

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: **Tuesday November 21, 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

Trudy Galla

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF MINUTES – OCTOBER 17, 2023** *pgs 2-5*
- 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 6-9*
- b. Fishbeck – EPA Assessment Grant *pgs 10-13*

- OLD BUSINESS**
 - 1. Update: Brownfield Plan – Bluebird project
- NEW BUSINESS**
 - 1. Work Order (Fishbeck) *pgs 14-15*
 - 2. 2024 Budget *pgs 16-21*
 - 3. Recommendation for TIF Reimbursement (GTRAC Brownfield Plan) *pgs 22-24*
 - 4. Recommendation - \$10,000 Loan repayment to County
 - 5. Discussion on Brownfield Director position
- FINANCIALS**
 - 1. Claims & Accounts \$2,460.50 *pgs 25-34*
 - 2. Post Audit, Budget Amendments, T-ransfers
- CORRESPONDENCE/COMMUNICATION ITEMS**
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- MEMBER / CHAIRPERSON COMMENTS**
- ADJOURN**

The Leelanau County Brownfield Redevelopment Authority (LCBRA) held a regular meeting on Tuesday, October 17, 2023 in the Leelanau County Government Center, Suttons Bay, MI.

The meeting was called to order at 10 am by Chairman Dan Heinz, who led the Pledge of Allegiance.

ROLL CALL

Members Present: D. Heinz, D. Allen, J. Arens, T. Eftaxiadis, R. Foster

Members Absent: G. Allgaier, D. King
(Prior Notice)

Staff Present: T. Galla, Director

Public Present: Sarah Gruza, Brownfields Project Manager, U.S. EPA Region 5, Jeff Hawkins, Fishbeck, Scott Mitchell, GTB

Members welcomed Sarah Gruza to the meeting. Gruza said she has worked with Leelanau County for over a year.

PUBLIC COMMENT- None.

DIRECTOR COMMENTS

Galla reported that there is no movement on the West Shore project and to possibly start considering termination of the Plan next year after the developer's permits for the project expire, and after they provide notice to him that the plan will be terminated. Galla also reported that there has been no correspondence received from Ross Satterwhite on the reimbursement request for the Leland brownfield plan. Galla also mentioned that she has used ASAP.gov for years to draw down funds for grants. There is a new process that started in September which uses ID.Me to identify yourself when you sign in to draw down the funds. Galla is working with the Treasurer and the Finance Department to create an account. Allen said she has an account and they can work out a solution.

Allen asked Scott Mitchell to introduce himself. Mitchell said he is the environmental specialist for the Grand Traverse Band of Ottawa and Chippewa Indians and will be attending future meetings.

CONSIDERATION OF AGENDA

Motion by Foster, seconded by Eftaxiadis, to approve the agenda as presented. Carried 5-0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF SEPTEMBER 19, 2023 MINUTES

Heinz pointed out a couple of typos.

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

CONSENT AGENDA

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

OLD BUSINESS – None.

NEW BUSINESS

**Update: Brownfield Plan – Bluebird (Telgard), Leland Township
Public Hearing/Board of Commissioners Action**

Galla stated that she, Therese Searles and the Telgards attended the Leland Township meeting last week. Searles went through a PowerPoint and Galla addressed questions that the board had asked back in August. Searles also went through the brownfield plan and the capture of Tax Increment Financing (TIF). The Telgards gave an introduction on what their plans are and included the Early Bird business. They are in the process of removing asbestos and demolition is set to occur next month. Galla concluded that the township approved the motion with a 4-1 vote. The next step will be to hold a Public Hearing.

Galla stated that the Public Hearing will be held on Tuesday, November 21, at 6:00 pm in the Board of Commissioners room. Then it will be on the County Board agenda for action at the November 21, 7:00 pm regular meeting.

Heinz said he is excited to move forward. If approved, this will be the first fully approved brownfield plan since he has been involved. Kudos to Galla, Hawkins and Searles for all of the work over the past year and putting this together. This will be great for the Telgards, they've been involved in the community for generations and are a cornerstone of the community. They would be glad to put this back into business before the end of next year.

Q&A with Sarah Gruza, EPA Project Manager

Gruza is out of region 5 EPA in Chicago which covers Wisconsin, Minnesota, Michigan, Ohio, Illinois, and Indiana. They have opened a request for proposals for funding for the upcoming fiscal year of brownfield grants – assessment, assessment coalition, cleanup, etc. There are no new revolving loan fund proposals coming out this year because of investment in jobs acts and seeing unprecedented grants. They are looking to hire more staff to handle this workload. With regard to notice of funding opportunities, they also have technical assistance providers known as TAB. They look at procurement policies, grant applications, etc. and they are staying busy with that.

