



## Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: [www.leelanau.cc/brownfieldmtg.asp](http://www.leelanau.cc/brownfieldmtg.asp)

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The LCBRA will meet **Tuesday, April 19, 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 MARCH 15, 2016 Minutes pgs 2-4**
- 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 5-6
2. Envirologic - EPA RLF – Leland Update pgs 7-8
3. Envirologic – EPA RLF Monthly Update– Leland Site update pgs 9-11
4. Envirologic - Brownfield Assessment Grant Monthly Update pgs 12-14
5. Envirologic – General Consulting Monthly Update pgs 15-16

### **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 (from last month's meeting) pg 17
- 2. Review of Community Outreach materials for Assessment grant (J. Hawkins) pgs 18-19

### **FINANCIALS**

- 1. Claims & Accounts – EPA Assessment Grant pgs 20-22
- 2. Claims & Accounts – EPA RLF Grant pgs 23-25
- 3. Claims & Accounts pgs 26-29
- 4. Reimbursement to EPA – RLF/overpayment (sent separately)
- 5. Request to EPA for Grant Reimbursements (sent separately)
- 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

**The Leelanau County Brownfield Redevelopment Authority (LCBRA) held a regular meeting on Tuesday, March 15, 2016 at the Government Center**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

The meeting was called to order at 9:30 am by Chair Walter who led the Pledge of Allegiance.

**ROLL CALL**

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

**Members Excused:** B. Welch

**Staff Present:** T. Galla, Director

**Public Present:** J. Hawkins, J. Michaluk, M. Witkowski

**CONSIDERATION OF AGENDA**

*Motion by Zemaitis, seconded by Rentenbach to approve the agenda as presented. Carried 6-0.*

**CONFLICT OF INTEREST - None**

**CONSIDERATION OF FEBRUARY 16, 2016 Minutes**

*Motion by Egan, seconded by Janik to accept the minutes as presented. Carried 6-0.*

**PUBLIC COMMENT – none**

**DIRECTOR COMMENTS**

Galla reported on the request to extend the RLF with EPA. The extension letter had to be revised and sent to EPA again. Also, EPA will be doing an onsite audit and they are planning on being here at the same time the cleanup work is being done on the Leland site, probably in June.

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

*Motion by Egan, seconded by Zemaitis to accept the Consent Agenda as presented. Carried 6-0.*

**REPORTS - None**

**UNFINISHED BUSINESS**

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

Hawkins stated they are working on additional steps to complete in order to move forward with the cleanup of the Leland site. They will be finalizing all the public comments and the few questions they received and responding to those questions. There were not any additional questions or comments outside of the public meeting that was held. We are proceeding with permits that will be needed as part of the cleanup process, and working with Drain Commissioner and the DEQ on soil erosion and sedimentation controls and permits. We held a meeting on site with them and it looks like we can just go with a local permit at this time. We are not going to be working on the drop off area along the river so that is our plan at this point. We don't want to get down close to the river – that can become problematic. There is a small strip of wetland area we have to delineate and hopefully will do that next week. Will also do a survey so we are within the flag areas that DEQ put in along the shore, and that will be tied in with the survey. Act 381 Work Plan is in progress and hope to have it submitted soon. Galla has provided comments on SHPO (historical review) and that needs to be submitted for the historical jail on the site.

Rentenbach asked if the Act 381 Work Plan would be submitted to DEQ before the end of the week and Hawkins replied it is under development, hopefully it will be submitted by the end of the week. Rentenbach asked if the week of the 21<sup>st</sup> is when the survey work would be done and Hawkins confirmed.

Galla added that a Reimbursement Agreement will need to be put in place for this site, and she explained what needs to be done in order to get that Agreement in place. We have examples of such Agreements from Envirologic Technologies and AKT Peerless. She suggested a draft be drawn up for the LCBRA.

Walter asked if we should hold back on any work being done until Reimbursement Agreement is in place? He also asked when the portion of the 20% EPA match was to be paid by the purchaser? Hawkins said the purchaser will want to know how much is expended before he puts in the match amount. He has said he has that amount accounted for already. If it is a question of concern by the LCBRA that he contributes those funds, then perhaps it could be escrowed or set aside. He is also going to be interested in getting the Agreement in place so he knows when he gets paid back, pursuant to what he puts into the property. And therein lies part of the problem because we are relying on the redevelopment of the project in order to collect TIF. TIF has to be collected in order for any reimbursement to take place.

