



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, March 15, 2016 at 9:30** am at the Government Center

DRAFT AGENDA

PLEASE TURN OFF ALL CELL PHONES

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF FEBRUARY 16, 2016 Minutes **pgs 2-3****
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
Update on RLF Extension

- Consent Agenda **pgs 4-13****

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
2. Envirologic - EPA RLF Monthly Update
3. Envirologic - Brownfield Assessment Grant Monthly Update
4. Envirologic – General Consulting Monthly Update

REPORTS

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

UNFINISHED BUSINESS

1. Update on Leland Residential Site – (*Jeff Hawkins*)

NEW BUSINESS

- 1. Request by Treasurer RE: Bank Account **pg 14**

FINANCIALS

- 1. Claims & Accounts \$ 18,202.27 **pgs 15-24**
- 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 February 16, 2016 at the Government Center in Suttons Bay.

Call to Order:

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

ROLL CALL

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

Staff Present: T. Galla, Director

Public Present: J. Hawkins, J. Michaluk, T. Overdier, R. Satterwhite, M. Witkowski

BROWNFIELD 101 PRESENTATION - Janet Michaluk, AKT Peerless & Jeff Hawkins, Enviologic

Rentenbach stated it was a great overview presentation and gives the big picture of what can be done with funds.

CONSIDERATION OF AGENDA

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

CONFLICT OF INTEREST – none

CONSIDERATION OF JANUARY 19, 2016 MINUTES

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

PUBLIC COMMENT

Hawkins mentioned that on March 16 there will be a community outreach program, so if you know folks interested in the brownfield program, there will be a similar, expanded presentation. It will be held in the lower level community meeting room, in the morning.

Satterwhite commented that he can give an update or answer any questions on the Leland site

DIRECTOR COMMENTS

Galla stated that EPA is giving 1 year extension on RLF, she has received an email but no confirmation yet. She also mentioned that e-mail invites have gone out for the March 16 presentation.

CONSENT AGENDA

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

REPORTS – none

UNFINISHED BUSINESS - none

NEW BUSINESS

1. Leland Property

a. Loan Funding Agreement

Hawkins reviewed the revised table. The 20% match has been added as a footnote, with ½ to be paid by the developer. Hawkins said once bids are back and we have the work done, we'll have a better idea of what that match will be. We will look at how we incorporate that into the payback schedule, there is some retaining of funds listed in 2018 and 2019 but you will have the DEQ loan payment to make. Hawkins anticipated having a Reimbursement Agreement with the developer prior to closing, to fully understand how things will be reimbursed. Numbers in the table have not changed, just the footnotes.

Egan asked how the Thursday night public meeting went. Janik said Hawkins did an outstanding job. It went well, small turnout, but Hawkins did good job of overview and only 6 people from the public there so no controversy. Hawkins mentioned there were a couple questions that were asked and he will respond to them. One question was

how much material was going to be removed, which is about 2700 cubic yards. A follow-up question was how many truck loads is that? The concern was wear and tear on the roads and disruption to the neighbors. Obviously, we can't run trucks when frost laws are in effect, we will be careful of any disruption to neighbors. Satterwhite added there was a question on timing and when it would be done. Hawkins said he responded that June is the month for the work right now and we were conservative with our dates. So far, we are hopeful that State Historical Preservation Office (SHPO) review, DEQ review, etc. will not slow us down. Hoping we get quicker reviews than the time period allowed by statute. It would be nice to get the work done prior to the summer season.

Walter asked if we need a motion to send this to the County Board. Galla replied that the table was reviewed in detail last month by Hawkins. A motion should be for approval of the Loan Agreement and consider that the county board has to take final action tonight, and they will get the updated chart table before their meeting. She did not expect any changes from them tonight but can't confirm. She noted the attorney's letter to the County Board which states they are in acceptance of the document after 2 reviews.

It was moved by Egan, seconded by Janik, that the LCBRA approve this Loan Agreement with the updated table and forward it to the County Board for their final review and approval and also authorize LCBRA Chairman Walter to sign the Loan Agreement. Motion carried 7-0.

b. Work Order

Hawkins reviewed the Work Order and the Act 381 Work Plan to be used, the permit required from soil erosion, bids, etc. This is the professional services side of getting the work done, other work is soliciting specs and making sure all the work gets completed. That is not included in this Work Order. This is the next step for us to get moving.

