

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: Tuesday April 18, 2023 **at 10:00** am (or immediately following the Land Bank Authority meeting, whichever is **later**)

Location: Leelanau County Government Center

Members

Dan Heinz, Chairman
Rick Foster, Vice-Chair
John Arens-Sect/Treasurer
D. Allen
G. 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 – March 21, 2023** *pgs 2-4*

- CONSENT AGENDA**

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

 - a. Fishbeck – General Consulting and TIF Management *pgs 5-6*
 - b. Fishbeck – EPA Assessment Grant *pgs 7-9*

- OLD BUSINESS**
- NEW BUSINESS**
 - 1. Work Orders – General Services and BlueBird Redevelopment Project *pgs 10-15*

- FINANCIALS**
 - 1. Claims & Accounts \$26,710.95 *pgs16-25*
 - 2. Post Audit, Budget Amendments, Transfers

- CORRESPONDENCE/COMMUNICATION ITEMS**
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- MEMBER / CHAIRPERSON COMMENTS**
- ADJOURN**

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

CALL TO ORDER

Meeting was called to order at 10:03a.m. by Chairman who led the Pledge of Allegiance.

ROLL CALL

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

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

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

Public: J. Hawkins, L. Mawby, T. Searles

PUBLIC COMMENT – None.

DIRECTOR COMMENTS

Galla said they started their community outreach through the EPA Assessment Grant. Sessions will be held at the Government Center on April 17 at 6:30 p.m. and April 18 at 1:00 p.m. A formal invitation will follow with more information.

CONSIDERATION OF AGENDA

Motion by Allgaier, seconded by King, to accept the agenda as presented. Motion carried 5 -0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF JANUARY 21, 2023 AND JANUARY 26, 2023 MINUTES

Heinz pointed out a couple grammatical changes on page 4.

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

CONSENT AGENDA

- a. Fishbeck – EPA Assessment Grant
- b. Fishbeck – General Consulting and TIF Management

Motion by Allgaier, second by King, to accept the consent agenda as presented. Motion carried 5-0.

OLD BUSINESS – None.

NEW BUSINESS

Goals 2023

Heinz commented that it seems like the Landbank Authority (LBA) gets all the money to eliminate blight. Galla said in the past the BRA has worked with the LBA to accomplish this, but they have not received actual funds. Heinz felt comfortable leaving this in the goals. Arens commented on the word “eliminate” and suggested “mitigate”. Galla clarified that the first three sentences are the mission statement from the policies and procedures.

Motion by King, seconded by Allgaier, to approve the 2023 goals. Motion carried 5-0.

Brief Training “You Have an EPA Grant – Now What?”

Jeff Hawkins and Therese Searles, Fishbeck

Searles reviewed the handout, stating that Leelanau County submitted their U.S. EPA Brownfield Assessment Grant application in November 2021 and it was announced in May 2022 that the county was awarded \$250,000.00. The grant period started on July 1, 2022 and goes through September 30, 2025. Hawkins mentioned the possibility of extending from three to four years if needed. Searles continued, going over the project areas Centerville and Cleveland Townships (Sugar Loaf area), Village of Empire and Cedar. They had to pick the areas that demonstrated the most need, but this is a county wide grant and assessment work will also be completed across the county beyond these target areas. Searles continued, reviewing some community partners as EPA likes to see that their efforts are supported and are working in collaboration with other community partners in the area. There are some representatives that are good to keep in mind when you have open houses and community events. It is good to have messengers to get the word out that you have funds available.

Searles touched back on the grant timeline and said it was important to demonstrate that sufficient progress is being made according to their agreement. 25% of grant funds drawn down and dispersed for eligible activities within 18 months. 45% within 30 months. Searles reviewed what activities can be funded: Phase I, Phase II, Brownfield Plans, Act 381 Work Plans, and Community Outreach, Programmatic, Travel, and Supplies. Grant money can be used on perceived properties, not just known contaminated sites, publicly or privately owned, and vacant land. Hawkins commented that some people want to stay under the radar, so people are afraid to bring things to the table. This is voluntary, they are not trying to bring someone to justice.

Searles continued, saying a variety of sites can meet these criteria, we need to expand our minds. It can be a vacant parcel that still has old septic, or fuel oil tank.

Hawkins this is not a reimbursement program. They can assess if any further cleanup is needed, and come up with a plan. Hawkins explained how the application would be submitted, who is the applicant. Galla said you can't benefit from the funds if you are liable for the contamination.

