



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

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The LCBRA will meet **Tuesday, February 16, 2016 at 9:30** am at the Government Center

DRAFT AGENDA

PLEASE TURN OFF ALL CELL PHONES

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

BROWNFIELD 101 Presentation

Janet Michaluk, AKT Peerless

Jeff Hawkins, Envirologic Technologies

CONSIDERATION OF AGENDA

CONFLICT OF INTEREST

CONSIDERATION OF JANUARY 19, 2016 Minutes *pgs 2-6*

PUBLIC COMMENT

DIRECTOR COMMENTS

Consent Agenda

Items of a routine nature to be voted on with one motion - no discussion. Upon request, members may remove any item and place elsewhere on the agenda, with no vote of the commission. Members will vote on remaining items on the Consent Agenda, after the item removed has been placed elsewhere on the agenda.

1. AKT Peerless – Monthly update *pgs 7-8*

2. Envirologic - EPA RLF Monthly Update *pgs 9-11*

3. Envirologic - Brownfield Assessment Grant Monthly Update *pgs 12-14*

4. Envirologic – General Consulting Monthly Update *pgs 15-16*

REPORTS

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

UNFINISHED BUSINESS

NEW BUSINESS

1. Leland Property

a. Loan Funding Agreement (*Previously emailed to members*)

b. Work Order *pgs 18-19*

FINANCIALS

1. Claims & Accounts \$9,938.73 *pgs 20-30*

2. 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

Members

Mark Walter

Kathy Egan

Frank Goodroe

Chet Janik

Carolyn (Peachy) Rentenbach

F. (Bud) Welch

Karen Zemaitis

Director

Trudy Galla

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday January 19, 2016 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. F. Goodroe, B. Welch

Staff Present: T. Galla, Director

Public Present: M. Witkowski, J. Michaluk, J. Hawkins, E. Carlson

New members Goodroe and Welch were welcomed to the Board.

ORGANIZATIONAL ITEMS

A. Election of Officers

It was moved by Janik, seconded by Rentenbach to nominate Mark Walter as Chair, Kathy Egan as Vice Chair and Zemaitis as Secretary/Treasurer as the slate of officers. Nominations closed and unanimous vote cast for the slate. Motion carried 7-0.

B. Approve 2 Officers as Authorized Users for Bank Account

It was moved by Janik, seconded by Rentenbach to continue with Walter and Zemaitis as the officers for the bank account. Motion carried 7-0.

C. 2016 Meeting Schedule

Rentenbach noted the year of 2015 needed to change to 2016.

It was moved by Egan seconded by Janik to accept as amended. Motion carried 7-0.

D. Review and Adopt Bylaws

It was moved by Egan, seconded by Rentenbach to accept the bylaws as presented. Motion carried 7-0.

E. Review of Policies & Procedures

Galla reviewed the changes.

Egan questioned the \$2000 approval on page 22. Galla looked up and made reference to \$2000 approval and payment by Director – she suggested removing those 2 parts.

It was moved by Egan, seconded by Zemaitis to accept and approve P&P as updated at this meeting. Motion carried 7-0.

CONSIDERATION OF AGENDA

It was moved by Rentenbach, seconded by Egan to approve agenda as presented. Motion carried 7-0.

CONFLICT OF INTEREST – none

CONSIDERATION OF DECEMBER 15, 2015 MINUTES

It was moved by Goodroe, seconded by Egan to approve the minutes as presented. Motion carried 7-0.

PUBLIC COMMENT - none

DIRECTOR COMMENTS - none

CONSENT AGENDA

It was moved by Egan, seconded by Zemaitis to accept the Consent Agenda as presented. Motion carried 7-0.

REPORTS - No reports this month.

UNFINISHED BUSINESS

1. Leland Property Update

Galla provided a quick update on the Leland property, DEQ loan, extension of RLF, and TIF.

