



Leelanau County Brownfield Redevelopment Authority (LCBRA)

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

8527 E. Government Center Dr. Suite 108

Suttons Bay MI 49682

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

Fax: (231) 256-0174

The LCBRA will meet **MONDAY, June 20, 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 MAY 17, 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 - Brownfield Assessment Grant Monthly Update **pgs 16-18**
5. Envirologic – General Consulting Monthly Update **pgs 19-20**
6. Dashboard - **pgs 21-22**

REPORTS

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

UNFINISHED BUSINESS

1. Update on Leland Residential Site – Bids for cleanup, RLF Extension
2. Update on Two Peas Site

NEW BUSINESS

- 1. Offers on townhouses/vacant lot (*Mark Eckhoff, Three West LLC*) (*sent under separate cover*)
- 2. Addendum #4 to Purchase Agreement with Courthouse Redevelopment Group **pg 23**
- 3. Pure Water Works cost for Leland **pg 24**

FINANCIALS

- 1. Claims & Accounts – General Expenses **pgs 25-30**
- 2. Claims & Accounts – EPA Assessment Grant **pgs 31-36**
- 3. Claims & Accounts - EPA RLF Grant **pgs 37- 39**
- 4. Request to EPA for Grant Reimbursements **pgs 40-41**
- 6. 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 May 17, 2016 at the Government Center.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting was called to order at 10:30 am by Vice-Chair Egan who led the Pledge of Allegiance.

ROLL CALL

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

CONSIDERATION OF AGENDA

Delete #4 under Financials, as it is a repeat from last month's agenda.

It was moved by Janik, seconded by Rentenbach to approve the agenda as modified. Motion carried 4-0.

CONFLICT OF INTEREST - none

CONSIDERATION OF APRIL 19, 2016 MINUTES

It was moved by Zemaitis, seconded by Janik to approve the minutes as presented. Motion carried 4-0.

PUBLIC COMMENT - None

DIRECTOR COMMENTS

Galla reported she had a signed copy of the GTRAC Reimbursement Agreement and it has been scanned into the computer. This took a while to get completed and it is good to have it on hand and ready to go when requests for eligible activities are submitted. Janik commented on the activities taking place at the site every time he drives by. This is a success story. Egan added it was also a sign of perseverance.

CONSENT AGENDA

It was moved by Janik, seconded by Rentenbach to accept consent agenda as presented. Motion carried 4-0.

REPORTS

1. Executive Committee (*Chair, Vice-Chair & Secretary/Treasurer*)
Egan stated they had not met since last month's regular meeting.

UNFINISHED BUSINESS

1. Update on Leland Residential Site & Two Peas Site – (Jeff Hawkins)

Hawkins reported there have been a few delays. He noted the Act 381 Work Plan is moving ahead and we are waiting on a letter from the state for final approval. They have worked with Steve Christiansen, Drain Commissioner, and he reviewed and approved obtaining a soil erosion permit. Once we identify contractor for the work, we will have the permit issued and be ready to roll. Robin Schmidt from DEQ also reviewed the permit and she did provide response that joint permit between Army Corps of Engineers and the DEQ would not be necessary, based on the fact we are staying out of the ordinary high water area. There are a few skinny areas we identified as part of our sampling that will be excluded from our removal. It's looking like we may have to work with DEQ and verification sampling along those skinny strips and take care of exposure concerns. Otherwise, we will put some soil barrier there.

Hawkins continued by saying the historical clearance has been completed (SHPO – State Historic Preservation Office). Also, they are pretty much set with basement soils and worked with the Board of Commissioners on that

issue and have identified a location by the county tower site on Pit Road which the Board agreed to use for depositing soils from basements. They are completing draft bid specs and will have those to Galla for her review, and then continue on that schedule. It is a fast paced schedule. They are still showing a completion in time for them to get response back from DEQ by the August deadline. Documentation of due compliance will go to DEQ for their approval in time for meeting the August closing deadline. They have had some pre-bid talks with some contractors to find out if they can accommodate the schedule.

Hawkins stated there is another little issue that has crept up that they are working on and it is related to the LUST from the Sheriff's Department that was there some time ago. Although the LUST release has been closed by the State, we may be required to obtain some confirmation samples to satisfy MDEQ and allow them to approve the Documentation of Due Care Compliance. They are trying to work through that issue and keep things moving forward.

Rentenbach asked if this was just a 10'x10' piece and Hawkins said yes, it is a small isolated piece.

Janik asked if there were any other issues with the developer in terms of closing. Hawkins said there was an issue with the water supply. He has had conversations with the buyer, and with B&Z well drilling. He thought it was around that time that things were falling apart with previous developer and they connected to the wrong water supply. There is a base for the meter, but not a power drop to the water supply. The electrical cable ran over land surface and hooked into the well house to run that water supply. There has never been a code connection to that water supply. There was a pump put into it and we had specs for it but the one put into it was very small and would not service the entire development.

Hawkins said the other thing is there is a 6" screen well and 5" well that goes into bedrock with no screen. Still a useable well. That 5" well is closest to the south townhouse. About 3' from the foundation. For whatever reason, that casing is wiggling at the top. Something may have hit it or something caused it to be loose. In his discussion with the buyer (Satterwhite), they expect to have water supply available for that development, functional water supply. B&Z installed the well and Satterwhite has had conversations with B&Z and Pure Water Works that supplied the system. Hawkins talked with B&Z and we need to know size of pump and motor for that development. Hawkins said that was the developers responsibility to figure out and Satterwhite has been talking with Jozwiak about that. Janik asked if he (Satterwhite) is in agreement that it is the responsibility of developer and Hawkins replied, yes. They had a conversation last night and this morning. Janik said that is why he asked the question. Hawkins said they did some preliminary pricing for what would be needed on the site. For at least outfitting that one well – probably at \$5,000-\$10,000 for that one well, probably closer to \$10,000. Satterwhite said this morning it would be more like \$15,000. Technically, one well would be sufficient for the development, second well could be backup. Hawkins felt it was difficult for us to consider both wells and he felt Satterwhite agreed with that. Hawkins had gotten price range from B&Z for them to come in and inspect the well, see what is broken and to hook up generator to existing pump and motor in 6" well, make pump motor work, make sure we get water out of it, let it run in fashion for developer to get samples. And then also have B&Z bring another pump/motor and put in 5" well and use generator to power that and run it as well and let water flow and get samples. Depends on how much time he has to run it – about \$600-\$1,200.

