



# Leelanau County Brownfield Redevelopment Authority (LCBRA)

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

8527 E. Government Center Dr. Suite 108

Suttons Bay MI 49682

Phone: (231) 256-9812 or Toll Free (866) 256-9711, Ext. 6

Fax: (231) 256-0174

Leelanau County  
Brownfield  
Redevelopment Authority  
(LCBRA)

The LCBRA will meet **TUESDAY, NOVEMBER 22, 2016 at 9:00** am at the Government Center

## **NOTE TIME CHANGE – 9:00 AM START TIME**

### **DRAFT AGENDA**

## **PLEASE TURN OFF & PUT AWAY ALL CELL PHONES**

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- CONSIDERATION OF AGENDA
- CONFLICT OF INTEREST
- CONSIDERATION OF OCTOBER 18, 2016 Minutes *pgs 2-6*
- 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 *pgs 7-8*
2. Envirologic - EPA RLF – Leland Site *pgs 9-10*
3. Envirologic – EPA RLF Monthly Update *pgs 11-12*
4. Envirologic - Assessment Grant Monthly Update *pgs 13-15*
5. Envirologic – General Consulting Monthly Update *pgs 16-17*

### **REPORTS**

- 1. November Budgetary Status Report *pgs 18-20*

### **UNFINISHED BUSINESS**

- 1. Update on Leland Residential Site (*Jeff Hawkins, Envirologic Technologies*)

### **NEW BUSINESS**

- 1. Work Order No. 22 - General Contracting Services – Envirologic Technologies *pgs 21-22*
- 2. Request for Extension on Closing – Courthouse Redevelopment Group *pg 23*
- 3. Listing Extension with Three West, LLC: Unit 7l and 7m, and unit 5, Rivertown Cottages *pg 24*
- 4. Request to release Earnest Money (Unit 7l and 7m and Unit 5, Rivertown Cottages) *pg 25*
- 5. Brownfield Plan – Two Peas, LLC site (*tentative*)

### **FINANCIALS**

- 1. Claims & Accounts – EPA RLF Grant *pgs 26-28*
- 2. Claims & Accounts – EPA Assessment Grant *pgs 29-31*
- 3. Claims & Accounts - EPA General Svcs *pgs 32-35*
- 4. Request to EPA for Grant Reimbursements (sent separately)
- 5. Post Audit, Budget Amendments, Transfers

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

<p style="text-align: center;"><b>Members</b></p> <p style="text-align: center;">Mark Walter, Chairman Kathy Egan, Vice-Chair Karen Zemaitis, Secretary/Treasurer Frank Goodroe Chet Janik Carolyn (Peachy) Rentenbach F. (Bud) Welch</p> <p style="text-align: center;"><b>Director</b></p> <p style="text-align: center;">Trudy Galla</p>
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A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, October 18, 2016 at the Leelanau County Government Center.

#### **CALL TO ORDER**

The meeting was called to order by Chairman Walter at 9:30 am, who led the Pledge of Allegiance.

#### **ROLL CALL**

**Members Present:** M. Walter, K. Egan, C. Janik, F. Goodroe, B. Welch, K. Zemaitis

**Members Excused:** C. Rentenbach

**Staff Present:** T. Galla, Director

**Public Present:** M. Witkowski, J. Hawkins, D. Wells, E. Carlson, M. Eckhoff, B. Price

#### **CONSIDERATION OF AGENDA**

Under New Business, remove proposed Brownfield plan as #4, add financial reports as #4, and add discussion on November meeting date as #5.

*It was moved by Egan, seconded by Janik to approve the agenda as amended. Motion carried 6-0.*

**CONFLICT OF INTEREST** – none

#### **CONSIDERATION OF AUGUST 16, 2016 Minutes**

Correction on agenda – should be September 20 meeting minutes.

*It was moved by Zemaitis, seconded by Egan to approve September 20 minutes as presented. Motion carried 6-0.*

**PUBLIC COMMENT** - none

#### **DIRECTOR COMMENTS**

Galla gave an update on the reimbursement agreement with the courthouse redevelopment group. It has been signed by Walter and sent to them for signing and return.

#### **CONSENT AGENDA**

*It was moved by Janik, seconded by Egan, to accept the Consent Agenda as presented. Motion carried 6-0.*

**REPORTS** - none

#### **UNFINISHED BUSINESS**

##### **1. Update on Leland Residential Site (Jeff Hawkins, Envirollogic Technologies)**

Hawkins stated he had 3 things to discuss. First, as an update he said we were completely done with remedial effort, the samples are back, and we restored the site. This is true with the exception of one tiny piece. What we ran into was the little unit along the river that we talked about before. We went back and took dirt out and there is a little area about 570 square feet adjacent to shore/river that falls in designated wetland and below ordinary high water mark and floodplain. We opted to stay out of that area because it would require a joint permit. We decided to do incremental sampling methodology of that little sliver and we passed the levels for residential. However, since the levels were at a certain level we had to do another sampling. We ran the tests on those and they exceeded acceptable levels. It's all in a vegetated area and difficult to get at. That leaves us with a little sliver of land that has direct contact issues with respect to lead.

We are working with DEQ to see if we could do recreational identification for that little piece. Satterwhite shared their draft master deed for that property and they are going to restrict the use of that land, even without the issues related to contamination they would still be limited to being able to put a dock on it and not really do much else. We are hopeful that with DEQ effort, we can rely on restrictions placed on the master deed and that will allow us to call it recreational for that little sliver. Based on potential use and exposure, it will be okay. That is the approach we are taking right now. So, that is holding up the Document of Due Care and Compliance; otherwise it is ready to go to DEQ.

Walter asked if it was a buildable lot and Hawkins said no. Walter wondered why Courthouse Redevelopment Group (CRG) has a problem with it, as they are going to attach it to something else anyway. Hawkins said it will be attached to a buildable lot. It is more restricted than any of the lots – they can only put a dock on the shore side. Egan clarified Envirologic would have to remove trees to get to the contamination and would be destabilizing the bank of the river, there is potential to lose that parcel. Hawkins said that was correct, plus there is a 30' vegetation strip along river they have to keep. There should be enough there that it is not an issue for someone buying that property. They have enjoyment with use of dock. We have to satisfy DEQ. This is one of the issues we are working thru and need to resolve quickly.