NEW BUSINESS

1. Leland Property

a. Review Reimbursement schedule

Walter introduced Jeff Hawkins, from Envirollogic Technologies who is working on this project. He also introduced Janet Michaluk from AKT Peerless.

Hawkins mentioned he had an extension letter for the County Board meeting tonight. The Analysis of Brownfield Cleanup Alternatives (ABCA), has also been submitted. Hawkins discussed the public comment period and public meeting. The public meeting will be held Thursday, February 11 at 6 pm at the library in Leland.

Goodroe asked if the property is all vacant. Janik answered yes. Hawkins stated demolition of all the old buildings took place with the DEQ loan. It is vacant with the exception of the historic jail, and the townhouse on the corner of Grand and Cedar – those buildings are vacant. Goodroe asked about the type of contamination. Hawkins said the analysis of the site started way back around 2008 when DEQ conducted some analysis on the properties, finding lead in soils, etc. As we moved forward, the way we do the analysis has changed. Fast forward to 2015 and we use a new type of extensive testing. From that testing, we were able to narrow down the contamination to about 8 development lots that the developer is looking at and parcels along the river that have elevated levels of lead and some with mercury. The high levels create problems with movement and disturbing of soils for development. Goodroe asked if this was prior to the county building and Hawkins said, yes, in our mind it is from the former iron works that were in the area back in early 1900's. There were no active operations on site, but downwind and near the properties. Some of the contaminants are in the upper shallow zone. Walter said it is not entirely vacant, the old county jail is still on the property from 1890s. Hawkins stated with respect to ABCA and the Community Relations Plan (CRP) provided to the EPA, we anticipate coming to you with another Work Order to outline the cleanup plan, and removal of some of the soils on certain lots. Some will go to a landfill, and there will be some verification sampling once that is completed. We are also looking at modifying the Act 381 Work Plan for the site, and trying to function under the existing Brownfield Plan. The DEQ has a 45 day window to review the changes to the Act 381 Plan. The timeline is to put out bid documents and award the project for excavation around April to May 31. Hawkins anticipated cleanup would occur from the end of May to June. The final step is documentation of due care compliance to confirm cleanup occurred. And we wrap it up around August 15. We are hoping to meet some of these deadlines in our schedule, a little earlier than what we have anticipated. RLF came to the County and the County will loan to the LCBRA for cleanup. Based on ABCA – the selected scope of work is about \$393,000 of which there is a 20% match. Half of that 20% match, up to a maximum of \$40,000, is covered by the developer. The RLF loan would then be about \$314,646.

Hawkins passed out printouts of the TIF repayment showing millage rates and repayment. EPA is okay with the loan documents but wanted the repayment schedule. The intent was to take into consideration the developer schedule/buildout/anticipated investments based on square footage of homes, cost to build the homes, and to look at the number of years for build out to occur. From developers' perspective, it is 8 years totally, for 8 houses.

Hawkins walked through the schedule.

Goodroe asked what was being captured and Hawkins said BRA can capture local taxes, as well as school taxes. We can't capture special assessments or debt millages. That is shown in the schedule. Hawkins noted they took the conservative approach and put in all 8 homes as 'homestead'. If some are non-homestead, it will result in higher taxes and higher TIF that can be captured over time. Zemaitis appreciated the conservative approach for the schedule.

Hawkins noted the land will transact in 2016 there will be no result of taxes until 2017. When the winter and summer taxes are collected has an effect on the timing element. Hawkins talked about the RLF funds and assessment funds that were used on the site, that could also be paid back, after DEQ loan gets paid back.

Janik noted it was a major task to complete this schedule. Zemaitis commented it does answer the questions for the LCBRA.

Hawkins added we don't need to show the cash flow to EPA, we can just use the reimbursement schedule.

Janik agreed with Zemaitis about the conservative approach with the schedule.

