

# NOTICE OF MEETING

A Regular Meeting of the **Leelanau County Brownfield Redevelopment Authority (LCBRA)** will be held at 10:00 a.m. on **Tuesday, March 19, 2024** (or immediately following the Land Bank Authority meeting, whichever is later) in the Leelanau County Government Center – 1<sup>st</sup> floor.

## DRAFT AGENDA

### Members

Dan Heinz-Chairman  
Rick Foster-Vice Chair  
John Arens-Sect/Treasurer  
Deborah Allen  
Gwenne Allgaier  
T. Eftaxiadis  
David King

### Director

Gail Myer

### CALL TO ORDER & PLEDGE OF ALLEGIANCE

### ROLL CALL

### PUBLIC COMMENT

### DIRECTOR COMMENTS

### CONSIDERATION OF AGENDA

### CONFLICT OF INTEREST

### CONSIDERATION OF FEBURARY 27, 2024 MEETING MINUTES *pgs. 2-6*

### 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.

- a. Fishbeck – General Consulting and TIF Management *pgs. 7-9*
- b. Fishbeck – EPA Assessment Grant *pgs.10-16*

### OLD BUSINESS

1. Fee Schedule - 1% fee due upon signing the Reimbursement Agreement *pgs. 17-18*
2. Updates:
  - a) Four LBA owned parcels
  - b) Empire schoolhouse project – TIF
  - c) Former Empire lumberyard project – Phase II

### NEW BUSINESS

1. Discussion - New Waves UCC infrastructure/gap funding

### FINANCIALS

1. Claims & Accounts \$20,585.37 *pgs.19-34*
2. Post Audit, Budget Amendments, Transfers

### CORRESPONDENCE/COMMUNICATION ITEMS

### PUBLIC COMMENT

### DIRECTOR COMMENTS

### MEMBER / CHAIRPERSON COMMENTS

### ADJOURN

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, February 27, 2024 at the Leelanau County Government Center.**

**CALL TO ORDER**

Meeting was called to order at 10:00 am by Vice Chairman Foster who led the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** G. Allgaier, D. King, D. Allen, R. Foster, T. Eftaxiadis

**Members absent:** J. Arens, D. Heinz  
**(Prior Notice)**

**Staff:** G. Myer, Planning Director, J. Herman, Planning Secretary

**Public:** T. Searles, S. Mitchell

**PUBLIC COMMENT-** None.

**DIRECTOR COMMENTS**

Myer looked into the request of whether officers needed to take a separate oath and said that everyone takes the same oath. Myer said that Heinz requested there be updates on each brownfield project so she suggested they remove them out of the consent agenda, so that Searles can provide updates. Lastly, Myer said that Jon Stimson of HomeStretch was working on obtaining property from Betsey Price which fell through because they were not willing to separate the amount of acres Stimson needed.

**CONSIDERATION OF AGENDA**

*Motion by Allen, seconded by Allgaier, to move the two items from the “Consent Agenda” to “Old Business” “Item’s A & B” for further discussion. Motion carried 5-0.*

**CONFLICT OF INTEREST** – None.

**CONSIDERATION OF JANUARY 16, 2024 MINUTES**

Myer said staff will be making some corrections regarding Fishbeck work order #7 and Work order #8.

*Motion by Allgaier, seconded by King, to approve the minutes as amended. Motion carried 5-0.*

**CONSENT AGENDA**

Fishbeck - General Consulting and TIF Management  
Fishbeck - EPA Assessment Grant

## **OLD BUSINESS**

Searles gave an update on general consulting and tax increment tracking management and annual reporting. She said that general services are non-project related work. In this month, there was an invoice for consideration that involved discussions with the Board Chair regarding account balances related to active brownfield plans and general brownfield consulting services. For the tax increment tracking, the winter tax statements have gone out to local taxing jurisdictions for the active brownfield plans. As the checks are received, they are sent to Fishbeck for review for and updating the tracking sheets. The two project invoices for consideration are Invoice #433689 for \$1,107.00 for general consulting services and Invoice #433691 for \$1,080.50 for tax increment tracking services.

***Motion by Allgaier, seconded by Eftaxiadis, to approve Fishbeck's Invoice #433691 Tax Increment Tracking and Annual Reporting (W.O. #2-GES, Amendment No. 1) in the amount of \$1,080.50. Motion carried 5-0***

***Motion by Allen, seconded by Allgaier, to approve Fishbeck's Invoice #443689 General Environmental Services (W.O. #2-GES, Amendment No. 1) in the amount of \$1,107.00. Motion carried 5-0.***

Searles moved on to the EPA grant invoices and said that the Quality Assurance Project Plan (QAPP) was completed and approved by the EPA in May 2023. They have since updated the program director change, laboratory certifications, Quality Assurance documents, and standard operating procedures. The Annual Update will be submitted by Myer to the EPA prior to the May, 8, 2024 deadline.

Searles reviewed the Community Outreach and Programmatic update and said that was to prepare meeting materials and updates. The invoice for consideration is Invoice #433692 for \$985.00.

***Motion by Allgaier, seconded by Allen, to approve Fishbeck's Invoice #433692 for Community Outreach and Programmatic Project No: 230505- W.O. #2, Amendment No. 1 in the amount of \$985.00. Motion carried 5-0.***

Searles briefly mentioned Bluebird, saying that last month when the memos were prepared, they were awaiting signatures on the reimbursement agreement and that document has since been signed with a notary present.

Searles said the Centerville Township had requested a Phase I Environmental Site Assessment for the former dump site. They found that most of the dumping occurred off the project site and it was determined that there was no additional support for further assessment.

