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
Fax: (231) 256-0174

The LCBRA will meet **TUESDAY, September 20, 2016 at 9:30** am
at the Government Center

DRAFT AGENDA **PLEASE TURN OFF ALL CELL PHONES**

Members
Mark Walter
Kathy Egan
Frank Goodroe
Chet Janik
Carolyn (Peachy) Rentenbach
F. (Bud) Welch
Karen Zemaitis

Director
Trudy Galla

- ☐ **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ☐ **ROLL CALL**
- ☐ **CONSIDERATION OF AGENDA**
- ☐ **CONFLICT OF INTEREST**
- ☐ **CONSIDERATION OF AUGUST 16, 2016 Minutes** pgs 2-6
- ☐ **PUBLIC COMMENT**
- ☐ **DIRECTOR COMMENTS**
- ☐ **Consent Agenda**

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

1. AKT Peerless – Monthly update pgs 7-8
2. Envirologic - EPA RLF – Leland Site pgs 9-10
3. Envirologic – EPA RLF Monthly Update pgs 11-12
4. Envirologic - Brownfield Assessment Grant Monthly Update pgs 14-15
5. Envirologic – General Consulting Monthly Update pgs 16-17

REPORTS

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

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Work Order–Pre-demolition inspection (Barn at County Park) (*Dan Wells, AKT Peerless*) *pgs 18-19*
2. Work Order – Pre-demolition inspection (Grub Shack-Old Settlers) (*Dan Wells*) *separate email -pgs 38-39*
3. Draft 2017 Budget *pgs 29-24*
4. Reimbursement Agreement with Courthouse Redevelopment Group (sent separately)

FINANCIALS

❒ 1. Claims & Accounts – General Expenses *pgs 25-27*
❒ 2. Claims & Accounts – EPA Assessment Grant *pgs 28-29*
❒ 3. Claims & Accounts - EPA RLF Grant *pgs 30-33*
❒ 4. Post Audit, Budget Amendments, Transfers *pgs 34-35*
❒ 5. Request to EPA for Grant Reimbursements *pgs 36-37*

- ☐ **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 August 16, 2016 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:30 a.m. by Chairman Walter who led the Pledge of Allegiance.

ROLL CALL

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

Staff: T. Galla, Director

Public: J. Hawkins

CONSIDERATION OF AGENDA
Amendment #1 to Work Order #20, and Work Order #21 were added to New Business.

It was moved by Egan, seconded by Zemaitis to approve the agenda as modified. Motion carried 7-0.

CONFLICT OF INTEREST - None

CONSIDERATION OF JULY 19, 2016 MINUTES
Zemaitis noted a correction on page 3, toward the bottom, the word 'townhouse' should be 'wellhouse'.

It was moved by Zemaitis, seconded by Janik to accept the minutes as corrected. Motion carried 7-0.

PUBLIC COMMENT - None

DIRECTOR COMMENTS
Galla reported she had received an email from the real estate agent noting the buyer of the townhouses was backing out of the purchase, during the due diligence period. Janik noted there was a backup cash offer, we will need to get back with our realtor on the backup offer.

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

REPORTS - None

UNFINISHED BUSINESS
1. Update on Leland Residential Site – Cleanup, Insurance Coverage (Jeff Hawkins)

Hawkins stated that members were copied on the weekly status reports that were sent to Karla Auker of EPA. There were hot spots around the historic jail, Decision Unit (DU) 10 – the location where homes will be built, and several DU's along the waterfront. When you look at those DU's, the hot spots we excavated around the historic jail have been completed and it has been backfilled. That is complete. They had favorable results from the bottom of the excavation for DU10, and then failed some results on the western wall of the excavation. They scraped more dirt off and did more testing and that came back favorable. The DU where the river office sat, DU4a, had some hot spots along river and they went fairly deep to dig that out. That has also been taken care of along with DU3a. There is still some space along the riverfront that needs more work. There is still room in the budget and costs are below estimates for the overall project so it is their opinion they should take some more samples and then finish.

Hawkins discussed DU1a and the ordinary high water mark, and the sampling they conducted. Overall, general levels for lead came back below criteria, but when it exceeds a certain number, DEQ sometimes recommends we take out some soils and run again. We did that and it failed. But, we believe it needs to be re-tested, based on the way it was done and we believe it will come back below levels.

They did not test anymore on the eastern side as it butts up against the right of way. From a timing element, they have dealt with other surprises found on the property, including the river area where foundation material was found. That has already been taken out.

At DU10 they found a big cistern that was connected to the courthouse and the thing was probably a 20' long by 10' deep by 6' wide, brick structure. That has been taken out. They also found some utilities coming out of the historic jail and ran that down and then found pipe out of some kind of clay tile and it goes in 2 directions. They are pretty close to managing and handling the contaminated soil issue and want to complete that. They worked out a deal with Elmer's to get them off site so there was not a $1,000 daily charge while everyone is waiting. The intent is to take more dirt out of DU6a and sample, and then backfill it. They will probably put in some kind of buried fence or marker about 4' down so there is a marker of how far we went. If levels come back above level, we are going to backfill it and finish it up. Then, we have the issue of sub-surface structures.