The second thing Hawkins wanted to mention is that electric is there, B&Z Well Drilling came and fixed the 5" casing that was loose, ran pump and motor that was in there and Pure Water works grabbed water samples from both wells. At developer's request, B&Z put in a bigger pump and ran it and it was fine. The water quality is not great but we knew that before and that is why the treatment is there. Haven't heard anything but Pure Water Works was supposed to reinstall the central water treatment system into the building. Hawkins will check it out today. Hopefully, that issue with water supply has been resolved.

Hawkins continued, saying as you recall in the area of the old jail building and courthouse, we found some buried structures such as pipes wrapped with asbestos. Those have been removed. As a result of that, CRG pushed us on what else is buried on the site. We did do a geophysical survey which included various methodologies. Unfortunately the survey still shows stuff. We will have Elmer's on site this week to do ground truthing of the stuff. Appears to be foundations buried where the former courthouse was. Hawkins went back and looked at all the documents with regard to bid specifications under DEQ loan with demolition that Otwell Mawby was overseeing (for Varley-Kelly). It says in the bid specs that they were taking everything – foundations, structures, everything. At one point in time, there was discussion or rumor that a deeper foundation for the courthouse was put in for a basement but it was backfilled and they built above it. Walter said that was true. Whether or not excavation saw it when they were there is unknown. Hawkins continued, saying that now we are finding some other things there. There could be pipes, electrical conduit. We excavated quite a bit of area. It still looks like a sewer line that ran down abandoned Cedar St. but don't know if it was abandoned deep enough to get rid of the sewer line, and that ran over to the fire stations. So, what do we do about this? Hawkins spoke with Otwell Mawby already and stated they were in charge with oversight when this happened. Bob Koltuniak was overseeing it and he retired about 18 months ago. He was replaced by Mac McClelland who is going to reach out to Koltuniak on this issue. There has been no discussion on this yet, but there will be things found as you start building homes. Question is should we link it to the basement soils so the county takes everything that will be excavated for new residential?

Janik asked if CRG knows about this and Hawkins replied, yes. And that is why Hawkins contacted McClelland and said since they were out there and advising on engineering of the site when the demolition occurred with Varley-Kelly, need to find happy medium on what material stays and what goes and what might impact development of new homes on the site. They understand where we are coming from on some of these issues. This is one more thing that has come up again.

Hawkins said that at the last meeting you approved up to \$10,000 to try and take care of this. Depending on

size of items, do we remove them or not? If foundations are at depth or 10' down or so, will those actually impact construction of a basement for a residential home. They have no idea what these foundations look like at depth.

Janik asked Hawkins when the demolition occurred at the site back then, shouldn't these items have been removed? Hawkins replied that if they saw things they should have removed them. He was not sure what recourse there is. If original foundation was 48" or so, they may not have seen that deeper foundation or known about it. We already took some out that were at a depth of 10', they were away from the foundation but they should have seen the pipe leading to it, found it, and removed it. It appears to be some structures under where the old courthouse was adjacent to historic jail. We are going to have to have further discussion with the developer on how to deal with this.

Janik asked Hawkins when McClelland would get back to him. Hawkins replied that McClelland didn't say, he was going to look into it and knows we have a pending closure. Hawkins tried to set up a meeting with Satterwhite today but he is hesitant until we know what we are dealing with, also Satterwhite will be travelling.

Hawkins said he felt bad because the site is already restored and seeded, he definitely didn't anticipate seeing the number of various anomalies that are there. Walter commented that if you are rebuilding in a city, you have to expect something that was there hundreds of years ago and forgotten about. He knows about the courthouse foundation because his mother used to tell that story. Hawkins mentioned Galla was able to go into archives and find the building plans; he will look at those today. It looks like the former jail was built over structures that were in place and are there. The issue here is these homes are anticipating basements. Egan said if it was a rock, we wouldn't be having this discussion. They would have to remove it when the basement was dug. It could be a rock.

Hawkins said as they find some of the material, they may stage it on site and work something out with Elmer's. They could crush it and maybe take it without cost for disposal. It is unrealistic to try to uncover every single thing, it would be never ending. Walter commented there may be a problem with the water table as well, for basements. Hawkins agreed yes, they may have limitations with the water table as well.

## **NEW BUSINESS**

### **1. Draft 2017 Budget**

Galla reviewed budget and changes made from last month's meeting. If approved, Gallagher will be notified and he will have an amendment to make.

***It was moved by Zemaitis, seconded by Janik, to approve the 2017 budget as presented. Motion carried 6-0.***

### **2. Authorization for Year End Adjustments**

***It was moved by Zemaitis, seconded by Janik, for the County Treasurer and Director to make any year-end adjustments, as needed. Motion carried 6-0.***

Walter noted this is the same as previous years' actions we have taken.

### **3. General Contracting Services – Envirollogic Technologies**

Galla said pages 19-20 of the agenda packet show the general services contract has been exceeded. This needs to be addressed. Hawkins referred to page 20, originally \$4500 was approved, we did exceed that amount unfortunately to get some things done. If you want us to continue in that role, we are happy to do so but we didn't know if you wanted to put another budget out there to work from and continue with that process.

Galla suggested 2 parts; amend the original amount that was approved for general services, and then consider future services. She noted she consults with Hawkins quite a bit on various tasks for the Authority.

***It was moved by Zemaitis, seconded by Egan, to modify the original general services contract amount to increase it by \$514.10. Motion carried 6-0.***

***It was moved by Zemaitis, seconded by Welch, to amend the 2017 budget by adding \$2,000 to line item 801.000 for 2017. Motion carried 6-0.***

Egan commented that the budget item is for contractual services, not specifically for one entity. We need a work order for the next meeting for general services in 2017. Walter felt that was the proper way to do this, bring it forward next month for consideration as a work order for 2017 services.

#### **4. Financial Reports**

Galla reviewed the balance sheet and Revenues & Expenses thru September 30, 2016 (3<sup>rd</sup> quarter). No questions at this time.

#### **5. November meeting date**

Walter commented that if it falls on Nov. 15, he will not be in attendance, neither will Welch. Members agreed to move November meeting to Tuesday, November 22, with a start time of 9 am, since the Land Bank will not be meeting beforehand.

