Leelanau County Brownfield Redevelopment Authority (LCBRA)

Leelanau County Brownfield Redevelopment Authority (LCBRA)

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

8527 E. Government Center Dr. Suite 108
Suttons Bay MI 49682
Phone: (231) 256-9812 or Toll Free (866) 256-9711, Ext. 6
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The LCBRA will meet **TUESDAY, October 18, 2016 at 9:30** am at the Government Center

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

Director
Trudy Galla

DRAFT AGENDA

PLEASE TURN OFF & PUT AWAY ALL CELL PHONES

- ☐ **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ☐ **ROLL CALL**
- ☐ **CONSIDERATION OF AGENDA**
- ☐ **CONFLICT OF INTEREST**
- ☐ **CONSIDERATION OF AUGUST 16, 2016 Minutes** *pgs 2-7*
- ☐ **PUBLIC COMMENT**
- ☐ **DIRECTOR COMMENTS**
  1. Update on Reimbursement Agreement with Courthouse Redevelopment Group
- ☐ **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 8- 11
  2. Envirologic - EPA RLF – Leland Site pgs 12-13
  3. Envirologic – EPA RLF Monthly Update pgs 14-15
  4. Envirologic - Assessment Grant Monthly Update pgs 16-18
  5. Envirologic – General Consulting Monthly Update pgs 19-20
  6. Quarterly Report – Assessment Grant pgs 21-28
  7. Quarterly Report – RLF Grant pgs 29-33

REPORTS

UNFINISHED BUSINESS

- ☐ 1. Update on Leland Residential Site (*Jeff Hawkins, Envirologic Technologies*)

NEW BUSINESS

- ☐ 1. Draft 2017 Budget *pgs 34-37*
- ☐ 2. Authorization for Year End Adjustments
- ☐ 3. General Contracting Services – Envirologic Technologies *(see pgs 19-20)*
- ☐ 4. Brownfield Plan – Two Peas, LLC site (*tentative*)

FINANCIALS

- ☐ 1. Claims & Accounts – General Expenses *pgs 38-42*
- ☐ 2. Claims & Accounts – EPA Assessment Grant *pgs 43-44*
- ☐ 3. Claims & Accounts - EPA RLF Grant *pgs 45-48*
- ☐ 4. Request to EPA for Grant Reimbursements (sent separately)
- ☐ 5. Acceptance of TIF payment – West Shore Brownfield Plan / Elmwood Township *($497.03)*
- ☐ 6. Post Audit, Budget Amendments, Transfers

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

A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, September 20, 2016 at the Leelanau County Government Center.

Call to Order: Meeting called to order at 9:45 am by Chairman Walter who led the Pledge of Allegiance.

Roll Call:

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

Consideration of Agenda
Add Item #5 to New Business – Authorization for expenditures – Leland site.

It was moved by Egan, seconded by Janik to approve the agenda as amended. Motion carried 5-0.

Conflict of Interest – None

Consideration of August 16, 2016 Minutes
It was moved by Egan, seconded by Zemaitis to accept the minutes as presented. Motion carried 5-0.

Public Comment - None

Director Comments – None

Consent Agenda
It was moved by Zemaitis, seconded by Janik to accept Consent Agenda as presented. Motion carried 5-0.

Reports – None

Unfinished Business

1. Update on Leland Residential Site

Hawkins stated they provided a timetable a while ago on items that need to be completed on the site. He will provide a copy to Galla. Consumers put power to the pump house. He also found there are some things we need to do in order to have power over land be disconnected. That was to be done over the weekend so hopefully, that is complete. We also need to wire the existing pump into the electrical panel. B&Z Well Drilling will be on site Thursday 9/22 to do various testing of the wells. That will also include a camera to go down the 5" well with loose casing and see what is going on with that. We found several utility pipes coming from the old jail, one is contained in the concrete chase, and both are wrapped with asbestos. We completed abatement of the pipe wrap and removal of that complete utility chase on 9/12. It should be noted that the big 4' chase that extended north and south - as it went to north it went to the east under stairs of historic jail so we had to stop due to concerns it would compromise the structure. They basically cut it off and sealed that piece up. It is still there, just a piece up against the jail. Also, as you recall, we wanted to take another foot of soil at decision unit DU3A along the river and complete that work. We did get it done and it is backfilled – still waiting for analytical results on that but not going any further. It is a done deal, no structures being built there and we talked to the developer about that already. Hawkins said that last month the Authority approved

expenditure of RLF funds for geophysical survey to check for any other structures underground and that was completed week of 9/12. Hawkins did not have final results yet but has some verbal results based on information they provided – there are a number of pipes and other unknown features in a couple areas. It appears most of it is pipes so hopefully it is not a big deal. They are also waiting on confirmation that this week, they would get final determination on geophysical work but have not seen it yet. They will work with Elmer's to generate costs to get them back to the site and unearth some of these little chase areas/questionable areas. Elmer's will also have a crew on the site to restore the property, top soil/seeding in areas originally disturbed for excavating of soils. Hawkins anticipated final walk thru with Elmer's to close it out.

Hawkins said the Document of Due Care and Compliance will go to the DEQ with the date of November 17 as final date for DEQ review. Hawkins was hopeful they could get them to speed that up and wrap everything up as that is contingent for sale.

Egan asked when geophysical survey comes back and we have confirmation there is more stuff underground, is the county responsible for pulling that up and getting it out. Hawkins stated based on our conversation with EPA, (and Galla thought she heard it differently from EPA), but anything more subsurface would not be covered by the RLF or 20% match, so it would have to come from a different funding source. This was added to the agenda today for possible action. Hawkins will discuss it later on the agenda, to see if there could be authorization on this to continue moving the project forward, rather than waiting for another meeting.

New Business

1. Work Order #18 – pre demolition inspection (Barn at County Park)

Dan Wells AKT Peeerless, prepared two (2) Work Orders, at Galla's request, for 2 buildings the county may demolish. Wells said the work orders were done with the idea that both sites could be done at the same time. He was cautious with the cost estimates, not knowing what is in the buildings.

Janik commented that this is for the barn at Myles Kimmerly. Members requested the work order be revised to say the barn at Myles Kimmerly Park.

Egan asked if this is connected to Parks & Recreation. Janik said the barn was built in the early 20's, it's a kit barn from Montgomery Ward. The County struggled for years on what to do with it, Parks & Recreation came to the decision to just give this issue to the county board. The county board and Janik toured the building and it needs a lot of work, a substantial amount of money would need to be put into it just for storage. The county board decided not to put money into it and put it out to bid for removal. There is some concern that the roof and windows could have asbestos. Before we look at options, we want to look at environmental issues. Wells added lead based paint could also be a concern.

Egan asked if this would come from the assessment grant and Galla said yes. Egan wondered if we ask for 10% of grants to cover costs, can we ask county board to forgive 10% of what we owe them. Walter thought that was a legitimate question. Zemaitis said we have to treat everyone the same. Egan agreed, we need to be on record to treat everyone fairly. We are doing our due diligence by knocking down our debt. Walter said we are following our policy and they will respect that.

It was moved by Egan, seconded by Zemaitis, to approve Work Order #18, in an amount not to exceed $2,140 and with request to county board that 10% be deducted from the amount owed from the LCBRA to the County Board in lieu of our cost share policy. Motion carried 5-0.

2. Work Order #19 – pre demolition inspection, Grub Shack, Old Settlers park

Wells stated to keep in mind that the person doing this is a very seasoned professional, if he walks in and sees some other problems on site beyond this, he will notify you right away, such as storage tanks around the barn, oil in the ground, etc. – we will let you know if there are problems, before proceeding any further.

It was moved by Egan, seconded by Zemaitis to approve work order #19, as presented, in an amount not to exceed $957.90 and in lieu of cost share policy, ask county board to forgive 10% of the total expended on debt owed to them. Motion carried 5-0.

3. Draft 2017 budget

Galla stated she had asked County Treasurer Gallagher to pull together a draft budget worksheet and it is included. Once this budget is approved, there will be some amendments and those will come through next month. She reviewed the chart and noted some changes to TIF, West Shores Crossings to change TIF to zero dollars, and will revisit that next year, increase in TIF for GTRAC, no TIF for Parkside – there is a brownfield plan in place but no increase in value so we are not getting anything on that. The RLF is zero for next year, unless we were to get a project very quickly here and present to EPA, we will be done with that at the end of this year. Most other items are zero or remain unchanged on the worksheet. The RLF items have been changed to zero because we won't have that grant next year.

Zemaitis asked what programmatic expenses were, and Galla replied they are for staff expenses; however she is going to talk to Gallagher about changing that next year since we are using that as match on RLF. Hawkins asked why there was nothing in for contractual and Galla said nothing has been put into those line items yet.

Galla was looking for input and what the members would want changed before next month. Other items were basically unchanged such as postage, printing & publishing. Galla noted the Debt Payment has gone to zero because it is the DEQ loan for the Leland site and we don't have any payments to the DEQ for several years. On page 23 of the packet, those are all changed to zero as it is the RLF fund which will close out, and last page is GASB – this is the auditor's page and they will address changes here, if needed. This is showing the debt for the Leland site and that will all adjust once property is sold. We don't touch that.

Galla said the contractual for hazardous materials should be changed, programmatic expenses should be changed, and she asked for any other changes. With regard to amendments to the budget, they can be brought forward or you can authorize the County Treasurer in November or December to make any necessary year end adjustments.

Zemaitis, page 22, debt payment, she asked what was being done on that. Galla said the $52,669.77, she asked Gallagher to take that out because it is payment to DEQ and we have no payment until June of 2019 so we don't need this on here.

