



# Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: [www.leelanau.cc/brownfieldmtg.asp](http://www.leelanau.cc/brownfieldmtg.asp)

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The LCBRA will meet **TUESDAY, August 16, 2016 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 JULY 19, 2016 Minutes pgs 2-7**
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- 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 **pg 8-9**
2. Envirologic - EPA RLF – Leland Site **pgs 10-11**
3. Envirologic – EPA RLF Monthly Update **pg 12**
4. Envirologic - Brownfield Assessment Grant Monthly Update **pgs 13-15**
5. Envirologic – General Consulting Monthly Update **pgs 16-17**

### **Members**

Mark Walter  
Kathy Egan  
Frank Goodroe  
Chet Janik  
Carolyn (Peachy) Rentenbach  
F. (Bud) Welch  
Karen Zemaitis

### **Director**

Trudy Galla

## **REPORTS**

- 1. Executive Committee (*Chair, Vice-Chair & Secretary/Treasurer*)

## **UNFINISHED BUSINESS**

1. Update on Leland Residential Site – Cleanup, Insurance Coverage (*Jeff Hawkins*)

## **NEW BUSINESS**

1. Work Order Amendment (Jeff Hawkins) – *sent separately*

## **FINANCIALS**

- 1. Claims & Accounts – General Expenses **pgs 18-21**
- 2. Claims & Accounts – EPA Assessment Grant **pgs 22-26**
- 3. Claims & Accounts - EPA RLF Grant **pgs 27-31**
- 4. Request to EPA for Grant Reimbursements - *sent separately*
- 5. Acceptance of TIF Payments – Elmwood Township – *sent separately*
- 6. Post Audit, Budget Amendments, Transfers

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

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, July 19, 2016 at the Government Center.**

**CALL TO ORDER**

Meeting was called to order at 9:30 am by Vice-Chair Egan who led the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** K. Egan, F. Goodroe, C. Janik, C. Rentenbach, K. Zemaitis

**Members Excused:** M. Walter

**Staff:** T. Galla, Director

**Public:** J. Hawkins, D. Wells

**CONSIDERATION OF AGENDA**

*It was moved by Rentenbach, seconded by Zemaitis, to approve the agenda as presented. Motion carried 4-0, with Egan, Rentenbach, Zemaitis, and Goodroe present.*

**CONFLICT OF INTEREST** - none

**CONSIDERATION OF JUNE 20, 2016 MINUTES**

*It was moved by Rentenbach, seconded by Zemaitis to approve the minutes as presented. Motion carried 4-0, with Egan, Rentenbach, Zemaitis, and Goodroe present.*

**PUBLIC COMMENT** - None

**DIRECTOR COMMENTS**

Galla mentioned the RLF Extension has been received; quarterly reports are in the consent agenda, even though LCBRA has in the past approved motion for the Director to present on LCBRA behalf. Galla wanted to include them in packet for feedback. Rentenbach felt they were very well presented; Galla and Zawadzki do a very good job with the reports. Egan agreed. Galla noted that a check was received from Elmwood Township for TIF but the amount is not correct. She explained that the Township's computer was evidently not calculating the amount correctly and the check received was for about \$4 when it should have been a couple thousand dollars. Elmwood will be sending a new check.

**CONSENT AGENDA**

*It was moved by Rentenbach, seconded by Zemaitis, to accept Consent Agenda as presented. Motion carried 4-0, with Egan, Rentenbach, Zemaitis, and Goodroe present.*

**REPORTS** – none

**UNFINISHED BUSINESS**

Leland Residential site:

Hawkins gave a review of the work being done at the Leland site. He thought Elmer's would have the river portion cleaned up within the hour. Then, there is only 1 main unit further back off Grand Ave. to clean up. So far, things have gone very, very well. Elmer's is doing a great job. The only issue is that the landfill takes last load at 3 pm. We have had conversations with them to see if we could get that extended as it cuts into work time. Erik Peterson, project manager for Envirollogic, is at the site. He was there at 6 am and Elmer's was there at 7 am. When trucks pull up, they shut off the engines and don't idle them. The excavator is relatively quiet, the main noise comes from backing up. They did adjust their route a little bit and are trying to figure out the best way to go.

They were going north around the curve by the school. One of the trucks yesterday almost got nailed by someone so they identified that as a safety concern and need to go very slow. They discovered some utilities around the historic jail and are not sure what they go to. They called Miss Dig and found out these are private utilities.

Egan asked about size of the holes being dug. Hawkins said they are about the size of the table in the room, and 3 feet deep, and then hand dug around there. They are currently working in the Riverside area, they can only get so close to the river and are having to resample. Unfortunately, they have found a bunch of remaining material; blocks, concrete, etc. from the original demo by the previous developers. Things are moving right along and at the pace Elmer's is on right now, he tends to think they will be done next week.

Reimbursement Agreement:

Hawkins commented on the reimbursement agreement between LCBRA and Courthouse Redevelopment Group, basically the agreement is similar to the one used for GTRAC. At Galla's request, he added the data that is relevant to this project and took about the whole section about the documents needed for reimbursement as that is not necessary since we are only reimbursing half of the 20% match they put into the project. He put in the appropriate language for the documentation and testing, eligibility, and the Brownfield plan. The loan requires a 20% match and the developer agreed to fund half of that, up to a max of \$40,000.

The agreement basically describes the development, the capture of taxes and reimbursement of the match. It also talks about how the numbers were arrived at, following the ABCA and DEQ Act 381 work plan reviewed and approved by DEQ. There is a lot of reference to the \$40,000 match, and ability to reimburse. There is a limitation section on reimbursement, which is related to and tied to the availability of TIF. If development doesn't occur based on what the developer has proposed, tax revenues will be limited and ability to repay the developer will be limited. Everything is contingent on development occurring. There is also a pecking order as the Authority will have costs to pay first, and then the DEQ loan is paid back. The DEQ loan is an obligation that was delayed for 3 years. The RLF loan kicks in after 5 years. With the Act 381 Work Plan, we had to show how the developer gets repaid for the match, and it shows some funds available in the 2<sup>nd</sup> year for potential reimbursement, but it is predicated on the assumption that 100% of the homes will be non-homestead. That is a just a prediction. It all depends on what is built. The match is not just for cash expenditures the county puts in, there is a 20% match of

the total costs on the project and the developer pays one-half of the 20% amount, up to \$40,000 maximum the developer pays. So, the match is based on all costs for the project.

