

**NOTICE OF MEETING**

A Regular Meeting of the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** will be held at 10:00 a.m. on **Tuesday, October 15, 2024** (or immediately following the Land Bank Authority meeting, whichever is later) in the Leelanau County Government Center – 1<sup>st</sup> floor.

**DRAFT AGENDA**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENT**

**DIRECTOR COMMENTS**

**CONSIDERATION OF AGENDA**

**CONFLICT OF INTEREST**

**CONSIDERATION OF SEPTEMBER 17, 2024 MEETING MINUTES** *pgs. 2-4*

**CONSENT AGENDA**

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

- a. Fishbeck – General Consulting and TIF Management *pgs. 5-6*
- b. Fishbeck – EPA Assessment Grant *pgs.7-12*

**OLD BUSINESS**

**NEW BUSINESS**

- 1. Fishbeck Work Order #9 GES (General Services) *pgs. 13-14*
- 2. Fishbeck -
  - a) Two Peas Brownfield Tax Increment Revenue *pgs.15-17*
  - b) GTRAC Brownfield Tax Increment Revenue *pgs. 18-21*
  - c) West Bay/West Shore Brownfield Plan Termination *pgs. 22-24*
- 3. Any other business

**FINANCIALS**

- 1. Claims & Accounts \$1,235.00 *pgs. 25-31*
- 2. Trial Balance/Revenue & Expense Report *pgs. 32-34*

**CORRESPONDENCE/COMMUNICATION ITEMS**

**PUBLIC COMMENT**

**DIRECTOR COMMENTS**

**MEMBER / CHAIRPERSON COMMENTS**

**ADJOURN**

<b><u>Members</u></b>
Dan Heinz-Chairman
Rick Foster-Vice Chair
David King/Treasurer
Gwenne Allgaier
T. Eftaxiadis
Richard Lewis
<i>1 vacancy</i>
<b><u>Director</u></b>
Gail Myer

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, September 17, 2024 at the Leelanau County Government Center.**

**CALL TO ORDER**

Meeting was called to order at 10:01 am by Chairman Heinz who led the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** G. Allgaier, T. Eftaxiadis, R. Foster, D. Heinz, R. Lewis

**Members Absent:** D. King  
(prior notice)

**Staff Present:** G. Myer, Planning Director, J. Herman, Senior Planner

**Public Present:** A. Campbell, C. Hartesvelt, T. Searles, J. Stimson, T. Wessell

**PUBLIC COMMENT**

Stimson briefly mentioned that HomeStretch is raising funds for the rehabilitation of the Provemont Pines Condominium. Heinz said he would add this topic to the agenda for discussion.

**DIRECTOR COMMENTS-** None.

**CONSIDERATION OF AGENDA**

Heinz added “New Business” “Item #1” “Provemont Pines” and “Item #2” “Outreach on EPA Assessment Grant”.

*Motion by Foster, seconded by Allgaier, to approve the agenda as amended. Motion carried 5-0.*

**CONFLICT OF INTEREST** – None.

**CONSIDERATION OF AUGUST 20, 2024 MINUTES**

*Motion by Eftaxiadis, seconded by Foster, to approve the minutes as presented. Motion carried 5-0.*

**CONSENT AGENDA**

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

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

**OLD BUSINESS-** None.

## **NEW BUSINESS**

### **Provemont Pines**

Heinz stated that Stimson came to the Leelanau County Land Bank Authority (LCLBA) meeting this morning and it was suggested that he bring the issue of funding for the repairs to this board for consideration of a potential brownfield plan. Stimson explained that MI State Housing Development Authority (MSHDA) will award HomeStretch with \$58,000.00 if they match \$58,000.00 for rehabilitation for the Provemont Pines Condominium. They have identified \$110,000.00 in rehabilitation and so far, they have received a \$15,000.00 donation from a local organization. Stimson continued, stating that there has been deferred maintenance that has gone 8-10 years which includes fogged windows, broken asphalt, cracked concrete patios, deteriorating decks, etc. Stimson asked the LCBRA for the potential of a brownfield plan to come up with the balance of \$45,000.00.

Stimson gave a brief history between HomeStretch and Leelanau Resources for Economical and Accessible Community Housing (REACH). He said HomeStretch was co-applicants in 2005 and once the grant was secured then Leelanau REACH took over the development. HomeStretch was later assigned 51% control of all decisions and voting rights.

Searles said if it is potentially a housing brownfield plan and there are housing development activities that can be reimbursed, then that will move the project forward. She suggested HomeStretch fill out the LCBRA Part I and Part II Applications so Fishbeck can prepare a work order for next month's meeting.

***Motion by Eftaxiadis, seconded by Allgaier, to authorize Fishbeck to evaluate the possibility of a Brownfield Plan for Provemont Pines. Motion carried 5-0.***

### **EPA Assessment Grant**

Searles said there has been a lull because they have not received any new applications so they are not using the funds. Heinz suggested doing community outreach for potential environmental concerns. Eftaxiadis suggested they concentrate on spending what they have instead of applying for more grants.

Discussion ensued on possible ways for community outreach. Myer and Searles will work together on community outreach.

## **FINANCIALS**

**Claims & Accounts** - \$1,082.18

***Motion by Allgaier, seconded by Eftaxiadis, to approve Claims & Accounts in the amount of \$1,082.18. Motion carried 5-0.***

### **Trial Balance/Revenue & Expense Report**

Heinz briefly explained that the cash and cash money market account has about \$78,000.00 that is "restricted money" consisting of mostly unspent Tax Increment Financing (TIF) receipts awaiting Fishbeck's and/or the LCBRA's determination to pay back to the County. They also

approved the Revolving Loan Fund (RLF) that has \$4,400.00 that is restricted for certain use. They still have about \$128,000.00 of unrestricted money that they can use for brownfield related items. Heinz concluded that the LCBRA is in a good position.

**CORRESPONDENCE/COMMUNICATION ITEMS-** None.

**PUBLIC COMMENT-** None.

**DIRECTOR COMMENTS-** None.

**MEMBER / CHAIRPERSON COMMENTS**

(Lewis left the meeting at 10:36 am)

Allgaier was glad to see that the Electric Vehicle (EV) Chargers are in at the Empire Schoolhouse. Searles said the owner would like to move forward with a brownfield plan but they are looking for local support from the Village of Empire. As for the Old Lumberyard Empire project, Searles has not heard back from Collins on moving forward with a brownfield plan.

**ADJOURN**

Meeting adjourned at 10:41 am.