Rentenbach felt we should proceed in good faith and the purchaser should be willing to sign that Agreement and put funds into escrow. We are all trying to proceed along good lines. The reimbursement is contingent on the sale and having the property develop. Hawkins agreed with Galla that this is good dialogue to have as you move forward. The Agreement needs to be finished and signed. Egan said she liked the idea of having a draft Agreement ready to review for next month. Janik agreed and said it is in the best interest of the developer and us to get this moving along. Egan suggested an Executive Committee meeting be held to review the document.

Members thanked Hawkins for his update.

## **NEW BUSINESS**

Request by Treasurer RE: Bank Account

Galla briefed members on the request from John Gallagher, who is not at work today. She noted she had informed Gallagher she did not have the authority to make changes to the signers on the bank account and the request would have to be presented to the LCBRA for their consideration. Also, she expressed concern to Gallagher that the bank would allow him to come in and get bank information for the LCBRA and draw up new signer forms, as he is not on the bank account. For security/safety, they should not have done that. Zemaitis said the bank should have written instructions on the account as to who the signers are.

Janik asked if the County Treasurer had ever been on the LCBRA account in the past, and Galla replied no. Gallagher had mentioned the auditors questioned it but the auditors didn't give the impression to Galla that he had to be on the account.

Rentenbach asked if it was necessary to have the Treasurer on the account. Egan thought the alternative was to have a call from the auditor or bank during the audit time and have Gallagher get the information at that time. Galla noted that she provides monthly statements to the Treasurer's office and all receipts for any transfers are also provided to them, along with any other documentation. Gallagher informed her that the bank said the account signers were not up to date but they are the same signers for the last few years (Walter and Zemaitis) and there have been no changes.

Janik was comfortable waiting until next month and have Gallagher explain this, as it is his request. He should be here to discuss this. Members agreed and said they would wait until next month and have Gallagher explain the request.

## **FINANCIALS**

Claims & Accounts – revised to \$18,424.38.

***Motion by Zemaitis, seconded by Egan to approve Claims & Accounts in the amount of \$18,424.38, per the revised sheet. Motion carried 6-0.***

Request to EPA for Grant Reimbursements

*Motion by Zemaitis, seconded by Walter to approve submittal of the reimbursement request #7 to EPA for \$9,618.54 for the Assessment grant. Motion carried 6-0. (Director Note: Following the meeting, it was determined there was an error in addition of #7 and the amount adds up to \$10,913.54 which is what will be requested from EPA).*

RLF - \$7,103.25

*Motion by Zemaitis, seconded Walter by to approve submittal of reimbursement request #21 to EPA for \$7,103.25 for the RLF. Motion carried 6-0.*

Post Audit, Budget Amendments, Transfers - none

**CORRESPONDENCE/COMMUNICATION ITEMS** - none

**PUBLIC COMMENT** - none

### **DIRECTOR COMMENTS**

Galla provided update on the drycleaner site in Suttons Bay and noted there has been no response from applicant on contributing the 10% to the assessment cleanup. Applicant has not responded to emails.

Janik asked about the oil change place south of Suttons Bay and Egan said it is being redeveloped, new façade on outside, looks great.

Rentenbach commented that the GTRAC site looks really good. Lots of activity. Janik said it was a prime example of a good project and how we got involved. If we had not gotten involved with EPA, this project would not have gone ahead.

### **MEMBER COMMENTS/ CHAIRPERSON COMMENTS**

Zemaitis expressed concern of condition of townhouse units in Leland and asked that we be more proactive as the site is not looking good. Janik agreed and said perhaps we will have some activity on an offer coming soon.

### **ADJOURN**

Motion by Egan, seconded by Goodroe to adjourn. Meeting adjourned at 10:01 am.

## MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: April 4, 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 April 4, 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 <sup>1</sup>	Project Budget Remaining	Project Notes
Leelanau County				AKT Peerless								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
<b>AKT Peerless Contract Amount</b>								\$ 127,400.00				
<b>HAZARDOUS SUBSTANCES ASSESSMENT GRANT</b>												
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	\$ -		
<b>PETROLEUM ASSESSMENT GRANT</b>												
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		
<b>Project Budget Funds Expended</b>										\$ 20,633.87		
<b>AKT/LCBRA Contract Budget Remaining - Committed</b>										\$ 31.13		
<b>AKT/LCBRA Contract Budget Remaining - Uncommitted</b>										\$ 106,735.00		
<b>Total</b>										\$ 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: APRIL 19, 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 topographic survey of the site has been completed. We are using the survey results to finalize the Soil Erosion and Sedimentation Control Permit for the County and to demonstrate to the MDEQ that a Joint Permit will not be applicable.

