

**NOTICE OF MEETING**

A Regular Meeting of the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** will be held at 10:00 a.m. on **Tuesday, September 17, 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 AUGUST 20, 2024 MEETING MINUTES** *pgs. 2-5*

**CONSENT AGENDA**

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

- a. Fishbeck – General Consulting and TIF Management *pgs. 6-8*
- b. Fishbeck – EPA Assessment Grant *pgs.9-14*

**OLD BUSINESS**

**NEW BUSINESS**

**FINANCIALS**

- 1. Claims & Accounts \$1,082.18 *pgs. 15-25*
- 2. Trial Balance/Revenue & Expense Report *pgs. 26-28*

**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
1 vacancy
<b><u>Director</u></b>
Gail Myer

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, August 20, 2024 at the Leelanau County Government Center.**

**CALL TO ORDER**

Meeting was called to order at 10:05 am by Chairman Heinz who led the Pledge of Allegiance.

**ROLL CALL**

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

**Members Absent:** None.

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

**Public Present:** L. Mawby, S. Mitchell, T. Searles

**PUBLIC COMMENT-** None.

**DIRECTOR COMMENTS-** None.

**CONSIDERATION OF AGENDA**

Heinz added the following:

New Business -Item #4 - GTRAC TIF Revenue \$1,096.46

Item #5 - Outreach to New Waves Development

Financials - Item #3 Budget Amendment 24-002

Item #4 Transfer Amendment 24-001

*Motion by Eftaxiadis, seconded by Foster, to approve the agenda as amended. Motion carried 6-0.*

**CONFLICT OF INTEREST** – None.

**CONSIDERATION OF JUNE 18, 2024 MINUTES**

*Motion by King, seconded by Allgaier, to approve the minutes as presented. Motion carried 6-0.*

**CONSENT AGENDA**

Fishbeck - General Consulting and TIF Management

Fishbeck - EPA Assessment Grant

*Motion by King, seconded by Allgaier, to approve the consent agenda as presented. Motion carried 6-0.*

## OLD BUSINESS

\$35,000.00 Courthouse TIF Payment

Heinz gave a brief background history and mentioned repaying the Board of Commissioners (BOC) for the profit on the Varley sale. Hartesvelt said she had done a lot of research on this matter and found that it was a downpayment on a Land Contract that defaulted and the County got the property back. It was considered forfeited money. The property was then sold, and those proceeds went to the County Board. Hartesvelt continued, saying that the feeling among the those with a history in the building, is that the General Fund and the BOC are not expecting repayment of that downpayment because that sale fell through. However, there was a motion from a previous commissioner that it should go back to the General Fund. Hartesvelt would like to have a discussion with the BOC to present the history and see if there is any expectation of repayment.

***Motion by Lewis, seconded by Eftaxiadis, to defer any further discussion until this has been brought before the Board of Commissioners so see what their expectation is, and then bring it back to the October LCBRA meeting for consideration.***

Discussion continued.

Lewis requested that Hartesvelt prepare a report on her findings and stated that it may not happen in time for the October meeting.

***Motion amended by Lewis, seconded by Eftaxiadis, to remove the October timeframe. Motion carried 6-0.***

## NEW BUSINESS

Recommendation of new member for LCBRA Secretary/Treasurer

Heinz said John Arens resigned last week and they are now looking to fill his vacancy. There were two applications on file, Lois Bahle and Rodney Brush. Allgaier stated that Bahle is not available.

Lewis recommended advertising the vacancy to get some applicants, unless there is a rush to fill the vacant seat. Heinz pointed out the remaining term on the vacant seat is December 31, 2026.

***Motion by Eftaxiadis, seconded by Foster, to follow County policy and advertise for applications. Motion carried 6-0.***

Review/Revise Authorized Check Signers

Heinz said Arens and Foster are the current check signers on the Huntington Bank account and that they will need to notify Huntington Bank that Arens is no longer authorized. They will also need to fill the Secretary/Treasurer position and once filled, be added to the check signer list.

***Motion by Foster, seconded by Heinz, to nominate King as Secretary/Treasurer.***

Nominations were closed.