DRAFT

## Memo

**TO:** Leelanau County Brownfield Redevelopment Authority  
**FROM:** Therese Searles, Fishbeck  
**DATE:** October 15, 2024  
**RE:** General Consulting and TIR Management Monthly Updates and Invoices

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

Please find attached several items for your consideration:

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

**Update:**

Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. *There is no invoice for consideration this month.*

**Project Invoices for Consideration:**

N/A

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

**Update:**

The LCBRA has engaged Fishbeck to manage the tracking of tax increment collection and reimbursement associated with the LCBRA's existing brownfield plans by updating and sending out Statement of Account twice a year to coincide with tax collection periods. Reimbursement Analysis will also be updated for the LCBRA twice a year. Fishbeck also assisted the LCBRA with Annual Reporting through the MEDC online portal in August of 2024. *MEDC has indicated that all portal reports (2023 reporting year) have been reviewed and the LCBRA is in compliance for reporting requirements.* Disbursement Memos were prepared and are included in this month's meeting materials for consideration on the Two Peas and GTRAC projects. A Memo was also prepared for West Shore detailing the County Board of Commissioners action to terminate the West Bay/West Shore Brownfield Plan.

*Activities included in this month's invoice were related to review of TIF checks received, updates to the Statements of Account and edits to the West Shore Annual Report.*

**Project Invoices for Consideration:**

Invoice #443446 (\$333.50)



## Memo

**TO:** Leelanau County Brownfield Redevelopment Authority

**FROM:** Therese Searles, Fishbeck

**DATE:** October 15, 2024

**RE:** FY22 EPA Grant Updates and Invoices

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

### 1. Community Outreach and Programmatic

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

*Fishbeck and the Brownfield Director have discussed community outreach ideas, including setting up “coffee hours”. The Brownfield Director has reached out to Centerville and Cleveland townships and the Village of Empire (all Target Areas of the grant). The intent is to set up meetings with the local jurisdiction representatives and informed citizens to discuss grant funding available and determine potential project sites. Communications with Larry Mawby also indicates that an updated application from Peninsula Housing is anticipated at the end of 2024 or early 2025 as he finalizes project details. Activities included in this month’s invoice for consideration include preparing meeting materials, community outreach planning discussions, and updates to ACRES.*

#### Project Invoices for Consideration:

Invoice #443447 (\$630.50).

### 3. Former Empire Schoolhouse Restoration Project - Empire, MI

Project No: 240201 – W.O. # 8

#### Update:

Joe and Elizabeth Van Esley have submitted a project application for the LCBRA’s consideration requesting support for the redevelopment of the former Empire Schoolhouse. The project site consists of two parcels (041-300-036-00 and 041-300-049-00) located in the Village of Empire. The Van Esleys plan a historic restoration of the property with a multi-use community center, coffee shop, and DC fast charging station. The LCBRA board took action in June to move forward with pursuing a Brownfield Plan as tax increment modeling, based on initial costs received from the developer, and future taxable value estimates established through the local assessor, indicate that sufficient TIF would be generated to reimburse eligible costs. The development team has met with MEDC to discuss potential support of the project. A follow up meeting was held with the development team, Gail Myer,

and Fishbeck. Final project considerations, including scope and budget, are still being determined. *Gail Myer and Fishbeck will be engaging the Village of Empire to assess local support. However, the development team has indicated that project cost estimates are not yet finalized and will be available in November. There is one invoice for consideration this month related to the brownfield evaluation.*

Project Invoices for Consideration:

Invoice #443452 (\$271.00).



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

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
			<b>Initial Grant Award</b>	\$ 250,000.00					
County		4	Personnel - Initial Budget	\$ 4,000.00			\$ -		
			Budget Amendment	\$ (1,609.53)					
			Amended Personnel Budget	\$ 2,390.47				\$ 2,390.47	
County		4	Travel - Initial Budget	\$ 3,000.00		BF Conference Aug. 2022	\$ 1,469.17		
			Budget Amendment	\$ 1,609.53		BF Conference Aug. 2023	\$ 750.00		
			Amended Travel Budget	\$ 4,609.53		BF Conference Aug. 2023	\$ 2,390.36	\$ -	
County		4	Supplies	\$ -					
County		4	Other	\$ -			\$ -		
			County Subtotal	\$ 7,000.00	<b>County Subtotal</b>		\$ 4,609.53	<b>County Subtotal</b>	\$ 2,390.47
			Task 1: Phase I ESA	\$ 33,000.00		Task 1: Phase I ESA	\$ 17,309.40	\$ 15,690.60	
			Task 2: Phase II ESA	\$ 176,000.00		Task 2: Phase II ESA	\$ 63,553.49	\$ 112,446.51	
			Task 3: Brownfield Plans	\$ 28,000.00		Task 3: Brownfield Plans	\$ 8,182.00	\$ 19,818.00	
			Task 4: Community Outreach	\$ 6,000.00		Task 4: Community Outreach	\$ 13,373.95	\$ (7,373.95)	
			Total Contractual - Fishbeck	\$ 243,000.00		<b>Total</b>	\$ 102,418.84	\$ 140,581.16	
<b>230506</b>	<b>1</b>	<b>2</b>	<b>QAPP</b>	<b>\$ 3,000.00</b>	Invoice Total	423193 5/4/2023	\$ 3,000.00		<b>X</b>
					Project Subtotal		\$ 3,000.00	Project Subtotal Remaining	\$ -
<b>230506</b>	<b>1</b>	<b>2</b>	<b>QAPP Annual Updates</b>	<b>\$ 1,200.00</b>	Invoice Total	433685 2/13/2024	\$ 486.48		
						434693 3/12/2024	\$ 135.00		
						435826 4/10/2024	\$ 180.00		
						436932 5/13/2024	\$ 67.56		
						437984 6/10/2024	\$ 330.96		
					Project Subtotal		\$ 1,200.00	Project Subtotal Remaining	\$ -
<b>230505</b>	<b>2</b>	<b>4</b>	<b>Community Outreach and Programmatic</b>	<b>\$ 6,000.00</b>	Invoice Total	421223 3/13/2023	\$ 42.50		
			Amendment No. 1 (11-21-2023)	\$ 5,000.00		422203 4/5/2023	\$ 590.00		
			Amendment No. 2	\$ 7,000.00		423196 5/4/2023	\$ 1,315.25		
				<b>\$ 18,000.00</b>		424161 6/8/2023	\$ 660.25		
						425211 7/6/2023	\$ 793.50		
						426201 8/2/2023	\$ 989.25		
						427527 9/7/2023	\$ 472.00		
						428409 10/5/2023	\$ 606.50		
						430406 11/9/2023	\$ 530.75		
						431437 12/7/2023	\$ 619.50		
						432671 1/8/2024	\$ 515.75		
						433692 2/13/2024	\$ 985.00		
						434701 3/12/2024	\$ 708.00		
						435831 4/10/2024	\$ 472.00		
						436944 5/13/2024	\$ 993.50		
					County Expense	9/1/2023	\$ 133.70		
						437987 6/10/2024	\$ 540.50		
						439231 7/9/2024	\$ 549.00		
					Invoice Total	441188 8/13/2024	\$ 799.50		
					Invoice Total	442357 9/11/2024	\$ 427.00		
					<b>Invoice Total</b>	<b>443447*</b>	<b>10/9/2024</b>	<b>\$ 630.50</b>	
					Project Subtotal		\$ 13,373.95	Project Subtotal Remaining	\$ 4,626.05
<b>230504</b>	<b>3</b>	<b>1,2,3</b>	<b>Bluebird Redevelopment Project</b>	<b>\$ 35,300.00</b>	Invoice Total	421224 3/13/2023	\$ 127.50		
			Reallocated project budget	\$ (5,300.00)		422204 4/5/2023	\$ 1,057.20		
				<b>\$ 30,000.00</b>		423197 5/4/2023	\$ 1,458.50		
						424160 6/8/2023	\$ 8,661.32		
						425223 7/6/2023	\$ 5,988.89		
						426202 8/2/2023	\$ 2,315.50		
						427528 9/7/2023	\$ 3,763.00		
						428410 10/5/2023	\$ 2,876.55		
					Project Subtotal		\$ 26,248.46	Project Subtotal Remaining	\$ 3,751.54