Searles continued, covering the application process and what director Galla will do if an applicant comes forward.

Discussion ensued on the ability to use the money needed by the end of the year. Searles explained the delay on a few things, and this could be explained to extend that deadline.

Hawkins said if the LCBRA agrees to support the project, Fishbeck provides a work order outlining the scope of the project, using grant funds for approval. Different projects may need different services, not every one of these will be utilized. They will need to be approved by the board first. Three work orders have been approved to date.

Discussion ensued on other sites old and new. Galla explained how an anonymous site could be nominated. Funds can't be used for cleanup; these are assessment funds. Hawkins said sometimes it is good for potential buyers to find out what is on a property. Galla said they do have an inventory, which may need to be updated. One list is private and there is a ranking system in place. Galla clarified that if another company does the Phase I & II work, they can't be reimbursed, that is not how the grant works.

Hawkins said they typically have a development reimbursement plan, how they get their taxes back. This is what some communities use if the owner doesn't move forward with a project after using funds to make assessments on the property. If the applicant knows ahead of time that they will have to pay back this money if they don't proceed with the project. These are competitive dollars that are hard to get, so think about having an agreement I place. Galla said this idea needs some discussion because in the past, the applicant has been required to pay some of the funds back. This could be put on a future agenda item. Searles said this could also be waived if you know you just want to support a project.

Hawkins reviewed the memo handed out to members regarding grant activities/cost timeline summary. Searles said it is a summary of the costs and the fiscal year timeline. Projected metrics, roles and responsibilities. Searles concluded by saying these things are not set in stone.

FINANCIALS

Claims & Accounts

Motion by Allgaier, seconded by Allen, to approve in the amount of \$503.75. Motion Carried 5-0.

Post Audit, Budget Amendments, Transfers – None.

CORRESPONDENCE/COMMUNICATION ITEMS

Revenue and expense sheet was reviewed by Galla.

PUBLIC COMMENT

Mawby said to keep up the good work.

DIRECTOR COMMENTS – None.

MEMBER / CHAIRPERSON COMMENTS – None.

ADJOURN

Meeting adjourned at 11:28 a.m.

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: April 10, 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

Update:

Fishbeck is prepared to respond to general consulting services as needed by the LCBRA. Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. An overall general services work order has not been established.

Project Invoices for Consideration:

There are no invoices for consideration.

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, as of February 21, 2023, 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. Winter tax statements went out to the local jurisdictions in January. 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 updating the TIR tracking spreadsheet.

Project Invoices for Consideration:

Invoice #422202 (\$63.75)

Leelanau County Brownfield Redevelopment Authority
General Services
Budget and Cost Summary

04/05/2023

Number		Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount		Total	Project Complete
		Initial Work Order	\$ 4,900.00						
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		
				Project Subtotal			\$ 397.50	Project Subtotal Remaining	\$ 4,502.50
				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		
				Phase Subtotal			\$ 397.50	Phase Subtotal Remaining	\$ 3,302.50
		Annual Reporting	\$ 1,200.00	Phase Subtotal			\$ -	Phase Subtotal Remaining	\$ 1,200.00
				Invoice Total					
				Project Subtotal				Project Subtotal	\$ -
		Approved Project Budgets Subtotal	\$ 4,900.00	Total Expended			\$ 397.50	Budgets Remaining	\$ 4,502.50
		Estimated Budget Remaining	\$ -					Check	\$ 4,900.00
		Project Budgets Returned							
		Available Budget Remaining	\$ 4,502.50						
		<u>Notes:</u>							

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: April 10, 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:

Jeff Hawkins and Therese Searles of Fishbeck, along with Trudy Galla, attended a virtual Pre-QAPP call with Sarah Gruza, EPA Project Officer on February 28, 2023. Topics of discussion included eligibility determinations, site specific health and safety plans (HASP) and sampling and analysis plans (SAP) with anticipated 10-14 business day turnaround for review. Project outputs for Phase I ESAs, including All Appropriate Inquiry checklists, Phase II ESAs and Cleanup Planning documents and inputs into the ACRES reporting database were discussed. Specific to the Quality Assurance Project Plan (QAPP), Sarah provided a QAPP example and a QAPP checklist that will be used to gauge compliance with required elements in the prepared plan. Preparation of the QAPP is complete. Required signatures are being obtained and then the final document will be submitted to EPA.