Walter asked if our debt payment for our start up loan is on here. He was not finding it. Galla said she would ask Gallagher. Also, we have to add the RLF loan to the budget. Galla offered to make changes and bring back next month. Members agreed.

4. Reimbursement Agreement with Courthouse Redevelopment Group

Galla said the Executive Committee had worked on this, as well as Jeff Hawkins, to make sure the Reimbursement Agreement back to the developer spelled out how they would get reimbursed through TIF on their match, for the Leland site, which is up to a maximum of $40,000. Once it was polished up by our attorney, it was sent to Ross Satterwhite and their attorney and returned to us. On right hand side you can see the changes they made. Galla reviewed the changes made in the document. If the LCBRA is accepting of the changes, a motion to approve and have it signed is needed so we have a document in place before closing. The LCBRA has to be comfortable with it, if you are not – let Galla know and she will send it back to them with wording the LCBRA wants to see.

Egan commented on page 4, D – took out all wording they would be responsible for additional eligible activities. Members discussed this section and decided because it says we are not going to be responsible for additional cost and that they are not responsible, nothing would get done. An amendment would have to be requested and the LCBRA is not obligated to approve an amendment, so the LCBRA would be covered. Egan mentioned if we amend it, we can decide at that point who is responsible for it. Janik said we still have final authority. Walter agreed, and noted we still have control. Egan was okay with this item D. after discussion, because any changes would have to be approved by the LCBRA.

Zemaitis asked about item E. on page 4, removing late fee. Why should they be granted this if everyone else paying taxes has to pay late fee. Why is there an exception for them? If they pay on time, they won't have a problem with this. Galla commented on this and said this section refers to the fact that if we make a payment to Courthouse Redevelopment Group (CRG) and it is determined by audit of State of Michigan or a court that it was improper or outside what we could do, then we are going to ask CRG to return the money. And, if CRG doesn't return it on time, then a late fee will be applied. It is payment we would have done improperly to CRG, not taxes. Zemaitis thanked Galla for the clarification. Members were okay with this section.

Egan had a question on page 6, on taxes, regarding future buyers. Her question is are we collecting TIF from money from future home sites, too? Galla said yes, because it is all part of the brownfield plan. Egan said if individual property owner don't pay taxes, we are stuck. Janik noted this is property that they will sell and new buyer is responsible for the taxes and TIF comes out of that.

Galla thought LCBRA should be made whole with the Delinquent Tax Fund. She can ask Gallagher to find out for sure. Hawkins said theoretically, that's how it works.

Janik asked Galla if she was comfortable with the agreement. She asked Hawkins for further input since he had worked on this with the committee. Hawkins did not see anything that raised any major concerns. This is up to $40,000 for reimbursement. The developer really doesn't have any other eligible costs, TIF will be used for RLF loan, DEQ loan, and debt of the LCBRA. Only obligated to pay CRG up to $40,000. So, this is fairly limited.

Zemaitis had question on page 7, under termination. Hawkins said unpaid property taxes would be reason for default. Walter said they can't just come back and pay the taxes at any time because of state regulations and foreclosure laws. If they go 3 years and don't pay them, they won't have option to come back and say state law doesn't involve them.

Hawkins said page 5, item E has some timelines that answer the questions. If they are late more than a year, the reimbursement agreement may be terminated. There is written notice for termination and the developer can cure the default by paying taxes within 60 days of notice of termination.

Hawkins said delinquency doesn't affect the future buyer of a property, really no way to do it unless you put lien on the property.

Egan concluded this has been discussed but we have not made any changes. Walter asked if we should send this to our attorney again and Janik replied that it could be approved, pending legal review.

It was moved by Egan, seconded by Janik to accept these changes, pending our legal review of this draft and authorize the Chair to sign this agreement.

Discussion: none

Motion carried 5-0.

5. Expenditures on Leland site

Hawkins said the conversation comes from earlier update on Leland site with respect to findings and with us coming up with potential estimate of managing, excavating, and removing some remaining items. We were thinking estimate of about $10,000. Would it be appropriate to authorize the Director to spend up to that amount to try and get that taken care of if that is the case, versus meeting again and subject to appropriate estimates.

Walter asked how much pipe was there and is it all connected or miscellaneous stuff here and there. Hawkins said there is a grouping of pipes going from historical jail and runs northeast along the west wall of the former courthouse and swings up and around, maybe 60 feet or so. And there are a couple other odd and ends, pipe locations. We are still trying to get clarification, because they recognize there was another area along Chandler similar to some of the foundations of the old river office. They are scratching heads on that because it is in right of way and Hawkins would not recommend removing anything in the right of way. Some of those things we are still trying to evaluate as to where they are with right of way or property line. If in right of way – not going to mess with them. Hopeful we could mobilize a small back hoe to do a little bit of exploratory and pull lines up and out and hopefully it is just electrical conduit and we will be done. Big question is there may be some foundation remaining associated with west hall of courthouse. He wouldn't put it past the possibility that there is some concrete there that Smalley didn't get with the original demolition.

Egan asked if these are eligible costs and Hawkins said he understood from EPA they are not eligible costs. However, Galla may have different view from what EPA manager Karla Auker said. Hawkins' understanding is that the costs would be eligible if they were potentially affecting the site environmentally and we needed to sample underneath them. Hawkins would be hesitant to suggest any more sampling.

Egan asked if this would be TIF eligible and Hawkins said yes, county could still get reimbursed through TIF. Hawkins remarked that he had suggested to Galla to request grant money from Land Bank Authority as they seem to have some cash and the LCBRA already used EPA grants to help support their projects.

Walter said it is legitimate use and they have the funds.

Walter asked if $10,000 would be enough. Hawkins said he was hopeful, based on the setup and demo with Elmer's on the site and 1-2 days on site. If it is concrete they will use it on their site and not charge us. If it is metal, it can be recycled so hopefully we won't have any disposal costs. That's where we are trying to keep a range on things and that's where we came up with $10,000.

Walter asked if we need a work order and Hawkins said when we get real numbers, we will put together a work order for Galla, if she has an approved budget.

It was moved by Egan, seconded by Zemaitis, to authorize Director Galla to approve a work order, not to exceed $10,000 to deal with non-environmental sub-surface structures and equipment on Leland site. Motion carried 5-0.

Financials:
It was moved by Zemaitis, seconded by Egan, to approve Claims & Accounts general expenses of $1,347.06. Motion carried 5-0.

It was moved by Zemaitis, seconded by Egan to approve Claims & Accounts EPA assessment grant for $956.25. Motion carried 5-0.

It was moved by Zemaitis, seconded by Egan, to approve Claims & Accounts RLF grant for $16,686.02. Motion carried 5-0.

It was moved by Zemaitis, seconded by Egan, to accept Post Audit of $4,510.00. Motion carried 5-0.

It was moved by Zemaitis, second by Egan, to approve Reimbursement Request #13 to EPA for the assessment grant in the amount of $956.25, and approve Reimbursement Request #28 to EPA for the RLF grant in the amount of $21,445.03. Motion carried 5-0.

Public Comment – none

Member/ Chair Comments
Janik said he was looking forward to closing on the property.

Adjourn:
Meeting adjourned at 10:41 am.

AKTPEERLESS

MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: October 18, 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.

Two activities are under consideration for the LCBRA under its EPA Brownfield Assessment Grant at this time.

Lead paint and asbestos containing materials assessment at the old barn at Myles Kimmerly Park, 1397 West Burdickville Road, Maple City.

Lead paint and asbestos containing materials assessment at the Old Grub Shack located at Old Settlers Park, 8854 South Dunns Farm Road (CR 675), Empire Township.

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

Attachment

COMBINED GRANT BUDGET SUMMARY
FY2014 EPA Cooperative Agreement No. BF-00E01409
LCBRA/AKT Professional Services Agreement, December 15, 2014

									Project	Project	Project	
								Budget	Invoices for	Budget	Budget	Project
Reference Numbers									Consideration	Expended[1]	Remaining	Notes
	Leelanau County			AKT Peerless								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
							AKT Peerless Contract Amount	$ 127,400.00				
HAZARDOUS SUBSTANCES ASSESSMENT GRANT												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	$ 1,000.00		$ 1,000.00	$ -	Complete and Approved by EPA
	2014-18		Submitted	PB-19797	12014B	Myles Kimmerly Park Barn	Lead & Asbestos Assessment	$ 2,140.00				
	2014-19		Submitted	PB-19815	12014B	Old Settlers Park Grub Shack	Lead & Asbestos Assessment	$ 957.00				
							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.

AKTPEERLESS

MEMORANDUM

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

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: October 18, 2016

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Lead paint and asbestos containing materials assessment at the Old Grub Shack located at Old Settlers Park, 8854 South Dunns Farm Road (CR 675), Empire Township.

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

Attachment

AKTPEERLESS

LCBRA EPA BROWNFIELD ASSESSMENT GRANT
Monthly Project Update
Budget and Cost Summary
As of October 18, 2016

COMBINED GRANT BUDGET SUMMARY
FY2014 EPA Cooperative Agreement No. BF-00E01409
LCBRA/AKT Professional Services Agreement, December 15, 2014

									Project	Project	Project	
								Budget	Invoices for	Budget	Budget	Project
Reference Numbers									Consideration	Expended[1]	Remaining	Notes
	Leelanau County			AKT Peerless								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
							AKT Peerless Contract Amount	$ 127,400.00				
HAZARDOUS SUBSTANCES ASSESSMENT GRANT												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	$ 1,000.00		$ 1,000.00	$ -	Complete and Approved by EPA
	2014-18	Task #2	Approved	PB-19797	12014B	Myles Kimmerly Park Barn	Lead & Asbestos Assessment	$ 2,140.00				
	2014-19	Task #2	Approved	PB-19815	12014B	Old Settlers Park Grub Shack	Lead & Asbestos Assessment	$ 957.00				
							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.