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

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
			Initial Grant Award	\$ 250,000.00					
<b>230504</b>	3	3	Brownfield Plan	\$ 5,000.00	Invoice Breakdown				
			Amended Budget	\$ 2,000.00	421224	3/13/2023	\$ 127.50		
				\$ 7,000.00	422204	4/5/2023	\$ 1,057.20		
					423197	5/4/2023	\$ 193.50		
					424160	6/8/2023	\$ 600.25		
					425223	7/6/2023	\$ 195.00		
					426202	8/2/2023	\$ 841.50		
					427528	9/7/2023	\$ 1,660.50		
					428410	10/5/2023	\$ 2,324.55		
					Phase Subtotal		\$ 7,000.00	Phase Subtotal Remaining	\$ -
	3-A# 1	1	Phase I ESA	\$ 3,000.00	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	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				
	3-A# 1	2	Phase II ESA (Conceptual)	\$ 15,300.00	425233	7/6/2023	\$ 176.00		
			Reallocated budget	\$ (7,300.00)	426202	8/2/2023	\$ 1,474.00		
				\$ 8,000.00	427528	9/7/2023	\$ 2,102.50		
					428410	10/5/2023	\$ 552.00		
					Phase Subtotal		\$ 4,304.50	Phase Subtotal Remaining	\$ 3,695.50
<b>231190</b>	4	1	Centerville Township Dump Site	\$ 3,000.00	425224	7/6/2023	\$ 198.00		X
					426203	8/2/2023	\$ 2,802.00		
					Project Subtotal		\$ 3,000.00	Project Subtotal Remaining	\$ -
		1	Phase I ESA	\$ 3,000.00	Invoice Breakdown				
					425224	7/6/2023	\$ 198.00		
					426203	8/2/2023	\$ 2,802.00		
					Phase Subtotal		\$ 3,000.00	Phase Subtotal Remaining	\$ -
<b>231191</b>	5	2	Peninsula Housing-980 Herman Rd, Suttons Bay	\$ 13,100.00	425225	7/6/2023	\$ 257.00		
					426204	8/2/2023	\$ 294.50		
					427529	9/7/2023	\$ 8,738.12		
					428411	10/5/2023	\$ 1,439.90		
					430407	11/9/2023	\$ 777.00		
					Project Subtotal		\$ 11,506.52	Project Subtotal Remaining	\$ 1,593.48
					Invoice Breakdown				
		2	Pre-Demolition HMI	\$ 13,100.00	525225	7/6/2023	\$ 257.00		
					426204	8/2/2023	\$ 294.50		
					427529	9/7/2023	\$ 8,738.12		
					428411	10/5/2023	\$ 1,439.90		
					430407	11/9/2023	\$ 777.00		
					Phase Subtotal		\$ 11,506.52	Phase Subtotal Remaining	\$ 1,593.48

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

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task		Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
			Initial Grant Award	\$ 250,000.00					
240201	8	2,3	Former Empire Schoolhouse Restoration Project	\$ 6,000.00	Invoice Total	433693 2/13/2024	\$ 900.50		
					Invoice Total	434703 3/12/2024	\$ 2,315.50		
					Invoice Total	435832 4/10/2024	\$ 88.00		
					Invoice Total	436948 5/13/2024	\$ 140.50		
					Invoice Total	437989 6/10/2024	\$ 418.00		
					Invoice Total	441190 8/13/2024	\$ 61.00		
					Invoice Total	442359 9/11/2024	\$ 122.00		
					<b>Invoice Total</b>	<b>443452* 10/9/2024</b>	<b>\$ 271.00</b>		
					Project Subtotal		\$ 4,316.50	Project Subtotal Remaining	\$ 1,683.50
					Invoice Breakdown				
		2	Eligibility	\$ 500.00	Eligibility	433693 2/13/2024	\$ 356.50	Phase Subtotal Remaining	\$ 143.50
					Phase Subtotal		\$ 356.50		
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433693 2/13/2024	\$ 544.00		
						434703 3/12/2024	\$ 2,114.00		
						437989 6/10/2024	\$ 120.00		
							\$ 2,778.00	Phase Subtotal Remaining	\$ 222.00
		3	Brownfield Evaluation	\$ 2,500.00	Browfield Evaluation	434703 3/12/2024	\$ 201.50		
						435832 4/10/2024	\$ 88.00		
						436948 5/13/2024	\$ 140.50		
						437989 6/10/2024	\$ 298.00		
						441190 8/13/2024	\$ 61.00		
						442359 9/11/2024	\$ 122.00		
						443452 10/6/2024	\$ 271.00		
							\$ 1,182.00	Phase Subtotal Remaining	\$ 1,318.00
232213	7	1,2	Empire Downtown Revitization/Former Empire Lumberyard	\$ 42,100.00	Invoice Total	433690 2/13/2024	\$ 2,727.50		
					Invoice Total	434697 3/12/2024	\$ 13,345.47		
					Invoice Total	435829 4/10/2024	\$ 8,459.74		
						436938 5/13/2024	\$ 7,431.30		
					Project Subtotal		\$ 31,964.01	Project Subtotal Remaining	\$ 10,135.99
					Invoice Breakdown				
		1	Eligibility and Phase I ESA	\$ 3,500.00	Eligibility/Phase I ESA	433690 2/13/2024	\$ 1,536.50		
						434697 3/12/2024	\$ 1,963.50	Phase Subtotal Remaining	\$ -
					Phase Subtotal		\$ 3,500.00		
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433690 2/13/2024	\$ 382.00		
						434697 3/12/2024	\$ 920.50		
						435829 4/10/2024	\$ 66.00		
						436938 5/13/2024	\$ 147.50		
					Phase Subtotal		\$ 1,516.00	Phase Subtotal Remaining	\$ 1,484.00
		2	Hazardous Materials Inspections	\$ 15,600.00	HMI	433690 2/13/2024	\$ 809.00		
						434697 3/12/2024	\$ 9,933.47		
						435829 4/10/2024	\$ 3,415.50		
					Phase Subtotal		\$ 14,157.97	Phase Subtotal Remaining	\$ 1,442.03
		2	Phase II ESA (Conceptual)	\$ 20,000.00	Phase II ESA	434697 3/12/2024	\$ 528.00		
						435829 4/10/2024	\$ 4,978.24		
						436938 5/13/2024	\$ 7,283.80		
					Phase Subtotal		\$ 12,790.04	Phase Subtotal Remaining	\$ 7,209.96