Project Invoices for Consideration:

As a lump sum billing, one invoice will be submitted for consideration following completion of the QAPP preparation. Therefore, there are no invoices related to this activity for consideration this month.

2. Community Outreach and Programmatic

Project No: 210229 – 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. A community outreach planning discussion was held between Fishbeck and Trudy Galla on Friday, March 17, 2023. Two informational sessions are planned to be held April 17th in the evening and April 18th in the afternoon to inform attendees on grant funding opportunities.

Project Invoices for Consideration:

Invoice #422203 (\$590.00).

**3. Bluebird Redevelopment Project - 102 & 103 E. River St. and 101 E. Main St., Leland, MI
Project No: 230504 – W.O. # 3**

Update:

Skip (Daryl) and Lynn Telgard submitted a project application to the LCBRA for their Bluebird Redevelopment Project in Leland. The Telgards are the 3rd generation to run the Bluebird restaurant and tavern, founded in 1927, situated one block from Fishtown and serving both locals and tourists. Historically, the property was used for the production of charcoal for a nearby iron works in the 1800s. The property is currently developed as two restaurants, one storage facility, one retail store, and associated parking. The property at 101 S Main Street was formerly used as a gas station, with a leaking underground storage tank (Facility ID 00036063) which has since been closed. The developer intends to demolish the current building as it is deteriorating, including a failing roof, ventilation system, and windows. In addition to its deteriorating status, many code updates have occurred since its original construction and it is believed that the building may be determined to be functionally obsolete. It is also unknown whether asbestos-containing materials are present which will need to be determined prior to demolition. The Bluebird will be rebuilt as a smaller restaurant with a rentable commercial space, occupying less land and located closer to the river. The owners are also working with the Michigan Department of the Environment, Great Lakes, and Energy (EGLE) through its permitting process to stabilize the riverbank by repairing a seawall. Further assessment may be performed as needed related to historical charcoal use. Private investment is anticipated at \$3,000,000, with the creation of 25 jobs anticipated. The developers have requested support from the LCBRA through the preparation of a brownfield plan to allow for the reimbursement of eligible costs (work order #3). 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. Fishbeck, the Director, the developers, and the township assessor met on March 21, 2023 to discuss next steps. The assessor is preparing an affidavit of functional obsolescence for the property. The Telgards have requested additional support from the LCBRA and Fishbeck has prepared an amended work order (WO#3, Amendment No. 1) to include a Phase I ESA, pre-demolition asbestos surveys for both structures on the property, and a conceptual budget for a Phase II ESA, if needed. The findings of the Phase I ESA will inform the scope of the Phase II ESA.

Project Invoices for Consideration:

Invoice #4222204 (\$1,057.20).

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

4/05/2023

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.	Task		Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete	
			Initial Grant Award	\$ 250,000.00						
County		4	Personnel	\$ 4,000.00			\$ -			
County		4	Travel	\$ 3,000.00			\$ 1,469.17			
County		4	Supplies	\$ -			\$ -			
County		4	Other	\$ -			\$ -			
			County Subtotal	\$ 7,000.00	County Subtotal		\$ 1,469.17	County Subtotal		
			Contractual - Fishbeck	\$ 243,000.00			\$ -	\$ -		
230506	1	2	QAPP	\$ 3,000.00	Invoice Total					
					Project Subtotal		\$ -	Project Subtotal Remaining	\$ 3,000.00	
230505	2	4	Community Outreach and Programmatic	\$ 6,000.00	Invoice Total	421223	3/13/2023	\$ 42.50		
						422203	4/5/2023	\$ 590.00		
					Project Subtotal			\$ 632.50	Project Subtotal Remaining	\$ 5,367.50
230504	3	3	Bluebird Redevelopment Project	\$ 5,000.00	Invoice Total	421224	3/13/2023	\$ 127.50		
						422204	4/5/2023	\$ 1,057.20		
					Project Subtotal			\$ 1,184.70	Project Subtotal Remaining	\$ 3,815.30
					Invoice Breakdown					
		3	Brownfield Plan	\$ 5,000.00	Brownfield Plan	421224	3/13/2023	\$ 127.50		
						422204	4/5/2023	\$ 1,057.20		
					Phase Subtotal			\$ 1,184.70	Phase Subtotal Remaining	\$ 3,815.30
					Invoice Total					
					Project Subtotal				Project Subtotal Remaining	\$ -
					Invoice Breakdown					
					Phase Subtotal				Phase Subtotal Remaining	\$ -
						-				
					Phase Subtotal				Phase Subtotal Remaining	\$ -
			Approved Project Budgets Subtotal	\$ 14,000.00	Invoice Total			\$ 1,817.20	Budgets Remaining	\$ 12,182.80
			Estimated Contractual Budget Remaining	\$ 229,000.00	Actual Contractual Budget Remaining and un-invoiced			\$ 241,182.80		
			Project Budgets Returned						Check	\$ 243,000.00
				\$ -						
			Available Contractual Budget Remaining	\$ 229,000.00						
			Notes:							