Section 106 has been submitted to SHPO and is currently under their review.

The public comment period for the ABCA ended on March 31, 2016. A Decision Document has been prepared based on the comments received during the public meeting. This document has been submitted to EPA for their review and comment. Upon their approval the information will be placed in the public repository for the project.

A sign has been produced that will be displayed at the site.

A Draft Act 381 Work Plan has been submitted to MDEQ. Preliminary feedback of the draft has prompted MDEQ to request that the final work plan be submitted since they believe the activities have already been reviewed and essentially “approved”. The final hard copy Work Plan will be submitted to the MDEQ on Friday, April 8, 2016.

Envirologic has reviewed a location for the placement of “clean” basement soils that will be produced from the construction of the new homes. This location is on County owned land. Additionally the Drain Commissioner has reviewed the site and concurs with the location.

Bid specifications and documentation is under development.

**Project Invoices for Consideration:**  
**Invoice #02152 (\$13,695.50)**



**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: APRIL 19, 2016**

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

Please find attached several items for your consideration:

**1. Former Leelanau County Government Complex – RLF Eligibility (W.O. #13)**

**Update:**

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

**Project Invoices for Consideration:**

There are no invoices for consideration this month.

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

**Update:**

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

**Project Invoices for Consideration:**

There are no invoices for consideration.

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

**Update:**

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

**Project Invoices for Consideration:**

There are no invoices for consideration.

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

**Update:**

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

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

**Update:**

The activities related to this work order are complete.

**Project Invoices for Consideration:**

**There will be no further invoices for consideration under this work order.**

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

**Update:**

Envirologic has completed the necessary documents for the RLF Loan to the LCBRA from the County. These documents include the Community Relations Plan, developing cleanup costs for the remaining issues at the site, and developing a Draft Analysis of Brownfield Cleanup Alternatives (ABCA). The documents were distributed to the various stakeholders for review including MDEQ and EPA which have subsequently approved the documents.

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

**Project Invoices for Consideration:**

**This project budget is complete.**

**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 <sup>1</sup> 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		
		<b>Totals</b>	<b>\$ 82,883.75</b>			<b>\$ 75,976.92</b>	<b>\$ 75,976.92</b>	<b>6,906.83</b>		
		<b>General Updates:</b>								
		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: APRIL 19, 2016

This memorandum serves to provide information regarding invoices and updates that are being presented to the LCBRA for services rendered on various projects related to 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 the open house on March 16, 2016. There were six attendees representing developers, lenders and real estate professionals. During and after the presentation by both Envirologic and AKT Peerless, there was a healthy exchange of questions and answers.

A new tri-fold brochure was developed and was available for the event. Envirologic has been working to schedule outreach meetings with local units of government and other stakeholders. A draft “dashboard” that demonstrates the accomplishments of the 2014 EPA Brownfield Assessment grants to-date has been created. Additionally, a three year community outreach plan has been developed.

**Project Invoices for Consideration:**  
***Invoice #02144 (\$825.00)***

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

**Update:**

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

**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)**

**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, BEA and Documentation of Due Care Compliance are being finalized. The reports were not released to the developer due to non-payment of the required 10% match. Efforts to contact the developer regarding this situation by Trudy Galla resulted in non-response apparently due to an incorrect email address. The developer finally was reached and he indicated that he would have a check to the LCBRA on Monday, March 28<sup>th</sup>, however a check for \$2,990 was received by the LCBRA on Thursday, March 31, 2016. Envirologic was authorized to release the reports upon notification from the bank that the check had cleared which was on Tuesday, April 5<sup>th</sup>. Envirologic will be providing the reports to the developer during the week of April 11<sup>th</sup>.

Envirologic has communicated with the developer about the results and future need to address vapor mitigation beneath the building.

