

**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