Work Order General Services (GS)

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 2-GS Dated April 18, 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

Trudy J. Galla, AICP, Director
Name (Client)

231.256.9812
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 WO#2-GS provides a budget for various tasks as requested by the 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	<u>\$ 6,000.00</u>
Total	\$ 6,000.00

Work Order

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 3 Dated February 21, 2023

Amendment Number 1 Dated April 18, 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: Bluebird Redevelopment Project - Leland, MI: Phase I ESA, Pre-demolition asbestos surveys, Phase II ESA

Funding Source: FY22 EPA Brownfield Assessment Grant

Grant Work Plan Reference: Task 3: Brownfield Plans (WO#3), Task 1: Phase I ESAs (Amendment #1), Task 2: Phase II Environmental, Baseline Environmental Assessments/Due Care Plans (Amendment #1)

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

Trudy J. Galla, AICP, Director
Name (Client)

231.256.9812
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

Skip and Lynn Telgard, owners of the Bluebird and former Early Bird (Leelanau Coffee Roasting Company), are planning to redevelop their property. The Bluebird Restaurant has a greater capacity than they can staff, and the building is essentially functionally obsolete and too costly to repair. At this point, it is anticipated that functional obsolescence will be the basis for brownfield eligibility. The Telgards are planning to improve their waterfront along the Leland River, adding additional finger docks and improving access to the river for both an event area as well as overlooks/outside seating for a new but smaller restaurant building. The smaller restaurant footprint will also allow for available land to develop in the future a potential mixed-use commercial space with housing on upper floors.

Based on the anticipated redevelopment, there are expected brownfield eligible activities that may include lead and asbestos abatement, building and site demolition, and potentially impacted soil removal and disposal from a previously closed underground storage tank release caused by a former gas station. Additionally, the site was historically used for the charcoal kilns of the Iron Works, which may have impacted this location.

Based on the ever-increasing costs of redevelopment, including construction labor and materials and the brownfield conditions on this site, the Telgards are requesting grant funding assistance for the preparation of a Brownfield Plan to reimburse certain eligible brownfield costs. The anticipated investment on this phase of the development is approximately \$2–3 million. Depending on timing of additional phases of redevelopment, it may be possible to complete an Act 381 Work Plan for approval of school tax capture. If an Act 381 Work Plan is relevant to the project, an amended work order will be presented to the LCBRA.

Brownfield Plan

Fishbeck will work with the Telgards to identify eligible activities and costs, work with local officials to ascertain reasonable estimates of future taxable value, and work with local officials regarding Township and County support for the project. Fishbeck will develop the Plan, required notices, draft resolutions, and as necessary attend meetings of the Township and County to guide the Plan through the adoption process. Fishbeck will also make an eligibility demonstration to EPA for this site.

Phase I ESA (Amendment #1)

It is Fishbeck's understanding that project investment may be financed in part through a lending institution, which may require the completion of a Phase I Environmental Site Assessment (ESA). Fishbeck will prepare a Phase I ESA compliant with the ASTM Standard and the rules for All Appropriate Inquiry. Work will include review of historical data, site inspection, interviews with people knowledgeable about the site, review of public records, and preparation of a report. Fishbeck will update the ACRES database upon completion.

Pre-Demolition Asbestos Surveys (Amendment #1)

Fishbeck will provide a two-person team led by a State of Michigan accredited Asbestos Building Inspector to inspect both the Bluebird and the Former Early Bird buildings. The structures on site encompass approximately 1,520 square feet, and some portions of construction date back to 1927. The developer intends to demolish the Bluebird building as it is deteriorating, including a failing roof, ventilation system, and windows. The Early Bird building will also be demolished in a subsequent phase of the redevelopment project. AHERA sampling protocols will be followed utilizing destructive sampling, and bulk samples will be sent to an accredited laboratory for PLM analysis of asbestos under chain-of-custody procedures and standard turnaround times. The pre-demolition asbestos surveys will identify the presence, location, and quantity of any asbestos-containing building materials which may need to be removed prior to building demolition.