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

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining		
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount		Total	Project Complete
			Initial Grant Award	\$ 250,000.00						
232214	6	1	Four Land Bank Parcels	\$ 12,800.00	Invoice Total	433686	2/13/2024	\$ 3,326.00		X
					Invoice Total	434694	3/12/2024	\$ 2,996.90		
					Invoice Total	435827	4/10/2024	\$ 1,486.50		
					Project Subtotal			\$ 7,809.40	Project Subtotal Remaining	\$ 4,990.60
					Invoice Breakdown					
		1	Eligibility and Phase I ESAs	\$ 12,800.00	Eligibility/Phase I ESA	433686	2/13/2024	\$ 3,326.00		
						434694	3/12/2024	\$ 2,996.90		
						435827	4/10/2024	\$ 1,486.50		
					Phase Subtotal			\$ 7,809.40	Phase Subtotal Remaining	\$ 4,990.60
			Approved Project Budgets Subtotal	\$ 134,500.00	Invoice Total			\$ 102,418.84	Budgets Remaining	\$ 26,781.16
			Estimated Contractual Budget Remaining	\$ 108,500.00	Actual Contractual Budget Remaining and un-invoiced			\$ 140,581.16		
			Project Budgets Returned						Check	\$ 243,000.00
230504	3	2	Bluebird Redevelopment Project	\$ 5,300.00						
				\$ -						
			Available Contractual Budget Remaining	\$ 113,800.00						
			Notes:							

## Work Order

Applicable to Agreement for Services Dated February 21, 2023

Work Order Number 9 Dated October 15, 2024

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:** Provemont Pines Condominium Rehabilitation Project – Lake Leelanau, MI: Brownfield Plan Evaluation

**Funding Source:** FY22 EPA Brownfield Assessment Grant

**Grant Work Plan Reference:** Task 3: Brownfield Plans

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

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

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

Jeffrey C. Hawkins  
Name of Firm (FISHBECK)

269.342.1100/jhawkins@fishbeck.com  
Phone & Email

Dan Heinz, LCBRA Chair  
Name (Client)

231.256.9812  
Leelanau County Planning Department Phone

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

ACCEPTED AND AGREED TO:

LCBRA  
(CLIENT – Name & Signature)

\_\_\_\_\_  
(FISHBECK – Representative Name & Signature)

Date \_\_\_\_\_

Date \_\_\_\_\_

## Scope of Services

Homestretch has indicated they will be submitting a project application for the LCBRA’s consideration requesting support for the rehabilitation of the Provemont Pines Condominiums. The project site is located in the Village of Lake Leelanau in Leland Township. Fishbeck is not aware of any previous environmental assessment completed to date on the site. Jon Stimson of Homestretch has informed the LCBRA board that deferred maintenance on the development includes fogged windows, broken asphalt, cracked concrete patios, deteriorating decks, etc. Homestretch has received some funding through MSHDA. However, the request is for the LCBRA to consider a Brownfield Plan to cover the identified \$45,000 budget shortfall from the anticipated \$110,000 rehabilitation needs. In September the LCBRA board determined they were supportive of moving forward with a feasibility study to determine if a brownfield plan would be an appropriate tool for this project. Concurrent with the LCBRA’s evaluation of the project application, Fishbeck has prepared this Work Order for consideration and proposes a Brownfield Plan evaluation.

## Brownfield Plan Evaluation

If the project application is approved, the first step to utilizing USEPA assessment grant funds is obtaining site eligibility. Fishbeck will prepare an eligibility demonstration for the Brownfield Director to submit to the USEPA. Brownfield Plan evaluation activities are included in this work order to determine if the property will qualify as “housing property” and the proposed rehabilitation activities will qualify as “housing development activities” to determine eligibility under Act 381, work with the village assessor to determine anticipated Future Taxable Value and run TIF modeling to determine if tax increment will be created as a result of the rehab activities, and communicate with the Village of Lake Leelanau to determine if there is local support for a potential Brownfield Plan. After the evaluation is complete, and if sufficient tax increment is anticipated to be available, the LCBRA may consider preparation of a Brownfield Plan to allow for the reimbursement of eligible activities needed to rehab the property. If desired, preparation of a Brownfield Plan would be covered in a subsequent work order.

## Deliverables

After the Brownfield Plan evaluation activities are complete, Fishbeck will prepare a memorandum of findings to include TIF modeling and whether preparation of a Brownfield Plan may be an appropriate tool for the project.

## Schedule

Eligibility documentation will be prepared within one week of receiving authorization to proceed. EPA requires 10–14 business days to conduct their review. Once eligibility is received, Brownfield Plan evaluation activities can commence. Engagement with the developer, Village officials and assessor, and preparation of TIF modeling is anticipated to take four weeks. One additional week will be needed to prepare the Memorandum of findings.

## 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.

Eligibility.....	\$ 500
Brownfield Plan Evaluation.....	\$ 2,500
<b>Total Estimated Project Costs.....</b>	<b>\$ 3,000</b>

# Memo

**TO:** Leelanau County Brownfield Redevelopment Authority

**FROM:** Logan Mulholland, Brownfield Project Analyst  
Therese Searles, Senior Brownfield Specialist

**DATE:** October 7, 2024 **PROJECT NO.:** 230507

**RE:** Two Peas Brownfield Tax Increment Revenue – Summer 2024 Capture

A Brownfield Plan was adopted on December 20, 2016. There is not an approved Work Plan for the project, however, the LCBRA has incurred significant pre-approved environmental costs. Since this plan was approved after 01/01/2013, the BRA is required to pay 50% of the State Education Tax (SET) capture to the State Brownfield Redevelopment Fund (SBRF).

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

TIR Received to Date	Total Reimbursed to Leelanau County BRA	Total Reimbursed to SBRF*	Summer 2024 TIR Available
\$12,994.97	\$10,087.26	\$708.08	\$2,199.64

*\*Inclusive of 2019 – 2023 SBRF Payment*

The LCBRA has been reimbursed \$10,087.26 and has a remaining balance of \$19,822.24. There are no other outstanding obligations, debt, or eligible activities to reimburse. There is no approved reimbursement agreement between the LCBRA and the developer; therefore, no disbursement of TIF will be made to the developer on this project.

All anticipated 2024 Summer tax increment revenues have been received.

**RECOMMENDATION:**

- Fishbeck recommends that \$167.40 (half of the Summer 2024 SET capture) be reserved for the SBRF Payment. An invoice will be generated, likely due in September of 2025 based on the completion of the Michigan Economic Development Corporation (MEDC) annual report (August 2025).
- Fishbeck recommends that the remaining \$2,032.24 of the Summer 2024 taxes are reserved for reimbursement to the LCBRA remain in the LCBRA’s operational/general fund account and be utilized how the LCBRA best deems fit. These funds are not required to be transferred into the Local Brownfield Revolving Fund (LBRF).

If you have any questions or require additional information, please contact me at 269.544.6966 or [lmulholland@fishbeck.com](mailto:lmulholland@fishbeck.com).

