

**LEELANAU COUNTY  
BROWNFIELDS SITE ASSESSMENT GRANT**

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**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
HAZARDOUS SUBSTANCE AND PETROLEUM**

**COOPERATIVE AGREEMENT No. BF-00E01409-1**

**QUARTERLY PROGRESS REPORT No. 5**

**GRANT PERIOD: OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2017**

**REPORTING PERIOD: OCTOBER 1, 2015 THROUGH DECEMBER 31, 2015**

**1/29/2016**

**U.S. EPA BROWNFIELDS ASSESSMENT GRANT  
HAZARDOUS SUBSTANCE AND PETROLEUM  
QUARTERLY PROGRESS REPORT**

**LEELANAU COUNTY, MICHIGAN  
COOPERATIVE AGREEMENT NO. BF-00E1409-1**

**1.0 PROGRAM PROGRESS SUMMARY**

**Former Government Center Complex**

The LCBRA approved development of an amendment to the site's original Brownfield Plan and Act 381 Work Plan. Both plans were developed and approved under Leelanau County's previous EPA Brownfield Site Assessment Grants, but are no longer a match for the current proposed redevelopment activities. Once the amendments are prepared and officially approved, the LCBRA will be able to use brownfield Tax Increment Financing (TIF) to recapture the cost of brownfield assessment activities and fund its Local Site Remediation Revolving Fund (LSRRF). These funds will allow it to assist with brownfield redevelopment projects long after the brownfield grant funds have been expended.

**Two Peas, LLC.**

Two Peas, LLC. submitted an application for brownfield site assessment assistance for the site of a former dry cleaner business in the Village of Suttons Bay. The potential purchaser would like to redevelop the building and property for mixed use commercial and residential, with a coffee/sandwich shop and an antique shop on the first floor and rental residential units on the second floor. Investigation work previously conducted by the Michigan Department of Environmental Quality (MDEQ) showed a migrating plume of contamination under the site. Phase I Environmental Site Assessment (ESA), Phase II ESA, and redevelopment planning were approved by the LCBRA under the hazardous substance grant—pending EPA site eligibility concurrence.

**1.1 MODIFICATIONS TO THE WORK PLAN**

There were no modifications to the work plan during the fifth quarterly grant progress report period.

**1.2 STATUS OF ACTIVITIES DURING REPORTING PERIOD**

Leelanau County has identified the following tasks in utilizing brownfield grant funds:

**Task 1:** Phase I Environmental Site Assessments

**Task 2:** Phase II Environmental Site Assessments

**Task 3: Brownfield Plans, Cleanup Planning, and Community Health Monitoring**

**Task 4: Outreach and Eligible Programmatic Expenses**

**TASK 1 PHASE I ENVIRONMENTAL SITE ASSESSMENTS**

Subtask 1.1 Submit hazardous substance sites to EPA and petroleum sites to MDEQ for eligibility determination

- An eligibility concurrence request was submitted to the EPA for the former dry cleaner site in the Village of Suttons Bay.

Subtask 1.2 Complete Phase I ESAs

**TASK 2 PHASE II ENVIRONMENTAL SITE ASSESSMENTS**

Subtask 2.1 Complete Phase II ESA field work

Subtask 2.2 Complete Phase II reports at top priority sites where Phase I has indicated further investigation

**TASK 3 BROWNFIELD PLANS, CLEANUP PLANNING, COMMUNITY HEALTH MONITORING**

Subtask 3.1 Prepare BEAs on top priority sites with pending redevelopment that a BEA will facilitate

Subtask 3.2 Complete Brownfield Plans where redevelopment is pending or is a high redevelopment priority to county

- The Former Government Center Complex Brownfield Plan and Act 381 Work Plan have been approved for amendment to meet the needs of the new redevelopment project.

Subtask 3.3 Community Health Monitoring

Subtask 3.4 Draft and final Remedial Action Plans

Subtask 3.5 Draft and final Analysis of Brownfield Cleanup Alternatives

Subtask 3.6 Michigan brownfield program site status letter and/or comfort letter

**TASK 4 COMMUNITY OUTREACH AND ELIGIBLE PROGRAMMATIC EXPENSES**

**Subtask 4.1 Public Request for Qualifications for consultants**

Subtask complete

**Subtask 4.2 Interviews and consultant selection**

Subtask complete

**Subtask 4.3 Quality Assurance Project Plan, Sampling and Analysis Plan, and Health And Safety Plan**

Subtask complete

**Subtask 4.4 Community outreach and education**

**Subtask 4.5 Outreach meetings**

**Subtask 4.6 ACRES profile/updated web map**

**Subtask 4.7 Reporting**

- Quarterly narrative reports have been prepared for quarters 1-4 and submitted to the EPA.
- Federal Financial Reports (SF425) have been prepared for quarters 1-4 and submitted to the EPA Las Vegas Financial Center.
- MBE/WBE reports (5700-52a) have been prepared for FY2015 and submitted to the EPA Financial Assistance Office

**Subtask 4.8 Brownfield conference training travel**

LCBRA Director, Trudy Galla, attended the 2015 National Brownfields Conference in Chicago, Illinois.

**1.3 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED**

No problems were encountered in the third grant reporting period.

**1.4 DELIVERABLES/WORK PRODUCTS**

- Phase I ESA completed for a former Suttons Bay car wash and oil change store
- Phase II ESA completed for the Suttons Bay former car wash and oil change store

## 2.0 SCHEDULE AND BUDGET STATUS

### 2.1 SCHEDULE/PERCENT COMPLETED

- Hazardous substance: approximately 11% of the grant funds have been expended.
- Petroleum: approximately 12% of the grant funds have been expended.