***Motion carried 6-0.***

Myer will work with Gallagher, the County Treasurer, to add King as a check signer at Huntington Bank.

Resolution of Appreciation- John Arens

*Motion by Lewis, seconded by Allgaier, to approve Resolution No. BRA2024-01 honoring Arens.*

*Roll call vote.*

*Ayes- 6 (Allgaier, Eftaxiadis, Foster, Heinz, King Lewis)*

*No- 0*

*Motion carried.*

GTRAC TIF Revenue \$1,096.46

Heinz explained that this was TIF Revenue received on January 6, 2024 and approved in May for payment. It was not paid in May, and will be added to the "Claims & Accounts" today.

Outreach to New Waves Development

Heinz explained that there was a brief discussion in the Land Bank Authority meeting regarding the seven lots that the LBA co-owns with Habitat for Humanity and the possibility that the BRA could use grant funds for Phase I ESA and a Phase II ESA on the lots if needed. Myer will reach out to Wendy Irvin of Habitat for Humanity. Eftaxiadis questioned why a Phase I assessment would be needed? Heinz thought the finance lender may require the assessment and that the BRA could assist with that if Habitat for Humanity chose to apply.

## **FINANCIALS**

**Claims & Accounts** - \$41,440.31

*Motion by Lewis, seconded by King, to approve Claims & Accounts in the amount of \$41,440.31.*

*Motion carried 6-0.*

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

Hartesvelt explained that this report showed when the County gave the BRA two original \$50,000.00 infusions when the BRA was established in 2009, and that one of these \$50,000.00 infusions was not considered an obligation because it was a capital infusion. Heinz stated the BRA makes a \$10,000.00 payment each year towards the loan.

Budget Amendment Resolution 24-002

Hartesvelt said in the last meeting the BRA talked about establishing a Local Brownfield Revolving Fund (LBRF) and in order to do that, they will need to transfer \$4,462.36 from the General Fund into the LBRF.

Searles explained that the LBRF is built into all of the approved brownfield plans. The last five years of capture typically goes into the LBRF. Searles said the BRA hasn't begun to collect these funds yet, but when they do it does not need to be a separate account. She said the monies are used for brownfield eligible activities that are not paid by the developer. She suggested the BRA develop policy guideline on how to use the funds if they did not have one already.

Lewis gave an example on how the LBRF works. Eftaxiadis said the LBRF is made up of the capture of increments past the repayment of all of the eligible expenses to the developer or any other parties. The fund does not have to be a separate account, although he recommends it administratively, so that they know what comes in from what project and where it goes out. The funds can be used in the form of payment for certain eligible activities, primarily used for Phase I, Phase II, and Brownfield Site Assessments. He continued, saying it can also be used for straight payments or the BRA has the ability to loan that money to any party. Each brownfield plan, will specify how that revolving fund will be reimbursed. However, in order to collect those additional five years, it must be spelled out in the brownfield plan that is approved by the BRA, local units of government and the BOC.

Searles said there are five brownfield plans to date and she will have to go back and check which ones have that spelled out. She gave the example of the Bluebird and explained that that plan has that capture so when they get to that point in time, those funds will be collected. After those funds are collected, they don't have anything to do with Bluebird eligible activities, and they can use those funds for anywhere in the County.

Discussion continued.

Searles said the BRA is fortunate to have an EPA assessment grant, but they will not always have that. That is the purpose of these funds so that they can create a more sustainable program to help support these projects.

***Motion by Lewis, seconded by Eftaxiadis, to approve the Budget Amendment 24-002.  
Motion carried 6-0.***

***Motion by Lewis, seconded by Allgaier, to transfer \$4,462.36 from the general ledger to a separate general ledger. Motion carried 6-0.***

(Lewis left the meeting at 11 a.m.)

Heinz mentioned that West-Shore was on the tax rolls in December of 2023 and that property taxes should have been collected for Summer and Winter of 2024. Searles said they did not receive any tax increment and that Elmwood Township has been notified that there has been talk of termination of the brownfield plan so there is no appropriate use for these funds and for the township not to send any more money.

