



Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: www.leelanau.cc

8527 E. Government Center Dr. Suite 108

Suttons Bay MI 49682

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The LCBRA will meet **TUESDAY December 15, 2015 at 9:30** am at the Government Center.

DRAFT AGENDA

PLEASE TURN OFF ALL CELL PHONES

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF November 17, 2015 Minutes *pgs 2-6***
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
Update: MDEQ Letter Leland Site

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.

1. AKT Peerless – Monthly update *pgs 7-8*
2. Envirologic - EPA RLF Monthly Update *pgs 9-11*
3. Envirologic - Brownfield Assessment Grant Monthly Update *pgs 12-14*
4. Envirologic – General Consulting Monthly Update *pgs 15-16*

REPORTS

- 1. Executive Committee

UNFINISHED BUSINESS

NEW BUSINESS

- 1. B2015-03 Former Drycleaner Site, Village of Suttons Bay
 - a) Work Order #7H-14 (*Envirologic Technologies*) *pgs 17-20*
- 2. B2007-02 Leland Residential site
 - a) Final comments/revision to draft ABCA (Analysis of Brownfield Cleanup Alternatives) and the Community Involvement Plan (*Jeff Hawkins, Envirologic Technologies*)
- 3. Approval of year end transfers and budget amendments.

FINANCIALS

- 1. Claims & Accounts - (\$5,297.22) *pgs 21-29*
- 2. Request Reimbursement from EPA
- 3. Post Audit, Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER COMMENTS/ CHAIRPERSON COMMENTS

ADJOURN

Members

Mark Walter, Chairman
Kathy Egan, Vice-Chair
Karen Zemaitis, Treasurer
Robert Bunek
Chet Janik
Carolyn (Peachy) Rentenbach
1 open position

Director

Trudy Galla

A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, November 17, 2015 at the Government Center.

CALL TO ORDER:

Meeting called to order by Chairman Walter at 9:40 am who led the Pledge of Allegiance.

Members Present: M. Walter, K. Egan, C. Rentenbach, C. Janik, K. Zemaitis

Members Excused: R. Bunek

1 open position

Staff Present: T. Galla, Director

Public Present: J. Hawkins, R. Satterwhite, J. Michaluk, M. Witkowski, T. Krause (9:44 am)

CONSIDERATION OF AGENDA

Add Acceptance of Elmwood Township TIF check to Financials, add selection of contractor under New Business Item #2 Application for Assistance.

Motion by Egan, seconded by Rentenbach, to approve the agenda as amended. Carried 5-0.

CONFLICT OF INTEREST - none

CONSIDERATION OF OCTOBER 20, 2015 MINUTES

It was moved by Janik, seconded by Egan to approve the minutes as presented. Motion carried 5-0.

PUBLIC COMMENT – none

DIRECTOR COMMENTS

Galla gave an update on the letter to DEQ regarding the Leland loan. This is the loan that was put in place when Varley-Kelly were developers on the project. Galla is requesting modification to the loan terms and has received some positive response on the request. She hopes to have more information at the next meeting.

CONSENT AGENDA

It was moved by Egan, seconded by Rentenbach to accept the Consent Agenda as presented. Motion carried 5-0.

UNFINISHED BUSINESS - None

NEW BUSINESS

1. B2007-02 Leland Residential Site
 - a) Analysis of Brownfield Cleanup alternatives (ABCA)

Hawkins walked through the ABCA document and what is proposed to be done for the project goals for the site. It is proposed for the current agreement for single family homes for the site. We looked at evaluation of cleanup alternatives and made a recommendation of 3 options. 1) mass cleanup of the site 2) engineered barrier 3) do nothing.

Hawkins noted there is a table on page 17 that walks through the various options. Option #1 is the most expensive, \$393,300. Removal of soil would be to take it off the site and do proper disposal. Hawkins stated they are still having discussions with DEQ regarding mass removal on the entire site. This option allows most options moving forward and removes the most concern with the lots. Cost for the removal actions, minus the 20% match, would be reimbursable through the RLF grant that is in place at this time with EPA.

Option #2 is a means to manage the areas on the site. The areas don't change, but it is a different way of managing the contamination. We would remove contaminants and use about 6" of topsoil. It is a lesser cost, but there is a lot more coordination associated with that. You have to consider what the final grade on the site will be, construction of single family homes, managing stormwater, etc. Ultimately, you end up with a barrier and top soil. A barrier is a demarcation that tells people not to go below the barrier. Stay above it for clean material, below it may not be clean. That would require restrictions to be placed on the property in certain areas. It is significantly less in cost.

Option #3 is no action which still requires a plan be put together for Due Care and how it protects human health and the environment. It doesn't necessarily fit well with redevelopment of the site.

Based on what has been going forward here, our recommendation is Option #1. Hawkins felt the dollar amount is a very conservative dollar amount. We may be able to get below that if any of the decision units do not require excavation. It does fit with providing the ultimate flexibility with regard to redevelopment of the site for single family homes. It removes concerns for gardening, digging, or use of the property by new owners and also provides, hopefully, the greatest value to the new owners.