Phase II ESA (Conceptual – Amendment #1)

In anticipation that the Phase I ESA will identify Recognized Environmental Conditions (RECs), a Phase II ESA is being proposed. Fishbeck will prepare a Sampling and Analysis Plan for USEPA approval. A Health and Safety Plan will also be prepared. Prior to conducting site work, utilities will be cleared by contacting Michigan’s one-call clearance center MISSDIG.

Fishbeck proposes a Phase II ESA consisting of either soil, groundwater, and/or soil gas sampling activities as appropriate. The budget assumes that any drilling equipment required would be on site for only one day and a Project Geologist for no more than two days on site. The specific type and number of samples required, as well as the analytical parameters, will be determined following completion of the Phase I ESA. Additional samples required to meet USEPA quality assurance and quality control requirements will also be collected and analyzed. Upon receipt of analyses, a comprehensive project report will be prepared. Fishbeck will update the ACRES database upon completion. The budget that has been provided is conceptual and may be updated based on the findings of the Phase I ESA; however, the estimate is based on previous experience on similar sites.

Schedule

Work on the river improvements will begin shortly, and demolition of the Bluebird structure is scheduled for as early as June of 2023. Completion of the new restaurant is anticipated for the spring of 2024. While preparation of the Brownfield Plan has already been approved, it may be prudent to complete the scope of services included in this amendment prior to completion of the Brownfield Plan to ensure the full scope of eligible activities is realized. Eligibility for the site has already been received. Fishbeck will prepare a Health and Safety Plan (HASP) and Sampling and Analysis Plan (SAP) within one week from authorization to proceed. EPA requires 10–14 business days to conduct their review and approval of the SAP. It is anticipated that field work for sampling activities can be completed within 1–2 weeks from approval of the SAP. Laboratory turnaround time is 7–10 business days, and the reports can be completed within 1–2 weeks from receipt of all analytical results.

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 complete this work on a time and materials basis; however, Fishbeck will not incur additional costs beyond this Work Order without LCBRA’s approval.

Brownfield Plan.....	\$ 5,000
Phase I ESA (Amendment #1)	\$ 3,000
<u>Pre-Demolition Asbestos Surveys (2 structures – Amendment #1)</u>	
Asbestos Inspectors (2 people for 4 days – includes travel).....	\$ 6,400
Project Management.....	\$ 1,000
Report Preparation.....	\$ 1,500
Laboratory Analysis (asbestos)	\$ 1,500
Field Expenses, Equipment, Lodging, Mileage, Per Diems.....	\$ 1,600
Subtotal	\$ 12,000

Phase II ESA (Amendment #1 – Conceptual)

Field Geologist.....	\$ 2,000
Project Management.....	\$ 1,000
Report Preparation.....	\$ 2,000
Geoprobe/Drilling.....	\$ 3,500
Laboratory Analysis	\$ 6,000
Field Expenses, Equipment, Lodging, Mileage, Per Diems.....	\$ 800
Subtotal	\$ 15,300
Total Estimated Project Costs Approved in WO#3.....	\$ 5,000
Total Estimated Project Costs Amendment #1	\$ 30,300
Total Estimated Project Costs.....	\$ 35,300

APRIL 18, 2023 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

1. Fishbeck – Invoice #422202	
101.000000.801-300 Contractual – TIF Tracking & Reporting	\$ 63.75
2. Fishbeck – Invoice #422203	
101.000000.801-201 Contractual	\$ 590.00
Community Outreach/Programmatic Activities	
3. Fishbeck – Invoice #42204 (Bluebird Redevelopment)	
101.000000.801-201 Contractual	\$ 1,057.20
4. Payment to EGLE (Leland Loan)	
101.000000.999.000	\$25,000.00
Total Claims & Accounts:	\$26,710.95

PREPARED &
PROOFED BY

VERIFIED BY

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 : 422202
Invoice Date : 4/5/2023
Project : 230507
Project Name : LCBRA/Tax Increment Tracking and Annual Reporting
Bill Term : BT1