**CORRESPONDENCE/COMMUNICATION ITEMS- None.**

**PUBLIC COMMENT- None.**

**DIRECTOR COMMENTS- None.**

### **MEMBER / CHAIRPERSON COMMENTS**

Heinz said the BOC will be opening the Public Hearing later that night for the West-Shore Brownfield Plan Termination, and then reconvened again on September 17th at 6:30 p.m. where they will take action.

### **ADJOURN**

Meeting adjourned at 11:08 AM

## Memo

**TO:** Leelanau County Brownfield Redevelopment Authority  
**FROM:** Therese Searles, Fishbeck  
**DATE:** September 17, 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. Applicable to this Agreement, Work Order Number 2-GS, an overall general services work order, dated April 18, 2023, was approved at the April LCBRA regular meeting. *Fishbeck prepared a memo in July detailing next steps for consideration of terminating the West Shore Brownfield Plan. The Brownfield Director sent a letter via certified mail on July 24, 2024 to the property owner of the West Shore property informing of the Public Hearing and Board of Commissioners meeting to be held on September 17, 2024 considering terminating the Plan. This public hearing is being pushed back to October 8, 2024 and an updated certified letter was mailed out on August 30, 2024. Activities included in this month's invoice for consideration involved reiew and communications regarding terminating the West Shore Brownfield Plan.*

#### Project Invoices for Consideration:

Invoice #442354 (\$105.50)

### 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. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2024. The 2024 Summer Statements have been finalized and the Brownfield Director has sent them to the corresponding local jurisdictions.

*Activities included in this month's invoice were related to distributing the finalized 2024 Summer Statements of Account and completion of the Annual Reporting. MEDC has indicated the all portal reports (2023 reporting year) have been reviewed and the LCBRA is in compliance for reporting requirements.*

**Project Invoices for Consideration:**

Invoice #442356 (\$418.00)





## Memo

**TO:** Leelanau County Brownfield Redevelopment Authority

**FROM:** Therese Searles, Fishbeck

**DATE:** September 17, 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.

*Efforts should continue to seek projects to utilize grant funding. Activities included in this month's invoice for consideration include preparing meeting materials. Communications with Larry Mawby also indicate that an updated application from Peninsula Housing is anticipated in the next month or so as he finalizes project details.*

#### Project Invoices for Consideration:

Invoice #442357 (\$427.00).

### 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. Concurrence with the LCBRA's determination of brownfield eligibility on the site was received by the USEPA on February 1, 2024. Due Care Planning and initial Brownfield Evaluation activities are complete. The parcel located at 10017 W. Front Street meets the definition of a "facility as defined by Part 201 of NREPA. As such, due care considerations apply. Further, as a "facility" this northern parcel meets the definition of "eligible property" as defined by Act 381. The southern parcel located on S. Lacore Road is also "eligible property" under Act 381 as it is adjacent and contiguous to the facility parcel. 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, and concurrently receiving final project considerations from the development team, before preparation of Plan documents. As we are still in the planning phase of the Brownfield Plan and budget remains, we are continuing to utilize the evaluation budget. After communication with the development team and the Village to determine local support, an amended work order will be prepared to move forward with formal preparation of a Brownfield Plan. There is one invoice for consideration this month related to the brownfield evaluation.*

Project Invoices for Consideration:

Invoice #442359 (\$122.00).