Hawkins referenced all documents involved, and time schedule and brownfield plan. Timing of reimbursement is based on within 60 days of an approved DDCC (page 5, a), must be paid within 60 days after receipt of the DDCC. Policy on TIF collection and disbursement includes a timing element related to when taxes are collected. The LCBRA will retain a minimum of \$1,000 a year and up to \$100,000. Hawkins reviewed item 7 on page 6 regarding adjustments to any taxes. There is also a reporting requirement for the developer, a 1 page document that they have to submit back to the LCBRA.

Page 5, item 3 – delinquent taxes. Hawkins questioned what happens if properties are sold and the new owners do not stay current with their taxes? He noted this document has not gone through legal review yet. Janik suggested having Corporate Counsel look at the document and provide a review. Members agreed the document should go to the attorney first.

Zemaitis commented that it should be spelled out when and where they pay their match. Members agreed it should be at closing or we do not close on the property. The document will be sent to Corporate Counsel for review, before being sent to the developer. Members directed Galla to make the changes, and send to Corporate Counsel for review, and then to the developer.

Hawkins provided an update on the wells and stated he has had multiple communications with Otwell Mawby, Satterwhite's consultant and discussed what the LCBRA will pay for and what the developer will pay for. The developer put forth a scope of work for test of the wells, that will require larger pumps. Hawkins informed them that B&Z Well Drilling would come in and flush wells, check the casing, and get permanent power to the building. The developer designed their own scope for doing their analytical tests on the well and pump greater quantities. The developer has talked with B&Z and got a price quote for what they want to do, and you have approved a budget for the tasks you approved. John at B&Z has been on vacation. Hawkins noted he has had good conversations from Consumers but still waiting for them to complete packets of what they need. Consumers has gone to the site – flags put up for the route for the line underground. County had meter box inspected and passed. Janik stated that Consumers could not do hookup unless this was inspected and sticker was on it. Hawkins said the Consumers estimate for trenching it and putting in the line was about \$250.

Janik said based on emails going back and forth it appears there is agreement on who is paying for what.

Rentenbach asked about the drop down line. Hawkins said they had a temporary line there, working on permanent line. Janik commented it has been much more complicated than we thought to get this all taken care of. Zemaitis asked if the meter box was on south side of the townhouse and Hawkins said yes, that is where it is located. Hawkins mentioned they also had treatment cylinders and equipment moved from the garage into the well house to avoid a charge from Pure Water Works for moving those. Hawkins noted the valves were expensive and we are assuming they work. Pure Water Works can come and hook it up but they won't do it until

the wells are flushed. There is a RO unit in the basement of townhouse but that is specific to that unit. That is not the responsibility of the LCBRA.

Update on Sale of Property in Leland:

Galla said a list of questions was received from the buyer and she supplied answers. Hawkins mentioned the real estate signs are down.

Zemaitis said she is happy to see the tree work was done to get the dead trees down.

Hawkins commented the work is not stopping people by any means, there is normal foot and car traffic along the road, people are just walking next to areas and watching.

Update on Two Peas Site:

Hawkins stated we are pretty much done with everything we have planned to do there, with exception of the Brownfield plan, hoping to have that in August for consideration to recoup costs on that site. We have provided the owner with a due care plan, done testing, and included a design recipe for him to install a pressurized system at that location. He has been provided everything he needs, and it is now up to him to put it in. He said he will do it himself. We do know that the property has been under some scrutiny, construction codes had some frustration on some of the things he did on that property and state inspected the site for improper handling of asbestos. We did get a call from Brian Flickinger at DEQ that they will be inspecting the site. He has lawful obligation to exercise due care, he's not liable for the contamination, but responsible to make sure there is no exposure to occupants of the building or customers. Hawkins expressed his frustration with sending lots of emails and leaving phone messages with the owner but not hearing back from him. When they did hear back from him, he was then upset for lack of contact. Hawkins was pleased they identified the issues and that there are occupants in the building. He hoped the owner would install the system so people are protected. It is not complicated to put in; the conditions are good under the slab and he can install it to get good air return. The owner moved very quickly with these renovations. He is on the DEQ watch list.

## **NEW BUSINESS**

Pollution Insurance Coverage for Leland Site:

Hawkins spoke about pollution insurance and that it is an eligible expense of the RLF to purchase additional insurance on the site. Elmer's has insurance coverage and pretty high limits. But you do have the ability to purchase a policy and if something comes up, you can manage this. It has taken a bit to get this; we filled out an application, and got a quote working with environmental risk management, Chris Bunbury - a resident here in Leelanau County. We are looking for insurance with a limit of \$3,000,000, and a \$5,000 deductible, with a total premium of \$4,650. Based on a 1 year policy term, exposure basis of \$150,000, whole list of company forms, etc. associated with the policy. They did include an owner controlled insurance endorsement which names the project, tied to Act 381 Work Plan, with completion extension of 3 years. My understanding is this policy is for the next 3 years, if something were to be found within exposure basis of \$150,000 and something was not handled properly, this could possibly cover it. Egan asked if there is an annual cost. Hawkins replied no, it is only a one time cost. It has an ending time of 3 years.

Janik asked for an example of when this would kick in. We have general liability insurance for coverage, Elmer's has coverage. Hawkins said it would cover contractors for work they are doing now. Rentenbach asked if it is too late because they have already started work. Hawkins said no it's not too late for the policy. If there is a problem, you make a claim against the contractor's policy and go after them. Janik then asked why we needed this insurance and Hawkins stated this would be your policy and you are under control. So if something were to happen, you could have immediate action rather than going after the contractor.

Janik went back to Rentenbach's question as the work has already started. Hawkins replied we had conversations with them prior to starting, so coverage could be obtained. Janik asked if this was common procedure. Hawkins said yes, generally on large projects, not always on smaller projects. Your insurance will cover accidents on the property. This would cover other problems such as them breaching the side by the river and contaminants going into the river. Is Elmer's responsible? Technically yes. But this gives you a policy.