Gruza said she works with Leelanau County, as well as the state of Wisconsin Brownfield Redevelopment program, and also a few tribes in Michigan and Wisconsin. She works in technical assistance with coordination such as tapping into resources, doing site assessments, etc. She has worked with a county for housing marketing analysis and housing demands and what they look like. She has also looked at proformas for different brownfield sites where a grantee might be in a redevelopment project. There are different opportunities, throughout every step of the way. In addition, she has helped with looking at implementing climate resiliency, how can they work with our partners and grantees to implement things of that nature.

Arens asked for a definition of climate resiliency. Gruza said in broad terms, climate adaption by looking at preventing future climate impacts and adjusting to current impacts we are facing now. Whereas climate mitigation is looking at reducing from a source. Such as increasing storm water

management, green infrastructure. They can help along the way to plan or work with contractors to include those things in a brownfield plan for a site. Eftaxiadis asked as part of the cleanup grant, would storm water management be an eligible activity? If they were to excavate contaminated material and stormwater has potential to redistribute the contaminants. Gruza said, if it's part of the remediation plan, then yes. Depending on how advanced this would be, cleanup would only go so far and other sources might come into play. Perhaps with Federal Emergency Management Agency (FEMA). They might need to leverage other sources. Gruza gave the example of a couple of sites they looked at in Keweenaw Bay. She mentioned that flooding caused problems, such as erosion. They brought in contractors that worked with them and FEMA provided technical assistance to them to find nature-based solutions but that is not implemented yet, because it takes time.

Gruza asked how the Leelanau County Land Bank Authority (LBA) partners with the LCBRA. Sometimes you run out of time before you run out of money. The LBA is great tending to brownfield sites when looking for a developer or purchasing of a lot for redevelopment. Galla said one of their earliest projects was a property that the LBA acquired after tax foreclosure. The LCBRA was asked by the LBA to use EPA assessment grants to assess the property in order to clean it up. The LBA used the funds to demolish the site knowing they were not going to get that money back from the sale of the lot. They sold the property to Habitat for Humanity and had a family of four purchase the property - father was a veteran and the two kids go to a nearby public school. The LBA in other situations was able to sell a piece of property for more and in the end, they balanced out the demolition cost. Altogether, working with the LBA and Habitat for Humanity, they have built seven homes in Maple City.

Gruza said working with the LBA and EPA grants, as long as the county has a relationship with the brownfield site owner, it becomes an issue of navigating CIRCA liability. Because the LBA is a separate entity from the county and acquired property through tax foreclosure, it is an easy outlet to look at brownfield site redevelopment for sites that the LBA has acquired. There has been a lot of success stories.

Eftaxiadis asked if other areas of Region 5 have a brownfield or land bank authority. Gruza said she works with a coalition grantee in Kalamazoo County, and they work with the Land Bank Authority. Indiana and Ohio do but she did not think Wisconsin does.

Gruza has been involved with brownfields for three years now. She is still learning and there is a lot going on with the economic development side. She has a public health background and looks at environmental health, although she is not the one going out in the field doing the samples. Leelanau County has a great consultant with Fishbeck, and they are doing good work.

Heinz told Gruza that Galla is taking her around to two sites that they are currently using EPA assessment grants for, the Bluebird and Larry Mawby's Peninsula Housing site in Suttons Bay. He asked what does she hope to accomplish by these site visits. Gruza responded that she hopes to meet the people that are making things happen. That is one of the rewarding aspects of her job. Gruza continued, saying she could speak to challenges folks are facing. She has a very flexible office to work with in the regions and the communities. That's reflective on how they can change their proposals for grants and what to include, the cost cutting between Davis-Bacon Act, National Environmental Policy Act, and buying America, she wants to identify what the process has been like for Leelanau County, and to celebrate their success.

Heinz said he has spoken about the Bluebird and multigenerational activity there and its cornerstone of that village and Gruza will meet the Telgards today. They have done community forums and tried to get people encouraged to come forward and pursue grant use. Deb Allen went to some townships to encourage them to check out dump sites and other properties.

Heinz said they are right on schedule with their 3-year grant to use up the \$250,000.00. He said they have about two years to go, and asked if they are eligible to apply for additional grant funds at this time? Gruza replied that she could only give insight on the threshold amount of spending done prior to applying but she encourages they reference to the latest guidelines that come out. Typically, an applicant has to have spent 75% of their award amount before they apply again and that shows up in ASAP. When they get an applicant's approval, they look at current grants and what they have spent down. There's always a gap between what is spent down and what is allocated for contractors.

