Remediation Revolving Fund (LSRRF)

Michigan Department of Environmental Quality

- \$ _____ Brownfield Redevelopment Grant
\$ _____ Brownfield Redevelopment Loan

Michigan Economic Development Corporation / Michigan Strategic Fund

- \$ _____ Community Revitalization Program Loan and/or Grant
\$ _____ Business Development Program Loan and/or Grant

Anticipated total amount of Brownfield financing requested: \$ _____

LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)
8527 E. Government Center Drive
Suttons Bay, Michigan 49682
Phone: 231-256-9812

SECTION V:

CERTIFICATION AND AUTHORIZATION

The undersigned hereby certifies that all information provided to the Leelanau County Brownfield Redevelopment Authority (LCBRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan submittal. Disclosure shall include copies of all available environmental data, reports and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

John A. Kallaghan III Chair 12/12/23
AUTHORIZED SIGNATURE TITLE DATE

AUTHORIZED SIGNATURE

TITLE

DATE

LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)
8527 E. Government Center Drive
Suttons Bay, Michigan 49682
Phone: 231-256-9812

BROWNFIELD PROJECT APPLICATION

FORM PART 1

APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included.

Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide application fee.
Check written to *Leelanau County Brownfield Redevelopment Authority*
Request for waiver.

Site Control

- Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, purchase agreement, option or site access agreement).
See attached deeds.

Site Plan

- Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.
See attached proposal.

Financial Information and Eligible Activities

- Attach a spreadsheet detailing principal Brownfield eligible activities and project financing gap.
- Attach detailed project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs.
- Attach financial commitment documentation from lender(s) and/or investor(s).

N/A

Environmental Work Completed

- Attach all environmental reports that have been completed for this site. (i.e. Phase I, Phase II, BEA, RCRA, Closure, Due Care, etc.)

N/A

Work Order
General Environmental Services (GES)

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 1 GES, Amendment No. 1 Dated December 19, 2023

Between

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA) (CLIENT)
8527 E. GOVERNMENT CENTER DRIVE, SUITE 108, SUTTONS BAY, MI 49682

And

FISHBECK
2960 INTERSTATE PARKWAY, KALAMAZOO, MI 49048

Subject Matter: 2024 Tax Increment Tracking and Annual Reporting
Funding Source: LCBRA Administrative Revenues

CLIENT requests that FISHBECK perform the work described below in accordance with the terms of the above-referenced Agreement and as described in this "Scope of Services."

FISHBECK will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

FISHBECK and CLIENT have designated the following representative(s) for this "Scope of Services":

Jeffrey C. Hawkins
Name of Firm (FISHBECK)

269.342.1100/jhawkins@fishbeck.com
Phone & email

Dan Heinz, LCBRA Chair
Name (Client)

231.256.9812
Leelanau County Planning Department Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the Representative of FISHBECK noted above:

ACCEPTED AND AGREED TO:

LCBRA
(CLIENT – Name & Signature)

(FISHBECK – Representative Name & Signature)

Date _____

Date _____

Scope of Services

Fishbeck has developed a tax increment financing (TIF) tracking system for the Leelanau County Brownfield Redevelopment Authority (LCBRA) for its existing Brownfield Plans. The LCBRA desires to engage Fishbeck to manage the tracking of tax increment collection and reimbursement associated with the LCBRA’s existing brownfield plans. Fishbeck proposes to update and send out the Statements of Account twice a year to coincide with tax collection periods. Reimbursement Analyses will also be updated for the LCBRA twice a year. Further, Fishbeck proposes to assist the LCBRA with Annual Reporting, as we have assisted in previous years, through the MEDC online portal in August of 2024. This proposal includes services to manage tax increment collection for the 2024 tax year which anticipates upfront communication needed with all pertinent local jurisdictions.

Schedule

It is anticipated that the scope of services will be initiated upon authorization and according to the estimated schedule and procedure below. Annual Reporting services will be completed in August of 2024.

Compensation

The proposed scope of work and cost estimate are approximations based on our current knowledge of needed services and should be used for your internal budgetary purposes only. The cost estimate assumes all information and materials are received from the local units of government in a timely fashion with minimal corrections required. The actual scope of work and cost of the project may be affected by unknown factors, such as scope changes. Fishbeck proposes to perform the services described above on a time and materials basis according to the current Agreement for Services.