### **FINANCIALS**

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

***It was moved by Zemaitis, seconded by Janik, to approve as presented for the amount of \$1,179.64. Motion carried 6-0.***

#### **2. Claims & Accounts – EPA Assessment Grant**

***It was moved by Zemaitis, seconded by Egan to approve Claims & Accounts for EPA assessment grant in the amount of \$112.50. Motion carried 6-0.***

#### **3. Claims & Accounts - EPA RLF Grant**

***It was moved by Zemaitis, seconded by Egan, to approve Claims & Accounts for EPA RLF grant in the amount of \$148,428.26, with payment to Envirollogic Technologies conditional on funds being received from EPA. Motion carried 6-0.***

#### **4. Request to EPA for Grant Reimbursements**

***It was moved by Zemaitis, seconded by Egan, to approve request #14 for \$112.50 and RLF request #29 in amount of \$148,428.26. Motion carried 6-0.***

#### **5. Acceptance of TIF payment – West Shore Brownfield Plan / Elmwood Township (\$497.03)**

***It was moved by Zemaitis, seconded by Egan, to accept payment from Elmwood Township for the West Shore Brownfield Plan in the amount of \$497.03. Motion carried 6-0.***

#### **6. Post Audit, Budget Amendments, Transfers - none**

**CORRESPONDENCE/COMMUNICATION ITEMS - none**

**PUBLIC COMMENT –**

Wells gave a brief update on the barn and grub shack. They have all the approvals from EPA, they are sending someone up here later this week or early next week and need access. Janik said he will be the person to talk to for access. Janik asked how long for a response. Wells said it shouldn't take too long, mainly waiting for EPA approval. Egan asked for clarification on EPA's approval and Wells replied that they have to put in a request to show what they are going to do under the grant and EPA approves it.

**DIRECTOR COMMENTS**

Galla commented that the Treasurer's office has been going back through the years to confirm the TIF that has been collected on all the brownfield plans. He has reported that we may be receiving more, based on their research. Also, the LCBRA may want to look at the West Shore brownfield plan next year and determine if it needs to be discontinued. Nothing has been happening on the property and we need to see if all the financial obligations have been met.

**MEMBER COMMENTS/ CHAIRPERSON COMMENTS - none**

**ADJOURN**

*It was moved by Janik, seconded by Goodroe to adjourn. Meeting adjourned at 10:24 am.*

## MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: November 22, 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.

Field work for the lead paint and asbestos containing materials assessment at the old barn at Myles Kimmerly Park has been completed and a final report is being prepared.

Field work for the lead paint and asbestos containing materials assessment at the Old Grub Shack located at Old Settlers Park has been completed and a final report is being prepared.

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 November 22, 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												
Leelanau County				AKT Peerless								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
<b>AKT Peerless Contract Amount</b>								\$ 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
	2014-18	Task #2	Approved	PB-19797	12014B	Myles Kimmerly Park Barn	Lead & Asbestos Assessment	\$ 2,140.00				
	2014-19	Task #2	Approved	PB-19815	12014B	Old Settlers Park Grub Shack	Lead & Asbestos Assessment	\$ 957.00				
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	
<b>Project Budget Funds Expended</b>										\$ 20,633.87		
<b>AKT/LCBRA Contract Budget Remaining - Committed</b>										\$ 31.13		
<b>AKT/LCBRA Contract Budget Remaining - Uncommitted</b>										\$ 106,735.00		
<b>Total</b>										\$ 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: NOVEMBER 22, 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 and 21):**
  - **Legal Survey and Elevation Data including OHWM**
  - **Project Management, Oversight, and Professional Services (as detailed in W.O. #20, #21 and ABCA)**
  - **Verification of Soil Remediation (VSR) Sampling**
  - **Documentation of Due Care Compliance (DDCC)**

**Update:**

The remedial activities including asbestos abatement and abandonment of identified utility chases and associated piping have been completed. Additionally site restoration activities have been completed. Essentially, we are finished with the remedial effort. The results of the remedial effort were presented to the MDEQ in anticipation of submittal of the Documentation of Due Care Compliance (DDCC). The MDEQ responded that the continued presence of lead in soil above the Residential direct contact criterion within a small area (575 ft<sup>2</sup>) in the NW corner of the property would not permit approval of the DDCC for residential redevelopment under existing conditions. Envirologic is actively engaged with the MDEQ in evaluating the best path forward including the permitting necessary to excavate the remaining soils along the regulated Leland River and/or the potential use of restrictions/controls to address the presence of lead.

A request for a 120 day extension to the RLF has been prepared for the U.S. EPA. The request will extend the funding period through April 30, 2017. The request is necessitated by the need to address the continued presence of lead in shallow soil in the NW corner of the site.

Field activities associated with a geophysical survey were completed during the week of September 12<sup>th</sup>. The survey identified numerous apparent subsurface features including possible foundations, footings, various utilities and other anomalies. On October 20, 2016 Envirologic oversaw the installation of thirteen (13) test pits at select anomaly locations in order to either verify or refute the presence of subsurface features. The test pits demonstrated the continued presence of buried concrete, asphalt, and remnant piping. However, no indications of significant building footings/foundations remaining were identified. Envirologic is preparing a summary report detailing the geophysical survey and test pit results. The report will conclude that while remnant features remain in the subsurface the apparent nature/scope of buried items is best handled as encountered during future redevelopment, versus one time mass removal.

A Development and Reimbursement Agreement has been finalized and signed by the developer and the LCBRA.

The remaining items to complete to satisfy the developer are: the Phase I and BEA, DDCC approval and satisfactory evaluation of the remaining subsurface issues.

