



Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: 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

The LCBRA will meet **Thursday, January 19, 2016 at 9:30** am at the Government Center (immediately following the Land Bank Authority meeting)

DRAFT AGENDA PLEASE TURN OFF ALL CELL PHONES

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL & Welcome New Members**
- ORGANIZATIONAL ITEMS**
 - A. ELECTION OF OFFICERS**
(2015 officers were: Mark Walter-Chairman,
Kathy Egan-Vice-Chairman, Karen Zemaitis-Secretary/Treasurer)
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary/Treasurer
 - B. Approve 2 Officers as Authorized Users for Bank Account**
 - C. 2016 Meeting Schedule *pg 3***
 - D. Review and Adopt Bylaws *pgs 4-6***
 - E. Review Policies & Procedures (Sent by email 1/13/16)**

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

Director
Trudy Galla

- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF December 15, 2015 Minutes *pgs 7-10***
- 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 11-12*
 - 2. Envirologic - EPA RLF Monthly Update *pgs 13-15*
 - 3. Envirologic - Brownfield Assessment Grant Monthly Update *pgs 16-18*
 - 4. Envirologic – General Consulting Monthly Update *pgs 19-21*

REPORTS

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

UNFINISHED BUSINESS

- 1. Leland Property Update (for items under #1 below)

NEW BUSINESS

- 1. Leland Property
 - a. Review Reimbursement Schedule for TIF repayment of Loans (to be handed out)
 - b. Approve Release of Claims letter for DEQ Loan *pg 22*
 - c. Approve Amendment to DEQ Loan and Change in Loan Terms *pgs 23-25*
- 2. Request for Extension of General Services Agreement with Envirologic Technologies *pg 26*
- 3. Update Application – Part I and Part 2 *pgs 27-41*

- 4. Update Fee Schedule **pgs 42-44**

FINANCIALS

- 1. Claims & Accounts **pgs 45-53**
- 2. Accept TIF Repayment (Elmwood Township) **pgs 54-59**
- 3. Request to EPA for Grant Reimbursements *(to be handed out)*
- 4. Post Audit, Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER COMMENTS/ CHAIRPERSON COMMENTS

ADJOURN

2016 PROPOSED MEETING SCHEDULE
for the
LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

Meetings on the 3rd Tuesday of every month at 9:30 a.m. (immediately following the Land Bank Authority)

All Agenda items due 2 weeks prior to the meeting, including invoices & Work Orders. Items submitted after the due date (in red below) – may be held until the next month’s meeting.

PLEASE DOUBLE CHECK MEETING DATES & TIMES ONLINE AT:
www.leelanau.cc/BRAintro.asp - by looking at the posted agendas and agenda packets. Occasionally, meeting dates & times are changed.

	MEETING DATE:	AGENDA ITEMS ARE DUE TO THE DIRECTOR BY 5 PM ON:
Organizational Meeting	January 19, 2015	January 5, 2015
Regular Meeting	February 16	February 2
Regular Meeting	March 15	March 1
Regular Meeting	April 19	April 5
Regular Meeting	May 17	May 3
Regular Meeting	June 21	June 7
Regular Meeting	July 19	July 5
Regular Meeting	August 16	August 2
Regular Meeting	September 20	September 6
Regular Meeting	October 18	October 4
Regular Meeting	November 15	November 1
Regular Meeting	December 20	December 6
<i>Organizational Meeting</i>	<i>January 17, 2017</i>	<i>January 3, 2017</i>

Meeting Location:

Leelanau County Government Center
Board of Commissioners Meeting Room
8527 E. Government Center Dr.
Suttons Bay MI 49682

**BYLAWS OF THE
COUNTY OF LEELANAU
BROWNFIELD REDEVELOPMENT AUTHORITY**

ARTICLE I. Name and Address

Name. The name of the Authority is the Leelanau County Brownfield Redevelopment Authority (hereinafter referred to as the “Authority *or LCBRA*”). The address of the Authority is 8527 E. Government Center Dr., Suite 108, Suttons Bay MI 49682 (231-256-9812).

ARTICLE II. Directors

Section 1. General Powers. The Business and affairs of the Authority shall be managed by the Board, except as otherwise provided by statute or by these Bylaws.

Section 2. Board of Directors. The Board of Directors (hereinafter referred to as the “Board”) of the Authority shall consist of not less than five (5) persons and not more than nine (9) persons, unless an EDC, DDA, TIFA or LDFA board was appointed.

Section 3. Terms, Replacement and Vacancies. Of the initial members appointed, an equal number, or as near as practicable, shall be appointed for one year, two years and three years. Thereafter, each member shall serve for a term of three years. Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each Director’s term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the Leelanau County Board of Commissioners. A Director may be reappointed with the advice and consent of the Board or Commissioners to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the Board of Commissioners within thirty (30) days to hold office for the remainder of the term of office so vacated.

Section 4. Removal. A Director may be removed from office for inefficiency, neglect of duty, or misconduct or malfeasance, by a majority vote of the Board of Commissioners, or the Board.

Section 5. Conflict of Interest. A Director who has a direct interest in any matter before the Authority shall disclose his/her interest prior to any discussion of that matter by the Authority, which disclosure shall become a part of the record of the Authority’s official proceedings. The interested Director shall further refrain from participation in the Authority’s action relating to the matter. Each Director, upon taking office and annually, thereafter, shall acknowledge in writing that they have read and agree to abide by this section.

Section 6. Meetings. Meetings of the Board may be called by or at the request of the Chairperson of the Board or any two Directors. The meetings of the Board shall be public, and the appropriate notice of such meeting shall be provided to the public. The Board shall hold an annual meeting in the first calendar quarter of each year at which time officers of the Board shall be elected as provided in Article III. Section 2.

Section 7. Notice. Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).

Section 8. **Quorum.** A majority of the members of the Directors *appointed and serving shall constitute a quorum.* ~~then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that a majority of the Board present may adjourn the meeting from time to time without further notice.~~ The vote of the majority of the Directors present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by statute or by these Bylaws. Amendment of the Bylaws by the Board requires the vote of ~~not less than a majority of the members of the Board then in office.~~ *present.*

Section 9. **Participation by Communication Equipment.** ~~A member of the Board or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision constitutes presence at the meeting.~~

ARTICLE III. Officers

Section 1. **Officers.** The officers of the Authority shall be elected by the board and shall consist of a Chairperson, Vice Chairperson, and Secretary/Treasurer. The Board may also appoint a Recording Secretary who need not be a member of the Board. Two or more offices may be held by the same person, but an officer shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law or Bylaws to be executed, acknowledged, or verified by two or more officers. The officers of the Authority shall qualify by taking and subscribing to the oath of office as provided in section 1 of article XI of the state constitution of 1963.

Section 2. **Nomination, Election, and Term of Office.** The officers of the Authority shall be elected by the Board at an annual meeting held during the first quarter of each year. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. ~~No person shall hold the same office for more than three successive terms.~~

Section 3. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired person of the terms of such office.

Section 4. **Chairperson and Vice-Chairperson.** The chairperson shall be the chief executive officer of the Authority but he or she may from time to time delegate all or any part of his/her duties to the Vice Chairperson. He or she, or in his/her absence, the Vice chairperson, shall preside at all meetings of the Board, he or she shall have general and active management of the business of the Authority and shall perform all the duties of the office as provided by law or these Bylaws. He or she shall be an ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.

Section 5. **Secretary/Treasurer and Recording Secretary.** The Secretary/Treasurer or Recording Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the standing committees when required. They shall further perform all duties of the office of Secretary/Treasurer as provided by law or these Bylaws.

Section 6. **Delegation of Duties of Officers.** In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for

such time as it may deem appropriate, the powers or duties, or any of them of such officer to any other officer, or to any Director, provided a majority of the board then in office concurs therein.

Section 7. **Executive Committee.** The Chairperson, Vice Chairperson and Secretary/Treasurer shall comprise the Executive Committee. The Executive Committee may, upon a majority vote, authorize the expenditure of up to \$2,000.00 for any expense listed as an eligible item for expenditure under the approved Authority funding guidelines. The Executive Committee must report any such expenditure to the Board at the next regularly scheduled Board meeting.

ARTICLE IV. Contracts, Loans, Checks and Deposits

Section 1. **Contracts.** The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. **Loans/Grants.** If the LCBRA determines that it serves a good public purpose to borrow funds from any state or federal agency, or other established lending institution, no evidence of indebtedness shall be issued in its name unless approved by the Board of Commissioners. The LCBRA retains its authority under Public Act 382 of 1996 to lend or grant funds in accordance with established policies and procedures and statutory requirements.

Section 3. **Checks, Drafts, etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. **Deposits.** All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the Board may select.

ARTICLE V. Miscellaneous

Waiver of Notice. When the Board or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time; if at any time before or after the action is completed the person entitled to notice or to participation in the action to be taken submits a signed waiver of waiver of such requirements.

ARTICLE VI. Amendments.

These Bylaws may be altered, amended or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose.

I HEREBY CERTIFY that the above Bylaws were initially adopted the 30th day of January 2007 by the Leelanau County Brownfield Redevelopment Authority, and amended through ~~January 15, 2013~~ **January 19, 2015.**

Trudy J. Galla, Director

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday December 15, 2015 at the Government Center.

