Leelanau County Brownfield Redevelopment Authority (LCBRA)

Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: ***www.leelanau.cc/brownfieldmtg.asp***

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The LCBRA will meet **TUESDAY, DECEMBER 20, 2016 at 9:30** am at the Government Center

DRAFT AGENDA

PLEASE TURN OFF & PUT AWAY ALL CELL PHONES

Members
Mark Walter, Chairman
Kathy Egan, Vice-Chair
Karen Zemaitis, Secretary/Treasurer
Frank Goodroe
Chet Janik
Carolyn (Peachy) Rentenbach
F. (Bud) Welch

Director
Trudy Galla

- ☐ **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ☐ **ROLL CALL**
- ☐ **CONSIDERATION OF AGENDA**
- ☐ **CONFLICT OF INTEREST**
- ☐ **CONSIDERATION OF NOVEMBER 22, 2016 Minutes** *pgs 2-9*
- ☐ **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 10-11
2. Envirologic - EPA RLF – Leland Site pgs 12-13
3. Envirologic – EPA RLF Monthly Update pgs 14-15
4. Envirologic - Assessment Grant Monthly Update pgs 16-18
5. Envirologic – General Consulting Monthly Update pgs 19-20

REPORTS

UNFINISHED BUSINESS

☐ 1. Update on Leland Residential Site, and Report on subsurface investigation activities (*Jeff Hawkins, Envirologic Technologies*)

NEW BUSINESS

☐ 1. Extension of General Services Contract - Envirologic Technologies pg 21
☐ 2. Work Order No. 23, Leland Site – Envirologic Technologies pgs 22-23
☐ 3. Resolution for Brownfield Plan – Two Peas, LLC site pgs 24-26

FINANCIALS

☐ 1. Claims & Accounts – EPA RLF Grant pgs 27-31
☐ 2. Claims & Accounts – EPA Assessment Grant pgs 32-36
☐ 3. Claims & Accounts - EPA General Svcs pgs 37-44
☐ 4. Request to EPA for Grant Reimbursements (sent separately)
☐ 5. Budgetary Status pgs 45-47
☐ 6. Post Audit, Budget Amendments, Transfers

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

A regular meeting of the Brownfield Redevelopment Authority was held on Tuesday, November 22, 2016 at the Government Center.

Call to Order - The meeting was called to order at 9:00 am by Chair Mark Walter who led the Pledge of Allegiance.

Roll Call:

Members Present:	M. Walter, K. Egan, C. Janik, , K. Zemaitis, B. Welch, C. Rentenbach
Members Absent:	F. Goodroe
Staff:	T. Galla, Director
Public:	M. Eckhoff, J. Hawkins, D. Wells, R. Satterwhite, M. Witkowski

Consideration of Agenda

New business #6, Offer on Leland Townhouses, was added. Consent Agenda, Item #1 was pulled and added as Unfinished Business #2.

It was moved by Egan, seconded by Rentenbach to accept the agenda as amended. Motion Carried 7-0.

Consideration of October 18, 2016 Minutes

It was moved by Zemaitis, seconded by Janik to accept the minutes as presented. Motion Carried 7-0.

Public Comment

Ross Satterwhite stated he would provide an update on the Leland project, during discussion under Unfinished Business.

Director Comments

Galla gave a brief update on the request for extension of the U.S. EPA Revolving Loan Fund, and the confusion on EPA's side regarding the funds that have been drawn down to date.

Consent Agenda

It was moved by Janik, seconded by Egan to accept the Consent Agenda items #2 through #5. Motion Carried 7-0.

Reports

The November Budgetary Status Report was included in the packet. Members had no questions on the status report.

Unfinished Business

1. Update on Leland Residential Site

Hawkins and Satterwhite appeared in front of the Authority to provide an update on the Leland project. Hawkins said they did geophysical survey on the site of subsurface items. The survey did see a lot of potential anomalies that were buried so they went back on October 20 and installed 13 test pits in areas of strongest anomalies and did see some things. They did find some bigger chunks of concrete, perhaps remnants of sidewalk or old courthouse, and some old conduit or blocks. So, they feel they satisfied the inspection with respect that they don't think there are big structures buried, but there are some things here and there. They did coordinate with Mac MacLelland from Otwell Mawby, Satterwhite's consultant, and he was able to come out and observe. Envirologic is drafting a report to explain what tests they did and what they saw. Hawkins felt it would be impossible to do mass removal; it needs to be done as they construct homes and find things. He is hoping the developers also agree with that conclusion. So, they think they have resolved that issue. They are really down to just a 575 square foot piece, a sliver of land along the river that has lead levels above direct contact for residential cleanup criteria. It is about 40' along the river, and they are going back and forth with the MDEQ to try and find a

way in which we could leave it and place restrictions on the property. There are some restrictions with respect to the PUD and the ordinance with respect to vegetative areas, buffers, but still some restrictions with regard to dock or deck as allowed for residential for the piece across Chandler that is tied to it. Even though there is physical separation from the street and even though they can't build on it other than a dock, DEQ was hesitant to allow us to consider creating residential criteria that would recognize the contaminants that are there just because of the tie in with the residential – they just won't do it. So at this point, we think we are just going to have to remove it. That is approach we are taking right now. Drafting joint permit application with DEQ and Army Corps of Engineers to disturb material along river edge, and would be putting in some control structure along bank as we work so we don't get erosion into river at time we do work. A bit complicated, but it is doable and at this point in time, they are of opinion the best recourse is to try and get rid of it. We can't seem to be able to work our way around it with respect to sampling or creating different criteria, and so forth. DEQ just won't allow us to close it. Keep in mind, end game we are shooting for is a Document of Due Care and Compliance that is going to be submitted to the state and the state will opine and approve that the actions that we recognized and identified at the site to be relevant have been resolved to the point that residential development can occur on property. If that approval from them is going to hinge on this 575 square foot area, they won't approve it.

Egan asked if there was a way to have this part of the parcel along the river deemed recreational instead of residential so there was different criteria. Hawkins replied they have looked at that and the interesting thing about it is they have talked with toxicology at the state who developed all the models and algorithms to come to that, where you actually can input the data and effect the different criteria with respect to residential – that is where we pursued that and it's possible, it's never been done in the state. Actually, the toxicologists are not sure about it. The crux of it is that because the main piece is going to have a house on it and this is tied to that piece, they won't let us do that. Egan asked if it was basically the same parcel and Hawkins replied, yes.

Janik asked about time and cost. Hawkins said according to budget, the $393,000 was the estimated cost and loan agreement was $314,000 and then there is 20% match. We are at $319,601 including the invoice today for consideration. Based on discussion with Elmer's and permits needed, etc., need about $25,000 to finish it. Would be at about $344,000 which would be about $50,000 under original estimate of the project. Timing was originally 90 days for joint permit from DEQ but that included 30 day public comment period, and they are of opinion we can waive that public comment period. DEQ thinks they can expedite it even quicker but won't give us an answer until draft permit is in their hand.