Prepared by AKT Peerless

envirologic
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MEMORANDUM

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

FROM: **JEFF HAWKINS**

SUBJECT: **EPA RLF CLEANUP LOAN MONTHLY UPDATES AND INVOICES**
FORMER LEELANAU COUNTY GOVERNMENT COMPLEX REDEVELOPMENT PROJECT

DATE: **OCTOBER 18, 2016**

This memorandum serves to provide information regarding invoices and updates that are being presented to the LCBRA for services rendered on the EPA RLF Cleanup Loan activities.

Please find attached several items for your consideration:

1. **Former Leelanau County Government Complex Cleanup Loan (W.O. #20 and 21):**
   - **Legal Survey and Elevation Data including OHWM**
   - **Project Management, Oversight, and Professional Services (as detailed in W.O. #20, #21 and ABCA)**
   - **Verification of Soil Remediation (VSR) Sampling**
   - **Documentation of Due Care Compliance (DDCC)**

Update:
The remedial activities including asbestos abatement and abandonment of identified utility chases and associated piping have been completed. Additionally site restoration activities have been completed. Essentially, we are finished with the remedial effort. The Documentation of Due Care Compliance is being finalized for submittal to the MDEQ.

Field activities associated with a field geophysical survey were completed during the week of September 12th. Preliminary results have been provided and are being incorporated into final documentation. The survey has identified numerous apparent subsurface features including possible foundations, footings, various utilities and other anomalies. We are trying to sort through these items to determine which ones will need to be field verified and/or removed.

A draft Development and Reimbursement Agreement has been vetted with County legal counsel and provided to the developer for their review and signature. This has not been finalized.

Additionally, we are working with Elmer's to develop the most efficient approach to ground truthing certain geophysical results and buried remnant features. The EPA indicated they would allow the RLF loan to pay for the geophysical survey and asbestos abatement. It will be necessary once all costs are determined for removing any non-RLF funded buried structures to identify funding for the removal activities. The LCBRA approved a $10,000 budget to address these issues.

B and Z Well Drilling conducted pump tests on the two water supply wells during the week of September 19th. Additionally, the loose 5-inch well was repaired. Preliminary results from the tests indicated the wells produced satisfactorily. Pure Water Works will be re-installing the central water treatment equipment in the near future.

The remaining items to complete to satisfy the developer is the Phase I and BEA, DDCC approval and satisfactory evaluation of the remaining subsurface issues.

Project Invoices for Consideration:
Invoice #02818 ($148,165.76) RLF Hazardous Grant

LCBRA File #	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] Expended	Budget Remaining	Task Completed
	20	160088	**Former Government Center RLF Cleanup**							
			Legal Survey and Elevation Data	10,000.00	02152	4/7/2016	$ 3,253.00	$ 3,253.00	$ 6,747.00	
					02280	5/12/2016	$ 3,835.00	$ 7,088.00	$ 2,912.00	
					02440	6/14/2016	$ 740.00	$ 7,828.00	$ 2,172.00	
			Estimated Project Subtotal	10,000.00						
			Project Mgmt., Oversight and Prof. Services	57,740.00	02077	3/7/2016	$ 5,200.75	$ 5,200.75	$ 55,539.25	
			Amendment #1 - approved 8-16-16	3,000.00	02152	4/7/2016	$ 10,442.50	$ 15,643.25	$ 45,096.75	
					02280	5/12/2016	$ 6,744.35	$ 22,387.60	$ 38,352.40	
					02440	6/14/2016	$ 8,307.50	$ 30,695.10	$ 30,044.90	
					02492	7/12/2016	$ 7,433.99	$ 38,129.09	$ 22,610.91	
					02583	8/8/2016	$ 6,355.55	$ 44,484.64	$ 16,255.36	
					02707	9/12/2016	$ 6,035.98	$ 50,520.62	$ 10,219.38	
					02818*	***10/12/2016***	***$ 3,150.00***	***$ 53,670.62***	***$ 7,069.38***	
			Estimated Project Subtotal	60,740.00						
			Verification of Soil Remediation (VSR) Sampling	15,000.00	02583	8/8/2016	$ 24,434.68	$ 24,434.68	$ 8,565.32	
			Amendment #1 - approved 8-16-16	18,000.00	02707	9/12/2016	$ 6,639.83	$ 31,074.51	$ 1,925.49	
					02818*	***10/12/2016***	***$ 596.21***	***$ 31,670.72***	***$ 1,329.28***	
			Estimated Project Subtotal	33,000.00						
			Documentation of Due Care Compliance	5,000.00	02707	9/12/2016	$ 1,020.00	$ 1,020.00	$ 3,980.00	
					02818*	***10/12/2016***	***$ 1,980.00***	***$ 3,000.00***	***$ 2,000.00***	
			Estimated Project Subtotal	5,000.00						
			Remedial Contractor Costs - Amend. #1 8-16-16	$254,260						
			Glen's Landfill		02583	8/8/2016	58,276.53	$ 58,276.53	$195,983.47	
			Glen's Landfill		02707	9/12/2016	2,990.21	$ 61,266.74	$192,993.26	
			Elmer's		***02818****	***10/12/2016***	***131,362.14***	***$ 192,628.88***	***$61,631.12***	
			Glen's Landfill		***02818****	***10/12/2016***	***2,155.05***	***$ 194,783.93***	***$59,476.07***	
			Total W.O. 20	363,000.00				$ 290,953.27	$72,046.73	
	21		**Former Government Center RLF Cleanup**							
			Geophysical Survey	$ 17,000.00				$ -	$ -	
			Estimated Project Subtotal	$ 17,000.00				**$ -**	$ 17,000.00	
			Asbestos Abatement	$ 7,500.00	***02818****	***10/12/2016***	***$ 7,482.36***	***$ 7,482.36***	***$ 17.64***	
			Estimated Project Subtotal	$ 7,500.00				$ 7,482.36	$ 17.64	
			Project Management	$ 5,000.00	***02818****	***10/12/2016***	***$ 1,440.00***	***$ 1,440.00***	***$ 3,560.00***	
			Estimated Project Subtotal	$ 5,000.00				$ 1,440.00	$ 3,560.00	
			Total W.O. 21	$ 29,500.00				$ 8,922.36	$ 20,577.64	

General Updates:

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

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **OCTOBER 18, 2016**

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

Please find attached several items for your consideration:

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

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

   Project Invoices for Consideration:
   There are no invoices for consideration this month.

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

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

   Project Invoices for Consideration:
   There are no invoices for consideration.

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

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

   Project Invoices for Consideration:
   There are no invoices for consideration.

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

   Update:
   There have been no activities related to this site this month. 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.

LCBRA File #	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] Expended	Budget Remaining	Task Completed
	13	140292	**Former Government Center RLF Eligibility**	1,500.00	00200	8/5/2014	$ 543.75	$ 543.75	$ 956.25	
					00452	10/15/2014	$ 140.00	$ 683.75	$ 816.25	
					00733	1/13/2015	$ 190.00	$ 873.75	$ 626.25	
					00800	2/9/2015	$ 237.50	$ 1,111.25	$ 388.75	
					01327	7/16/2015	$ 90.00	$ 1,201.25	$ 298.75	
	14	140290	**RLF Loan Selection - 10% Fund Allocation**	6,000.00	00222	8/6/2014	$ 140.00	$ 140.00	$ 5,860.00	
					00454	10/15/2014	$ 175.00	$ 315.00	$ 5,685.00	
					00480	11/4/2014	$ 1,223.75	$ 1,538.75	$ 4,146.25	
					00734	1/13/2015	$ 345.00	$ 1,883.75	$ 4,116.25	
					00801	2/9/2015	$ 520.00	$ 2,403.75	$ 3,596.25	
					01012	4/15/2015	$ 515.00	$ 2,918.75	$ 3,081.25	
					01096	5/14/2015	$ 1,632.50	$ 4,551.25	$ 1,448.75	
					01319	7/15/2015	$ 190.00	$ 4,741.25	$ 1,258.75	
	16	150131	**Leland Residential Site**	5,000.00	01125	6/3/2015	665.00	$ 665.00	4,335.00	
			RLF - Task 6		01329	7/16/2015	1,988.75	$ 2,653.75	2,346.25	
					01475	9/10/2015	1,825.00	$ 4,478.75	521.25	
	17	150123	**Traverse City Housing Commission 10200 E. Carter Center, Traverse City, MI**	8,500.00	01135	6/3/2015	3,493.75	$ 3,493.75	5,006.25	
			RLF - Task 6		01325	7/15/2015	120.00	$ 3,613.75	4,886.25	
					01951	2/8/2016	120.00	$ 3,733.75	4,766.25	
	18	150232	**Leland Residential Project - Cleanup Planning/Characterization**	$51,883.75	01328	7/16/2015	6,083.75	$ 6,083.75	$45,800.00	
			RLF - Task 6		01482	9/10/2015	37,266.77	$ 43,350.52	$8,533.23	
					01559	10/8/2015	3,392.50	$ 46,743.02	$5,140.73	
					01708	11/12/2015	737.50	$ 47,480.52	$4,403.23	
					01738	12/3/2015	156.40	$ 47,636.92	$4,246.83	
					01902	1/12/2016	910.00	$ 48,546.92	$3,336.83	
					02036	2/12/2016	1,440.00	$ 49,986.92	$1,896.83	
					02076	3/7/2016	1,865.00	$ 51,851.92	$31.83	
			W.O. 18 Subtotal				51,851.92		$31.83	
			10% Subtotal	72,883.75			66,006.92	$ 66,006.92	$ 6,876.83	
			Expenditures above this line funded with 10% Budget							
	19	150337	**Former Leelanau County Govt. Complex**	***$10,000.00***	01711	11/12/2015	5,761.25	$ 5,761.25	$4,238.75	
			RLF - Task 5 Oversight		01741	12/3/2015	3,207.50	$ 8,968.75	$1,031.25	
			Community Relations/Implementation Plan, ABCA,		01901	1/12/2016	701.25	$ 9,670.00	$330.00	
			Conceptual Cleanup Costs		02035	2/12/2016	300.00	$ 9,970.00	$30.00	
			Subtotal	$10,000.00			9,970.00	$ 9,970.00	$30.00	
			Totals	$ 82,883.75			$ 75,976.92	$ 75,976.92	6,906.83	

General Updates:

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

2. There are no invoices for this month.

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **OCTOBER 18, 2016**

This memorandum serves to provide information regarding invoices and updates that are being presented to the LCBRA for services rendered on various projects related to the 2014 EPA Brownfield Assessment Grants.