Hawkins noted he had multiple conversations with Galla and with the developer and the developer has said he is not confident there isn't more stuff buried there, that was supposed to have come out during demolition of the courthouse and jail. Part of that is because of what we have found: septic tank, dry well, and this utility chase that runs out of the historic jail. Obviously you can't build a house on top of the concrete. Both of these utility structures have utilities wrapped in asbestos and we can't take those out until we deal with the asbestos. We can do multiple methods of geophysics where we scan the property. It is not effective for time or cost to chase this with a backhoe. Right now, kind of staged at finishing the dirt contaminated area and backfill and get that wrapped up so we can submit the Document of Due Care and Compliance (DDCC) in respect to closing on the property. Hawkins said it is their opinion that these buried issues are really not a due care issue from standpoint of the county, and/or the developer. They are just structures in the way. So, we are of the mind we can submit the DDCC and get that going. We are continuing to move that forward, while also determining how we want to address the buried utilities and buried structures.

Additional results we are waiting on should be ready within a couple days. They did get some cost estimates and timeline to do some of these things. Timing is an issue. Geophysical surveys probably can't be done until the end of the month. We have made the decision not to pull the top off the chase as it may fall in and expose the utility lines wrapped in asbestos. Elmer's will be used to deal with the chase and the lines. We have 2 groups we have to satisfy under work of the RLF, and the Brownfield Plan. We have been keeping DEQ informed of all these things we have been finding. They visited the site when we discovered the cistern. They indicated they don't believe these are due care items. We do have a $50,000 contingency line item in the work plan and DEQ is of the mind we can use those funds to take care of some of these issues and then use TIF funds to repay the RLF loan. Everything has been sent to DEQ and they thanked us for keeping them informed.

We have messages in with Karla Auker of EPA to concur we can use the RLF for these items. RLF cannot be used to cover demolition. If this is considered demolition, instead of part of the project, we have to figure out how it gets paid for – either convince Auker to allow us to use the RLF, or find some other funding. If we have another way to pay for it, we can still use TIF funds to repay that. Hawkins didn't think the geophysical and asbestos survey would be a problem to cover under RLF. But he does not know if removal of the concrete structures and piping would be covered. The geophysical survey needs to be done first, in order to figure out the cost from Elmer's to remove these structures. Hawkins said he felt the good news was we could get the RLF to cover it, plus they are very under budget for several areas of the estimates. Their estimated total, including disposal of soil at landfill and work by Elmer's, was about $275,000 and they are around $158,000 right now. Hawkins was hopeful they could stay below the budget and not find any more structures.

Rentenbach asked if there would be any other issues from removing the asbestos. Hawkins stated, no. When it is removed, it is covered in what is called a gloved bag. They wrap the pipe in sections, wet it down, and remove the material so it is all contained. That's why it is expensive; you have to insure nothing else is released in the environment.

Egan commented she was struggling with the idea of doing the geophysical survey and looking for everything else that could be part of that site and is it part of the cleanup responsibility. We are doing the hazards and due care. Why should we go beyond that? Hawkins felt it was a good question, and you sold the property 'as is'. The answer back from another perspective is that we have implied we did a thorough demolition of former structures on the property and are selling it with that understanding. Walter confirmed Hawkins meant the structures that were on the site for the government and Hawkins replied, yes. Walter felt the structures there in the ground historically have nothing to do with this. Hawkins commented he could not say who put those there, could be the county, former iron works, or something else. He's not sure where you draw the line.

Egan commented we are taking out structures and known components the county had and cleaning up contamination that wasn't from the county. Janik noted that still, it's our property. Egan felt it was nice to clean it all up, but didn't know if it was necessary, especially not knowing if we are going to be reimbursed for that. Hawkins commented on the 20% match required and the developer putting in half of that match up to $40,000 from the developer. Another option would be to say that you are done, you met your obligation for cleaning up the site and you are presenting a developable site and see what the developer says. Hawkins recalled that historically, some of the holdback with the property was the county and the LCBRA didn't want to clean it up and were not able to sell it without cleaning it up.

Janik remarked the good news is a great amount of progress has been made in the past month. Hawkins agreed and said a tremendous amount of work has been completed. He was hopeful they could take care of everything and stay below the original estimates that were presented.

Rentenbach asked to confirm that EPA has been informed of all this and Hawkins stated yes, and we would like an official word from them on the use of the RLF funds. The EPA relies on the DEQ to be the approval agency. Our logic was to get DEQ to approve this, which they have, and then say to the EPA that state approved it so EPA should approve it. This is removal of items. Recommendation from Hawkins would be to use the resources you have.

Rentenbach felt that we own the property, so we are responsible for cleanup. Walter commented there should have been a BEA done before the LCBRA took the property but Hawkins noted that you would not have found these items with a BEA. Walter added that no-one really knows where the original courthouse sat on that property. Hawkins commented that Jerry Culman, from county maintenance, even came on site and he did not know what these items were or when they were put in.

Zemaitis asked about the insurance coverage. Hawkins stated the LCBRA is bound – there is insurance coverage on the site. He reminded members it is a contractor type policy so if they cause a problem, it is related to that. It is not necessarily going to help when discovering something you did not know about. The policy is in place. Galla noted she has not yet received an invoice for the policy.

NEW BUSINESS

Work Order #20, Amendment #1 – Leland site

Hawkins explained the Amendment and Section 1.1 Compensation, and additional costs. The original work order did not include the subcontractor expense for the landfill or Elmer's. Hawkins was under the impression all those bills would come to the LCBRA, but that is not the way it was set up. The amendment is the $254,260 which is the subcontractor expenses. The intent here is to do work that was originally intended plus the unit cost for the additional soil that had to be removed for additional testing. That was part of the bid. There will be additional cost for removing subsurface structures. From his perspective, Envirologic Technologies has additional cost of $3,000 for oversight on the project.