Hawkins said Satterwhite's perspective is he feels it is responsibility of seller of property to make sure casing on 5" well is good and fix it if it needs to be fixed, make power available to well house and be able to serve both wells. There is a power pole about 5' away which may work. And then he wants to be sure wells work and are operable, using existing motor in there, run it, and have them drop different pump and run it. Sounds right now that they would like us to incur cost of B&Z, fix casing, arrange to have power run to that, and have them run well and make sure it runs and make arrangements to grab sample.

Janik asked if this was reasonable request by potential buyer? Hawkins said yes, because when property was marketed, was marketed with water supply so think there is obligation to make sure water is there.

Janik got the impression from Satterwhite that water test is critical or they may not close on property. Janik asked for a ballpark figure to have this done. Hawkins assumed it is not a major repair. Would tend to think of the 5"

well, and we are not responsible for water test and they are, would tend to think B&Z cost of up to \$1200. Hawkins added he has not gotten into the building to inspect the hookup for the pump, wiring is there, etc.

Egan felt the Brownfield's responsibility was to clean the site, not do the developer cost. All the other pre-development costs are on them. If we have to make sure there is working water, that's one thing but if it is not up to his standard it's not our concern. Janik said one well can service entire development.

Rentenbach asked if the 6" well works if there is power. Hawkins said it has been sitting for 8 years, so he doesn't know. Rentenbach clarified the 5" well has loose casing. Hawkins answered yes.

Janik asked for clarification as he believes there is power there now as we ran temporary electric. The pump should be functional. Hawkins was not sure if the power was run in there yet, or not. Janik said if there is water there, can't Pure Water Works or whoever does testing, do the water testing? Hawkins answered yes. Janik added if the 2nd pump is too small, that is not our issue. Egan clarified, there are two water supplies on the site, one is working.

Rentenbach asked if those are tested to make sure they are both pumping even if one casing is loose, have we fulfilled our duty. Janik responded that was his question, and he feels we have met our duty.

Eckhoff said there were wells on part of the PUD, wells are there and it was very clear one was built and constructed and operational, and one was not but could be a working well. That, in my mind, is the condition the purchase agreement was signed under. There is a due diligence period and if for some reason the buyer decides things are not like he thought they were and that he cannot make money on purchase, he can back out.

Hawkins commented we have to make sure we shut off water to town homes before we activate that pump.

Rentenbach said the first step is power to the pump house. Hawkins said there should be notification to Satterwhite that the power is there, and engage B&Z or someone to have meter on that pump and energize it and don't blow pump out, and check it so there is good contact. Then, start it up and see how it goes. Make sure it's running and they can come in and take a sample.

Janik stated we do not have the responsibility to provide power but he is almost sure we have done that. Hawkins said it looks like there is a temporary line coming from townhomes. Rentenbach stated Hawkins feels we need it coming to the water supply. Zemaitis felt we could cooperate.

Janik said he knows B&Z has been out there because Jerry has met them there. One of the challenges is who is paying for all of this? B&Z asked Jerry that. Janik told them it is not our responsibility. Hawkins said it was Satterwhite's opinion that it is our responsibility to provide them with an operable well. He wants to make sure both those wells are useable. Janik stated we sold the property, we have not changed anything in sale terms.

Rentenbach said it sounds like we have to get power to the well house, at our expense. Hawkins said there is power now, but it comes from the townhouse, not a power pole. Egan asked if that could be permanent. Hawkins answered no, as there are wires on the ground. Zemaitis asked if it would do the job to get the samples. Hawkins replied yes, theoretically it does. Hawkins stated Satterwhite is looking at you to do this.

Egan said she would rather we pay that \$1,200 amount Hawkins mentioned and give results and if it fails or buyer wants to upgrade, that is on him. We have one known fixed test and then we don't get into further negotiation of replacing anything. Rentenbach would be in favor of that.

Rentenbach asked if from a realtor's point of view, it is the purchaser's responsibility. Eckhoff said from realtor's point of view, you have very willing buyer, and at some point someone was in that building and water worked and he wants to verify water works but it has been 8 years. The seller has some responsibility to make sure it works. From realtors stand point, would work it out with him so this doesn't become a roadblock.

Janik noted electrician Gary O'Connell ran temporary power to the well, and ran water for a time and it started right

up and ran with a garden hose. Eckhoff felt like the seller had done their part.

Janik said the pump did start, there is power, there's no reason why they can't do the testing. Eckhoff suggested asking him to write that up and submit it to the buyer. Janik stated he just did it on his own and there is no reason why it worked 3 weeks ago and shouldn't work now.

Hawkins said he feels this is matter of making some phone calls now that we know this situation. Janik said it's not that easy and he didn't want to speak on buyer's behalf but thought he would be asking us to pay for upgrades. Egan said we are not paying for upgrades. Janik suggested we tell him there is power, it is working and he is welcome to get B&Z and Pure Water Works to do the testing. We ran power there. They are welcome to come and do the testing. We will turn power on for them when they want. Egan agreed, they are buying the property not 'as is', but 'as is cleaned up' and we are doing the cleanup part of it. We are not providing any other infrastructure and this is infrastructure.

Hawkins stated he didn't disagree and appreciates all the suggestions. Thinking back to what we went through to get these water supplies here and it is linked to the contamination. We had to get exceptions to the 800' isolation requirement because of groundwater contamination, to make sure it was not a major source of contamination. There are a lot of things linked to those wells and development of the property because of the contamination. He sees them as a little integral to each other because of the contamination. Tell them power is there, flip the switch, have them take samples and check the casing while they are there. Don't even know if they installed the pitless adapter yet, it would be down below for connection to the house or the pump house. Maybe they installed it that way, he didn't know.

Egan recommended getting direct power to the well house, not through the townhome and have B&Z to do inspection of the 2 systems and give results to purchaser.

Galla asked Hawkins for clarification that the Health Department approved these wells and the installation of them for the development. Hawkins replied the health department did approve both of these wells for the associations.

Janik said as a sign of good faith we will do regular full time hookup. Zemaitis added if he wants to sample, that's his responsibility.

It was moved by Janik, seconded by Rentenbach to allocate no more than \$500 for Consumers Energy to hook up the permanent power.

Hawkins suggested making sure the power company drops enough power to the location, based on the size of the pump and motor. Janik will ask Gary O'Connell for specs, he will know that.

Motion carried 4-0.

Galla and Janik will notify Satterwhite of decision by the LCBRA.