Heinz asked if Gruza encourages using some of the revolving fund for future projects? Does that preclude them from applying if they have that fund? Gruza replied, no. Eftaxiadis asked when you evaluate applications for a cleanup grant, if a project was assessed through EPA assessment grant and they determine a need for remediation and they apply for EPA cleanup grant – does the fact that assessment work was done under the grant, does it give it any extra points in the evaluation? And do the first reviewers see the background of what other federal funds they used for a site? Gruza said if they have a cleanup applicant saying they received funds at a certain site, the reviewers do go back and check that information. She cannot speak to whether or not that is highly looked upon. She is not part of the reviews but can refer them to the cleanup guidelines that were recently released.

Members thanked Gruza for her input and questions/answers.

FINANCIALS

Claims & Accounts \$5,310.84

Motion by Eftaxiadis, seconded by Arens, to approve Claims & Accounts in the amount of \$5,310.84. Motion carried 5-0.

Post Audit, Budget Amendments, Transfers – None.

CORRESPONDENCE/COMMUNICATION ITEMS – None.

PUBLIC COMMENT - None.

DIRECTOR COMMENTS

Galla is looking forward to the tour this afternoon with Gruza.

MEMBER / CHAIRPERSON COMMENTS- None.

ADJOURN

Meeting adjourned at 10:49 am.

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority
FROM: Therese Searles and Jeff Hawkins
DATE: November 21, 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 Services (W.O. #2-GS)

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 would like to acknowledge the retirement of Trudy Galla from Leelanau County. Fishbeck (and formerly Envirologic) have appreciated working with Ms. Galla for the past 15 years in the role of Director of the LCBRA. We have appreciated her knowledge, professionalism, and desire to affect positive change within her community. Fishbeck endeavors to continue to support the LCBRA Board during the transition and will seek to support the new Executive Director, as needed, to the best of our abilities.***

Project Invoices for Consideration:

Invoice #430404 (\$1,089.75)

2. 2023 Tax Increment Tracking and Annual Reporting (W.O. #1-GS)

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 for 2023 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. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2023. Fishbeck tracks the collection of TIR received on a continual basis as those checks come in and are forwarded on by Trudy Galla. ***Activities included in this month's invoice were***

related to review of tax increment revenues (TIR) received. A meeting is scheduled with 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 #430405 (\$63.00)

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

11/27/2023

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		
				Project Subtotal			\$ 3,982.40	Project Subtotal Remaining	\$ 917.60
				Invoice Breakdown					
		Statement of Account and Reimbursement Analysis Preparation	\$ 3,700.00	Stmt 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		
				Phase Subtotal			\$ 3,252.90	Phase Subtotal Remaining	\$ 447.10
		Annual Reporting	\$ 1,200.00		423195	5/8/2023	\$ 136.50		
					426200	8/2/2023	\$ 42.00		
					427526	9/7/2023	\$ 551.00		
				Phase Subtotal			\$ 729.50	Phase Subtotal Remaining	\$ 470.50
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		
				Project Subtotal			\$ 2,205.75	Project Subtotal	\$ 3,794.25
		Approved Project Budgets Subtotal	\$ 10,900.00	Total Expended			\$ 6,188.15	Budgets Remaining	\$ 4,711.85
		Estimated Budget Remaining	\$ -						
		Project Budgets Returned						Check	\$ 10,900.00
		Available Budget Remaining	\$ 4,711.85						
		Notes:							

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority
FROM: Therese Searles and Jeff Hawkins
DATE: November 21, 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

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, preparing the quarterly report, MBE/WBE report, the Federal Financial Report, and budget discussions. An amended work order, (W.O. #2, Amendment No. 1) is presented for consideration this month. It was anticipated that the community outreach budget would be needed early on in the grant period and in fact 2/3 of the community outreach outcomes proposed in the Grant Work Plan have already been completed. However, additional outreach and programmatic activity needs remain. The amended work order budget request of \$5,000 is intended to complete the remaining activities throughout the grant period. A budget amendment request to the USEPA should also be considered.*

Fishbeck would like to acknowledge the retirement of Trudy Galla from Leelanau County. Fishbeck (and formerly Envirologic) have appreciated working with Ms. Galla for the past 15 years in the role of Director of the LCBRA. We

have appreciated her knowledge, professionalism, and desire to affect positive change within her community. 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.

Project Invoices for Consideration:

Invoice #430406 (\$530.75).

**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 will discuss the Brownfield Plan during the November 14th executive board meeting. A tour of the site is scheduled for the afternoon of November 21st with some of the County Commissioners anticipated to attend. The Public Hearing will be held at 6pm and the Brownfield Plan is on the agenda for the 7pm November 21st County Board of Commissioners 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 indicated she would be reaching out to the Township to determine if they will be seeking additional support from the LCBRA for additional assessment. The LCBRA should discuss if additional steps are needed.***

Project Invoices for Consideration:

This project was invoiced in full in August. There are no further invoices for consideration based on approved work orders to date.