ABCA is required by the EPA for utilization of the Revolving Loan Funds (RLF). ABCA also has to have community input, so as part of that you have a Community Relations Plan which outlines how we will communicate to the community on implementation of the option selected from the ABCA. If you choose removal option, there is a significant amount of sample verification to show a clean result. In the Plan, we explain where they can get information regarding reports and data generated from the cleanup, and prior to that, there will be a public meeting to discuss choices that have been made. This provides opportunity to give public comment on implementation of the plan, and provide option for people to give public comment if they cannot make the meeting. We review the comments, responses are provided, and there is also a demonstration that comments and questions have been addressed.

With these 2 main documents, we are at a point now where we want to distribute them to the various stakeholders for final review, and that will include the lender (County), the LCBRA, EPA, MDEQ, and developer. After that, we need to hold a public meeting and have a 30 day comment period. Concurrently, you have a draft RLF agreement and that funding agreement talks about how the loan through the RLF will be paid. This RLF funding agreement has been reviewed by EPA. The EPA Project Manager said the Agreement has to demonstrate that the RLF will be paid back. We have demonstrated this will be paid back through TIF in the brownfield plan. We do not have a schedule yet as we need figures from the developer to show the repayment and the amount each year. We also need to dig into the numbers to show TIF repayment of the DEQ loan. Other than obligation for repayment, those were really the only comments from EPA. Hawkins felt it is at a point now where they are looking at implementation. This project budget is in Exhibit 3 – Option #1 - \$314,640 with match of about \$78,660. These are fairly conservative dollar amounts and as we get closer to full implementation, those numbers may come down, but these are the figures we have right now.

Janik asked about Option #1, cost was for disposal of the soil. Where would soil go? Hawkins said to Glen's Landfill. Hawkins said contractor activities have to be prevailing wage.

Zemaitis asked about verification testing and if it was included in the dollar figures. Hawkins said it is included.

Rentenbach asked about removal of one of the decision units (DU). Hawkins said they are still looking at options of DU #10 and there may be some other sampling they can do to eliminate that issue. The project person from DEQ is on maternity leave so we are working through some delays.

Janik asked about MDEQ and EPA – how much time will it take to respond? Hawkins said EPA should be fairly quick, MDEQ might be different. DEQ might say the plan is appropriate and as we move forward we have to develop a response plan and submit that. We can usually get the response activity plan within 30 days of submittal. Janik asked how long this whole process may take under best circumstances. Hawkins replied he is looking at early spring to wrap this all up. That is the best case scenario.

Walter said we have 30 days for sure for public comment so that takes us to end of December and then probably bad weather for 3 months. Hawkins said assuming what process you take, this is not necessarily a big project – it shouldn't take long to do once mobilized on site. There are some bid specs and work to get ready for the project.

Egan asked if there was any consideration for combining option #1 and #2 – say not removing soils along the river. Hawkins said they talked a little about that, but the perception issue gives a lot of push back for what would remain on the river and sale of the lots to individual owners. Primarily, most of the removal is along the river. Walter said the best outcome for the developer is to get it as clean as possible. The match is going to be a hiccup because it is much higher on option #1 than option #2. If that is not a big issue, I would entertain option #1 as best choice for everyone.

Hawkins said Egan was very logical in her thinking with regard to combining those two. Egan said that this would be the best option for no development along the river in the future, as well. Hawkins said it is complicated and what you can do on that site if you don't remove soils is complicated.

Janik said if we are going to do it, should do it right for long term good solution for developers and Leland and future buyers. Option #1 is the choice and the match is higher but it is \$40,000 difference and that should not be a deal breaker.

Zemaitis felt she was not ready yet as she has not had enough time to digest the documents.

Egan asked Hawkins to explain the next step. Hawkins replied that the documents are all draft until we get through the public hearing process. Hawkins recommended they get accepted as draft documents and submit them to various stakeholders that need to review them. Egan said we still have time to comment on them, just like everyone else and Hawkins agreed. This is not selection of an option at this point...this is moving it to the next step.

Zemaitis asked about loan agreement and Hawkins said EPA will get a copy of that.

Janik stated if we accept this step, we move it forward to the public hearing process and release of documents.

It was moved by Janik, seconded by Egan to accept these documents as draft documents and move forward to the next step of the process. Motion Carried 4-1, Zemaitis opposed.

2. Application for assistance – Former Drycleaner site, Suttons Bay Village

Galla gave an update and noted the application has been submitted, and a check for the \$150 application fee needs to be received. The fee is non-refundable. Galla noted there has been a lot of interest in this site and many calls over the last year or so.

Mr. Krause, applicant, mentioned he has been looking at the site for over a year and contamination concerns make him nervous. He has someone who wants to put in coffee/sandwich shop and someone else is interested in a small antique shop. He's excited about it, and looking for help to identify contamination. The first phase would be to use the building's first floor, 2nd phase would be a couple rentals in the upstairs areas.

Galla reported on discussions with past interested parties, realtors, and the seller, and the fact that if brownfield funds are used, they are public funds and any resulting reports and data would be made public. MDEQ has done studies and there is contamination and the plume has moved to the east onto another property. The MDEQ information is all public information.

Krause noted he cannot comment on purchase agreement. There have been Phase I and Phase II documents done on the site and those are public. Galla said it is important that everyone understand that if these EPA funds are used, any resulting information, reports, etc. will all be available to the public so if someone asks for them, copies can be provided. Galla has been told in the past that the seller wanted nondisclosure in the purchase agreement and that would cover any results from environmental studies. However, the Brownfield Redevelopment Authority would not be a party in any purchase agreement and all information produced through use of the EPA funds is public.