# Appendix 1

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**Leelanau County Brownfield Redevelopment Authority Reimbursement Analysis Review**  
 Two Peas Redevelopment  
 October 7, 2024

LCBRA			<u>State</u>	<u>Local</u>	<u>Total</u>
<b>Expenditures</b>	<i>Estimate</i>	<i>Invoiced/ Approved</i>			
Administrative Fees	\$ -	\$ -		\$ -	\$ -
Phase I ESA	\$ 4,000.00	\$ 3,854.50	\$ 2,044.81	\$ 1,809.69	\$ 3,854.50
Phase II ESA	\$ 10,000.00	\$ 9,197.29	\$ 4,879.16	\$ 4,318.13	\$ 9,197.29
BEA	\$ 1,500.00	\$ 1,800.00	\$ 954.90	\$ 845.10	\$ 1,800.00
SSDS	\$ 8,500.00	\$ 5,302.84	\$ -	\$ 5,302.84	\$ 5,302.84
Due Care Plan	\$ 4,000.00	\$ 2,796.11	\$ -	\$ 2,796.11	\$ 2,796.11
BF Plan	\$ 4,000.00	\$ 6,958.75	\$ -	\$ 6,958.75	\$ 6,958.75
<b>Subtotal LCBRA</b>	<b>\$ 32,000.00</b>	<b>\$ 29,909.49</b>	<b>\$ 7,878.87</b>	<b>\$ 22,030.62</b>	<b>\$ 29,909.49</b>
<b>Payments</b>	<b>Approved</b>	<b>Distributed</b>			
LCBRA					
	\$ 4,121.09		\$ 2,437.18	\$ 1,683.91	\$ 4,121.09
LCBRA 2021/2022	\$ 3,457.32		\$ 1,579.62	\$ 2,321.31	\$ 3,900.93
LCBRA 2023 Summer	\$ 1,785.29		\$ 1,021.11	\$ 764.18	\$ 1,785.29
LCBRA 2023 Winter	\$ 279.95		\$ -	\$ 279.95	\$ 279.95
<b>LCBRA 2024</b>	<b>\$ 2,032.24</b>		<b>\$ 1,102.50</b>	<b>\$ 929.74</b>	<b>\$ 2,032.24</b>
<b>Subtotal LCBRA</b>			<b>\$ 6,140.41</b>	<b>\$ 5,979.09</b>	<b>\$ 12,119.50</b>
<b>Remaining Balances after Payments</b>					
<b>Subtotal LCBRA</b>			<b>\$ 1,738.47</b>	<b>\$ 16,051.53</b>	<b>\$ 17,790.00</b>
<b>State Brownfield Redevelopment Fund*</b>					
State of Michigan Payment (thru 2019)	\$ 281.53				
State of Michigan Payment (2020)	\$ 106.87				
State of Michigan Payment (2021)	\$ 48.36				
State of Michigan Payment (2022)	\$ 125.42				
State of Michigan Payment (2023)	\$ 145.90				
<i>State of Michigan Payment (2024) pending</i>	<i>\$ 167.40</i>				
<i>Total</i>	<i>\$ 875.48</i>		<i>\$ -</i>		
<b>Total Remaining Balances of all Entities</b>			<b>\$ 1,738.47</b>	<b>\$ 16,051.53</b>	<b>\$ 17,790.00</b>

\*Amount updated 12/28/2022 to subtract \$24.64 of debt returned

PAYMENTS	State Tax	To State BF Fund	Local Tax	Total
Winter 2024	\$ -	\$ -	\$ -	\$ -
Summer 2024	\$ 1,269.90	\$ (167.40)	\$ 929.74	\$ 2,032.24
Winter 2023	\$ -	\$ -	\$ 279.95	\$ 279.95
Summer 2023	\$ 1,167.00	\$ (145.90)	\$ 764.18	\$ 1,785.29
Winter 2022	\$ -	\$ -	\$ 236.77	\$ 236.77
Summer 2022	\$ 984.23	\$ (125.42)	\$ 659.99	\$ 1,518.80
Village Operating 2017,18,20	\$ -	\$ -	\$ 895.31	\$ 895.31
Winter 2021	\$ -	\$ -	\$ 212.95	\$ 212.95
Summer 2021	\$ 769.17	\$ (48.36)	\$ 109.45	\$ 830.26
Winter 2020	\$ -	\$ -	\$ 206.84	\$ 206.84
Summer 2020	\$ 854.91	\$ (106.87)	\$ 242.82	\$ 990.86
TIF capture thru 2019	\$ 1,970.67	\$ (281.53)	\$ 1,441.09	\$ 3,130.23
<b>TOTAL</b>	<b>\$ 7,015.88</b>	<b>\$ (875.48)</b>	<b>\$ 5,979.09</b>	<b>\$ 12,119.50</b>

\*1/2 of SET capture to go to SBRF

\$96.64 was collected ineligibly for school debt, and \$24.59 of Fire and Res. Building millage = \$121.23 of debt millages that was returned 8/11/2021.

9/7/2021 Village Operating paid for 2017, 2018, and 2020.

2021 summer taxes have not yet been fully conveyed to the Authority, and thus only the received amount is included in this statement.

# Memo

**TO:** Leelanau County Brownfield Redevelopment Authority

**FROM:** Logan Mulholland, Brownfield Project Analyst  
Therese Searles, Senior Brownfield Specialist

**DATE:** October 7, 2024 **PROJECT NO.:** 230507

**RE:** GTRAC Brownfield Tax Increment Revenue – Summer 2024 Capture

A Brownfield Plan was adopted on August 21, 2012, and an Act 381 Work Plan was approved by the 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 the disbursement of \$6,737.79 to the Developer to reimburse their approved eligible activities.
- On November 21, 2023, the LCBRA approved the disbursement of \$9,037.77 which included \$7,037.77 to the Developer for reimbursement of their approved eligible activities, and \$2,000 reserved for reimbursement of the LCBRA’s eligible activities.
- On May 21, 2024, the LCBRA approved the disbursement of \$1,096.46 to the Developer to reimburse their approved eligible activities.

No other disbursements have been made to date.

All anticipated 2024 Summer tax increment revenues have been received. 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	2024 Summer TIR Available
\$81,593.16	\$29,155.00	\$24,673.29	\$20,540.84	\$7,224.03

*\*Inclusive of Administrative Fees (2012 – 2023).*

Leelanau County has been fully reimbursed for their eligible activities. To date, \$20,540.84 of the Developer's eligible activities have been reimbursed, with a remaining balance of \$42,806.86.

**RECOMMENDATION:**

- Fishbeck recommends that \$7,224.03 of the available Tax Increment Revenues collected for Summer 2024 be 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](mailto:lmulholland@fishbeck.com).