**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		\$	7,911.00	\$	20,089.00		
			Task 4: Community Outreach	\$	6,000.00	Task 4: Community Outreach		\$	12,743.45	\$	(6,743.45)		
			Total Contractual - Fishbeck	\$	243,000.00	<b>Total</b>		\$	101,517.34	\$	141,482.66		
<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			
							441188	8/13/2024	\$	799.50			
						Invoice Total			\$	799.50			
						<b>Invoice Total</b>	<b>442357*</b>	<b>9/11/2024</b>	\$	<b>427.00</b>			
						Project Subtotal			\$	12,743.45	Project Subtotal Remaining	\$	5,256.55
<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					
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		
					<b>Invoice Total</b>	<b>442359* 9/11/2024</b>	<b>\$ 122.00</b>		
					Project Subtotal		\$ 4,045.50	Project Subtotal Remaining	\$ 1,954.50
					Invoice Breakdown				
		2	Eligibility	\$ 500.00	Eligibility	433693 2/13/2024	\$ 356.50		
					Phase Subtotal		\$ 356.50	Phase Subtotal Remaining	\$ 143.50
		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	Brownfield 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		
							\$ 911.00	Phase Subtotal Remaining	\$ 1,589.00
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		\$ 3,500.00	Phase Subtotal Remaining	\$ -
		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
			<b>Initial Grant Award</b>	\$ 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			\$ 101,517.34	Budgets Remaining \$ 27,682.66
			Estimated Contractual Budget Remaining	\$ 108,500.00	Actual Contractual Budget Remaining and un-invoiced			\$ 141,482.66	Check \$ 243,000.00
			<u>Project Budgets Returned</u>						
230504	3	2	Bluebird Redevelopment Project	\$ 5,300.00					
				\$ -					
			Available Contractual Budget Remaining	\$ 113,800.00					
			Notes:						

**Claims & Accounts**  
17-Sep-24  
**Leelanau County Brownfield Redevelopment Authority**

1.	Fishbeck – Invoice #442359 – Grant (former Empire schoolhouse) 101.000000.801-205 Contractual	<b>\$ 122.00</b>
3.	Fishbeck - Invoice #442354 - Gen Services 101.000000.801.00 Contractual	\$ 105.50
5.	Fishbeck - Invoice #442356 - TIF Tracking and Annual Reporting 101.000000.801.000 Contractual	\$ 418.00
7.	Fishbeck - Invoice #442357 - Grant - Outreach 101.000000.801.205 Contractual	<b>\$ 427.00</b>
8.	Expense Voucher-Gail Myer West Shore Public Hearing Notice sent certified mail to property owner	\$ 9.68
	<b>Total Claims &amp; Accounts:</b>	<b>\$ 1,082.18</b>
	<b>Total EPA Grant</b>	<b>\$549.00</b>

PREPARED &  
PROOFED BY  
  
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 :** 442359  
**Invoice Date :** 9/11/2024  
**Project :** 240201  
**Project Name :** LCBRA/Former Empire Schoolhouse  
 Restoration Project- Empier, MI  
**Bill Term :** BT1

**For Professional Services Rendered Through 8/30/2024**

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	1,711.00	911.00	789.00	122.00
Rate Labor		122.00			
				<b>Current Billings</b>	122.00
				<b>Amount Due This Bill</b>	<u>122.00</u> ✓

**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	1.00	122.0000	122.00
<i>Total Rate Labor</i>			<b>122.00</b>

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

122.00

**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 :** 442354  
**Invoice Date :** 9/11/2024  
**Project :** 230894  
**Project Name :** LCBRA/ General Consulting Services  
**Bill Term :** BT1

**For Professional Services Rendered Through 8/30/2024**

WO2-GES / Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	12,000.00	518.25	11,587.25	11,481.75	105.50
Rate Labor		105.50			

**Current Billings** 105.50  
**Amount Due This Bill** 105.50 ✓

**Total Fee :** 12,000.00  
**To Date Billings :** 11,587.25  
**Total Remaining :** 412.75

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

**BP - General Consulting Services**

**Rate Labor**

*Class / Employee*

*Hours*

*Rate*

*Amount*

**Senior Environmental Specialist**

Trudy Galla

0.50

150.0000

75.00 ✓

**Senior Geologist**

Therese Searles

0.25

122.0000

30.50 ✓

**Total Rate Labor**

**105.50**

**Total Bill Task: BP - General Consulting Services**

**105.50**

**Total Project: 230894 - LCBRA/ General Consulting Services**

**105.50**

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

**Invoice:** 442356  
**Invoice Date:** 9/11/2024  
**Project:** 230507  
**Project Name:** LCBRA/Tax Increment Tracking and Annual Reporting  
**Bill Term:** BT2