**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 has reached out to Peninsula Housing 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:

Invoice #430407 (\$777.00).

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

11/21/2023

Number	Grant	Activity	Budget Estimates	Actual			Project Budget Remaining		
				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	\$ 1,488.17			
		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			\$ 49,754.98	\$ 193,245.02		
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	\$ -
230505	2	4	Community Outreach and Programmatic	\$ 6,000.00	Invoice Total	421223 3/13/2023	\$ 42.50		
					422203 4/5/2023	\$ 590.00			
					423198 5/4/2023	\$ 1,315.25			
					424161 6/8/2023	\$ 600.25			
					425211 7/6/2023	\$ 793.50			
					426201 8/2/2023	\$ 989.25			
					427527 8/7/2023	\$ 472.00			
					428409 10/5/2023	\$ 606.50			
					430406* 11/8/2023	\$ 530.75			
					Project Subtotal		\$ 6,000.00	Project Subtotal Remaining	\$ -
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			
					423197 5/4/2023	\$ 1,455.50			
					424160 6/8/2023	\$ 661.32			
					425223 7/6/2023	\$ 5,988.89			
					426202 8/2/2023	\$ 2,315.50			
					427528 8/7/2023	\$ 3,763.00			
					428410 10/5/2023	\$ 2,876.55			
					Project Subtotal		\$ 26,248.46	Project Subtotal Remaining	\$ 3,751.54
					Invoice Breakdown				
					Brownfield Plan	421224 3/13/2023	\$ 127.50		
					422204 4/5/2023	\$ 1,057.20			
					423197 5/4/2023	\$ 1,455.50			
					424160 6/8/2023	\$ 600.25			
					425223 7/6/2023	\$ 195.00			
					426202 8/2/2023	\$ 841.50			
					427528 8/7/2023	\$ 1,669.00			
					428410 10/5/2023	\$ 2,324.55			
					Phase Subtotal		\$ 7,000.00	Phase Subtotal Remaining	\$ -
3-A# 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 Remaining	\$ -
3-A# 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		\$ 11,943.96	Phase Subtotal Remaining	\$ 56.04
					Invoice Breakdown				
					Phase II ESA	425233 7/6/2023	\$ 176.00		
					426202 8/2/2023	\$ 1,474.00			
					427528 8/7/2023	\$ 2,102.50			
					428410 10/5/2023	\$ 552.00			
					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 Remaining	\$ -
					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 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 8/7/2023	\$ 8,738.12			
					428411 10/5/2023	\$ 1,439.90			
					430407* 11/8/2023	\$ 777.00			
					Project Subtotal		\$ 11,506.52	Project Subtotal Remaining	\$ 1,593.48
					Invoice Breakdown				
					Pre-Demolition HMI	525225 7/6/2023	\$ 257.00		
					426204 8/2/2023	\$ 294.50			
					427529 8/7/2023	\$ 8,738.12			
					428411 10/5/2023	\$ 1,439.90			
					430407 11/8/2023	\$ 777.00			
					Phase Subtotal		\$ 11,506.52	Phase Subtotal Remaining	\$ 1,593.48
					Approved Project Budgets Subtotal		\$ 60,400.00	Budgets Remaining	\$ 5,345.02
					Estimated Contractual Budget Remaining		\$ 182,600.00	Actual Contractual Budget Remaining and un-invoiced	\$ 193,245.02
					Project Budgets Returned			Check	\$ 243,000.00
230504	3	1,2,3	Bluebird Redevelopment Project	\$ 5,300.00					
			Available Contractual Budget Remaining	\$ 187,900.00					
			Notes:						

Work Order

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 2, Amendment No. 1 Dated November 21, 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: Community Outreach/Programmatic Activities

Funding Source: FY22 EPA Brownfield Assessment Grant

Grant Work Plan Reference: Task 4: Community Outreach/Programmatic

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":

<u>Jeffrey C. Hawkins</u> Name of Firm (FISHBECK)	<u>(269) 342-1100/jhawkins@fishbeck.com</u> Phone & email
<u>Trudy J. Galla, AICP, Director</u> Name (Client)	<u>(231) 256-9812</u> 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 understands the importance of involving the community in the LCBRA's brownfield program including educating the community on the funds and tools that are available. Work performed under this Work Order shall include creating and disseminating brochures/flyers/webpages about the EPA Grant; educating and informing community groups and stakeholders, about the grant and brownfields; and holding community outreach events. Fishbeck will provide a performance dashboard that informs the community of the successes realized through the EPA Brownfield Assessment Grant. Activities associated with this task will be undertaken as directed by the LCBRA Director and Board and as outlined in the approved grant work plan.