Janik asked if this can be done in winter time and Hawkins replied, yes that is not an issue. They have been working to find another solution and it seems this is it, to move on and get it done.

Janik asked if this was the only option and Hawkins said, yes. Walters asked about capping it. Hawkins replied you could cap it but may find you are in the same boat. Problem with capping at this point is you need structure at shoreline and it tapers down to edge of shore and you would need something to maintain material. Worse situation is we clean it out and are still in same levels. But, we excavate it and then we can put material down on top. It creates a bit of a dilemma but allows more flexibility with structure and barrier that will be safe.

Walter asked how deep the contamination goes. Hawkins said if we model it similar to what we've seen all around it and even with what we saw to the east, hopeful it is 1' or 2' down. As we go toward river edge, going to be mining water because it will be wet. Egan asked if trees will come out and Hawkins replied, possibly. Zemaitis also had concern about that. They (DEQ) are so concerned about the lead but what about the fact so much of this could go into the river? Hawkins said that is part of the permit and we have to have controls so that material is isolated and prevented from occurring.

Rentenbach asked if that was also figured as part of the total cost and Hawkins replied, yes. They are still trying to nail Elmer's down on the cost. They don't want to put in sheet piling if they don't' have to, that would make cost

significantly more. Looking to use steel sheet that would be a temporary structure and moved as they work along the edge, since it's such a small area. Sheet piling is $25 to $30 square foot installed and that gets pricey. Trying to use that same technology.

Janik asked Galla about the budget and the amount. Galla saw no issue with the budget and the amount, but the loan agreement with the County Board and total amount. Hawkins said the loan agreement amount included 20% match so we are still under the overall budget at this point. They feel they have enough budget left to get the permit, get that going, and then have better sense of what measures they have to take. They would then come to you with a work order, but would be within the budgeted amount. Janik asked when budget would come to us and Hawkins said next month. That ties into the fact we did ask for an extension from EPA and have not heard back from them yet. Purchase on extension agreement is also being considered.

Janik asked Galla if we are assuming EPA will approve the extension. Galla said she was assuming that was correct, she has not heard otherwise.

Janik asked Hawkins if this was the last chapter and Hawkins said we are hopeful this is the last thing. Keep in mind this site has a long history that none of us were around for. They had talked about isolating this parcel, keeping it as a separate parcel, etc. But, how do you explain this piece to a future buyer because it has restrictions right there along the river.

Satterwhite said the township approved the zoning amendments, changes to the PUD, subject to their attorney's review of all documents. It has been approved subject to getting documentation done. All the money is in bank, waiting. We have all the plans we have to do once we close and have to cost that out such as new drainage, re-grade, health and road commission, sewer commission, drain commission approvals, all that has to come through. We have tested wells and water is fine, wells are fine. Fixed the 5" well, that is fine. We are getting close.

Janik asked if there were options on lots and Satterwhite said yes, we have some soft options, hoping they hang on for this. Janik asked if township approved your request and just subject to attorney review? Satterwhite replied, yes. As far as Satterwhite was aware there are no concerns but he does not have documents back. They did not write new documents, they revised what was there.

Walter asked if Hawkins is coming back with a work order and Hawkins said, yes. Janik stated the meeting was in 3 weeks and Hawkins responded it was their plan to have something ready by then. They can work in the weather, they work year round.

Egan felt everything was happening in the right order. Satterwhite said the only thing they need is the 120 day extension, which is coming up on agenda.

2. AKT Peerless – Monthly update (#1 from Consent Agenda)

Dan Wells, AKT Peerless, stated immediately after Galla sent the deadline for all the materials to get into agenda packet, he received the reports for the Grub Shack and Myles Kimmerly park barn. Galla said she forwarded those on to members.

Wells said there was some lead paint, some asbestos. Recommendation is that whoever is doing the work has lead based paint training, get caulk off windows if barn will be preserved. During demolition, if you have good demolition contractor they know of all the procedures and what needs to be done. There wasn't anything too heinous.

Egan asked if Parks committee will get the reports and Janik replied, yes. They turned the barn project back to the County Board after not resolving what to do with it after years of study. Egan felt the reports were good news.

Janik said the Parks & Rec turned decision on barn over to County Board. County Board made motion to go out for bid of removal of the barn but concerns were raised about asbestos and lead paint and they wanted that information before going out for bids. This will be on the agenda for December meeting of county board.

Zemaitis asked about friability of window material. Wells said this basically the glazing along the windows. If you are going to leave it in place and glazing is not disturbed, not going to cause any harm. If you are going to knock it down with backhoe, you want to take it off first. Lead based paint - really the only issue is if you knock it down and there is release into the air from dust. So, you want protection of those on the site during demolition. Just basic regulations and any contractor who has done this type of work will be aware of it and take precautions.

Zemaitis asked about the high and lows of the lead, according to the report. Wells said that 5% content might be considered high but 2% is nothing out of the ordinary for lead based paint.

Janik said a group of citizens are working with Parks and Rec and have toured the site and looked at the buildings. We wanted to be sure there were no issues before moving forward on action for these two buildings.

Egan asked about demolition and what Wells mentioned about dust. If the bulk of the building is hauled away, is there any residual contaminants left in the ground? Wells replied that the contractor sprays down the building with water which helps prevent dust and contractors are aware of what to do to diminish the release into the air. You don't have to go in and strip all the paint with special stripper or anything like that.

Members thanked Wells for his presentation.

New Business

1. Work Order #22 - General Contracting Services

Hawkins said last month the general services contract was discussed. This contract is to address general and environmental issues that come before the LCBRA. The contract budget was exceeded and the LCBRA approved the exceeded amount, along with additional funds going forward, subject to a new work order. This is a new work order for your consideration.

It was moved by Janik, seconded by Rentenbach to approve work order #22 dated, November 22, 2016 in the amount of $2,000. Motion Carried 7-0.

2. Request for Extension on Closing – Courthouse Redevelopment Group

Mark Eckhoff was present to answer questions.

Janik said based on what we have heard today from Jeff Hawkins and work that has to be done, it is critical we approve this extension. Eckhoff said he did not have anything new to add. The closing can not be held on time so it needs to be extended to stay true to the contract.

It was moved by Egan, seconded by Zemaitis, to approve Addendum #5 to change references of November 30, 2016 to March 31, 2017.

Eckhoff pointed out that closing has to be 15 days after that date. So closing would be between March 31 and April 15. It does allow for it to be earlier than that, if all the work gets wrapped up.

Motion carried 7-0.

3. Listing Extension with Three West, LLC - From Nov 22, 2016 to May 31, 2017.

Eckhoff said this is just for the east side of Grand Avenue properties. When it was under contract with a buyer, didn't worry about the listing agreement but contract fell through. We don't have it under contract and need listing extension agreement to continue to market the property.

It was moved by Janik, seconded by Zemaitis, that the listing contract with Three West be extended, as presented. Motion carried 7-0.

4. Request to release Earnest Money

It was moved by Janik, seconded by Rentenbach that the Request to release Earnest Money be denied.