Please find attached several items for your consideration:

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

   Update:
   There have been limited activities related to setting up individual meetings over the last month. It is anticipated that future meetings will be scheduled in the near future.

   Project Invoices for Consideration:
   There are no invoices for this month.

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

   Update:
   Envirologic is in the process of drafting a new Phase I ESA and BEA for the new developer.

   Project Invoices for Consideration:
   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 has been evaluated. This evaluation was used to provide design specifications for a sub-slab depressurization system for the building. This information was included in a Documentation of Due Care report which has been finalized and issued to the property owner. It is the property owner's responsibility to implement the system. Additionally, due to the levels beneath the building, it is our understanding that the MDEQ will be communicating with Mr. Krause to insure that implementation of the due care obligations occurs at this site.

Envirologic has reached out to the Developer to obtain information to update eligible costs for the Brownfield Plan; however, the Developer has not returned our contact. Envirologic has been drafting the Brownfield Plan and will be finalizing a draft for review with the LCBRA upon receipt of additional information from the Developer. We continue to work to collect information regarding the improvements to the property.

Project Invoices for Consideration:
There are no invoices for this month.

LCBRA File #	Grant Work Plan Task	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimates Hazardous	Budget Estimates Petroleum	Project Invoices for Consideration	Invoice Date	Invoice Total	Project Budget Expended Hazardous	Project Budget Expended Petroleum	Project Budget Remaining Hazardous	Project Budget Remaining Petroleum	Project Task Completed
				Initial EPA Grant Award	$ 200,000.00	$ 200,000.00								
				Envirologic Contract Amount	$ 71,200.00	$ 71,200.00								
	Task #2	1H/P-14	140554	**QAPP**	**1,000.00**	**1,000.00**	01018	4/15/2015	$ 1,997.50	$ 998.75	$ 998.75	$ -	$ -	X
	Task #4	2H/P-14	140555	**Community Outreach**	**3,000.00**	**3,000.00**	01010	4/15/2015	$ 1,190.00	$ 595.00	$ 595.00	$ 2,405.00	$ 2,405.00	
				Total Budget from Grant Work Plan is $15,000.			01092	5/14/2015	$ 420.00	$ 210.00	$ 210.00	$ 2,195.00	$ 2,195.00	
							01479	9/10/2015	$ 385.00	$ 192.50	$ 192.50	$ 2,002.50	$ 2,002.50	
							01552	10/8/2015	$ 490.00	$ 245.00	$ 245.00	$ 1,757.50	$ 1,757.50	
							01952	2/8/2016	$ 140.00	$ 70.00	$ 70.00	$ 1,687.50	$ 1,687.50	
							02144	4/5/2016	$ 825.00	$ 412.50	$ 412.50	$ 1,275.00	$ 1,275.00	
							02281	5/12/2016	$ 487.50	$ 487.50		$ 787.50		
							02282	5/12/2016	$ 487.50		$ 487.50	$ 787.50	$ 787.50	
							02439	6/14/2016	$ 252.50	$ 252.50		$ 535.00	$ -	
							02438	6/14/2016	$ 252.50		$ 252.50		$ 535.00	
							02474	7/11/2016	$ 140.00	$ 140.00	$ -	$ 395.00	$ -	
							04275	7/11/2016	$ 140.00		$ 140.00		$ 395.00	
							02588	8/8/2016	$ 45.00	$ 45.00	$ -	$ 350.00	$ -	
							02589	8/8/2016	$ 45.00	$ -	$ 45.00	0	$ 350.00	
	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, Brownfield Plan and Act 381 Work			01950	2/8/2016	$ 3,470.75	$ 3,470.75	$ -	$ 26,301.75	$ -	
				Plan			02079	3/8/2016	$ 9,581.04	$ 9,581.04	$ -	$ 16,720.71	$ -	
							02146	4/5/2016	$ 1,190.00	$ 1,190.00	$ -	$ 15,530.71	$ -	
							02283	5/12/2016	$ 1,736.25	$ 1,736.25	$ -	$ 13,794.46	$ -	
							02435	6/14/2016	$ 614.60	$ 614.60	$ -	$ 13,179.86	$ -	
							02477	7/11/2016	$ 669.15	$ 669.15	$ -	$ 12,510.71	$ -	
							02580	8/8/2016	$ 258.61	$ 258.61	$ -	$ 12,252.10	$ -	
							02722	9/13/2016	$ 956.25	$ 956.25	$ -	$ 11,295.85	$ -	
	Task #3	8H-14	150449	***Two Peas, LLC - 206 N. St. Joseph St., Suttons Bay, MI***	**$8,500**		02435	6/14/2016	$ 4,507.84	$ 4,507.84	$ -	$ 3,992.16	$ -	
				Sub-Slab System Engineering and Design			02477	7/11/2016	$ 795.00	$ 795.00	$ -	$ 3,197.16	$ -	
				Subtotal	**71,255.00**	**6,875.00**								
				Totals	**$ 71,255.00**	**$ 6,875.00**			**$ 54,496.31**	**$ 49,643.56**	**$ 4,852.75**	**$ 21,597.69**	**$ 2,008.50**	
				Budgeted Grant Funds for Envirologic Activities	**$ 71,255.00**	**$ 6,875.00**								
				Envirologic Contract Budget Remaining Subtotal*	**$ (55.00)**	**$ 64,325.00**								
				***Adjust budget against remaining Community Outreach Budgets**										
				Budgets Returned from Under Budget Projects										
				QAPP	**$ 1.25**	**$ 1.25**								
				GTRAC - BFPlan Review; Reimbursement Agreement	**$ 12.50**	**$ 12.50**								
				Subtotal Under Budget Projects	**$ 13.75**	**$ 13.75**								
				Total Envirologic Contract Budget Remaining	**$ (41.25)**	**$ 64,338.75**								
	* Pending approval by LCBRA													

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MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **OCTOBER 18, 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:
   The budget for General Environmental activities has been exceeded. This budget was established over two years ago. Envirologic is requesting consideration by the LCBRA to increase the budget for Envirologic to continue providing general consulting services to the LCBRA as requested.

   Project Invoices for Consideration:
   There are no invoices for this month.

LCBRA File #	Envirologic W/O	Envirologic Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget[1] Expended	Budget Remaining	Task Completed
	15	140291	**General Services**	4,500.00	00201	8/5/2014	$ 210.00	$ 210.00		
					00355	9/18/2014	770.00	$ 980.00	3,520.00	
					00453	10/15/2014	350.00	$ 1,330.00	3,170.00	
					00481	11/4/2014	840.00	$ 2,170.00	2,330.00	
					01094	5/15/2015	280.00	$ 2,450.00	2,050.00	
					01128	6/3/2015	70.00	$ 2,520.00	1,980.00	
					01480	9/10/2015	700.00	$ 3,220.00	1,280.00	
					01736	12/3/2015	140.00	$ 3,360.00	1,140.00	
					02069	3/7/2016	140.00	$ 3,500.00	1,000.00	
					02434	6/14/2016	70.00	$ 3,570.00	930.00	
					02476	7/11/2016	105.00	$ 3,675.00	825.00	
					02723	9/13/2016	1,339.10	$ 5,014.10	(514.10)	
			Totals	$ 4,500.00			$ 5,014.10	$ 5,014.10	(514.10)	

General Updates:

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

2. Overall budget has been expended. This budget was created over 2 years ago.

- this invoice includes an invoice from Consumer's Energy for connecting power to the pump house located at 409 E. Cedar.

3. There are no invoices for this month.

LEELANAU COUNTY
BROWNFIELDS SITE ASSESSMENT GRANT

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HAZARDOUS SUBSTANCE AND PETROLEUM

COOPERATIVE AGREEMENT NO. BF-00E01409-1

QUARTERLY PROGRESS REPORT NO. 8

GRANT PERIOD: OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2017

REPORTING PERIOD: JULY 1, 2016 THROUGH SEPTEMBER 30, 2016

Submitted: 10/20/2016

U.S. EPA BROWNFIELDS ASSESSMENT GRANT
HAZARDOUS SUBSTANCE AND PETROLEUM
QUARTERLY PROGRESS REPORT

LEELANAU COUNTY, MICHIGAN
COOPERATIVE AGREEMENT NO. BF-00E1409-1

1.0 PROGRAM PROGRESS SUMMARY

General Activities

The Leelanau County Brownfield Redevelopment Authority (LCBRA) met on Jul. 19, 2016; Aug. 16, 2016; and Sept. 20, 2016 to consider requests for brownfield site assessment assistance, review progress of ongoing site assessments, and review brownfield assessment grant progress.