CALL TO ORDER:

Meeting called to order at 9:30 am by Chairman Walter who led the Pledge of Allegiance.

ROLL CALL

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

Members Excused: R. Bunek

1 open position

Staff Present: T. Galla, Director

Public Present: T. Krause, M. Witkowski, J. Michaluk, J. Hawkins

CONSIDERATION OF AGENDA

Walter requested that Item 2B be added to new Business – Revisions to the DEQ Loan on the Leland site.

It was moved by Egan, seconded by Zemaitis to accept the agenda as modified. Motion Carried 5-0.

CONFLICT OF INTEREST – none

CONSIDERATION OF NOVEMBER 17, 2015 MINUTES

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

PUBLIC COMMENT - none

DIRECTOR COMMENTS

Galla briefly discussed the loan agreement for the Leland site which will be between the County Board and the LCBRA.

CONSENT AGENDA

1 AKT Peerless – Monthly update

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

2. Envirolologic RLF Monthly update.

Zemaitis asked about page 9, number 4, Traverse City Housing Site, she noted Hawkins had talked before about arsenic, etc. on the site. She asked if they are going to do this grading and barrier that Hawkins previously discussed. Hawkins replied that in order to build on the site, they need to address the environmental issues on the site. Early discussions may have been ahead of their ability to do any additional development there. Based on some conversations between Galla and the director at the Housing Commission, they may now be getting to a point to consider additional development. Hawkins said they had discussed what could be done with the soils and using the RLF funds from EPA. A meeting is scheduled in early January to have some additional discussions on their plans and how the LCBRA might be able to assist. Zemaitis asked if the anticipated Payment in Lieu of Taxes (PILOT), would make it difficult for us to use the RLF funds. Hawkins said EPA has stated there needs to be a way to pay back the RLF and with PILOT, there may not be any means for us to capture funds for repayment of the RLF. Zemaitis asked if it is off the table. Hawkins said not necessarily. First, we need another extension on the RLF and we will be meeting with the Housing Commission representative in January. This may be another project that could support extension of the RLF.

Zemaitis commented that page 10, Leland property, says the county intends to have excess soil be placed on county property instead of disbursing it across the county. How do we do that legally, and is it in the contract? Hawkins said it is something we are still working through with the developer. The way the PUD is set up, there are

already restrictions on the properties for the water supplies. Hawkins envisioned that we tie that requirement for moving of materials such as excavation of basements. They have to take the soils to a designated location – county owned property or licensed landfill. This would be a requirement as part of the condo association and everyone signs on and agrees to it. Zemaitis stated the loan from the County to the LCBRA will be repaid with tax increment from the new development in order to fund the future RLF. Do you have the figures yet to show that repayment? Hawkins said they are still working on those numbers. Zemaitis commented so much money has to be paid back on loans from the TIF for this property. Hawkins is working to have this ready for a future meeting. ***It was moved by Zemaitis, seconded by Janik to accept this consent item, with the verbal update as noted.***
Motion carried 5-0.

3. Envirologic – Brownfield Assessment Grant Monthly Update

It was moved by Egan, seconded by Rentenbach to accept the update as presented.

Zemaitis had a question. She asked Hawkins to explain why we are using different terms (page 12) such as Leland residential site, Leland property, courthouse redevelopment, etc? We have so many names for this same property. Is this due to names we had when we got loans on this site? Hawkins said partially, and partially what we were doing at the time. We should consolidate it back under 1 name and use that for the future.

Motion carried 5-0.

4. Envirologic – General Consulting Monthly Update

Zemaitis questioned pg 15, which says that Hawkins assisted with drafting language for the Northport affordable housing project. Hawkins said Galla asked for assistance for a proposal of the old Northport hospital site. There is a brownfield plan in place there and the proposed development calls for building affordable housing and pursuing a PILOT and the intent was that the LCBRA has expenditures on the property and if a PILOT is put in place and investment put in on the property, the LCBRA could lose the ability to get reimbursed. The intent was to draft a letter to indicate to all parties involved that the LCBRA wants to be made whole, as part of their deal putting it into a PILOT. Galla noted that some local officials knew it was in a brownfield plan, some did not or did not remember, and she wanted Hawkins to make sure language was correct in the letter to notify all parties about the brownfield plan and expectation of repayment: the village, the township and the developers.

It was moved by Rentenbach, seconded by Janik to accept this consent item, with the verbal update as noted.

Motion carried 5-0.

NEW BUSINESS

1. B2015-03 Former Drycleaner site, Village of Suttons Bay

a) Work Order #7H-14

Hawkins noted at the last meeting, Mr. Krause submitted an application for assistance of the drycleaner site in the village. Since that time, he has worked with Galla to obtain some documents on the work that has already been done on the site. Much of the investigation was specifically on the property and DEQ did work off site. It demonstrated some contamination from somewhere, maybe from this site. Hawkins put together a work order under assessment grants to conduct due diligence so Mr. Krause can acquire the property, and to assure it is safe to occupy and use. Work Order takes into account Phase I, and conceptually, Phase II and a Baseline Environmental Assessment (BEA) and Brownfield Plan and Act 381 Work Plan. At this point, Mr. Krause intends a two phase development on the site. The first step is to acquire the property and lease out some space. Within about 24 months or maybe sooner, he'll do some expansion on the building. So, we also proposed a Brownfield Plan and Act 381 Work Plan to capture TIF and repay eligible activities. Hawkins said perhaps the elements for acquisition should be approved first, and wait on the others until they are ready to go. Hawkins discussed the environmental sampling that has occurred and some releases. Levels for some of the solvents are pretty high. We may shift some of these things in the work order but the cost will probably remain the same. We will probably focus in the interior of the building and use vapor pins and evaluate potential for indoor movement of contaminants below the slab (vapor migration). If levels are high enough,

may need mitigation put into place. We know it is contaminated and he needs a BEA. Due care compliance is also needed.

Rentenbach questioned the underground tanks and the contamination. Hawkins said it sounds like they were filled in place. There is not a lot of room there so extracting a container could cause other problems. Mr. Krause wants to know what limitations he might have in the future for using the building or expanding it. We need to get that information to help him with those decisions.

It was moved by Egan, seconded by Rentenbach to accept Work Order #7H-14 in the amount not to exceed \$29,900, as presented.

Galla noted the 10% requirement from the applicant with 90% approved by the LCBRA. This is consistent with what the LCBRA has approved on other projects.

The motion was amended to state that 10% of the amount spent is to be paid by the applicant, with LCBRA approving 90% of the amount spent.

Egan said the total amount listed in the Work Order seems high but this is what the LCBRA is for - to use these funds to redevelop sites within the villages and towns that would not get reused if we didn't help out.

Zemaitis said most likely it would be the \$21,900 initially and another \$8,000 if you go into the final phase. Hawkins said yes, it is the goal of the LCBRA that Mr. Krause makes the investment on the property and it moves forward so you can recapture the amount invested on the site.

Motion carried 5-0.

2. B2007-02 Leland Residential Site
 - a) Final comments/revision to draft ABCA and Community Involvement Plan

Hawkins noted that any final comments or revisions that the LCBRA has will need to be addressed so the documents can be released for the public comment period.

Zemaitis had questions on the cost table. Is the seeding required? Egan felt it should be. Hawkins said along the river, we will have soil erosion and control measures and feel that any new soil on those locations will be required. Especially with no buildings on those soils. Egan commented on the rain we have had lately and without seeding, we would have a big problem. Hawkins said the river side is okay, it is the middle part that is a problem. Zemaitis commented there is no way to water the middle part for seeding. Hawkins said the intent is to take the lead around the old jail, and to address the one decision unit with the mercury. He agreed with Zemaitis we want to be prudent and not spend money on anything we don't need to.

Zemaitis had some questions on the TIF and noted she met with Galla and went over some of the questions. Hawkins said the TIF table will be coming soon and should address any questions. We (Brownfield/County) have control of the site and want to be smart with the funds, and also improve it so everyone stays on board with the plans going forward.

Egan asked if it needs to be accepted. Hawkins said it will remain a draft until we get through the public comment period. Intent is to get your nod to release it to EPA and move it forward into the process.

It was moved by Egan, seconded by Rentenbach, to accept draft ABCA as presented to be brought forward after EPA review, to the public. Motion carried 5-0.

It was moved by Egan, seconded by Rentenbach, to accept community involvement plan as presented to be brought forward after EPA review, to the public. Motion carried 5-0.

b.) Revisions to DEQ loan

Galla reviewed the revisions to DEQ loan she negotiated. She had discussions over the phone and with some correspondence regarding modification to the DEQ loan for the Leland site. She stressed that the property is tax exempt right now and we are trying to sell it to a new developer but there is still work to be done on the site. Any relief we can get on the terms of the DEQ loan would be beneficial. She has negotiated a deferment of payments and interest, and a longer payback time. Galla said she wanted to see if the LCBRA was accepting of the terms, before a formal letter from the DEQ is completed.

It was moved by Rentenbach, seconded by Egan to accept the terms as outlined in the draft letter from MDEQ. Motion carried 5-0.