As a requirement of the Cooperative Agreement between the LCBRA and EPA, quarterly reports will be completed and submitted to the U.S. EPA; the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) will be updated as projects are completed; MBE/WBE/DBE reports and final project closeout documentation will also be submitted.

Schedule

Beginning January 2023, Quarterly reports will be submitted within 30 days of the end of the quarterly reporting period, ACRES will be updated as sites are assessed and updated with cleanup and/or redevelopment information during and/or after the performance period. Annual MBE/WBE reports will be submitted annually, and the final project closeout documentation submitted as required once the grant performance period ends.

Community outreach efforts will be intense at the outset of the grant and will include 2 community open houses by the 3rd quarter of FY23, and an additional outreach event midway through the grant or 1st quarter of FY24; and monthly AUTHORITY meetings and outreach efforts will continue throughout the grant term.

Amended 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 assist with these efforts as needed and directed by the LCBRA. The overall grant work plan budget for this task is \$6,000 and it was anticipated that this budget was sufficient to cover the three-year term of the grant. It was understood that the initial year would utilize more of the budget as activities ramp up and in fact the \$6,000 budget has been spent. Two-thirds of the anticipated community outreach events have been completed with two community open houses held in April. Several additional more localized outreach events have also been held. Programmatic activities such as quarterly reporting, MBE/WBE and Federal Financial Reporting have all been completed to date as anticipated. In order to complete the remaining community outreach and programmatic outcomes in the grant period, we are requesting a budget amendment of \$5,000. While this budget adjustment is well below the allowable 10% of grant funds, a request of this budget amendment should be made to the USEPA.

2024 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: October 31, 2023

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
Fund 101 General Fund								
Fiscal Year 2023								
Revenues								
000000-401-000 Fund balance forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-000 Taxes - TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-001 TIF - West Shore Crossings	2,880.00	25,749.54	4,355.22	0.00	14,103.28	14,103.28	14,103.28	14,103.28
000000-402-002 TIF - Leland Residential	27,672.95	36,964.20	45,300.41	45,758.27	30,000.00	30,000.00	30,000.00	30,000.00
000000-402-003 TIF - GTRAC	16,133.14	-22,280.65	6,737.79	8,103.66	8,200.00	8,200.00	8,200.00	8,200.00
000000-402-004 TIF - Parkside	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-005 TIF - Leland Redevelopment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-006 TIF - Two Peas	2,563.77	1,859.54	2,433.10	1,931.18	800.00	800.00	800.00	800.00
000000-501-001 EPA - Assessment Grant Haz Mat	0.00	0.00	0.00	0.00	75,000.00	75,000.00	75,000.00	75,000.00
000000-501-002 EPA - Assessment Grant Petroleum	0.00	0.00	0.00	0.00	60,000.00	60,000.00	60,000.00	60,000.00
000000-501-003 EPA - RLF Haz Mat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-501-004 EPA - EPA RLF Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-501-005 EPA Assessment	0.00	0.00	1,469.17	23,880.21	0.00	0.00	0.00	0.00
000000-540-000 DEQ - Grant West Shore	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-550-000 Loan Proceeds - Leland Residential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-607-000 Application Fees	150.00	0.00	0.00	650.00	1,000.00	1,000.00	1,000.00	1,000.00
000000-664-000 Interest	35.64	4.64	99.33	204.29	20.00	20.00	20.00	20.00
000000-664-001 Interest - Savings	103.90	44.45	129.14	303.99	50.00	50.00	50.00	50.00
000000-664-003 Interest - West Shore Acct - 725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2024 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: October 31, 2023

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
000000-664-004 Interest - Leland Res Acct-758	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-664-100 Interest - Land Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 Misc Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-230 Transfer In	0.00	0.00	0.00	1,021.68	0.00	0.00	0.00	0.00
000000-670-000 Cost Share Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-673-000 Sale of Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-687-000 Refunds and Rebates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-694-000 Misc Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	49,539.40	42,341.72	60,524.16	81,853.28	189,173.28	189,173.28	189,173.28	189,173.28
Expenses								
000000-727-000 Office Supplies/Operating	115.50	0.00	75.55	166.71	150.00	150.00	150.00	150.00
000000-727-230 Office/Operating - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-728-000 Postage	0.00	0.00	0.00	0.00	50.00	50.00	50.00	50.00
000000-800-000 Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-000 Contractual Services	0.00	-8.70	0.00	4,638.10	0.00	0.00	0.00	0.00
000000-801-001 Contractual - West Bay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-002 Contractual - Leland RESidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-100 Contractual - RLF Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-101 Contractual - RLF Haz Mat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-200 Contractual - Assessment Petroleum	0.00	0.00	0.00	46,757.53	60,000.00	60,000.00	60,000.00	60,000.00
000000-801-201 Contractual - Assessment Haz Mat	0.00	0.00	0.00	1,647.20	75,000.00	75,000.00	75,000.00	75,000.00