Site Activities

Two Peas, LLC. (former dry cleaner site in the Village of Suttons Bay)
Following receipt of a Notice of Migration of Contamination signed by the developer, a draft Documentation of Due care Compliance (DDCC) was completed and sent to the developer. A draft Brownfield Plan is being prepared but is on hold pending additional information from the developer.

Barn at Myles Kimmerly County Park
Leelanau County's review of the barn's structural integrity previously showed that it was not practically reparable, and it is scheduled for demolition. The presence of Asbestos Containing Material (ACM) in the roof and lead paint around the windows was suspected, leading the County to request a lead and asbestos pre-demolition survey. The LCBRA approved adding the site to its brownfield site inventory and the approved requested survey — pending receipt of EPA site eligibility determination.

Grub Shack Building at Old Settlers County Park
The building is scheduled for demolition, and the County requested an asbestos pre-demolition survey. The LCBRA approved adding the site to its brownfield site inventory and the approved requested survey — pending receipt of EPA site eligibility determination.

Table 1 and Table 2 summarize the work plan deliverables completed to date. Numbers in table cells represent the grant quarter activities were completed in. The totals in the bottom rows give a count of the deliverable activities completed to date.

Table 1: Site Activity Summary – Hazardous Substance Grant
Numbers indicate the grant quarter during which an activity was completed

Site Name	Eligibility	Phase I	Phase II	BEA	Due Care Plan	Acres
Leland River Club Project	2	6	-	6	-	2.0
Two Peas, LLC	6	6	6	6	6	0.1
Totals	**2**	**2**	**1**	**2**	**1**	**2.1**

Table 2: Site Activity Summary – Petroleum Grant
Numbers indicate the grant quarter during which an activity was completed

Site Name	Eligibility	Phase I	Phase II	BEA	Due Care Plan	Acres
Leland River Club Project	2	-	-	-	-	2.0
Vacant car was/oil change: 1408 S. West Bay Shore Dr., Suttons Bay	3	3	4	-	-	1.6
Totals	**2**	**1**	**1**	**-**	**-**	**3.6**

1.1 MODIFICATIONS TO THE WORK PLAN

There were no modifications to the work plan during the 8th quarterly grant progress report period.

1.2 STATUS OF ACTIVITIES DURING REPORTING PERIOD

Leelanau County has identified the following tasks in utilizing brownfield grant funds:

Task 1: Phase I Environmental Site Assessments

Task 2: Phase II Environmental Site Assessments

Task 3: Brownfield Plans, Cleanup Planning, and Community Health Monitoring

Task 4: Outreach and Eligible Programmatic Expenses

TASK 1 PHASE I ENVIRONMENTAL SITE ASSESSMENTS – no 8th quarter activities

Subtask 1.1 Submit hazardous substance sites to EPA and petroleum sites to MDEQ for eligibility determination

Subtask 1.2 Complete Phase I ESAs

TASK 2 PHASE II ENVIRONMENTAL SITE ASSESSMENTS – no 8th quarter activities

Subtask 2.1 Complete Phase II ESA field work

Subtask 2.2 Complete Phase II reports at top priority sites where Phase I has indicated further investigation

TASK 3 BROWNFIELD PLANS, CLEANUP PLANNING, COMMUNITY HEALTH MONITORING

Subtask 3.1 Prepare BEAs on top priority sites with pending redevelopment that a BEA will facilitate

Subtask 3.2 Complete Brownfield Plans where redevelopment is pending or is a high redevelopment priority to county

Subtask 3.3 Community Health Monitoring and Due Care Plans

- The completed Due Care Plan for the former dry cleaner site in the Village of Suttons Bay was sent to the developer.

Subtask 3.4 Draft and final Remedial Action Plans

Subtask 3.5 Draft and final Analysis of Brownfield Cleanup Alternatives

Subtask 3.6 Michigan brownfield program site status letter and/or comfort letter

TASK 4 COMMUNITY OUTREACH AND ELIGIBLE PROGRAMMATIC EXPENSES

Subtask 4.1 Public Request for Qualifications for consultants

Subtask complete

Subtask 4.2 Interviews and consultant selection

Subtask complete

Subtask 4.3 Quality Assurance Project Plan, Sampling and Analysis Plan, and Health And Safety Plan

Subtask complete

Subtask 4.4 Community outreach and education

- A three-year community outreach plan has been developed.
- A grant accomplishment dashboard has been developed. The printed dashboard will be included in monthly LCBRA meeting materials and will be available on the LCBRA website.

Subtask 4.5 Outreach meetings

Subtask 4.6 ACRES profile/updated web map – ongoing

Subtask 4.7 Reporting

- Quarterly narrative reports have been prepared for quarters 1–7 and submitted to the EPA.
- Federal Financial Reports (SF425) have been prepared for quarters 1–7 and submitted to the EPA Las Vegas Financial Center.
- MBE/WBE reports (5700-52a) have been prepared for FY2015 and FY2016 and submitted to the EPA Financial Assistance Office.

Subtask 4.8 Brownfield conference training travel

1.3 PROBLEMS ENCOUNTERED/ASSISTANCE NEEDED

No problems were encountered in the 8th grant reporting period.

1.4 DELIVERABLES/WORK PRODUCTS

- Three-year community outreach plan developed
- Grant accomplishment dashboard developed
- Brownfield and brownfield grant tri-fold brochure developed
- Bulletin of common environmental acronyms developed
- Community brownfield open house held
- Phase I ESA completed for the former Government Center Complex
- Additional sampling completed for the former Government Center Complex
- BEA report completed for the former Government Center Complex
- Phase I ESA completed for Two Peas, LLC.
- Phase II ESA completed for Two Peas, LLC.
- BEA report completed for Two Peas, LLC.
- Due Care Plan completed for Two Peas, LLC.

2.0 SCHEDULE AND BUDGET STATUS

2.1 SCHEDULE/PERCENT COMPLETED

- Hazardous substance: approximately 28% of the grant funds have been expended.
- Petroleum: approximately 13% of the grant funds have been expended.

2.2 FUNDS EXPENDED

Refer to Tables 1 through 10 for the status of the task budgets as described in the work plan.

HAZARDOUS SUBSTANCE COMPONENT

Table 1: Summary of Expenses by Category

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$191,500.00	$52,552.80	$2,995.26	$55,548.06	$135,951.94
Personnel	$6,000.00	$444.94	$0.00	$444.94	$5,555.06
Travel	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Supplies	$500.00	$179.07	$57.25	$236.32	$263.68
Total	$200,000.00	$53,176.81	$3,052.51	$56,229.32	$143,770.68

Table 2: Task 1 Expenses (Phase I ESA)

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$24,000	$8,300.50	$0.00	$8,300.50	$15,699.50
Personnel	$1,000	$71.04	$0.00	$71.04	$928.96
Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$25,000	$8,371.54	$0.00	$8,371.54	$16,628.46

Table 3: Task 2 Expenses (Phase II ESA)

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$123,000	$26,259.86	$0.00	$26,259.86	$96,740.14
Personnel	$1,000	$75.48	$0.00	$75.48	$924.52
Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$124,000	$26,335.34	$0.00	$26,335.34	$97,664.66

Table 4: Task 3 Expenses (Brownfield Cleanups, Cleanup Planning, Community Health Monitoring)

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$35,000	$14,608.69	$2,679.01	$17,287.70	$17,712.30
Personnel	$2,000	$146.52	$0.00	$146.52	$1,853.48
Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$37,000	$14,755.21	$2,679.01	$17,434.22	$19,565.78

Table 5: Task 4 Expenses (Community Outreach and Eligible Programmatic Expenses)

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance

Contractual	$9,500	$3,383.75	$316.25	$3,700.00	$5,800.00
Personnel	$2,000	$151.90	$0.00	$151.90	$1,848.10
Travel	$2,000	$0.00	$0.00	$0.00	$2,000.00
Supplies	$500	$179.07	$57.25	$236.32	$263.68
Total	$14,000	$3,714.72	$373.50	$4,088.22	$9,911.78

PETROLEUM COMPONENT

Table 6: Summary of Expenses by Category

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$191,500	$25,220.37	$316.25	$25,536.62	$165,963.38
Personnel	$6,000	$443.27	$0.00	$443.27	$5,556.73
Travel	$2,000	$0.00	$0.00	$0.00	$2,000.00
Supplies	$500	$179.00	$57.25	$236.25	$263.75
Total	$200,000	$25,842.64	$373.50	$26,216.14	$173,783.86

Table 7: Task 1 Expenses

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$24,000	$2,991.50	$0.00	$2,991.50	$21,008.50
Personnel	$1,000	$70.88	$0.00	$70.88	$929.12
Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$25,000	$3,062.38	$0.00	$3,062.38	$21,937.62

Table 8: Task 2 Expenses

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$123,000	$18,232.62	$0.00	$18,232.62	$104,767.38
Personnel	$1,000	$75.31	$0.00	$75.31	$924.69
Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$124,000	$18,307.93	$0.00	$18,307.93	$105,692.07

Table 9: Task 3 Expenses

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$35,000	$612.50	$0.00	$612.50	$34,387.50
Personnel	$2,000	$146.19	$0.00	$146.19	$1,853.81

Travel	$0	$0.00	$0.00	$0.00	$0.00
Supplies	$0	$0.00	$0.00	$0.00	$0.00
Total	$37,000	$758.69	$0.00	$758.69	$36,241.31