Task 1 – Statement of Account and Reimbursement Analysis Preparation (2 events)

Fishbeck Staff Time:

Subtotal.....\$ 4,500.00

Task 3 – Annual Reporting (1 event)

Fishbeck Staff Time:

Subtotal.....\$ 1,500.00

Total..... \$ 6,000.00

Tax Increment Revenue Collection and Tracking Procedure/Schedule

JANUARY/FEBRUARY	Coordinate with LCBRA Director and/or Board Chair and Leelanau County Chief Deputy Treasurer to schedule online training (estimated March/April) for local treasurers with active Brownfield Plans (Elmwood Township, Leland Township, Village of Suttons Bay, Suttons Bay Township).
MAY/JUNE	Verify Taxable Values for new Tax Year. Populate spreadsheets with new value. Verify Millage rates from Equalization. Add any new millages.
JUNE	Send new letter and copy of spreadsheet to each local unit of government collecting taxes from the Brownfield. Have local unit of government(s) verify Summer millage rates and taxable values.
JULY/AUGUST	Receive Tax Increment from Summer Taxes. Disburse in accordance with Brownfield Plan and Reimbursement Agreements. Retain half of SET to disburse to State of Michigan, where applicable. MEDC will invoice the BRA subsequent to Annual Report submission.
AUGUST	MEDC report due. Spreadsheets provide data for ISD, County, Local, and School millages.
NOVEMBER	Send new letter and copy of spreadsheet to each local unit of government collecting taxes from the Brownfield. Have local unit of government(s) verify Winter millage rates.
FEBRUARY/MARCH	Receive Tax Increment from Winter Taxes. Disburse in accordance with Brownfield Plan and Reimbursement Agreements.

Work Order General Environmental Services (GES)

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 2 GES, Amendment No. 1 Dated December 19, 2023

Between

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA) (CLIENT)
8527 E. GOVERNMENT CENTER DRIVE, SUITE 108, SUTTONS BAY, MI 49682

And

FISHBECK
2960 INTERSTATE PARKWAY, KALAMAZOO, MI 49048

Subject Matter: General Consulting Services

Funding Source: LCBRA Administrative Revenues

CLIENT requests that FISHBECK perform the work described below in accordance with the terms of the above-referenced Agreement and as described in this "Scope of Services."

FISHBECK will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

FISHBECK and CLIENT have designated the following representative(s) for this "Scope of Services":

Jeffrey C. Hawkins
Name of Firm (FISHBECK)

269.342.1100/jhawkins@fishbeck.com
Phone & email

Dan Heinz, LCBRA Chair
Name (Client)

231.256.9812
Leelanau County Planning Department Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the Representative of FISHBECK noted above:

ACCEPTED AND AGREED TO:

LCBRA
(CLIENT – Name & Signature)

(FISHBECK – Representative Name & Signature)

Date _____

Date _____

Scope of Services

From time to time, the Leelanau County Brownfield Redevelopment Authority (LCBRA) requests that Fishbeck engage in various small tasks or assistance with reviewing or designing strategies for specific projects. These activities may include assistance with existing Brownfield Plans, new project communications, new State reporting requirements, and other project assistance.

This Amended Work Order No. 2 GES provides a budget for various tasks as requested by the LCBRA Board and/or LCBRA Director.

Schedule

It is anticipated that the scope of services will be initiated upon authorization. Work performed under this Work Order will be completed as expeditiously as possible as directed by the County.

Compensation

Compensation for services provided under this Work Order will be invoiced at the rates provided in the Agreement for Services between FISHBECK and CLIENT. Fishbeck proposes to perform the services described above as directed on a time and materials basis and shall not exceed the following without approval of the Board.

General Consulting Services.....	\$ 6,000.00
Amendment No. 1.....	\$ 6,000.00
Total	\$ 12,000.00

Claims & Accounts
19-Dec-23
Leelanau County Brownfield Redevelopment Authority

1.	Fishbeck – Invoice #431434 – Gen Services 101.000000.801-000 Contractual	\$ 2,041.00
2.	GTRAC- per meeting approval 101.000000.964-000 Contractual	\$7,037.77
3.	Fishbeck – Invoice #431436 – TIF Tracking and Annual Reporting 101.000000.801-000 Contractual	\$ 917.40
4.	Fishbeck - Invoice #431437 - Grant - Outreach 101.000000.801.200 Contractual	\$ 619.50

Total Claims & Accounts: **\$ 10,615.67**

**PREPARED &
PROOFED BY**
JM

VERIFIED BY

Memo

TO: Leelanau County Brownfield Redevelopment Authority

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

DATE: November 16, 2023

PROJECT NO.: 230507

RE: GTRAC Brownfield Tax Increment Revenue

A Brownfield Plan was adopted on August 21, 2012, and an Act 381 Work Plan was approved by Environmental Quality Department (DEQ – now the MI Department of Environment, Great Lakes, and Energy [EGLE]) and the Michigan Economic Growth Authority (MEGA – now 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 prior to 01/01/2013, the BRA is not required to pay 50% of State Education Tax (SET) capture to the State Brownfield Redevelopment Fund (SBRF).