**For Professional Services Rendered Through 8/30/2024**

WO 1- GES/ Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
2024 SOA/RA - 2024 Statement of Account/Reimbursement Analysis	7,500.00	797.90	6,812.10	6,702.10	110.00
<i>Rate Labor</i>		110.00			
2024 Report - 2024 Annual Reporting (for FY 2023)	1,500.00	1,500.00	308.00	0.00	308.00
<i>Rate Labor</i>		308.00			
			<b>Current Billings</b>		418.00
			<b>Amount Due This Bill</b>		<u>418.00</u> ✓

**Total Fee :** 9,000.00  
**To Date Billings :** 7,120.10  
**Total Remaining :** 1,879.90

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

2024 SOA/RA - 2024 Statement of Account/Reimbursement

Analysis

Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Staff Environmental Specialist</b>			
Logan Mulholland	1.25	88.0000	110.00
<b>Total Staff Environmental Specialist</b>	----- 1.25		----- 110.00
		<b>Total Rate Labor</b>	<b>110.00</b>

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

Analysis

110.00

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	3.50	88.0000	308.00
		<b>Total Rate Labor</b>	<b>308.00</b>

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

418.00

**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 :** 442357  
**Invoice Date :** 9/11/2024  
**Project :** 230505  
**Project Name :** LCBRA/FY22 Grant Community Outreach/Programmatic Activities  
**Bill Term :** BT1

**For Professional Services Rendered Through 8/30/2024**

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	18,000.00	5,817.25	12,609.75	12,182.75	427.00
Rate Labor		427.00			

**Current Billings** 427.00  
**Amount Due This Bill** 427.00 ✓

**Total Fee :** 18,000.00  
**To Date Billings :** 12,609.75  
**Total Remaining :** 5,390.25

PREPARED &  
 PROOFED BY  
  
 VERIFIED BY

BP - Outreach & Programmatic (Task 4)

Rate Labor

<u>Class / Employee</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist			
Therese Searles	3.50	122.0000	427.00
<b>Total Rate Labor</b>			<b>427.00</b>

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

✓ 427.00

V13903

LEELANAU COUNTY  
EXPENSE VOUCHER RECEIVED

SEP 09 2024

9/5/2024

Gail Myer

LEELANAU COUNTY  
ACCOUNTING/FINANCE

ADDRESS: 100 E Dusty Ln

Street Address

Maple City, MI 49664

DATE	DESCRIPTION	AMOUNT
08/30/24	WestShore <b>Brownfield</b> termination letter sent certified mail	9.68
TOTAL AMOUNT OF VOUCHER		9.68

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

It is hereby certified that the above account is true and correct and that no part of same has been paid.

Signed Gail Myer





LAKE LEELANAU  
 115 N SAINT JOSEPH ST  
 LAKE LEELANAU, MI 49653-8428  
 (800)275-8777

08/30/2024 02:13 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.73
Cadillac, MI 49601			
Weight: 0 lb 0.30 oz			
Estimated Delivery Date			
Tue 09/03/2024			
Certified Mail®			\$4.85
Tracking #: 70220410000161169657			
Return Receipt			\$4.10
Tracking #: 9590 9402 8028 2305 9458 88			
<b>Total</b>			<b>\$9.68</b>

Grand Total: \$9.68

Credit Card Remit \$9.68

Card Name: VISA  
 Account #: XXXXXXXXXXXX3798  
 Approval #: 886284  
 Transaction #: 075  
 AID: A0000000980840 Chip  
 AL: US DEBIT  
 PIN: Not Required

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

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 Track your Packages  
 Sign up for FREE @  
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or call 1-800-410-7420.

UFN: 255160-0631  
 Receipt #: 840-54930549-1-4001328 1  
 Clerk: 13

7022 0410 0001 6116 9657

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Cadillac, MI 49601	
<b>OFFICIAL USE</b>	
Certified Mail Fee \$4.85	0631
\$	13
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$4.10	
<input type="checkbox"/> Return Receipt (electronic) \$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery \$0.00	
<input type="checkbox"/> Adult Signature Required \$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery \$0.00	
Postage \$0.73	Postmark Here
Total Postage and Fees \$7.68	08/30/2024
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