**Project Invoices for Consideration:**  
***#02146 (\$1,190.00)***

**Leelanau County Brownfield Redevelopment Authority  
2014 EPA Petroleum Assessment Grant and Hazardous Substances Grant Monthly Budget Update**

Budget and Cost Summary

LCBRA	Number			Site/Phase	Budget	Budget	Project	Invoice Date	Invoice Total	Project Budget Expended		Project Budget Remaining		Project Task Completed
	Grant Work	Envirologic	Project		Estimates	Estimates				Hazardous	Petroleum	Hazardous	Petroleum	
File #	Plan Task	W/O	Project		Hazardous	Petroleum	Consideration							
				Initial EPA Grant Award	\$ 200,000.00	\$ 200,000.00								
				Envirologic Contract Amount	\$ 71,200.00	\$ 71,200.00								
	Task #2	1H/P-14	140554	QAPP	1,000.00	1,000.00	01018	4/15/2015	\$ 1,997.50	\$ 998.75	\$ 998.75	\$ -	\$ -	X
	Task #4	2H/P-14	140555	Community Outreach	3,000.00	3,000.00	01092	5/14/2015	\$ 420.00	\$ 210.00	\$ 210.00	\$ 2,790.00	\$ 2,790.00	
				Total Budget from Grant Work Plan is \$15,000.			01479	9/10/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ 2,597.50	\$ 2,597.50	
							01552	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 2,352.50	\$ 2,352.50	
							01952	2/8/2016	\$ 140.00	\$ 70.00	\$ 70.00	\$ 2,282.50	\$ 2,282.50	
							02144*	4/5/2016	\$ 825.00	\$ 412.50	\$ 412.50	\$ 1,870.00	\$ 1,870.00	
	Task #1 and 2	3H/P-14	150070	Courthouse Redevelopment Group, LLC										
				Phase I ESA and BEA	2,250.00	2,250.00	01011	4/15/2015	\$ 835.50	\$ 417.75	\$ 417.75	\$ 1,832.25	\$ 1,832.25	
							01126	6/3/2015	\$ 347.50	\$ 173.75	\$ 173.75	\$ 1,658.50	\$ 1,658.50	
	Task 2	4H-14	150262	Leland Residential Project - Discreet Sampling	19,980.00		01478	9/10/2015	\$ 15,063.82	\$ 15,063.82	\$ -	\$ 4,916.18		
	Task 3	5H/P-14	150341	GTRAC - BFPlan Review; Reimbursement Agreement	625.00	625.00	01551	10/8/2015	\$ 490.00	\$ 245.00	\$ 245.00	\$ 380.00	\$ 380.00	
							01710	11/12/015	\$ 350.00	\$ 175.00	\$ 175.00	\$ 205.00	\$ 205.00	
							01740	12/3/2015	\$ 385.00	\$ 192.50	\$ 192.50	\$ -	\$ -	X
	Task 3	6H-14	150374	Fmr. Leelanau County Govt Complex										
				Brownfield Plan Amendment and Act 381 Work Plan Amendment	6,000.00	-	01739	12/3/2015	\$ 525.00	\$ 525.00	\$ -	\$ 5,475.00	\$ -	
							01899	1/12/2016	\$ 140.00	\$ 140.00	\$ -	\$ 5,335.00	\$ -	
							01954	2/8/2016	\$ 3,860.00	\$ 3,860.00	\$ -	\$ 1,475.00	\$ -	
							02075	3/7/2016	\$ 1,295.00	\$ 1,295.00	\$ -	\$ 180.00	\$ -	
	Task #1 and 2	7H-14	150449	Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI	\$29,900	-	01900	1/12/2016	\$ 127.50	\$ 127.50	\$ -	\$ 29,772.50	\$ -	
				Phase I, II ESA and BEA, Due Care Plan			01950	2/8/2016	\$ 3,470.75	\$ 3,470.75	\$ -	\$ 26,301.75	\$ -	
							02079	3/8/2016	\$ 9,581.04	\$ 9,581.04	\$ -	\$ 16,720.71	\$ -	
							02146*	4/5/2016	\$ 1,190.00	\$ 1,190.00	\$ -	\$ 15,530.71	\$ -	
				Subtotal	62,755.00	6,875.00								
				Totals	\$ 62,755.00	\$ 6,875.00			\$ 41,918.61	\$ 38,585.86	\$ 3,332.75	\$ 25,757.89	\$ 3,941.00	
				Budgeted Grant Funds for Envirologic Activities	\$ 62,755.00	\$ 6,875.00								
				Envirologic Contract Budget Remaining Subtotal*	\$ 8,445.00	\$ 64,325.00								
				*Adjust budget against remaining Community Outreach Budgets										
				Budgets Returned from Under Budget Projects										
				QAPP	\$ 1.25	\$ 1.25								
				GTRAC - BFPlan Review; Reimbursement Agreement	\$ 12.50	\$ 12.50								
				Subtotal Under Budget Projects	\$ 13.75	\$ 13.75								
				Total Envirologic Contract Budget Remaining	\$ 8,458.75	\$ 64,338.75								
				* Pending approval by LCBRA										