Egan thought we could spend \$4650 now, or spend that amount with an attorney at a future date to go after Elmer's. Zemaitis replied, not necessarily. Hawkins said he is not an insurance expert so he could not answer that. Galla noted that Chris Bunbury was an ad hoc member of the LCBRA years ago, and he provided a lot of information to members of the benefits of pollution insurance coverage and the fact that it can cover 'gaps'. She felt it was worth it to have this, and it is an allowable expense under the RLF.

Hawkins said we budgeted about \$4,500 for insurance coverage. We had about \$6,500 quote for \$5,000,000 coverage. We had it lowered to \$4,650 for the \$3,000,000 coverage. Hawkins stated this would cover problems that the contractor would cause. You can always have more coverage. You don't know that you need insurance, until you do need it. Elmer's has a pretty strong reputation for the area and they do have the coverage. Although, Egan said, they don't always do this type of work.

Janik asked if we need to decide this morning. Hawkins thought maybe a budget amount should be provided. Janik wondered if it was worth it to lower the insurance coverage amount. Zemaitis kind of thought the coverage wasn't that necessary but considering it is allowed under the RLF expenses, and already included in Hawkins work plan, she was comfortable with it. Janik agreed with Zemaitis and commented that everything that could go wrong has on this site.

***It was moved by Janik, seconded by Zemaitis to approve up to \$4,650 for insurance coverage as outlined by Hawkins. Motion carried 5-0.***

## **FINANCIALS**

### **1. Claims & Accounts – General Expenses**

Zemaitis asked about the \$800 cost from JB Electric and Janik explained the work that was done. They did the work at the site, the way it was explained to them.

***It was moved by Zemaitis, seconded by Janik, to approve Claims and Accounts for General Expenses in the amount of \$1,759.66. Motion carried 5-0.***

2. Claims and Accounts - EPA Assessment Grant

*It was moved by Zemaitis, seconded by Rentenbach to approve Claims and Accounts for EPA Assessment Grant in the amount of \$1,819.15. Motion carried 5-0.*

3. Claims and Accounts – EPA RLF Grant

Zemaitis noted the amount under the MAC invoice is \$300 which should be reflected in both columns of C&A.

*It was moved by Zemaitis, seconded by Janik to approve Claims and Accounts for EPA RLF Grant in the amount of \$8,014.39, with correction as noted. Motion carried 5-0.*

4. Request to EPA for Grant Reimbursements

*It was moved by Zemaitis, seconded by Janik, to approve EPA Reimbursement Request #26 for the RLF Grant in the amount of \$8,014.39. Motion carried 5-0.*

*It was moved by Zemaitis, seconded by Rentenbach to approve EPA Reimbursement Request #11 for the Assessment Grant in the amount of \$1,819.15. Motion carried 5-0.*

5. Post Audit, Budget Amendements, Transfers

*It was moved by Zemaitis, seconded by Janik, to accept Post Audit in the amount of \$113.30, for the electrical permit for Leland site. Motion carried 5-0.*

**CORRESPONDENCE/COMMUNICATION ITEMS – none**

**PUBLIC COMMENT –none**

**DIRECTOR COMMENTS**

Galla reported she hoped to have a draft 2017 budget ready for the August or September meeting.

**MEMBER COMMENTS**

Zemaitis thanked Galla for catching the TIF dollar error in Elmwood Township. Janik thanked Zemaitis for all her work on the invoices.

**ADJOURN** – Meeting adjourned at 10:44 am.

## MEMORANDUM

To: Trudy Galla, AICP, Director  
Leelanau County Brownfield Redevelopment Authority

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: August 16, 2016

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.

Attachment



**LCBRA EPA BROWNFIELD ASSESSMENT GRANT**  
**Monthly Project Update**  
**Budget and Cost Summary**  
*As Of August 16, 2016*

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

								Budget	Project Invoices for Consideration	Project Budget Expended <sup>1</sup>	Project Budget Remaining	Project Notes
Reference Numbers				AKT Peerless								
File Number	Leelanau County Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
							AKT Peerless Contract Amount	\$ 127,400.00				
<b>HAZARDOUS SUBSTANCES ASSESSMENT GRANT</b>												
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	\$ -		
<b>PETROLEUM ASSESSMENT GRANT</b>												
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 CLEANUP LOAN MONTHLY UPDATES AND INVOICES  
FORMER LEELANAU COUNTY GOVERNMENT COMPLEX REDEVELOPMENT PROJECT**

**DATE: AUGUST 16, 2016**

This memorandum serves to provide information regarding invoices and updates that are being presented to the LCBRA for services rendered on the EPA RLF Cleanup Loan activities.

Please find attached several items for your consideration:

- 1. Former Leelanau County Government Complex Cleanup Loan (W.O. #20):**
  - **Legal Survey and Elevation Data including OHWM**
  - **Project Management, Oversight, and Professional Services (as detailed in W.O. #20 and ABCA)**
  - **Verification of Soil Remediation (VSR) Sampling**
  - **Documentation of Due Care Compliance (DDCC)**

**Update:**

Please refer to weekly updates attached.

There are several areas primarily along the river and on the western edge of DU-10 that required subsequent additional excavation since the initial verification samples indicated that limited contaminants remained. We are currently awaiting results from additional samples. At the present time the excavation activities are on hold.

Additionally, during the various excavations, remnant foundations, dry wells and buried utilities were observed. Several of these features were investigated and removed. However, the developer has expressed concerns that there may be additional buried structures that aren't known to be present. Therefore, Envirologic is obtaining pricing to do a geophysical survey of the site to determine if there are any remaining subterranean structures present. If the survey is completed and other features are discovered, it is intended to remobilize the contractor to the site to finish the removal activities.

A draft Development and Reimbursement Agreement has been vetted with County legal counsel and provided to the developer for their review and signature.

Although overall, Envirologic is within the budget approved for Work Order #20, Envirologic has exceeded the Verification Soil Sampling budget due to the additional excavation activities and additional sampling that has been required. However, it will be possible to include this overage in the contractor budget due to the lower estimate that Elmer's provided.

Additionally, we are obtaining cost estimates from Elmer's to remove the subterranean structures. We have reached out to MDEQ to determine how to cover these costs under the Act 381 Work Plan. At this time, it is anticipated that these additional costs may be covered under the contingency budget. Envirologic is also planning to communicate with Karla Auker with EPA to obtain concurrence that the removal activities can be covered under the RLF Loan.