**Project Invoices for Consideration:**

**Invoice #02907 (\$19,725.00) RLF Hazardous Grant and 20% Match**

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 W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed
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	
			Estimated Project Subtotal	10,000.00						
			Project Mgmt., Oversight and Prof. Services	57,740.00	02077	3/7/2016	\$ 5,200.75	\$ 5,200.75	\$ 55,539.25	
			Amendment #1 - approved 8-16-16	3,000.00	02152	4/7/2016	\$ 10,442.50	\$ 15,643.25	\$ 45,096.75	
					02280	5/12/2016	\$ 6,744.35	\$ 22,387.60	\$ 38,352.40	
					02440	6/14/2016	\$ 8,307.50	\$ 30,695.10	\$ 30,044.90	
					02492	7/12/2016	\$ 7,433.99	\$ 38,129.09	\$ 22,610.91	
					02583	8/8/2016	\$ 6,355.55	\$ 44,484.64	\$ 16,255.36	
					02707	9/12/2016	\$ 6,035.98	\$ 50,520.62	\$ 10,219.38	
					02818	10/12/2016	\$ 3,150.00	\$ 53,670.62	\$ 7,069.38	
			Estimated Project Subtotal	60,740.00	02907*	11/15/2016	\$ 1,755.00	\$ 55,425.62	\$ 5,314.38	
			Verification of Soil Remediation (VSR) Sampling	15,000.00	02583	8/8/2016	\$ 24,434.68	\$ 24,434.68	\$ 8,565.32	
			Amendment #1 - approved 8-16-16	18,000.00	02707	9/12/2016	\$ 6,639.83	\$ 31,074.51	\$ 1,925.49	
					02818	10/12/2016	\$ 596.21	\$ 31,670.72	\$ 1,329.28	
			Estimated Project Subtotal	33,000.00	02907*	11/15/2016	\$ 270.00	\$ 31,940.72	\$ 1,059.28	
			Documentation of Due Care Compliance	5,000.00	02707	9/12/2016	\$ 1,020.00	\$ 1,020.00	\$ 3,980.00	
					02818	10/12/2016	\$ 1,980.00	\$ 3,000.00	\$ 2,000.00	
			Estimated Project Subtotal	5,000.00	02907*	11/15/2016	\$ 2,055.00	\$ 5,055.00	\$ (55.00)	
			Remedial Contractor Costs - Amend. #1 8-16-16	\$254,260						
			Glen's Landfill		02583	8/8/2016	58,276.53	\$ 58,276.53	\$195,983.47	
			Glen's Landfill		02707	9/12/2016	2,990.21	\$ 61,266.74	\$192,993.26	
			Elmer's		02818	10/12/2016	131,362.14	\$ 192,628.88	\$61,631.12	
			Glen's Landfill		02818	10/12/2016	2,155.05	\$ 194,783.93	\$59,476.07	
			<b>Total W.O. 20</b>	<b>363,000.00</b>				<b>\$ 293,278.27</b>	<b>\$67,966.73</b>	
21			Former Government Center RLF Cleanup							
			Geophysical Survey	\$ 17,000.00	02907*	11/15/16	\$ 15,645.00	\$ 15,645.00	\$ 1,355.00	
			Estimated Project Subtotal	\$ 17,000.00				\$ 15,645.00	\$ 1,355.00	
			Asbestos Abatement	\$ 7,500.00	02818	10/12/2016	\$ 7,482.36	\$ 7,482.36	\$ 17.64	
			Estimated Project Subtotal	\$ 7,500.00				\$ 7,482.36	\$ 17.64	
			Project Management	\$ 5,000.00	02818	10/12/2016	\$ 1,440.00	\$ 1,440.00	\$ 3,560.00	
			Estimated Project Subtotal	\$ 5,000.00				\$ 1,440.00	\$ 3,560.00	
			<b>Total W.O. 21</b>	<b>\$ 29,500.00</b>				<b>\$ 24,567.36</b>	<b>\$ 4,932.64</b>	
			<b>General Updates:</b>							
			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: NOVEMBER 22, 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 RLF General Budget 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:**

There have been no activities related to this site this month. Envirologic is working to determine if there may be an opportunity to leverage MDEQ Site Specific Brownfield Assessment funds with the 2014 EPA Brownfield Assessment Grant to further assess the contaminant situation at the site.

**Project Invoices for Consideration:**

There are no invoices for consideration this month.

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

**Budget and Cost Summary**

LCBRA File #	Envirologic W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed
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		5,000.00	01125	6/3/2015	665.00	\$ 665.00	4,335.00	
		RLF - Task 6			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		8,500.00	01135	6/3/2015	3,493.75	\$ 3,493.75	5,006.25	
		RLF - Task 6			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		\$51,883.75	01328	7/16/2015	6,083.75	\$ 6,083.75	\$45,800.00	
		RLF - Task 6			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		\$10,000.00	01711	11/12/2015	5,761.25	\$ 5,761.25	\$4,238.75	
		RLF - Task 5 Oversight			01741	12/3/2015	3,207.50	\$ 8,968.75	\$1,031.25	
		Community Relations/Implementation Plan, ABCA,			01901	1/12/2016	701.25	\$ 9,670.00	\$330.00	
		Conceptual Cleanup Costs			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>		\$ 82,883.75			\$ 75,976.92	\$ 75,976.92	6,906.83	
<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: NOVEMBER 22, 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:**

There have been limited activities related to setting up individual meetings over the last month. However, Envirologic and Trudy Galla did meet with one of the FY2014 EPA Assessment Grant community based organizations that supported the application. On October 18, 2016, we met with Kay Charter who represents Saving Birds Thru Habitat. It was an interesting and informative exchange related to possibly using brownfield sites to re-establish native plantings which support song birds.

Now that the elections are over, we intend on scheduling future outreach meetings with various local units of government and community based organizations.

**Project Invoices for Consideration:**

*Invoice 02904 (\$70.00) Hazardous Substances Grant*  
*Invoice 02905 (\$70.00) Petroleum Grant*

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

**Update:**

Envirologic is in the process of drafting a new Phase I ESA and BEA for the new developer.

**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.

Envirologic has reached out to the Developer to obtain information to update eligible costs for the Brownfield Plan; however, the Developer has been difficult to reach. Envirologic has been drafting the Brownfield Plan and has finalized a draft for review with the LCBRA using estimated developer costs and the known costs incurred by the LCBRA. Envirologic has communicated with the local assessor regarding the anticipated future taxable value for 2017 based on the improvements made to the property. Based on this new value, the tax increment available for capture is very limited and will require many years to recoup the costs borne by the LCBRA and the developer.

Additionally, in communicating with Wally Delamater, Suttons Bay Village Manager, he was a bit hesitant regarding the pending Brownfield Plan due to the County's decision to not support the DDA. He indicated they would be willing to consider it at their December 8<sup>th</sup> Committee of the Whole meeting.