Searles reported that current grant fundings for the Peninsula Housing project on Herman Rd. are complete. They did a hazardous materials inspection of an asbestos survey. She said Peninsula Housing may be seeking support from the BRA in considering a brownfield plan.

Searles gave a brief update on the four Land Bank parcels that were acquired through tax foreclosure. She said that they intend to sell to HomeStretch for needed affordable housing developments. The sites are 4795 S. Manor Dr, Lot 33 Blue Ridge, Lot 269 Cherry Home Shores and Lot 3 Omena Bay Resort. There is not much information known regarding the previous operations or environmental conditions of the sites. The financial lending institution is not finalized yet, Huntington Bank has additional requirements beyond the ASTM requirements.

***Motion by Allen, seconded by King, to approve payment on the four Land Bank parcels evaluation that was completed related to Invoice #433686 in the amount of \$3,326.00. Motion carried 5-0.***

Searles gave an update on the Empire Downtown Revitalization which is the former Empire lumberyard. They are completing a Phase I to understand the historical context of the properties. They have completed field work for the hazardous materials inspection and are awaiting analytical data. There was due care planning to review previous environmental data on the site and understanding if a Phase II is needed, but it is still yet to be determined and will have more information next month.

***Motion by Allen, seconded by Allgaier, to approve Fishbeck's Invoice #433690 Empire Downtown Revitalization- Former Empire Lumberyard- Six Parcels Project No: 232213- W.O. #7 in the amount of \$2727.50. Motion carried 5-0.***

Searles said the last project is the former Empire Schoolhouse Restoration Project submitted by Joe and Elizabeth Van Esley and approved by the BRA. The site consists of two parcels, one parcel is where the school is and the other is adjacent where they plan to put a Direct Charge (DC) fast charging station. There are minimal restoration plans on the structure itself and plans for retail operations. There was a previous environmental assessment done which found mercury contamination in the septic tank and asbestos and lead have been identified in the structure. The BRA has approved due care planning activities and a brownfield plan evaluation. They need to first determine if there will be sufficient tax increment generated by the redevelopment to determine if that is an appropriate tool.

***Motion by King, seconded by Allen, to approve Fishbeck's Invoice #433693 for the former Empire Schoolhouse Restoration Project No: 240201- W.O. #8 in the amount of \$900.50. Motion carried 5-0.***

King noted that the Discovery Center may be looking for brownfield funding based on an article he read in the newspaper. Allen and Myer will reach out to Elmwood Township Supervisor, Jeff Shaw.

#### Approval of Policies and Procedures

Myer said in last month's meeting, the BRA amended the policy on the TIF Collection and Disbursal and Heinz suggested they do the same for the Policies and Procedures document so it can read 'Under no circumstances will TIF reimbursement to the developer be made from the Delinquent Tax Revolving Fund.' Myer said Heinz questioned the process on collecting TIF once the tax bills are released. Searles explained the process and the BRA determined they can amend the document, if need be, after more clarification.

***Motion by Allen, seconded by King, to approve Policies and Procedures as amended. Motion carried 5-0.***

#### **NEW BUSINESS**

##### Discussion- 1% fee due upon signing the Reimbursement Agreement

Myer said she provided a handout this morning and highlighted "C" for discussion today. Myer said that it is her understanding that the fee has not been collected in the recent past. Searles thought this was originally done when it was set up years ago but has not been executed recently. She said there is an administration fee upfront so she isn't sure what this 1% fee is. Searles said if the BRA moves forward, they would want to evaluate what the appropriate uses are. Several communities have application fees but she wasn't sure if they have a separate reimbursement fee. Eftaxiadis said some BRA's have fees when it comes to generating the redevelopment agreement. He continued, saying that they are asking the

developer to pay a percentage amount that would not be finally approved until after the Board of Commissioners (BOC) approves the brownfield plan and if the project involves school TIF, then the developer agreement is required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to be part of a 381-work plan. Eftaxiadis suggested they table this discussion until Heinz returns. King asked about the history and asked that Myer bring back information for next month.

#### Appointment of BRA Director

Allen said that the BOC officially appointed Myer as the Planning Director. This board needs to formally appoint her as the Brownfield Redevelopment Authority Director.

***Motion by Allgaier, seconded by Eftaxiadis, to appoint Myer as the Brownfield Redevelopment Authority Director. Motion carried 5-0.***

#### Appointment of Authorized agent to submit EPA requests on ASAP.gov

***Motion by Allen, seconded by Eftaxiadis, to appoint Myer as the authorized agent to submit EPA request on ASAP.gov. Motion carried 5-0.***

Myer has already been working with Allen on the process for submittals. Myer will also look at additional brownfield training and workshops.

#### Fishbeck Work Order: Work Order #1 – Quality Assurance Project Plan (QAPP)

Searles said she touched on this in the previous update. This is to create an annual update for 2024 and 2025 that Fishbeck is working on this but they did not have a budget.

***Motion by Eftaxiadis, seconded by Allgaier, to approve Fishbeck's Work Order #1, Amendment No. 1- Quality Assurance Project Plan as presented. Motion carried 5-0.***

#### Fishbeck Invoice #433685- QAPP Quarterly Update

***Motion by Eftaxiadis, seconded by Allgaier, to approve Fishbeck's Invoice in the amount of \$486.48 for preparing and submitting the QAPP Quarterly Update as presented. Motion carried 5-0.***

#### Fishbeck Work Order: Work Order #6, Amendment No. 1- Eligibility and Phase I ESAs

Searles said this is for the four LBA parcels and as mentioned earlier there may be some involvement with Huntington Bank. Fishbeck has been in communication with Stimson and he said that financing has not been secured but is presumed that Huntington Bank will be involved at some point in the redevelopment. This amendment is requesting an additional \$4,000.00 primarily to meet Huntington Bank's requirements of performing a formal environmental lien search, threatened and endangered species review, review of wetland maps, and formal vapor encroachment screening. It is estimated to take an additional two to three weeks to complete.