# Appendix 1

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**Leelanau County Brownfield Redevelopment Authority Reimbursement Analysis Review**

GTRAC  
October 7, 2024

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

Brownfield Plan Estimates			
DEQ	School	73%	\$271,509
	Local	27%	\$101,956
	<b>DEQ SUBTOTAL</b>		<b>\$373,465</b>
MEGA	School		\$179,378
	Local		\$67,359
	<b>MEGA SUBTOTAL</b>		<b>\$246,737</b>
Local Only	<b>SUBTOTAL</b>		<b>\$63,181</b>
	<b>Total Approved Eligible Costs</b>		<b>\$683,383</b>

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	
Building Demo (GTOS house parcel-10749)	\$ 15,000.00	\$ 16,505.00	\$ 11,999.14	\$ 4,505.87	\$ 16,505.00	
<b>Subtotal County (approved 3/16/21)</b>	<b>\$ 83,400.00</b>	<b>\$ 29,155.00</b>	<b>\$ 21,195.69</b>	<b>\$ 7,959.32</b>	<b>\$ 29,155.00</b>	

Payments	Approved	Distributed				
LCBRA	3/16/21	\$ 21,807.90	\$ 14,540.43	\$ 7,267.48	\$ 21,807.90	
Leelanau County	3/16/21	\$ 29,155.00	\$ 21,195.69	\$ 7,959.32	\$ 29,155.00	
LCBRA	4/19/22	\$ 865.39	\$ -	\$ 865.39	\$ 865.39	
LCBRA	11/21/23	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	
<b>Subtotal Previous Payments</b>		<b>\$ 53,828.29</b>	<b>\$ 35,736.11</b>	<b>\$ 18,092.18</b>	<b>\$ 53,828.29</b>	

Remaining Balances after Payments				State	Local	Total
<b>Subtotal LCBRA</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal County</b>	\$ -	\$ -	\$ -	\$ -	\$ -	

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	
Due Care Activities	\$ 77,500.00	\$ 2,750.00	\$ 1,999.25	\$ 750.75	\$ 2,750.00	
Additional Response Activities	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	
BRA Application fee	\$ 7,500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	
Brownfield Plan prep	\$ 49,500.00	\$ 47,097.70	\$ 33,275.08	\$ 13,822.62	\$ 47,097.70	
Interest	\$ 104,200.00	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal Developer</b>	<b>\$ 277,700.00</b>	<b>\$ 63,347.70</b>	<b>\$ 40,726.83</b>	<b>\$ 22,620.87</b>	<b>\$ 63,347.70</b>	

Non-Interest Payments	Approved	Distributed				
	4/19/2022	\$ 5,668.82	\$ 5,175.82	\$ 493.00	\$ 5,668.82	
	12/15/2022	\$ 6,737.79	\$ 5,346.57	\$ 1,391.22	\$ 6,737.79	
	11/21/2023	\$ 7,037.77	\$ 5,594.49	\$ 1,443.28	\$ 7,037.77	
	5/21/2024	\$ 1,096.46	\$ -	\$ 1,096.46	\$ 1,096.46	
		<b>\$ 7,224.03</b>	<b>\$ 5,744.00</b>	<b>\$ 1,480.03</b>	<b>\$ 7,224.03</b>	
<b>Subtotal Previous Payments</b>		<b>\$ 27,764.87</b>	<b>\$ 21,860.88</b>	<b>\$ 5,903.99</b>	<b>\$ 27,764.87</b>	

Interest	Estimate	Approved				
	\$ 104,200.00					
<b>Interest Total</b>			\$ -	\$ -	\$ -	\$ -

Developer Remaining Balances after Payments				State	Local	Total
<b>Subtotal Developer</b>			\$ 18,865.95	\$ 16,716.88	\$ 35,582.83	
<b>Total Remaining Balances of all Entities</b>			<b>\$ 18,865.95</b>	<b>\$ 16,716.88</b>	<b>\$ 35,582.83</b>	

	State Tax	To State BF Fund	Local Tax	Total
Winter 2024 Received	\$ -	\$ -	\$ -	\$ -
Summer 2024 Received	\$ 5,744.00	\$ -	\$ 1,480.03	\$ 7,224.03
Winter 2023 Received	\$ -	\$ -	\$ 1,096.46	\$ 1,096.46
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
<b>TOTAL</b>	<b>\$ 57,596.99</b>	<b>\$ -</b>	<b>\$ 23,996.17</b>	<b>\$ 81,593.16</b>

Tax Capture Year	Total Payments Completed	Total Payments Pending	Total Payments
2024	\$ -	\$ 7,224.03	\$ 7,224.03
2023	\$ 8,146.68	\$ -	\$ 8,146.68
2022	\$ 7,791.23	\$ -	\$ 7,791.23
2021	\$ 7,468.32	\$ -	\$ 7,468.32
2020	\$ 7,458.96	\$ -	\$ 7,458.96
Capture Through 2019	\$ 43,503.94	\$ -	\$ 43,503.94
<b>TOTALS:</b>	<b>\$ 74,369.13</b>	<b>\$ 7,224.03</b>	<b>\$ 81,593.16</b>

\*An additional \$664.96 was inaccurately captured for summer 2020. LCBRA approved reimbursing Elmwood Township the \$664.96 on 3/16/21. \$668.53 was inaccurately captured in 2021, \$70.99 returned 9/14/22 and \$597.54 returned via check #2115.

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## Memo

**TO:** Leelanau County Brownfield Redevelopment Authority

**FROM:** Logan Mulholland, Brownfield Project Analyst  
Therese Searles, Senior Brownfield Specialist

**DATE:** October 9, 2024 **PROJECT NO.:** 230507

**RE:** West Bay/West Shore Hotel Redevelopment Brownfield Plan

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On June 18, 2024, the LCBRA approved disbursement of the remaining unobligated Tax Increment Revenues related to the West Bay/West Shore Hotel Redevelopment Brownfield Plan and recommended that the Board of Commissioners begin the process of termination of the West Bay/West Shore Hotel Redevelopment Brownfield Plan. The reimbursement analysis spreadsheet summarizing the previous disbursements is included as Appendix 1.

On October 8, 2024 the County Board of Commissioners approved a resolution to terminate the Brownfield Plan for West Bay/West Shore Hotel Redevelopment since the project described in the West Bay/West Shore Hotel Redevelopment Brownfield Plan failed to occur within 2 years of the date of the resolution adopting the plan, March 20, 2007, or within 2 years of the date of the resolution adopting the plan amendment, June 20, 2017, and there are no outstanding obligations.

**RECOMMENDATION:**

- Fishbeck recommends that the LCBRA notifies Elmwood Township that the West Bay/West Shore Hotel Redevelopment Brownfield Plan has been terminated, and that no further tax increment revenues related to this Brownfield Plan shall be conveyed to the Authority.

If you have any questions or require additional information, please contact me at 269.544.6966 or [lmulholland@fishbeck.com](mailto:lmulholland@fishbeck.com).