It was moved by Egan, seconded by Zemaitis to accept Part I application from Two Peas, LLC and their application fee for \$150. Motion carried 5-0.

Egan asked if consultant is selected next and Galla replied, yes.

Galla noted the last application was covered by AKT Peerless under the petroleum grant and there is another application out right now that may be coming in. The Brownfield Redevelopment Authority is not held to rotating these projects between consultants, but the Authority has been rotating projects between the two selected firms.. Each consulting firm has a contract for the same amount of money for projects, with Envirollogic having additional funds for community outreach. So, you could assign all projects to one consulting firm first and use up their contracted funds, and then assign subsequent projects to the other firm. Or, you could rotate them in some fashion. If a consulting firm 'brings' a project forward that they have been working on, it should be assigned to them.

It was moved by Egan, seconded by Rentenbach to follow our set procedure that we have been following for rotating projects, and assign this project to Envirollogic Technologies. Motion carried 5-0.

Galla noted that Envirollogic will now have to get in contact with the applicant, review what needs to be done, and bring a Work Order to you at a future meeting for consideration.

3. 2016 Proposed Budget

Galla reviewed each line item. Members could suggest changes and have it brought back next month, or approve it as presented. A budget needs to be adopted before the end of the year.

Members were comfortable with the budget as presented, and noted they could make changes in 2016, as needed. (budget attached)

It was moved by Janik, seconded by Egan to accept the budget as presented. Motion carried 5-0.

FINANCIALS

1. Claims & Accounts

It was moved by Zemaitis, seconded by Egan to pay Claims & Accounts in the amount of \$8,920.27. Motion carried 5-0.

2. Request Reimbursement from EPA

Galla reviewed the request.

It was moved by Zemaitis, seconded by Rentenbach for a request for reimbursement in the amount of \$21,647.77 be submitted to EPA for the RLF, and a request for reimbursement of \$3,478.61 be submitted to EPA for the assessment grant. Motion carried 5-0.

3. Post Audit, Budget Amendments, Transfers

Galla explained the TIF check we received from Elmwood Township for the properties in the GTRAC brownfield plan. She requested a motion to accept the TIF payment, which is for summer 2015 taxes.

It was moved by Rentenbach, seconded by Janik, to accept payment from Elmwood Township for TIF payment on properties in the GTRAC brownfield plan in the amount of \$7,063.03. Motion carried 5-0.

PUBLIC COMMENT - none

DIRECTOR COMMENTS – none

MEMBER COMMENTS/ CHAIRPERSON COMMENTS

Rentenbach mentioned it was nice to see the GTRAC check come in for TIF.

Walter wished everyone a Happy Thanksgiving.

ADJOURN

Motion by Egan, seconded by Rentenbach to adjourn. Meeting adjourned at 10:33 am.

MEMORANDUM

TO: TRUDY J. GALLA, AICP, DIRECTOR
LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

FROM: JANET MICHALUK

SUBJECT: EPA BROWNFIELD ASSESSMENT GRANT STATUS REPORT

DATE: DECEMBER 7, 2015

This memorandum serves to provide an update as to the current status and activities under consideration for the Leelanau County Brownfield Redevelopment Authority (LCBRA) under its EPA Brownfield Assessment Grant, EPA Cooperative Agreement Number BF-00E01409.

No activities are under consideration for the LCBRA under its EPA Brownfield Assessment Grant at this time.

ATTACHED WITH THIS MEMORANDUM IS A BUDGET AND COST SUMMARY FOR THE EPA ASSESSMENT GRANT.



LCBRA EPA BROWNFIELD ASSESSMENT GRANT
Monthly Project Update
Budget and Cost Summary
As Of December 7, 2015

COMBINED GRANT BUDGET SUMMARY
 FY2014 EPA Cooperative Agreement No. BF-00E01409
 LCBRA/AKT Professional Services Agreement, December 15, 2014

Reference Numbers						Budget	Project Invoices for Consideration	Project Budget Expended ¹	Project Budget Remaining	Project Notes		
Leelanau County			AKT Peerless			Project/Site Name	Scope of Work					
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project							
						AKT Peerless Contract Amount	\$ 127,400.00					
HAZARDOUS SUBSTANCES ASSESSMENT GRANT												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	\$ 1,000.00	\$ 1,000.00	\$ -	Complete and Approved by EPA	
						Hazardous Substances Assessment Grant Totals	\$ -	\$ 1,000.00	\$ -			
PETROLEUM ASSESSMENT GRANT												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	\$ 1,000.00	\$ 1,000.00	\$ -	Complete and Approved by EPA	
TBD	2015-03	Task #1	Executed	PB-17389	10253B	1408 S West Bay Shore Dr., Suttons Bay	Phase I ESA	\$ 2,400.00	\$ 2,400.00	\$ -	Complete	
TBD	2015-04	Task #2	Executed	PB-17513	10253B	1408 S West Bay Shore Dr., Suttons Bay	Phase II ESA	\$ 16,265.00	\$ 13,310.12	\$ 16,233.87	\$ 31.13	Complete
						Petroleum Assessment Grant Totals	\$ 13,310.12	\$ 19,633.87	\$ 31.13			
								Project Budget Funds Expended	\$ 20,633.87			
								AKT/LCBRA Contract Budget Remaining - Committed	\$ 31.13			
								AKT/LCBRA Contract Budget Remaining - Uncommitted	\$ 106,735.00			
								\$ 127,400.00				

Notes:
 1. Budget Expended includes "Invoices for Consideration" amount.