The biggest expense is the analytical of $18,000 for the lab analysis and for their time. They had to take several more removals than expected and had to take more samples. Amendment #1 is for a total of $275,260 which includes the costs from Elmer's and Glen's Landfill. The change is really the $21,000, as the other costs have not changed. The original work order was for $87,740, which did not include Elmer's and Glen's Landfill charge. This Amendment requests a little more on oversight, and substantially more for sampling. Some structures have already been removed, like on the river office parcel as well as the cistern that was taken out. Elmer's did not charge more for that; they were well under their volume amounts at the time and they covered it.

It was moved by Egan, seconded by Zemaitis, to approve Work Order #20 including Amendment #1 with a total amount not to exceed $275,260. Motion carried 7-0.

Work Order #21 – Leland Site
Hawkins reviewed the Work Order and stated he felt this should be separated from the previous issue on the site. This Work Order is proposed to do the geophysical survey and it covers their cost and time.

Walter asked if we had ever done this before and Hawkins said, no. There were surveys that said this stuff was removed. The buildings were removed, the road was removed, but there were some parcels where there were no buildings. The cistern and dry well were there. He wondered why Smalley Construction and Otwell Mawby, overseeing the site, didn't find the subsurface items but the subsurface items were a distance away from the original structures that were removed. From the standpoint of geophysics, we are not expecting to find much more. If we are going to find anything, it will be similar to what we already located. They would be done with this now, if the asbestos was not in the chase structure they find by the historic jail. They would have been able to remove that if there was no asbestos.

It was moved by Rentenbach, seconded by Janik to approve Work Order #21 with an amount not to exceed $29,500.

Hawkins asked if this should be contingent on EPA approval. Otherwise, we have to identify funds.
Janik felt a special meeting could be called to discuss funding, if EPA does not approve the work under the RLF.

Rentenbach amended the motion to state "contingent on EPA approval" and Janik accepted the amendment. Motion carried 7-0.

FINANCIALS

1. Claims & Accounts – General Expenses
It was moved by Zemaitis, seconded by Janik to approve Claims & Accounts for General Expenses in the amount of $47.95. Motion carried 7-0.

2. Claims & Accounts – EPA Assessment Grant
It was moved by Zemaitis, seconded by Egan, to approve Claims & Accounts for the EPA Assessment Grant in the amount of $650.61. Motion carried 7-0.

3. Claims & Accounts – EPA RLF Grant
It was moved by Zemaitis, seconded by Egan, to approve Claims & Accounts for the EPA RLF Grant in the amount of $89,459.76, with payment of the invoice from Envirologic Technologies contingent on receiving reimbursement from EPA. Motion carried 7-0.

4. Request to EPA for Grant Reimbursements

It was moved by Zemaitis, seconded by Janik to approve Request #27 for the RLF Grant in the amount of $89,481.26.
Rentenbach pointed out the amount was different than Claims & Accounts. Galla to verify amount.

Motion carried 7-0.
(NOTE: Galla later checked and the above amount includes the Post Audit of $21.50 – so the total reimbursement for Request #27 is correct).

It was moved by Zemaitis, seconded by Rentenbach, to approve Request #12 for the Assessment Grant in the amount of $650.61. Motion carried 7-0.

5. Acceptance of TIF Payments – Elmwood Township

It was moved by Zemaitis, seconded by Rentenbach, to accept TIF payment from Elmwood Township for the West Bay Brownfield Plan in the amount of $5,823.57. Motion carried 7-0.

It was moved by Zemaitis, seconded by Egan, to accept TIF payment from Elmwood Township for the GTRAC Brownfield Plan in the amount of $7,075.13. Motion carried 7-0.

6. Post Audit
It was moved by Zemaitis, seconded by Etan, to accept Post Audit in the amount of $21.50. Motion carried 7-0.

CORRESPONDENCE/COMMUNICATION - none

PUBLIC COMMENT – none

DIRECTOR COMMENTS - none

MEMBER COMMENTS
Zemaitis thanked Hawkins for explaining everything today and moving things along, it is a good sign.

ADJOURNMENT
The meeting was adjourned at 10:32 am.

DRAFT

AKTPEERLESS

MEMORANDUM

To:	Trudy Galla, AICP, Director Leelanau County Brownfield Redevelopment Authority
From:	Dan Wells
Subject:	EPA Brownfield Assessment Grant Status Report
Date:	September 20, 2016

This memorandum serves to provide an update as to the current status and activities under consideration for the Leelanau County Brownfield Redevelopment Authority (LCBRA) under its EPA Brownfield Assessment Grant, EPA Cooperative Agreement Number BF-00E01409.

No activities are under consideration for the LCBRA under its EPA Brownfield Assessment Grant at this time.

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

Attachment

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**
							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.

envirologic
environmental consulting + services

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

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: **SEPTEMBER 20, 2016**

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

Please find attached several items for your consideration:

1. **Former Leelanau County Government Complex Cleanup Loan (W.O. #20 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:
During the various excavations, remnant foundations, dry wells and buried utilities were observed. Several of these features were investigated and removed. However, the developer has expressed concerns that there may be additional buried structures that aren't known to be present. Therefore, Envirologic obtained pricing to do a geophysical survey of the site to determine if there are any remaining subterranean structures present. Once the survey is completed and if other features are discovered, the contractor will be remobilized finish the removal activities.

A draft Development and Reimbursement Agreement has been vetted with County legal counsel and provided to the developer for their review and signature.