Galla asked about the amounts for 2019 and 2020 and if we get that TIF amount back to cover the negative, and Hawkins said yes, it is not carried forward. It comes in based on the payment of taxes for summer and winter. Janik felt this was a very good schedule and estimate of repayment.

It was moved by Rentenbach, seconded by Janik to accept the reimbursement schedule as presented, and attach it to the loan agreement and then submit to EPA, for their review and approval, and then subsequently submit to the County Board for approval.

Hawkins said they debated on whether or not to include the DEQ loan repayment and decided to include it to show to EPA there are other obligations on the property.

Motion carried 7-0.

b. Approve Release of Claims Letter for DEQ Loan

Galla explained the letter and that it needs to be done in order to modify the terms of the loan. This should have been completed when we closed out the DEQ loan but the state says they do not have it.

It was moved by Egan, seconded by Janik to approve the letter and have Chairman Walter sign. Motion carried 7-0.

c. Approve Amendment to DEQ Loan and Change in Loan Terms.

Galla explained the amendment to DEQ loan and the modification of the terms for a couple years deferment, lower monthly payments, and longer term to pay back. Interest stayed the same. No interest will accrue during the time the loan is deferred.

It was moved by Janik, seconded by Rentenbach to approve the amendment to the DEQ loan for Project #431834-00, Leland Residential project. Motion carried 7-0.

Members thanked Galla for working with the DEQ to obtain the modification to the loan.

2. Extension of General Services Agreement with Envirollogic Technologies

Galla gave an update and stated an extension is needed for general services that have been provided by Envirollogic Technologies, or the LCBRA can consider not doing an extension and bidding out again for general

services. Galla noted Hawkins has worked mainly on the Leland site for general services and is very familiar with this site.

It was moved by Rentenbach, seconded by Goodroe to approve the 1 year extension to 12/31/2016 for general consulting services with Enviologic Technologies, Inc. Motion carried 7-0.

3. Update Application – Part 1 and Part 2

It was moved by Janik, seconded by Egan to change the wording to “a minimum of 10% of the funds...” and accept the new application forms.

Rentenbach said we should put the dates on the applications so we have the revision dates. Members agreed to the suggestion.

Motion carried 7-0.

4. Update Fee Schedule

It was moved by Egan, seconded by Zemaitis to accept the fee schedule as modified with the date at bottom and the wording for ‘a minimum of 10%’. Motion carried 7-0.

Zemaitis questioned the special meeting fee of \$250. Is that a non-refundable fee, even with TIF? It does not say so in the fee schedule. Hawkins and Michaluk said it could be considered part of the brownfield plan and could be reimbursed under local TIF. Zemaitis thought it might be refundable through TIF financing, Item D on page 43 of the fee schedule. Hawkins said none of the other fees are refundable, according to your policy. Egan said she was not that worried about that amount. If they need a special meeting, they need to pay for it. Hawkins said you may want to be clear and put that it is NOT refundable. Zemaitis asked that this be added to Item D.

It was moved by Zemaitis, seconded by Egan to add this to Item D in the fee schedule and accept the fee schedule as presented. Motion carried 7-0.

FINANCIALS

1. Claims & Accounts

It was moved by Zemaitis, seconded by Egan, to pay C&A in amount of \$2,399.77. Motion carried 7-0.

2. Accept TIF repayment from Elmwood Township in the amount of \$941.65.

It was moved by Rentenbach, seconded by Zemaitis to accept check #2313 in amount of \$941.65 received from Elmwood Township for TIF repayment and authorize deposit into the brownfield bank account. Motion carried 7-0.

3. Request Reimbursements from EPA

It was moved by Zemaitis, seconded by Egan to submit for reimbursement to EPA for \$1,705 under the RLF grant. Motion carried 7-0.

It was moved by Zemaitis, seconded by Egan for reimbursement of \$380.00 under the Assessment Grant. Motion Carried 7-0.