It was moved by Egan, seconded by Rentenbach, to approve Work Order #20, dated 2/16/2016 between LCBRA and Envirologic in the amount not to exceed \$87,740, as presented. Motion carried 7-0.

FINANCIALS

1. Claims & Accounts \$9,938.73

It was moved by Zemaitis, seconded by Egan, to approve Claims & accounts in the amount of \$9,938.73 as presented. Motion carried 7-0.

2. Request to EPA for Grant Reimbursements

Egan asked about the requests and how they are done, are they done monthly. Galla stated she had been doing them in the past but likes the way Gabriel Zawadzki from Michigan Association of Counties has done them and she asked him to continue. He takes into account all the claims & accounts for the month, and tracks to make sure we are on budget and not going over on any line items.

It was moved by Zemaitis, seconded by Rentenbach, to make reimbursement request to EPA for RLF in the amount of \$2,010. Motion carried 7-0.

It was moved by Zemaitis, seconded by Rentenbach to make reimbursement request to EPA for assessment grant, in the amount of \$7,770.75. Motion carried 7-0.

PUBLIC COMMENT – none

DIRECTOR COMMENTS - none

MEMBER COMMENTS/ CHAIRPERSON COMMENTS

Rentenbach offered to contact Hawkins after tonight's meeting to get things rolling. Zemaitis apologized to Satterwhite for not making the meeting last Thursday; she had issues that kept her from attending. Egan thanked Satterwhite for being at today's meeting and making himself available for any questions. Walter was glad to see things were coming together on the Leland site. Welch stated he would not be at the March meeting.

ADJOURN

It was moved by Zemaitis, seconded by Janik, to adjourn the meeting. Meeting adjourned at 10:16 am.

MEMORANDUM

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

FROM: JANET MICHALUK

SUBJECT: EPA BROWNFIELD ASSESSMENT GRANT STATUS REPORT

DATE: MARCH 8, 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 March 8, 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 CLEANUP LOAN MONTHLY UPDATES AND INVOICES
FORMER LEELANAU COUNTY GOVERNMENT COMPLEX REDEVELOPMENT PROJECT**

DATE: MARCH 15, 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 Cleanup Loan (W.O. #20):**
 - **Legal Survey and Elevation Data including OHWM**
 - **Project Management, Oversight, and Professional Services (as detailed in W.O. #20 and ABCA)**
 - **Verification of Soil Remediation (VSR) Sampling**
 - **Documentation of Due Care Compliance (DDCC)**

Update:

Envirologic met with the MDEQ and the Drain Commissioner for Leelanau County with respect to permits required as part of the cleanup/excavation activities at the site and specifically along the river. It appears that a local Soil Erosion and Sedimentation Control Permit is all that will be necessary, however, Envirologic is evaluating the necessity of a Joint Permit from MDEQ/Army Corps of Engineers. A Section 106 Application for Review has been prepared and reviewed by Trudy Galla regarding the potential for impact to the historic Jail. This application will be forwarded to EPA for review and then submitted to the State Historic Preservation Office.

A wetlands determination and survey to stake various required items is being scheduled for the week of March 21st. Subsequent to completion of the survey, required permitting will be submitted to the County and if necessary the MDEQ. We are in the process of preparing the Act 381 Work Plan with anticipated submittal to the MDEQ during the week of March 15th. Upon completion of a several of these items, an updated schedule for the project will be developed.

Project Invoices for Consideration:
Invoice #02077 (\$5,200.75)

LCBRA File #	Envirologic W/O	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							
			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	\$ 52,539.25		
			Estimated Project Subtotal	57,740.00							
			Verification of Soil Remediation (VSR) Sampling	15,000.00							
			Estimated Project Subtotal	15,000.00							
			Documentation of Due Care Compliance	5,000.00							
			Estimated Project Subtotal	5,000.00							
			Total W.O. 20	87,740.00							
			General Updates:								
			1. Budget Expended includes "Invoices for Consideration" amount.								