# Appendix 1

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**Leelanau County Brownfield Redevelopment Authority Reimbursement Analysis Review**

West Shore Development

October 7, 2024

<b>LCBRA</b>			<u>State</u>	<u>Local</u>	<u>Total</u>
<b>Expenditures</b>	<i>Estimate</i>	<i>Invoiced/Approved</i>			
Administrative Fees	\$ 90,000.00	\$ 23,120.86	\$ -	\$ 23,120.86	\$ 23,120.86
EGL Grant	\$ 44,824.82	\$ -	\$ -	\$ -	\$ -
MDNRE Loan	\$ 2,745.08	\$ -	\$ -	\$ -	\$ -
MDNRE Loan and WP Review	\$ 1,402.25	\$ 1,402.25	\$ 1,402.25	\$ -	\$ 1,402.25
County Admin Loan	\$ -	\$ 4,665.49	\$ -	\$ 4,665.49	\$ 4,665.49
County Admin Loan	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
<b>Subtotal LCBRA</b>	<b>\$ 138,972.15</b>	<b>\$ 39,188.60</b>	<b>\$ 1,402.25</b>	<b>\$ 37,786.35</b>	<b>\$ 39,188.60</b>
<b>Payments</b>	<i>Approved</i>	<i>Distributed</i>			
	11/8/2010		\$ 1,402.25	\$ 8,715.52	\$ 10,117.77
	5/1/2012			\$ 4,665.49	\$ 4,665.49
	11/21/2023			\$ 10,000.00	\$ 10,000.00
	6/18/2024		\$ -	\$ 14,405.34	\$ 14,405.34
<b>Subtotal LCBRA</b>			<b>\$ 1,402.25</b>	<b>\$ 37,786.35</b>	<b>\$ 39,188.60</b>
<b>Remaining Balances after Payments</b>					
<b>Subtotal LCBRA</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Developer</b>			<u>State</u>	<u>Local</u>	<u>Total</u>
<b>Expenditures</b>	<i>WP Approved</i>	<i>BRA</i>			
<i>Eligible Developer Expense</i>	<i>Estimate</i>	<i>Approved</i>			
Pre-Grant/Loan Work Plan (Otwell Mawby)	\$ 61,064.54	\$ 13,570.39	\$ 13,570.39	\$ -	\$ 13,570.39
<b>Subtotal Developer</b>	<b>\$ 61,064.54</b>	<b>\$ 13,570.39</b>	<b>\$ 13,570.39</b>	<b>\$ -</b>	<b>\$ 13,570.39</b>
<b>Non-Interest Payments</b>	<i>Approved</i>	<i>Distributed</i>			
	12/3/2009		\$ 13,570.39	\$ -	\$ 13,570.39
<b>Subtotal Developer Payments</b>			<b>\$ 13,570.39</b>	<b>\$ -</b>	<b>\$ 13,570.39</b>
<b>Developer Remaining Balances after Payments (incl. interest)</b>					
<b>Subtotal Developer</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Remaining Balances of all Entities</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LBRF</b>	<i>Approved</i>	<i>Distributed</i>	<u>State</u>	<u>Local</u>	<u>Total</u>
	6/18/2024		\$ 4,462.36	\$ -	\$ 4,462.36
<b>LBRF Total</b>			<b>\$ 4,462.36</b>	<b>\$ -</b>	<b>\$ 4,462.36</b>

<b>PAYMENTS</b>	<b>State Tax</b>	<b>To State BF Fund</b>	<b>Local Tax</b>	<b>Total</b>	
Winter 2023	\$ -	\$ -	\$ 1,707.74	\$ 1,707.74	*Delq Fund
Summer 2023	\$ -	\$ -	\$ 2,267.22	\$ 2,267.22	*Delq Fund
Winter 2022	\$ -	\$ -	\$ 1,605.42	\$ 1,605.42	*Delq Fund
Summer 2022	\$ -	\$ -	\$ 2,247.29	\$ 2,247.29	*Delq Fund
Summer 2021	\$ -	\$ -	\$ 1,705.38	\$ 1,705.38	
Winter 2021	\$ -	\$ -	\$ 2,479.80	\$ 2,479.80	
County Settlement	\$ -	\$ -	\$ 1,392.09	\$ 1,392.09	**
Summer 2020	\$ -	\$ -	\$ 1,688.62	\$ 1,688.62	**
Winter 2020	\$ -	\$ -	\$ 1,126.79	\$ 1,126.79	**
TIF capture thru 2019	\$ 19,435.00	\$ -	\$ 21,566.00	\$ 41,001.00	
<b>TOTAL</b>	<b>\$ 19,435.00</b>		<b>\$ 37,786.35</b>	<b>\$ 57,221.35</b>	

Payments to date:	\$ 57,221.35
Unobligated TIR:	\$ -



**Claims & Accounts**  
15-Oct-24  
**Leelanau County Brownfield Redevelopment Authority**

- |    |  |                  |
|----|--|------------------|
| 1. | Fishbeck – Invoice #443452 – Grant (former Empire schoolhouse)<br>101.000000.801-205 Contractual | <b>\$ 271.00</b> |
| 2. | Fishbeck - Invoice #443446 - TIF Tracking and Annual Reporting<br>101.000000.801.000 Contractual | \$ 333.50        |
| 3. | Fishbeck - Invoice #443447 - Grant - Outreach<br>101.000000.801.205 Contractual                  | <b>\$ 630.50</b> |

<b>Total Claims &amp; Accounts:</b>	<b>\$ 1,235.00</b>
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<b>Total EPA Grant</b>	<b>\$901.50</b>
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**PREPARED &  
PROOFED BY**  
*AM*  
**VERIFIED BY**

**Payment Options**

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

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

**Invoice :** 443452  
**Invoice Date :** 10/9/2024  
**Project :** 240201  
**Project Name :** LCBRA/Former Empire Schoolhouse  
 Restoration Project- Empire, MI  
**Bill Term :** BT1

**For Professional Services Rendered Through 9/27/2024**

WO #8

	Fee	Available	Billings		
			To Date	Previous	Current
Elig - Eligibility	500.00	143.50	356.50	356.50	0.00
DC Plan - Due Care Planning	3,000.00	222.00	2,778.00	2,778.00	0.00
BP Eval - Brownfield Plan Evaluation	2,500.00	1,589.00	1,182.00	911.00	271.00
Rate Labor		271.00			

**Current Billings** 271.00  
**Amount Due This Bill** 271.00 ✓

**PREPARED & PROOFED BY**  
  
**VERIFIED BY**

**BP Eval - Brownfield Plan Evaluation**

**Rate Labor**

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist	1.50	122.0000	183.00 ✓
Staff Environmental Specialist	1.00	88.0000	88.00 ✓
<b>Total Rate Labor</b>			<b>271.00</b>
<b>Total Bill Task: BP Eval - Brownfield Plan Evaluation</b>			<b>271.00</b>

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

271.00



2024 SOA/RA - 2024 Statement of Account/Reimbursement

Analysis

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Senior Geologist</b>			
Therese Searles	0.75	122.0000	91.50 ✓
<b>Staff Environmental Specialist</b>			
Logan Mulholland	2.50	88.0000	220.00 ✓
<b>Total Rate Labor</b>			<b>311.50</b>