Additionally, we are obtaining cost estimates from Elmer's to remove the subterranean structures. We reached out to MDEQ to determine how to cover these costs under the Act 381 Work Plan. They are in favor of utilizing the contingency budget in the Act 381 Work Plan to cover these costs including the asbestos abatement on the pipes. At this time, it is anticipated that these additional costs may be covered under the contingency budget. Representatives from EPA were on site and determined that they would allow the RLF Loan to be used to abate the asbestos on the buried utilities and the concrete chase that contained the pipes, however, not any of the other buried structures including any new ones found during the geophysical survey. The EPA indicated they would allow the RLF loan to pay for the geophysical survey. It will be necessary once all costs are determined for removing any non-RLF funded buried structures to identify funding for the removal activities.

During the week of September 12, 2016, it is anticipated that the remaining soil removal activities will be completed along the river including backfilling. The asbestos on the utility lines will be abated and the geophysical survey will be completed. Additionally Consumer's Energy did connect permanent power to the well pump house. It is anticipated that the developer will be conducting pump tests during the week of September 19th.

Project Invoices for Consideration:
Invoice #02707 ($16,686.02) 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***	
			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***	
			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***	
			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***	
			Total W.O. 20	363,000.00				$ 151,709.87	$211,290.13	
	21		**Former Government Center RLF Cleanup**							
			Geophysical Survey	$ 17,000.00						
			Estimated Project Subtotal	$ 17,000.00						
			Asbestos Abatement	$ 7,500.00						
			Estimated Project Subtotal	$ 7,500.00						
			Project Management	$ 5,000.00						
			Estimated Project Subtotal	$ 5,000.00						
			Total W.O. 21	$ 29,500.00						

General Updates:

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

envirologic
environmental consulting + services

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

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: **SEPTEMBER 20, 2016**

This memorandum serves to provide information regarding invoices and updates that are being presented to the LCBRA for services rendered on various projects related to the RLF 10% 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.

envirologic
environmental consulting + services

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

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: **SEPTEMBER 20, 2016**

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

Please find attached several items for your consideration:

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

   Update:
   Envirologic has been actively moving forward with outreach activities including preparation for, set-up and implementation of individual meetings with various local units of government and supporters of the grant.

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

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

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

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

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

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

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

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

   Update:
   The activities related to this work order are essentially complete.

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

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

   Update:

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

Envirologic implemented a transmissivity test on May 18th/19th. The data from this testing 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.

Project Invoices for Consideration:
#02722 ($956.25) Hazardous Grant

LCBRA File #	Number: 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 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	$ -	
							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

envirologic
environmental consulting + services

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

MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **SEPTEMBER 20, 2016**

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

Please find attached several items for your consideration:

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

   Update:
   The activities included this month involved providing materials to Trudy Galla to assist with the EPA Audit, review of tax capture information and completion of the State's Annual Tax Capture reports for the Leland Residential Project Brownfield Plan and the West Shore Crossing's project Brownfield Plan.

   This invoice also includes costs from Consumer's Energy for hooking up the permanent power to the well pump house at 409 E. Cedar.

   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:
   Invoice #02723 ($1,339.10)

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.

AKTPEERLESS

WORK ORDER #18

This Work Order #18, effective as of September 12, 2016, is a "Work Order" under the Agreement for Services (the "AGREEMENT") dated December 15, 2014, as amended, by and between AKT Peerless ("AKT PEERLESS" and the "CONSULTANT") and the Leelanau County Brownfield Redevelopment Authority (the "LCBRA" and the "CLIENT"). The AGREEMENT is hereby amended and supplemented as provided in this Work Order #18.

SUBJECT MATTER: Pre-demolition NESHAP asbestos inspection and lead paint sampling:

FUNDING SOURCE: U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grants for Hazardous Substances Sites and Petroleum Sites

WORK PLAN REFERENCE: Task 2 – Environmental Site Assessments

AKT PEERLESS proposes to perform the work described herein in accordance with the terms of the above-referenced AGREEMENT and as described in this "Scope of Services."

AKT PEERLESS will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

AKT PEERLESS and LCBRA have designated the following representative(s) for this "Scope of Services:"

AKT PEERLESS Name of CONSULTANT	James C. Fox, 248-302-3571, foxcj@aktpeerless.com e Representative Name, Phone & Email
LCCBRA Name of CLIENT	Trudy Galla, AICP, 231-256-9812, tgalla@co.leelanau.mi.us Representative Name, Phone & Email

If LCBRA accepts this Scope of Services, please sign this Work Order on behalf of LCBRA and return to the Representative of AKT PEERLESS.

ACCEPTED AND AGREED TO:

LCBRA – TRUDY GALLA, AICP	AKT PEERLESS – James C. Fox
_____	James C. Fox
(CLIENT – Signature)	(CONSULTANT – Signature)
Date _____	Date: 9-12-2016

Scope of Services

- Inventory and quantify suspect asbestos materials.
- Collect up to 18 bulk samples of suspect asbestos materials. Samples will be collected by a Michigan licensed asbestos inspector and submitted to a NVLAP Accredited Laboratory for analysis. Laboratory analysis will be performed on a standard turnaround schedule.
- Inventory paint coatings on interior and exterior surfaces.
- Collect up to eight (8) paint chip samples for laboratory analysis, standard turnaround.
- Prepare an electronic summary report of findings upon receipt of analytical results.

Schedule

Conduct field inspection and sampling within 10 business days of receiving the signed authorization.

Compensation

Professional services rendered and project costs incurred under this Work Order will be based on the rates provided in the Agreement for Services between the LCBRA and AKT PEERLESS. AKT PEERLESS proposes to complete this proposed scope of work on a time and materials, not-to-exceed basis.