The higher invoice this month is primarily due to the additional analytical costs and the landfill costs.

**Project Invoices for Consideration:**  
**Invoice #02583 (\$89,066.76) RLF Hazardous Grant**

**Leelanau County Brownfield Redevelopment Authority**  
**EPA RLF Cleanup Loan Budget**  
**Former Leelanau County Government Complex**  
**Environmental Consulting Services**  
**Monthly Project Update**

**Budget and Cost Summary**

LCBRA File #	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed	
	W/O	Project									
	20	160088	Former Government Center RLF Cleanup								
			Legal Survey and Elevation Data	10,000.00	02152	4/7/2016	\$ 3,253.00	\$ 3,253.00	\$ 6,747.00		
					02280	5/12/2016	\$ 3,835.00	\$ 7,088.00	\$ 2,912.00		
					02440	6/14/2016	\$ 740.00	\$ 7,828.00	\$ 2,172.00		
			<b>Estimated Project Subtotal</b>	10,000.00							
			Project Mgmt., Oversight and Prof. Services	57,740.00	02077	3/7/2016	\$ 5,200.75	\$ 5,200.75	\$ 52,539.25		
					02152	4/7/2016	\$ 10,442.50	\$ 15,643.25	\$ 42,096.75		
					02280	5/12/2016	\$ 6,744.35	\$ 22,387.60	\$ 35,352.40		
					02440	6/14/2016	\$ 8,307.50	\$ 30,695.10	\$ 27,044.90		
					02492	7/12/2016	\$ 7,433.99	\$ 38,129.09	\$ 19,610.91		
					<b>02583</b>	<b>8/8/2016</b>	<b>\$ 6,355.55</b>	<b>\$ 44,484.64</b>	<b>\$ 13,255.36</b>		
			<b>Estimated Project Subtotal</b>	57,740.00							
			Verification of Soil Remediation (VSR) Sampling	15,000.00	<b>02583</b>	<b>8/8/2016</b>	<b>\$ 24,434.68</b>	<b>\$ 24,434.68</b>	<b>\$ (9,434.68)</b>		
			<b>Estimated Project Subtotal</b>	15,000.00							
			Documentation of Due Care Compliance	5,000.00							
			<b>Estimated Project Subtotal</b>	5,000.00							
			<b>Total W.O. 20</b>	87,740.00							
			Remedial Contractor Costs	\$254,260							
			Glen's Landfill		<b>02583</b>	<b>8/8/2016</b>	<b>58,276.53</b>	<b>\$ 58,276.53</b>	<b>\$195,983.47</b>		
			<b>General Updates:</b>								
			1. Budget Expended includes "Invoices for Consideration" amount.								

**Leelanau County Brownfield Redevelopment Authority  
EPA RLF 10%/Oversight Budgets  
Environmental Consulting Services  
Monthly Project Update**

**Budget and Cost Summary**

LCBRA File #	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed
	W/O	Project								
13	140292	Former Government Center RLF Eligibility	1,500.00	00200	8/5/2014	\$ 543.75	\$ 543.75	\$ 956.25		
				00452	10/15/2014	\$ 140.00	\$ 683.75	\$ 816.25		
				00733	1/13/2015	\$ 190.00	\$ 873.75	\$ 626.25		
				00800	2/9/2015	\$ 237.50	\$ 1,111.25	\$ 388.75		
				01327	7/16/2015	\$ 90.00	\$ 1,201.25	\$ 298.75		
14	140290	RLF Loan Selection - 10% Fund Allocation	6,000.00	00222	8/6/2014	\$ 140.00	\$ 140.00	\$ 5,860.00		
				00454	10/15/2014	\$ 175.00	\$ 315.00	\$ 5,685.00		
				00480	11/4/2014	\$ 1,223.75	\$ 1,538.75	\$ 4,146.25		
				00734	1/13/2015	\$ 345.00	\$ 1,883.75	\$ 4,116.25		
				00801	2/9/2015	\$ 520.00	\$ 2,403.75	\$ 3,596.25		
				01012	4/15/2015	\$ 515.00	\$ 2,918.75	\$ 3,081.25		
				01096	5/14/2015	\$ 1,632.50	\$ 4,551.25	\$ 1,448.75		
				01319	7/15/2015	\$ 190.00	\$ 4,741.25	\$ 1,258.75		
16	150131	Leland Residential Site RLF - Task 6	5,000.00	01125	6/3/2015	665.00	\$ 665.00	4,335.00		
				01329	7/16/2015	1,988.75	\$ 2,653.75	2,346.25		
				01475	9/10/2015	1,825.00	\$ 4,478.75	521.25		
17	150123	Traverse City Housing Commission 10200 E. Carter Center, Traverse City, MI RLF - Task 6	8,500.00	01135	6/3/2015	3,493.75	\$ 3,493.75	5,006.25		
				01325	7/15/2015	120.00	\$ 3,613.75	4,886.25		
				01951	2/8/2016	120.00	\$ 3,733.75	4,766.25		
18	150232	Leland Residential Project - Cleanup Planning/Characterization RLF - Task 6	\$51,883.75	01328	7/16/2015	6,083.75	\$ 6,083.75	\$45,800.00		
				01482	9/10/2015	37,266.77	\$ 43,350.52	\$8,533.23		
				01559	10/8/2015	3,392.50	\$ 46,743.02	\$5,140.73		
				01708	11/12/2015	737.50	\$ 47,480.52	\$4,403.23		
				01738	12/3/2015	156.40	\$ 47,636.92	\$4,246.83		
				01902	1/12/2016	910.00	\$ 48,546.92	\$3,336.83		
				02036	2/12/2016	1,440.00	\$ 49,986.92	\$1,896.83		
				02076	3/7/2016	1,865.00	\$ 51,851.92	\$31.83		
		W.O. 18 Subtotal				51,851.92		\$31.83		
		10% Subtotal	72,883.75			66,006.92	\$ 66,006.92	\$ 6,876.83		
		Expenditures above this line funded with 10% Budget								
19	150337	Former Leelanau County Govt. Complex RLF - Task 5 Oversight Community Relations/Implementation Plan, ABCA, Conceptual Cleanup Costs	\$10,000.00	01711	11/12/2015	5,761.25	\$ 5,761.25	\$4,238.75		
				01741	12/3/2015	3,207.50	\$ 8,968.75	\$1,031.25		
				01901	1/12/2016	701.25	\$ 9,670.00	\$330.00		
				02035	2/12/2016	300.00	\$ 9,970.00	\$30.00		
		Subtotal	\$10,000.00			9,970.00	\$ 9,970.00	\$30.00		
		<b>Totals</b>	<b>\$ 82,883.75</b>			<b>\$ 75,976.92</b>	<b>\$ 75,976.92</b>	<b>6,906.83</b>		
		<b>General Updates:</b>								
		1. Budget Expended includes "Invoices for Consideration" amount.								
		2. There are no invoices for this month.								