Janik said his logic was we had signed contract with specific dates aligned, the purchaser knew what those terms were, they had plenty of time to do their research, they had time to bow out and they chose not to, property was off the market and there was substantial interest at that time in the property and we took it off the market because we had a signed contract. And, there is nothing unique that he was aware of that prevented them from following through on the contract and they missed the deadline dates, by a lot. We could have potentially had other buyers.

Egan asked about the purchaser backing out of the deal and Eckhoff said this is the 2nd one. They had a due diligence period that went to October 22 and they could terminate for any reason up until the 22nd. He personally had conversations with the buyer as they got closer to the end saying "it's coming up, do you know what you want to do, it's now Friday, it's Saturday". The date fell on a Saturday, Eckhoff believed, and the buyer did not contact him until Tuesday and it had expired. He had a 60 day contract on it.

Janik said we missed the whole summer. Their logic for backing out was they could not do weekly rentals, but they could have called Galla and found that out.

Motion carried 7-0.

Eckhoff said the way the process works is that both sides have to agree and even he has to sign off that he is going to release the money to you. He has to sign it, that is part of the escrow agreement and the way they work.

5. Brownfield Plan – Two Peas, LLC site

Hawkins noted that Galla sent these plans out to the members. Hawkins reported the LCBRA spent some dollars on this site, related primarily to Phase I and Phase II work and due care related to vapor intrusion and they also designed a system for him to install. Hawkins did not know if the developer had installed the system. DEQ was involved in some of that but don't know if that expense was incurred and if the developer could potentially get reimbursed from that. The idea was LCBRA wanted to pursue brownfield plan and try to get some reimbursement. Hawkins worked with Kit Wilson, assessor, and got some estimates. Property increased about $27,600 for tax increment, which is not much. It generates about $1,200 a year and that is capturing both local and school taxes. You have a draft brownfield plan in front of you, and total cost is about $48,000, with about $28,000 of it as brownfield authority grant dollars, and $20,000 for implementation of vapor control system and anything else developer may have. There is some contingency for due care activities, about $4,000 for a brownfield plan with total reimbursement of $57,500. As an authority, you can take in administrative costs each year. We put in a very small amount for each year, about $250. Total capture of $59,984. This is over a 30 year plan and the most you would be able to capture is about $37,000 over 30 year plan, starting in 2018. Would capture about $1200 a year and could repay authority fully in 30 years and put a small amount into the Brownfield Redevelopment Fund. At this point in time and based on these numbers, there is virtually nothing left to pay developer at end. Keep in mind that when Mr. Krause came to LCBRA, we were anticipating a much bigger investment in that property, including 2nd floor housing. That would significantly enhance the value. Not to say

he won't do that at some point in time and that would change so we kept in some dollars for the developer. With increased value, this payback would speed up. You are required to go to local unit of government to get their concurrence which means we have to present the Plan to the Village of Suttons Bay. Hawkins had discussions with village manager about this coming to them. Other dilemma is we have to get this done before end of year to capture the increase. This would have to go to the village council on Dec. 8 and 10 day notice prior to the Board of Commissioners meeting on Dec. 20. Would also have consideration by the Village on Dec. 19. Public hearing would be on Dec 20th. In talking to village manager, sounds like he is willing to present it, but made us aware they have a DDA but it is not capturing anything at this time. He indicated to Hawkins that there was some feelings related between the county and the village and the development of the DDA. According to Mr. Delamater, county was not supportive of any capture and they opted out so that would be something that would probably come up at village level.

Janik said virtually all units of government opted out, not just county.

Hawkins said he was meeting with Mr. Delamater at 1 pm today and the Authority has spent a good deal of money in the village on various projects: Silvertree Deli, Rung & Bung property, Two Peas/Wales Cleaner, and also helped get some DEQ funding for Baldwin Builders project on north side of village but that project did not materialize. And, there was some site inventory completed of potential sites in the community. So there has been upwards of $50,000 in grant funds spent in the downtown area.

Zemaitis noted the Village also worked with the Treasurer and acquired the property behind the VI Grill for parking.

Zemaitis asked about further communication with the developer and Hawkins said there is really nothing more to communicate with him. Primarily at this point the Plan is to capture brownfield authority expenses.

Egan asked when a property is in a village, within a township, do you need village approval only or both? Hawkins said it is in the unit of government where the property sits.

Wells commented on having all taxing jurisdictions notified. Hawkins said we would be notifying all taxing jurisdictions so they are aware of the Plan, and a resolution would be from the unit of government in which the project is occurring. Taxing jurisdictions can't opt out of a Brownfield Plan. If the Plan is not approved by local unit of government, the process will stop right there.

Egan asked if other taxing entities get a vote and Hawkins said they are notified and they can appear at the public hearing and there is a process. Only special assessments and debt millages are the ones that we can't capture.

Galla stated she and Hawkins have been talking about this and as Hawkins mentioned, it is not a huge amount of money, but it really needs to be the Authority's decision as to whether or not you want to try and pursue a Brownfield Plan with the Village. If you don't feel that it is worth it to try and get something approved, and of course the timeline is short as Hawkins mentioned, then it would be good to know that now. Whether or not you want to pursue this with the Village or not pursue a Brownfield Plan on this site. Hawkins added as an Authority, you would pass a motion to recommend to the Board of Commissioners to adopt this brownfield plan, subject to resolution of approval from the village.

Egan asked why are we pursuing a brownfield plan on this site, when we haven't done it on any other site we have expended money. Hawkins replied that we were going to do pursue it on several sites but investment didn't occur. He gave as examples: Silver Tree, and Rung & Bung. There was a brownfield plan for the Norris School project, and a plan for the Northport Highlands. You've done brownfield plans but they have not resulted in tax increment, to capture, other than the Leland site, West Shores, and Norris.

Motion by Zemaitis, seconded by Janik to recommend the County Board adopt the Brownfield Plan, subject to a public hearing and subject to concurrence from the Village of Suttons Bay.
Motion Carried 7-0.

6. Offer on Townhouse units

Eckhoff was present and copies of a new offer on Townhouse units was passed out. Eckhoff said the purchaser is a credible developer, makes residence in Traverse City and this is one of their main businesses, developing and redeveloping property. Eugene LaFave is the purchaser and he is a personal friend of Eckhoff's. He understands the site, and is ready to go. He feels he knows what it will cost to get this thing ready to go.

Janik said the listing price was $275,000 and his offer is $239,500. Eckhoff noted previous offers were $275,100 and $275,000.
Janik felt we should counter, rather than dropping from $275,000 to $239,500. Janik asked how many days to respond and Eckhoff said 5 days.

Egan noted that Eckhoff mentioned this was a good friend of his. Members discussed the price, and the number of offers that came in quickly once it was lowered to $275,000. Eckhoff commented that 2 offers that came fast also fell through, they evaluated it and walked away.

Janik said if you see 2 townhouses in Leland for $275,000 list price and you don't do your homework, you may feel that's a great deal. But, they didn't do their due diligence. Eckhoff said he got at least 25 calls during summer all over Michigan and from other states. People wanted to buy it or rent it, until he explained what was going on.