Janik noted this didn't just happen, and thanked Galla for her work on the modifications to the loan. This is a positive action and it's good to see this. Members agreed.

3. Approval of year end transfers and budget amendments.

It was moved by Rentenbach, seconded by Janik to authorize the Director to make the necessary year end transfers and budget amendments, as needed. Motion carried 5-0.

FINANCIALS

1. Claims & Accounts

It was moved by Zemaitis, seconded by Janik to pay Claims & Accounts in amount of \$5,297.22 as presented. Motion carried 5-0.

2. Request Reimbursement from EPA

It was moved by Egan, seconded by Janik to approve reimbursement from EPA for the RLF in the amount of \$3,583.57. Motion Carried 5-0.

It was moved by Egan, seconded by Rentenbach, to approve reimbursement from the EPA for the assessment grant in the amount of \$1,447.67. Motion carried 5-0.

3. Post Audit, Budget Amendments, Transfers

It was moved by Zemaitis, seconded by Egan, to accept Post Audit in the amount of \$40 total, for payment to the state for annual reports. Motion Carried 5-0.

CORRESPONDENCE/COMMUNICATION ITEMS - none

PUBLIC COMMENT

Hawkins & Michaluk wished all a great holiday.

MEMBER COMMENTS

Janik wished all a Merry Christmas and mentioned a thank you letter was sent to Robert Bunek for his service on the LCBRA.

Members echoed the wishes for a Merry Christmas and New Year, and safe travels.

ADJOURNMENT - It was moved by Zemaitis, seconded by Egan to adjourn. Meeting adjourned at 10:20 am.

MEMORANDUM

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

FROM: JANET MICHALUK

SUBJECT: EPA BROWNFIELD ASSESSMENT GRANT STATUS REPORT

DATE: JANUARY 7, 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.



LCBRA EPA BROWNFIELD ASSESSMENT GRANT
Monthly Project Update
Budget and Cost Summary
As Of January 7, 2016

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

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

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

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: EPA RLF GRANT CONSULTING MONTHLY UPDATES AND INVOICES

DATE: JANUARY 19, 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. Former Leelanau County Government Complex – RLF Eligibility (W.O. #13)

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Depending on the ability to obtain an extension with EPA on the RLF grant, further discussions with the TCHC will be required to determine the applicability for the RLF. Since there will be no anticipated payback due to a Payment in Lieu of Taxes, it may be difficult to use the RLF. A meeting has been scheduled with the TCHC on January 19, 2016.

Project Invoices for Consideration:

There are no invoices for this month.

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

Update:

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

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

Project Invoices for Consideration:

Invoice #01902 (\$910.00)

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

Update:

Envirologic has completed the necessary documents for the RLF Loan to the LCBRA from the County. These documents include the Community Relations Plan, developing cleanup costs for the remaining issues at the site, and developing a Draft Analysis of Brownfield Cleanup Alternatives (ABCA). The documents have been distributed to the various stakeholders for review. Envirologic has continued to communicate with the MDEQ regarding the plans for cleanup and they are in agreement with the approach.

The ABCA and Community Relations Plan have been submitted to the EPA for review. Additionally, the reimbursement schedule for the Loan is being finalized and is anticipated to be submitted to the EPA on Friday, January 15th. It is anticipated that the Loan Agreement will be executed at the February 16, 2016 BOC meeting. Additionally, at this time, subject to EPA approval of the ABCA and CRP, a Public Meeting to receive public comment on the ABCA and CRP is being scheduled for Thursday, February 11, 2016 in Leland. This public meeting will coincide with a 30-day public comment period. All of these activities are subject to an extension of the RLF grant which ends on February 29, 2016. An extension request is being drafted for approval at the January 19, 2016 BOC meeting.

Project Invoices for Consideration:

Invoice #1901 (\$701.25)

LCBRA File #	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget ¹ 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		
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		
		Subtotal	72,883.75			62,581.92	\$ 62,581.92	\$ 10,301.83		
		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		
		Subtotal	\$10,000.00			9,670.00	\$ 9,670.00	\$330.00		
		Totals	\$ 82,883.75			\$ 72,251.92	\$ 72,251.92	10,631.83		
		General Updates:								
		1. Budget Expended includes "Invoices for Consideration" amount.								

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: JANUARY 19, 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. Community Outreach (W.O. #2H/P-14)

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration for this month.

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

Update:

There are no further activities anticipated on this project.

Project Invoices for Consideration:

This project is complete.

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

Update:

Evaluations continue to determine if the Brownfield Plan will require to be amended. Preliminary analyses suggest that the Brownfield Plan may be able to be utilized without amendment which is the preferred outcome. It is likely that the Act 381 Work Plan will need to be amended however to address the cleanup proposed in the ABCA.

Project Invoices for Consideration:
#01899 (\$140.00)

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

Update:

At the December LCBRA meeting, the Authority approved the use of EPA Assessment Grant funds to conduct an Eligibility Demonstration, Phase I and II ESA and a BEA and Due Care Plan. On January 6, 2016, Envirologic received approval to use grant funds from the EPA. Envirologic has begun the data gathering stage of the Phase I ESA.

Project Invoices for Consideration:
#01900 (\$127.50)

LCBRA File #	Number			Site/Phase	Budget Estimates		Project Invoices for Consideration	Invoice Date	Invoice Total	Project Budget Expended		Project Budget Remaining		Project Task Completed
	Grant Work Plan Task	Envirologic W/O	Envirologic Project		Hazardous	Petroleum				Hazardous	Petroleum			
				Initial EPA Grant Award	\$ 200,000.00	\$ 200,000.00								
				Envirologic Contract Amount	\$ 71,200.00	\$ 71,200.00								
	Task #2	1H/P-14	140554	QAPP	1,000.00	1,000.00	01018	4/15/2015	\$ 1,997.50	\$ 998.75	\$ 998.75	\$ -	\$ -	X
	Task #4	2H/P-14	140555	Community Outreach	3,000.00	3,000.00	01092	5/14/2015	\$ 420.00	\$ 210.00	\$ 210.00	\$ 2,790.00	\$ 2,790.00	
							01479	9/10/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ 2,597.50	\$ 2,597.50	
							01552	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 2,352.50	\$ 2,352.50	
	Task #1 and 2	3H/P-14	150070	Courthouse Redevelopment Group, LLC Phase I ESA and BEA	2,250.00	2,250.00	01011	4/15/2015	\$ 835.50	\$ 417.75	\$ 417.75	\$ 1,832.25	\$ 1,832.25	
							01126	6/3/2015	\$ 347.50	\$ 173.75	\$ 173.75	\$ 1,658.50	\$ 1,658.50	
	Task 2	4H-14	150262	Leland Residential Project - Discreet Sampling	19,980.00		01478	9/10/2015	\$ 15,063.82	\$ 15,063.82	\$ -	\$ 4,916.18		
	Task 3	5H/P-14	150341	GTRAC - BFPlan Review; Reimbursement Agreement	625.00	625.00	01551	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 380.00	\$ 380.00	
							01710	11/12/015	\$ 350.00	\$ 175.00	\$ 175.00	\$ 205.00	\$ 205.00	
							01740	12/3/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ -	\$ -	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	\$ -	
	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	\$21,900	-	01900*	1/12/2016	\$ 127.50	\$ 127.50	\$ -	\$ 21,772.50	\$ -	
				Subtotal	54,755.00	6,875.00								
				Totals	\$ 54,755.00	\$ 6,875.00			\$ 21,556.82	\$ 18,706.57	\$ 2,850.25	\$ 36,034.68	\$ 4,011.00	
				Budgeted Grant Funds for Envirologic Activities	\$ 54,755.00	\$ 6,875.00								
				Envirologic Contract Budget Remaining Subtotal	\$ 16,445.00	\$ 64,325.00								
				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	\$ 16,458.75	\$ 64,338.75								
	* Pending approval by LCBRA													

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: JANUARY 19, 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. Former Leelanau County Government Complex – RLF Eligibility (W.O. #13)

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Depending on the ability to obtain an extension with EPA on the RLF grant, further discussions with the TCHC will be required to determine the applicability for the RLF. Since there will be no anticipated payback due to a Payment in Lieu of Taxes, it may be difficult to use the RLF. A meeting has been scheduled with the TCHC on January 19, 2016.

Project Invoices for Consideration:

There are no invoices for this month.

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

Update:

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

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

Project Invoices for Consideration:

Invoice #01902 (\$910.00)

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

Update:

Envirologic has completed the necessary documents for the RLF Loan to the LCBRA from the County. These documents include the Community Relations Plan, developing cleanup costs for the remaining issues at the site, and developing a Draft Analysis of Brownfield Cleanup Alternatives (ABCA). The documents have been distributed to the various stakeholders for review. Envirologic has continued to communicate with the MDEQ regarding the plans for cleanup and they are in agreement with the approach.