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: AUGUST 16, 2016

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 the 2014 EPA Brownfield Assessment Grants.

Please find attached several items for your consideration:

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

**Update:**

Envirologic has been actively moving forward with outreach activities including preparation for, set-up and implementation of individual meetings with various local units of government and supporters of the grant.

**Project Invoices for Consideration:**

*Invoice #02588 (\$45.00) Hazardous  
Invoice #02589 (\$45.00) Petroleum*

**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.

**Project Invoices for Consideration:**

*There are no invoices for consideration this month.*

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

**Update:**

Based on the approved ABCA and the cleanup plan for the site, no additional activities are anticipated under this work order.

**Project Invoices for Consideration:**

*There are no invoices for consideration for this month.*

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

**Update:**

The activities related to this work order are essentially complete.

**Project Invoices for Consideration:**

*There are no invoices for consideration.*

**5. Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI (W.O. #7H-14) (W.O. #8H-14)**

**Update:**

Envirologic conducted sub-slab sampling beneath the former dry cleaners building floor on February 22 and 23, 2016. Lab results have indicated that we have exceedances above MDEQ Residential and Non-Residential Vapor Intrusion Screening levels. Due Care recommendations include some form of vapor mitigation. The Phase I ESA and BEA are finalized and Envirologic has received the signed BEA for submittal to MDEQ. Envirologic also obtained a signature from the developer for a Notice of Migration of Contamination which is necessary for due care compliance.

Envirologic implemented a transmissivity test on May 18<sup>th</sup>/19<sup>th</sup>. The data from this testing has been evaluated. This evaluation was used to provide design specifications for a sub-slab depressurization system for the building. This information was included in a Documentation of Due Care report which has been finalized and issued to the property owner. It is the property owner's responsibility to implement the system. Additionally, due to the levels beneath the building, it is our understanding that the MDEQ will be communicating with Mr. Krause to insure that implementation of the due care obligations occurs at this site.

No further communications have occurred with the developer. Envirologic will be completing a Brownfield Plan for the site.

**Project Invoices for Consideration:**  
***#02580 (\$258.61) Hazardous Grant***

**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	<b>QAPP</b>	<b>1,000.00</b>	<b>1,000.00</b>	01018	4/15/2015	\$ 1,997.50	\$ 998.75	\$ 998.75	\$ -	\$ -	<b>X</b>
	Task #4	2H/P-14	140555	<b>Community Outreach</b>	<b>3,000.00</b>	<b>3,000.00</b>	01010	4/15/2015	\$ 1,190.00	\$ 595.00	\$ 595.00	\$ 2,405.00	\$ 2,405.00	
				<i>Total Budget from Grant Work Plan is \$15,000.</i>			01092	5/14/2015	\$ 420.00	\$ 210.00	\$ 210.00	\$ 2,195.00	\$ 2,195.00	
							01479	9/10/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ 2,002.50	\$ 2,002.50	
							01552	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 1,757.50	\$ 1,757.50	
							01952	2/8/2016	\$ 140.00	\$ 70.00	\$ 70.00	\$ 1,687.50	\$ 1,687.50	
							02144	4/5/2016	\$ 825.00	\$ 412.50	\$ 412.50	\$ 1,275.00	\$ 1,275.00	
							02281	5/12/2016	\$ 487.50	\$ 487.50		\$ 787.50		
							02282	5/12/2016	\$ 487.50		\$ 487.50	\$ 787.50	\$ 787.50	
							02439	6/14/2016	\$ 252.50	\$ 252.50		\$ 535.00		
							02438	6/14/2016	\$ 252.50		\$ 252.50	\$ 535.00		
							02474	7/11/2016	\$ 140.00	\$ 140.00		\$ 395.00		
							04275	7/11/2016	\$ 140.00		\$ 140.00	\$ 395.00		
							<b>02588*</b>	<b>8/8/2016</b>	<b>\$ 45.00</b>	<b>\$ 45.00</b>		<b>\$ 350.00</b>		
							<b>02589*</b>	<b>8/8/2016</b>	<b>\$ 45.00</b>		<b>\$ 45.00</b>	<b>\$ 0</b>	<b>\$ 350.00</b>	
	Task #1 and 2	3H/P-14	150070	<b>Courthouse Redevelopment Group, LLC</b>										
				<i>Phase I ESA and BEA</i>	<b>2,250.00</b>	<b>2,250.00</b>	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	<b>Leland Residential Project - Discreet Sampling</b>	<b>19,980.00</b>		01478	9/10/2015	\$ 15,063.82	\$ 15,063.82		\$ 4,916.18		
	Task 3	5H/P-14	150341	<b>GTRAC - BFPlan Review; Reimbursement Agreement</b>	<b>625.00</b>	<b>625.00</b>	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	\$ -	\$ -	<b>X</b>
	Task 3	6H-14	150374	<b>Fmr. Leelanau County Govt Complex</b>										
				<i>Brownfield Plan Amendment and Act 381 Work Plan Amendment</i>	<b>6,000.00</b>	<b>-</b>	01739	12/3/2015	\$ 525.00	\$ 525.00		\$ 5,475.00	\$ -	
							01899	1/12/2016	\$ 140.00	\$ 140.00		\$ 5,335.00	\$ -	
							01954	2/8/2016	\$ 3,860.00	\$ 3,860.00		\$ 1,475.00	\$ -	
							02075	3/7/2016	\$ 1,295.00	\$ 1,295.00		\$ 180.00	\$ -	
	Task #1 and 2	7H-14	150449	<b>Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI</b>	<b>\$29,900</b>	<b>-</b>	01900	1/12/2016	\$ 127.50	\$ 127.50		\$ 29,772.50	\$ -	
				<i>Phase I, II ESA and BEA, Due Care Plan, Brownfield Plan and Act 381 Work Plan</i>			01950	2/8/2016	\$ 3,470.75	\$ 3,470.75		\$ 26,301.75	\$ -	
							02079	3/8/2016	\$ 9,581.04	\$ 9,581.04		\$ 16,720.71	\$ -	
							02146	4/5/2016	\$ 1,190.00	\$ 1,190.00		\$ 15,530.71	\$ -	
							02283	5/12/2016	\$ 1,736.25	\$ 1,736.25		\$ 13,794.46	\$ -	
							02435	6/14/2016	\$ 614.60	\$ 614.60		\$ 13,179.86	\$ -	
							02477	7/11/2016	\$ 669.15	\$ 669.15		\$ 12,510.71	\$ -	
							<b>02580*</b>	<b>8/8/2016</b>	<b>\$ 258.61</b>	<b>\$ 258.61</b>		<b>\$ 12,252.10</b>	<b>\$ -</b>	
	Task #3	8H-14	150449	<b>Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI</b>	<b>\$8,500</b>		02435	6/14/2016	\$ 4,507.84	\$ 4,507.84		\$ 3,992.16	\$ -	
				<i>Sub-Slab System Engineering and Design</i>			02477	7/11/2016	\$ 795.00	\$ 795.00		\$ 3,197.16	\$ -	
				<b>Subtotal</b>	<b>71,255.00</b>	<b>6,875.00</b>								
				<b>Totals</b>	<b>\$ 71,255.00</b>	<b>\$ 6,875.00</b>			<b>\$ 53,540.06</b>	<b>\$ 48,687.31</b>	<b>\$ 4,852.75</b>	<b>\$ 22,553.94</b>	<b>\$ 2,008.50</b>	
				Budgeted Grant Funds for Envirologic Activities	\$ 71,255.00	\$ 6,875.00								
				Envirologic Contract Budget Remaining Subtotal*	\$ (55.00)	\$ 64,325.00								
				<i>*Adjust budget against remaining Community Outreach Budgets</i>										
				<b>Budgets Returned from Under Budget Projects</b>										
				QAPP	\$ 1.25	\$ 1.25								
				GTRAC - BFPlan Review; Reimbursement Agreement	\$ 12.50	\$ 12.50								
				<b>Subtotal Under Budget Projects</b>	<b>\$ 13.75</b>	<b>\$ 13.75</b>								
				<b>Total Envirologic Contract Budget Remaining</b>	<b>\$ (41.25)</b>	<b>\$ 64,338.75</b>								
	* 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: AUGUST 16, 2016**