Hawkins stated Satterwhite has been asking for survey of the property. They did do some survey work for the cleanup and shared with the buyer. Galla added she had provided old documents quite some time ago. Eckhoff added that what you provided is adequate, there was nothing that stated you were required to do a new survey for the buyer.

Zemaitis said at last month's meeting, you talked about a sign to be put up. Hawkins said they have not put it up yet. We do have the sign. It was made through Fast Signs at a cost of \$209.88 and will be put up on the site.

Egan commented on the UST issue – you said state is reviewing criteria? Hawkins said the state has established new criteria for the state. It is still a draft. Egan said the government moves slowly, can we be done before it goes into place? Hawkins said the concern by the state was when we are ready to put in the documentation for due compliance, the criteria may be in place then and that would cause a problem. The state was giving us a heads up

on this. Hawkins is in contact with the state and will keep us posted.

Two Peas

Hawkins stated we conducted sub slab with vapor intrusion. LCBRA approved additional expenditures for testing and engineering design for design of sub slab. The buyer submitted his 10% funds to you, and it is scheduled to start tomorrow. We had discussion about asbestos because there was concern from Construction Codes Department and we had provided him with a cost proposal to do a survey on that building and apparently he already made arrangements. He could contract directly with us or come here for more funds but he already had it done. Construction Codes filed a complaint with the state on that site, because he did interior demolition without asbestos inspection.

Hawkins said hopefully he will have a Brownfield Plan for your review next month. Egan asked if that was supplied by Hawkins, not the buyer. Hawkins answered yes. Egan asked if it is our plan and Hawkins said it is always your plan. Always comes from the authority for the site. Intent would be to reimburse you for your costs and any other costs the buyer may incur. Egan said that site is also within a DDA, as well. The DDA district has not finished all their paperwork for business of collecting taxes. It has been in the works for a couple years. Hawkins said we still may be okay. Egan said they meet monthly, but are not collecting any taxes yet. Hawkins said they may have to go for interlocal agreement between LCBRA and DDA, but if not in place yet we may be okay.

Dan Wells said if the DDA has been authorized to collect taxes by the city, or whatever jurisdiction created it, as long as they have authority to capture it, you need to have an agreement in place. That clarifies that taxes would be used by LCBRA instead of the DDA. Zemaitis thanked Wells for his input.

NEW BUSINESS

1. Approval to order new checks

It was moved by Rentenbach, seconded by Zemaitis to order new checks for an amount not to exceed \$150. Motion carried 4-0.

2. Discussion on townhouses/real estate listing

Janik stated he and Galla have been talking about that with Satterwhite over the last few years, there have been zero offers. It's no secret that the buyers have declined the offer to purchase them, they are not interested in them. One of the things they mentioned is their team of inspectors went through it and questioned the price and did not think it was realistic price. We have not had a discussion on this for quite a few months. Janik asked Eckhoff to come and give update.

Rentenbach asked if discussion will be tear down, drop price, sell it vacant, etc. will you give us all options. Eckhoff said we will toss out things to discuss. Eckhoff felt the Authority did the right thing by putting power to the well for buyer to do inspections. He has the right to do inspections. Eckhoff said Satterwhite's realtor did call Eckhoff and asked to do a survey and Eckhoff then called and spoke with Janik and Galla. You have no responsibility to do a survey. In fact, Hawkins gave a copy of their survey. If you do have to provide one for a purchase agreement, an existing survey is acceptable so you have my comment on that.

Eckhoff said the existing purchase price was based on appraisal costs - completed and in good condition, they were appraised at \$300,000 each, they had \$189,000 for deductions for uncompleted work, and then included lot 5 in back that came to \$411,000 and made it \$450,000. Appraisal is in a vacuum and the market tells you what things are really worth. This property was all together, and then it was split to sell separately.

Eckhoff thought the lots are inferior to other lots, they are very small, the extra lots behind have a pump house for wells, etc. Lot 5 is buildable but really not useable except for backyard for the townhouse. Marketing those townhouses is very challenging because it is part of condo association across the street that is just dirt. People

buying into it don't know what they are buying: assoc fees, any amenities, etc. He has given the master deed and condo documents to 2 different people. Very thick documents, and very challenging to explain that townhouse is in one association and the lot is in the other because of the wells. In and of itself that is problematic. Regarding the existing house that is completed, think we will all agree it was built on a shoe string. They were running out of money and had to put a model up so they really did it at minimal cost. Things that looked good a few years ago are deteriorating. Now we really know the kind of workmanship that went into it. He remembers talking to the County Board years ago and Commissioner Bunek who knows his construction. The HVAC system is not the proper way to heat and cool the units. Real duct work needs to go in, landscaping, siding, etc. - lots to be done. Based on comps, it's hard to put value on a townhouse that is really a shell. You can go in and look and see the dirt in the basement. Very difficult to put value on it. Based on market and experience, 4 people have looked at it at least once and asked for more information and then Eckhoff followed up with them. Looks more like \$225,000-\$250,000 is more like the value. Probably more than \$100,000 is needed to be put into each townhouse. You could get north of \$250,000 for each one if they were in really nice shape. That's what things sell for in Leland. The top (high end) was over \$185/square foot. That \$250,000 range is feasible, but a lot of money has to be invested to get it there. Together, think it is \$225,000-\$250,000 and even then, may have to negotiate a bit. That is a more realistic price than the appraisal, and the market has made that very clear.

Zemaitis agreed very much with Eckhoff and how much it has deteriorated this fall and winter. Eckhoff said the siding is not caulked, nothing was ever done to it. Zemaitis added the paint is off, only had primer, steps are falling apart, siding is coming off. She has called numerous times and poor Jerry Culman has come over and put pieces on. It is pathetic looking, an eye sore. And with all the problems with condo association associated with it, it just brings the value down. Granted after the nice home goes up across the street and the nice firehouse is finished, that will help the area look a little better but that may make them look shabbier. Rentenbach said especially with how long it will take to put up a new house and how much more these will deteriorate.

Rentenbach asked Eckhoff how much it would cost to tear down? Eckhoff did not recommend that option. He said there are people who look for something to remodel, look to see if there are good bones and there is value there. One house is complete and you can take the same idea and do the other one. If you knock it down, lot value is about \$75K and you have to put money into knocking it down and cleaning the site.

Janik said there is interest in the property. The buyers know the asking price. If we were a private company, they would be willing to work with us and negotiate. They don't want to go forward with proposal and get in the paper and have it look they are trying to lowball the county.