For Professional Services Rendered Through 3/31/2023

WO1 -GS

	Fee	Available	Billings		
			To Date	Previous	Current
SOA/RA - Statement of Account/Reimbursement Analysis	3,700.00	3,366.25	397.50	333.75	63.75
<i>Rate Labor</i>		63.75			
RPT - Annual Reporting (1 Event)	1,200.00	1,200.00	0.00	0.00	0.00
			Current Billings		63.75
			Amount Due This Bill		<u>63.75</u>

Total Fee : 4,900.00
To Date Billings : 397.50
Total Remaining : 4,502.50

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SOA/RA - Statement of Account/Reimbursement Analysis

Rate Labor

Class / Employee

Hours

Rate

Amount

Staff Environmental Specialist

Logan Mulholland

0.75

85.0000

63.75

Total Rate Labor

63.75

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

63.75

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 : 422203
Invoice Date : 4/5/2023
Project : 230505
Project Name : LCBRA/FY22 Grant Community Outreach/Programmatic Activities
Bill Term : BT1

For Professional Services Rendered Through 3/31/2023

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	6,000.00	5,957.50	632.50	42.50	590.00
Rate Labor		590.00			
			Current Billings		590.00
			Amount Due This Bill		<u>590.00</u>

Total Fee : 6,000.00
To Date Billings : 632.50
Total Remaining : 5,367.50

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BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

2.00

105.0000

210.00

Senior Hydrogeologist

Jeffrey Hawkins

2.25

150.0000

337.50

Staff Environmental Specialist

Logan Mulholland

0.50

85.0000

42.50

Total Rate Labor

590.00

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

590.00

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

590.00

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 : 422204
 Invoice Date : 4/5/2023
 Project : 230504
 Project Name : LCBRA/Bluebird Redevelopment
 Project/Leland, MI
 Bill Term : BT1

For Professional Services Rendered Through 3/31/2023

WO3

		Billings				
		Fee	Available	To Date	Previous	Current
BP - Brownfield Plan (Task 3)		5,000.00	4,872.50	1,184.70	127.50	1,057.20
Rate Labor	1,053.75					
Expenses	3.45					
				Current Billings		<u>1,057.20</u>
				Amount Due This Bill		<u><u>1,057.20</u></u>

Total Fee : 5,000.00
 To Date Billings : 1,184.70
 Total Remaining : 3,815.30

**PREPARED &
 PROOFED BY**
Jay
VERIFIED BY

BP - Brownfield Plan (Task 3)

Rate Labor

Class / Employee

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist			
Therese Searles	4.75	105.0000	498.75
Senior Hydrogeologist			
Jeffrey Hawkins	2.00	150.0000	300.00
Staff Environmental Specialist			
Logan Mulholland	3.00	85.0000	255.00
			Total Rate Labor
			1,053.75

Expenses

Account / Vendor

	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
Miscellaneous			
Logan Mulholland	3.00	1.15	3.45
			Total Expenses
			3.45

Total Bill Task: BP - Brownfield Plan (Task 3)

1,057.20

Total Project: 230504 - LCBRA/Bluebird Redevelopment Project/Leland, MI

1,057.20



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



DANIEL EICHINGER
ACTING DIRECTOR

April 4, 2023

VIA EMAIL

Trudy Galla, Planning Director & Director
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, Michigan 49682
tgalla@leelanau.gov

PREPARED &
PROOFED BY
dy
VERIFIED BY

Dear Trudy Galla:

SUBJECT: Brownfield Redevelopment Loan Payment
Leelanau Residential Development
Tracking number: 2008-1083

The county of Leelanau received a Brownfield Redevelopment Loan (BRL) award for \$1,000,000 from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), for the Leelanau Residential Development project on May 9, 2008. The contract was executed on June 2, 2008. A total of \$512,322.54 was disbursed, and as per the attached amortization schedule, a balance of \$266,342.10 remains.

As per Amendment #6 of the loan, BRL payment is due annually on or before June 2nd of each year and ending on June 2, 2033. Attached is an amortization schedule, which includes the annual balance and interest due.

Please remit payment, **along with a copy of this letter**, in the amount of **\$25,000.00** by check made payable to: **"State of Michigan."** Failure to attach this letter can result in your payment being lost or incorrectly applied to another account. If you need to remit via Electronic Funds Transfer (EFT), please contact us for further instructions **prior** to sending the payment.