It was moved by Janik, seconded by Egan, that we respectfully turn down the $239,500 offer and counter at $265,000.

Members noted a special meeting could be held at any time, if necessary. Members discussed with Eckhoff the process of having a meeting to make a decision on the offer and the time needed to call a meeting and confirm a quorum. Action has to be done at a meeting of the LCBRA. Walter noted the purchaser can expedite the process by accepting the offer. Rentenbach suggested a phone call be made to the purchaser and see if we can get a response before the meeting ends.

Motion Carried 7-0.

Financials
It was moved by Zemaitis, seconded by Janik, to approve RLF Claims & Accounts in the amount of $19,725.
Motion Carried 7-0.

It was moved by Zemaitis, seconded by Egan, to approve Assessment Grant Claims & Accounts in the amount of $140. Motion carried 7-0.

It was moved by Zemaitis, seconded by Egan, to approve general services Claims & Accounts in the amount of $122.32. Motion carried 7-0.

It was moved by Zemaitis, seconded by Janik, to submit EPA assessment request in the amount of $140 for reimbursement. Motion carried 7-0.

It was moved by Zemaitis, seconded by Egan, to submit EPA reimbursement for the RLF in the amount of $19,725. Motion carried 7-0.

(Director's Note: Following the meeting, it was confirmed that this amount falls into the 20% match that is required on the Leland site under the RLF. Reimbursement will not be submitted unless the 20% amount is exceeded.)

It was moved by Janik, seconded by Rentenbach, to recess the meeting until after Land Bank meeting for purpose of the new offer on the Townhouses. Zemaitis and Egan both stated they would not be able to stay. ***Motion withdrawn by Janik, support by Rentenbach withdrawn.***

Eckhoff returned to the meeting and stated there was a counter offer of $255,000 so he moved up $15,000.

It was moved by Janik, seconded by Rentenbach, that pending a legal written proposal, the LCBRA accept an offer of $260,000.

Eckhoff stated the LCBRA could write in the $260,000 offer and he would present to the purchaser.
Motion carried 7-0.

Galla asked Eckhoff what happens with the $5,000 in escrow if previous buyer does not release it. Eckhoff said it would be a legal proceeding to pursue that and show that a contract was signed and violated.

Janik asked about the legal description for the new offer and drafting a new proposal. Eckhoff said he would stay and get it completed and it would include the Attachments as previously completed. Janik asked about earnest money and Eckhoff stated it was listed in the offer at $2,500.

Member comments
Rentenbach commented on the Leland site and felt we were getting somewhere.
Zemaitis wished everyone a Happy Thanksgiving.

Adjournment
It was moved by Zemaitis, seconded by Janik to adjourn. Meeting adjourned at 10:21 AM.

DRAFT

AKTPEERLESS

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MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: December 20, 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.

A final report has been submitted for the lead paint and asbestos containing materials assessment at the old barn at Myles Kimmerly Park .

A final report has been submitted for the lead paint and asbestos containing materials assessment at the Old Grub Shack located at Old Settlers Park.

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

Attachment

AKTPEERLESS

LCBRA EPA BROWNFIELD ASSESSMENT GRANT
Monthly Project Update
Budget and Cost Summary
As of December 20, 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								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
							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**
	2014-18	Task #2	Approved	PB-19797	12014B	**Myles Kimmerly Park Barn**	**Lead & Asbestos Assessment**	$ 2,140.00	$ 2,140.00			**Complete**
	2014-19	Task #2	Approved	PB-19815	12014B	**Old Settlers Park Grub Shack**	**Lead & Asbestos Assessment**	$ 957.00	$ 957.00			**Complete**
							Hazardous Substances Assessment Grant Totals		$ 2,140.00	$ 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.

Prepared by AKT Peerless

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environmental consulting + services

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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: **DECEMBER 20, 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^2) 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. Based on these evaluations and communications it has become apparent based on the future use of the land that removal of the material is the best course of action. Envirologic has applied for and received on December 12, 2016 a Water Resources Division Permit from MDEQ to install sheet piling and excavate the soils and backfill/restore the area. A final cost is being developed by Elmers for the work and will be scheduled as soon as possible.

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. On December 12, 2016, the LCBRA received an update from EPA that the extension would be approved, however, the paperwork is still being processed.

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 #03009 ($3,205.00) RLF 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	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] 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	
					02907*	11/15/2016	$ 1,755.00	$ 55,425.62	$ 5,314.38	
					03009*	***12/9/2016***	***$ 1,945.00***	***$ 57,180.62***	***$ 3,369.38***	
			Estimated Project Subtotal	60,740.00						
			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	
					02907*	11/15/2016	$ 270.00	$ 31,940.72	$ 1,059.28	
					03009*	***12/9/2016***	***$ 540.00***	***$ 32,480.72***	***$ 519.28***	
			Estimated Project Subtotal	33,000.00						
			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	
					02907	11/15/2016	$ 2,055.00	$ 5,055.00	***$ (55.00)***	
					03009*	***12/9/2016***	***$ 720.00***	***$ 5,775.00***	***$ (775.00)***	
			Estimated Project Subtotal	5,000.00						
			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	$59,476.07	
			Total W.O. 20	***363,000.00***				***$ 293,278.27***	***$64,761.73***	
	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	
			Total W.O. 21	***$ 29,500.00***				***$ 24,567.36***	***$ 4,932.64***	

General Updates:

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

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

SUBJECT: **EPA RLF GRANT CONSULTING MONTHLY UPDATES AND INVOICES**

DATE: **DECEMBER 20, 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.

   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	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] 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	
			Totals	$ 82,883.75			$ 75,976.92	$ 75,976.92	6,906.83	

General Updates:

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

2. There are no invoices for this month.

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **DECEMBER 20, 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 on November 22, 2016 with the Wally Delamater – Village Manager for Suttons Bay to discuss the Two Peas, LLC Brownfield Plan and also we presented him with other general information regarding the LCBRA, its programs and available funding. Ms. Galla suggested that the Village may be able to access the Assessment Grants to assist with a Hazardous Materials Building Survey on a property they are planning on acquiring which will be razed.

   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 02934($35.00) Hazardous Substances Grant
   Invoice 02935 ($35.00) 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:
   Invoice 02936 ($85.00) Split between Hazardous and Petroleum Grants.

3. **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 18th/19th. 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.

Envirologic finalized the Brownfield Plan, the LCBRA recommended approval of the plan. Trudy Galla issued the notifications to taxing jurisdictions and also the notice for a public hearing. Envirologic and Trudy Galla presented the Plan at the Village of Suttons Bay Committee of the Whole meeting on December 8, 2016. The Plan was well received and will be placed on the Council agenda for their meeting on December 19, 2016. We appreciated that Kathy Egan also attended this early meeting to lend support. Assuming that is approved, the Plan will go before the Board of Commissioners meeting on December 20, 2016 and voted on after the Public Hearing.