Zemaitis said circumstances have changed and if there is a fair offer, don't feel it is lowball. Janik said even with an offer, it goes to the County Board for a recommendation, and the buyers don't want to be perceived as lowballing the county. If price is lowered, perhaps they would make an offer. They pretty much have agreed with everything Eckhoff has said. Zemaitis felt anyone would agree if they went through and actually saw the townhouses.

Egan thought it would be more attractive if the other part is bought and purchased and they know what they are getting. Eckhoff said until other people come in and buy a piece of that property, their vote doesn't matter much because the owner can vote and do what they want. People that buy and remodel houses, that is a level of risk they have taken on before and would be interested. They may talk to the developer on the other piece and get comfortable with them. The person developing across the street, can put it all together. Janik thought that may still be a possibility if they want to put in an offer. Eckhoff agreed.

Egan said her first inclination was to sit on it and wait, but it is falling apart and we don't want to put any money in it. Zemaitis said we would be losing the most valuable season.

Members discussed asking for offers on the property. Eckhoff said some people may be scared with 'make an offer'. It would be better to get a price on it that you agree is reasonable and see what happens and do it for a short time period. Eckhoff thought it was more like \$225,000-\$250,000. We could talk about it again in 90 days and still have time left. If there is any activity, we can get an update.

Hawkins added that, sale of the property is contingent on water supply so if you don't sell the other property or even if you do, there are some logistics to be worked out. Hawkins noted neither townhouse is legally hooked up for water.

Egan asked if we can sell as is without putting any more water into it. Eckhoff said you can, but may need some work and homework to sell as is, without water to the bathrooms, etc. Would need to do some research into condo documents on what they say, may require utilities to the home. It's a gray area. Egan would like to research that, as we don't want to get county into position of switching water for the homes and then upgrading pumps, etc. She didn't want to go there. Janik thought if the price is lowered, we may get some offers. Based on discussions he has had with potential buyers, there are interested parties. Egan said we can lower price. Janik stated the County Board is advisory only. That has been made clear by the County's Attorney. And EPA in Chicago made it clear that we had to provide proof that we were clearly independent of the County Board, when we requested use of the RLF for cleanup.

Zemaitis said the sooner we do this the better and doesn't think Chairman Walter (absent) would disagree. Janik added there is a quorum for a decision.

Members discussed a price to list it at and leave wiggle room. Eckhoff said people are still hesitant to negotiate with the county. Putting too big of a price and trying to negotiate it will invite a lot of scrutiny. Janik said if this board decides to lower price, he is semi-confident we will have some offers. There is perception that if they offer lower price right now, they will be taking advantage of county. They are sensitive to that. Rentenbach was concerned because she is on both boards. Janik said there is nothing preventing Rentenbach from voting, and the County Board would not appoint a commissioner to the Brownfield if there was. Zemaitis agreed there was no conflict, Rentenbach is not benefitting from this.

It was moved by Zemaitis, seconded by Janik, to change listing price with Eckhoff's firm for sale of townhouses and vacant lot to \$275,000.

Eckhoff said this does not preclude us from meeting again and saying there were no offers in last 90 days, now what? That is a \$175,000 reduction and is sending a nice message to those interested.

Zemaitis said in looking at comps also and the square block that is on 5th street, a very nice home that is not as old as that just sold for \$375,000 and is in perfect shape with garage, good construction, etc. Comparing that to these, she thinks \$275,000 is more reasonable. Janik added that people can make offer of whatever they want. This shows we are flexible and encouraging offers.

Rentenbach asked if there were interested buyers? Janik replied yes, and if we were private they would have submitted proposal already. Eckhoff said he has worked with 4 people and they asked for more documentation so with price drop, they could be very interested. He can go back to them and let them know price has changed. We will remarket, goes into MLS with price reduction which makes it pop to the top again and remarket like the first time, with price reduction. It gets a lot of attention with price reduction.

Motion carried 4-0.

Eckhoff left a form with Galla for signature by Chairman Walter, to change the listing price. Galla will return to Eckhoff so this can start.

FINANCIALS

1. Claims & Accounts – General Expenses

\$7.98 was presented for the Consumers bill at the Leland townhouses.

It was moved by Zemaitis, seconded by Rentenbach to approve Claims and Accounts for General Expenses in the amount of \$7.98. Motion carried 4-0.

2. Claims & Accounts – EPA Assessment Grant

It was moved by Zemaitis, seconded by Rentenbach to approve Claims and Accounts for EPA Assessment Grant in the amount of \$2,711.25. Motion carried 4-0.

3. Claims & Accounts – EPA RLF Grant

It was moved by Zemaitis, seconded by Rentenbach to approve Claims and Accounts for EPA RLF Grant in the amount of \$10,579.35. Motion carried 4-0.

4. Request to EPA for Grant Reimbursement / Assessment Grant

It was moved by Zemaitis, seconded by Rentenbach to approve EPA Reimbursement Request #9 in the amount of \$2,711.25. Motion carried 4-0.

5. Request to EPA for Grant Reimbursement / RLF

It was moved by Zemaitis, seconded by Rentenbach to approve RLF Reimbursement Request #24 in the amount of \$10,579.35. Motion carried 4-0.

6. Post Audit

It was moved by Zemaitis, seconded by Rentenbach to accept post audit in the amount of \$287.50 for Leland for hardware needed to get well started. Motion carried 4-0.

MEMBER COMMENTS / CHAIRPERSON COMMENTS - none

ADJOURN - Meeting adjourned at 12:14 pm.

MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: June 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.

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.

Attachment



LCBRA EPA BROWNFIELD ASSESSMENT GRANT
Monthly Project Update
Budget and Cost Summary
As Of June 20, 2016

COMBINED GRANT BUDGET SUMMARY

FY2014 EPA Cooperative Agreement No. BF-00E01409

LCBRA/AKT Professional Services Agreement, December 15, 2014

								Budget	Project Invoices for Consideration	Project Budget Expended ¹	Project Budget Remaining	Project Notes
Reference Numbers				AKT Peerless								
File Number	Leelanau County 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
							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: JUNE 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):**
 - **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:

The final Act 381 Work Plan has been submitted to MDEQ. On June 3, 2016 the MDEQ approved the Act 381 Work Plan.