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:**

There are no activities to report this month.

**Project Invoices for Consideration:**

***There are no invoices for this month.***

**Leelanau County Brownfield Redevelopment Authority  
General Environmental Consulting Services  
Monthly Project Update**

**Budget and Cost Summary**

LCBRA File #	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed
	W/O	Project								
	15	140291	General Services	4,500.00	00201	8/5/2014	\$ 210.00	\$ 210.00		
					00355	9/18/2014	770.00	\$ 980.00	3,520.00	
					00453	10/15/2014	350.00	\$ 1,330.00	3,170.00	
					00481	11/4/2014	840.00	\$ 2,170.00	2,330.00	
					01094	5/15/2015	280.00	\$ 2,450.00	2,050.00	
					01128	6/3/2015	70.00	\$ 2,520.00	1,980.00	
					01480	9/10/2015	700.00	\$ 3,220.00	1,280.00	
					01736	12/3/2015	140.00	\$ 3,360.00	1,140.00	
					02069	3/7/2016	140.00	\$ 3,500.00	1,000.00	
					02434	6/14/2016	70.00	\$ 3,570.00	930.00	
					02476	7/11/2016	105.00	\$ 3,675.00	825.00	
			<b>Totals</b>	\$ 4,500.00			\$ 3,675.00	\$ 3,675.00	825.00	
			<b>General Updates:</b>							
			1. Budget Expended includes "Invoices for Consideration" amount.							
			2. <i>There are no invoices for consideration this month.</i>							

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date August 16, 2016



Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
8/2/2016	Consumers Energy July 6 to August 2	X	\$7.95		<b>\$7.95 - Total</b>
8/9/2016	State of Michigan - Filing fees-Rivertown Cottages, & Rivertown Leland		\$40.00		<b>\$40.00 - Total</b>
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>			<b>47.95</b>		<b>\$47.95</b>

Completed by: T. Galla

Date Completed: August 9, 2016

Amount Approved: \$

Amount Denied: \$

Date:

Initials:

*TG*

Account: 1030 0915 1905



<b>Questions:</b> Visit: <a href="http://ConsumersEnergy.com">ConsumersEnergy.com</a> Call us: 800-805-0490	<b>Amount Due:</b> <b>\$7.95</b>
	<b>Please pay by:</b> <b>August 26, 2016</b>

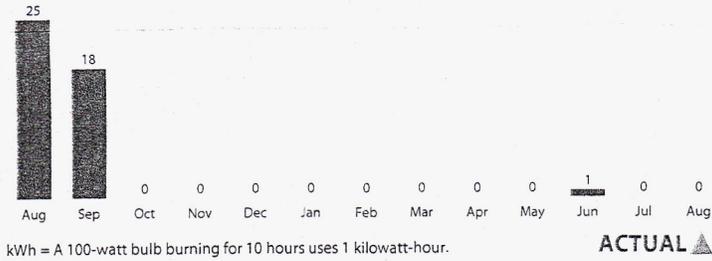
**BROWNFIELD REDEVELOPMENT AUTH  
LEELANAU COUNTY  
8527 GOVERNMENT #108  
SUTTONS BAY MI 49682**

- ▶ **Thank You** - We received your last payment of **\$7.98** on July 25, 2016
- ▶ **Service Address:**  
115 S Grand Ave #7L  
Leland MI 49654-5053

### August Energy Bill

Service dates: July 06, 2016 - August 02, 2016 (28 days)

#### Total Electric Use (kWh - kilowatt-hour)



#### August Electric Use

**0 kWh**

Cost per day:  
**\$0.28**

kWh per day:  
**0**

PREPARED &  
PROOFED BY  
*[Signature]*  
VERIFIED BY

**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.

### Select Your Own Bill Due Date

You have an **upgraded meter with enhanced technology** that provides more **accurate meter reads** and tools to **monitor your energy use online**.