LCBRA File #	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget ¹ Expended	Budget Remaining	Task Completed
	W/O	Project								
13	140292	Former Government Center RLF Eligibility	1,500.00	00200	8/5/2014	\$ 543.75	\$ 543.75	\$ 956.25		
				00452	10/15/2014	\$ 140.00	\$ 683.75	\$ 816.25		
				00733	1/13/2015	\$ 190.00	\$ 873.75	\$ 626.25		
				00800	2/9/2015	\$ 237.50	\$ 1,111.25	\$ 388.75		
				01327	7/16/2015	\$ 90.00	\$ 1,201.25	\$ 298.75		
14	140290	RLF Loan Selection - 10% Fund Allocation	6,000.00	00222	8/6/2014	\$ 140.00	\$ 140.00	\$ 5,860.00		
				00454	10/15/2014	\$ 175.00	\$ 315.00	\$ 5,685.00		
				00480	11/4/2014	\$ 1,223.75	\$ 1,538.75	\$ 4,146.25		
				00734	1/13/2015	\$ 345.00	\$ 1,883.75	\$ 4,116.25		
				00801	2/9/2015	\$ 520.00	\$ 2,403.75	\$ 3,596.25		
				01012	4/15/2015	\$ 515.00	\$ 2,918.75	\$ 3,081.25		
				01096	5/14/2015	\$ 1,632.50	\$ 4,551.25	\$ 1,448.75		
				01319	7/15/2015	\$ 190.00	\$ 4,741.25	\$ 1,258.75		
16	150131	Leland Residential Site	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.								

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: MARCH 15, 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 has been preparing for the Brownfield Open House which has been scheduled for March 16, 2016. A letter was drafted to also invite owners of sites that fall on the MDEQ's "Facilities" Inventory. An updated tri-fold brochure has been developed as a hand-out and the presentation is being revised.

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

Envirologic will be re-initiating the completion of a Phase I ESA and BEA for the new developer subject to direction by the County BOC and the LCBRA.

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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. 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. There have been numerous meetings and presentations regarding this reimbursement schedule.

Project Invoices for Consideration:
#02075 (\$1,295.00)

**5. Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI
(W.O. #7H-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 will likely include some form of vapor mitigation. The Phase I ESA and BEA are complete and the Due Care Plan will be finalized in the near future.

Project Invoices for Consideration:
#02079 (\$9,581.04)

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: GENERAL CONSULTING MONTHLY UPDATES AND INVOICES

DATE: MARCH 15, 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:

Envirologic retrieved and reviewed information regarding total costs on the GTRAC and GTOS project. Envirologic met with the realtor representing the seller of the former Northport Hospital (Parkside project) regarding the Brownfield Plan that is in place to reimburse grant funds expended by the LCBRA on behalf of the developer. It is uncertain as to the action that will or will not be taken to reimburse these costs. Envirologic is reviewing other ways to possibly secure the payment.

Project Invoices for Consideration:
Invoice #02069 (\$140.00)

Trudy Galla

From: John Gallagher
Sent: Friday, March 04, 2016 8:49 AM
To: Trudy Galla
Subject: Brownfield and Land Bank Signature Cards
Attachments: Gallagher_6_.pdf

Trudy,

I had a meeting with Chemical Bank last week regarding all Leelanau County accounts and one of the items of discussion was the out dated signature cards on file. Attached are updated signature cards for both LBA and BRA to consider for the March meetings. One item that I would request the BRA to consider is adding me as an authorized signer, traditionally any funds assigned to the county or its component units I would ordinarily be on the account except in rare situations (i.e. Health Dept) I am not on the account as an authorized agent. Adding me as an authorized agent would allow me to call the bank and make simple inquiries, request bank statements, copies of deposits and etc without BRA authorization.

Let me know your thoughts and concerns.