Eftaxiadis brought up the certainty of a financial institution that may be involved and that the additional requirements may not be grant eligible. He is not in support of the amendment until there are clear requests from the applicant or bank on the required items and determinations from EPA that they are grant eligible. Searles will seek clarification. Allen suggested they table this to get clarification and a formal request.

**FINANCIALS**

**Claims & Accounts - \$10,126.50**

*Motion by Allgaier, seconded by King, to approve Claims & Accounts in the amount of \$10,126.50.  
Motion carried 5-0.*

**Post Audit, Budget Amendments, Transfers- None.**

**CORRESPONDENCE/COMMUNICATION ITEMS - None.**

**PUBLIC COMMENT- None.**

**DIRECTOR COMMENTS- None.**

**MEMBER / CHAIRPERSON COMMENTS**

Allen brought up the amended board rules regarding public comment and will have Myer check into the BRA's bylaws. Eftaxiadis suggested that if they do not have a lot of items to discuss then they should consider consolidating their items to reduce the number of meetings. Searles said there is timing, sequencing, work orders, eligibility and sampling that can be problematic but Fishbeck will comply with what the board chooses. Foster mentioned that most members are on the LBA prior to the BRA meetings.

**ADJOURN**

Meeting adjourned at 11:14 AM.

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## Memo

**TO:** Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority  
**FROM:** Therese Searles and Jeff Hawkins  
**DATE:** March 19, 2024  
**RE:** General Consulting and TIR Management Monthly Updates and Invoices

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

Please find attached several items for your consideration:

**1. General Environmental Services (W.O. #2-GES, Amendment No. 1)**

**Update:**

Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. Applicable to this Agreement, Work Order Number 2-GS, an overall general services work order, dated April 18, 2023, was approved at the April LCBRA regular meeting. Activities subject to this work order may include assistance with existing Brownfield Plans, new project communications, evaluating new State reporting requirements, and other project assistance as needed. An amended work order was approved in December to continue as needed general services as directed by the LCBRA Board and Interim Brownfield Director. *Activities included in this month's invoice for consideration involved discussions with the Board Chair regarding account balances as they relate to active Brownfield Plans, a meeting with a developer and the City of Traverse City regarding a housing expansion project in the Morgan Farms Development potentially seeking brownfield support, and general brownfield consulting services as directed by the Brownfield Director.*

**Project Invoices for Consideration:**

Invoice #434696 (\$1,034.00)

**2. Tax Increment Tracking and Annual Reporting (W.O. #1-GES, Amendment No. 1)**

**Update:**

Fishbeck has established a tax increment financing (TIF) tracking system for the LCBRA for its existing Brownfield Plans. The LCBRA has engaged Fishbeck to manage the tracking of tax increment collection and reimbursement associated with the LCBRA's existing brownfield plans by updating and sending out Statement of Account twice a year to coincide with tax collection periods. Reimbursement Analysis will also be updated for the LCBRA twice a year. An amended work order was approved in December 2023 to conduct tax increment tracking services for the 2024 tax year. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2024. Fishbeck tracks the collection of TIR received on a continual

basis as those checks come in and are forwarded on to Fishbeck for review. *Activities included in this month's invoice were related to review of tax increment revenues (TIR) received.*

Project Invoices for Consideration:

Invoice #434699 (\$50.50)



Leelanau County Brownfield Redevelopment Authority  
General Services  
Budget and Cost Summary