On June 1, 2016, Envirologic submitted an Equivalency Memorandum to EPA for review and approval. The Memorandum documents that Michigan DEQ's Part 201 quality assurance requirements are acceptable and equivalent to U.S. EPA's requirements as outlined in 40 CFR 31.45. As a result, on June 7, 2016, EPA approved the Memorandum effective on the submittal date of June 1, 2016.

Bid Specifications and Contract documents have been prepared for release. The final documents were released and posted on the County's website and also posted on several other listings. A non-mandatory pre-bid walkthrough was held on June 9, 2016, only one contractor (Elmer's) attended the walkthrough. The bids are due on June 17, 2016 and it is the intent to award a contract on June 20, 2016. The desire is to have the selected contractor complete field cleanup activities within 15 days of award of contract.

Additionally, Envirologic has been assisting the LCBRA with water supply evaluation issues, among other documentation/agreements related to the developer conditions associated with the environmental issues on the site and the ultimate sale of the property.

On June 9, 2016, a vinyl sign regarding the EPA and LCBRA/County's support of the project was installed at the site.

Project Invoices for Consideration:

Invoice #02440 (\$9,047.50) RLF Hazardous Grant

Leelanau County Brownfield Redevelopment Authority
EPA RLF Cleanup Loan Budget
Former Leelanau County Government Complex
Environmental Consulting Services
Monthly Project Update

Budget and Cost Summary

LCBRA File #	Envirologic W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget 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	\$ 52,539.25	
					02152	4/7/2016	\$ 10,442.50	\$ 15,643.25	\$ 42,096.75	
					02280	5/12/2016	\$ 6,744.35	\$ 22,387.60	\$ 35,352.40	
					02440*	6/14/2016	\$ 8,307.50	\$ 30,695.10	\$ 27,044.90	
			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.										

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration.

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

Update:

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

Project Invoices for Consideration:

There are no invoices for consideration this month.

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

Budget and Cost Summary

LCBRA File #	Envirologic		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.								
		2. There are no invoices for this month.								

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: 2014 EPA BROWNFIELD ASSESSMENT GRANT MONTHLY UPDATES AND INVOICES

DATE: JUNE 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:

Envirologic has been actively moving forward with outreach activities including preparation for, set-up and implementation of individual meetings with various local units of government and supporters of the grant. On May 17, 2016, Trudy Galla and Envirologic met with Melissa Witkowski, Environmental Response Coordinator for the Grand Traverse Band of Ottawa and Chippewa Indians. Although Melissa regularly attends the LCBRA meetings, this meeting provided an opportunity to explore if there are ways in which the two organizations could work together on potential brownfield projects. Based on our conversations, there appeared to be limited opportunities since the GTB receives assessment funds from the Federal Government, however, there is one possible project that involves a former UST that could use support. This will be explored in the future.

On May 17, 2016, Trudy Galla and Envirologic met with Sarah U'Ren with the Watershed Center of Grand Traverse Bay. Based on our conversation it appears that the Center primarily focuses on watershed implementation projects and limited assessment activities as part of acquisition of land. The meeting was informative and has opened further dialogue and opportunities for potential future support.

Envirologic continues to schedule additional outreach meetings and will be meeting with the Village of Northport and also Networks Northwest.

Project Invoices for Consideration:

Invoice #02438 (\$252.50) Hazardous

Invoice #02438 (\$252.50) Petroleum

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:

Based on the approved ABCA and the cleanup plan for the site, no additional activities are anticipated under this work order.

Project Invoices for Consideration:

There are no invoices for consideration for this month.

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

Update:

The activities related to this work order are essentially complete.

Project Invoices for Consideration:

There are no invoices for consideration.

**5. Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI
(W.O. #7H-14)
(W.O. #8H-14)**

Update:

Envirologic conducted sub-slab sampling beneath the former dry cleaners building floor on February 22 and 23, 2016. Lab results have indicated that we have exceedances above MDEQ Residential and Non-Residential Vapor Intrusion Screening levels. Due Care recommendations include some form of vapor mitigation. The Phase I ESA and BEA are finalized and Envirologic has received the signed BEA for submittal to MDEQ. Envirologic also obtained a signature from the developer for a Notice of Migration of Contamination which is necessary for due care compliance.

Envirologic implemented a transmissivity test on May 18th/19th. The data from this testing is being used to engineer a sub-slab depressurization system. The Documentation of Due Care report will be finalized and issued when the design is done.

Project Invoices for Consideration:

#02435 (\$5,122.44) Hazardous Grant

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: GENERAL CONSULTING MONTHLY UPDATES AND INVOICES

DATE: JUNE 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. #15)

Update:

Envirologic was contacted by Tim Ray regarding the GTRAC site and reimbursement of eligible activities through the Brownfield Plan.

Project Invoices for Consideration:
Invoice #02434 (\$70.00)

**Leelanau County Brownfield Redevelopment Authority
2014 U.S. EPA Brownfield Petroleum and Hazardous Substance Assessment Grants**

DASHBOARD

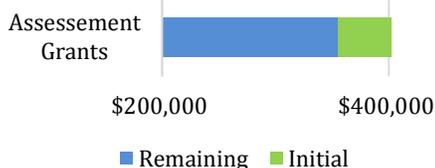
Hazardous Substances Assessment Grant:



■ Initial Award ■ Remaining Balance

Amount Remaining From Initial Reward:

\$400,000
Initial Award
\$354,853
Remaining



Phase I Site Assessments Completed:

3

Phase II Site Assessments Completed:

2

Baseline Environmental Assessments Completed:

1

Grant-Related Outreach Activities:

6

Brownfield/Act 381 Work Plans Completed:

0

Hazardous Materials - Asbestos Surveys Completed:

0

Petroleum Assessment Grant:



■ Initial Reward ■ Remaining Balance



Projects by Location

Jobs Retained/Created

10/10

Updated 3/7/16
- Statistics used are from the 1/29/16 EPA Grant

Project Investment Leveraged:

\$9,615,000

2007 Petroleum Assessment Grant Recap

- Initial Award - \$200,000
- Number of eligible projects - 9
- Acres Assessed - 287.17

2008 Hazardous Substances Assessment Grant Recap

- Initial Award - \$200,000
- Number of eligible projects - 9
- Acres Assessed - 1,672.06



Leelanau County Brownfield Redevelopment Authority
For information regarding available grant funding contact:
Trudy Galla | (231) 256-9812 | tgalla@co.leelanau.mi



**Leelanau County Brownfield Redevelopment Authority
2014 U.S. EPA Brownfield Petroleum and Hazardous Substance Assessment Grants**