4. Post Audit, Budget Amendments, Transfers – none.

PUBLIC COMMENT - none

MEMBER COMMENTS

Rentenbach thanked Hawkins and his team for the updated acronym list.

Zemaitis welcomed new members Goodroe and Welch and informed them not to be overwhelmed as they will catch up.

Egan seconded Zemaitis's comments. This is really technical stuff, but it was really dry today.

Rentenbach commented on P&P, those charts on there are particularly helpful that explain assessment grant, steps, etc.

Janet Michaluk introduced herself from AKT Peerless, another consultant working on the grants for Leelanau County.

Welch said he was looking forward to working with everyone.

Walter welcomed new members. Obviously, we have worked together for a while and you may be able to see that. He noted Hawkins is at every meeting, with a better attendance record than anyone else.

ADJOURNMENT - *It was moved by Zemaitis, seconded by Rentenbach 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: FEBRUARY 9, 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 February 9, 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: FEBRUARY 16, 2016

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

Please find attached several items for your consideration:

1. 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 and Trudy Galla met with Tony Lentych Director of the TCHC on January 19, 2016. We reviewed the previous investigations to-date, plans for future construction and how the RLF and/or Assessment Grant might be able to assist with the project. Envirologic will be reviewing the original application and also communicating with the MDEQ to determine if there might be additional funding that could be accessed to leverage some of the Assessment Grant funds.

Project Invoices for Consideration:

Invoice #01951 (\$120.00)

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 #02036 (\$1,440.00)

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 were distributed to the various stakeholders for review including MDEQ and EPA which have subsequently approved the documents.

The Loan Agreement has been approved by EPA, reviewed and approved by County Legal Counsel and approved at the BOC February 9, 2016 meeting. A Public Meeting to receive public comment on the ABCA was held on Thursday, February 11, 2016 in Leland. Limited comments (2) were received and will be responded to. This public meeting will coincide with a 30-day public comment period. An extension for the RLF was granted by EPA which provides an additional year from February 29, 2016.

Project Invoices for Consideration:
Invoice #02035 (\$300.00)

LCBRA File #	Envirologic W/O	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 RLF - Task 6	5,000.00	01125	6/3/2015	665.00	\$ 665.00	4,335.00		
				01329	7/16/2015	1,988.75	\$ 2,653.75	2,346.25		
				01475	9/10/2015	1,825.00	\$ 4,478.75	521.25		
17	150123	Traverse City Housing Commission 10200 E. Carter Center, Traverse City, MI RLF - Task 6	8,500.00	01135	6/3/2015	3,493.75	\$ 3,493.75	5,006.25		
				01325	7/15/2015	120.00	\$ 3,613.75	4,886.25		
				01951*	2/8/2016	120.00	\$ 3,733.75	4,766.25		
18	150232	Leland Residential Project - Cleanup Planning/Characterization RLF - Task 6	\$51,883.75	01328	7/16/2015	6,083.75	\$ 6,083.75	\$45,800.00		
				01482	9/10/2015	37,266.77	\$ 43,350.52	\$8,533.23		
				01559	10/8/2015	3,392.50	\$ 46,743.02	\$5,140.73		
				01708	11/12/2015	737.50	\$ 47,480.52	\$4,403.23		
				01738	12/3/2015	156.40	\$ 47,636.92	\$4,246.83		
				01902	1/12/2016	910.00	\$ 48,546.92	\$3,336.83		
				02036*	2/12/2016	1,440.00	\$ 49,986.92	\$1,896.83		
		W.O. 18 Subtotal					49,986.92	\$1,896.83		
		10% Subtotal	72,883.75				64,141.92	\$ 62,701.92	\$ 8,741.83	
		Expenditures above this line funded with 10% Budget								
19	150337	Former Leelanau County Govt. Complex RLF - Task 5 Oversight Community Relations/Implementation Plan, ABCA, Conceptual Cleanup Costs	\$10,000.00	01711	11/12/2015	5,761.25	\$ 5,761.25	\$4,238.75		
				01741	12/3/2015	3,207.50	\$ 8,968.75	\$1,031.25		
				01901	1/12/2016	701.25	\$ 9,670.00	\$330.00		
				02035*	2/12/2016	300.00	\$ 9,970.00	\$30.00		
		Subtotal	\$10,000.00				9,970.00	\$ 9,970.00	\$30.00	
		Totals	\$ 82,883.75				\$ 74,111.92	\$ 72,671.92	8,771.83	
		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: FEBRUARY 16, 2016