Project Invoices for Consideration:
Invoice 02937 ($5,207.50)

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	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimates Hazardous	Budget Estimates Petroleum	Project Invoices for Consideration	Invoice Date	Invoice Total	Project Budget Expended Hazardous	Project Budget Expended Petroleum	Project Budget Remaining Hazardous	Project Budget Remaining Petroleum	Project Task Completed
				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	0	$ 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	
							02936*	***12/6/2016***	***$ 85.00***	***$ 42.50***	***$ 42.50***	***$ 1,616.00***	***$ 1,616.00***	
	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	$ -	
							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***	**$29,900**	**-**	01900	1/12/2016	$ 127.50	$ 127.50	$ -	$ 29,772.50	$ -	
				Phase I, II ESA and BEA, Due Care Plan, Brownfield Plan and Act 381			01950	2/8/2016	$ 3,470.75	$ 3,470.75	$ -	$ 26,301.75	$ -	
				Work Plan			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	$ -	
							02937*	***12/6/2016***	***$ 5,207.50***	***$ 5,207.50***		$ 6,088.35		
	Task #3	8H-14	150449	***Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI***	**$8,500**		02435	6/14/2016	$ 4,507.84	$ 4,507.84	$ -	$ 3,992.16	$ -	
				Sub-Slab System Engineering and Design			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**			**$ 59,928.81**	**$ 54,963.56**	**$ 4,965.25**	**$ 16,277.69**	**$ 1,896.00**	
				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													

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

SUBJECT: **GENERAL CONSULTING MONTHLY UPDATES AND INVOICES**

DATE: **DECEMBER 20, 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:
   Activities included communications with Director regarding the subsurface investigation; RLF extension language related to the former Government Comlex.

   Project Invoices for Consideration:
   Invoice # 02938 ($140.00)

2. **Remnant Subsurface Features - Excavation – Former Leelanau County Government Center (W.O. #23)**

   Update:
   Field activities associated with a geophysical survey were completed during the week of September 12th. 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.

   These activities could not be funded under the EPA RLF Loan.

   Project Invoices for Consideration:
   Invoice # 03001 ($5,179.94)

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

FY 2017 Budget and Cost Summary

LCBRA File #	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] Expended	Budget Remaining	Task Completed
	22	160397	**General Services**	2,000.00	02908	11/15/2016	$ 70.00	$ 70.00		
					02938	***12/6/2016***	***$ 140.00***	***$ 140.00***		
					Project Subtotal		***$ 210.00***	***$ 210.00***	***1,790.00***	
	23	160347	**Former Leelanau City, Govt. Complex -Leland**	10,000.00						
			Remnant Subsurface Features - Excavation		***03001***	***12/9/2016***	***5,179.94***	***$ 5,179.94***		
			***note: not funded under RLF**							
					Project Subtotal		***$ 5,179.94***	***$ 5,179.94***	***4,820.06***	
			Totals	$ 12,000.00			$ 5,389.94	$ -	6,610.06	

General Updates:

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

envirologic
environmental consulting + services

MEMORANDUM

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

FROM: Jeff Hawkins, President
Envirologic Technologies, Inc.

DATE: December 20, 2016

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

The **General Environmental Consulting Services – Agreement for Services** between the LCBRA and Envirologic Technologies, Inc. was established in 2008 with an initial three-year period and two one-year extensions. *However, Section 2.B. Term/Termination of the Contract: LCBRA Extension Options, it states "It is expressly understood and agreed to by the parties that the LCBRA shall have the option of extending this Agreement for similar or additional services, upon notice to and agreement by Envirologic……"* 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, Envirologic 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 Envirologic 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, 2017.

Scope of Services

General Environmental Consulting
Agreement for Services
Leelanau County and Its Brownfield Redevelopment Authority
Applicable to Agreement Dated 3-25- **2008, as amended**
Work Order No. 23 **Dated** December 15, 2016

Between

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

And

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

Subject Matter: Former Leelanau Government Complex, Leland – Sub-Surface Remnants - Test Pit Investigation
Funding Source: General Consulting

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 and BRA (CLIENT)	ENVIROLOGIC TECHNOLOGIES, INC.
By Trudy J. Galla	By Jeffrey C. Hawkins
Title Director Planning and Community Development	Title President
Signature_____	Signature Jeffrey C. Hawkins
Date _____	Date 12-15-16

1. Scope of Services

In support of the proposed sale and residential redevelopment of the subject property the LCBRA has conducted soil remedial activities at the site involving the excavation and offsite disposal of shallow soils impacted with metals. During the completion of select remedial excavations remnant buried features have been encountered on site. The remnant buried features have consisted of pieces of asphalt and concrete in addition to utility piping/conduit associated with historic Leelanau County government buildings. Based upon the observations made during the remedial excavations a concern was raised by the prospective purchaser regarding the scale/scope of remnant materials that may remain buried on site and how the presence of this material could potentially impact future residential redevelopment activities. A geophysical survey was subsequently completed funded through the RLF as a non-invasive method of evaluating the continued presence of buried materials on the site. The results of the geophysical survey indicated the potential continued presence of a significant amount of buried material including potential footings and foundations associated with the former Courthouse and Sheriff's Office.

Work Order #23 has been prepared to memorialize the LCBRA approval of funding as detailed in the minutes of the September 20, 2016 LCBRA meeting to complete excavation activities to further evaluate the geophysical survey results. The excavation activities were determined by EPA to not be eligible for RLF funding. However, the excavation activities would be eligible for TIF reimbursement through the Brownfield Plan.

Envirologic directed the installation of thirteen (13) test pits across the project site by Elmer's Crane & Dozer, Inc. on October 20, 2016. Based upon the relatively small size of the identified subsurface features that remain on site as demonstrated through the test pit installation Envirologic believes that if these materials are encountered in the future they will not fundamentally alter the construction approach or expense a parcel owner would incur when excavating a residential basement in the future. As such, Envirologic believes that the most feasible approach is to address any remnant materials in the future that may be encountered as individual residences are constructed.