DASHBOARD



Leelanau County Brownfield Redevelopment Authority
For information regarding available grant funding contact:
Trudy Galla | (231) 256-9812 | tgalla@co.leelanau.mi



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

THIS ADDENDUM is attached to and made a part of a certain Purchase Agreement dated May 15, 2015, between the undersigned parties. The address of the property is commonly known as:

S Grand Avenue & S Chandler Street
Leland, MI 49654

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

- 1) Paragraphs 1, 2 and 5 of Addendum #3 shall be deleted in their entirety.
- 2) The first sentence of Paragraph 14 (Inspection) of the Purchase Agreement shall be deleted and replaced with the following: "Purchaser shall have the right until the earlier to occur of: 1) 20 days after receipt of an approved documentation of Due Care Compliance from the Michigan Department of Environmental Quality which affirms the clean up efforts outlined in the approved Act 381 Work Plan for the Property; or 2) November 31, 2016, at Purchasers expense, to engage and complete qualified individuals to inspect and investigate the subject Property."
- 3) Paragraph 1 of Addendum #1 to the Purchase Agreement shall be deleted in its entirety and replaced with the following: "Purchaser shall have the right until the earlier to occur of: 1) 20 days after receipt of an approved documentation of Due Care Compliance from the Michigan Department of Environmental Quality which affirms the clean up efforts outlined in the approved Act 381 Work Plan for the Property; or 2) November 31, 2016 to: i) obtain approval from the Leland Township Planning Commission to amend the existing PUD as required to permit up to ten single family home sites. and ii) to establish and complete an acceptable remediation plan between Leelanau County and Leelanau County Brownfield Redevelopment Authority to address any relevant environmental issues present on the Property.
- 4) Closing shall occur within 15 days after the earlier to occur of: 1) the expiration of the inspection period outlined in Paragraph 1 above, or November 31, 2016.

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

This is Addendum number 4

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

Purchaser(s)	Dated: <u>6/6/16</u>	Seller(s)	Dated: _____
By <u>Courthouse Redevelopment Group LLC</u> <u>By Ross Sattlerwhite</u> member, Iron Bridge Cap. Co L ITS manager <u>[Signature]</u>		_____ _____	

PURE WATER WORKS^{INC.}

WATER TREATMENT • HOME • OFFICE • INDUSTRY

1040 South Garfield Ave., Traverse City, MI 49686

231-941-7873 Ph. 231-941-7874 Fax.

Rivertown Condominiums
113 S Grand Ave
Leland MI
Russ Satterwhite

Cost For Repairs

Labor to Reinstall T210 System to Old location \$275.00

Reinstall Reverse Osmosis

RO Filters

1- 5 micron Prefilter		\$ 9.50
2- CTO	@12.95 each	\$ 25.90
1- Inline filter		\$ 9.95
1- 150 gpd Membrane		<u>\$102.00</u>

Sales Tax	\$ 8.84
Total	\$422.35

2-New Valves for T210 System (if needed) \$465.00 each \$930.00 plus taxes
Additional parts may be needed at install.

Additional labor may be needed if valves need to be replaced.

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date June 20 2016



Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
6/5/2016	Consumers Energy	X	\$8.41		\$ 8.41 - Total
6/6/2016	JB Electric - Invoice #327 - labor & materials for electrical hookup	X	\$800.00		\$800 - Total
5/16/2016	Gary O'Connor - Invoice for townhouse well hookup	X	\$150.00		\$150 - Total
6/13/2016	Checks Unlimited - order of checks for LCBRA	X	\$78.72		\$78.72 - Total
6/14/2016	Envirologic Technologies - Invoice #02434 General Services	X	\$70.00		\$70.00 - Total
TOTAL CLAIMS & ACCOUNTS:			\$1,107.13		\$1,107.13
Completed by: T. Galla		Date Completed: June 15 2016			
Amount Approved: \$		Date:			
Amount Denied: \$		Initials: <i>JG</i>			

Account: 1030 0915 1905



Questions: Visit: ConsumersEnergy.com Call us: 800-805-0490	Amount Due: \$8.41
	Please pay by: June 28, 2016
	Enclosed:

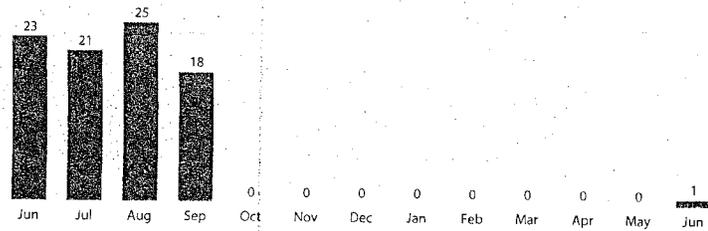
BROWNFIELD REDEVELOPMENT AUTH
LEELANAU COUNTY
8527 GOVERNMENT #108
SUTTONS BAY MI 49682

- ▶ **Thank You** - We received your last payment of \$7.98 on **May 23, 2016**
- ▶ **Service Address:**
115 S Grand Ave #7L
Leland MI 49654-5053

June Energy Bill

Service dates: May 04, 2016 - June 05, 2016 (33 days)

Total Electric Use (kWh - kilowatt-hour)



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

June Electric Use

1 kWh

Cost per day:
\$0.25

kWh per day:
0

ACTUAL

PREPARED &
PROOFED BY
[Signature]
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**.

You also may select your own bill due date. *Some restrictions apply.*

Learn more at www.ConsumersEnergy.com/smartenergy

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



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

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: \$8.41
Please pay by: June 28, 2016
Enclosed:

I 103009151905 000000008417 0000 2056 2 000000000000 H

JB Electric
 2548 Birch Ct.
 Cedar, MI 49621

Invoice

Bill To:
Leelana county
Attn. Jerry Culman
8527 E. Gov't Center DR.
Suite 101
Suttons Bay MI 49682-9718

Date	Invoice No.	P.O. Number	Terms	Project
06/06/16	327			

Item	Description	Quantity	Rate	Amount
misc	labor and materials for running new 240 volt 20 amp circuit to location for well including permit <i>LeLanad Town Houses</i> <i>✓ 115 south Grand - Fuse Box Location</i> <i>121 south Grand</i> <i>pen checked 5/24/16</i> <i>OLB</i>		800.00	800.00
			Total	\$800.00

RECEIVED

JUN 06 2016

MICHELLE CROCKER
 LEELANAU COUNTY CLERK
 ACCOUNTING DEPARTMENT

PREPARED &
 PROOFED BY
[Signature]
 VERIFIED BY

LELAND 2016
APRIL 30, 2016

GARY O'CONNOR
10710 S. BLUERIDGE LN.
TRAVERSE CITY MICH. 49684

LEELANAU GOVT. CENTER
8527 E. GOVERNMENT CENTER
SUTTONS BAY MICH. 49682

LELAND TOWNHOUSE WELL HOOKUP:
VERIFIED INTEGRITY OF PUMP, PUMP SWITCH AND
WIRING. INSTALLED TEMPORARY WIRING TO PANEL
BOX. LABELED CIRCUIT BREAKER, TESTED PUMP
OPERATION.