- On March 16, 2021 the Leelanau County Brownfield Redevelopment Authority (LCBRA) approved disbursements of \$50,962.90, which included \$29,155.00 to Leelanau County for reimbursement of their approved eligible activities, and the remaining, \$21,807.90, was reserved for reimbursement of the LCBRA's eligible activities.
- On April 19, 2022 the LCBRA approved disbursements of \$6,534.20, which included \$865.39 to the LCBRA for reimbursement of their eligible activities, and \$5,668.82 to the Developer for reimbursement of their approved eligible activities.
- On December 15, 2022 the LCBRA approved disbursement of \$6,737.79 to the Developer for reimbursement of their approved eligible activities.

No other disbursements have been made to date.

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

TIR Received to Date	Total Reimbursed to Leelanau County	Total Reimbursed to Leelanau County BRA*	Total Reimbursed to GTRAC, LLC	Remaining TIR Available
\$73,272.67	\$29,155.00	\$22,673.29	\$12,406.61	\$9,037.77

*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 Developers eligible activities have been reimbursed, with a remaining balance of \$50,941.09.

RECOMMENDATION:

- Fishbeck recommends that \$2,000 of the available Tax Increment Revenues are reimbursed to the LCBRA for their administrative fees, and the remaining \$7,037.77 is reimbursed to the Developer for their approved eligible activities.

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

Leelanau County Brownfield Redevelopment Authority Reimbursement Analysis Review

GTRAC

November 16, 2023

LCBRA				State	Local	Total
Expenditures	Estimate	Invoiced/Approved				
2012 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2013 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2014 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2015 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2016 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2017 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2018 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2019 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2020 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2021 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2022 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
2023 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00
Pl at 10781 E. Cherry Bend Rd. 2009	\$ 4,000.00	\$ 3,000.00	\$ 2,181.00	\$ 819.00	\$ 3,000.00	\$ 3,000.00
Supplemental Phase II ESA	\$ 25,000.00	\$ 7,583.85	\$ 5,513.46	\$ 2,070.39	\$ 7,583.85	\$ 7,583.85
Oversight of house demo	\$ 10,000.00	\$ 8,089.44	\$ 5,881.02	\$ 2,208.42	\$ 8,089.44	\$ 8,089.44
Subtotal LCBRA (approved 3/16/21)	\$ 45,000.00	\$ 24,673.29	\$ 13,575.48	\$ 11,097.81	\$ 24,673.29	\$ 24,673.29

Leelanau County				State	Local	Total
Expenditures	Estimate	Invoiced/Approved				
Asbestos and Haz. Mat. Survey and Abatement	\$ 68,400.00	\$ 12,650.00	\$ 9,196.55	\$ 3,453.45	\$ 12,650.00	\$ 12,650.00
Building Demo (GTOS house parcel-10749)	\$ 15,000.00	\$ 16,505.00	\$ 11,999.14	\$ 4,505.87	\$ 16,505.00	\$ 16,505.00
Subtotal County (approved 3/16/21)	\$ 83,400.00	\$ 29,155.00	\$ 21,195.69	\$ 7,959.32	\$ 29,155.00	\$ 29,155.00

Payments		Approved	Distributed			Total
LCBRA	3/16/21	\$ 21,807.90	\$ 14,540.43	\$ 7,267.48	\$ -	\$ 21,807.90
Leelanau County	3/16/21	\$ 29,155.00	\$ 21,195.69	\$ 7,959.32	\$ -	\$ 29,155.00
LCBRA	4/19/22	\$ 865.39	\$ -	\$ 865.39	\$ -	\$ 865.39
Subtotal Previous Payments		\$ 51,828.29	\$ 35,736.11	\$ 16,092.18	\$ -	\$ 51,828.29

LCBRA	11/2023	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Subtotal New Payments		\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00