The ABCA and Community Relations Plan have been submitted to the EPA for review. Additionally, the reimbursement schedule for the Loan is being finalized and is anticipated to be submitted to the EPA on Friday, January 15th. It is anticipated that the Loan Agreement will be executed at the February 16, 2016 BOC meeting. Additionally, at this time, subject to EPA approval of the ABCA and CRP, a Public Meeting to receive public comment on the ABCA and CRP is being scheduled for Thursday, February 11, 2016 in Leland. This public meeting will coincide with a 30-day public comment period. All of these activities are subject to an extension of the RLF grant which ends on February 29, 2016. An extension request is being drafted for approval at the January 19, 2016 BOC meeting.

Project Invoices for Consideration:

Invoice #1901 (\$701.25)



Leelanau County Brownfield Redevelopment Authority (LCBRA)
County website: www.leelanau.cc/BRIntro.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

Mark Walter
Chairman

Kathy Egan
Vice-Chairman

Karen Zemaitis
Secretary/Treasurer

Trudy Galla, AICP
Director

January 19, 2016

Susan Wenzlick, Grant Coordinator
Department of Environmental Quality
Remediation and Redevelopment Division
120 West Chapin Street
Cadillac, Michigan 49601

Dear Ms. Wenzlick:

SUBJECT: Grantee/Borrower Name
Project Name and Grant/Loan Type (Brownfield Redevelopment Grant or Loan; Waterfront Redevelopment Grant; Revitalization Revolving Loan)
Project Number 431834-00, Tracking Code 2008-1083

As required prior to final payment under the contract between the Leelanau County Brownfield Redevelopment Authority (LCBRA) and the Department of Environmental Quality (DEQ) for the Leland Residential Development Project Grant/Loan Project, the LCBRA has satisfactorily completed all required tasks. The grantee/borrower shall remain responsible, in accordance with applicable law, for damages to the State of Michigan resulting from any activities performed under this contract.

By this letter, the LCBRA releases all claims against the State of Michigan arising under or by virtue of the grant/loan contract for the Leland Residential Development Project, and acknowledges termination of the contract dated June 2, 2008.

The LCBRA requests that the DEQ release the final payment or retention, if any, withheld pending completion of this project.

Sincerely,

Mark Walter, Chairman, LCBRA



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

January 6, 2016

Mr. Mark Walter, Chairman
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center, Suite 108
Suttons Bay, Michigan 49682

Dear Mr. Walter:

SUBJECT: Brownfield Redevelopment Loan, Amendment #5
Leland Residential Development
Tracking Code #2008-1083

The Department of Environmental Quality (DEQ) received your request for a modified repayment schedule for the Leland Residential Development project Brownfield Redevelopment Loan.

Attached is the contract amendment that reflects the new repayment schedule. The amendment to modify the contract must be signed by both your agency and the DEQ before the modifications will take effect. Please sign and return the amendment **no later than April 15, 2016**, to ensure that the amendment will be processed before the next payment is due.

If returning via email:

1. Print and sign the attached document
2. Scan the signed version
3. Email the scanned file to both myself and westmorelandb@michigan.gov

If returning via regular mail:

1. Print 2 copies of the attached document
2. Sign both copies
3. Return both copies to Ms. Barb Westmoreland, Brownfield Redevelopment Unit, Remediation and Redevelopment Division, DEQ, 525 West Allegan, Lansing, Michigan 48933.

After the amendments have been signed by the DEQ, a signed original will be returned to you for your records.

Thank you for keeping us informed of the project status. If you have any questions please contact me.

Sincerely,

Susan Wenzlick, Brownfield Redevelopment Coordinator
Brownfield Redevelopment Program Unit
Remediation and Redevelopment Division
231-876-4422

Enclosures

cc: Ms. Carrie Geyer, DEQ
Ms. Melissa Gangluff, DEQ
File #2008-1083



**LELAND RESIDENTIAL PROJECT
AMENDMENT TO THE BROWNFIELD REDEVELOPMENT LOAN CONTRACT
BETWEEN THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AND THE LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

This Amendment modifies the loan contract between the Michigan Department of Environmental Quality, (hereafter "State"), and the **Leelanau County** Brownfield Redevelopment Authority (hereafter "Borrower"), signed by the State on **June 2, 2008**, for the **Leland Residential Project**. This Amendment does not take effect until signed by both parties.

The revisions to the loan contract are limited to those specified below. All other provisions of the contract remain in effect.

COMPENSATION (BUDGET)

The State and the Borrower agree to the budget modifications described below.

The State agrees to:

- Suspend loan payments for the years 2016, 2017, and 2018. Interest will not accrue on the loan balance during this three year period.
- Extend the end date of the loan to June 2, 2028.

One year's interest will be charged when loan payments are resumed on June 2, 2019, according to the attached amortization schedule. Principal and interest amounts remain unchanged; the purpose of the contract amendment is to provide Leelanau County additional time for site redevelopment.

The Borrower agrees to resume loan payments on June 2, 2019, and continue to make payments as prescribed in the attached revised amortization schedule through June 2, 2028. The Borrower may repay the loan early or make larger than required payments without penalty.

AUTHORIZED SIGNATURES

The individuals below certify by their signatures that they are authorized to sign this Loan Amendment on behalf of their agencies and agree to the changes included herein. This Amendment will go into effect upon signature of the State.

FOR THE BORROWER:

FOR THE STATE:

Authorized Signature

Signature

Mark Walter

Name

Robert Wagner

Name

Chairman, Leelanau County Brownfield
Redevelopment Authority

Title

Chief, Remediation and Redevelopment Division

Title

Date

Date

2008-1083 Leelanau County - Leelanau Residential Development Project #431834

Compound period Annual
 Annual rate 2.0000%
 Loan Award \$ 1,000,000

PMT #/ Descr.	Transaction Date	Interest	Principal	Unpent Loan Funds	Total Payment Amount	Principal Balance	
Loan Execution	06/02/08						
Draw #1 W8208195	6/11/2008		6,900.00			6,900.00	
Draw #2 W8209128	7/8/2008		77,717.00			84,617.00	
Draw #3 W8210812	8/26/2008		15,500.00			100,117.00	
Draw #4 W9200015	10/7/2008		256,392.50			356,509.50	
Draw #5 W9204104	2/23/2009		26,075.00			382,584.50	
Draw #6 W9208030	6/22/2009		9,062.00			391,646.50	
Draw #7 W9209915	8/17/2009		41,500.00			433,146.50	
Draw #8 W9210797	9/11/2009		146,245.00			579,391.50	
Draw #9 W9211114	9/21/2009		10,000.00			589,391.50	
Draw #10 W0200394	10/30/2009		46,845.00			636,236.50	
Draw #11 W1303351	11/16/2010		183,168.00			819,404.50	
Return of Unspent Funds	04/23/13			293,624.01	293,624.01	525,780.49	
1	06/02/13	0.00	52,669.77	0.00	52,669.77	473,110.72	<u>Paid</u> ✓
2	06/02/14	9,462.21	43,207.56	0.00	52,669.77	429,903.16	✓
3	06/02/15	8,598.06	44,071.71	0.00	52,669.77	385,831.46	✓
0	06/02/16	0.00	0.00	0.00	0.00	385,831.46	
0	06/02/17	0.00	0.00	0.00	0.00	385,831.46	
0	06/02/18	0.00	0.00	0.00	0.00	385,831.46	
4	06/02/19	7,716.63	35,236.65	0.00	42,953.28	350,594.81	
5	06/02/20	7,011.90	35,941.38	0.00	42,953.28	314,653.43	
6	06/02/21	6,293.07	36,660.21	0.00	42,953.28	277,993.22	
7	06/02/22	5,559.86	37,393.42	0.00	42,953.28	240,599.81	
8	06/02/23	4,812.00	38,141.28	0.00	42,953.28	202,458.52	
9	06/02/24	4,049.17	38,904.11	0.00	42,953.28	163,554.41	
10	06/02/25	3,271.09	39,682.19	0.00	42,953.28	123,872.22	
11	06/02/26	2,477.44	40,475.84	0.00	42,953.28	83,396.39	
12	06/02/27	1,667.93	41,285.35	0.00	42,953.28	42,111.03	
13	06/02/28	842.22	42,111.03	0.00	42,953.25	0.00	
		61,761.58	525,780.50	293,624.01	881,166.09		

MEMORANDUM

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

FROM: Jeff Hawkins, President
Envirollogic Technologies, Inc.

DATE: January 15, 2016

Subject: Amendment to the General Consulting Services Contract
Extension of contract for General Consulting Services with Envirollogic

The **General Environmental Consulting Services – Agreement for Services** between the LCBRA and Envirollogic Technologies, Inc. was established in 2008 with an initial three-year period and two one-year extensions allowed. There are several active Brownfield Plans and projects in the County and the LCBRA desires to have an environmental consultant representing its interests and overseeing projects on an as-needed basis.

Therefore, the Envirollogic has requested consideration by the LCBRA of the following amendment to the original contract:

CONTRACT EXTENSION

THIS AMENDMENT to the **General Environmental Consulting – Agreement for Services** between Envirollogic Technologies, Inc. and the Leelanau County Brownfield Redevelopment Authority (LCBRA), approved by the LCBRA on March 25, 2008, is hereby amended under **Item 2 TERM/TERMINATION OF THE CONTRACT**, to add the following:

2. Term/Termination of the Contract
 - A. This Agreement for Services has been amended to add an additional extension which shall expire on December 31, 2016.