Project	Number	W.O.	Site/Phase	Activity	Budget Estimates		Actual			Project Budget Remaining				
					Total		Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete			
230507	1-GES			Tax Increment Tracking and Annual Reporting (2023)	\$	4,900.00	Invoice Total	421222	3/13/2023	\$	333.75			
BT1								422202	4/5/2023	\$	63.75			
								230507	5/8/2023	\$	283.50			
								424163	6/8/2023	\$	126.00			
								425212	7/6/2023	\$	892.00			
								426200	8/2/2023	\$	605.00			
								427526	9/7/2023	\$	1,573.40			
								428408	10/5/2023	\$	42.00			
								430405	11/9/2023	\$	63.00			
								431436	12/7/2023	\$	917.40			
								<b>Project Subtotal</b>		<b>\$</b>	<b>4,899.80</b>	<b>Project Subtotal Remaining</b>	<b>\$ 0.20</b>	
				Statement of Account and Reimbursement Analysis Preparation (2023)	\$	3,700.00	Invoice Breakdown							
								Stmnt of Acct/RA	421222	3/13/2023	\$	333.75		
									422202	4/5/2023	\$	63.75		
									423195	5/8/2023	\$	147.00		
									424163	6/8/2023	\$	126.00		
									425212	7/6/2023	\$	892.00		
									426200	8/2/2023	\$	563.00		
									427526	9/7/2023	\$	1,022.40		
									428408	10/5/2023	\$	42.00		
									430405	11/9/2023	\$	63.00		
									431436	12/7/2023	\$	446.90		
								<b>Phase Subtotal</b>		<b>\$</b>	<b>3,699.80</b>	<b>Phase Subtotal Remaining</b>	<b>\$ 0.20</b>	
				Annual Reporting (2023)	\$	1,200.00								
									423195	5/8/2023	\$	136.50		
									426200	8/2/2023	\$	42.00		
									427526	9/7/2023	\$	551.00		
									431436	12/7/2023	\$	470.50		
								<b>Phase Subtotal</b>		<b>\$</b>	<b>1,200.00</b>	<b>Phase Subtotal Remaining</b>	<b>\$ -</b>	
230507	1-GES, A-1			Tax Increment Tracking and Annual Reporting (Amendment No. 1-2024)	\$	6,000.00	Invoice Total	432670	1/8/2024	\$	745.00			
BT2								Invoice Total	433691	2/13/2024	\$	1,080.50		
								Invoice Total	434699*	3/12/2024	\$	50.50		
								<b>Project Subtotal</b>		<b>\$</b>	<b>1,876.00</b>	<b>Project Subtotal Remaining</b>	<b>\$ 4,124.00</b>	
				Statement of Account and Reimbursement Analysis Preparation (2024)	\$	4,500.00	Invoice Breakdown							
								Stmnt of Acct/RA	432670	1/8/2024	\$	745.00		
									433691	2/13/2024	\$	1,080.50		
									434699	3/12/2024	\$	50.50		
								<b>Phase Subtotal</b>		<b>\$</b>	<b>1,876.00</b>	<b>Phase Subtotal Remaining</b>	<b>\$ 2,624.00</b>	
				Annual Reporting (2024)	\$	1,500.00								
								<b>Phase Subtotal</b>		<b>\$</b>	<b>-</b>	<b>Phase Subtotal Remaining</b>	<b>\$ 1,500.00</b>	
230894	2-GES			General Consulting	\$	6,000.00	Invoice Total	423194	5/4/2023	\$	59.00			
BT1				Amendment #1	\$	6,000.00		425213	7/6/2023	\$	59.00			
					\$	12,000.00		426199	8/2/2023	\$	88.50			
								427537	9/7/2023	\$	646.00			
								428407	10/5/2023	\$	263.50			
								430404	11/9/2023	\$	1,089.75			
								431434	12/7/2023	\$	2,041.00			
								432669	1/8/2024	\$	2,137.25			
								433689	2/13/2024	\$	1,107.00			
								434696*	3/12/2024	\$	1,034.00			
								<b>Project Subtotal</b>		<b>\$</b>	<b>8,525.00</b>	<b>Project Subtotal Remaining</b>	<b>\$ 3,475.00</b>	
				Approved Project Budgets Subtotal	\$	22,900.00	<b>Total Expended</b>			<b>\$</b>	<b>15,900.80</b>	<b>Budgets Remaining</b>	<b>\$ 7,599.20</b>	
				Estimated Budget Remaining	\$	-								
				Project Budgets Returned								Check	\$ 22,900.00	
				Available Budget Remaining	\$	7,599.20								
				Notes:										

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## Memo

**TO:** Dan Heinz, Board Chair – Leelanau County Brownfield Redevelopment Authority

**FROM:** Therese Searles and Jeff Hawkins

**DATE:** March 19, 2024

**RE:** FY22 EPA Grant Updates and Invoices

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This memorandum serves to provide information regarding updates and invoices that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for activities and services rendered on various projects related to the EPA Brownfield Assessment Grant (4B-00E03213-0).

### 1. QAPP

Project No: 230506 – W.O. # 1

Update:

Preparation of the QAPP is complete and has been submitted to and approved by the USEPA. QAPP self-certification was found to be complete and satisfactory on May 8, 2023. ***Work Order No. 1, Amendment No. 1 was approved last month to complete the Annual Updates required to keep the QAPP document in compliance. Updates will include switching out the Grant Program Manager from Trudy Galla to Gail Myer, updating laboratory certifications, Quality Assurance (QA) documents, and Standard Operating Procedures (SOPs). Invoices for consideration this month include preparation of the annual update document. One of the approved laboratories is in the process of updating QA procedures and SOP documents. Once complete, the Annual Update will be submitted to the Brownfield Director to submit to the USEPA prior to the May 8, 2024 deadline.***

Project Invoices for Consideration:

Invoice #434693 (\$135.00)

### 2. Community Outreach and Programmatic

Project No: 230505 – W.O. # 2, Amendment No. 1

Update:

Programmatic activities relate to preparing work orders, preparing meeting materials, setting up/inputting ACRES information, and communications with the Director of the LCBRA regarding implementing the grant activities. ***Fishbeck is in the process of evaluating “sufficient progress” toward EPA Assessment Grant goals and objectives and will report these findings to the LCBRA. Initial review of grant metrics indicate that goals and objectives are on track and that future projects should also be sought to continue to utilize grant funds at an appropriate pace. Activities included in this month’s invoice for consideration include preparing meeting materials and updates to ACRES.***

Project Invoices for Consideration:

Invoice #434701 (\$708.00).