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 and Excavation Contractor	$ 10,000
Total	$ 10,000

111. Schedule

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

LEELANAU COUNTY, MICHIGAN

**RESOLUTION APPROVING A BROWNFIELD PLAN
BY THE LEELANAU COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Brownfield Redevelopment Authority of Leelanau County, Michigan, held in the Board of Commissioners Meeting Room, Leelanau County Government Center located at 8527 E. Government Center Drive, Suttons Bay, Michigan, on the 20th day of December, 2016 at 9:30 a.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended ("Act 381"), authorizes municipalities to create a Brownfield Redevelopment Authority to promote the revitalization, redevelopment, and reuse of contaminated property through tax increment financing of eligible environmental activities; and

WHEREAS, the Leelanau County Board of Commissioners established the Leelanau County Brownfield Redevelopment Authority and appointed its original members in January 2007; and

WHEREAS, the Leelanau County Brownfield Redevelopment Authority (the "Authority"), pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), has prepared, reviewed and based on this review, recommends for approval by the Leelanau County Board of Commissioners, subject to receiving comments at the Public hearing, a Brownfield Plan (the "Plan") pursuant to and in accordance with Section 13 of the Act and attached hereto, to be carried out within the Village of Suttons Bay, relating to the redevelopment project of the commercial property located at 206 N. St. Josephs Street in the Village of Suttons Bay, Michigan, the Two Peas, LLC Site (the "Site"), as more particularly described and shown in Figure 1 and Figure 2 contained within the attached Plan; and

WHEREAS, the Authority has, at least ten (10) days before the meeting of the Leelanau County Board of Commissioners at which this resolution will be considered, provided notice to and fully informed all taxing jurisdictions (the "Taxing Jurisdictions") which are affected by the Financing Plan about the fiscal and economic implications of the proposed Financing Plan, and the

Leelanau County Board of Commissioners has previously provided to the Taxing Jurisdictions a reasonable opportunity to express their views and recommendations regarding the Financing Plan and in accordance with Sections 13(13) and 14(1) of the Act; and

WHEREAS, Leelanau County Board of Commissioners, through the Authority, have noticed and will hold a public hearing in accordance with Section 13 (10, 11, 12, and 13) of the Act; and

WHEREAS, the Village of Suttons Bay Village Council has passed a resolution supporting adoption of the Plan; and

WHEREAS, the Leelanau County Brownfield Redevelopment Authority has made the following determinations and findings:

A. The Plan constitutes a public purpose under the Act;

B. The Plan meets all of the requirements for a Brownfield Plan set forth in Section 13 of the Act;

C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and the Authority has the ability to arrange the financing;

D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act;

E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

WHEREAS, as a result of its review of the Plan and upon consideration of the views and recommendations of the Taxing Jurisdictions, the Leelanau County Brownfield Redevelopment Authority desires to proceed with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the LCBRA hereby approved the Two Peas, LLC Site Brownfield Plan for the redevelopment of the Property and recommends approval by the Leelanau County Board of Commissioners.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

I, the undersigned, the Director of the Leelanau County Brownfield Redevelopment authority, Leelanau County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Brownfield Redevelopment Authority of Leelanau County at a regular meeting held on the 20th day of December, 2016, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of December, 2016.

_____

Ms. Trudy Galla, LCBRA Director

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date Dec 20 2016

Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
12/6/2016	Envirologic Technologies - General Consulting		$140.00		***$5,319.40 - Total***
	Work Order #22				
12/9/2016	Envirologic Technologies - General Consulting		$5,179.94		
	Work Order #23, subsurface features				
12/6/2016	Consumers	X	$7.96		***$45.06 - Total***
12/6/2016	Consumers - (heater in wellhouse)	X	$37.10		
	TOTAL CLAIMS & ACCOUNTS:		***$5,365.00***		**$5,365.00**

Completed by: ***T. Galla*** ***Date Completed:*** ***Dec 15 2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: _____ _____

envirologic
environmental consulting + services

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

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

Invoice number 02938
Date 12/06/2016

Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Nov 30, 2016

GENERAL SERVICES

Professional Fees

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

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

PREPARED & PROOFED BY
VERIFIED BY

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

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

Invoice number 03001
Date 12/09/2016

Project **160347 Former Leelanau Cnty. Govt. Complex - Leland**

INVOICE: Through Nov 30, 2016

REMNANT SUBSURFACE FEATURES - EXCAVATION W.O. 23 GENERAL CONSULTING

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	6.50	140.00	910.00
Project Manager			
Erik D. Peterson			
Professional Services	6.00	105.00	630.00
Senior Project Manager			
David G. Bohan			
Professional Services	1.00	115.00	115.00
Project Scientist			
Robert L. Webster			
Professional Services	16.25	85.00	1,381.25

Expense

	Units	Rate	Billed Amount
Field Truck	1.50	75.00	112.50
Camera	1.00	35.00	35.00
Lodging	1.00	120.681	120.68
Per Diem	2.00	35.00	70.00
Mileage	472.00	0.48	226.56

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Team Elmers	1.00	1,578.95	1,578.95
Phase subtotal			5,179.94
		Invoice total	**5,179.94**

PREPARED & PROOFED BY
VERIFIED BY

Form 3812 - 8-2015
(Form Page 1 of 2)

Account: **1030 0915 1905**

Consumers Energy
Count on Us®

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

Amount Due: **$7.96**
Please pay by: **December 29, 2016**

Thank You - We received your last payment of **$7.96** on **November 28, 2016**

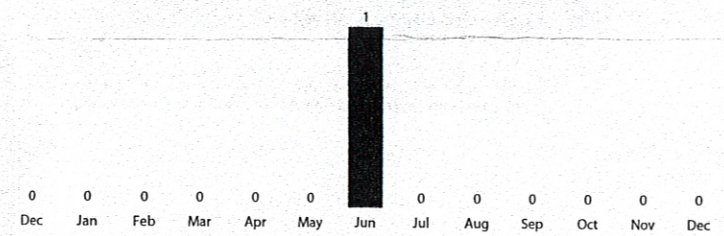
BROWNFIELD REDEVELOPMENT AUTH
LEELANAU COUNTY
8527 GOVERNMENT #108
SUTTONS BAY MI 49682

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

December Energy Bill

Service dates: November 02, 2016 - December 06, 2016 (35 days)

Total Electric Use (kWh - kilowatt-hour)



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

ACTUAL

December Electric Use

0 kWh

Cost per day:
$0.23

kWh per day:
0

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VERIFIED BY

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

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

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

Select Your Own Bill Due Date

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

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Account: **1030 0915 1905**

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

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

Amount Due: **$7.96**
Please pay by: **December 29, 2016**
Enclosed:

I 103009151905 00000007963 0000 2056 6 000000000000 H

Form 3812 - 8-2015
(Form Page 1 of 2)

Account: **1000 7688 4327**

Consumers Energy
Count on Us®

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

Amount Due: $37.10
Please pay by: December 29, 2016

Thank You - We received your last payment of **$44.36** on **November 28, 2016**

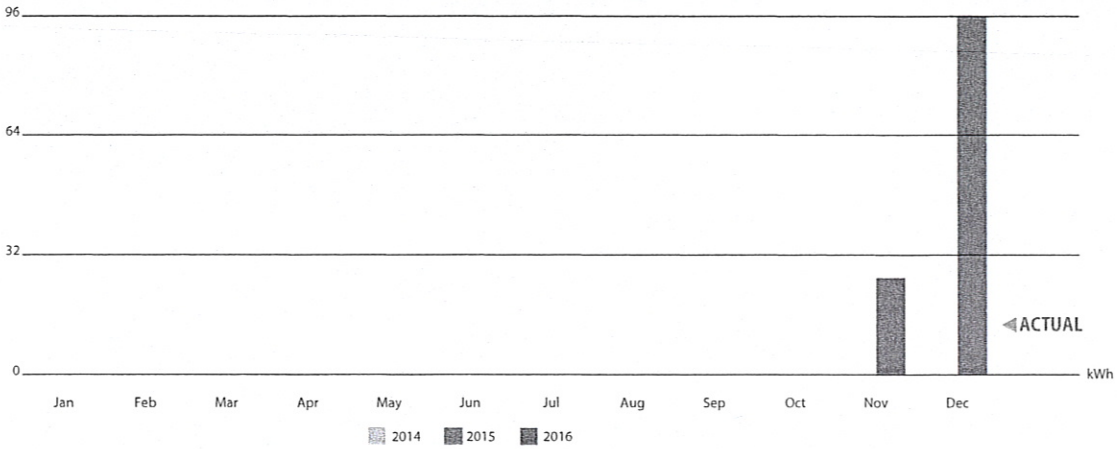
Service Address:
409 E CEDAR ST.
LELAND MI 49654