BROWNFIELD PROJECT APPLICATION

FORM PART 1 APPLICATION

This application form must be completed by the applicant to initiate the Brownfield process by the Leelanau County Brownfield Redevelopment Authority (LCBRA). There are no deadlines for the submittal of applications -- applications will be accepted on an ongoing basis.

The completed application form and supporting materials must be submitted to Leelanau County, 8527 East Government Center Drive, Ste. 108, Suttons Bay, MI 49682.

The Part I Brownfield Project Application form must be returned with the application fee in order to start the review process.

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are completed.

NOTES: The Part 1 Application is the first step for all Brownfield redevelopment projects coming through the LCBRA. **Applicants are expected to provide a portion of the funds required for any project using assessment grant funds.**

Approval of the Application by the LCBRA is NOT approval of a Brownfield Plan and the requested Tax Increment Financing (TIF) and/or other economic incentives. Application approval is required by the LCBRA in order to move forward with the process.

A Part 2 Brownfield Project Application Form is required if a Brownfield Plan, Act 381 Work Plan, MDEQ Grant/Loan, MEDC Grant/Loan, EPA Revolving Loan, or Local Site Remediation Revolving Fund (LSRRF) is requested as a project incentive.

BROWNFIELD PROJECT APPLICATION FORM

PART 1

SECTION I:

APPLICANT INFORMATION

Project Name:	
Applicant Name:	
Business Name (If different from applicant):	
Mailing Address:	
Contact Person:	Email:
Office Phone:	Cell Phone:

Provide a brief description and history of the Applicant and the Business to be assisted by the LCBRA. Include information on product or service and number of employees for the Business.

Type of Business:

- Manufacturing
- Wholesale
- Service
- Retail
- Other (specify) _____

Description of Business History, Operations and Products/Services Provided:

Legal Structure of Applicant:

- Individual
- Fiduciary
- S-Corporation
- Limited Liability Company
- Other (specify): _____

State of Registration: _____

Formation Date: _____

List similar projects developed over the last five years (if any):

Is the Applicant or Business a liable party for environmental issues at the project site? Yes No

Has the Applicant or Business being assisted ever been cited for non-compliance with any environmental regulation? Yes No

If yes, explain:

Is the applicant/business involved in any claim or lawsuit? Yes No

If yes, explain:

Has the applicant/business ever been suspended or debarred, declared bankruptcy commenced a proceeding under any bankruptcy law or had a judgment rendered against it? Yes No

If yes, explain:

List Key Project Contacts			
Service Type	Organization	Contact Name	Phone/Email
Bank/Financing			
Legal Counsel			
Environmental Engineer/Consultant			
Architect			
Construction Management			
Other:			

SECTION II:

PROJECT SITE

Parcel	Street Address	Parcel ID No.	Owner on Record	Taxable Value
1				\$
2				\$
3				\$
4.				\$
5.				\$

*add additional parcels on separate sheet, as necessary

Total property size (acres): _____

Number of buildings, stories, and existing building area (square feet):

Current Use of the Project Site:

Current Zoning:

In the space below, describe the Brownfield condition(s) impeding development of the project site and the basis for Brownfield designation.

ATTACH all known environmental reports (Phase I, Phase II, Baseline Environmental Assessment, etc.) and current property appraisals to this Application.

Has a Site Remediation or Due Care Plan been developed? Yes No If yes, please attach.

SECTION III:

PROPOSED PROJECT DESCRIPTION

Project Type: New Relocation Expansion Rehabilitation

Describe your plans for redeveloping the project site including a description of project and benefits:

Number of new buildings and new building area (square feet): _____

Proposed Future Zoning: _____

Does the proposed project comply with local zoning and other land use requirements?

Yes No Unknown

If no, please describe processes being undertaken to address local government concerns:

Describe anticipated redevelopment schedule including start date, completion date and any pertinent critical date(s):

Status of Development Permits and Applications:

Does the proposed project anticipate LEED Certification? Yes No Unknown

If yes, explain:

Anticipated Full Time Equivalent (FTE) Jobs Retained: _____

Anticipated FTE Jobs Created: _____

SECTION IV:

PRELIMINARY PROPOSED BROWNFIELD FUNDING

Total Investment Anticipated: \$ _____

Land	\$
New Construction/Site Improvements	
Brownfield Conditions	
Total Capital Investment:	\$

Brownfield activities for which potential assistance is sought:

Phase I ESA Phase II ESA BEA Due Care

Clean-up Other (demolition, site preparation, infrastructure improvements, etc.)

Attach a spreadsheet detailing principle Brownfield eligible activities and project financing gap for which assistance is sought.

Current Taxable Value: \$ _____

Estimated Taxable Value after Project Completion: \$ _____

Estimated Funding Sources Requested

Leelanau County Brownfield Redevelopment Authority

\$ _____ Brownfield Plan and Act 381 Work Plan(s)

\$ _____ Brownfield Loan – EPA Revolving Loan Fund (RLF)

\$ _____ Brownfield Loan – Local Site Remediation Revolving Fund (LSRRF)

Michigan Department of Environmental Quality

\$ _____ Brownfield Redevelopment Grant

\$ _____ Brownfield Redevelopment Loan

Michigan Economic Development Corporation / Michigan Strategic Fund

\$ _____ Community Revitalization Program Loan and/or Grant

\$ _____ Business Development Program Loan and/or Grant

Anticipated total amount of Brownfield financing requested: \$ _____

SECTION V:

CERTIFICATION AND AUTHORIZATION

The undersigned hereby certifies that all information provided to the Leelanau County Brownfield Redevelopment Authority (LCBRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan submittal. Disclosure shall include copies of all available environmental data, reports and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

AUTHORIZED SIGNATURE

TITLE

DATE

AUTHORIZED SIGNATURE

TITLE

DATE

BROWNFIELD PROJECT APPLICATION

FORM PART 1

APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included.

Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide application fee.
Check written to *Leelanau County Brownfield Redevelopment Authority*

Site Control

- Attach a copy of proof of control of the property (i.e. current title commitment, proof of ownership, purchase agreement, option or site access agreement).

Site Plan

- Attach copies of proposed preliminary site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

Financial Information and Eligible Activities

- Attach a spreadsheet detailing principal Brownfield eligible activities and project financing gap.
- Attach detailed project budget/pro forma illustrating all related project expenses, sources of financing, and project financing needs.
- Attach financial commitment documentation from lender(s) and/or investor(s).

Environmental Work Completed

- Attach all environmental reports that have been completed for this site. (i.e. Phase I, Phase II, BEA, RCRA, Closure, Due Care, etc.)



BROWNFIELD PROJECT APPLICATION FORM

PART 2 APPLICATION

This Part 2 Brownfield Application allows for the consideration of a Brownfield Plan under the Michigan Brownfield Redevelopment Financing Act (Public Act 381 of 1996, as amended) (PA 381).

The completed application form, Brownfield Plan and supporting materials (i.e. Act 381 Work Plan, “Combined” Brownfield Plan, etc.) must be submitted to Leelanau County, 8527 East Government Center Drive, Ste. 108, Suttons Bay, MI 49682.

All Brownfield applicants requesting approval of incentives under a Part 2 Application will be assessed a Fee (see Fee Schedule), which must be returned with this application. **A Fee is also required for a Reimbursement Agreement.**

For assistance in completing this application form, please contact Trudy Galla, at the Leelanau County Planning and Community Development office at 231-256-9812, tgalla@co.leelanau.mi.us.

Before submitting a project application, please make sure all items on the attached checklist are included. Project Applications will not be reviewed until all items are completed.



BROWNFIELD PROJECT APPLICATION FORM

PART 2

SECTION I:

APPLICANT INFORMATION

Project Name:	
Applicant Name:	
Business Name (If different from applicant):	
Mailing Address:	
Contact Person:	Email:
Office Phone:	Cell Phone:

Have there been any changes to the following since the submittal of the Part 1 Brownfield Project Application?

- Change in List of Key Project Contacts Yes No
- Change in applicant/business status involving any claim or lawsuit? Yes No
- Change in applicant/business status as a liable party at the project site? Yes No
- Change in applicant/business status involving citations for non-compliance with any environmental regulation? Yes No
- Change in applicant/business status related to being suspended or debarred, declaring bankruptcy, and proceedings under any bankruptcy law or rendered judgments? Yes No

If yes to any of the above, please attach further explanation.



SECTION II:

PROPOSED BROWNFIELD FUNDING

Total Investment Anticipated: \$ _____

Land	\$
New Construction/Site Improvements	
Brownfield Conditions	
Total Capital Investment:	\$

Sources of Funding Requested

Leelanau County Brownfield Redevelopment Authority

- \$ _____ Brownfield Plan and Act 381 Work Plan(s)
- \$ _____ Brownfield Loan – EPA Revolving Loan Fund (RLF)
- \$ _____ Brownfield Loan – Local Site Remediation Revolving Fund (LSRRF)

Michigan Department of Environmental Quality

- \$ _____ Brownfield Redevelopment Grant
- \$ _____ Brownfield Redevelopment Loan

Michigan Economic Development Corporation / Michigan Strategic Fund

- \$ _____ Community Revitalization Program Loan and/or Grant
- \$ _____ Business Development Program Loan and/or Grant

Total amount of Brownfield financing requested: \$ _____



SECTION III:

CERTIFICATION AND AUTHORIZATION

The undersigned hereby certifies that all information provided to the Leelanau County Brownfield Redevelopment Authority (LCBRA) herein and furnished with this application is and will be true, accurate, complete, and fairly presents the financial condition of the undersigned.