**MEMORANDUM**

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

**FROM: JEFF HAWKINS**

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

**DATE: APRIL 19, 2016**

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

Please find attached several items for your consideration:

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

**Update:**

There were no activities this month.

**Project Invoices for Consideration:**

*There are no invoices for consideration this month.*



## 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  
2014 U.S. EPA Brownfield Petroleum and Hazardous Substance Assessment Grants**

# DASHBOARD

**Hazardous Substances Assessment Grant:**



■ Initial Award ■ Remaining Balance

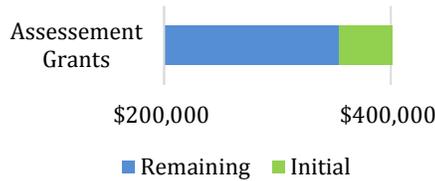
**Amount Remaining From Initial Reward:**

**\$400,000**

Initial Award

**\$354,853**

Remaining



**Phase I Site Assessments Completed:**

**3**

**Phase II Site Assessments Completed:**

**2**

**Baseline Environmental Assessments Completed:**

**1**

**Hazardous Materials - Asbestos Surveys Completed:**

**0**

**Petroleum Assessment Grant:**



■ Initial Reward ■ Remaining Balance

**Grant-Related Outreach Activities:**

**6**

**Brownfield/Act 381 Work Plans Completed:**

**0**



**Projects by Location**

**Jobs Retained**

**10**

**Jobs Created**

**10**

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

**Project Investment Leveraged:**

**\$9,615,000**



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



Community Outreach Activities	Year 1 - 2015	Year 2 - 2016	Year 3 - 2017
Attend LCBRA, County, Township, Committee and/or other meetings related to the Brownfield Grants and Loans	Continuously	Continuously	Continuously
Plan & Prepare Materials for Meetings.	Yes - as needed	Yes - as needed	Yes - as needed
Prepare Presentation Materials for Educational/Community Events	Yes - as needed	Yes - as needed	Yes - as needed
Conduct Community Brownfield Open Houses	Yes - as needed	Yes - as needed	Yes - as needed
Develop Outreach Implementation Strategy (OIS)	<b>February</b> - part of Scope of Services agreement		
Revisit & Update Brochure	<b>March</b> - designed first tri-fold for outreach purposes	<b>March</b> - updated previous version with new application information & images	
Meet with Community-based Organizations that supported Grant (see below)	<b>March</b> - Invited to Brownfield Informational Meeting (BIM) on 3/17/15		
Develop Dashboard		<b>March</b> - complete, pending approval	
Brownfield Informational Meeting (BIM)	<b>March</b> - held 3/17/15	<b>March</b> - held 3/16/16	
Additional Public Informational Meetings	<b>April</b> - Presented to the Leelanau Clean Water Group on 4/16/15		
Outreach Meetings/Calls Regarding Potential or Proposed Projects	<b>April</b> - met with the ED of the Traverse City Housing Commission, <b>October</b> - meetings & communications related to the Parkside project & Miller Short Stop, <b>November</b> - meetings & communications related to the Parkside project		
Development of Other Outreach Marketing Pieces, Invitations, Press Releases, etc.	<b>February</b> - Updated list of Brownfield Acronyms for LCBRA, Developed Invitation to BIM, Created contact list for county LUGs <b>March</b> - Developed PPT for BIM	<b>February</b> - Presented BF 101 to Authority Board, Developed invitation to BIM, Press Release regarding available funds, Proposed meetings with LUG <b>March</b> - Letter for MDEQ Facilities owners, Prepared PPT for BIM, Sent email with presentation to BIM attendees, Created Community-Based Org. contact list,	
Planned Activities:		<b>1.</b> Complete update of contact lists <b>2.</b> Schedule outreach meetings <b>3.</b> Finalize Dashboard	
<b>List of Grant Community Partners &amp; Activities</b>			
Bay Area Recycling for Charities			
County Parks & Recreation Commission			
Family Coordinating Council (LCFCC)			
Fishtown Preservation Society			
Grand Traverse Recreation & Arts Center			
Michigan Association of Counties - Service Corporation			
Northwestern Michigan College			
Northern Michigan Environmental Action Council (NMEAC)			
NW Michigan Horticultural Research Center		Outreach for meeting 4/16	
Watershed Center of Grand Traverse Bay			
Benzie-Leelanau District Health Department Senior Services			
Leelanau County Land Bank			
Northwest Michigan Council of Governments/Michigan Works		Outreach for meeting 4/16	
Land Information Access Association			
Leelanau Clean Water	Presentation 4/16/15		
Leelanau Solid Waste			
Saving Birds Thru Habitat			
Grand Traverse Band of Ottawa & Chippewa Indians		Outreach for meeting 4/16	