**Project Invoices for Consideration:**  
***There are no invoices for this month.***

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

**Budget and Cost Summary**

LCBRA File #	Grant Work Plan Task	Number		Site/Phase	Budget Estimates	Budget Estimates	Project Invoices for Consideration	Invoice Date	Invoice Total	Project Budget Expended		Project Budget Remaining		Project Task Completed
		W/O	Project		Hazardous	Petroleum				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	\$ -	\$ -	X
	Task #4	2H/P-14	140555	Community Outreach	3,000.00	3,000.00	01010	4/15/2015	\$ 1,190.00	\$ 595.00	\$ 595.00	\$ 2,405.00	\$ 2,405.00	
				Total Budget from Grant Work Plan is \$15,000.			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	\$ -	
							02475	7/11/2016	\$ 140.00	\$ -	\$ 140.00	\$ -	\$ 395.00	
							02588	8/8/2016	\$ 45.00	\$ 45.00	\$ -	\$ 350.00	\$ -	
							02589	8/8/2016	\$ 45.00	\$ -	\$ 45.00	\$ -	\$ 350.00	
							02904*	11/15/2016	\$ 70.00	\$ 70.00	\$ -	\$ 280.00	\$ -	
							02905*	11/15/2016	\$ 70.00	\$ -	\$ 70.00	\$ -	\$ 280.00	
	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	11/12/2015	\$ 350.00	\$ 175.00	\$ 175.00	\$ 205.00	\$ 205.00	
							01740	12/3/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ -	\$ -	X
	Task 3	6H-14	150374	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	\$ -	
							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	Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI Phase I, II ESA and BEA, Due Care Plan, Brownfield Plan and Act 381 Work Plan	\$29,900	-	01900	1/12/2016	\$ 127.50	\$ 127.50	\$ -	\$ 29,772.50	\$ -	
							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	\$ -	
							02580	8/8/2016	\$ 258.61	\$ 258.61	\$ -	\$ 12,252.10	\$ -	
							02722	9/13/2016	\$ 956.25	\$ 956.25	\$ -	\$ 11,295.85	\$ -	
	Task #3	8H-14	150449	Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI Sub-Slab System Engineering and Design	\$8,500		02435	6/14/2016	\$ 4,507.84	\$ 4,507.84	\$ -	\$ 3,992.16	\$ -	
							02477	7/11/2016	\$ 795.00	\$ 795.00	\$ -	\$ 3,197.16	\$ -	
				Subtotal	71,255.00	6,875.00								
				Totals	\$ 71,255.00	\$ 6,875.00			\$ 54,636.31	\$ 49,713.56	\$ 4,922.75	\$ 21,527.69	\$ 2,008.50	
				Budgeted Grant Funds for Envirologic Activities	\$ 71,255.00	\$ 6,875.00								
				Envirologic Contract Budget Remaining Subtotal*	\$ (55.00)	\$ 64,325.00								
				*Adjust budget against remaining Community Outreach Budgets										
				Budgets Returned from Under Budget Projects										
				QAPP	\$ 1.25	\$ 1.25								
				GTRAC - BFPlan Review; Reimbursement Agreement	\$ 12.50	\$ 12.50								
				Subtotal Under Budget Projects	\$ 13.75	\$ 13.75								
				Total Envirologic Contract Budget Remaining	\$ (41.25)	\$ 64,338.75								
				* 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: NOVEMBER 22, 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. #22)**

**Update:**

A new budget for General Environmental activities has been established for FY2017. It is anticipated that this will be an “annual” budget beginning in November 2016 through December 2017. General activities this month included drafting a request for extension of the EPA RLF Grant.

**Project Invoices for Consideration:**

***Invoice # 02908 (\$70.00)***



# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: November 30, 2016

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2016</b>				
<b>Revenues</b>				
000000-401-000				
Fund balance forward	0.00	0.00	10,645.00	0.00%
000000-402-001				
TIF - West Shore Crossings	0.00	6,466.77	6,175.00	104.73%
000000-402-003				
TIF - GTRAC	0.00	7,870.61	8,725.00	90.21%
000000-664-000				
Interest	0.00	0.00	50.00	0.00%
000000-664-001				
Interest - Savings	0.00	0.42	20.00	2.10%
000000-669-230				
Transfer In	0.00	203,795.89	392,175.00	51.97%
000000-670-000				
Cost Share Revenue	0.00	3,750.00	0.00	100.00%
<b>Revenues Total</b>	<b>0.00</b>	<b>221,883.69</b>	<b>417,790.00</b>	<b>53.11%</b>
<b>Expenses</b>				
000000-727-000				
Office Supplies/Operating	0.00	78.72	100.00	78.72%
000000-728-000				
Postage	0.00	47.00	150.00	31.33%
000000-800-000				
Attorney Fees	0.00	0.00	1,000.00	0.00%
000000-801-000				
Contractual Services	0.00	36,553.49	40,000.00	91.38%
000000-801-100				
Contractual - RLF Petroleum	0.00	1,113.75	10,000.00	11.14%
000000-801-101				
Contractual - RLF Haz Mat	0.00	141,171.02	314,000.00	44.96%
000000-801-200				
Contractual - Assessment Petroleum	0.00	21,973.02	25,000.00	87.89%
000000-801-201				
Contractual - Assessment Haz Mat	0.00	10,950.20	20,000.00	54.75%
000000-807-000				
Membership & Dues	0.00	40.00	40.00	100.00%
000000-816-000				
Bullentins/Publication	0.00	0.00	100.00	0.00%
000000-860-000				
Travel	0.00	0.00	300.00	0.00%

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: November 30, 2016

Department

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
000000-900-000 Printing & Publishing	0.00	429.61	800.00	53.70%
000000-900-230 Printing & Publishing - RLF	0.00	280.40	500.00	56.08%
000000-901-000 Legal Notice	0.00	0.00	300.00	0.00%
000000-920-000 Utilities Expense	0.00	2,021.54	2,000.00	101.08%
000000-960-000 Education	0.00	0.00	500.00	0.00%
000000-960-230 Education - Community Outreach-RLF	0.00	0.00	2,000.00	0.00%
000000-995-000 Misc Expense	0.00	1,259.00	1,000.00	125.90%
<b>Expenses Total</b>	<b>0.00</b>	<b>215,917.75</b>	<b>417,790.00</b>	<b>51.68%</b>
	<b>0.00</b>	<b>5,965.94</b>	<b>0.00</b>	<b>100.00%</b>
<b>Revenues Total</b>	<b>0.00</b>	<b>221,883.69</b>	<b>417,790.00</b>	<b>53.11%</b>
<b>Expenses Fund Total</b>	<b>0.00</b>	<b>215,917.75</b>	<b>417,790.00</b>	<b>51.68%</b>
<b>Net (Rev/Exp)</b>	<b>0.00</b>	<b>5,965.94</b>	<b>0.00</b>	

<b>Beginning/Adjusted Balance</b>		<b>YTD Revenues</b>	<b>YTD Expenses</b>	<b>Current Fund Balance</b>
-484,040.87	+	221,883.69	-	217,669.00
			=	-479,826.18