Table 10: Task 4 Expenses

Budget Categories	Budget Amount	Previously Expended	8th Quarter Expenses	Cumulative Expenses	Remaining Balance
Contractual	$9,500	$3,383.75	$316.25	$3,700.00	$5,800.00
Personnel	$2,000	$150.89	$0.00	$150.89	$1,849.11
Travel	$2,000	$0.00	$0.00	$0.00	$2,000.00
Supplies	$500	$179.00	$57.25	$236.25	$263.75
Total	$14,000	$3,713.64	$373.50	$4,087.14	$9,912.86

3.0 BROWNFIELD PROGRAM MEASURES OF SUCCESS

Table 11: Summary of Funding Leveraged
Hazardous Substance Grant (Reporting Period 1 – 8)

Funding leveraged under the Brownfields Program	Redevelopment Dollars Leveraged	Additional Support Dollars	
Private Funding	$0.00	AKT Peerless Envirologic MAC	$2,855.00 $4,240.62 $ 576.75
Total	$0.00	$7,672.37	

Table 11: Summary of Funding Leveraged
Petroleum Grant (Reporting Period 1 – 8)

Funding leveraged under the Brownfields Program	Redevelopment Dollars Leveraged	Additional Support Dollars	
Private Funding	$0.00	AKT Peerless Envirologic MAC	$4,320.00 $4,240.63 $ 576.75
Total	$0.00	$9,137.38	

Leelanau County Brownfields Revolving Loan Fund (RLF) Cooperative Agreement *No. BF-00E00388A-4*

Prepared for:
Leelanau County Brownfield Redevelopment Authority (LCBRA)
8527 E. Government Center Dr. Suite 108
Suttons Bay MI 49682

Prepared by:
Trudy J. Galla, Planning Director &
Director of the LCBRA
Phone 231-256-9812

Grant Period: 9/1/2010 – 12/31/2016
Reporting Period: 7/1/2016 – 9/30/2016
Date Submitted: 10/20/2016
Quarterly Report #: Twenty-five (25)

Submitted to:
Ms. Karla Auker, U.S. EPA Region 5
Brownfields Project Manager and Project Officer
25063 Center Ridge Road
Westlake, Ohio 44145
Phone: 440-250-1741

Project Narrative:
The EPA Brownfields Cleanup RLF is administered by the LCBRA. A Cooperative Agreement between the EPA and LCBRA signed on 9/29/2010 and subsequently amended provides $1,000,000 in federal assistance over a six-year period. The Cooperative Agreement also provides for 20% — $200,000 — local match for a total grant budget of $1,200,000. The tasks involved include Outreach & Marketing, RLF operation, loan selection, and cleanup oversight and grant reporting.

Performance Objectives:
- Contribute to the redevelopment of contaminated sites and support the creation of new businesses in Leelanau County which will add job opportunities and housing choices for families.
- Provide qualified applicants with the necessary capital to conduct cleanups of properties for planned redevelopment which will create or retain jobs.
- Create and maintain a self-sustaining RLF.

BUDGET SUMMARY – Hazardous Substances

Approved budget	Previously expended	Previous remaining	25th Quarter Expended	Total incurred	Remaining
$899,000	$213,994.35	$685,005.65	$118,516.68	$332,511.03	$566,488.97

BUDGET SUMMARY – Petroleum

Approved Budget	Previously expended	Previous remaining	25th Quarter Expended	Total incurred	Remaining
$301,000	$46,213.97	$254,786.03	$424.00	$46,637.97	$254,362.03

IN-KIND SERVICES

Qualified Environmental Professional (QEP) – AKT Peerless Environmental & Energy Services has provided in-kind services to the LCBRA for project-specific meetings, project consultation/evaluation, email correspondence, and teleconferences not specifically covered under project work orders. AKT Peerless has worked on outreach/marketing, policy and loan applications, and loan eligibility/evaluation. In-kind service value is included in the budget summary.

- In-kind services for 2012: $ 14,735.00
- In-kind services for 2013: $15,556.25
- In-kind services for 2014: $ 8,037.50
- In-kind services for 2015: $27,895.25

QEP – Envirologic Technologies, Inc. has provided in-kind services to the LCBRA for public meetings and community outreach. In-kind service value is included in the budget summary.

- In-kind services for 2015: $ 6,520.00

The Michigan Association of Counties has provided in-kind services for grant technical assistance and tracking systems. In-kind service value is included in the budget summary.

- In-kind services for 2011: $ 1,012.50
- In-kind services for 2012: $ 468.75
- In-kind services for 2013: $ 2,100.00
- In-kind services for 2014: $ 242.25
- In-kind services for 2015: $ 4,410.00

Total Hazardous Substance In-Kind Services: $59,387.91

Total Petroleum In-Kind Services: $17,267.09

TASK STATUS SUMMARY

This section provides a summary of Work Plan Task activities conducted during the reporting period.

Task 1: Outreach & Marketing

The LCBRA met on 7/19/16, 8/16/16, and 9/20/16 to review RLF grant progress at ongoing projects.

Task 2: RLF Operation

Ongoing

Task 3: Loan Selection

The LCBRA's Director and its QEPs continue to seek developers with projects requiring contamination cleanup.

Task 4: Remediation

<u>Government Center Redevelopment Project</u>

Soil erosion control and special use permits were obtained prior to starting cleanup work. Residents within 300 feet of the project were notified of pending cleanup work, and notices were placed in the Leelanau Enterprise and Traverse City Record Eagle newspapers.

Contaminated soil was excavated and sent to Glen's Sanitary Landfill. Soil samples from excavation pits were analyzed, and additional soil was removed if results were above Michigan Department of Environmental Quality (MDEQ) residential criteria.

Remnants from past demolition activities were uncovered during site cleanup. These included a cistern, a septic tank, and disconnected utility pipe runs. A geophysical analysis of the site was approved by the EPA in order to find any more large unidentified debris. The analysis was completed, and the results are in review. The cistern and septic tank blocked cleanup activities and were removed. Asbestos wrapping found on the former utility pipes was abated. A draft Documentation of Due Care (DDCC) for the site is being developed.

The required quarterly grant narrative report was submitted to the EPA.

Task 5: Project Oversight

No pertinent education and training events were attended this reporting period.

Director oversight of grant program marketing; loan management and service; narrative, financial, and DBE report preparation; and EPA correspondence continued during this reporting period.

Task 6: Cleanup Planning

All Task 6 activities are conducted by Envirologic Technologies, Inc., one of the LCBRA's two previously selected QEP firms.
There are no activities to report this quarter.

Modifications to the Work Plan:

Due to excellent progress on the Government Center Redevelopment Project, the EPA approved extension of the grant period to 12/31/2016.

Project Milestones:

Contaminated soil at the Government Center Redevelopment Project site has been cleaned up, and the site will soon be ready for redevelopment.

DETAILED PROJECT STATUS
This section provides status details for each Work Plan Task during the reporting period.

Task 1: Outreach and Marketing

Activities	Deliverables	Status
Community outreach and education	Completed informational documents, public notices, and reports	Ongoing
Conduct outreach meetings	Meetings held at locations in the County accessible to different populated areas to facilitate attendance	Ongoing

Task 2: RLF Operation		
Activities	**Deliverables**	**Status**
Develop business plan for RLF	Business plan	No activities during this quarter
Develop administrative documents	Copies of final documents (loan application, loan agreement template, criteria, etc.)	Final loan application was completed
Marketing of RLF	None	The County continues to advertise the RLF and brownfield program on its website at www.leelanau.cc. Additional community outreach is being conducted.
Task 3: Loan Selection		
Activities	**Deliverables**	**Status**
Approve funding criteria and project selection	List of criteria	Completed
Solicit Applications & meet with potential applicants	List of loan applicants	The Director has fielded phone calls and met with several developers regarding potential projects.
Assess projects, viability and eligibility	Eligibility form	Ongoing – as inquiries are made one project has been approved by EPA for Eligibility Determination (Government Center project).
Conduct full review of the proposed project	Summary of results	Completed for Government Center project.
Approve or reject Loan application	Summary of decision	Completed for Government Center project.
Conduct community involvement activities	Draft Decision Memo, ABCA, CIP, QAPP, Site Repository, Public Notice, Final Decision Memo	Ongoing throughout cleanup of site
Task 4: Remediation		
Activities	**Deliverables**	**Status**
Cleanup loan/oversight	Update in ACRES database	Ongoing
Prepare annual financial reports	SF425 federal financial report	Ongoing: submitted annually
Prepare DBE reports	5700-52A DBE reports	Ongoing: submitted per. schedule in Cooperative Agreement and amendments
Correspondence with EPA, as necessary	Copies of important correspondence	Ongoing: all communications retained per. county, state, and federal requirements
RAP implementation report	RAP Implementation Report with MPCA approval of report.	No activities

Task 5: Project Oversight		
Activities	**Deliverables**	**Status**
Management of RLF account, payments & receipts, etc.	None	Ongoing throughout project period
Cleanup loan oversight	Updates in ACREs database	No activities
Prepare quarterly reports	Quarterly reports	Completed and submitted each reporting period
Prepare annual financial reports	SF425 federal financial report	Ongoing: submitted annually
Prepare DBE reports	5700-52A DBE Reports	Ongoing: submitted per schedule in Cooperative Agreement and amendments
Correspondence with EPA	Copies of important correspondence	Ongoing: all communications retained per county, state, and federal requirements
Coordinate cleanup activities with MDEQ	None	Ongoing: throughout cleanup of site
Prepare final closure report (if necessary)	Submit report to MDEQ	To be created upon project completion

Task 6: Cleanup Planning		
Activities	**Deliverables**	**Status**
Eligibility determination	Secure property and prospective borrower eligibility	Completed for the Government Complex site
ABCA development	Approved ABCA based on property development	Completed for the Government Complex site
Institutional controls	Develop, place, enforce institutional controls	Ongoing for the Government Complex site
Project program supporting property sale to RLF borrower	Pro forma, development agreements, cleanup measures, institutional controls	Ongoing for the Government Complex site
Purchase environmental insurance to limit or cap cleanup costs	None	Environmental insurance was purchased for the Government Complex site.