LABOR @ \$ 50.00 PR. HR. 3 HRS. \$ 150.00

THANK YOU

OK
631-775-0000

RECEIVED

MAY 16 2016

MICHELLE CROCKER
LEELANAU COUNTY CLERK
ACCOUNTING DEPARTMENT

PREPARED &
PROOFED BY

[Signature]
VERIFIED BY

20
70
11
43
11
00

BUSINESS PRODUCTS DIVISION
CHECKS
UNLIMITED®
P.O. Box 17400
Colorado Springs CO 80935

INVOICE

Date
June 13, 2016
Account Number
265128611

1143
BROWNFIELD REDEVELOPMENT AUTHORITY
8527 E GOVERNMENT CENTER DR
SUTTONS BAY MI 49682-9742

Questions?
877-227-0123



Thank you for your recent order! As requested, your order has been processed and this bill reflects the amount now due. Please send payment for the total shown upon receipt of this invoice. Visit our secure no fee payment website at www.dcpayment.com/businesschecksunlimited to make a payment online. To pay by check or money order, please detach the payment slip below and remit with your payment. If you have questions, please call 1-877-227-0123 Monday - Friday 6:00 a.m. to 7:00 p.m. (Mountain Time).

Order #	Order Date	Account #	Cust. P.O. #	Amount Due	Invoice Date	Payment Due Date
43003366	01-JUN-16	265128611		78.72	June 13, 2016	Due Upon Receipt

QTY	UNITS OF MEASURE	PRODUCT DESCRIPTION	PRODUCT CODE	EXTENDED PRICE	Product Subtotal:
1	Boxes	Blue Entrepreneur	273457	60.22	66.22
1		Helvetica	000280	0.00	Handling: 12.50
1		In-House Charge	449982	6.00	Total Service Charge: 0.00
				Subtotal: 66.22	Tax: 0.00
					Shipping: 0.00
					Coupon/Adjustment: 0.00
					Order Amount Total: 78.72
					Total Amount Paid: 0.00
					Amount Due: 78.72

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY

Amount Due Now
78.72



PLEASE DETACH AND REMIT WITH YOUR PAYMENT

BUSINESS PRODUCTS DIVISION
CHECKS
UNLIMITED®

BROWNFIELD REDEVELOPMENT AUTHORITY
8527 E GOVERNMENT CENTER DR
SUTTONS BAY MI 49682-9742

Account Number	Amount Due Now
265128611	78.72
Order Number	Amount Enclosed
43003366	

To pay online visit our secure payment website at:
www.dcpayment.com/businesschecksunlimited



CHECKS UNLIMITED - BUSINESS CHECKS
PAYMENT PROCESSING CENTER
DEPARTMENT 228
DENVER, CO 80271-0228

001000095621291000078727

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

Invoice number 02434
Date 06/14/2016
Project **140291 General Services (WO #15)**

INVOICE: Through May 31, 2016

GENERAL SERVICES

Professional Fees

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

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

PREPARED &
PROOFED BY
JG
VERIFIED BY

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - Assessment

Meeting Date June 20 2016



Date:	Description	EPA Assessment Grants		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
	Envirologic Technologies Inc.					\$5,627.44 - Total
6/14/2016	Invoice # 02438 - WO 2HP-14 - Community Outreach	X		\$252.50		
6/14/2016	Invoice # 02439 - WO 2HP-14 Community Outreach		X	\$252.50		
6/14/2016	Invoice #02435 - Two Peas LLC - SB Village		X	\$5,122.44		
6/2/2016	Michigan Association of Counties	X		\$300.00		\$600 - Total
	Invoice #m283 - Assessment Grant Assistance		X	\$300.00		
TOTAL CLAIMS & ACCOUNTS:				\$6,227.44		\$6,227.44

Completed by: T. Galla

Date Completed: June 15 2016

Amount Approved: \$

Amount Denied: \$

Initials: *TG* **Date:**



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 02438
Date 06/14/2016

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

INVOICE: Through May 31, 2016

2014 EPA GRANTS - PETROLEUM GRANT

Professional Fees

	Hours	Rate	Billed Amount	
Marketing Manager				
Pamela L. Jackson				
Professional Services	1.25	90.00	112.50	✓
Principal				
Jeffrey C. Hawkins				
Professional Services	1.00	140.00	140.00	✓
Phase subtotal			<u>252.50</u>	
			<u>Invoice total</u>	
			252.50	✓

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

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY

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

Invoice number 02439
Date 06/14/2016
Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through May 31, 2016

2014 EPA GRANTS - HAZARDOUS SUBSTANCES GRANT

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager Pamela L. Jackson Professional Services	1.25	90.00	112.50 ✓
Principal Jeffrey C. Hawkins Professional Services	1.00	140.00	140.00 ✓
Phase subtotal			<u>252.50</u>
		Invoice total	<u><u>252.50</u></u> ✓

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

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY

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

Invoice number 02435
Date 06/14/2016

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

INVOICE: Through May 31, 2016

SUB-SLAB SYSTEM ENGINEERING AND DESIGN - W.O. 8H-14

Professional Fees

	Hours	Rate	Billed Amount	
Project Manager				
Paul D. French				
Professional Services	2.25	105.00	236.25	✓
Project Scientist				
Bradford J. Yocum				
Professional Services	4.00	85.00	340.00	✓
Derrick A. Lingle				
Professional Services	26.75	85.00	2,273.75	✓

Expense

	Units	Rate	Billed Amount	
Field Supplies	2.00	35.00	70.00	✓
Field Truck	2.50	75.00	187.50	✓
Jackhammer/saw/hammer drill	2.00	45.00	90.00	✓
Lodging	1.00	193.20	193.20	✓
<i>2 nights</i>				
Per Diem	3.00	35.00	105.00	✓
Mileage	460.00	0.48	220.80	✓
Miscellaneous Expense	2.00	45.00	90.00	✓
<i>Manometer</i>				
	1.00	18.469	18.47	✓
<i>sewer clean out supplies</i>				