Regular Mail:

Cashier's Office for Department of
Environment, Great Lakes, and Energy
Michigan Department of Transportation
Accounting Services Center
P.O. Box 30657
Lansing, MI 48909-8157

Overnight or Express Mail:

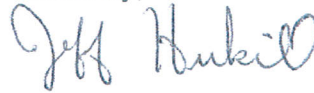
Cashier's Office for Department of
Environment, Great Lakes, and Energy
Michigan Department of Transportation
Accounting Services Center
Van Wagoner Building, 1st Floor West
425 West Ottawa
Lansing, MI 48933

*****PLEASE DO NOT SEND PAYMENTS TO EGLE DISTRICT OFFICES*****

Hot Key	Location	Amount	
BRLP	6830	\$24,334.14	Principal
BRLI	6830	\$665.86	Interest

Thank you for your cooperation. If you should have any questions, please feel free to contact me.

Sincerely,



Jeff Hukill
Remediation and Redevelopment Division
517-242-9276
HukillJ@Michigan.gov

Attachment

cc: Lori Carter, MDOT
Madeleine Schmitt, MDOT
Joseph Finkbeiner, MDOT
Carrie Geyer, EGLE
Mark Kussro, EGLE
Aaron Assmann, EGLE
File #2008-1083

2008-1083 Leelanau County - Leelanau Residential Development Project #431834

Compound period Annual Revised Interest Rate as of 6/20 payment
 Annual rate 2.0000% 0.25%
 Loan Award \$ 1,000,000
 Loan Execution 06/02/08

PMT #/ Descr.	Transaction Date	Interest	Principal	Unspent Loan Funds	Total Payment Amount	Principal Balance	
Draw #1 W8208195	6/11/2008		6,900.00			6,900.00	
Draw #2 W8209128	7/8/2008		77,717.00			84,617.00	
Draw #3 W8210812	8/26/2008		15,500.00			100,117.00	
Draw #4 W9200015	10/7/2008		256,392.50			356,509.50	
Draw #5 W9204104	2/23/2009		26,075.00			382,584.50	
Draw #6 W9208030	6/22/2009		9,062.00			391,646.50	
Draw #7 W9209915	8/17/2009		41,500.00			433,146.50	
Draw #8 W9210797	9/11/2009		146,245.00			579,391.50	
Draw #9 W9211114	9/21/2009		10,000.00			589,391.50	
Draw #10 W0200394	10/30/2009		46,845.00			636,236.50	
Draw #11 W1303351	11/16/2010		183,168.00			819,404.50	
Return of Unspent Funds	4/23/2013			293,624.01	293,624.01	525,780.49	
Return of Unspent Funds	2/27/2019	224.35		13,457.95	13,682.30	512,322.54	
	1	06/02/13	0.00	52,669.77	0.00	473,110.72	Paid ✓
	2	06/02/14	9,731.37	42,938.40	0.00	430,172.32	✓
	3	06/02/15	8,872.61	43,797.16	0.00	386,375.16	✓
		06/02/16	0.00	0.00	0.00	386,375.16	} Paid
Payments paused 2016-2018		06/02/17	0.00	0.00	0.00	386,375.16	
		06/02/18	0.00	0.00	0.00	372,917.21	
	4	06/02/19	7,458.34	33,936.18	0.00	338,981.03	✓
	5	06/02/20	847.45	24,152.55	0.00	314,828.49	✓
	6	06/02/21	787.07	24,212.93	0.00	290,615.56	✓
	7	06/02/22	726.54	24,273.46	0.00	266,342.10	✓
Next Payment Due	8	06/02/23	665.86	24,334.14	0.00	242,007.96	
	9	06/02/24	605.02	24,394.98	0.00	217,612.98	
	10	06/02/25	544.03	24,455.97	0.00	193,157.01	
	11	06/02/26	482.89	24,517.11	0.00	168,639.90	
	12	06/02/27	421.60	24,578.40	0.00	144,061.50	
	13	06/02/28	360.15	24,639.85	0.00	119,421.65	
	14	06/02/29	298.55	24,701.45	0.00	94,720.20	
	15	06/02/30	236.80	24,763.20	0.00	69,957.00	
	16	06/02/31	174.89	24,825.11	0.00	45,131.89	
	17	06/02/32	112.83	24,887.17	0.00	20,244.71	
	18	06/02/33	50.61	20,244.71	0.00	0.00	
			32,376.61	512,322.54	0.00	544,699.15	