Fund 230 EPA Revolving Loan Fund

Fiscal Year 2016

**Revenues**

000000-501-000 EPA - Federal Grant	0.00	347,305.40	0.00	100.00%
000000-664-000 Interest	0.00	5.53	0.00	100.00%
<b>Revenues Total</b>	<b>0.00</b>	<b>347,310.93</b>	<b>0.00</b>	<b>100.00%</b>

**Expenses**

000000-999-101 Transfer out	0.00	203,795.89	0.00	100.00%
<b>Expenses Total</b>	<b>0.00</b>	<b>203,795.89</b>	<b>0.00</b>	<b>100.00%</b>
	<b>0.00</b>	<b>143,515.04</b>	<b>0.00</b>	<b>100.00%</b>
<b>Revenues Total</b>	<b>0.00</b>	<b>347,310.93</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expenses Fund Total</b>	<b>0.00</b>	<b>203,795.89</b>	<b>0.00</b>	<b>100.00%</b>

# REVENUE & EXPENSE REPORT - CURRENT

Fund 230 EPA Revolving Loan Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: November 30, 2016

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received		
Account Name						
Net (Rev/Exp)	0.00	143,515.04	0.00			
Beginning/Adjusted Balance						
6,033.54	+	YTD Revenues 347,310.93	-	YTD Expenses 203,795.89	=	Current Fund Balance 149,548.58
<b>Grand Total for Revenues</b>	<b>0.00</b>	<b>569,194.62</b>	<b>417,790.00</b>	<b>136.24%</b>		
<b>Grand Total for Expenses</b>	<b>0.00</b>	<b>419,713.64</b>	<b>417,790.00</b>	<b>100.46%</b>		
<b>Grand Total Net Rev/Exp</b>	<b>0.00</b>	<b>149,480.98</b>	<b>0.00</b>			

## Scope of Services

General Environmental Consulting  
Agreement for Services  
Leelanau County and Its Land Bank Authority  
Applicable to Agreement Dated 3-25-2008, as amended  
Work Order No. 22 Dated November 22, 2016

Between

LEELANAU COUNTY AND ITS  
LAND BANK AUTHORITY (LCLBA) (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: General Services  
Funding Source: TBD as appropriate

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 (269) 342-1100  
Name (ENVIROLOGIC) Phone

Trudy J. Galla, AICP, Director (231) 256-9812  
Name (CLIENT) 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 LAND BANK  
AUTHORITY (CLIENT)

By Trudy J. Galla  
Title Director Planning and Community Development

Signature \_\_\_\_\_  
Date \_\_\_\_\_

ENVIROLOGIC TECHNOLOGIES, INC.

By Jeffrey C. Hawkins  
Title President

Signature Jeffrey C. Hawkins  
Date 11-22-16

## 1. Scope of Services

From time to time, the Leelanau County Brownfield Redevelopment Authority requests that Envirologic engage in various small tasks or assistance with reviewing or designing strategies for specific projects. These activities may include assistance with existing Brownfield Plans, tracking of tax increment revenues from the Plans; new State reporting requirements and other project assistance. The LCBRA Director has requested a Work Order to provide a budget for the compensation of professional services related to these tasks through December 31 of 2017.

This WO#22 provides a budget for various tasks as requested by the LCBRA Director.

## 11. 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 work as directed on a time-and-materials basis and shall not exceed the following without approval of the Board.

• Professional Services		\$	<u>2,000</u>
	<b>Total</b>	\$	<b>2,000</b>

## 111. Schedule

Work performed under this Work Order will be completed as expeditiously as possible as directed by the County.

H:\Projects\Projects\_L\Leelanau County\Work Orders\General Consulting Projects\Work Order No. 22- General Environmental Consulting.docx

**NORTHERN GREAT LAKES REALTORS® MULTIPLE LISTING SERVICE LLC  
ADDENDUM TO PURCHASE AND SALES AGREEMENT FOR REAL PROPERTY  
FOR COMPLIANCE WITH PA 1984, NO. 351**

THIS ADDENDUM is attached to and made a part of a certain Purchase Agreement dated \_\_\_\_\_,  
between the undersigned parties. The address of the property is commonly known as:

The following terms are incorporated into the above-referenced Purchase and Sales Agreement:

**ELECTRONIC TRANSACTIONS:** The parties agree to conduct this transaction by electronic means. This Agreement may be executed by providing an electronic signature under the terms of the Uniform Electronic Transactions Act. It may not be denied legal effect or admissibility as evidence solely because it is in electronic form, permits the completion of the business transaction referenced herein electronically instead of in person, or has been stored electronically. As an alternative to physical delivery, any document, including any signed document or written notice may be delivered in electronic form only by the following indicated methods:  Facsimile  Email  Internet  No Electronic Delivery. Documents with original signatures shall be provided upon request of any party.

**This is Addendum number \_\_\_\_\_**

**Receipt of a copy hereof is acknowledged by the undersigned parties:**

Purchaser(s)      Dated: \_\_\_\_\_      Seller(s)      Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



NORTHERN GREAT LAKES REALTORS MLS, LLC  
CHANGE FORM



Date: \_\_\_\_\_

MLS #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Listing Office Code: \_\_\_\_\_ Listing Office Name: \_\_\_\_\_

Listing Agent Code: \_\_\_\_\_ Listing Agent Name: \_\_\_\_\_

\_\_\_\_\_ Price Change: FROM \$ \_\_\_\_\_ TO \$ \_\_\_\_\_

\_\_\_\_\_ Extension: FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ Back on the Market with new Expiration Date of \_\_\_\_\_

\_\_\_\_\_ Active Under Contract Taking Backups

\_\_\_\_\_ Active Under Contract Do Not Show

\_\_\_\_\_ Pending \_\_\_\_\_ Pending Date \_\_\_\_\_

\_\_\_\_\_ Rented

\_\_\_\_\_ Withdrawn **\*(Designated REALTOR® MUST sign for all cancellations)**

\_\_\_\_\_ Other Changes

**ELECTRONIC TRANSACTIONS:** The parties agree to conduct this transaction by electronic means. This Agreement may be executed by providing an electronic signature under the terms of the Uniform Electronic Transactions Act. It may not be denied legal effect or admissibility as evidence solely because it is in electronic form, permits the completion of the business transaction referenced herein electronically instead of in person, or has been stored electronically. As an alternative to physical delivery, any document, including any signed document or written notice may be delivered in electronic form only by the following indicated methods:  Facsimile  Email  Internet  No Electronic Delivery. Documents with original signatures shall be provided upon request of any party.