Total Bill Task: 2024 SOA/RA - 2024 Statement of Account/Reimbursement

Analysis

311.50

2024 Report - 2024 Annual Reporting (for FY 2023)

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Staff Environmental Specialist</b>			
Logan Mulholland	0.25	88.0000	22.00 ✓
<b>Total Rate Labor</b>			<b>22.00</b>

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

333.50

**Payment Options**

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

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

**Invoice :** 443447  
**Invoice Date :** 10/9/2024  
**Project :** 230505  
**Project Name :** LCBRA/FY22 Grant Community Outreach/Programmatic Activities  
**Bill Term :** BT1

**For Professional Services Rendered Through 9/27/2024**

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	18,000.00	5,390.25	13,240.25	12,609.75	630.50
Rate Labor		630.50			

**Current Billings** 630.50  
**Amount Due This Bill** 630.50 ✓

**Total Fee :** 18,000.00  
**To Date Billings :** 13,240.25  
**Total Remaining :** 4,759.75

**PREPARED & PROOFED BY**  
*[Signature]*  
**VERIFIED BY**

BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Senior Environmental Specialist</b>			
Trudy Galla	0.25	150.0000	37.50 ✓
<b>Senior Geologist</b>			
Therese Searles	4.50	122.0000	549.00 ✓
<b>Staff Environmental Specialist</b>			
Logan Mulholland	0.50	88.0000	44.00 ✓
<b>Total Rate Labor</b>			<b>630.50</b>
<b>Total Bill Task: BP - Outreach &amp; Programmatic (Task 4)</b>			<b>630.50</b>

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

630.50

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: September 30, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2024</b>				
<b>Revenues</b>				
000000-401-000 Fund balance forward	0.00	0.00	76,868.00	0.00%
000000-402-001 TIF - West Shore Crossings	0.00	3,974.96	4,000.00	99.37%
000000-402-002 TIF - Leland Residential	13,763.22	26,047.02	8,600.00	302.87%
000000-402-003 TIF - GTRAC	0.00	8,320.49	1,100.00	756.41%
000000-402-006 TIF - Two Peas	0.00	1,990.52	280.00	710.90%
000000-501-005 EPA Assessment	549.00	50,493.41	192,500.00	26.23%
000000-607-000 Application Fees	0.00	650.00	2,000.00	32.50%
000000-664-000 Interest	173.17	885.87	300.00	295.29%
000000-664-001 Interest - Savings	233.28	1,013.80	375.00	270.35%
<b>Revenues Total</b>	<b>14,718.67</b>	<b>93,376.07</b>	<b>286,023.00</b>	
<b>Expenses</b>				
000000-727-000 Office Supplies/Operating	0.00	0.00	150.00	0.00%
000000-728-000 Postage	9.68	9.68	50.00	19.36%
000000-801-000 Contractual Services	0.00	12,064.83	12,000.00	100.54%
000000-801-205 Contractual - EPA Assessment	0.00	50,006.93	192,500.00	25.98%
000000-860-000 Travel	0.00	0.00	3,800.00	0.00%
000000-900-000 Printing & Publishing	0.00	558.40	1,800.00	31.02%
000000-901-000 Legal Notice	0.00	0.00	200.00	0.00%
000000-960-000 Education	0.00	0.00	1,000.00	0.00%
000000-964-000 Refund Developer Exp - TIF	0.00	1,096.46	0.00	100.00%
000000-964-002 Refund to DTR - County Treasurer	0.00	0.00	34,950.00	0.00%
000000-965-006 TIF 3 mils to SOM	0.00	0.00	110.00	0.00%
000000-990-000 Debt Payment	0.00	25,000.00	25,000.00	100.00%
000000-995-000 County Payment	0.00	0.00	10,000.00	0.00%
000000-999-242 Transfer Out-Local LCBRA Revolving	0.00	4,462.36	4,463.00	99.99%
<b>Expenses Total</b>	<b>9.68</b>	<b>93,198.66</b>	<b>286,023.00</b>	
<b>Transfer Out-Local LCBRA Revolving</b>	<b>14,708.99</b>	<b>177.41</b>	<b>0.00</b>	
<b>Revenues Total</b>	<b>14,718.67</b>	<b>93,376.07</b>	<b>286,023.00</b>	
<b>Expenses Fund Total</b>	<b>9.68</b>	<b>93,198.66</b>	<b>286,023.00</b>	



# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: September 30, 2024

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Net (Rev/Exp)	14,708.99	177.41	0.00	
Beginning/Adjusted Balance				
199,511.42	+	YTD Revenues	YTD Expenses	Current Fund Balance
		93,376.07	93,198.66	199,688.83
		-	=	
<b>Grand Total for Revenues</b>	<b>14,718.67</b>	<b>93,376.07</b>	<b>286,023.00</b>	
<b>Grand Total for Expenses</b>	<b>9.68</b>	<b>93,198.66</b>	<b>286,023.00</b>	
<b>Grand Total Net Rev/Exp</b>	<b>14,708.99</b>	<b>177.41</b>	<b>0.00</b>	

# Trial Balance Report

Leelanau County Brownfield Authority  
Detail  
Month Ending 9/30/24

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
<b>Fund 101 General Fund</b>					
000000-001-000	Cash	83,379.63	14,485.39	1,082.18	96,782.84
000000-001-001	Cash - MMA	122,672.71	233.28	0.00	122,905.99
000000-202-000	Accounts Payable	-1,072.50	1,082.18	9.68	0.00
000000-222-000	Due to County	-20,000.00	0.00	0.00	-20,000.00
000000-390-000	Fund Balance	-199,511.42	0.00	0.00	-199,511.42
000000-402-001	TIF - West Shore Crossings	-3,974.96	0.00	0.00	-3,974.96
000000-402-002	TIF - Leland Residential	-12,283.80	0.00	13,763.22	-26,047.02
000000-402-003	TIF - GTRAC	-8,320.49	0.00	0.00	-8,320.49
000000-402-006	TIF - Two Peas	-1,990.52	0.00	0.00	-1,990.52
000000-501-005	EPA Assessment	-49,944.41	0.00	549.00	-50,493.41
000000-607-000	Application Fees	-650.00	0.00	0.00	-650.00
000000-664-000	Interest	-712.70	0.00	173.17	-885.87
000000-664-001	Interest - Savings	-780.52	0.00	233.28	-1,013.80
000000-728-000	Postage	0.00	9.68	0.00	9.68
000000-801-000	Contractual Services	12,064.83	0.00	0.00	12,064.83
000000-801-205	Contractual - EPA Assessment	50,006.93	0.00	0.00	50,006.93
000000-900-000	Printing & Publishing	558.40	0.00	0.00	558.40
000000-964-000	Refund Developer Exp - TIF	1,096.46	0.00	0.00	1,096.46
000000-990-000	Debt Payment	25,000.00	0.00	0.00	25,000.00
000000-999-242	Transfer Out-Local LCBRA Revolving	4,462.36	0.00	0.00	4,462.36
<b>Total Fund General Fund 101</b>		<b>0.00</b>	<b>15,810.53</b>	<b>15,810.53</b>	<b>0.00</b>