MEMORANDUM

TO: TRUDY J. GALLA, AICP, DIRECTOR, LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

FROM: JEFF HAWKINS

SUBJECT: EPA RLF GRANT CONSULTING MONTHLY UPDATES AND INVOICES

DATE: DECEMBER 15, 2015

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

Please find attached several items for your consideration:

1. Former Leelanau County Government Complex – RLF Eligibility (W.O. #13)

Update:

There were no activities this month related to RLF Eligibility. The site is eligible for use of RLF funds.

Project Invoices for Consideration:

There are no invoices for consideration this month.

2. RLF Loan Selection for Potential Projects (W.O. #14)

Update:

There were no activities related to RLF Loan Selection this month.

Project Invoices for Consideration:

There are no invoices for consideration.

3. Leland Residential Site Preliminary BCRLF Planning (W.O.#16)

Update:

There were no activities related to this Work Order this month.

Project Invoices for Consideration:

There are no invoices for consideration.

4. Traverse City Housing Commission Site (W.O. #17)

Update:

Envirologic has created a Conceptual Brownfield Redevelopment Loan document related to addressing the contaminant conditions at the Phase II area slated for future residential development. The document outlines the efforts to consider establishing a new “background” for arsenic at the site. Based on our evaluation the existing levels do not represent background and exceed applicable generic residential cleanup criteria. The document also discusses options for cleanup and readying the site for new development based on a combination of grading the site, removal of soil, placement of a barrier and placement of a clean cover of soil.

Depending on the ability to obtain an extension with EPA on the RLF grant, further discussions with the TCHC will be required to determine the applicability for the RLF. Since there will be no anticipated payback due to a Payment in Lieu of Taxes, it may be difficult to use the RLF.

Project Invoices for Consideration:

There are no invoices for this month.

5. Leland Residential Project – Cleanup Planning/Characterization (W.O. 18)

Update:

Envirologic has developed a cleanup plan for the site that is intended to be funded with a loan from the RLF Grant. This loan will be from the County to the LCBRA and will be repaid to fund the future RLF with tax increment from the new development.

Additionally, discussions have occurred with the Developer and their consultant and the County's legal counsel regarding the disposition of excess soils created from construction, specifically basement construction. The County intends on requiring that excess soils be placed on selected County property versus the soil randomly be disbursed throughout the County.

Project Invoices for Consideration:

Invoice #01738 (\$156.40)

6. Former Leelanau County Government Complex – Task 5 Work Activities (Project Oversight) (W.O. 19)

Update:

Envirologic has completed the necessary documents for the RLF Loan to the LCBRA from the County. These documents include the Community Involvement Plan, developing cleanup costs for the remaining issues at the site, and developing a Draft Analysis of Brownfield Cleanup Alternatives (ABCA). The documents have been distributed to the various stakeholders for review. Envirologic has continued to communicate with the MDEQ regarding the plans for cleanup and they are in agreement with the approach. The next steps include submitting the documents to EPA for their review, scheduling the public comment period and public meeting, and finalizing any development agreements.

Project Invoices for Consideration:

Invoice #01741 (\$3,207.50)

MEMORANDUM

TO: **TRUDY J. GALLA, AICP, DIRECTOR, LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

FROM: **JEFF HAWKINS**

SUBJECT: **2014 EPA BROWNFIELD ASSESSMENT GRANT MONTHLY UPDATES AND INVOICES**

DATE: **DECEMBER 15, 2015**

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

Please find attached several items for your consideration:

1. Community Outreach (W.O. #2H/P-14)

Update:

There were no outreach meetings to report this month. Envirologic is working on a program to stimulate additional interest in the brownfield program.

Project Invoices for Consideration:

There are no invoices for consideration this month.

2. Courthouse Redevelopment Group, LLC (W.O. #3H/P-14)

Update:

Envirologic will be re-initiating the completion of a Phase I ESA and BEA for the new developer subject to direction by the County BOC and the LCBRA. This is on hold currently as issues related to the Revolving Loan Fund are sorted out.

Project Invoices for Consideration:

There are no invoices for consideration this month.

3. Leland Residential Site (W.O. #4H-14)

Update:

The sampling associated with Incremental Sampling Method and Discreet Sampling has been completed. The results from the ISM have indicated limited contamination remains primarily along the river and on one decision unit along Grand Avenue. Efforts are moving forward to establish a cleanup plan utilizing the RLF to prepare the site for redevelopment.

Project Invoices for Consideration:

There are no invoices for consideration for this month.

4. GTRAC – Brownfield Plan Review; Reimbursement Agreement (W.O. #5H/P-14)

Update:

Envirologic assisted with revising the Reimbursement Agreement with the developer. This included meetings with the Director and the Executive Committee of the LCBRA. Additionally, Envirologic reviewed the Brownfield Plan to clarify eligible costs and activities and the tax capture statements for the year to-date to confirm the appropriate taxes were captured.

Project Invoices for Consideration:

Invoice #01740 (\$385.00)

5. Former Leelanau County Govt Complex – Brownfield Plan and Act 381 Work Plan amendment (W.O. #6H-14)

Update:

The existing Brownfield Plan for the site may not accurately represent the future taxable value associated with the new proposed development or the anticipated cleanup activities remaining to be completed at the site. The Brownfield Plan and Act 381 Work Plan are being evaluated to determine if an amendment is necessary.