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts - RLF**  
**Meeting Date April 19, 2016**

Date:	Description	EPA RLF Grant		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
4/7/2016	Envirologic Invoice # 02152 - WO #20 - BCRLF - Govt. Complex			\$13,695.50		<b>\$13,695.50 - Total</b>
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>				\$13,695.50		<b>\$13,695.50</b>
<b>Completed by: T. Galla</b>		<b>Date Completed: 4/15/16</b>				
<b>Amount Approved: \$</b>			<b>Date:</b>			
<b>Amount Denied: \$</b>			<b>Initials:</b> _____			

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

Invoice number 02152  
Date 04/07/2016

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

INVOICE: Through Mar 31, 2016

LEGAL SURVEY & ELEVATION DATA

Professional Fees

	Hours	Rate	Billed Amount
Project Manager Erik D. Peterson Professional Services	24.00	90.00	2,160.00
Project Scientist Bradford J. Yocum Professional Services	15.50	70.00	1,085.00
Subcontractor			
	Units	Rate	Billed Amount
Subcontractor United Parcel Service	1.00	8.004	8.00
Phase subtotal			3,253.00

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Robyn E. Logelin Professional Services	2.75	50.00	137.50
CAD Designer/Drafter Michelle A. Bell Professional Services	3.50	70.00	245.00
Principal Jeffrey C. Hawkins Professional Services	15.25	120.00	1,830.00
Project Manager Erik D. Peterson Professional Services	83.00	90.00	7,470.00
Senior Project Manager David A. Stegink Professional Services	8.00	95.00	760.00



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

Leelanau County Brownfield Redevelopment Authority  
Project **160088 LCBRA - WO #20 - BCRLF - Govt. Complex**

Invoice number 02152  
Date 04/07/2016

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Project Mgmt, Oversight and Prof. Services subtotal	10,442.50
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Invoice total	<b>13,695.50</b>
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*We accept Check, ETF, Visa, MC Discover & Amex as payment options*

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts - Assessment  
Meeting Date April 19, 2016**

Date:	Description	EPA Assessment Grants		Amount	Task # (1-6)	Notes
		Pet.	HazMat			
4/7/2016	Envirologic					<b>\$2,015.00 - Total</b>
	Invoice # 02144 - WO 2HP-14 - Community Outreach			\$825.00		
	Invoice # 02146 - Two Peas - SB Village			\$1,190.00		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>				\$ 2,015.00		<b>\$2,015.00</b>
<b>Completed by: T. Galla</b>		<b>Date Completed: 4/15/2016</b>				
<b>Amount Approved: \$</b>		<b>Date:</b>				
<b>Amount Denied: \$</b>		Initials: _____				

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

Invoice number 02144  
Date 04/05/2016

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

INVOICE: Through Mar 31, 2016

2014 EPA GRANTS - COMMUNITY OUTREACH

Professional Fees

	Hours	Rate	Billed Amount
Marketing Manager			
Pamela L. Jackson			
Professional Services	4.50	90.00	405.00
Principal			
Jeffrey C. Hawkins			
Professional Services	3.00	140.00	420.00
Phase subtotal			825.00
		Invoice total	<b>825.00</b>