The undersigned hereby certifies the Applicant is not a liable party per PA 201 and acknowledges that full environmental disclosure is a requirement of the Brownfield Plan submittal. Disclosure shall include copies of all available environmental data, reports and pertinent correspondence including documentation relating to liable or potentially liable parties and the environmental condition of the project site.

AUTHORIZED SIGNATURE

TITLE

DATE

AUTHORIZED SIGNATURE

TITLE

DATE



LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)
8527 E. Government Center Drive
Suttons Bay, Michigan 49682
Phone: 231-256-9812

BROWNFIELD PROJECT APPLICATION FORM

PART 2

APPLICATION CHECKLIST

Before submitting the project application, please make sure all items on the checklist are included.

Brownfield Project Applications will not be reviewed until items are completed.

Application Fee

- Provide Part 2 application.
Check to be written to *Leelanau County Brownfield Redevelopment Authority*

Brownfield Plan

- Attach Brownfield Plan (if available) with updated copies of proposed site development or concept plans to illustrate how the proposed redevelopment and land uses will be situated on the subject property, and documenting access to all necessary utilities and infrastructure.

APPLICATION REVIEW FEES

A. Brownfield Project Application Form – Part 1

A Brownfield Project Application Form - Part 1 will be required to introduce a proposed development project to the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** ~~board~~ and request initial consideration of Brownfield Incentives.

BROWNFIELD PROJECT APPLICATION	APPLICATION FEE
Part 1 Application	\$150.00

All Brownfield applicants will be assessed an Application Fee of \$150.00 for consideration of the Brownfield Project Application Form - Part 1 Application. The Part 1 Application Fee is payable upon submittal. The fee will be non-refundable regardless if the application/request is approved or denied by the LCBRA. The fee is also non-refundable through tax increment financing (TIF) under an approved Brownfield Plan or Act 381 Work Plan.

Applicants are expected to provide a portion of the funds required for any project using assessment grant funds.

B. Brownfield Project Application Form – Part 2 (Brownfield Plan, Act 381 Work Plans and amendments), Revolving Loan Fund, or Local Site Remediation Revolving Fund (LSRRF), etc.

A Brownfield Project Application Form - Part 2 is required if a Brownfield Plan, MDEQ Gran/Loan, EPA Revolving Loan, or Local Site Remediation Revolving Fund (LSRRF) is requested as a project incentive.

BROWNFIELD PROJECT APPLICATION	APPLICATION FEE
Part 2 Application – Brownfield Plans, Act 381 Work Plans, Amendments to Brownfield Plans and Act 381 Work Plans, EPA Revolving Loans, MDEQ Grants/Loans and LSRRF Loans	\$500.00

The Part 2 Application fee is payable upon submittal. The fee will be non-refundable regardless if the application/request is approved or denied by the LCBRA. The fee is also non-refundable through tax increment financing (TIF).

The Application Fee will be applied to, but not limited to, the following available Brownfield Programs:

- Leelanau County Brownfield Redevelopment Authority
 - Brownfield Plans and Act 381 Work Plans (including amendments)
 - Brownfield Loan – Local Site Remediation Revolving Fund -- Administered by the Brownfield Redevelopment Authority

- Michigan Department of Environmental Quality
 - Brownfield Redevelopment Grants (BRGs) - up to \$1,000,000 in funding available to each project
 - Brownfield Redevelopment Loans (BRLs) - up to \$1,000,000 in funding available to each project
 - Revitalization Revolving Loans (RRLs)

- Environmental Protection Agency
 - Brownfield Cleanup Revolving Loan Fund (RLF) Loan - Administered by the Brownfield Redevelopment Authority

Note: Application fees may apply to other grants or loans obtained to address and support Brownfield assessment and/or cleanup activities

C. Reimbursement Agreement – For all projects requiring a Reimbursement Agreement with the LCBRA, 1% of the total amount offered by the LCBRA will be due and payable to the LCBRA upon signing of the Reimbursement Agreement. The minimum fee is \$1,000 and maximum (regardless of total amount) is \$15,000. The fee is also non-refundable through tax increment financing (TIF).

D. Brownfield Redevelopment Authority (LCBRA) - Special Meeting \$250.00/meeting

E. Agency and Other Review Fees - Any fees required by other agencies, are in addition to the fees cited above and must be paid directly to the agency by the Applicant. Any direct costs associated with the review of a Brownfield application, plan, work plan etc. as identified herein by other than staff for the LCBRA, shall be reimbursed by the Applicant prior to the proposal moving to the next stage of the application process. This includes processing fees associated with attorney reviews and any agency reviews.

- F. Additional Review Fees** – for requests of documents not covered by the above fee schedules, the Director may require any fee deemed appropriate to cover the activities necessary for response to the review request
- G. Waiver** – The LCBRA reserves the right to waive this Fee Schedule if deemed necessary, or appropriate.

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts
January 19, 2016

Date:	Description	EPA RLF Grant		EPA Assessment Grants		Leland Residential (Loan)	West Bay Grant/Loan Eligible	TIF Eligible	Amount	Task # (1-6)	Notes
		Pet.	HazMat	Pet.	HazMat						
1/12/2016	Envirologic Invoice # 01899 WO 6H-14 Invoice # 01901 WO 19 Invoice # 01902 WO 18 Invoice # 01900 (Two Peas, SB Village)								\$140.00 \$701.25 \$910.00 \$127.50		\$1,878.75 - Total
1/7/2016	Consumers Energy							X	\$9.58		\$ 9.58 - Total
12/31/2015	Leland Township - sewer 800-904-00 810-002-00 810-001-00							X X X	\$31.68 \$89.88 \$89.88		\$211.44 - Total
12/14/2015	Michigan Association of Counties Invoice m259 Assessment Grant Invoice m260 RLF	X		X	X				\$112.50 \$187.50		\$300.00 - Total
TOTAL CLAIMS & ACCOUNTS:											\$2,399.77

Completed by: T. Galla

Amount Approved: \$
Amount Denied: \$

Date Completed: 1/15/2016

Date: *TG*
Initials: *TG*



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

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

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

Invoice number 01899
Date 01/12/2016

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

INVOICE: Through Jan 01, 2016

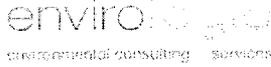
AMENDMENT TO BROWNFIELD PLAN AND ACT 381 WORKPLAN

Professional Fees

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

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

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VERIFIED BY



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

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

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

Invoice number 01901
Date 01/12/2016

Project **150337 Former Leelanau County Govt. Complex, Leland W.O. 19**

INVOICE: Through Jan 01, 2016

COMMUNITY RELATIONS PLAN, ABCA, CONCEPTUAL CLEANUP COSTS, CIP

Professional Fees

	Hours	Rate	Billed Amount	
Project Manager Erik D. Peterson Professional Services	7.00	90.00	630.00	✓
Senior Project Manager David A. Stegink Professional Services	0.75	95.00	71.25	✓
Phase subtotal			701.25	
Invoice total			701.25	✓

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

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VERIFIED BY



2960 Interstate Parkway • Kalamazoo, MI 49048
P 268.342.1666 • F 268.342.4845 • W envirologic.com

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

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

Invoice number 01902
Date 01/12/2016

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

INVOICE: Through Jan 01, 2016

CLEANUP PLANNING AND CHARACTERIZATION WO18

Professional Fees

	Hours	Rate	Billed Amount	
CAD Designer/Drafter Michelle A. Bell Professional Services	1.00	70.00	70.00	✓
Principal Jeffrey C. Hawkins Professional Services	1.00	120.00	120.00	✓
Project Manager Erik D. Peterson Professional Services	8.00	90.00	720.00	✓
Phase subtotal			910.00	
Invoice total			910.00	✓

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

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fy
VERIFIED BY

25



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

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

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

Invoice number 01900
Date 01/12/2016

Project **150449 Two Peas LLC, 206 N. St.
Joseph, Suttons Bay**

INVOICE: Through Jan 01, 2016

PHASE I ESA AND ELIGIBILITY

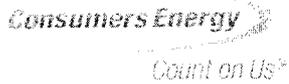
Professional Fees

	Hours	Rate	Billed Amount	
Administrative Assistant Robyn E. Logelin Professional Services	0.25	50.00	12.50	✓
Senior Project Manager David A. Stegink Professional Services	1.00	115.00	115.00	✓
Phase subtotal			127.50	
Invoice total			<u>127.50</u>	✓

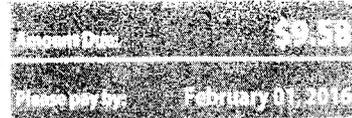
We accept Check, ETF, Visa, MC Discover & Amex as payment options

PREPARED &
PROOFED BY
DJ
VERIFIED BY

Account: 1030 0915 1905



Questions:
Visit: ConsumersEnergy.com
Call us: 800-805-0490



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

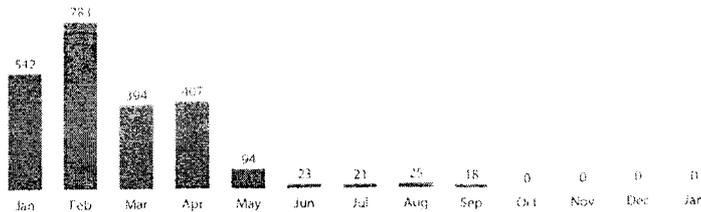
▶ Thank You - Thank you for your payment of \$7.98 on December 21, 2015

▶ Service Address:
115 S Grand Ave #7L
Leland MI 49654-5033

January Energy Bill

Service dates: December 03, 2015 - January 07, 2016 (36 days)

Total Electric Use (kWh - kilowatt hour)



kWh = A 100 watt bulb burning for 10 hours uses 1 kilowatt hour.