# Trial Balance Report

Leelanau County Brownfield Authority

Detail

Month Ending 8/31/24

Fund 101 General Fund		Beginning Balance	Debits	Credits	Ending Balance
000000-001-000	Cash	115,765.71	14,266.59	46,652.67	83,379.63
000000-001-001	Cash - MMA	122,413.50	259.21	0.00	122,672.71
000000-202-000	Accounts Payable	-40,343.85	146,289.41	105,945.56	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	-8,599.97	0.00	3,683.83	-12,283.80
000000-402-003	TIF - GTRAC	-1,096.46	0.00	7,224.03	-8,320.49
000000-402-006	TIF - Two Peas	-279.95	0.00	1,710.57	-1,990.52
000000-501-005	EPA Assessment	-49,284.91	750.00	1,409.50	-49,944.41
000000-607-000	Application Fees	-650.00	0.00	0.00	-650.00
000000-664-000	Interest	-474.04	0.00	238.66	-712.70
000000-664-001	Interest - Savings	-521.31	0.00	259.21	-780.52
000000-801-000	Contractual Services	11,541.33	0.00	0.00	11,541.33
000000-801-205	Contractual - EPA Assessment	49,457.93	0.00	0.00	49,457.93
000000-900-000	Printing & Publishing	558.40	0.00	0.00	558.40
000000-964-000	Refund Developer Exp - TIF	0.00	1,096.46	0.00	1,096.46
000000-964-002	Refund to DTR - County Treasurer	0.00	104,849.10	104,849.10	0.00
000000-990-000	Debt Payment	25,000.00	0.00	0.00	25,000.00
000000-999-242	Transfer Out-Local LCBRA Revolving	0.00	4,462.36	0.00	4,462.36
<b>Total Fund General Fund 101</b>		<b>0.00</b>	<b>271,973.13</b>	<b>271,973.13</b>	<b>0.00</b>

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: August 31, 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	3,683.83	12,283.80	8,600.00	142.83%
000000-402-003 TIF - GTRAC	7,224.03	8,320.49	1,100.00	756.41%
000000-402-006 TIF - Two Peas	1,710.57	1,990.52	280.00	710.90%
000000-501-005 EPA Assessment	659.50	49,944.41	192,500.00	25.95%
000000-607-000 Application Fees	0.00	650.00	2,000.00	32.50%
000000-664-000 Interest	238.66	712.70	300.00	237.57%
000000-664-001 Interest - Savings	259.21	780.52	375.00	208.14%
<b>Revenues Total</b>	<b>13,775.80</b>	<b>78,657.40</b>	<b>286,023.00</b>	<b>27.50%</b>
<b>Expenses</b>				
000000-727-000 Office Supplies/Operating	0.00	0.00	150.00	0.00%
000000-728-000 Postage	0.00	0.00	50.00	0.00%
000000-801-000 Contractual Services	0.00	11,541.33	12,000.00	96.18%
000000-801-205 Contractual - EPA Assessment	0.00	49,457.93	192,500.00	25.69%
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	1,096.46	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	4,462.36	4,462.36	4,463.00	99.99%
<b>Expenses Total</b>	<b>5,558.82</b>	<b>92,116.48</b>	<b>286,023.00</b>	<b>32.21%</b>
<b>Transfer Out-Local LCBRA Revolving</b>	<b>8,216.98</b>	<b>-13,459.08</b>	<b>0.00</b>	<b>100.00%</b>
<b>Revenues Total</b>	<b>13,775.80</b>	<b>78,657.40</b>	<b>286,023.00</b>	<b>27.50%</b>
<b>Expenses Fund Total</b>	<b>5,558.82</b>	<b>92,116.48</b>	<b>286,023.00</b>	<b>32.21%</b>

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: August 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Net (Rev/Exp)	8,216.98	-13,459.08	0.00	
Beginning/Adjusted Balance				
199,511.42	+	YTD Revenues	YTD Expenses	Current Fund Balance
		78,657.40	92,116.48	= 186,052.34
Grand Total for Revenues	13,775.80	78,657.40	286,023.00	27.50%
Grand Total for Expenses	5,558.82	92,116.48	286,023.00	32.21%
Grand Total Net Rev/Exp	8,216.98	-13,459.08	0.00	