### 2.2 FUNDS EXPENDED

Refer to Tables 1 through 10 for the status of the task budgets as described in the work plan.

## HAZARDOUS SUBSTANCE COMPONENT

Table 1: Summary of Expenses by Category

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$191,500.00	\$0.00	\$444.94	\$444.94	\$5,555.06
Personnel	\$6,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Travel	\$2,000.00	\$0.00	\$179.07	\$179.07	\$320.93
Supplies	\$500.00	\$18,970.32	\$1,457.50	\$20,427.82	\$171,072.18
Total	\$200,000.00	\$18,970.32	\$2,081.51	\$21,051.83	\$178,948.17

Table 2: Task 1 Expenses (Phase I ESA)

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$24,000	\$0.00	\$71.04	\$71.04	\$928.96
Personnel	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$591.50	\$0.00	\$591.50	\$23,408.50
Total	\$25,000	\$591.50	\$71.04	\$662.54	\$24,337.46

Table 3: Task 2 Expenses (Phase II ESA)

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$123,000	\$0.00	\$75.48	\$75.48	\$924.52
Personnel	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$17,062.57	\$0.00	\$17,062.57	\$105,937.43
Total	\$124,000	\$17,062.57	\$75.48	\$17,138.05	\$106,861.95

Leelanau County, Michigan  
Hazardous Substance and Petroleum Brownfields Site Assessment Grant No. BF-00E1409-1

Table 4: Task 3 Expenses (Brownfield Cleanups, Cleanup Planning, Community Health Monitoring)

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$35,000	\$0.00	\$146.52	\$146.52	\$1,853.48
Personnel	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$0.00	\$1,137.50	\$1,137.50	\$33,862.50
Total	\$37,000	\$0.00	\$1,284.02	\$1,284.02	\$35,715.98

Table 5: Task 4 Expenses (Community Outreach and Eligible Programmatic Expenses)

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$9,500	\$0.00	\$151.90	\$151.90	\$1,848.10
Personnel	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00
Travel	\$2,000	\$0.00	\$179.07	\$179.07	\$320.93
Supplies	\$500	\$1,316.25	\$320.00	\$1,636.25	\$7,863.75
Total	\$14,000	\$1,316.25	\$650.97	\$1,967.22	\$12,032.78

**PETROLEUM COMPONENT**

Table 6: Summary of Expenses by Category

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$191,500	\$0.00	\$443.27	\$443.27	\$5,556.73
Personnel	\$6,000	\$0.00	\$0.00	\$0.00	\$2,000.00
Travel	\$2,000	\$0.00	\$179.00	\$179.00	\$321.00
Supplies	\$500	\$22,540.37	\$932.50	\$23,472.87	\$168,027.13
Total	\$200,000	\$22,540.37	\$1,554.77	\$24,095.14	\$175,904.86

Table 7: Task 1 Expenses

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$24,000	\$0.00	\$70.88	\$70.88	\$929.12
Personnel	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$2,991.50	\$0.00	\$2,991.50	\$21,008.50
Total	\$25,000	\$2,991.50	\$70.88	\$3,062.38	\$21,937.62

Leelanau County, Michigan  
Hazardous Substance and Petroleum Brownfields Site Assessment Grant No. BF-00E1409-1

Table 8: Task 2 Expenses

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$123,000	\$0.00	\$75.31	\$75.31	\$924.69
Personnel	\$1,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$18,232.62	\$0.00	\$18,232.62	\$104,767.38
Total	\$124,000	\$18,232.62	\$75.31	\$18,307.93	\$105,692.07

Table 9: Task 3 Expenses

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$35,000	\$0.00	\$146.19	\$146.19	\$1,853.81
Personnel	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$0.00	\$612.50	\$612.50	\$34,387.50
Total	\$37,000	\$0.00	\$758.69	\$758.69	\$36,241.31

Table 10: Task 4 Expenses

Budget Categories	Budget Amount	Previously Expended	5 <sup>th</sup> Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	\$9,500	\$0.00	\$150.89	\$150.89	\$1,849.11
Personnel	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00
Travel	\$2,000	\$0.00	\$179.00	\$179.00	\$321.00
Supplies	\$500	\$1,316.25	\$320.00	\$1,636.25	\$7,863.75
Total	\$14,000	\$1,316.25	\$649.89	\$1,966.14	\$12,033.86

### 3.0 BROWNFIELD PROGRAM MEASURES OF SUCCESS

Table 11: Summary of Funding Leveraged

Hazardous Substance Grant

( Reporting Period 1 – 5 )

Funding leveraged under the Brownfields Program	Redevelopment Dollars Leveraged	Additional Support Dollars	
Private Funding	\$0.00	AKT Peerless	\$2,855.00
		Envirologic	\$4,240.62
		MAC	\$ 634.88
Total	\$0.00		\$7,730.50

Table 11: Summary of Funding Leveraged

Petroleum Grant

( Reporting Period 1 – 5 )

Funding leveraged under the Brownfields Program	Redevelopment Dollars Leveraged	Additional Support Dollars	
Private Funding	\$0.00	AKT Peerless	\$4,320.00
		Envirologic	\$4,240.63
		MAC	\$ 634.87
Total	\$0.00		\$9,195.50