January Electric Use

0 kWh

Cost per day:
\$0.27

kWh per day:
0

ACTUAL :

Convenient Billing Options

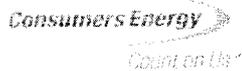
One less thing to remember: Sign up for Billing Alerts and get timely payment reminders on your phone by email or text.

Easily pay your bill anytime, from any device: Select the online payment method that works best for you. Even pay by text.

Learn more at www.consumersenergy.com

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[Signature]
VERIFIED BY

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

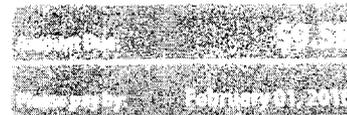


You can pay your bill by mail, by phone or online
www.consumersenergy.com

Account: 1030 0915 1905

Service Address:
LEELANAU COUNTY
115 S Grand Ave #7L
Leland MI 49654-5033

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309



▶ Enclosed:

I 103009151905 000000009589 0000 2056 7 000000000000 H

LELAND TOWNSHIP
 SANITARY SEWER SYSTEM
 P.O. BOX 347 • LAKE LEE LANAU, MI 49653
 (231) 256-7546 - Office
 (231) 866-0799 - Sewer Administrator

PROPERTY ADDRESS
 112 CHANDLER ST
 CYCLE SECTION ACCOUNT NO
 1 LEL 800-904-00
 PREVIOUS READ DATE 12/31/2015
 CURRENT READ DATE 10/01/2015



RETURN THIS PORTION WITH PAYMENT
 CUSTOMER NAME & ADDRESS
 LEE LANAU COUNTY TREASURER
 112 CHANDLER ST

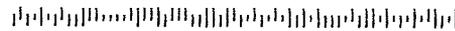
BC	1.68
CI	30.00
DS	0.00

CYCLE SECTION ROUTE NO
 1 LEL LELAND

ACCOUNT NO 800-904-00	LAST PAYMT. DATE 10/26/2015	PREVIOUS BALANCE 0.00
DUE DATE	LAST PAYMT. AMOUNT 31.68	PENALTY / INT. BALANCE 0.00
01/31/2016	AMOUNT DUE 31.68	DUE DATE 01/31/2016
		TOTAL AMOUNT DUE 31.68

1.0% PER MONTH LATE CHARGE WILL BE ADDED TO BALANCE AFTER DUE DATE

MAIL TO:
 LEE LANAU COUNTY TREASURER
 8527 E. GOVERNMENT CNTR D
 SUTTONS BAY, MI 49682-9718



LELAND TOWNSHIP
 SANITARY SEWER SYSTEM
 P.O. BOX 347 • LAKE LEE LANAU, MI 49653
 (231) 256-7546 - Office
 (231) 866-0799 - Sewer Administrator

PROPERTY ADDRESS
 121 GRAND AVENUE S Dup. S
 CYCLE SECTION ACCOUNT NO
 1 LEL 810-002-00
 PREVIOUS READ DATE 12/31/2015
 CURRENT READ DATE 10/01/2015



RETURN THIS PORTION WITH PAYMENT
 CUSTOMER NAME & ADDRESS
 LEE LANAU CITY BROWNFIELD A
 121 GRAND AVENUE S Dup. S

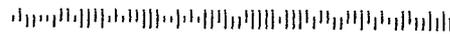
BC	1.68
CI	30.00
DS	0.00
US	58.20

CYCLE SECTION ROUTE NO
 1 LEL LELAND

ACCOUNT NO 810-002-00	LAST PAYMT. DATE 10/26/2015	PREVIOUS BALANCE 0.00
DUE DATE	LAST PAYMT. AMOUNT 89.88	PENALTY / INT. BALANCE 0.00
01/31/2016	AMOUNT DUE 89.88	DUE DATE 01/31/2016
		TOTAL AMOUNT DUE 89.88

1.0% PER MONTH LATE CHARGE WILL BE ADDED TO BALANCE AFTER DUE DATE

MAIL TO:
 LEE LANAU CTY BROWNFIELD A
 8527 E. GOVERNMENT CNTR D
 SUITE 108
 SUTTONS BAY, MI 49682



LELAND TOWNSHIP
 SANITARY SEWER SYSTEM
 P.O. BOX 347 • LAKE LEE LANAU, MI 49653
 (231) 256-7546 - Office
 (231) 866-0799 - Sewer Administrator

PROPERTY ADDRESS
 115 GRAND AVENUE S Dup N
 CYCLE SECTION ACCOUNT NO
 1 LEL 810-001-00
 PREVIOUS READ DATE 12/31/2015
 CURRENT READ DATE 10/01/2015



RETURN THIS PORTION WITH PAYMENT
 CUSTOMER NAME & ADDRESS
 LEE LANAU CITY BROWNFIELD A
 115 GRAND AVENUE S Dup N

BC	1.68
CI	30.00
DS	0.00
US	58.20

CYCLE SECTION ROUTE NO
 1 LEL LELAND

ACCOUNT NO 810-001-00	LAST PAYMT. DATE 10/26/2015	PREVIOUS BALANCE 0.00
DUE DATE	LAST PAYMT. AMOUNT 89.88	PENALTY / INT. BALANCE 0.00
01/31/2016	AMOUNT DUE 89.88	DUE DATE 01/31/2016
		TOTAL AMOUNT DUE 89.88

1.0% PER MONTH LATE CHARGE WILL BE ADDED TO BALANCE AFTER DUE DATE

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MIAC

MICHIGAN ASSOCIATION OF COUNTIES
SERVICE CORPORATION

935 North Washington Avenue
Lansing, Michigan 48906
Voice: 1-800-336-2018
Fax: 1-517-482-8244

INVOICE

Invoice Number: m259
Invoice Date: 12/14/15

Bill To:

Trudy Galla
Leelanau EPA Assessment Grant
8527 East Government Center Dr
Suite 108
Suttons Bay, MI 49682

Grant: Leelanau County EPA Brownfield
Assessment Grant
Grant ID: Grant Assistance No. 00E01409-1

Brownfield Assessment Grant	Amount
<p>11/16/15 and 12/14/15, assessment grant budget update, GrantTracker budget update and reimbursement request preparation, 1.5 hours @ \$75.00 an hour</p> <p>Task 5 - Outreach & Eligible Programmatic Expenses. Invoice should be divided evenly between hazardous substance and petroleum parts of the grant (\$56.25 each)</p>	112.50

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TOTAL AMOUNT DUE 112.50

The MAC Service Corporation: Committed to providing valuable services while saving you money.

www.micounties.org

MAC

MICHIGAN ASSOCIATION OF COUNTIES
SERVICE CORPORATION

935 North Washington Avenue
Lansing, Michigan 48906
Voice: 1-800-336-2018
Fax: 1-517-482-8244

INVOICE

Invoice Number: m260
Invoice Date: 12/14/15

Bill To:

Trudy Galla
Leelanau EPA RLF Grant
8527 East Government Center Dr
Suite 108
Suttons Bay, MI 49682

Grant: Leelanau County EPA Brownfield Revolving
Loan Fund Grant
Grant ID: Grant Assistance No. 00E00388-2

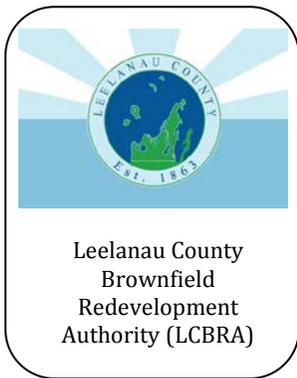
Revolving Loan Fund Grant	Amount
11/25/15 and 12/14/15, RLF grant budget update, report preparation and reimbursement request preparation, 2.5 hours at \$75.00 an hour Task 5: Contractual. Invoice should be divided evenly between hazardous substance and petroleum parts of the grant (\$93.75 each)	187.50

PREPARED &
PROOFED BY
TJ
VERIFIED BY

TOTAL AMOUNT DUE 187.50

The MAC Service Corporation: Committed to providing valuable services while saving you money.

www.micounties.org



Leelanau County Brownfield Redevelopment Authority (LCBRA)
County website: www.leelanau.cc/BRIntro.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

Mark Walter
Chairman

Kathy Egan
Vice-Chairman

Karen Zemaitis
Secretary/Treasurer

Trudy Galla, AICP
Director

MEMORANDUM

TO: Brownfield Redevelopment Authority
FROM: T. Galla, Director
DATE: January 15, 2016
SUBJECT: Deposit TIF check (GTRAC Brownfield Plan)

Check #2313 in the amount of \$941.65 was received from Elmwood Township for payment of TIF as follows:

GTRAC Brownfield Plan - \$795.48 (Winter Tax)
West Shore Brownfield Plan - \$146.17 (Winter Tax) on the GTRAC Brownfield Plan.
The attached printout shows the report from the Township.