PROJECT SUMMARY

	All Properties associated with this grant	Has this Property been approved by EPA? (Y / N)	Has work started on this property? (Y / N / N/A)	Has Property been put into ACRES? (Y / N / N/A)	Has work been done on this property THIS quarter? (Y / N / N/A)	Has this property been updated in ACRES this quarter? (Y / N / N/A)
1	Former Government Center site in Leland, Leland Township	Y	Y	N	Y	N
2						
3						

2017 PROPOSED TO ADOPT

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	BOC Changes	Proposed to Adopt
Fund 101 General Fund								
Fiscal Year 2016								
Revenues								
000000-401-000 Fund balance forward	0.00	0.00	0.00	57,749.77	57,749.77	0.00	0.00	0.00
000000-402-000 Taxes - TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-001 TIF - West Shore Crossings	2,872.23	7,262.38	5,969.74	4,000.00	4,000.00	0.00	0.00	0.00
000000-402-002 TIF - Leland Residential	57,504.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-003 TIF - GTRAC	0.00	0.00	7,870.61	0.00	0.00	8,200.00	8,200.00	8,200.00
000000-402-004 TIF - Parkside	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-501-001 EPA - Assessment Grant Haz Mat	0.00	0.00	-303.61	30,000.00	30,000.00	30,000.00	30,000.00	50,000.00
000000-501-002 EPA - Assessment Grant Petroleum	0.00	0.00	-45.00	30,000.00	30,000.00	30,000.00	30,000.00	50,000.00
000000-501-003 EPA - RLF Haz Mat	0.00	0.00	-89,066.76	0.00	0.00	0.00	0.00	0.00
000000-501-004 EPA - EPA RLF Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-540-000 DEQ - Grant West Shore	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-550-000 Loan Proceeds - Leland Residential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-607-000 Application Fees	500.00	450.00	0.00	0.00	0.00	600.00	600.00	600.00
000000-664-000 Interest	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00
000000-664-001 Interest - Savings	24.39	6.38	0.34	20.00	20.00	0.00	0.00	0.00
000000-664-003 Interest - West Shore Acct - 725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-664-004 Interest - Leland Res Acct-758	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-664-100 Interest - Land Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 Misc Income	35.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2017 PROPOSED TO ADOPT

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	BOC Changes	Proposed to Adopt
000000-669-230 Transfer In	0.00	139,285.12	203,795.89	0.00	0.00	0.00	0.00	0.00
000000-670-000 Cost Share Revenue	0.00	1,626.75	3,750.00	0.00	0.00	0.00	0.00	0.00
000000-673-000 Sale of Asset	136,408.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-694-000 Misc Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	**197,345.00**	**148,630.63**	**131,971.21**	**121,819.77**	**121,819.77**	**68,800.00**	**68,800.00**	**108,800.00**
Expenses								
000000-727-000 Office Supplies/Operating	0.00	0.00	78.72	0.00	0.00	500.00	500.00	500.00
000000-727-230 Office/Operating - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-728-000 Postage	290.57	56.73	47.00	150.00	150.00	100.00	100.00	100.00
000000-800-000 Attorney Fees	1,191.68	0.00	0.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00
000000-801-000 Contractual Services	0.00	16,476.40	36,553.49	0.00	0.00	0.00	0.00	0.00
000000-801-100 Contractual - RLF Petroleum	5,540.97	83,115.31	1,113.75	50,000.00	50,000.00	0.00	50,000.00	0.00
000000-801-101 Contractual - RLF Haz Mat	0.00	0.00	52,104.26	0.00	0.00	0.00	0.00	0.00
000000-801-200 Contractual - Assessment Petroleum	0.00	18,793.10	21,871.77	60,000.00	60,000.00	60,000.00	60,000.00	50,000.00
000000-801-201 Contractual - Assessment Haz Mat	0.00	0.00	10,590.34	0.00	0.00	0.00	0.00	50,000.00
000000-802-000 Programmatic Expenses	4,679.17	2,638.88	0.00	0.00	0.00	3,000.00	3,000.00	1,500.00
000000-807-000 Membership & Dues	40.00	80.00	40.00	0.00	0.00	0.00	0.00	0.00
000000-808-000 Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-810-000 Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-816-000 Bullentins/Publication	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00
000000-850-000 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2017 PROPOSED TO ADOPT

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	BOC Changes	Proposed to Adopt
000000-860-000 Travel	0.00	1,248.71	0.00	2,500.00	2,500.00	1,500.00	1,500.00	1,500.00
000000-900-000 Printing & Publishing	616.00	376.20	429.61	500.00	500.00	500.00	500.00	500.00
000000-900-230 Printing & Publishing - RLF	168.00	95.00	280.40	500.00	500.00	500.00	500.00	0.00
000000-901-000 Legal Notice	0.00	0.00	0.00	300.00	300.00	700.00	0.00	0.00
000000-920-000 Utilities Expense	1,473.60	1,256.56	1,791.90	1,600.00	1,600.00	0.00	700.00	700.00
000000-929-000 Property Tax Expense	1,111.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-941-000 Computer charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-942-000 Copy Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-960-000 Education	0.00	0.00	0.00	500.00	500.00	500.00	500.00	500.00
000000-960-230 Education - Community Outreach-RLF	0.00	0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00
000000-964-000 Refund Developer Exp - TIF - WS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-970-000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-970-010 Capital Outlay < $5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-990-000 Debt Payment	43,207.77	44,071.77	0.00	52,669.77	52,669.77	0.00	52,669.77	0.00
000000-995-000 Misc Expense	43.00	0.00	309.00	0.00	0.00	0.00	0.00	0.00
000000-996-000 Interest Expense	9,462.00	8,598.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-999-000 Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100101-990-000 Debt Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	**67,824.05**	**176,806.66**	**125,210.24**	**171,819.77**	**171,819.77**	**68,800.00**	**173,469.77**	**106,800.00**
	129,520.95	**-28,176.03**	**6,760.97**	**-50,000.00**	**-50,000.00**	**0.00**	**-104,669.77**	**2,000.00**
Revenues Total	**197,345.00**	**148,630.63**	**131,971.21**	**121,819.77**	**121,819.77**	**68,800.00**	**68,800.00**	**108,800.00**
Expenses Fund Total	**67,824.05**	**176,806.66**	**125,210.24**	**171,819.77**	**171,819.77**	**68,800.00**	**173,469.77**	**106,800.00**

2017 PROPOSED TO ADOPT

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	BOC Changes	Proposed to Adopt
Net (Rev/Exp)	**129,520.95**	**-28,176.03**	**6,760.97**	**-50,000.00**	**-50,000.00**	**0.00**	**-104,669.77**	**2,000.00**
Grand Total for Revenues	**197,345.00**	**148,630.63**	**131,971.21**	**121,819.77**	**121,819.77**	**68,800.00**	**68,800.00**	**108,800.00**
Grand Total for Expenses	**67,824.05**	**176,806.66**	**125,210.24**	**171,819.77**	**171,819.77**	**68,800.00**	**173,469.77**	**106,800.00**
Grand Total Net Rev/Exp	**129,520.95**	**-28,176.03**	**6,760.97**	**-50,000.00**	**-50,000.00**	**0.00**	**-104,669.77**	**2,000.00**

Parameters:

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date October 18, 2016

Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
10/1/2016	Consumers Energy		$7.96		***$7.96 - Total***
10/5/2016	B & Z Well Drilling Company - Invoice #5795, work at pump houses.	X	$700.00		***$700.00 - Total***
9/30/2016	GaryO'Connor - Invoice, wiring at pump houses.	X	$250.00		***$250.00 - Total***
10/31/2016	Leland Township, Sewer bills, 800-904-00, 810-001-00, 810-002-00	X	$221.68		***$221.68 - Total***
	TOTAL CLAIMS & ACCOUNTS:		***$1,179.64***		**$1,179.64**

Completed by: ***T. Galla*** ***Date Completed:*** ***Oct 13 2016***

Amount Approved: $

Amount Denied: $

Date:

Initials: _____

LELAND TOWNSHIP
SANITARY SEWER SYSTEM
PO BOX 647 • LAKE LEELANAU, MI 49653
(231) 256-7546 - Office
(231) 668-0798 - Sewer Administrator

PROPERTY ADDRESS: 121 GRAND AVENUE S Dup. S
CYCLE 1 SECTION LEL ACCOUNT NO. 810-002-00
PREVIOUS READ DATE 07/01/2016 CURRENT READ DATE 09/30/2016 USAGE 92

RETURN THIS STUB WITH YOUR PAYMENT
CHECK HERE IF ADDRESS CHANGED

LEELANAU CTY BROWNFIELD A
121 GRAND AVENUE S Dup. S

BC	1.68
CI	30.00
DS	0.00
US	63.32

PREPARED & PROOFED BY
VERIFIED BY

1 LEL LELAND

ACCOUNT NO. 810-002-00

LAST PAYMT. DATE	07/25/2016	PREVIOUS BALANCE	0.00
LAST PAYMT. AMOUNT	95.00	PENALTY / INT. BALANCE	0.00
DUE DATE	10/31/2016	TOTAL AMOUNT DUE	95.00

DUE DATE 10/31/2016 AMOUNT DUE 95.00

LELAND TOWNSHIP
SANITARY SEWER SYSTEM
PO BOX 647 • LAKE LEELANAU, MI 49653
(231) 256-7546 - Office
(231) 668-0798 - Sewer Administrator