Project Invoices for Consideration:

#01739 (\$525.00)

Leelanau County Brownfield Redevelopment Authority
2014 EPA Petroleum Assessment Grant and Hazardous Substances Grant Monthly Budget Update

Budget and Cost Summary

LCBRA File #	Number			Site/Phase	Budget Estimates	Budget Estimates	Project Invoices for Consideration	Invoice Date	Invoice Total	Project Budget Expended		Project Budget Remaining		Project Task Completed
	Grant Work Plan Task	Envirologic W/O	Envirologic Project		Hazardous	Petroleum				Hazardous	Petroleum			
				Initial EPA Grant Award	\$ 200,000.00	\$ 200,000.00								
				Envirologic Contract Amount	\$ 71,200.00	\$ 71,200.00								
	Task #2	1H/P-14	140554	QAPP	1,000.00	1,000.00	01018	4/15/2015	\$ 1,997.50	\$ 998.75	\$ 998.75	\$ 1.25	\$ 1.25	
	Task #4	2H/P-14	140555	Community Outreach	3,000.00	3,000.00	01092	5/14/2015	\$ 420.00	\$ 210.00	\$ 210.00	\$ 2,790.00	\$ 2,790.00	
							01479	9/10/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ 2,597.50	\$ 2,597.50	
							01552	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 2,352.50	\$ 2,352.50	
	Task #1 and 2	3H/P-14	150070	Courthouse Redevelopment Group, LLC Phase I ESA and BEA	2,250.00	2,250.00	01011	4/15/2015	\$ 835.50	\$ 417.75	\$ 417.75	\$ 1,832.25	\$ 1,832.25	
							01126	6/3/2015	\$ 347.50	\$ 173.75	\$ 173.75	\$ 1,658.50	\$ 1,658.50	
	Task 2	4H-14	150262	Leland Residential Project - Discreet Sampling	19,980.00		01478	9/10/2015	\$ 15,063.82	\$ 15,063.82	\$ -	\$ 4,916.18		
	Task 3	5H/P-14	150341	GTRAC - BFPlan Review; Reimbursement Agreement	625.00	625.00	01551	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 380.00	\$ 380.00	
							01710	11/12/015	\$ 350.00	\$ 175.00	\$ 175.00	\$ 205.00	\$ 205.00	
							01740	12/3/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ 12.50	\$ 12.50	
	Task 3	6H-14	150389	Fmr. Leelanau County Govt Complex Brownfield Plan Amendment and Act 381 Work Plan Amendment	6,000.00	-	01739	12/3/2015	\$ 525.00	\$ 525.00	\$ -	\$ 5,475.00	\$ -	
				Subtotal	32,855.00	6,875.00								
				Totals	\$ 32,855.00	\$ 6,875.00			\$ 21,289.32	\$ 18,439.07	\$ 2,850.25	\$ 9,133.43	\$ 4,217.25	
				Budgeted Grant Funds for Envirologic Activities	\$ 32,855.00	\$ 6,875.00								
				Envirologic Contract Budget Remaining Subtotal	\$ 38,345.00	\$ 64,325.00								
				<u>Budgets Returned from Under Budget Projects</u>										
				Subtotal Under Budget Projects	\$ -	\$ -								
				Total Envirologic Contract Budget Remaining	\$ 38,345.00	\$ 64,325.00								
	* Pending approval by LCBRA													

MEMORANDUM

TO: TRUDY J. GALLA, AICP, DIRECTOR, LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

FROM: JEFF HAWKINS

SUBJECT: GENERAL CONSULTING MONTHLY UPDATES AND INVOICES

DATE: DECEMBER 15, 2015

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

Please find attached several items for your consideration:

1. General Services (W.O. #15)

Update:

Envirologic assisted with drafting a letter regarding the Northport affordable housing project.

Project Invoices for Consideration:

Invoice #01736 (\$140.00)

Scope of Services

**Agreement for Services (2014 EPA Assessment Grants/2010 BCRLF)
Leelanau County and Its Brownfield Redevelopment Authority
Applicable to Agreement Dated December 12, 2014
Work Order No. 7H-14 Dated December 3, 2015**

Between

**LEELANAU COUNTY AND ITS
BROWNFIELD REDEVELOPMENT AUTHORITY (CLIENT)
8527 E. GOVERNMENT CENTER DR.
SUITE 108
SUTTONS BAY, MI 49682-9718**

And

**ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048**

Subject Matter: Two Peas, LLC – 206 N. St. Joseph St., Suttons Bay

Funding Source: 2014 Hazardous EPA Brownfield Assessment Grant, Tasks 1, 2 and 3

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Agreement, as amended and as described in this "Scope of Services." ENVIROLOGIC will begin work on this Work Order and complete the services as described in the attached "Scope of Services." ENVIROLOGIC and CLIENT have designated the following representatives for this "Scope of Services:"

Jeffrey C. Hawkins
Name (ENVIROLOGIC)

(269) 342-1100
Phone

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

(231) 256-9812
Phone

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

ACCEPTED AND AGREED TO:

LEELANAU COUNTY AND ITS BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla
Title Director Planning and Community Development

By Jeffrey C. Hawkins
Title President

Signature _____
Date _____

Signature 
Date _____

1. Scope of Services

Two Peas, LLC has submitted a project application to the LCBRA requesting support for the completion of due diligence and potential additional response activities associated with the acquisition and redevelopment of the commercial property located at 206 N. St. Joseph St., Suttons Bay, Michigan. The project site occupies approximately .10 acres and is developed with a commercial building historically utilized as a dry cleaner.