Remaining Balances after Payments						Total
Subtotal LCBRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Developer				State	Local	Total
Expenditures	WP Approved	Invoiced				
Eligible Developer Expense	Estimate					
BEA Activities	\$ 34,000.00	\$ 13,000.00	\$ 5,452.50	\$ 7,547.50	\$ 13,000.00	\$ 13,000.00
Due Care Activities	\$ 77,500.00	\$ 2,750.00	\$ 1,999.25	\$ 750.75	\$ 2,750.00	\$ 2,750.00
Additional Response Activities	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
BRA Application fee	\$ 7,500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
Brownfield Plan prep	\$ 49,500.00	\$ 47,097.70	\$ 33,275.08	\$ 13,822.62	\$ 47,097.70	\$ 47,097.70
Interest	\$ 104,200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Developer	\$ 277,700.00	\$ 63,347.70	\$ 40,726.83	\$ 22,620.87	\$ 63,347.70	\$ 63,347.70

Non-Interest Payments		Approved	Distributed			Total
	4/19/2022	\$ 5,668.82	\$ 5,175.82	\$ 493.00	\$ -	\$ 5,668.82
	12/15/2022	\$ 6,737.79	\$ 5,346.57	\$ 1,391.22	\$ -	\$ 6,737.79
Subtotal Previous Payments		\$ 12,406.61	\$ 10,522.39	\$ 1,884.22	\$ -	\$ 12,406.61

Developer	11/2023	\$ 7,037.77	\$ 5,594.49	\$ 1,443.28	\$ -	\$ 7,037.77
Subtotal New Payments		\$ 7,037.77	\$ 5,594.49	\$ 1,443.28	\$ -	\$ 7,037.77

Developer Remaining Balances after Payments						Total
Subtotal Developer	\$ -	\$ 24,609.95	\$ 19,293.37	\$ 43,903.32	\$ -	\$ 43,903.32
Total Remaining Balances of all Entities		\$ 24,609.95	\$ 19,293.37	\$ 43,903.32	\$ -	\$ 43,903.32

	State Tax	To State BF Fund	Local Tax	Total
Summer 2023 Received	\$ 5,594.49	\$ -	\$ 1,455.73	\$ 7,050.22
Winter 2022 Received	\$ -	\$ -	\$ 1,053.44	\$ 1,053.44
Summer 2022 Received	\$ 5,346.57	\$ -	\$ 1,391.22	\$ 6,737.79
Winter 2021 Received	\$ -	\$ -	\$ 934.11	\$ 934.11
Summer 2021 Received	\$ 5,175.82	\$ -	\$ 1,358.39	\$ 6,534.21
Summer 2020 received	\$ 5,148.20	\$ -	\$ 1,359.24	\$ 6,507.44
Winter 2020 Received	\$ -	\$ -	\$ 951.52	\$ 951.52
TIF capture thru 2019 - to LCBRA	\$ 30,587.91	\$ -	\$ 12,916.03	\$ 43,503.94
TOTAL	\$ 51,852.99	\$ -	\$ 21,419.68	\$ 73,272.67

Tax Capture Year	Total Payments Completed	Total Payments Pending	Total Payments
2023	\$ -	\$ 7,050.22	\$ 7,050.22
2022	\$ 6,737.79	\$ 1,053.44	\$ 7,791.23
2021	\$ 6,534.21	\$ 934.11	\$ 7,468.32
2020	\$ 7,458.96	\$ -	\$ 7,458.96
Capture Through 2019	\$ 43,503.94	\$ -	\$ 43,503.94
TOTALS:	\$ 64,234.90	\$ 9,037.77	\$ 73,272.67

requesting an additional budget of \$5,000.00 to support those activities. This is all within contractual funds and technically a formal request is not needed. Searles concluded by saying that this request was more of a courtesy.

Motion by Allgaier, seconded by King, to approve the workorder from Fishbeck for an additional \$5,000.00 to support activities. Motion Carried 5-0.

2024 Budget

Galla reviewed a couple proposed changes from what was originally sent out in the agenda packet. It looks like the board will be starting termination of the West Shore brownfield plan next year. There have been numerous discussions on this site, there is no development and Fishbeck advises to stop collecting Tax Increment Financing (TIF) on the site. The permits for the township and the state for the proposed marina will be expiring.

Galla continued, mentioning again the account that was closed at the bank some time ago that is still showing up in 2023, but will go away in 2024. Galla said they have a balanced budget. There could possibly be adjustments that need to be addressed in December.

Motion by Allgaier, seconded by Arens, to accept the amended 2024 budget. Motion Carried 5-0.

Recommendation for TIF reimbursement (GTRAC Brownfield Plan)

Galla explained the memorandum, saying that it explains the TIF that has been captured to date on the GTRAC Brownfield Site. The memorandum also address's the approved disbursements. Searles stated that they have \$9,037.77 and they need to decide what to do with it. Fishbeck recommends that \$2,000.00 of it go back to the BRA for administrative fees, and the remaining \$7,037.77 to the developer for their approved eligible activities.