PROPERTY ADDRESS: 112 CHANDLER ST
CYCLE 1 SECTION LEL ACCOUNT NO. 800-904-00
PREVIOUS READ DATE 07/01/2016 CURRENT READ DATE 09/30/2016 USAGE 92

RETURN THIS STUB WITH YOUR PAYMENT
CHECK HERE IF ADDRESS CHANGED

LEELANAU COUNTY TREASURER
112 CHANDLER ST

BC	1.68
CI	30.00
DS	0.00

PREPARED & PROOFED BY
VERIFIED BY

1 LEL LELAND

ACCOUNT NO. 800-904-00

LAST PAYMT. DATE	07/25/2016	PREVIOUS BALANCE	0.00
LAST PAYMT. AMOUNT	31.68	PENALTY / INT. BALANCE	0.00
DUE DATE	10/31/2016	TOTAL AMOUNT DUE	31.68

DUE DATE 10/31/2016 AMOUNT DUE 31.68

LELAND TOWNSHIP
SANITARY SEWER SYSTEM
PO BOX 647 • LAKE LEELANAU, MI 49653
(231) 256-7546 - Office
(231) 668-0798 - Sewer Administrator

PROPERTY ADDRESS: 115 GRAND AVENUE S Dup N
CYCLE 1 SECTION LEL ACCOUNT NO. 810-001-00
PREVIOUS READ DATE 07/01/2016 CURRENT READ DATE 09/30/2016 USAGE 92

RETURN THIS STUB WITH YOUR PAYMENT
CHECK HERE IF ADDRESS CHANGED

LEELANAU CTY BROWNFIELD A
115 GRAND AVENUE S Dup N

BC	1.68
CI	30.00
DS	0.00
US	63.32

PREPARED & PROOFED BY
VERIFIED BY

1 LEL LELAND

ACCOUNT NO. 810-001-00

LAST PAYMT. DATE	07/25/2016	PREVIOUS BALANCE	0.00
LAST PAYMT. AMOUNT	95.00	PENALTY / INT. BALANCE	0.00
DUE DATE	10/31/2016	TOTAL AMOUNT DUE	95.00

DUE DATE 10/31/2016 AMOUNT DUE 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

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

Account: **1030 0915 1905**

Consumers Energy
Count on Us®

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

Amount Due: **$7.96**
Please pay by: **October 26, 2016**

Thank You - We received your last payment of **$7.96** on **September 26, 2016**

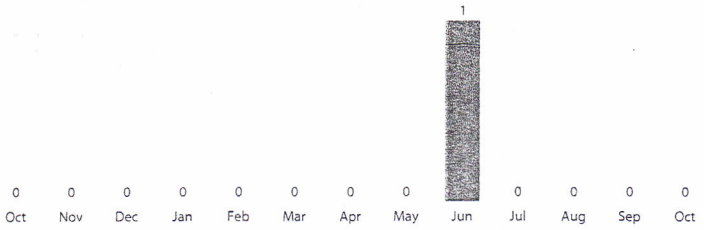
Service Address:
115 S Grand Ave #7L
Leland MI 49654-5053

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

October Energy Bill

Service dates: September 02, 2016 - October 01, 2016 (30 days)

Total Electric Use (kWh - kilowatt-hour)



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

ACTUAL

October Electric Use

0 kWh

Cost per day:
$0.27

kWh per day:
0

PREPARED & PROOFED BY
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.

Budget Billing = Predictable Payment Option

While you can't predict Michigan's weather, the free Budget Plan helps predict your monthly bill by keeping your energy costs steady with year-round equal monthly payments.

www.ConsumersEnergy.com/budgetplan
or call 800-477-5050

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

Consumers Energy
Count on Us®

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

Account: **1030 0915 1905**

Amount Due: **$7.96**
Please pay by: **October 26, 2016**
Enclosed:

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

PAYMENT CENTER
PO BOX 740309
CINCINNATI OH 45274-0309

I 103009151905 00000000007963 0000 2056 6 000000000000 H

B & Z Well Drilling Company

233 East Kasson
Maple City, MI 49664

Date	Invoice #
10/5/2016	5795

Bill To	Ship To
LEELANAU COUNTY GOVERNMENTAL CENTER 8527 E. GOVERNMENTAL CENTER DR. SUITE 101 SUTTONS BAY, MI 49682	THE OLD COURT HOUSE PROPERTY

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		10/5/2016			

Quantity	Item Code	Description	Price Each	Amount
1	LABORJOB	TEST PUMP 6" WELL WITH EXISTING PUMP! FIXED 5"' WELL THAT WAS BROKEN AND PUMP THAT WELL FOR WATER SAMPLE	700.00	700.00

RECEIVED
OCT 07 2016
LEELANAU COUNTY
MAINTENANCE DEPT.

PREPARED & PROOFED BY

PLEASE MAKE YOUR CHECK PAYABLE TO B & Z WELL DRILLING OR CALL WITH YOUR VISA OR MASTERCARD NUMBER

Total	$700.00
Payments/Credits	$0.00
Balance Due	$700.00

Phone #	231-228-5678

SEPTEMBER, 2016

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

(old LeLand Site
409 cedar St.
LCR)

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

PUMP HOUSE WIRING:
REMOVED ALL NONUSED WIRING AND CONNECTORS. INSTALLED NEW CONDUITS AND WIRING, CIRCUIT BREAKER AND DISCONNECT TO POWER EXSISTING PUMP AT WELL HOUSE VERIFIED WIRING AND PROPER OPERATION.

LABOR @ $ 50.00 PR. HR. 5 HRS. $ 250.00

Brownfield?

THANK YOU

PREPARED & PROOFED BY
VERIFIED BY

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - Assessment

Meeting Date October 18, 2016

Date:	Description	EPA Assessment Grants Pet.	HazMat		Amount	Task # (1-6)	Notes
10/11/2016	Michigan Association of Counties	X			$56.25		***$112.50 - Total***
	Invoice #m326 - Assessment Grant		X		$56.25		
	TOTAL CLAIMS & ACCOUNTS:				$112.50		***$112.50***

Completed by: ***T. Galla*** ***Date Completed:*** ***10/13/2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: TG

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: m326
Invoice Date: 10/11/16

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 Revolving Loan Fund Grant	Amount
8/12/16 - review, budget records update and reimbursement summary 1 hour @ $75.00 an hour	75.00
9/15/16 - review, budget records update and reimbursement summary, 0.5 hours @ $75.00 an hour	37.50
Grant Task/Expense Application: Task 4 - outreach & eligible programmatic expenses. Invoice total should be divided evenly between hazardous substance and petroleum parts of the grant $56.25 each	

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TOTAL AMOUNT DUE 112.50

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 September 20, 2016

Date:	Description	EPA RLF Grant Pet.	EPA RLF Grant HazMat		Amount	Task # (1-6)	Notes
10/11/2016	Michigan Association of Counties	X			$131.25		***$262.50 - Total***
	Invoice m327 - RLF		X		$131.25		
10/12/2016	Envirologic Technologies						
	Invoice #02818, Wo #20 - WO #21 - Leland Site		X		$148,165.76		* ***$148,165.76***
	TOTAL CLAIMS & ACCOUNTS:				$148,428.26		$148,428.26

Completed by: ***T. Galla*** ***Date Completed:*** ***October 13, 2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials:

*** If the Invoice for $148,165.76 is approved, payment must be conditional on receiving reimbursement from the EPA Revolving Loan Fund (RLF) grant.**

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: m327
Invoice Date: 10/11/16

Bill To:

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

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

Leelanau County EPA Brownfield Revolving Loan Fund Grant	Amount
8/12/16-expenses and accounts review, GrantTracker update, and draft reimbursement request, 2 hours @$75.00 an hour	150.00
9/15/16-expenses and accounts review, GrantTracker update, and draft reimbursement request, 1.5 hours @$75.00 an hou	112.50
Grant Task/Expense Application: Task 5-Contractual. The invoice total should be divided evenly between hazardous substance and petroleum parts of the grant.	
PREPARED & PROOFED BY VERIFIED BY	

TOTAL AMOUNT DUE 262.50

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

www.micounties.org

envirologic
environmental consulting + services

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

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

Invoice number 02818
Date 10/12/2016

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

INVOICE: Through Sep 30, 2016

ASBESTOS ABATEMENT

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	21.00	90.00	1,890.00

Expense

	Units	Rate	Billed Amount
Field Supplies	2.00	35.00	70.00
Camera	2.00	35.00	70.00
Vehicle - SUV	3.00	35.00	105.00
Lodging	1.00	241.362	241.36

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Asbestos Demolition Services, Inc.	1.00	5,106.00	5,106.00
Phase subtotal			7,482.36

ELMER'S

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Team Elmers	1.00	131,362.14	131,362.14

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Professional Fees

PREPARED & PROOFED BY
VERIFIED BY

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	4.00	90.00	360.00

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

Invoice number 02818
Date 10/12/2016

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Fibertec Environmental Services	1.00	236.21	236.21
Phase subtotal			596.21

DOCUMENTATION OF DUE CARE COMPLIANCE (DDCC)

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	22.00	90.00	1,980.00

WASTE MANAGEMENT LANDFILL FEES

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Waste Management of MI, Inc.	1.00	2,155.054	2,155.05

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	12.00	120.00	1,440.00
Project Manager			
Erik D. Peterson			
Professional Services	35.00	90.00	3,150.00
Project Mgmt, Oversight and Prof. Services subtotal			4,590.00

Invoice total **148,165.76**

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