3. Four Land Bank Parcels – Leelanau County, MI

Project No: 232214 – W.O. # 6

Update:

The Leelanau County Land Bank Authority acquired four parcels through tax foreclosure that it intends to sell to Homestretch for needed affordable housing developments. All four parcels are vacant land scattered throughout the county and identified as 4795 S. Manor Drive, Lot 33 Blue Ridge, Lot 269 Cherry Home Shores, and Lot 3 Omena Bay Resort. There is little to no information known regarding previous operations or environmental conditions of the sites. The LCBRA chose to support the project application at the December 19, 2023 regular meeting and directed Fishbeck to begin the eligibility process. Fishbeck has prepared, and the interim Brownfield Director has submitted, the eligibility demonstrations to the USEPA. As the parcels are not adjacent and contiguous pieces of property, four separate eligibility demonstrations were prepared. Based on proposed State and Federal funding anticipated to be sought for the redevelopment, a Phase I ESA will be needed. Work Order 6 was approved at the January LCBRA meeting including preparation of four separate Phase I ESA documents, compliant with the ASTM Standard and the rules for All Appropriate Inquiry. Fishbeck initiated Phase I ESA activities immediately upon authorization to proceed and concurrence on the eligibility determination from the USEPA (January 17 and 19, 2024). Completion of the Phase I ESAs will also inform if any environmental assessment is recommended based on any Recognized Environmental Conditions (RECs) that may be identified in the Phase I ESAs. *While specific funding programs and institutions are still being evaluated for the redevelopment side of the project, Fishbeck prepared an amendment to WO #6 for consideration last month based on initial communication with Homestretch that indicated that Huntington Bank would likely be involved in financing some redevelopment portions of the project. Huntington Bank has additional scope requirements for a Phase I ESA beyond the ASTM Standard requirements. The LCBRA Board chose not to approve the amendment until funding participation was known. Following the February LCBRA meeting, Therese Searles of Fishbeck was able to connect with Homestretch and it was determined that Huntington will not be participating at this point in time. Should they be involved at a later date, Homestretch will contract for any additional services needed at that time. Therefore, the four Phase I ESA documents are being completed compliant with the ASTM Standard requirements. Fishbeck is awaiting user questionnaire documentation from Homestretch before the reports can be finalized.*

Project Invoices for Consideration:

Invoice #434694 (\$2,996.90)

4. Empire Downtown Revitalization – Former Empire Lumberyard-Six Parcels, Empire, MI

Project No: 232213 – W.O. # 7

Update:

Empire Associates, LLC was formed in 2014 with the intent of revitalizing property in the downtown of the Village of Empire. At the December 19, 2023 regular meeting, the LCBRA chose to accept a project application, submitted by Empire Associates, LLC for the former Empire Lumber Yard property. The property proposed for redevelopment consists of six parcels: 11712 S. Lake Street, 11728 S. Lake Street, 11738 S. Lake Street, and unnamed parcels on S. Lake Street (Tax ID: 041-824-056-10 and 041-451-014-15) and Storm Hill Drive (PID: 041-451-014-15).

Historically, the property was utilized as an Ace Hardware, lumber yard, and livery which is associated with the prior lumber industry. The property is currently developed with a 7,400 sq. ft. livery barn, 11,000 sq. ft.

unoccupied hardware store, 8,000 sq. ft. pole barn, and two open air sheds. All business activity stopped on the site over 15 years ago and the property remains vacant and deteriorating. The property, 11738 S. Lake Street, is listed in the leaking underground storage tank database (Facility ID 50002285). A Restrictive Covenant is currently in place on the property, restricting groundwater withdrawal.

The developer intends to demolish obsolete unstable structures and evaluate clean up of the site to support redevelopment. It is also unknown whether asbestos-containing materials are present which will need to be determined prior to demolition. Implementation of a wastewater treatment system and site utility infrastructure plan to support redevelopment is anticipated. The developer plans to redevelop the property into a town square, retail space, offices, public area, and mixed income housing. To assist the developer with the safe reuse of this site, the Brownfield Redevelopment Authority intends to utilize USEPA assessment grant funds to evaluate environmental conditions that may affect redevelopment plans. Work Order 7 was approved by the LCBRA in January 2024 to include the completion of a Phase I Environmental Site Assessment (ESA), Hazardous Materials Inspections (HMI) for all structures located on the property (i.e. Pre-Demolition Asbestos Surveys and paint chip sampling), Due Care planning activities, and a conceptual Phase II ESA scope and budget. Site eligibility was determined by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) on January 11, 2024, and confirmed by the USEPA on January 26, 2024. A Health and Safety Plan (HASP) and a Sampling and Analysis Plan (SAP) for completion of the HMI was prepared the USEPA approved the SAP on February 9, 2024. ***The Phase I ESA and the HMI reports are both anticipated to be completed this week. The Due Care Planning activities are also well underway. As a result of the Phase I ESA and Due Care findings, a Phase II ESA is recommended to evaluate the former presence of a heating oil tank that has never been assessed and evaluate current data relative to known contamination from a former gas tank. Completion of the Phase II ESA was already approved with a conceptual budget. Therefore, the HASP and SAP for the Phase II scope of work were prepared and the Brownfield Director has submitted the SAP for EPA approval.***

Project Invoices for Consideration:

Invoice #434697 (\$13,345.47)

5. Former Empire Schoolhouse Restoration Project - Empire, MI

Project No: 240201 – W.O. # 8

Update:

Joe and Elizabeth Van Esley have submitted a project application for the LCBRA's consideration requesting support for the redevelopment of the former Empire Schoolhouse. The project site consists of two parcels (041-300-036-00 and 041-300-049-00) located in the Village of Empire. The Van Esleys plan a historic restoration of the property with a multi-use community center, coffee shop, and DC fast charging station. Some environmental assessment has already been completed on the site. There is known mercury contamination in the septic tank and asbestos and lead have been identified in the structure. A Baseline Environmental Assessment has already been filed with the State of Michigan. The LCBRA approved the project application and Work Order No. 8 in January 2024 for Due Care planning activities and a Brownfield Plan evaluation. Concurrence with the LCBRA's determination of brownfield eligibility on the site was received by the USEPA on February 1, 2024. ***Due Care Planning and Brownfield Evaluation activities are underway and a summary of findings will be prepared. Fishbeck is awaiting future taxable value estimates from the assessor in order to complete TIF modeling. Initial discussions indicate that there may not be significant tax increment generated. However, decisions regarding moving forward with preparation of a brownfield plan should wait until estimates are received from the assessor and formal evaluation is completed.***