Subtotal 108.47

Polyethylene 3/8" x 1/4" ID	10.00	0.34	3.40	✓
PID	2.00	75.00	150.00	✓
Silicon Tubing	1.00	5.00	5.00	✓

Subcontractor

	Units	Rate	Billed Amount	
Subcontractor				
Industrial Environmental Monitoring	1.00	312.11	312.11	✓

Leelanau County Brownfield Redevelopment Authority
Project **150449 Two Peas LLC, 206 N. St. Joseph, Suttons Bay/Hazardous Substance Grant Only**

Invoice number 02435
Date 06/14/2016

SUB-SLAB SYSTEM ENGINEERING AND DESIGN - W.O. 8H-14

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
K & H Concrete Cutting of Lansing, Inc.	1.00	201.25	201.25 ✓
United Parcel Service	1.00	11.109	11.11 ✓
Phase subtotal			4,507.84

BEA AND DUE CARE - W.O. 7H-14

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant			
Robyn E. Logelin			
Professional Services	2.75	50.00	137.50 ✓
Project Scientist			
Bradford J. Yocum			
Professional Services	4.25	85.00	361.25 ✓
Derrick A. Lingle			
Professional Services	1.00	85.00	85.00 ✓

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
United Parcel Service	1.00	11.431	11.43 ✓
	1.00	8.763	8.76 ✓
	1.00	10.6605	10.66 ✓
Phase subtotal			614.60

Invoice total **5,122.44** ✓

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

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY



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

INVOICE

Invoice Number: m283
 Invoice Date: 6/2/16

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
3/23/2016 for expense review and budget records update and quarterly grant preparation 2 hours @ \$75.00 per hour	150.00
4/19/2016 for expense review and budget records update and quarterly grant preparation, 6 hours at \$75.00 per hour	450.00
Grant Task/Expense Application: Task 5 - Outreach & Eligible Programmatic Expenses.	
Invoices should be divided evenly between hazardous substance and petroleum parts of the grant - <u>\$300.00 each.</u>	

PREPARED &
 PROOFED BY
JJ
 VERIFIED BY

TOTAL AMOUNT DUE 600.00

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

www.micounties.org

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - RLF
Meeting Date June 20 2016



Date:	Description	EPA RLF Grant		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
6/14/2016	Envirologic Invoice # 02440 - WO #20 - BCRLF - Govt. Complex		X	\$9,047.50		\$ 9047.50- Total
6/2/2016	Michigan Association of Counties Invoice #m284 RLF assistance	X		\$281.25		\$562.50 - Total
			X	\$281.25		
TOTAL CLAIMS & ACCOUNTS:				\$9,610.00		\$9,610.00
Completed by: T. Galla		Date Completed: 6/15/16				
Amount Approved: \$		Date:				
Amount Denied: \$		Initials: <i>JG</i>				

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

Invoice number 02440
Date 06/14/2016

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

INVOICE: Through May 31, 2016

LEGAL SURVEY & ELEVATION DATA

Professional Fees

	Hours	Rate	Billed Amount
Project Manager Erik D. Peterson Professional Services	7.50	90.00	675.00 ✓
Senior Project Manager David A. Stegink Professional Services	0.50	95.00	47.50 ✓
Project Scientist Bradford J. Yocum Professional Services	0.25	70.00	17.50 ✓
Phase subtotal			740.00

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
CAD Designer/Drafter Michelle A. Bell Professional Services	3.00	70.00	210.00 ✓
Principal Jeffrey C. Hawkins Professional Services	9.25	120.00	1,110.00 ✓
Project Manager Erik D. Peterson Professional Services	75.00	90.00	6,750.00 ✓
Senior Project Manager David A. Stegink Professional Services	2.50	95.00	237.50 ✓
Project Mgmt, Oversight and Prof. Services subtotal			8,307.50

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY
[Signature]

Invoice total **9,047.50** ✓

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: m284
Invoice Date: 6/2/16

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. 00E00388A-4

Leelanau County EPA Brownfield Revolving Fund Grant	Amount
3/14/2016 - Expense review and budge records update, 3.5 hours at \$75.00 an hour	262.50
4/17/2016 - Expense review and budget records update and quarterly grant preparation, 4 hours at \$75.00 an hour	300.00
* Grant Task/Expense Application: Task 5 - Contractual. Invoice should be divided evenly between hazardous substance and petroleum parts of the grant - \$281.25	

PREPARED &
PROOFED BY
[Signature]
VERIFIED BY
[Signature]

TOTAL AMOUNT DUE 562.50

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

www.micounties.org

Reimbursement Request

2014 EPA Brownfield Site Assessment Grant

Cooperative Agreement BF-00E01409-1

Request No. 10

Amount for request

Total:	\$6,227.44
Petroleum (G5ALOR00):	\$552.50
Hazardous Substance (G5ALNY00):	\$5,674.94

Quarter	Approved	Group	Work Order	Invoice	Total	Petroleum BF00E014 09/G5ALOR00	Hazardous BF00E014 09/G5ALNY00
9	6/20/16	Envirologic	2HP-14	2438	\$252.50	\$252.50	\$0.00
9	6/20/16	Envirologic	2HP-14	2439	\$252.50	\$0.00	\$252.50
9	6/20/16	Envirologic	7&8HP-14	2435	\$5,122.44	\$0.00	\$5,122.44
9	6/20/16	MAC	-	M283	\$600.00	\$300.00	\$300.00
Total					\$6,227.44	\$552.50	\$5,674.94

Reimbursement Request

2010 EPA Brownfield RLF Grant

Cooperative Agreement BF-00E00388A-4

Request No. 25

Amount for request

Total:	\$9,610.00
Petroleum (G5ALOL00):	\$281.25
Hazardous Substance (G5ALOS00):	\$9,328.75

Quarter	Approved	Group	Work Order	Invoice	Total	Petroleum BF00E003 88/ G5ALOL00	Hazardous BF00E003 88/ G5ALOS00
25	6/20/2016	Envirologic	20	2440	\$9,047.50	\$0.00	\$9,047.50
25	6/20/2016	MAC	-	m284	\$562.50	\$281.25	\$281.25
Total					\$9,610.00	\$281.25	\$9,328.75