WE HEREBY AGREE to the above changes. All other terms and conditions of the original Listing Agreement dated \_\_\_\_\_ remain unchanged.

REALTOR® Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

**\*DR/Office Broker Signature** \_\_\_\_\_

***\*DR/Office Broker MUST sign for all cancellations***

Owner Signature: \_\_\_\_\_

## RELEASE OF EARNEST MONEY

In reference to the Purchase Agreement between Brian Rysberg, Buyer and Brownfield Redevelopment Authority, Seller and dated August 23, 2016 covering real property known as, 115 & 121 Grand Ave, Leland, the undersigned Buyer and Seller agree to return the Earnest Money submitted with the above mentioned offer to the Seller.

The undersigned Buyer and Seller hereby agree to release each other from all terms and conditions as set forth in said Purchase Agreement.

\_\_\_\_\_  
(Buyer)

\_\_\_\_\_  
(Seller)

\_\_\_\_\_  
(Buyer)

\_\_\_\_\_  
(Seller)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts - RLF**

Meeting Date Nov 22 2016



Date:	Description	EPA RLF Grant			Amount	Task # (1-6)	Notes
		Pet.	HazMat				
11/15/2016	Envirologic Technologies Invoice #02907, Wo #20 - WO #21 - Leland Site		X		\$19,725.00		<b>\$19,725.00</b>
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>					\$19,725.00		\$19,725.00
<b>Completed by:</b> T. Galla		<b>Date Completed:</b> Nov 16, 2016					
<b>Amount Approved:</b> \$		<b>Date:</b>					
<b>Amount Denied:</b> \$		<b>Initials:</b> <i>TG</i>					



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

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

Invoice number 02907  
 Date 11/15/2016

Project **160088 LCBRA - WO #20 - WO 21  
 BCRLF - Govt. Complex/ Hazardous  
 Substances RLF Loan**

INVOICE: Through Oct 30, 2016

**GEOPHYSICAL SURVEY**

Professional Fees

	Hours	Rate	Billed Amount	
Project Manager				
Erik D. Peterson				
Professional Services	8.00	90.00	720.00	✓
Senior Project Manager				
David G. Bohan				
Professional Services	7.00	95.00	665.00	✓
Subcontractor				
	Units	Rate	Billed Amount	
Subcontractor				
Geosphere Inc	1.00	14,260.00	14,260.00	✓
Phase subtotal			15,645.00	

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

Professional Fees

	Hours	Rate	Billed Amount	
Project Manager				
Erik D. Peterson				
Professional Services	3.00	90.00	270.00	✓

**DOCUMENTATION OF DUE CARE COMPLIANCE (DDCC)**

Professional Fees

	Hours	Rate	Billed Amount	
CAD Designer/Drafter				
Michelle A. Bell				
Professional Services	8.50	70.00	595.00	✓
Project Manager				
Erik D. Peterson				
Professional Services	12.00	90.00	1,080.00	✓



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Leelanau County Brownfield Redevelopment Authority  
 Project **160088 LCBRA - WO #20 - WO 21 BCRLF - Govt. Complex/ Hazardous Substances RLF Loan**

Invoice number 02907  
 Date 11/15/2016

DOCUMENTATION OF DUE CARE COMPLIANCE (DCCC)

Professional Fees

	<u>Hours</u>	<u>Rate</u>	<u>Billed Amount</u>	
Senior Project Manager				
David A. Stegink				
Professional Services	4.00	95.00	<u>380.00</u>	✓
Phase subtotal			<u>2,055.00</u>	

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	<u>Hours</u>	<u>Rate</u>	<u>Billed Amount</u>	
Project Manager				
Erik D. Peterson				
Professional Services	19.50	90.00	<u>1,755.00</u>	✓
Project Mgmt, Oversight and Prof. Services subtotal			<u>1,755.00</u>	

Invoice total	<u><u>19,725.00</u></u>	✓
---------------	-------------------------	---

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

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*[Signature]*  
 VERIFIED BY  
 \_\_\_\_\_

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts - Assessment**

Meeting Date Nov 22 2016



Date:	Description	EPA Assessment Grants		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
11/15/2016	Envirologic Technologies Invoice #02904, Work Order 2HP-14		X	\$70.00		\$ 140.00 - Total
11/15/2016	Envirologic Technologies Invoice #02905, Work Order 2HP-14	X		\$70.00		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>				\$140.00		\$140.00
<b>Completed by:</b> T. Galla		<b>Date Completed:</b> 11/16/2016				
<b>Amount Approved:</b> \$		<b>Initials:</b> <i>TG</i>		<b>Date:</b>		
<b>Amount Denied:</b> \$						



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

Invoice number 02904  
 Date 11/15/2016  
 Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Oct 30, 2016

2014 EPA GRANTS - HAZARDOUS SUBSTANCES GRANT  
 Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
		Invoice total	<b>70.00</b>

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

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 \_\_\_\_\_



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

Invoice number 02905  
 Date 11/15/2016  
 Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Oct 30, 2016

2014 EPA GRANTS - PETROLEUM GRANT  
 Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
		Invoice total	<b>70.00</b>

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

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*[Signature]*  
 VERIFIED BY

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts**

Meeting Date **October 18, 2016**



Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
11/15/2001	Envirologic Technologies - General Consulting		\$70.00		<b>\$70.00 - Total</b>
11/1/2016	Consumers - work on testing water	X	\$44.36		<b>\$52.31 - Total</b>
11/1/2016	Consumers - Bill thru 11/1/16	X	\$7.96		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>			<b>\$122.32</b>		<b>\$122.32</b>
<b>Completed by:</b> T. Galla		<b>Date Completed:</b> Nov 16 2016			
<b>Amount Approved:</b> \$		<b>Date:</b>			
<b>Amount Denied:</b> \$		<b>Initials:</b> Jy			



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

Invoice number 02908  
 Date 11/15/2016  
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Oct 30, 2016

GENERAL SERVICES  
 Professional Fees

	Hours	Rate	Billed Amount
Principal Jeffrey C. Hawkins Professional Services	0.50	140.00	70.00
		Invoice total	<b>70.00</b>

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

PAID BY  
 VERIFIED BY  
*[Signature]*



Need to talk to us? Visit [ConsumersEnergy.com](http://ConsumersEnergy.com)  
or call **800-805-0490**  
Hearing/speech impaired: Call 7-1-1

**Service Address:**  
409 E CEDAR ST.; LELAND MI 49654

Account: **1000 7688 4327**

### November Energy Bill

Invoice: **206699785390**

#### Account Summary

Last Month's Account Balance	<u>\$0.00</u>
<b>Balance Forward</b>	<b>\$0.00</b>

Payments applied after Nov 03, 2016 are not included.