Thanks,

John

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts
March 11, 2016

Date:	Description	EPA RLF Grant		EPA Assessment Grants		Leland Residential (Loan)	West Bay Grant/Loan Eligible	TIF Eligible	Amount	Task # (1-6)	Notes
		Pet.	HazMat	Pet.	HazMat						
3/7/2016	Envirologic										\$18,081.79 - Total
	Invoice # 02069 (General Svc WO #15)								\$140.00		
	Invoice # 02075 WO6H-14 Leland Site								\$1,295.00		
	Invoice # 02076 - WO 18 cleanup planning								\$1,865.00		
	Invoice #02077 - WO #20 RLF - Government Site								\$5,200.75		
	Invoice #02079 - Two Peas - SB Village								\$9,581.04		
3/1/2016	Consumers Energy							X	\$7.98		\$ 7.98 - Total
2/15/2016	Michigan Association of Counties										\$112.50 - Total
	Invoice m275 Assesment Grant			X	X				\$37.50		
	Invoice m276 RLF	X	X						\$75.00		
TOTAL CLAIMS & ACCOUNTS:									\$18,202.27		\$18,202.27
Completed by: T. Galla						Date Completed: 3/11/2016					
Amount Approved: \$						Date:					
Amount Denied: \$						Initials: _____					



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 02069
 Date 03/07/2016

Project **140291 General Services (WO #15)**

INVOICE: Through Feb 28, 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
[Signature]
 VERIFIED BY



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

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

Invoice number 02075
 Date 03/07/2016

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

INVOICE: Through Feb 28, 2016

AMENDMENT TO BROWNFIELD PLAN AND ACT 381 WORKPLAN

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	9.25	140.00	1,295.00
		Invoice total	<u><u>1,295.00</u></u> ✓

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

PREPARED &
 PROOFED BY
[Signature]
 VERIFIED BY



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

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

Invoice number 02076
 Date 03/07/2016

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

INVOICE: Through Feb 28, 2016

CLEANUP PLANNING AND CHARACTERIZATION WO18

Professional Fees

	Hours	Rate	Billed Amount
CAD Designer/Drafter Michelle A. Bell Professional Services	3.50	70.00	245.00
Principal Jeffrey C. Hawkins Professional Services	3.75	120.00	450.00
Project Manager Erik D. Peterson Professional Services	13.00	90.00	1,170.00
Phase subtotal			1,865.00
		Invoice total	1,865.00 ✓

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

PREPARED &
 PROOFED BY
[Signature]
 VERIFIED BY



Remit to:
 2960 Interstate Parkway, Kalamazoo, MI 49048
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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 02077
 Date 03/07/2016

Project **160088 LCBRA - WO #20 - BCRLF - Govt. Complex**

INVOICE: Through Feb 28, 2016

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Robyn E. Logelin Professional Services	0.50	50.00	25.00
CAD Designer/Drafter Michelle A. Bell Professional Services	4.00	70.00	280.00
Principal Jeffrey C. Hawkins Professional Services	6.00	120.00	720.00
Project Manager Erik D. Peterson Professional Services	34.00	90.00	3,060.00
Project Scientist Bradford J. Yocum Professional Services	11.75	70.00	822.50
Expense			
	Units	Rate	Billed Amount
Permit & Licenses	1.00	293.25	293.25
Project Mgmt, Oversight and Prof. Services subtotal			5,200.75

Invoice total **5,200.75** ✓

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



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 02079
 Date 03/08/2016

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

INVOICE: Through Feb 28, 2016

PHASE I ESA AND ELIGIBILITY

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Robyn E. Logelin Professional Services	0.75	50.00	37.50
CAD Designer/Drafter Michelle A. Bell Professional Services	5.50	90.00	495.00
Project Scientist Bradford J. Yocum Professional Services	2.75	85.00	233.75
Phase subtotal			766.25

PHASE II ESA

Professional Fees

	Hours	Rate	Billed Amount
Senior Project Manager David A. Stegink Professional Services	0.75	115.00	86.25
Project Scientist Bradford J. Yocum Professional Services	4.50	85.00	382.50
Robert L. Webster Professional Services	22.00	85.00	1,870.00

Expense

	Units	Rate	Billed Amount
Field Supplies	1.00	35.00	35.00
Field Truck	2.00	75.00	150.00
Camera	1.00	35.00	35.00
Helium Chamber Leak Detector Kit	1.00	150.00	150.00
Vapor Pin/Point	11.00	75.00	825.00
Lodging	1.00	96.60	96.60