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

Please find attached several items for your consideration:

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

Update:

Envirologic is working on a program to stimulate additional interest in the brownfield program. The Brownfield Open House has been scheduled for March 16, 2016.

Project Invoices for Consideration:

#01952 (\$140.00)

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:

It has been determined that the Brownfield Plan will be utilized without amendment. Based on the anticipated developer build-out schedule and investment, a Reimbursement Schedule for the RLF Loan was developed to demonstrate the timing related to repayment of both the MDEQ Loan and the RLF Loan. This schedule was presented to the EPA as part of the Loan Agreement which has been approved and also to the LCBRA and the BOC which has approved the schedule.

In lieu of a Plan for Response Activity Plan which was initially considered, an amendment to the Act 381 Work Plan will be completed in order to expedite the cleanup schedule. This amendment will be funded under the RLF Loan.

Project Invoices for Consideration:
#01954 (\$3,860.00)

**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. The Phase I ESA, including site inspection has been completed. The Phase I ESA identified several Recognized Environmental Conditions (RECs) including an underground storage tank and known soil and groundwater contamination beneath the site. Due to the REC's, Envirologic will be conducting Phase II ESA activities including sub-slab vapor sampling. The Sampling and Analysis Plan and Health and Safety Plan were approved by EPA on February 11, 2016. Field activities will be scheduled in the near future.

Project Invoices for Consideration:
#01950 (\$3,470.75)

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: GENERAL CONSULTING MONTHLY UPDATES AND INVOICES

DATE: FEBRUARY 16, 2016

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

Please find attached several items for your consideration:

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

Update:

There were no activities this month.

Project Invoices for Consideration:

There are no invoices for consideration this month.

Scope of Services

Agreement for Services (2010 BCRLF)
Leelanau County and Its Brownfield Redevelopment Authority
Applicable to Agreement Dated May 9, 2011
Work Order No. 20 Dated February 16, 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 County Government Complex – Courthouse Redevelopment
Funding Source: 2010 EPA Brownfield Cleanup Revolving Loan Fund (BCRLF) Grant, Task 4

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 BROWNFIELD
REDEVLOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla
Title Director Planning and Community Development

By Jeffrey C. Hawkins
Title President

Signature _____
Date _____

Signature Jeffrey C. Hawkins
Date _____

1. Scope of Services

The site is the former Government Complex for Leelanau County. Previously completed environmental assessments have identified the presence of limited metals at “facility” concentrations in shallow soil within proposed residential redevelopment lots (i.e. Decision Units) and also at select “hot spots”. The presence of metal contaminants in shallow soils has been identified as a hindrance to the future redevelopment of the site. The LCBRA has entered into a loan agreement with Leelanau County in order to access funds from the County’s U.S. EPA Brownfield Cleanup Revolving Loan Fund (BCRLF) to conduct remedial activities to support the sale of the site for residential redevelopment. This Work Order has been prepared to detail budget estimates for the completion of activities required for the BCRLF funded remedial effort. Specific activities proposed under this Work Order and detailed in the “draft” Analysis of Brownfield Cleanup Alternatives (ABCA) include:

- Completion of a Section 106 Review for submittal to the State Historic Preservation Office (SHPO);
- Legal survey of the site with detailed elevation data including the ordinary high water mark for the Leland River;
- Preparation of documentation/applications for both the Leelanau County Drain Commissioner as well as the MDEQ/U.S. Army Corp of Engineers for appropriate permits;
- Preparation of documentation for U.S. EPA to satisfy sampling-related Quality Assurance Project Plan (QAPP) requirements;
- Preparation of an Act 381 Work Plan to allow for capture of school tax increment for reimbursement of eligible activities, in lieu of a Response Activity Plan, previously planned;
- Preparation of bid specification documents for contractors;
- Evaluation and contract award activities;
- Completion of verification of soil remediation sampling;
- Preparation of Documentation of Due Care Compliance (DDCC) after cleanup; and
- General project management/oversight and communications.

Envirologic will prepare additional Work Orders and/or amendments to this Work Order as applicable in order to detail the budget and timing for the completion of additional activities associated with the execution of BCRLF activities. These costs will be dependent on the final selection of the bidder and the time required for planned oversight during remediation activities.

1.1 Compensation

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

Legal Survey and Elevation Data including OHWM

Project Coordination, oversight, contracted surveyor..... \$ 10,000

Project Management, Oversight, and Professional Services (as detailed above and ABCA)

Project staff time and expenses including: Section 106 SHPO, SESC and MDEQ Permitting, EPA QAPP Documentation, Preparation of an Act 381 Work Plan, Bid Specification Documents, Evaluation and contract award and project meetings/communications..... \$ 57,740

Verification of Soil Remediation (VSR) Sampling

Project staff time and expenses, laboratory analysis..... \$15,000

Documentation of Due Care Compliance (DDCC)

Project staff time and expenses \$ 5,000

TOTAL ESTIMATED PROJECT COSTS FOR WORK ORDER #20 \$87,740

1.2. Schedule

Activities authorized under this Work Order will be completed as expeditiously as possible after initiation in February of 2016. It is anticipated that the SHPO Documentation, legal survey, and preparation of the Act 381 Work Plan will be completed in February of 2016. Subsequent to completion of the legal survey the County SESC and State/Federa Joint Permit applications will be submitted for review in March of 2016. The preparation of QAPP documentation for the U.S. EPA will additionally be completed in March of 2016. Preparation of bid specification documents will be completed in April/May 2016. On site remedial field activities are anticipated to be completed in May/June 2016. The DDCC report will be completed in June 2016 subsequent to completion of field activities.

25
years



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

Remit payment to:
Envirollogic 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 01950
Date 02/08/2016

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

INVOICE: Through Jan 31, 2016

PHASE I ESA AND ELIGIBILITY
Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	3.00	85.00	255.00	✓
	0.75	140.00	105.00	✓
Senior Project Manager				
David A. Stegink				
Professional Services	1.25	115.00	143.75	✓
Project Scientist				
Bradford J. Yocum				
Professional Services	25.50	85.00	2,167.50	✓
Subcontractor				
	Units	Rate	Billed Amount	
Subcontractor				
Environmental Data Resources, Inc.	1.00	289.501	289.50	✓
Phase subtotal			2,960.75	✓

PHASE II ESA
Professional Fees

	Hours	Rate	Billed Amount	
Project Scientist				
Bradford J. Yocum				
Professional Services	1.00	85.00	85.00	✓

BEA AND DUE CARE
Professional Fees

	Hours	Rate	Billed Amount	
Project Scientist				
Bradford J. Yocum				
Professional Services	5.00	85.00	425.00	✓

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Kalamazoo, MI 49048

Leelanau County Brownfield Redevelopment Authority-
Project **150449 Two Peas LLC, 206 N. St. Joseph, Suttons Bay**

Invoice number 01950
Date 02/08/2016

Invoice total 3,470.75 ✓

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Kalamazoo, MI 49048

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

Invoice number 01951
Date 02/08/2016
Project **150123 Traverse City Housing Commission**