Action:
Accept the TIF payment, and authorize deposit into the Brownfield bank account.

Wilman Co.
Brentfield #941.65

Marked Records
Special Population: DDA/LDFA Parcels
Winter, Real & Personal Property
DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: Only Completely Paid Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
004-028-059-00, DDA/LDFA: GTRAC GTRAC LLC - PAID IN FULL TAXABLE VALUE: 49,300 BASE VALUE: 0 CAPTURED VALUE: 49,300 PRE/MBT : 0 CLASS: 200 SCHOOL: 28010	COUNTY ROAD BATA COUNTY SENIORS TWP ALLOC FIRE OPER/EQUIP TOTALS----->	24.65 17.02 13.55 32.61 81.34 169.17	24.65 17.02 13.55 32.61 81.34 169.17	0.00 0.00 0.00 0.00 0.00 0.00
004-028-060-00, DDA/LDFA: GTRAC GTRAC LLC - PAID IN FULL TAXABLE VALUE: 131,300 BASE VALUE: 0 CAPTURED VALUE: 131,300 PRE/MBT : 0 CLASS: 400 SCHOOL: 28010	COUNTY ROAD BATA COUNTY SENIORS TWP ALLOC FIRE OPER/EQUIP TOTALS----->	65.65 45.35 36.10 86.86 216.64 450.60	65.65 45.35 36.10 86.86 216.64 450.60	0.00 0.00 0.00 0.00 0.00 0.00
004-028-061-00, DDA/LDFA: GTRAC GTRAC LLC - PAID IN FULL TAXABLE VALUE: 51,200 BASE VALUE: 0 CAPTURED VALUE: 51,200 PRE/MBT : 0 CLASS: 400 SCHOOL: 28010	COUNTY ROAD BATA COUNTY SENIORS TWP ALLOC FIRE OPER/EQUIP TOTALS----->	25.60 17.68 14.08 33.87 84.48 175.71	25.60 17.68 14.08 33.87 84.48 175.71	0.00 0.00 0.00 0.00 0.00 0.00
004-033-092-00, DDA/LDFA: WEST BAY SHORES CROS GRAND TRAVERSE YACHT CLUB - PAID IN FULL TAXABLE VALUE: 237,050 BASE VALUE: 194,456 CAPTURED VALUE: 42,594 PRE/MBT : 0 CLASS: 200 SCHOOL: 28010	COUNTY ROAD BATA COUNTY SENIORS TWP ALLOC FIRE OPER/EQUIP TOTALS----->	118.52 81.87 65.18 156.83 391.13 813.53	21.29 14.71 11.71 28.18 70.28 146.17	97.23 67.16 53.47 128.65 320.85 667.36

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PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: GTRAC-----				
TOTAL PARCELS:	3	115.90	115.90	0.00
TAXABLE VALUE:	231,800	80.05	80.05	0.00
BASE VALUE:	0	63.73	63.73	0.00
CAPTURED VALUE:	231,800	153.34	153.34	0.00
PRE/MBT TAXABLE:	0	382.46	382.46	0.00
NON PRE/MBT TAXABLE:	231,800	0.00	0.00	0.00
PRE/MBT CAPTURED:	0	795.48	795.48	0.00
NON-PRE/MBT CAPTURED:	231,800			
COM. PERS. TAXABLE:	0			
IND. PERS. TAXABLE:	0			
SPEC. ACT PERS. TAXABLE:	0			
COM. PERS. CAPTURED:	0			
IND. PERS. CAPTURED:	0			
SPEC. ACT PERS. CAPTURED:	0			
-----DDA/LDFA: GTRAC-----				
-----CAPTURED TAXES BREAKDOWN-----				
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
COUNTY ROAD		115.90		0.00
BATA		80.05		0.00
COUNTY SENIORS		63.73		0.00
TWP ALLOC		153.34		0.00
FIRE OPER/EQUIP		382.46		0.00
MILLAGE SPECIALS		0.00		0.00
TOTALS----->		795.48		0.00
COUNTY ROAD		115.90		0.00
BATA		80.05		0.00
COUNTY SENIORS		63.73		0.00
TWP ALLOC		153.34		0.00
FIRE OPER/EQUIP		382.46		0.00
MILLAGE SPECIALS		0.00		0.00
TOTALS----->		795.48		0.00

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Special Population: DDA/LDFA Parcels
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PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: WEST BAY SHORES CROS-----					
TOTAL PARCELS:	1	COUNTY ROAD	118.52	21.29	97.23
TAXABLE VALUE:	237,050	BATA	81.87	14.71	67.16
BASE VALUE:	194,456	COUNTY SENIORS	65.18	11.71	53.47
CAPTURED VALUE:	42,594	TWP ALLOC	156.83	28.18	128.65
		FIRE OPER/EQUIP	391.13	70.28	320.85
		MILLAGE SPECIALS	0.00	0.00	0.00
PRE/MBT TAXABLE:	0	TOTALS----->	813.53	146.17	667.36
NON PRE/MBT TAXABLE:	237,050				
-----CAPTURED TAXES BREAKDOWN-----					
PRE/MBT CAPTURED:	0				
NON-PRE/MBT CAPTURED:	42,594				
POSITIVE CAPTURE NEGATIVE CAPTURE					
COM. PERS. TAXABLE:	0	COUNTY ROAD		21.29	0.00
IND. PERS. TAXABLE:	0	BATA		14.71	0.00
SPEC. ACT PERS. TAXABLE:	0	COUNTY SENIORS		11.71	0.00
		TWP ALLOC		28.18	0.00
COM. PERS. CAPTURED:	0	FIRE OPER/EQUIP		70.28	0.00
IND. PERS. CAPTURED:	0	MILLAGE SPECIALS		0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	TOTALS----->		146.17	0.00

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PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 28010, DDA/LDFA: GTRAC				
TOTAL PARCELS:	3	115.90	115.90	0.00
TAXABLE VALUE:	231,800	80.05	80.05	0.00
BASE VALUE:	0	63.73	63.73	0.00
CAPTURED VALUE:	231,800	153.34	153.34	0.00
PRE/MBT TAXABLE:	0	382.46	382.46	0.00
NON PRE/MBT TAXABLE:	231,800	795.48	795.48	0.00
PRE/MBT CAPTURED:	0			
NON PRE/MBT CAPTURED:	231,800			
COM. PERS. TAXABLE:	0			
IND. PERS. TAXABLE:	0			
SPEC. ACT PERS. TAXABLE:	0			
COM. PERS. CAPTURED:	0			
IND. PERS. CAPTURED:	0			
SPEC. ACT PERS. CAPTURED:	0			

-----CAPTURED TAXES BREAKDOWN-----

POSITIVE CAPTURE	NEGATIVE CAPTURE
COUNTY ROAD	
BATA	115.90
COUNTY SENIORS	80.05
TWP ALLOC	63.73
FIRE OPER/EQUIP	153.34
TOTALS----->	382.46
COUNTY ROAD	
BATA	115.90
COUNTY SENIORS	80.05
TWP ALLOC	63.73
FIRE OPER/EQUIP	153.34
TOTALS----->	382.46

Marked Records

Special Population: DDA/LDFA Parcels
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DDA/LDFA Chosen: *ALL DDA/LDFA*, Adjusted Values (All Adjustments Included)
Include: Only Completely Paid Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 28010, DDA/LDFA: WEST BAY SHORES CROS				
TOTAL PARCELS:	1	118.52	21.29	97.23
TAXABLE VALUE:	237,050	81.87	14.71	67.16
BASE VALUE:	194,456	65.18	11.71	53.47
CAPTURED VALUE:	42,594	156.83	28.18	128.65
PRE/MBT TAXABLE:	0	391.13	70.28	320.85
NON PRE/MBT TAXABLE:	237,050	813.53	146.17	667.36
-----CAPTURED TAXES BREAKDOWN-----				
PRE/MBT CAPTURED:	0	POSITIVE CAPTURE		
NON PRE/MBT CAPTURED:	42,594	NEGATIVE CAPTURE		
COM. PERS. TAXABLE:	0	COUNTY ROAD	21.29	0.00
IND. PERS. TAXABLE:	0	BATA	14.71	0.00
SPEC. ACT PERS. TAXABLE:	0	COUNTY SENIORS	11.71	0.00
COM. PERS. CAPTURED:	0	TWP ALLOC	28.18	0.00
IND. PERS. CAPTURED:	0	FIRE OPER/EQUIP	70.28	0.00
SPEC. ACT PERS. CAPTURED:	0	TOTALS----->	146.17	0.00