#### Electric Charges

Energy	9@ 0.098345	\$0.89
Energy	17@ 0.090896	\$1.55
PSCR	11@ 0.005120	\$0.06
PSCR	15@ 0.006880	\$0.10
System Access		\$34.00
Distribution	26@ 0.042131	\$1.10
Energy Efficiency		\$2.74
Electric Interim Surch U-17990	26@ 0.006257	\$0.16
Power Plant Securitization	26@ 0.001247	\$0.03
Low-Income Assist Fund		\$1.63

**Total Electric** **\$41.94**

State Sales Tax \$2.42  
**Total Energy Charges** **\$44.36**

**Amount Due:** **\$44.36**

by November 28, 2016

If you pay after the due date, a 2% late payment charge will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front. Visit [ConsumersEnergy.com/aboutmybill](http://ConsumersEnergy.com/aboutmybill) for details about the above charges.

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### Account Information

Bill Month: November  
Service dates: 09/12/2016 - 11/01/2016  
Days Billed: 51  
Portion: 05 11/16

### Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

### Meter Information

Your next scheduled meter read date is on or around 12/06/2016

#### Electric Service:

Smart Meter  
Meter Number: 30345888  
POD Number: 0000004354866  
Beginning Read Date: 09-12  
Ending Read Date: 11-01  
Beginning Read: 0  
Ending Read: 26 (Actual)  
Usage: 26 kWh

Total Metered Energy Use: 26 kWh

### NEWS AND INFORMATION

**ALERT - Beware of phone and email scams regarding utility payments:** Consumers Energy never demands payment using only a prepaid card. Many options at [www.ConsumersEnergy.com/waystopay](http://www.ConsumersEnergy.com/waystopay).

**Understanding Your Electric Bill: Power supply charges** include electric generation and transmission costs based on the amount of kilowatt-hours (kWh) used. Different rates are charged depending on the time of year and the amount of energy used. Consumers Energy does not make a profit on

the cost of fuel or purchased power.

**Questions about your bill?** Get an explanation of charges and learn more at [www.ConsumersEnergy.com/business](http://www.ConsumersEnergy.com/business).

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

## Ways to pay your energy bill:



**Auto-pay**  
Checking or savings  
**Auto-pay\***  
MasterCard® or Visa®  
Eligibility varies



**eCheck\***  
[ConsumersEnergy.com](http://ConsumersEnergy.com)



**Same-day payment**  
by phone: 866-329-9593  
MasterCard®  
Visa® or eCheck  
Fee may apply



**By mail**  
Check, money order  
Consumers Energy  
Payment Center  
P.O. Box 740309  
Cincinnati, OH 45274-0309



**In person**  
Cash, check, card  
or money order  
Varies by authorized payment location  
Fee may apply

\*Requires a Consumers Energy online account.

For more information, visit [ConsumersEnergy.com/waystopay](http://ConsumersEnergy.com/waystopay)



Need to talk to us? Visit [ConsumersEnergy.com](http://ConsumersEnergy.com)  
or call 800-805-0490  
Hearing/speech impaired: 1-844-578-6563

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

Account: 1030 0915 1905

**Account Information**

Bill Month: November  
Service Dates: 10/02/2016 - 11/01/2016  
Days Billed: 31  
Portion: 05 11/16

**Rate Information**

Electric Residential Service  
Rate Code: 1000

**Meter Information**

Your next scheduled meter read date is on or around 12/06/2016

**Electric Service:** Smart Meter

Meter Number: 30331763  
POD Number: 0000004059572  
Beginning Read Date: 10-02  
Ending Read Date: 11-01  
Beginning Read: 55  
Ending Read: 55 (Actual)  
Usage: 0 kWh

Total Metered Energy Use: 0 kWh

**November Energy Bill**

Invoice: 202428270053

**Account Summary**

Last Month's Account Balance	\$7.96
Payment on October 24, 2016	\$7.96
<b>Balance Forward</b>	<b>\$0.00</b>

Payments applied after Nov 02, 2016 are not included.

**Electric Charges**

System Access	\$7.00
Low-Income Assist Fund	\$0.96
<b>Total Electric</b>	<b>\$7.96</b>
<b>Total Energy Charges</b>	<b>\$7.96</b>

**Amount Due: \$7.96**

by November 28, 2016

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Please make any inquiry or complaint about this bill before the due date listed on the front.  
Visit [ConsumersEnergy.com/aboutmybill](http://ConsumersEnergy.com/aboutmybill) for details about the above charges.

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VERIFIED BY

**NEWS AND INFORMATION**

For the average Michigan residential customer, renewable energy is estimated to avoid \$3.90 per month of new coal-fired generation costs. Customers are expected to save \$4.24 each month over the life of the Energy Efficiency programs.

Visit [www.michigan.gov/rendocs](http://www.michigan.gov/rendocs) for the Michigan Public Service Commission annual report on renewable and advanced cleaner energy.

**Get help paying your energy bill.** If you think you will have difficulty paying your energy bill, call us at 800-477-5050. We'll work with you to identify **assistance programs** and set up **payment options**. See the enclosed Resource Guide or visit [www.ConsumersEnergy.com/assistance](http://www.ConsumersEnergy.com/assistance).

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Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

**Ways to pay your energy bill:**



**Auto-pay**  
Checking or savings  
**Auto-pay\***  
MasterCard® or Visa®  
Eligibility varies



**eCheck\***  
[ConsumersEnergy.com](http://ConsumersEnergy.com)



**Same-day payment**  
by phone: 866-329-9593  
MasterCard®  
Visa® or eCheck  
Fee may apply



**By mail**  
Check, money order  
Consumers Energy  
Payment Center  
P.O. Box 740309  
Cincinnati, OH 45274-0309



**In person**  
Cash, check, card  
or money order  
Valid only at authorized payment locations  
Fees may apply

\*Requires a Consumers Energy online account.

For more information, visit [ConsumersEnergy.com/waystopay](http://ConsumersEnergy.com/waystopay)