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT
8527 E GOVERNMENT CENTER DR STE 103
SUTTONS BAY MI 49682-9742

December Energy Bill

Service dates: November 02, 2016 - December 06, 2016 (35 days)

Total Electric Use (kWh - kilowatt-hour)



December Electric Use	Cost per day:	kWh per day:	Prior 12 months electric use:
96 kWh	**$1.00**	**3**	**122 kWh**
December 2015 use: 0 kWh			

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

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

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

Consumers Energy
Count on Us®

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

Account: **1000 7688 4327**

Amount Due: $37.10
Please pay by: December 29, 2016
Enclosed:

Service Address:
LEELANAU COUNTY BROWNFIELD REDEVELOPMENT
409 E CEDAR ST.
LELAND MI 49654

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

I 100076884327 000000037101 0000 2056 0 000000000000 H

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - RLF

Meeting Date Dec 20 2016

Date:	Description	EPA RLF Grant Pet.	EPA RLF Grant HazMat		Amount	Task # (1-6)	Notes
12/9/2016	Envirologic Technologies						
	Invoice #03009, Wo #20 - WO #21 - Leland Site		X		$3,205.00		***$3,205.00***
11/21/2016	Michigan Association of Counties, Invoice m338	X			$225.00		***$900.00***
	RLF		X		$225.00		
11/21/2016	Michigan Association of Counties, Invoice m342	X			$225.00		
	RLF		X		$225.00		
	TOTAL CLAIMS & ACCOUNTS:				$4,105.00		$4,105.00

Completed by: ***T. Galla*** ***Date Completed:*** ***Dec 15 2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: _____

envirologic
environmental consulting + services

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

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

Invoice number 03009
Date 12/09/2016

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

INVOICE: Through Nov 30, 2016

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	3.50	120.00	420.00
Project Manager			
Erik D. Peterson			
Professional Services	2.00	90.00	180.00
Project Mgmt, Oversight and Prof. Services subtotal			600.00

MDEQ JOINT PERMIT

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	13.00	90.00	1,170.00
Project Scientist			
Bradford J. Yocum			
Professional Services	2.50	70.00	175.00
Phase subtotal			1,345.00

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	6.00	90.00	540.00

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

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

Invoice number 03009
Date 12/09/2016

DOCUMENTATION OF DUE CARE COMPLIANCE (DDCC)

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	8.00	90.00	720.00
		Invoice total	**3,205.00**

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

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: m338
Invoice Date: 11/21/16

Bill To:

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

Grant: Leelanau County EPA Brownfield Revolving Loan Fund Grant
Grant ID: Grant Assistance No. 00E00388A-4

Leelanau County EPA Brownfield Revolving Loan Fund Grant	Amount
10/19/16 - grant budget update, review, and report preparation 4 hours @$75.00	300.00
10/31/16 - technical assistance for expense and accounts review, budget table update, draft reimbursement request, and EPA account system reconciliation 2 hours @$75.00	150.00
Task 5 - Contractual. the invoice total of $450.00 should be divided evenly between hazardous substance and petroleum parts of the grant. $225.00 each	
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TOTAL AMOUNT DUE	450.00

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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: m342
Invoice Date: 11/21/16

Bill To:

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

Grant: Leelanau County EPA Brownfield Revolving Loan Fund Grant
Grant ID: Grant Assistance No. 00E00388A-4

Leelanau County EPA Brownfield Revolving Fund Grant	Amount
11/21/2016 - Technical assistance; expense & accounts review and budget table update, 6 hours @ $75.00 an hour. Task 5 Contractual. The invoice total of $450.00 should be divided evenly between hazardous substance and petroleum parts of the grant $225.00 each.	450.00

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TOTAL AMOUNT DUE	450.00

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Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - Assessment

Meeting Date Dec 20 2016

Date:	Description	EPA Assessment Grants Pet.	HazMat		Amount	Task # (1-6)	Notes
11/30/2016	AKT Peerless Invoice #45502		X		$2,140.00		***$3,097.00 - Total***
	Pre demo Lead & Asbestos survey-Myles Kimmerly Barn						
11/30/2016	AKT Peerless Invoice #45503		X		$957.00		
	Pre demo Lead & Asbestos Survey, Grub Shack						
12/6/2016	Envirologic Technologies		X		$35.00		***$5,362.50 - Total***
	Invoice #02934, Work Order 2HP-14						
12/6/2016	Enivrologic Technologies	X			$35.00		
	Invoice #02935, Work Order 2HP-14						
12/6/2016	Envirologic Technologies		X		$85.00		
	Invoice #02936, Work Order #3HP						
12/6/2016	Envirologic Technologies		X		$5,207.50		
	Incoie #02937, Work Prder 7H-14						
11/21/2016	Michigan Association of Counties, Invoice m339		X		$206.25		***$412.50 - Total***
		X			$206.25		
	TOTAL CLAIMS & ACCOUNTS:				$8,872.00		***$8,872.00***

Completed by: ***T. Galla*** ***Date Completed:*** ***12/15/2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: TG

AKTPEERLESS

Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

November 30, 2016
Invoice No: 45502

Please reference this invoice no. on your remittance.

Trudy Galla
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center Drive, Ste. 108
Suttons Bay, MI 49682

Project Manager Daniel Wells

Total Due This Invoice (see breakdown below): $2,140.00

Project 12014B00 1397 W. Burdickville Rd, Maple City, MI

Professional Services for the Period: November 01, 2016 to November 30, 2016

Billing Group: 1 Pre-demo Lead & Asbestos Survey

Professional services rendered and project costs incurred to conduct aa Pre-Demo Lead and Asbestos Survey at 1397 West Burdickville Road, Maple City, Michigan. Reference AKT Peerless' proposal PB-19797, dated September 12, 2016.

EPA Assessment Grant

Phase 191 Pre-demo Lead & Asbestos Survey

	2,140.00
Total Phase	**$2,140.00**
Total Billing Group	**$2,140.00**
Invoice Amount	**$2,140.00**

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month. A surcharge of 3% will be applied for credit card transactions.

PREPARED & PROOFED BY
VERIFIED BY

AKTPeerless Environmental Services, LLC.
ACCEPTS:

AKTPEERLESS

Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

November 30, 2016
Invoice No: 45503

Please reference this invoice no. on your remittance.