Motion by Allgaier, seconded by King, to approve Fishbeck's recommendation as presented. Motion Carried 5-0.

Recommendation - \$10,000.00 loan repayment to the County

Galla stated that the county loaned the BRA \$100,000.00 when they first started up and they have paid back \$20,000.00 so far. The BRA started making annual payments of \$10,000.00.

Searles explained that right now they have a little over \$21,000.00 in tax increment that has been collected for this property. Fishbeck does recommend that if the BRA terminates the West Shore Brownfield Plan because development has not moved forward and existing debts and obligations have been paid, it does not feel appropriate to put money into the BRA. Fishbeck's opinion is that there are four active brownfield plans, so supporting \$25,000.00 from each, would be appropriate. They recommend that \$20,334.51 be reimbursed to the county administrative plan. Galla clarified that instead of paying the county \$10,000.00, it is suggested to pay them \$20,334.51. Searles said Fishbecks recommendation is that \$20,334.51 go towards the loan payment to the county, and \$705.52 goes to BRA for administrative costs.

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 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 : 431434
Invoice Date : 12/7/2023
Project : 230894
Project Name : LCBRA/ General Consulting Services
Bill Term : BT1

For Professional Services Rendered Through 11/30/2023

W02-GS

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	6,000.00	3,794.25	4,246.75	2,205.75	2,041.00
<i>Rate Labor</i>		2,041.00			
					Current Billings 2,041.00
					Amount Due This Bill 2,041.00

Total Fee : 6,000.00
To Date Billings : 4,246.75
Total Remaining : 1,753.25

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BP - General Consulting Services

Rate Labor

<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist			
Therese Searles	8.25	118.0000	973.50 ✓
Senior Hydrogeologist			
Jeffrey Hawkins	5.50	175.0000	962.50 ✓
Staff Environmental Specialist			
Logan Mulholland	1.25	84.0000	105.00 ✓
Total Rate Labor			2,041.00 ✓
Total Bill Task: BP - General Consulting Services			2,041.00

Total Project: 230894 - LCBRA/ General Consulting Services

2,041.00

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 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 : 431436
Invoice Date : 12/7/2023
Project : 230507
Project Name : LCBRA/Tax Increment Tracking and Annual Reporting
Bill Term : BT1

For Professional Services Rendered Through 11/30/2023

WO1 -GS

	Fee	Available	Billings		
			To Date	Previous	Current
SOA/RA - Statement of Account/Reimbursement Analysis	3,700.00	446.90	3,700.00	3,253.10	546.00
<i>Less Fee Exceeded</i>					-99.10
<i>Rate Labor</i>		546.00			
RPT - Annual Reporting (1 Event)	1,200.00	470.50	1,200.00	729.50	471.00
<i>Less Fee Exceeded</i>					-0.50
<i>Rate Labor</i>		471.00			
					<i>*Max Fee Exceeded</i>
			Current Billings		917.40
			Amount Due This Bill		917.40

Total Fee : 4,900.00
To Date Billings : 4,900.00
Total Remaining : 0.00

PREPARED & PROOFED BY

 VERIFIED BY

SOA/RA - Statement of Account/Reimbursement Analysis

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Staff Environmental Specialist			
Logan Mulholland	6.50	84.0000	546.00 ✓
Total Rate Labor			546.00

RPT - Annual Reporting (1 Event)

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist			
Therese Searles	1.50	118.0000	177.00 ✓
Staff Environmental Specialist			
Logan Mulholland	3.50	84.0000	294.00 ✓
Total Rate Labor			471.00

Total Bill Task: RPT - Annual Reporting (1 Event)

471.00

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

1,017.00

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 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 : 431437
Invoice Date : 12/7/2023
Project : 230505
Project Name : LCBRA/FY22 Grant Community Outreach/Programmatic Activities
Bill Term : BT1

For Professional Services Rendered Through 11/30/2023

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	11,000.00	5,000.00	6,619.50	6,000.00	619.50
<i>Rate Labor</i>		619.50			
			Current Billings		619.50
			Amount Due This Bill		619.50

Total Fee : 11,000.00
To Date Billings : 6,619.50
Total Remaining : 4,380.50

PREPARED &
 PROOFED BY

 VERIFIED BY

BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

5.25

118.0000

619.50 ✓

Total Rate Labor

619.50

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

619.50