Project Invoices for Consideration:

Invoice #434703 (\$2,315.50)

**Leelanau County Brownfield Redevelopment Authority  
FY22 U.S. EPA Brownfield Assessment Grant  
Budget and Cost Summary**

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task		Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total
			<b>Initial Grant Award</b>	\$ 250,000.00					
County		4	Personnel - Initial Budget	\$ 4,000.00			\$ -		
			Budget Amendment	\$ (1,609.53)					
			Amended Personnel Budget	\$ 2,390.47				\$ 2,390.47	
County		4	Travel - Intial Budget	\$ 3,000.00		BF Conference	Aug. 2022	\$ 1,469.17	
			Budget Amendment	\$ 1,609.53		BF Conference	Aug. 2023	\$ 750.00	
			Amended Travel Budget	\$ 4,609.53		BF Conference	Aug. 2023	\$ 2,390.36	
County		4	Supplies	\$ -					
County		4	Other	\$ -					
			County Subtotal	\$ 7,000.00	<b>County Subtotal</b>			\$ 4,609.53	<b>County Subtotal</b> \$ 2,390.47
			Contractual - Fishbeck	\$ 243,000.00			\$ 78,816.58	\$ 164,183.42	
<b>230506</b>	<b>1</b>	<b>2</b>	<b>QAPP</b>	<b>\$ 3,000.00</b>	Invoice Total	423193	5/4/2023	\$ 3,000.00	<b>X</b>
					Project Subtotal			\$ 3,000.00	Project Subtotal Remaining \$ -
<b>230506</b>	<b>1</b>	<b>2</b>	<b>QAPP Annual Updates</b>	<b>\$ 1,200.00</b>	Invoice Total	433685	2/13/2024	\$ 486.48	
						<b>434693*</b>	<b>3/12/2024</b>	<b>\$ 135.00</b>	
					Project Subtotal			\$ 621.48	Project Subtotal Remaining \$ 578.52
<b>230505</b>	<b>2</b>	<b>4</b>	<b>Community Outreach and Programmatic</b>	<b>\$ 6,000.00</b>	Invoice Total	421223	3/13/2023	\$ 42.50	
			Amendment No. 1 (11-21-2023)	\$ 5,000.00		422203	4/5/2023	\$ 590.00	
				<b>\$ 11,000.00</b>		423196	5/4/2023	\$ 1,315.25	
						424161	6/8/2023	\$ 660.25	
						425211	7/6/2023	\$ 793.50	
						426201	8/2/2023	\$ 989.25	
						427527	9/7/2023	\$ 472.00	
						428409	10/5/2023	\$ 606.50	
						430406	11/9/2023	\$ 530.75	
						431437	12/7/2023	\$ 619.50	
						432671	1/8/2024	\$ 515.75	
						433692	2/13/2024	\$ 985.00	
						<b>434701*</b>	<b>3/12/2024</b>	<b>\$ 708.00</b>	
					Project Subtotal			\$ 8,828.25	Project Subtotal Remaining \$ 2,171.75
<b>230504</b>	<b>3</b>	<b>1,2,3</b>	<b>Bluebird Redevelopment Project</b>	<b>\$ 35,300.00</b>	Invoice Total	421224	3/13/2023	\$ 127.50	
			Reallocated project budget	\$ (5,300.00)		422204	4/5/2023	\$ 1,057.20	
				<b>\$ 30,000.00</b>		423197	5/4/2023	\$ 1,458.50	
						424160	6/8/2023	\$ 8,661.32	
						425223	7/6/2023	\$ 5,988.89	
						426202	8/2/2023	\$ 2,315.50	
						427528	9/7/2023	\$ 3,763.00	
						428410	10/5/2023	\$ 2,876.55	
					Project Subtotal			\$ 26,248.46	Project Subtotal Remaining \$ 3,751.54

**Leelanau County Brownfield Redevelopment Authority  
FY22 U.S. EPA Brownfield Assessment Grant  
Budget and Cost Summary**