2024 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: October 31, 2023

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
000000-801-205 Contractual - EPA Assessment	0.00	0.00	0.00	42.50	0.00	0.00	0.00	
000000-801-300 General Services Contractual	4,895.00	10,321.25	19,083.55	2,682.25	12,000.00	12,000.00	12,000.00	
000000-802-000 Programmatic Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-807-000 Membership & Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-808-000 Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-810-000 Bank Charges	0.00	37.09	0.00	0.00	0.00	0.00	0.00	
000000-816-000 Bullentins/Publication	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-850-000 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-860-000 Travel	0.00	0.00	1,234.17	2,390.36	3,823.80	3,823.80	3,823.80	
000000-900-000 Printing & Publishing	0.00	0.00	0.00	133.70	1,839.48	1,839.48	1,839.48	
000000-900-230 Printing & Publishing - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-901-000 Legal Notice	0.00	0.00	0.00	0.00	200.00	200.00	200.00	
000000-920-000 Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-929-000 Property Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-941-000 Computer charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-942-000 Copy Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-960-000 Education	0.00	0.00	235.00	750.00	1,000.00	1,000.00	1,000.00	
000000-960-230 Education - Community Outreach-RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-964-000 Refund Developer Exp - TIF	0.00	0.00	12,406.61	0.00	0.00	0.00	0.00	
000000-964-001 Refund DEQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-965-006 TIF 3 mills to SOM	99.50	0.00	106.50	48.50	110.00	110.00	110.00	
000000-970-000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

2024 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: October 31, 2023

Department

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
000000-970-010 Capital Outlay < \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-990-000 Debt Payment	23,044.00	25,000.00	24,273.00	0.00	25,000.00	25,000.00	25,000.00	25,000.00
000000-995-000 County Payment	0.00	0.00	-10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
000000-996-000 Interest Expense	1,956.00	0.00	727.00	0.00	0.00	0.00	0.00	0.00
000000-999-000 Transfer out	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00
100101-990-000 Debt Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	30,110.00	35,349.64	48,141.38	84,256.85	189,173.28	189,173.28	189,173.28	189,173.28
	19,429.40	6,992.08	12,382.78	-2,403.57	0.00	0.00	0.00	0.00
Revenues Total	49,539.40	42,341.72	60,524.16	81,853.28	189,173.28	189,173.28	189,173.28	189,173.28
Expenses Fund Total	30,110.00	35,349.64	48,141.38	84,256.85	189,173.28	189,173.28	189,173.28	189,173.28
Net (Rev/Exp)	19,429.40	6,992.08	12,382.78	-2,403.57	0.00	0.00	0.00	0.00

Fund 230 EPA Revolving Loan Fund

Fiscal Year 2023

Revenues

000000-401-000 Fund Balance Forward	0.00	0.00	0.00	0.00	0.00	1,022.00	1,022.00	1,022.00
000000-501-000 EPA - Federal Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-664-000 Interest	0.65	0.35	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 MISC Refunds and Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	0.65	0.35	0.00	0.00	0.00	1,022.00	1,022.00	1,022.00

Expenses

000000-703-000 Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-727-000 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-727-230 Office Supplies/Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-728-000 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2024 BUDGETARY WORKSHEET

Fund 230 EPA Revolving Loan Fund

Leelanau County Brownfield Authority

Period Ending Date: October 31, 2023

Department

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
000000-800-000 Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-000 Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-810-000 Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-860-000 Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-900-000 Printing & Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-901-000 Legal Notices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-960-000 Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-999-101 Transfer out	0.00	0.00	0.00	1,021.68	0.00	1,022.00	1,022.00	1,022.00
Expenses Total	0.00	0.00	0.00	1,021.68	0.00	1,022.00	1,022.00	1,022.00
	0.65	0.35	0.00	-1,021.68	0.00	0.00	0.00	0.00
Revenues Total	0.65	0.35	0.00	0.00	0.00	1,022.00	1,022.00	1,022.00
Expenses Fund Total	0.00	0.00	0.00	1,021.68	0.00	1,022.00	1,022.00	1,022.00
Net (Rev/Exp)	0.65	0.35	0.00	-1,021.68	0.00	0.00	0.00	0.00

Fund 935 GASB 34

Fiscal Year 2023

Revenues

000000-664-000 Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 Misc Revenue	23,044.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-675-000 Sale of Assets Held for Resale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-699-000 Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	23,044.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Expenses

000000-670-000 Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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2024 BUDGETARY WORKSHEET