Two Peas, LLC intends to renovate exterior and interior portions of the building to create two retail spaces and one office space for lease. A second phase of proposed redevelopment involves the construction of a second floor to the building to be occupied by two residential units.

It is the understanding of Envirologic that there is known groundwater contamination in the vicinity of the subject property that may be attributable in-part to historic onsite dry cleaning operations. Additionally, it is the understanding of Envirologic that an underground storage tank (UST) remain onsite in association with historic dry cleaning operations that was filled in-place however still has an open release associated with the UST.

Eligibility Documentation and Phase I ESA

Envirologic will prepare eligibility documentation for the U.S. EPA for the use of Hazardous Substances Assessment grant funds. Envirologic will prepare a Phase I Environmental Site Assessment compliant with the current ASTM E1527 standard and the U.S. EPA rules for All Appropriate Inquiry. The Phase I ESA will include a site inspection, review of historical resources, review of environmental databases, interviews with knowledgeable persons and preparation of a report.

Phase II ESA (Estimated)

The specific scope of potential Phase II ESA activities is necessarily a function of Phase I ESA findings in addition to any existing site investigation data that has been generated from previous studies. However, in order to keep the project moving forward in a timely manner Envirologic has prepared the following conceptual scope of work for a Phase II ESA on the subject property.

A ground penetrating radar (GPR) geophysical survey will be completed to evaluate the presence and dimensions of any remaining potential underground storage tanks (USTs). If during the Phase I ESA sufficient understanding of the location/dimensions of a potential UST(s) is obtained, then a GPR survey will not be conducted. Four Geoprobe™ soil borings will be installed across exterior portions of the subject property as well as four hand-auger borings within the building interior. A single soil sample will be collected from each boring. Two Geoprobe™ borings will be installed up to a depth of 25 (geology permitting) feet below grade level (bgl) in an effort to sample groundwater. If encountered, two groundwater samples will be collected from the site. Based upon the historic use of the site for dry cleaning, the soil and groundwater samples will be analyzed for volatile halocarbons. Additionally, three sub slab soil-gas vapor samples will be collected from the interior of the building. Based on the existing data from previous investigations, additional sub slab soil-gas vapor samples may be completed in-lieu of the Geoprobe™ borings. The soil-gas samples would be analyzed for volatile halocarbons via method TO-15. The

Phase II ESA activities include the collection of EPA required QA/QC samples in accordance with the QAPP (i.e. MS/MSD, Methanol Blank, Equipment Blank, Trip Blank, Mask Duplicate).

Baseline Environmental Assessment (BEA) and Documentation of Due Care Compliance (DDCC)

Based upon the understanding that groundwater contamination has previously been identified along with the potential for proposed Phase II ESA activities to identify the presence of contaminants at concentrations in excess of MDEQ Residential cleanup criteria; the subject property would be identified as a “facility” as defined by Part 201 of NREPA. A “facility” designation indicates that preparation of a BEA and DDCC would be applicable on behalf of the Applicant. While the scope of Phase II ESA activities detailed above is intended to provide sufficient data to prepare the DDCC; the potential exists that the Phase II ESA results may warrant additional sampling to support completion of the DDCC.

Brownfield Plan

Envirologic will develop a Brownfield Plan pending the results of the Phase I & II ESAs as well as the identification of eligible reimbursable costs and the anticipated investment. The basis of eligibility at this time is presumed to be based upon a “facility” designation. Envirologic will assess the current property value and work with the local Assessor to estimate future taxable value given the property investment description provided by the developer. We will prepare a Brownfield Plan in compliance with P.A. 381 of 1996 and assist as needed in developing notices to taxing jurisdictions and public notice requirements. At this time, it is anticipated that most of the eligible costs will be building demolition. If school tax increment capture is necessary in the Brownfield Plan, an Act 381 Work Plan will be needed for submittal to MEDC/MSF. A budget has been included to prepare the Act 381 Work Plan, however, communication with MEDC would be recommended prior to initiation of the Plan to determine their level of support on the project.

1.1 Compensation

Compensation for services provided under this Work Order will be invoiced at the rates provided in the Agreement for Services between ENVIROLOGIC and CLIENT. Envirologic proposes to complete this work on a time and materials basis, however, Envirologic will not incur additional costs beyond this Work Order without LCBRA approval.