Trudy Galla
Leelanau County Brownfield Redevelopment Authority
8527 East Government Center Drive, Ste. 108
Suttons Bay, MI 49682

Project Manager Daniel Wells

Total Due This Invoice (see breakdown below): $957.00

Project 12015B00 Grub Shack, South Dunns Farm Road, Empire Township

Professional Services for the Period: November 01, 2016 to November 30, 2016

Billing Group: 1 Pre-demo Lead & Asbestos Survey

Professional services rendered and project costs incurred to conduct a Pre-Demo Lead and Asbestos Survey Activities for the Grub Shack on South Dunns Farm Road, Empire Township, Michigan. Reference AKT Peerless' proposal PB-19815, dated September 12, 2016.

EPA Assessment Grant

Phase 191 Pre-demo Lead & Asbestos Survey

	957.00
Total Phase	**$957.00**
Total Billing Group	**$957.00**
Invoice Amount	**$957.00**

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month. A surcharge of 3% will be applied for credit card transactions.

PREPARED & PROOFED BY

VERIFIED BY

AKTPeerless Environmental Services, LLC.
ACCEPTS:

envirologic
environmental consulting + services

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

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

Invoice number 02934
Date 12/06/2016

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

INVOICE: Through Nov 30, 2016

2014 EPA GRANTS - HAZARDOUS SUBSTANCES GRANT

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.25	140.00	35.00
		Invoice total	**35.00**

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

PREPARED & PROOFED BY
VERIFIED BY

envirologic
environmental consulting + services

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

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

Invoice number 02935
Date 12/06/2016

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

INVOICE: Through Nov 30, 2016

2014 EPA GRANTS - PETROLEUM GRANT

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.25	140.00	35.00
		Invoice total	**35.00**

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

PREPARED & PROOFED BY
VERIFIED BY

envirologic
environmental consulting + services

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

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

Invoice number 02936
Date 12/06/2016

Project **150070 Courthouse Redevelopement Group, LLC - Assessment Grant**

INVOICE: Through Nov 30, 2016

LELAND RIVER CLUB WORK ORDER #3HP

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist			
Therese M. Searles			
Professional Services	1.00	85.00	85.00
		Invoice total	**85.00**

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

PREPARED & PROOFED BY
VERIFIED BY

envirologic
environmental consulting + services

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

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

Invoice number 02937
Date 12/06/2016

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

INVOICE: Through Nov 30, 2016

BROWNFIELD PLAN/ACT 381 WORK PLAN - W.O. 7H-14

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant			
Robyn E. Logelin			
Professional Services	1.25	50.00	62.50
Principal			
Jeffrey C. Hawkins			
Professional Services	14.00	140.00	1,960.00
Senior Project Manager			
David A. Stegink			
Professional Services	2.75	115.00	316.25
Project Scientist			
Therese M. Searles			
Professional Services	33.75	85.00	2,868.75
Phase subtotal			5,207.50
		Invoice total	**5,207.50**

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

PREPARED & PROOFED BY
VERIFIED BY

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: m339
Invoice Date: 11/21/16

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

Leelanau County EPA Assessment Grant	Amount
10/13/16 - expenses and accounts review, budget table update, draft reimbursement request, and report preparation, 5.5 hours @$75.00 an hour Task 4: Outreach & Eligible Programmatic Expenses. The invoice should be evenly divided between hazardous substance and petroleum parts of the grant. $206.25 PREPARED & PROOFED BY VERIFIED BY	412.50

TOTAL AMOUNT DUE 412.50

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

www.micounties.org

REVENUE & EXPENSE REPORT - CURRENT

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2016

Fund 101 General Fund

Department

Account Number / Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2016				
Revenues				
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	7,175.00	90.13%
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	0.46	20.00	2.30%
000000-669-230 Transfer In	0.00	352,336.64	392,175.00	89.84%
000000-670-000 Cost Share Revenue	0.00	3,750.00	3,750.00	100.00%
Revenues Total	**0.00**	**370,424.48**	**422,540.00**	**87.67%**
Expenses				
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	36,623.49	42,000.00	87.20%
000000-801-100 Contractual - RLF Petroleum	0.00	1,245.00	5,000.00	24.90%
000000-801-101 Contractual - RLF Haz Mat	0.00	309,193.03	314,000.00	98.47%
000000-801-200 Contractual - Assessment Petroleum	0.00	22,043.02	25,000.00	88.17%
000000-801-201 Contractual - Assessment Haz Mat	0.00	11,020.20	20,000.00	55.10%
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

Leelanau County Brownfield Authority
Period Ending Date: December 31, 2016

Fund 101 General Fund
Department

Account Number / Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
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	2,073.86	2,000.00	103.69%
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	1,300.00	96.85%
Expenses Total	**0.00**	**384,333.33**	**415,090.00**	**92.59%**
	0.00	**-13,908.85**	**7,450.00**	**-186.70%**
Revenues Total	**0.00**	**370,424.48**	**422,540.00**	**87.67%**
Expenses Fund Total	**0.00**	**384,333.33**	**415,090.00**	**92.59%**
Net (Rev/Exp)	**0.00**	**-13,908.85**	**7,450.00**	

Beginning/Adjusted Balance		YTD Revenues		YTD Expenses		Current Fund Balance
-484,040.87	+	370,424.48	-	386,084.58	=	-499,700.97

Fund 230 EPA Revolving Loan Fund
Fiscal Year 2016

Revenues				
000000-501-000 EPA - Federal Grant	0.00	347,445.40	355,000.00	97.87%
000000-664-000 Interest	0.00	10.87	15.00	72.47%
Revenues Total	**0.00**	**347,456.27**	**355,015.00**	**97.87%**
Expenses				
000000-999-101 Transfer out	0.00	352,336.64	355,000.00	99.25%
Expenses Total	**0.00**	**352,336.64**	**355,000.00**	**99.25%**
	0.00	**-4,880.37**	**15.00**	**-32,535.80%**
Revenues Total	**0.00**	**347,456.27**	**355,015.00**	**97.87%**
Expenses Fund Total	**0.00**	**352,336.64**	**355,000.00**	**99.25%**

REVENUE & EXPENSE REPORT - CURRENT

Fund 230 EPA Revolving Loan Fund
Department

Leelanau County Brownfield Authority
Period Ending Date: December 31, 2016

Account Number / Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Net (Rev/Exp)	**0.00**	**-4,880.37**	**15.00**	

Beginning/Adjusted Balance		YTD Revenues		YTD Expenses		Current Fund Balance
6,033.54	+	347,456.27	-	352,336.64	=	1,153.17

Grand Total for Revenues	**0.00**	**717,880.75**	**777,555.00**	**92.33%**
Grand Total for Expenses	**0.00**	**736,669.97**	**770,090.00**	**95.66%**
Grand Total Net Rev/Exp	**0.00**	**-18,789.22**	**7,465.00**	

Parameters:
Operator: JAG *Period Ending Date: December 31, 2016*