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

Invoice number 02079
 Date 03/08/2016

PHASE II ESA

Expense

	Units	Rate	Billed Amount
Per Diem	2.00	35.00	70.00
Mileage	473.00	0.48	227.04
PID	1.00	75.00	75.00
Silicon Tubing	3.00	5.00	15.00
Subcontractor			
	Units	Rate	Billed Amount
Subcontractor			
Fibertec Environmental Services	1.00	3,422.40	3,422.40
Phase subtotal			7,439.79

BEA AND DUE CARE

Professional Fees

	Hours	Rate	Billed Amount
CAD Designer/Drafter			
Michelle A. Bell			
Professional Services	2.50	90.00	225.00
Senior Project Manager			
David A. Stegink			
Professional Services	1.50	115.00	172.50
Project Scientist			
Bradford J. Yocum			
Professional Services	11.50	85.00	977.50
Phase subtotal			1,375.00

Invoice total **9,581.04** ✓

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Need to talk to us? Visit **ConsumersEnergy.com**
or call **800-805-0490**
Hearing/speech impaired: **800-649-3777**

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

Account: **1030 0915 1905**

Account Information

Bill Month: March
Service Dates: 02/05/2016 - 03/06/2016
Days Billed: 31
Portion: 05 03/16

Rate Information

Electric Residential Service
Rate Code: 1000

Meter Information

Your next scheduled meter read date is on or around 04/05/2016

Electric Service: Smart Meter
Meter Number: 30331763
POD Number: 0000004059572
Beginning Read Date: 02-05
Ending Read Date: 03-06
Beginning Read: 54
Ending Read: 54 (Actual)
Usage: 0 kWh

Total Metered Energy Use: 0 kWh

March Energy Bill

Invoice: 205097711343

Account Summary

Last Month's Account Balance	\$7.98
Payment on February 22, 2016	\$7.98
Balance Forward	\$0.00

Payments applied after Mar 07, 2016 are not included.

Electric Charges

System Access	\$7.00
Low-Income Assist Fund	\$0.98
Total Electric	\$7.98

Total Energy Charges **\$7.98**

Amount Due:

\$7.98

by March 29, 2016

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

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

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NEWS AND INFORMATION

For the average Michigan residential customer, renewable energy is estimated to avoid \$3.90 per month of new coal-fired generation costs. Customers are expected to save \$4.19 each month over the life of the Energy Efficiency programs.

Visit www.michigan.gov/rendocs for the Michigan Public Service Commission annual report on renewable and advanced cleaner energy.

Home Heating Credit Deadline Sept. 30: You may apply for a Home Heating Credit if you meet certain income requirements. You do not need to file an income tax return to apply for this credit. Learn more and get a claim form at www.ConsumersEnergy.com/assistance.

Understanding Your Electric Bill: Power supply charges include electric generation and transmission costs based on the amount of kilowatt-hours (kWh) used. Different rates are charged depending on the time of year and the amount of

energy used. Consumers Energy does not make a profit on the cost of fuel or purchased power.

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

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

Ways to pay your energy bill:



Auto-pay
Checking or savings
Auto-pay*
MasterCard® or Visa®
Electric bills



eCheck*
ConsumersEnergy.com



Same-day payment by phone: 866-320-9593
MasterCard®
Visa® or eCheck
For more info:



By mail
Check, money order
Consumers Energy
Payment Center
P.O. Box 101000
Cincinnati, OH 45201-4200



In person
Cash, check, credit
or money order
Visit www.consumersenergy.com
For more info

*Requires a Consumers Energy online account.

For more information, visit ConsumersEnergy.com/waystopay

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: m275
Invoice Date: 2/15/16

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
2/15/2016 GrantTracker budget updates and expenses tracking reimbursement request review, 0.5 hours at \$75.00 an hour Task 5 - Outreach & Eligible Programmatic Expenses. Invoice should be divided evenly between hazardous substance and petroleum parts of the grant - \$18.75 each	37.50

TOTAL AMOUNT DUE

37.50

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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: m276

Invoice Date: 2/16/16

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. 00E00388-3

Leelanau County EPA Brownfield Revolving Loan Fund Grant	Amount
2/16/16 RLF grant budget update, review, and report preparation, 1 hours @ \$75.00 an hour Task 5: Contractual. Invoice should be divided evenly between hazardous substance and petroleum parts of the grant - \$37.50 each.	75.00

TOTAL AMOUNT DUE

75.00 ✓

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