Activity	Not to Exceed Cost
Field Labor, Supplies and Equipment, Travel Expenses, Report Preparation and Project Management	$1,777.20
Laboratory Analysis:	
18 asbestos analyses by polarized light microscopy X $11 each. $2.30 for each additional layer (est. 6). $11.50 for each point count (est. 2). Standard turnaround.	$234.80
8 lead paint chip analyses by AA or GC X $16 each.	$128.00
Total Time and Materials, Not to Exceed	**$2,140.00**

2017 BUDGETARY WORKSHEET

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2013 Audited	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	2017 Exceptions
Fund 101 General Fund								
Fiscal Year 2016								
Revenues								
000000-401-000 Fund balance forward	0.00	0.00	0.00	0.00	57,749.77	57,749.77	0.00	
000000-402-000 Taxes - TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-402-001 TIF - West Shore Crossings	7,922.36	2,872.23	7,262.38	5,969.74	4,000.00	4,000.00	0.00	
000000-402-002 TIF - Leland Residential	0.00	57,504.96	0.00	0.00	0.00	0.00	0.00	
000000-402-003 TIF - GTRAC	0.00	0.00	0.00	7,870.61	0.00	0.00	8,200.00	
000000-402-004 TIF - Parkside	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	0.00	-303.61	30,000.00	30,000.00	30,000.00	
000000-501-002 EPA - Assessment Grant Petroleum	0.00	0.00	0.00	-45.00	30,000.00	30,000.00	30,000.00	
000000-501-003 EPA - RLF Haz Mat	0.00	0.00	0.00	-89,066.76	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	
000000-540-000 DEQ - Grant West Shore	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	
000000-607-000 Application Fees	0.00	500.00	450.00	0.00	0.00	0.00	600.00	
000000-664-000 Interest	0.00	0.00	0.00	0.00	50.00	50.00	0.00	
000000-664-001 Interest - Savings	45.94	24.39	6.38	0.34	20.00	20.00	0.00	
000000-664-003 Interest - West Shore Acct - 725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-664-004 Interest - Leland Res Acct-758	42.64	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	
000000-669-000 Misc Income	11,294.30	35.13	0.00	0.00	0.00	0.00	0.00	

2017 BUDGETARY WORKSHEET

Fund 101 General Fund

Department

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Account Number / Account Name	2013 Audited	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	2017 Exceptions
000000-669-230 Transfer In	16,102.83	0.00	139,285.12	181,394.61	0.00	0.00	0.00	
000000-670-000 Cost Share Revenue	0.00	0.00	1,626.75	3,750.00	0.00	0.00	0.00	
000000-673-000 Sale of Asset	0.00	136,408.29	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	
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revenues Total	**35,408.07**	**197,345.00**	**148,630.63**	**109,569.93**	**121,819.77**	**121,819.77**	**68,800.00**	
Expenses								
000000-727-000 Office Supplies/Operating	0.00	0.00	0.00	78.72	0.00	0.00	500.00	
000000-727-230 Office/Operating - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-728-000 Postage	0.00	290.57	56.73	47.00	150.00	150.00	100.00	
000000-800-000 Attorney Fees	17,921.92	1,191.68	0.00	0.00	1,000.00	1,000.00	1,500.00	
000000-801-000 Contractual Services	1,380.06	0.00	16,476.40	35,214.39	0.00	0.00	0.00	
000000-801-100 Contractual - RLF Petroleum	15,239.80	5,540.97	83,115.31	1,113.75	50,000.00	50,000.00	0.00	
000000-801-101 Contractual - RLF Haz Mat	0.00	0.00	0.00	30,908.24	0.00	0.00	0.00	
000000-801-200 Contractual - Assessment Petroleum	0.00	0.00	18,793.10	21,871.77	60,000.00	60,000.00	60,000.00	
000000-801-201 Contractual - Assessment Haz Mat	0.00	0.00	0.00	9,634.09	0.00	0.00	0.00	
000000-802-000 Programmatic Expenses	50.00	4,679.17	2,638.88	0.00	0.00	0.00	3,000.00	
000000-807-000 Membership & Dues	0.00	40.00	80.00	40.00	0.00	0.00	0.00	
000000-808-000 Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-810-000 Bank Charges	10.13	0.00	0.00	0.00	0.00	0.00	0.00	
000000-816-000 Bullentins/Publication	0.00	0.00	0.00	0.00	100.00	100.00	0.00	
000000-850-000 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