You also may select your own bill due date. *Some restrictions apply.*

Learn more at [www.ConsumersEnergy.com/smartenergy](http://www.ConsumersEnergy.com/smartenergy)

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

<b>Amount Due:</b> <b>\$7.95</b>
<b>Please pay by:</b> <b>August 26, 2016</b>
<b>Enclosed:</b>

I 103009151905 000000007955 0000 2056 2 000000000000 H

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
NONPROFIT CORPORATION ANNUAL REPORT

2016



Due October 1, 2016

File Online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)

Identification Number <b>70752G</b>	Corporation name <b>RIVERTOWN COTTAGES CONDOMINIUM ASSOCIATION</b>
--	---

Resident agent name and mailing address of the registered office

**TRUDY J GALLA  
8527 E GOVERNMENT CENTER.DR.,  
SUITE 108  
SUTTONS BAY MI 49682**

The address of the registered office

**STE 108  
8527 E GOVERNMENT CENTER DR  
SUTTONS BAY MI 49682**

To certify there are no changes from the previous year filed report, check this box and proceed to Item 6.  
If the resident agent and/or registered office has changed, proceed to Item 1 and do not check this box.  
If only officer and director information has changed, proceed to Item 4 and do not check this box.

1. Mailing address of registered office in Michigan if changed (may be a P.O. Box)	2. Resident Agent if changed
--	------------------------------

3. The address of the registered office in Michigan if changed (a P.O. Box may not be designated as the address of the registered office)

4. The purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

5. **NAME and BUSINESS OR RESIDENCE ADDRESS**

	President
If different than President	Secretary
	Treasurer

If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box. If box is checked the board shall consist of 1 or more directors. The board of all other corporations shall consist of 3 or more directors.

Required Director(s)	Director
	Director
	Director

6. Report due October 1, 2016.  
**Filing Fee \$20.00.**

**File online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)**  
or mail your completed report with a check or money order payable to the State of Michigan.

Return to: Corporations Division  
P.O. Box 30767  
Lansing, MI 48909  
(517) 241-6470

Signature of authorized officer or agent	Title	Date	Phone (Optional)
--	-------	------	------------------

If more space is needed additional pages may be included. Do not staple any items to report. This report is required by Section 911, Act 162, Public Acts of 1982, as amended. Failure to file this report may result in the dissolution of the corporation.

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
NONPROFIT CORPORATION ANNUAL REPORT

2016



Due October 1, 2016

File Online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)

Identification Number <b>70658V</b>	Corporation name <b>RIVERTOWN LELAND CONDOMINIUM ASSOCIATION</b>
--	---

Resident agent name and mailing address of the registered office

**TRUDY J GALLA  
8527 E GOVERNMENT CENTER DR.,  
SUITE 108  
SUTTONS BAY MI 49682**

The address of the registered office

**8527 E GOVERNMENT CTR STE 108  
SUTTONS BAY MI 49682**

To certify there are no changes from the previous year filed report, check this box and proceed to Item 6.  
If the resident agent and/or registered office has changed, proceed to Item 1 and do not check this box.  
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1. Mailing address of registered office in Michigan if changed (may be a P.O. Box)	2. Resident Agent if changed
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	President
If different than President	Secretary
	Treasurer

If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box. If box is checked the board shall consist of 1 or more directors. The board of all other corporations shall consist of 3 or more directors.

Required Director(s)	Director
	Director
	Director

6. Report due October 1, 2016.  
**Filing Fee \$20.00.**

**File online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)**  
or mail your completed report with a check or money order payable to the State of Michigan.

Return to: Corporations Division  
P.O. Box 30767  
Lansing, MI 48909  
(517) 241-6470

Signature of authorized officer or agent	Title	Date	Phone (Optional)
--	-------	------	------------------

If more space is needed additional pages may be included. Do not staple any items to report. This report is required by Section 911, Act 162, Public Acts of 1982, as amended. Failure to file this report may result in the dissolution of the corporation.

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - Assessment  
Meeting Date August 16, 2016



Date:	Description	EPA Assessment Grants		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
7/7/2016	Leelanau Enterprise			\$114.50		<b>\$114.50 - Total</b>
8/8/2016	Envirologic Technologies					
	Invoice #02580 - Two Peas LLC, 206 N. St. Joseph St.		X	\$258.61		<b>\$348.61 - Total</b>
	Invoice #02588 - Community Outreach, W.O. 2HP-14		X	\$45.00		
	Invoice #02589 - Community Outreach, W.O. 2HP-14	X		\$45.00		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>				\$463.11		<b>\$463.11</b>

Completed by: T. Galla

Date Completed: 8/9/2016

Amount Approved: \$

Amount Denied: \$

Initials: *TG* Date: \_\_\_\_\_

# Leelanau Enterprise

The Leelanau Enterprise  
7200 E Duck Lake Rd  
Lake Leelanau, MI  
49653  
Tel : (231) 256-9827

## Invoice

Leelanau County Brownfield Redevelopment Authority  
8527 E Government Center Dr  
Suttons Bay, MI  
49682

Cust # : 7229  
Tel # : (231) 256-9812  
Statement Date: 07/29/16  
Contact: Trudy Galla

### Detailed Statement of transactions between 07/01/16 to 07/29/16

Date	Description	Charge	Amount
	Balance forward as of 06/30/16		0.00
07/07/16	INVOICE Ref : 233621 2x5 Grant Funds Avail. The Leelanau Enterprise, 1 insertions, 07/07/16 - 07/...	<i>Brownfield - Assessment</i> 107.50 Total for Ad	107.50
07/07/16	INVOICE Ref : 233622 Web Ad Web Advertising, 1 insertions, 07/07/16 - 07/07/16	7.00 Total for Ad	7.00
07/14/16	INVOICE Ref : 234091 Web Ad Web Advertising, 1 insertions, 07/14/16 - 07/14/16	7.00 Total for Ad	7.00
07/14/16	INVOICE Ref : 234092 2x4 Public Notice The Leelanau Enterprise, 1 insertions, 07/14/16 - 07/...	<i>Brownfield Ad Leelanau site</i> 86.00 Total for Ad	86.00

Balance Due	207.50
-------------	--------

### Summary

To assure proper credit return this portion with payment

Cust # 7229  
Leelanau County Brownfield  
Redevelopment Authority  
8527 E Government Center Dr  
Suttons Bay, MI  
49682

Statement Date: 07/29/16  
Balance forward 0.00  
Total Charges 207.50  
Total Credits 0.00

Please remit payment by the 20th of current month

Current	30+ days	60+ days	90+ days	120+ days	Balance Due
207.50	0.00	0.00	0.00	0.00	207.50

Notice  
Thank you for advertising with us. We appreciate your business.