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining			
Project	W.O.	Task		Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete	
			Initial Grant Award	\$ 250,000.00							
230504	3	3	Brownfield Plan	\$ 5,000.00	Invoice Breakdown						
			Amended Budget	\$ 2,000.00	Brownfield Plan	421224	3/13/2023	\$ 127.50			
				\$ 7,000.00		422204	4/5/2023	\$ 1,057.20			
						423197	5/4/2023	\$ 193.50			
						424160	6/8/2023	\$ 600.25			
						425223	7/6/2023	\$ 195.00			
						426202	8/2/2023	\$ 841.50			
						427528	9/7/2023	\$ 1,660.50			
						428410	10/5/2023	\$ 2,324.55			
						Phase Subtotal				\$ 7,000.00	Phase Subtotal Remaining
	3-A# 1	1	Phase I ESA	\$ 3,000.00	Phase I ESA	423197	5/4/2023	\$ 1,176.50			
						424160	6/8/2023	\$ 1,823.50			
			Phase Subtotal				\$ 3,000.00	Phase Subtotal Remaining	\$ -		
	3-A# 1	2	Pre-Demolition Asbestos Survey	\$ 12,000.00	Asbestos Survey	423197	5/4/2023	\$ 88.50			
						424160	6/8/2023	\$ 6,237.57			
						425223	7/6/2023	\$ 5,617.89			
			Phase Subtotal				\$ 11,943.96	Phase Subtotal Remaining	\$ 56.04		
	3-A# 1	2	Phase II ESA (Conceptual)	\$ 15,300.00	Invoice Breakdown						
			Reallocated budget	\$ (7,300.00)	Phase II ESA	425233	7/6/2023	\$ 176.00			
				\$ 8,000.00		426202	8/2/2023	\$ 1,474.00			
						427528	9/7/2023	\$ 2,102.50			
						428410	10/5/2023	\$ 552.00			
			Phase Subtotal				\$ 4,304.50	Phase Subtotal Remaining	\$ 3,695.50		
231190	4	1	Centerville Township Dump Site	\$ 3,000.00	Invoice Total	425224	7/6/2023	\$ 198.00		X	
						426203	8/2/2023	\$ 2,802.00			
			Phase Subtotal				\$ 3,000.00	Project Subtotal Remaining	\$ -		
		1	Phase I ESA	\$ 3,000.00	Invoice Breakdown						
					Phase I ESA	425224	7/6/2023	\$ 198.00			
						426203	8/2/2023	\$ 2,802.00			
			Phase Subtotal				\$ 3,000.00	Phase Subtotal Remaining	\$ -		
231191	5	2	Peninsula Housing-980 Herman Rd, Suttons Bay	\$ 13,100.00	Invoice Total	425225	7/6/2023	\$ 257.00			
						426204	8/2/2023	\$ 294.50			
						427529	9/7/2023	\$ 8,738.12			
						428411	10/5/2023	\$ 1,439.90			
						430407	11/9/2023	\$ 777.00			
			Phase Subtotal				\$ 11,506.52	Project Subtotal Remaining	\$ 1,593.48		
		2	Pre-Demolition HMI	\$ 13,100.00	Invoice Breakdown						
						525225	7/6/2023	\$ 257.00			
						426204	8/2/2023	\$ 294.50			
						427529	9/7/2023	\$ 8,738.12			
						428411	10/5/2023	\$ 1,439.90			
						430407	11/9/2023	\$ 777.00			
			Phase Subtotal				\$ 11,506.52	Phase Subtotal Remaining	\$ 1,593.48		

**Leelanau County Brownfield Redevelopment Authority  
FY22 U.S. EPA Brownfield Assessment Grant  
Budget and Cost Summary**

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task		Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total
			Initial Grant Award	\$ 250,000.00					
<b>240201</b>	<b>8</b>	<b>2,3</b>	<b>Former Empire Schoolhouse Restoration Project</b>	<b>\$ 6,000.00</b>	Invoice Total	433693	2/13/2024	\$ 900.50	
					<b>Invoice Total</b>	<b>434703*</b>	<b>3/12/2024</b>	<b>\$ 2,315.50</b>	
					Project Subtotal			\$ 3,216.00	<b>Project Subtotal Remaining</b> \$ 2,784.00
					Invoice Breakdown				
		2	Eligibility	\$ 500.00	Eligibility	433693	2/13/2024	\$ 356.50	
					Phase Subtotal			\$ 356.50	<b>Phase Subtotal Remaining</b> \$ 143.50
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433693	2/13/2024	\$ 544.00	
						434703	3/12/2024	\$ 2,114.00	
								\$ 2,658.00	<b>Phase Subtotal Remaining</b> \$ 342.00
		3	Brownfield Evaluation	\$ 2,500.00	Brownfield Evaluation	434703	3/12/2024	\$ 201.50	
								\$ 201.50	<b>Phase Subtotal Remaining</b> \$ 2,298.50
<b>232213</b>	<b>7</b>	<b>1,2</b>	<b>Empire Downtown Revitization/Former Empire Lumberyard</b>	<b>\$ 42,100.00</b>	Invoice Total	433690	2/13/2024	\$ 2,727.50	
					<b>Invoice Total</b>	<b>434697*</b>	<b>3/12/2024</b>	<b>\$ 13,345.47</b>	
					Project Subtotal			\$ 16,072.97	<b>Project Subtotal Remaining</b> \$ 26,027.03
					Invoice Breakdown				
		1	Eligibility and Phase I ESA	\$ 3,500.00	Eligibility/Phase I ESA	433690	2/13/2024	\$ 1,536.50	
						434697	3/12/2024	\$ 1,963.50	
					Phase Subtotal			\$ 3,500.00	<b>Phase Subtotal Remaining</b> \$ -
		2	Due Care Planning	\$ 3,000.00	Due Care Planning	433690	2/13/2024	\$ 382.00	
						434697	3/12/2024	\$ 920.50	
					Phase Subtotal			\$ 1,302.50	<b>Phase Subtotal Remaining</b> \$ 1,697.50
		2	Hazardous Materials Inspections	\$ 15,600.00	HMI	433690	2/13/2024	\$ 809.00	
						434697	3/12/2024	\$ 9,933.47	
					Phase Subtotal			\$ 10,742.47	<b>Phase Subtotal Remaining</b> \$ 4,857.53
		2	Phase II ESA (Conceptual)	\$ 20,000.00	Phase II ESA	434697	3/12/2024	\$ 528.00	
					Phase Subtotal			\$ 528.00	<b>Phase Subtotal Remaining</b> \$ 19,472.00

Leelanau County Brownfield Redevelopment Authority  
 FY22 U.S. EPA Brownfield Assessment Grant  
 Budget and Cost Summary