2017 BUDGETARY WORKSHEET

Fund 101 General Fund

Department

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Account Number / Account Name	2013 Audited	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	2017 Exceptions
000000-860-000 Travel	2,077.16	0.00	1,248.71	0.00	2,500.00	2,500.00	1,500.00	
000000-900-000 Printing & Publishing	1,461.00	616.00	376.20	429.61	500.00	500.00	500.00	
000000-900-230 Printing & Publishing - RLF	0.00	168.00	95.00	280.40	500.00	500.00	500.00	
000000-901-000 Legal Notice	0.00	0.00	0.00	0.00	300.00	300.00	700.00	
000000-920-000 Utilities Expense	196.34	1,473.60	1,256.56	1,783.94	1,600.00	1,600.00	0.00	
000000-929-000 Property Tax Expense	65,171.95	1,111.29	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	
000000-942-000 Copy Charges	364.70	0.00	0.00	0.00	0.00	0.00	0.00	
000000-960-000 Education	0.00	0.00	0.00	0.00	500.00	500.00	500.00	
000000-960-230 Education - Community Outreach-RLF	0.00	0.00	0.00	0.00	2,000.00	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	
000000-970-000 Capital Outlay	591,647.52	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	
000000-990-000 Debt Payment	346,293.78	43,207.77	44,071.77	0.00	52,669.77	52,669.77	0.00	
000000-995-000 Misc Expense	0.00	43.00	0.00	309.00	0.00	0.00	0.00	
000000-996-000 Interest Expense	0.00	9,462.00	8,598.00	0.00	0.00	0.00	0.00	
000000-999-000 Transfer out	1,000.00	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	
Expenses Total	**1,042,814.36**	**67,824.05**	**176,806.66**	**101,710.91**	**171,819.77**	**171,819.77**	**68,800.00**	
	-1,007,406.29	**129,520.95**	**-28,176.03**	**7,859.02**	**-50,000.00**	**-50,000.00**	**0.00**	
Revenues Total	**35,408.07**	**197,345.00**	**148,630.63**	**109,569.93**	**121,819.77**	**121,819.77**	**68,800.00**	
Expenses Fund Total	**1,042,814.36**	**67,824.05**	**176,806.66**	**101,710.91**	**171,819.77**	**171,819.77**	**68,800.00**	

2017 BUDGETARY WORKSHEET

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 101 General Fund

Department

Account Number / Account Name	2013 Audited	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	2017 Exceptions
Net (Rev/Exp)	**-1,007,406.29**	**129,520.95**	**-28,176.03**	**7,859.02**	**-50,000.00**	**-50,000.00**	**0.00**	

Fund 230 EPA Revolving Loan Fund

Fiscal Year 2016

Revenues								
000000-401-000 Fund Balance Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-501-000 EPA - Federal Grant	16,098.59	6,541.93	133,526.16	176,363.37	0.00	0.00	0.00	
000000-664-000 Interest	3.22	2.63	2.45	2.07	0.00	0.00	0.00	
Revenues Total	**16,101.81**	**6,544.56**	**133,528.61**	**176,365.44**	**0.00**	**0.00**	**0.00**	
Expenses								
000000-703-000 Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-727-000 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-727-230 Office Supplies/Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-728-000 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-800-000 Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-000 Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-810-000 Bank Charges	-12.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-860-000 Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-900-000 Printing & Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-901-000 Legal Notices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-960-000 Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-999-101 Transfer out	16,102.83	0.00	139,285.12	181,394.61	0.00	0.00	0.00	
Expenses Total	**16,090.83**	**0.00**	**139,285.12**	**181,394.61**	**0.00**	**0.00**	**0.00**	
	10.98	**6,544.56**	**-5,756.51**	**-5,029.17**	**0.00**	**0.00**	**0.00**	

2017 BUDGETARY WORKSHEET

Leelanau County Brownfield Authority

Period Ending Date: December 31, 2017

Fund 230 EPA Revolving Loan Fund

Department

Account Number / Account Name	2013 Audited	2014 Audited	2015 Audited	2016 Year-to-date	2016 Adopted Budget	2016 Amended Budget	2017 Proposed Budget	2017 Exceptions
Revenues Total	**16,101.81**	**6,544.56**	**133,528.61**	**176,365.44**	**0.00**	**0.00**	**0.00**	
Expenses Fund Total	**16,090.83**	**0.00**	**139,285.12**	**181,394.61**	**0.00**	**0.00**	**0.00**	
Net (Rev/Exp)	**10.98**	**6,544.56**	**-5,756.51**	**-5,029.17**	**0.00**	**0.00**	**0.00**	

Fund 935 GASB 34

Fiscal Year 2016

Revenues								
000000-664-000 Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-669-000 Misc Revenue	346,293.78	0.00	0.00	0.00	0.00	0.00	0.00	
000000-675-000 Sale of Assets Held for Resale	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	
000000-699-000 Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revenues Total	**346,293.78**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Expenses								
000000-670-000 Bad Debt Expense	505,647.52	0.00	0.00	0.00	0.00	0.00	0.00	
000000-970-000 Capital Outlay	-591,647.52	0.00	0.00	0.00	0.00	0.00	0.00	
Expenses Total	**-86,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
	432,293.78	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Revenues Total	**346,293.78**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Expenses Fund Total	**-86,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
Net (Rev/Exp)	**432,293.78**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	

Grand Total for Revenues	**397,803.66**	**203,889.56**	**282,159.24**	**285,935.37**	**121,819.77**	**121,819.77**	**68,800.00**	
Grand Total for Expenses	**972,905.19**	**67,824.05**	**316,091.78**	**283,105.52**	**171,819.77**	**171,819.77**	**68,800.00**	
Grand Total Net Rev/Exp	**-575,101.53**	**136,065.51**	**-33,932.54**	**2,829.85**	**-50,000.00**	**-50,000.00**	**0.00**	

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date September 20, 2016

Date:	Description	TIF Eligible	Amount	Task # (1-6)	Notes
9/13/2016	Envirologic Technologies	X	$1,339.10		***$1,339.10 - Total***
9/13/2016	Consumers Energy		$7.96		***$7.96 - Total***
	TOTAL CLAIMS & ACCOUNTS:		***1347.06***		**$1,347.06**

Completed by: ***T. Galla*** ***Date Completed:*** ***August 14, 2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: _____

envirologic
environmental consulting + services

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

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

Invoice number 02723
Date 09/13/2016

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

INVOICE: Through Aug 31, 2016

GENERAL SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	4.00	140.00	560.00
Project Scientist			
Therese M. Searles			
Professional Services	6.00	85.00	510.00