Eligibility Documentation and Phase I ESA

Project staff time	\$ 3,000
Subtotal	\$ 3,000

Phase II Environmental Site Assessment (Conceptual)

Project Management.....	\$ 500
Sampling Plan	\$ 500
Field Staff Time	\$ 1,800
Geoprobe.....	\$ 2,000
Ground Penetrating Radar (GPR) Geophysical Survey	\$ 2,300
Report Preparation.....	\$ 1,200
Laboratory Services	\$ 4,500
Data Validation Report	\$ 700

Health and Safety Plan	\$ 200
Field and Miscellaneous Expenses (PID, disposable equipment, coring).....	<u>\$ 1,200</u>
Subtotal	\$ 14,900

Baseline Environmental Assessment and Documentation of Due Care Compliance (if applicable)

BEA/DDCC.....	<u>\$ 4,000</u>
Subtotal	\$ 4,000

Brownfield Plan (if applicable)

Plan Development and support.....	<u>\$ 4,000</u>
Subtotal	\$ 4,000

Act 381 Work Plan (if applicable)

Plan Development and support.....	<u>\$ 4,000</u>
Subtotal	\$ 4,000

TOTAL ESTIMATED PROJECT COSTS FOR WORK ORDER #7H..... \$ 29,900

111. Schedule

It is reasonably expected that eligibility documentation could be prepared one week from authorization to proceed. It is presumed that an EPA affirmative determination would be obtained one week from completion of the eligibility documentation. The Phase I ESA would be completed three weeks from receipt of an affirmative eligibility determination. Thus, it is anticipated that Phase I ESA activities could be completed approximately five weeks from authorization to proceed.

The Phase II ESA activities would begin immediately following the preliminary Phase I ESA activities. A Sampling Plan for the Phase II ESA will be prepared after completion of preliminary Phase I ESA research; approximately two weeks from receipt of an affirmative eligibility determination. The Phase II ESA field activities would be completed one week from EPA approval of the Sampling Plan. Laboratory analysis of samples will require seven business days. A Phase II ESA report will be finalized one week from receipt of laboratory results. Thus, it is anticipated that the Phase II ESA activities could be completed approximately six weeks from authorization to proceed.

A BEA and DDCC would be prepared one week after completion of the Phase II ESA.

Development of the Brownfield Plan and Act 381 Work Plan is anticipated to occur in the first quarter of 2016 with anticipation that the Public Hearing and adoption of the Plan would take place in February/March 2016. This schedule can be adjusted as needed depending on the project requirements.

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts
December 15, 2015

Date:	Description	EPA RLF Grant		EPA Assessment Grants		Leland Residential (Loan)	West Bay Grant/Loan Eligible	TIF Eligible	Amount	Task # (1-6)	Notes
		Pet.	HazMat	Pet.	HazMat						
12/3/2015	Envirologic										\$4,413.90 - Total
	Invoice # 01736 WO 15								\$140.00		
	Invoice # 01738 WO 18								\$156.40		
	Invoice # 01739 WO 06H-14								\$525.00		
	Invoice # 01740 WO 5H/4P-14								\$385.00		
	Invoice # 01741 WO 19								\$3,207.50		
12/2/2015	Consumers Energy								\$7.98		\$ 7.98 - Total
11/30/2015	Leelanau County - reimburse for personnel costs (RLF - November)	X	X						\$437.67		\$875.34- Total
	Leelanau County - reimburse for personnel costs (Assessment Grant -November)			X	X				\$437.67		
TOTAL CLAIMS & ACCOUNTS:									\$5,297.22		\$5,297.22
Completed by: T. Galla						Date Completed: 12/10/15					
Amount Approved: \$						Date:					
Amount Denied: \$						Initials: _____					

25



2960 Interstate Parkway | Kalamazoo, MI 49048
P 269.342.1150 | F 269.342.4945 | W envirologic.com

Remit payment to:
Envirologic Technologies, Inc.
2960 Interstate Parkway
Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority
Trudy Galla
8527 E. Government Center Drive
Suite 108
Suttons Bay, MI 49682-9718

Invoice number 01736
Date 12/03/2015
Project **140291 General Services (WO #15)**

INVOICE: Through Nov 29, 2015

GENERAL SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.00	140.00	140.00 ✓
		Invoice total	140.00

We accept Check, ETF, Visa, MC Discover & Amex as payment options

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PROOFED BY
TS
VERIFIED BY

25



2960 Interstate Parkway | Kalamazoo, MI 49048
P 269.342.1100 | F 269.342.4945 | W envirologia.com

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2960 Interstate Parkway
Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority
Trudy Galla, AICP
8527 E. Government Center Drive
Suite 108
Suttons Bay, MI 49682

Invoice number 01738
Date 12/03/2015

Project **150232 Leland Residential Project -
Cleanup Planning/Characterization
WO18**

INVOICE: Through Nov 29, 2015

CLEANUP PLANNING AND CHARACTERIZATION WO18

Subcontractor

Subcontractor
Fibertec Environmental Services

	Units	Rate	Billed Amount
Fibertec Environmental Services	1.00	156.40	156.40 ✓
Invoice total			156.40

We accept Check, ETF, Visa, MC Discover & Amex as payment options

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TJ
VERIFIED BY



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2960 Interstate Parkway
Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority
Trudy Galla, AICP
8527 E. Government Center Drive
Suite 108
Suttons Bay, MI 49682

Invoice number 01739
Date 12/03/2015

Project **150374 Fomer Govt Complex Brownfield
Plan and Act 381 Work Plan Amendment
WO6H-14**

INVOICE: Through Nov 29, 2015

AMENDMENT TO BROWNFIELD PLAN AND ACT 381 WORKPLAN
Professional Fees

	Hours	Rate	Billed Amount
Principal Jeffrey C. Hawkins Professional Services	3.75	140.00	525.00 ✓
		Invoice total	525.00

We accept Check, ETF, Visa, MC Discover & Amex as payment options

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PROOFED BY
TJ
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P 269.342.1100 | F 269.342.4045 | W envirologic.com