Remit to:  
 2960 Interstate Parkway, Kalamazoo, MI 49048  
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

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

Invoice number 02580  
 Date 08/08/2016

Project **150449 Two Peas LLC, 206 N. St. Joseph, Suttons Bay/Hazardous Substance Grant Only**

INVOICE: Through Jul 31, 2016

BEA AND DUE CARE - W.O. 7H-14  
 Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Robyn E. Logelin Professional Services	0.75	50.00	37.50
Project Manager Erik D. Peterson Professional Services	2.00	105.00	210.00
Subcontractor			
	Units	Rate	Billed Amount
Subcontractor United Parcel Service	1.00	11.109	11.11
Phase subtotal			258.61
		Invoice total	<b>258.61</b> ✓

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

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



Remit to:  
 2960 Interstate Parkway, Kalamazoo, MI 49048  
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

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

Invoice number 02588  
 Date 08/08/2016

Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Jul 31, 2016

2014 EPA GRANTS - HAZARDOUS SUBSTANCES GRANT

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	0.50	90.00	45.00
		Invoice total	<b>45.00</b>

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

PREPARED &  
 PROOFED BY  
*JJ*  
 VERIFIED BY



Remit to:  
 2960 Interstate Parkway, Kalamazoo, MI 49048  
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

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

Invoice number 02589  
 Date 08/08/2016  
 Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Jul 31, 2016

2014 EPA GRANTS - PETROLEUM GRANT  
 Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	0.50	90.00	45.00 ✓
		Invoice total	<u><u>45.00</u></u>

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

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*[Signature]*  
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# Leelanau Enterprise

The Leelanau Enterprise  
7200 E Duck Lake Rd  
Lake Leelanau, MI  
49653  
Tel : (231) 256-9827

## Invoice

Leelanau County Brownfield Redevelopment Authority  
8527 E Government Center Dr  
Suttons Bay, MI  
49682

Cust # : 7229  
Tel # : (231) 256-9812  
Statement Date: 07/29/16  
Contact: Trudy Galla

### Detailed Statement of transactions between 07/01/16 to 07/29/16

Date	Description	Charge	Amount
07/07/16	Balance forward as of 06/30/16		0.00
07/07/16	INVOICE Ref : 233621 2x5 Grant Funds Avail. The Leelanau Enterprise, 1 insertions, 07/07/16 - 07/...	<i>Brownfield - Assessment</i> 107.50	107.50
	Total for Ad		
07/07/16	INVOICE Ref : 233622 Web Ad Web Advertising, 1 insertions, 07/07/16 - 07/07/16	7.00	7.00
	Total for Ad		
07/14/16	INVOICE Ref : 234091 Web Ad Web Advertising, 1 insertions, 07/14/16 - 07/14/16	7.00	7.00
	Total for Ad		
07/14/16	INVOICE Ref : 234092 2x4 Public Notice The Leelanau Enterprise, 1 insertions, 07/14/16 - 07/...	86.00	86.00
	Total for Ad		

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PROOFED BY**  
*Jg*  
**VERIFIED BY**

*Brownfield  
ARCA  
Leelanau site*

<b>Balance Due</b>	<b>207.50</b>
--------------------	---------------

### Summary

To assure proper credit return this portion with payment

Cust # 7229  
Leelanau County Brownfield  
Redevelopment Authority  
8527 E Government Center Dr  
Suttons Bay, MI  
49682

Statement Date: 07/29/16

Balance forward	0.00
Total Charges	207.50
Total Credits	0.00

Please remit payment by the 20th of current month

Current	30+ days	60+ days	90+ days	120+ days	Balance Due
207.50	0.00	0.00	0.00	0.00	207.50

### Notice

Thank you for advertising with us. We appreciate your business.

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

Invoice number 02583  
 Date 08/08/2016

Project **160088 LCBRA - WO #20 - BCRLF -  
 Govt. Complex/ Hazardous Substances  
 RLF Loan**

INVOICE: Through Jul 31, 2016

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount	
Administrative Assistant				
Robyn E. Logelin				
Professional Services	2.50	50.00	125.00	✓
Principal				
David B. Warwick				
Professional Services	1.25	120.00	150.00	✓
Jeffrey C. Hawkins				
Professional Services	21.00	120.00	2,520.00	✓
Project Manager				
Erik D. Peterson				
Professional Services	30.00	90.00	2,700.00	✓
Project Scientist				
Caitlin M. Andler				
Professional Services	1.50	70.00	105.00	✓
Subcontractor				
	Units	Rate	Billed Amount	
Subcontractor				
Fibertec Environmental Services	1.00	755.55	755.55	
Project Mgmt, Oversight and Prof. Services subtotal			6,355.55	✓

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Professional Fees

	Hours	Rate	Billed Amount	
CAD Designer/Drafter				
Michelle A. Bell				
Professional Services	5.00	70.00	350.00	✓
Project Manager				
Erik D. Peterson				
Professional Services	21.50	90.00	1,935.00	✓



Leelanau County Brownfield Redevelopment Authority  
 Project **160088 LCBRA - WO #20 - BCRLF - Govt. Complex/ Hazardous Substances RLF Loan**

Invoice number 02583  
 Date 08/08/2016

**VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING**

Subcontractor

	Units	Rate	Billed Amount	
Subcontractor				
Fibertec Environmental Services	1.00	245.088	245.09	✓
Phase subtotal			24,434.68	

**WASTE MANAGEMENT LANDFILL FEES**

Subcontractor

	Units	Rate	Billed Amount	
Subcontractor				
Waste Management of MI, Inc.	1.00	58,276.526	58,276.53	✓
Invoice total			<b>89,066.76</b>	✓

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 PROOFED BY**  
  
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