Expense

	Units	Rate	Billed Amount
Miscellaneous Expense	1.00	269.10	269.10
Consumers Energy bill			
Phase subtotal			1,339.10
		Invoice total	**1,339.10**

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

PREPARED & PROOFED BY
VERIFIED BY

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: **September 27, 2016**

Thank You - We received your last payment of **$7.95** on **August 22, 2016**

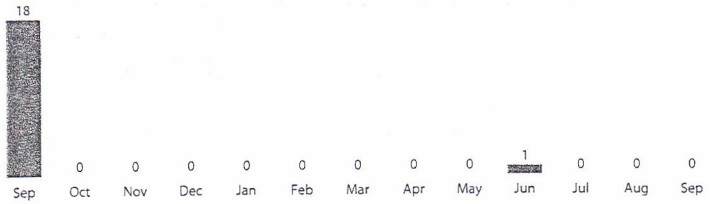
Service Address:
115 S Grand Ave #7L
Leland MI 49654-5053

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

September Energy Bill

Service dates: August 03, 2016 - September 01, 2016 (30 days)

Total Electric Use (kWh - kilowatt-hour)



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

ACTUAL

September 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: **September 27, 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 00000007963 0000 2056 6 000000000000 H

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts - Assessment

Meeting Date September 20 2016

Date:	Description	EPA Assessment Grants Pet.	HazMat		Amount	Task # (1-6)	Notes
9/13/2016	Envirologic Technologies						
	Invoice #02722 - Two Peas LLC, 206 N. St. Joseph St.		X		$956.25		***$956.25 - Total***
			TOTAL CLAIMS & ACCOUNTS:		$956.25		***$956.25***

Completed by: ***T. Galla*** ***Date Completed:*** ***9/14/2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: TG

envirologic
environmental consulting + services

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

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

Invoice number 02722
Date 09/13/2016

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

INVOICE: Through Aug 31, 2016

BROWNFIELD PLAN/ACT 381 WORK PLAN - W.O. 7H-14

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist			
Therese M. Searles			
Professional Services	11.25	85.00	956.25
		Invoice total	**956.25**

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

PREPARED & PROOFED BY
VERIFIED BY

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
9/12/2016	Envirologic Technologies		X		$16,686.02		***$16,686.02 - Total***
	Invoice #02707 - WO #20 - RLF Loan						
	TOTAL CLAIMS & ACCOUNTS:				$16,686.02		$16,686.02

Completed by: ***T. Galla*** ***Date Completed:*** ***Sept 14, 2016***

Amount Approved: $ **Date:**

Amount Denied: $ Initials: _____

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 02707
Date 09/12/2016

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

INVOICE: Through Aug 31, 2016

PROJECT MGMT, OVERSIGHT AND PROF. SERVICES

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant			
Robyn E. Logelin			
Professional Services	3.50	50.00	175.00
Principal			
Jeffrey C. Hawkins			
Professional Services	9.00	120.00	1,080.00
Project Manager			
Erik D. Peterson			
Professional Services	50.00	90.00	4,500.00
Senior Project Manager			
David A. Stegink			
Professional Services	1.00	95.00	95.00

PREPARED & PROOFED BY
VERIFIED BY

Expense

	Units	Rate	Billed Amount
Lodging	1.00	182.321	182.32
Miscellaneous Expense	1.00	3.657	3.66
coies			
Project Mgmt, Oversight and Prof. Services subtotal			6,035.98

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Erik D. Peterson			
Professional Services	13.00	90.00	1,170.00
Senior Project Manager			
David G. Bohan			
Professional Services	7.50	95.00	712.50

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 02707
Date 09/12/2016

VERIFICATION OF SOIL REMEDIATION (VSR) SAMPLING

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist			
Robert L. Webster			
Professional Services	36.50	70.00	2,555.00

Expense

	Units	Rate	Billed Amount
Ice	2.00	6.9115	13.82
	1.00	9.20	9.20
Subtotal			23.02
Lodging	1.00	182.275	182.28
Per Diem	3.00	35.00	105.00
Miscellaneous Expense	1.00	216.545	216.55
FedEx shipping of samples			

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Fibertec Environmental Services	1.00	1,640.981	1,640.98
	1.00	16.10	16.10
	1.00	18.40	18.40
Phase subtotal			6,639.83

DOCUMENTATION OF DUE CARE COMPLIANCE (DDCC)

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant			
Robyn E. Logelin			
Professional Services	0.25	50.00	12.50
Project Manager			
Erik D. Peterson			
Professional Services	11.00	90.00	990.00
Project Scientist			
Bradford J. Yocum			
Professional Services	0.25	70.00	17.50
Phase subtotal			1,020.00

WASTE MANAGEMENT LANDFILL FEES

Subcontractor

	Units	Rate	Billed Amount
Subcontractor			
Waste Management of MI, Inc.	1.00	2,990.207	2,990.21

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	02707
Date	09/12/2016

Invoice total	**16,686.02**

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

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

POST AUDIT - September 20, 2016

POST AUDIT AMOUNT - $ 4,510.00

RLF cost - for Leland Cleanup

Environmental Risk Managers, Inc.
PO Box 210F
Moline, MI 49335

Pre-approved at July 19, 2016 meeting and paid by check	$4,510.00
TOTAL CHARGE	**$4,510.00**

Invoice #10842, dated 7/29/16

Accepted by LCBRA on _____

Initialed: _____ _____

Environmental Risk Managers Inc.
PO BOX 210F
MOLINE, MI 49335

Voice: (269)792-1070
Fax: (269)792-1073

INVOICE

Invoice Number: 10842
Invoice Date: 7/29/16
Page: 1

Duplicate

Bill To:

LEELANAU COUNTY BROWNFIELD REDEV.
8527 EAST GOVERNMENT CENTER DR
STE 108
SUTTONS BAY, MI 49682

Customer ID: 670

Customer PO	Payment Terms	Sales Rep ID	Due Date
LEELANAU COUNTY	Net 10 Days	CB	8/8/16

Description	Amount
LEELANAU COUNTY BROWN/CPL/ACE/EFF 07-18-16/G28143242 001	4,400.00
2.5% MICHIGAN SLT	110.00

PREPARED & PROOFED BY TG
VERIFIED BY

pre-approved at 7-19-16 meeting & paid by check

Subtotal	4,510.00
Sales Tax	
Total Invoice Amount	4,510.00
Payment/Credit Applied	
TOTAL	**4,510.00**

Check/Credit Memo No:

Reimbursement Request

2014 EPA Brownfield Site Assessment Grant

Cooperative Agreement BF-00E01409-1

Request No. 13

Amount for request

Total:	$956.25
Petroleum (G5ALOR00):	$0.00
Hazardous Substance (G5ALNY00):	$956.25

Quarter	Approved	Group	Work Order	Invoice	Total	Petroleum BF00E01409/G5ALOR00	Hazardous BF00E01409/G5ALNY00
8	9/20/2016	Envirologic	7H-14	2722	$956.25	$0.00	$956.25
Total					$956.25	$0.00	$956.25

Reimbursement Request

2010 EPA Brownfield RLF Grant

Cooperative Agreement BF-00E00388A-4

Request No. 28

Amount for request

Total:	$21,445.03
Petroleum (G5ALOL00):	$124.00
Hazardous Substance (G5ALOS00):	$21,321.03

Quarter	Approved	Group	Work Order	Invoice	Total	Petroleum BF00E00388/ G5ALOL00	Hazardous BF00E00388/ G5ALOS00
25	9/20/2016	Leelanau County	-	-	$249.01	$124.00	$125.01
25	9/20/2016	Environmental Risk Managers, Inc.	-	10842	$4,510.00	$0.00	$4,510.00
25	9/20/2016	Envirologic	20	2707	$16,686.02	$0.00	$16,686.02
Total					$21,445.03	$124.00	$21,321.03

AKTPEERLESS

WORK ORDER #19

This Work Order #19, effective as of September 15, 2016, is a "Work Order" under the Agreement for Services (the "AGREEMENT") dated December 15, 2014, as amended, by and between AKT Peerless ("AKT PEERLESS" and the "CONSULTANT") and the Leelanau County Brownfield Redevelopment Authority (the "LCBRA" and the "CLIENT"). The AGREEMENT is hereby amended and supplemented as provided in this Work Order #19.

SUBJECT MATTER: Pre-demolition NESHAP asbestos inspection and lead paint sampling
Grub Shack Building
Old Settlers Park
South Dunns Farm Road (County Road 675)
Empire Township

FUNDING SOURCE: U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grants for Hazardous Substances Sites and Petroleum Sites

WORK PLAN REFERENCE: Task 2 – Environmental Site Assessments

AKT PEERLESS proposes to perform the work described herein in accordance with the terms of the above-referenced AGREEMENT and as described in this "Scope of Services."

AKT PEERLESS will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

AKT PEERLESS and LCBRA have designated the following representative(s) for this "Scope of Services:"

AKT PEERLESS Name of CONSULTANT	James C. Fox, 248-302-3571, foxcj@aktpeerless.com e Representative Name, Phone & Email
LCCBRA Name of CLIENT	Trudy Galla, AICP, 231-256-9812, tgalla@co.leelanau.mi.us Representative Name, Phone & Email

If LCBRA accepts this Scope of Services, please sign this Work Order on behalf of LCBRA and return to the Representative of AKT PEERLESS.

ACCEPTED AND AGREED TO:

LCBRA – TRUDY GALLA, AICP	AKT PEERLESS – James C. Fox
_____	James C. Fox
(CLIENT – Signature)	(CONSULTANT – Signature)
Date _____	Date: 9-15-2016

Scope of Services

- Inventory and quantify suspect asbestos materials.
- Collect up to 12 bulk samples of suspect asbestos materials. Samples will be collected by a Michigan licensed asbestos inspector and submitted to a NVLAP Accredited Laboratory for analysis. Laboratory analysis will be performed on a standard turnaround schedule.
- Inventory paint coatings on interior and exterior surfaces.
- Collect up to six (6) paint chip samples for laboratory analysis, standard turnaround.
- Prepare an electronic summary report of findings upon receipt of analytical results.

Schedule

Conduct field inspection and sampling within 10 business days of receiving the signed authorization.

Compensation

Professional services rendered and project costs incurred under this Work Order will be based on the rates provided in the Agreement for Services between the LCBRA and AKT PEERLESS. AKT PEERLESS proposes to complete this proposed scope of work on a time and materials, not-to-exceed basis. Assumes work can be performed in conjunction with Work Order #18 to facilitate efficiencies and cost controls.

Activity	Not to Exceed Cost
Field Labor, Supplies and Equipment, Travel Expenses, Report Preparation and Project Management	$700.00
Laboratory Analysis:	
12 asbestos analyses by polarized light microscopy X $11 each. $2.30 for each additional layer (est. 3). $11.50 for each point count (est. 2). Standard turnaround.	$161.90
Six lead paint chip analyses by AA or GC X $16 each.	$96.00
Total Time and Materials, Not to Exceed	**$957.90**