INVOICE: Through Jan 31, 2016

BCRLF PLANNING, WORK ORDER 17, RLF TASK 6
Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	1.00	120.00	120.00
		Invoice total	120.00 ✓

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

Invoice number 01952
Date 02/08/2016

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

INVOICE: Through Jan 31, 2016

2014 EPA GRANTS - COMMUNITY OUTREACH
Professional Fees

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

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Kalamazoo, MI 49048

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

Invoice number 01954
Date 02/08/2016

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

INVOICE: Through Jan 31, 2016

AMENDMENT TO BROWNFIELD PLAN AND ACT 381 WORKPLAN

Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	11.50	140.00	1,610.00	✓
Project Manager				
Erik D. Peterson				
Professional Services	5.00	105.00	525.00	✓
Senior Project Manager				
David A. Stegink				
Professional Services	15.00	115.00	1,725.00	✓
Phase subtotal			3,860.00	
Invoice total			3,860.00	✓

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

Invoice number 02035
 Date 02/12/2016

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

INVOICE: Through Jan 31, 2016

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

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	2.50	120.00	300.00 ✓
		Invoice total	300.00

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Kalamazoo, MI 49048

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

Invoice number 02036
Date 02/12/2016

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

INVOICE: Through Jan 31, 2016

CLEANUP PLANNING AND CHARACTERIZATION WO18

Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	3.00	120.00	360.00	✓
Project Manager				
Erik D. Peterson				
Professional Services	12.00	90.00	1,080.00	✓
Phase subtotal			1,440.00	
Invoice total			<u>1,440.00</u>	✓

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Consumers Energy

Count on Us[®]

Questions:

Visit: ConsumersEnergy.com

Call us: 800-805-0490

Amount Due:

\$7.98

Please pay by:

February 29, 2016

▶ **Thank You** - We received your last payment of \$9.58 on January 25, 2016

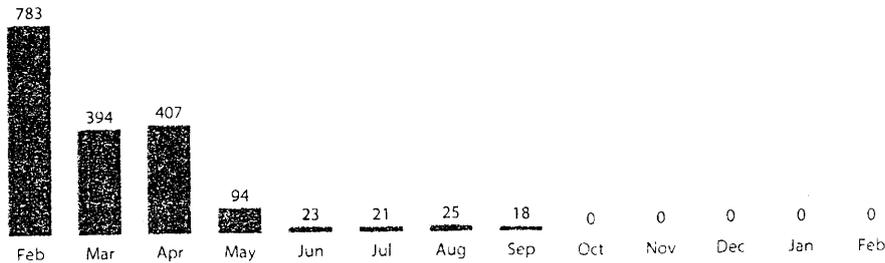
▶ **Service Address:**
115 S Grand Ave #7L
Leland MI 49654-5053

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

February Energy Bill

Service dates: January 08, 2016 - February 04, 2016 (28 days)

Total Electric Use (kWh - kilowatt-hour)



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

February Electric Use

0 kWh

Cost per day:
\$0.29

kWh per day:
0

ACTUAL

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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: m266
Invoice Date: 1/19/16

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 Brownfield Assessment Grant	Amount
<p>1/19/2016: GrantTracker budget updates, 5th quarter reports, and expenses tracking reimbursement request review, 4 hours at \$75.00 an hour</p> <p>Task 5: Outreach & Eligible Programmatic Expenses. Invoices should be divided evenly between hazardous substance and petroleum parts of the grant-\$150.00 each.</p>	300.00

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TOTAL AMOUNT DUE 300.00

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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: m267
Invoice Date: 1/15/16

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. 00E00388-3

Brownfield Revolving Loan Fund Grant	Amount
1/15/2016: Grant budget update and report preparation, 4 hours at \$75.00 an hour Task 5: Contractual. Invoice should be evenly divided between hazardous substance and petroleum parts of the grant - \$300.00 each.	300.00

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TOTAL AMOUNT DUE 300.00

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