Fund 935 GASB 34

Leelanau County Brownfield Authority

Department

Period Ending Date: October 31, 2023

Account Number	2020 Audited	2021 Audited	2022 Un-Audited	2023 Year-to-Date	2023 Adopted Budget	2023 Amended Budget Before 5/1/23	2024 Proposed Budget	2024 Department Requests
Account Name								
000000-970-000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-990-000 Loan Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-996-000 Loan Payments - Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	23,044.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	23,044.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net (Rev/Exp)	23,044.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total for Revenues	72,584.05	42,342.07	60,524.16	81,853.28	189,173.28	190,195.28	190,195.28	0.00
Grand Total for Expenses	30,110.00	35,349.64	48,141.38	85,278.53	189,173.28	190,195.28	190,195.28	0.00
Grand Total Net Rev/Exp	42,474.05	6,992.43	12,382.78	-3,425.25	0.00	0.00	0.00	0.00

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	\$ 500.00
2013 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2014 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2015 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2016 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2017 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2018 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2019 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2020 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2021 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2022 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
2023 Administrative Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
PI 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			
LCBRA	3/16/21	\$ 21,807.90	\$ 14,540.43	\$ 7,267.48	\$ 21,807.90	\$ 21,807.90
Leelanau County	3/16/21	\$ 29,155.00	\$ 21,195.69	\$ 7,959.32	\$ 29,155.00	\$ 29,155.00
LCBRA	4/19/22	\$ 865.39	\$ -	\$ 865.39	\$ 865.39	\$ 865.39
Subtotal Previous Payments		\$ 51,828.29	\$ 35,736.11	\$ 16,092.18	\$ 51,828.29	\$ 51,828.29

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

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

Developer				State	Local	Total
Expenditures	WP Approved					
Eligible Developer Expense	Estimate	Invoiced				
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			
	4/19/2022	\$ 5,668.82	\$ 5,175.82	\$ 493.00	\$ 5,668.82	\$ 5,668.82
	12/15/2022	\$ 6,737.79	\$ 5,346.57	\$ 1,391.22	\$ 6,737.79	\$ 6,737.79
Subtotal Previous Payments		\$ 12,406.61	\$ 10,522.39	\$ 1,884.22	\$ 12,406.61	\$ 12,406.61

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

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

INVOICE EDIT REPORT

Vendor Number	Vendor Name	Inv/PO Number	Claim Number	Invoice Date	Due Date	G/L Date	Liq. ?	Comm. Bank System No.	Code	System Date	Operator Batch
4	FISHBECK	430404		11/09/23	11/21/23	11/09/23	N			11/15/23	CMK
				Project #230894 - LCBRA/General Consulting Services and Professional Services Rendered through 10/31/23							
				Contractual Services							
				Gross Invoice Amount 1,089.75							
				Net Invoice Amount 1,089.75							
4	FISHBECK	430405		11/09/23	11/21/23	11/09/23	N			11/15/23	CMK
				Project #230507 - LCBRA/Tax Increment Tracking and Annual Reporting, Statement of Account/Reimbursement Analysis and Professional Services Rendered through 10/31/23							
				Contractual Services							
				Gross Invoice Amount 63.00							
				Net Invoice Amount 63.00							
4	FISHBECK	430406		11/09/23	11/21/23	11/09/23	N			11/15/23	CMK
				Project #230505 - LCBRA/FY22 Grant Community Outreach/Programmatic Activities and Professional Services Rendered through 10/31/23							
				Contractual - Assessment Petro							
				Gross Invoice Amount 530.75							
				Net Invoice Amount 530.75							
4	FISHBECK	430407		11/09/23	11/21/23	11/09/23	N			11/15/23	CMK
				Project #231191 - LCBRA/Peninsula Housing - 980 Herman Rd, Suttons Bay, MI, Eligibility and preparation of HASP & SAP and Pre-Demolition Hazardous Material Inspection through 10/31/23							
				Contractual - Assessment Petro							
				Gross Invoice Amount 777.00							
				Net Invoice Amount 777.00							
				Grand Total Gross 2,460.50							
				Grand Total Net 2,460.50							
				Total Number of Invoices 4							

Claims & Accounts
Nov 21 2023
Leelanau County Brownfield Redevelopment Authority

1.	Fishbeck – Invoice #430404 – Gen Services 101.000000.801-000 Contractual	\$ 1,089.75
2.	Fishbeck – Invoice #430405 – TIF Tracking and Annual Reporting 101.000000.801-000 Contractual	\$ 63.00
3.	Fishbeck - Invoice #430406 - Grant - Outreach 101.000000.801.200 Contractual	\$ 530.75
4.	Fishbeck – Invoice #430407 – Grant – Peninsula Housing 101.000000.801.200 Contractual	\$ 777.00
Total Claims & Accounts:		\$ 2,460.50