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

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

Invoice number 02146  
Date 04/05/2016

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

INVOICE: Through Mar 31, 2016

PHASE II ESA

Professional Fees

	Hours	Rate	Billed Amount
CAD Designer/Drafter			
Michelle A. Bell			
Professional Services	3.00	90.00	270.00
Principal			
Jeffrey C. Hawkins			
Professional Services	0.50	140.00	70.00
Project Scientist			
Bradford J. Yocum			
Professional Services	10.00	85.00	850.00
Phase subtotal			1,190.00
		Invoice total	<b>1,190.00</b>

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

Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Claims & Accounts**

Meeting Date April 19, 2016

Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
4/4/2016	Consumers Energy	X	\$7.98		<b>\$ 7.98 - Total</b>
3/31/2016	Leland Township - Sewer				<b>\$221.68 - Total</b>
	810-002-00	X	\$95.00		
	810-001-00	X	\$95.00		
	800-904-00	X	\$31.68		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>			\$229.66		<b>\$229.66</b>
<b>Completed by: T. Galla</b>		<b>Date Completed: 4/15/16</b>			
<b>Amount Approved: \$</b>		<b>Date:</b>			
<b>Amount Denied: \$</b>		<b>Initials:</b> _____			



<b>Questions:</b> Visit: <a href="http://ConsumersEnergy.com">ConsumersEnergy.com</a> Call us: 800-805-0490	<b>Amount Due:</b> <b>\$7.98</b>
	<b>Please pay by:</b> <b>April 28, 2016</b>

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

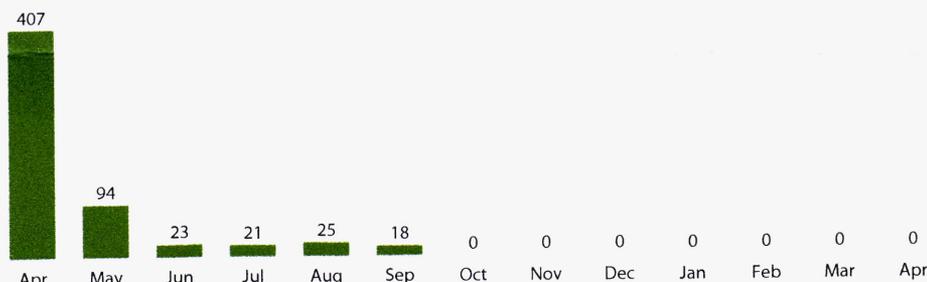
▶ **Thank You** - We received your last payment of \$7.98 on **March 28, 2016**

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

### April Energy Bill

Service dates: March 07, 2016 - April 04, 2016 (29 days)

#### Total Electric Use (kWh - kilowatt-hour)



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

**ACTUAL** ▲

#### April Electric Use

**0 kWh**

Cost per day:  
**\$0.28**

kWh per day:  
**0**

**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.



### Convenient Billing Options

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

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

Learn more at [www.ConsumersEnergy.com/alerts](http://www.ConsumersEnergy.com/alerts).

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

<b>Amount Due:</b>	<b>\$7.98</b>
<b>Please pay by:</b>	<b>April 28, 2016</b>
<b>Enclosed:</b>	

I 103009151905 000000007989 0000 2056 1 000000000000

H

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

PROPERTY ADDRESS  
121 GRAND AVENUE S Dup. S  
CYCLE SECTION ACCOUNT NO.  
1 LEL 810-002-00  
PREV. READ DATE CURRENT READ DATE USAGE DAYS  
01/01/2016 03/31/2016 91



RETURN THIS PORTION WITH PAYMENT

CUSTOMER NAME & ADDRESS  
LEELANAU CTY BROWNFIELD A  
121 GRAND AVENUE S Dup. S

CODE	CURRENT READ	TYPE	PREVIOUS READ	USAGE DAYS
BC				1.68
CI				30.00
DS				0.00
US				63.32

PREPARED &  
PROOFED BY  
*[Signature]*  
VERIFIED BY

CYCLE SECTION ROUTE NO.  
1 LEL LELAND

ACCOUNT NO.  
810-002-00

DUE DATE	AMOUNT DUE
04/30/2016	95.00

LAST PAYMT. DATE	PREVIOUS BALANCE
01/22/2016	0.00
LAST PAYMT. AMOUNT	PENALTY / INT. BALANCE
89.88	0.00
DUE DATE	TOTAL AMOUNT DUE
04/30/2016	95.00

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

PROPERTY ADDRESS  
115 GRAND AVENUE S Dup N  
CYCLE SECTION ACCOUNT NO.  
1 LEL 810-001-00  
PREV. READ DATE CURRENT READ DATE USAGE DAYS  
01/01/2016 03/31/2016 91