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Envirologic Technologies, Inc.
2960 Interstate Parkway
Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority
Trudy Galla
8527 E. Government Center Drive
Suite 108
Suttons Bay, MI 49682-9718

Invoice number 01740
Date 12/03/2015
Project **150341 GTRAC - BFPlan Review;
Reimbursement Agreement - W.O. 5H/4P
-14**

INVOICE: Through Nov 29, 2015

2014 EPA GRANTS - HAZARDOUS AND PETROLEUM GRANTS TASK 3
Professional Fees

	Hours	Rate	Billed Amount
Principal Jeffrey C. Hawkins Professional Services	2.75	140.00	385.00 ✓
		Invoice total	385.00

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ig
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2960 Interstate Parkway | Kalamazoo, MI 49048
 P 269.342.1100 | F 269.342.4545 | W envirologie.com

Remit payment to:
 Envirologic Technologies, Inc.
 2960 Interstate Parkway
 Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority
 Trudy Galla, AICP
 8527 E. Government Center Drive
 Suite 108
 Suttons Bay, MI 49682

Invoice number 01741
 Date 12/03/2015
 Project **150337 Former Leelanau County Govt. Complex, Leland W.O. 19**

INVOICE: Through Nov 29, 2015

COMMUNITY RELATIONS PLAN, ABCA, CONCEPTUAL CLEANUP COSTS, CIP
 Professional Fees

	Hours	Rate	Billed Amount	
CAD Designer/Drafter Michelle A. Bell Professional Services	9.50	70.00	665.00	✓
Principal Jeffrey C. Hawkins Professional Services	6.50	120.00	780.00	✓
Project Manager Erik D. Peterson Professional Services	19.00	90.00	1,710.00	✓
Project Scientist Caitlin M. Andler Professional Services	0.75	70.00	52.50	✓
Phase subtotal			3,207.50	
Invoice total			<u>3,207.50</u>	✓

We accept Check, ETF, Visa, MC Discover & Amex as payment options

PREPARED &
 PROOFED BY
Tg
 VERIFIED BY

Account: 1030 0915 1905



Questions: Visit: ConsumersEnergy.com Call us: 800-805-0490	Amount Due: \$7.98
	Please pay by: December 28, 2015

BROWNFIELD REED DEVELOPMENT AU
LEELANAU COUNTY
8527 GOVERNMENT #108
SUTTONS BAY MI 49682

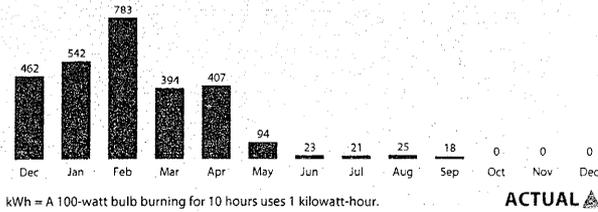
▶ **Thank You** - We received your last payment of \$7.98 on **November 23, 2015**

▶ **Service Address:**
 115 S Grand Ave #7L
 Leland MI 49654-5053

December Energy Bill

Service dates: November 01, 2015 - December 02, 2015 (32 days)

Total Electric Use (kWh - kilowatt-hour)



December Electric Use

0 kWh

Cost per day:
\$0.25

kWh per day:
0

ACTUAL

STAY SAFE: Call 9-1-1 and 800-477-5050. We'll respond day or night.



Downed power lines.
 Stay 25 feet away. Call from a safe location.



If you smell natural gas.
 If the "rotten egg" odor of gas is apparent, call from a safe location.



Be Prepared with Outage Alerts

To help you **stay informed during an outage**, we can now text you with an estimated restoration time and keep you updated if anything changes.



Sign up for text alerts by texting REG to 232273 and providing your account number when prompted.

Learn more at www.ConsumersEnergy.com/alerts.

Fold, detach and mail this portion with your check made payable to Consumers Energy. Please write your account number on your check.



You can pay your bill by mail, by phone or online
 See reverse side for more information

Account: 1030 0915 1905

Service Address:
 LEELANAU COUNTY
 115 S Grand Ave #7L
 Leland MI 49654-5053

PAYMENT CENTER
 PO BOX 740309
 CINCINNATI OH 45274-0309

Amount Due: \$7.98
Please pay by: December 28, 2015
Enclosed:

I 103009151905 000000007989 0000 2056 1 000000000000 H

PREPARED & PROCEED BY
[Signature]
VERIFIED BY

LEELANAU COUNTY
Brownfield Redevelopment Authority

Voucher #:
2015 - November

Pay to: Leelanau County

ADDRESS: 8527 E. Government Center Dr.
 Suttons Bay MI 49682

PROJECT RLF - Staff costs reimbursed

DATE	DESCRIPTION		AMOUNT
12/15/2015	Staff costs to be reimbursed		
	to General Fund	8.5 hours	\$437.67
			\$437.67

This cost has been verified and payment is requested.

X _____

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

Signed X _____

LEELANAU COUNTY
Brownfield Redevelopment Authority

Voucher #:
2015 - November
 Assessment Grant

Pay to: Leelanau County

ADDRESS: 8527 E. Government Center Dr.
 Suttons Bay MI 49682

PROJECT Assessment - Staff costs reimbursed

DATE	DESCRIPTION		AMOUNT
12/15/15/	Staff costs to be reimbursed	8.5 hours	\$437.67
	to General Fund		
			\$437.67

This cost has been verified and payment is requested.

X _____

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

Signed X _____