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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 : 430404
Invoice Date : 11/9/2023
Project : 230894
Project Name : LCBRA/ General Consulting
 Services
Bill Term : BT1

For Professional Services Rendered Through 10/31/2023

WO2-GS

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	6,000.00	4,884.00	2,205.75	1,116.00	1,089.75
<i>Rate Labor</i>		1,089.75			
			Current Billings		1,089.75
			Amount Due This Bill		<u>1,089.75</u>

Total Fee : 6,000.00
To Date Billings : 2,205.75
Total Remaining : 3,794.25

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BP - General Consulting Services

Rate Labor

Class / Employee

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Environmental Specialist			
Thomas Budge	0.50	174.0000	87.00 ✓
Senior Geologist			
Therese Searles	5.25	118.0000	619.50 ✓
Senior Hydrogeologist			
Jeffrey Hawkins	0.75	175.0000	131.25 ✓
Staff Environmental Specialist			
Logan Mulholland	3.00	84.0000	252.00 ✓
<i>Total Rate Labor</i>			1,089.75
Total Bill Task: BP - General Consulting Services			1,089.75

Total Project: 230894 - LCBRA/ General Consulting Services **1,089.75** ✓



Payment Options

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

Invoice : 430405
 Invoice Date : 11/9/2023
 Project : 230507
 Project Name : LCBRA/Tax Increment Tracking and
 Annual Reporting
 Bill Term : BT1

For Professional Services Rendered Through 10/31/2023

WO1 -GS

	Fee	Available	Billings		
			To Date	Previous	Current
SOA/RA - Statement of Account/Reimbursement Analysis	3,700.00	509.90	3,253.10	3,190.10	63.00
<i>Rate Labor</i>		63.00			
RPT - Annual Reporting (1 Event)	1,200.00	470.50	729.50	729.50	0.00
			Current Billings		63.00
			Amount Due This Bill		<u>63.00</u>

Total Fee : 4,900.00
 To Date Billings : 3,982.60
 Total Remaining : 917.40

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SOA/RA - Statement of Account/Reimbursement Analysis

Rate Labor

Class / Employee

Staff Environmental Specialist

Hours

Rate

Amount

Logan Mulholland

0.75

84.0000

63.00 ✓

Total Rate Labor

63.00

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

63.00 ✓



Payment Options

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 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 : 430406
 Invoice Date : 11/9/2023
 Project : 230505
 Project Name : LCBRA/FY22 Grant Community
 Outreach/Programmatic Activities
 Bill Term : BT1

For Professional Services Rendered Through 10/31/2023

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	6,000.00	530.75	6,000.00	5,469.25	533.75
<i>Less Fee Exceeded</i>					-3.00
Rate Labor		533.75			
				Current Billings	530.75
				Amount Due This Bill	<u>530.75</u>

**Max Fee Exceeded*

Total Fee :	6,000.00
To Date Billings :	<u>6,000.00</u>
Total Remaining :	0.00

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BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Hydrogeologist

Jeffrey Hawkins

1.25

175.0000

218.75 ✓

Staff Environmental Specialist

Logan Mulholland

3.75

84.0000

315.00 ✓

Total Rate Labor

533.75

Total Bill Task: BP - Outreach & Programmatic (Task 4)

533.75

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

533.75 ✓

Payment Options

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 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
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Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 430407
Invoice Date : 11/9/2023
Project : 231191
Project Name : LCBRA/Peninsula Housing -980
 Herman Rd, Suttons Bay, MI
Bill Term : BT1

For Professional Services Rendered Through 10/31/2023

	Fee	Available	Billings		
			To Date	Previous	Current
231191 - LCBRA/Peninsula Housing -980 Herman Rd, Suttons Bay, MI					
ELG & PREP - Eligibility and preparaton of HASP & SAP	1,000.00	301.00	699.00	699.00	0.00
Demo - Pre-Demolition Hazardous Material Inspection	12,100.00	2,069.48	10,807.52	10,030.52	777.00
<i>Rate Labor</i>		777.00			
					Current Billings 777.00
					Amount Due This Bill 777.00

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Demo - Pre-Demolition Hazardous Material Inspection

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Production Support	1.00	84.0000	84.00	✓
Senior Geologist	2.25	118.0000	265.50	✓
Staff Engineering Specialist	4.75	90.0000	427.50	✓

Total Rate Labor

777.00

Total Bill Task: Demo - Pre-Demolition Hazardous Material Inspection

777.00

Total Project: 231191 - LCBRA/Peninsula Housing -980 Herman Rd, Suttons Bay, MI

777.00 ✓