RETURN THIS PORTION WITH PAYMENT

CUSTOMER NAME & ADDRESS  
LEELANAU CTY BROWNFIELD A  
115 GRAND AVENUE S Dup N

CODE	CURRENT READ	TYPE	PREVIOUS READ	USAGE DAYS
BC				1.68
CI				30.00
DS				0.00
US				63.32

PREPARED &  
PROOFED BY  
*[Signature]*  
VERIFIED BY

CYCLE SECTION ROUTE NO.  
1 LEL LELAND

ACCOUNT NO.  
810-001-00

DUE DATE	AMOUNT DUE
04/30/2016	95.00

LAST PAYMT. DATE	PREVIOUS BALANCE
01/22/2016	0.00
LAST PAYMT. AMOUNT	PENALTY / INT. BALANCE
89.88	0.00
DUE DATE	TOTAL AMOUNT DUE
04/30/2016	95.00

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

MAIL TO:

LEELANAU CTY BROWNFIELD A  
8527 E. GOVERNMENT CNTR.  
SUITE 108  
SUTTONS BAY, MI 49682

Rate increase effective 01/01/2016. Refer to township web page. www.leelanau.cc/leelandtownship

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

PROPERTY ADDRESS  
112 CHANDLER ST  
CYCLE SECTION ACCOUNT NO.  
1 LEL 800-904-00  
PREV. READ DATE CURRENT READ DATE USAGE DAYS  
01/01/2016 03/31/2016 91



RETURN THIS PORTION WITH PAYMENT

CUSTOMER NAME & ADDRESS  
LEELANAU COUNTY TREASURER  
112 CHANDLER ST

CODE	CURRENT READ	TYPE	PREVIOUS READ	USAGE DAYS
BC				1.68
CI				30.00
DS				0.00

PREPARED &  
PROOFED BY  
*[Signature]*  
VERIFIED BY

CYCLE SECTION ROUTE NO.  
1 LEL LELAND

ACCOUNT NO.  
800-904-00

DUE DATE	AMOUNT DUE
04/30/2016	31.68

LAST PAYMT. DATE	PREVIOUS BALANCE
01/22/2016	0.00
LAST PAYMT. AMOUNT	PENALTY / INT. BALANCE
31.68	0.00
DUE DATE	TOTAL AMOUNT DUE
04/30/2016	31.68

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

MAIL TO:

LEELANAU COUNTY TREASURER  
8527 E. GOVERNMENT CNTR D  
SUTTONS BAY, MI 49682

Rate increase effective 01/01/2016. Refer to township web page. www.leelanau.cc/leelandtownship

**LELAND TOWNSHIP  
SCHEDULE OF SEWER USER RATES  
EFFECTIVE JANUARY 1, 2016**

**NON-METERED CUSTOMERS**

<b><u>Charge (per month)</u></b>	<b><u>Rate</u></b>
Billing Charge	\$ 0.56
Debt Service	\$ 0.00 per REU
Capital Improvement Fund	\$10.00 per REU
Sewer Usage (Commodity Fee)	<u>\$21.105 per REU</u>
 Total Monthly Bill:	 \$31.665
Total Quarterly Bill:	\$95.00

**METERED CUSTOMERS**

<b><u>Charge (per month)</u></b>	<b><u>Rate</u></b>
Billing Charge	\$ 1.53
Meter Reading Charge	\$ 0.97
Debt Service	\$ 0.00 per REU
Capital Improvement Fund	\$ 3.33 per 1000 gallons used (\$10.00 / month minimum)
Sewer Usage (Commodity Fee)	<u>\$ 7.94</u> per 1000 gallons used (\$37.09 / month minimum)
 Total Monthly Bill:	 \$ 49.59 Minimum - depends on water usage
Total Quarterly Bill:	\$148.78 Minimum - depends on water usage

**CONNECTION CHARGE**

(Covers original assessment fee plus debt service fees paid by customers since inception – does not cover any of the physical connection costs) **\$6000.00 per REU**

**EXPANSION CHARGE**

Actual cost to provide additional capacity as determined by Leland Township.

**INSPECTION FEE**

\$25.00 per hour or fraction thereof

**APPLICATION FEE**

\$25.00

**LATE FEE**

1% per month for each full or partial month payment is late.