Number		Grant	Activity	Budget Estimates	Actual			Project Budget Remaining	
Project	W.O.	Task	Site/Phase	Total	Invoice No.	Invoice Date	Total Invoiced Amount	Total	Project Complete
			Initial Grant Award	\$ 250,000.00					
232214	6	1	Four Land Bank Parcels	\$ 12,800.00	Invoice Total	433686	2/13/2024	\$ 3,326.00	
					<b>Invoice Total</b>	<b>434694*</b>	<b>3/12/2024</b>	<b>\$ 2,996.90</b>	
					Project Subtotal			\$ 6,322.90	<b>Project Subtotal Remaining</b> \$ 6,477.10
					Invoice Breakdown				
		1	Eligibility and Phase I ESAs	\$ 12,800.00	Eligibility/Phase I ESA	433686	2/13/2024	\$ 3,326.00	
						434694	3/12/2024	\$ 2,996.90	
					Phase Subtotal			\$ 6,322.90	<b>Phase Subtotal Remaining</b> \$ 6,477.10
			Approved Project Budgets Subtotal	\$ 127,500.00	<b>Invoice Total</b>			<b>\$ 78,816.58</b>	<b>Budgets Remaining</b> \$ 43,383.42
			<b>Estimated Contractual Budget Remaining</b>	<b>\$ 115,500.00</b>	<b>Actual Contractual Budget Remaining and un-invoiced</b>			<b>\$ 164,183.42</b>	
			<b>Project Budgets Returned</b>					Check \$ 243,000.00	
230504	3	2	Bluebird Redevelopment Project	\$ 5,300.00					
				\$ -					
			<b>Available Contractual Budget Remaining</b>	<b>\$ 120,800.00</b>					
			<u>Notes:</u>						



**LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)  
FEE SCHEDULE**

**A. Brownfield Project Application Form – Part 1**

A Brownfield Project Application Form - Part 1 will be required to introduce a proposed development project to the Leelanau County Brownfield Redevelopment Authority (LCBRA) and request initial consideration of Brownfield Incentives.

BROWNFIELD PROJECT APPLICATION	APPLICATION FEE
<i>Part 1 Application</i>	<i>\$150.00</i>

With the exception of non-profit organizations and government entities, all Brownfield applicants will be assessed an Application Fee of \$150.00 for consideration of the Brownfield Project Application Form - Part 1 Application. The Part 1 Application Fee is payable upon submittal. The fee will be non-refundable regardless if the application/request is approved or denied by the LCBRA. The fee is also non-refundable through tax increment financing (TIF) under an approved Brownfield Plan or Act 381 Work Plan.

In addition, applicants shall provide 10% match of the cost required for any project using assessment grant funds. This amount is non-refundable.

**B. Brownfield Project Application Form – Part 2 (Brownfield Plan, Act 381 Work Plans and amendments), Revolving Loan Fund, or Local Brownfield Revolving Fund (LBRF), etc.**

A Brownfield Project Application Form - Part 2 is required if a Brownfield Plan, **Act 381 Work Plan, Amendments to Brownfield Plans or Act 381 Work Plans**, EPA Revolving Loans, MDEQ Grant/Loans, or **Local Brownfield Revolving Fund (LBRF)** is requested as a project incentive.

BROWNFIELD PROJECT APPLICATION	APPLICATION FEE
Part 2 Application – Brownfield Plans, Act 381 Work Plans, Amendments to Brownfield Plans and Act 381 Work Plans, EPA Revolving Loans, MDEQ Grants/Loans and <b>LBRF</b> Loans	\$500.00

The Part 2 Application fee is payable upon submittal. The fee will be non-refundable regardless if the application/request is approved or denied by the LCBRA. The fee is also non-refundable through tax increment financing (TIF).

The Application Fee will be applied to, but not limited to, the following available Brownfield Programs:

- Leelanau County Brownfield Redevelopment Authority
  - Brownfield Plans and Act 381 Work Plans (including amendments)
  - Brownfield Loan –**Local Brownfield Revolving Fund (LBRF)**-- Administered by the Brownfield Redevelopment Authority
  
- Michigan Department of Environmental Quality
  - Brownfield Redevelopment Grants (BRGs) - up to \$1,000,000 in funding available to each project
  - Brownfield Redevelopment Loans (BRLs) - up to \$1,000,000 in funding available to each project
  - Revitalization Revolving Loans (RRLs)
  
- Environmental Protection Agency
  - Brownfield Cleanup Revolving Loan Fund (RLF) Loan - Administered by the Brownfield Redevelopment Authority

**Note:** Application fees may apply to other grants or loans obtained to address and support Brownfield assessment and/or cleanup activities.

**C. Reimbursement Agreement** – For all projects requiring a Reimbursement Agreement with the LCBRA, 1% of the total amount offered by the LCBRA will be due and payable to the LCBRA upon signing of the Reimbursement Agreement. **The LCBRA will not execute a Reimbursement Agreement until this fee has been deposited into the LCBRA account.** The minimum fee is \$1,000 and maximum (regardless of total amount) is \$15,000. The fee may be refundable through terms detailed in the Reimbursement Agreement.

**D. Brownfield Redevelopment Authority (LCBRA) - Special Meeting** \$250.00/meeting. This fee must be deposited into the LCBRA account prior to the date of the Special Meeting. This fee is non-refundable.

**E. Agency and Other Review Fees** - Any fees required by other agencies, are in addition to the fees cited above and must be paid directly to the agency by the Applicant. Any direct costs associated with the review of a Brownfield application, plan, work plan etc. as identified herein by other than staff for the LCBRA, shall be paid by the Applicant to the LCBRA, prior to the proposal moving to the next stage of the application process. This includes processing fees associated with attorney reviews and any agency reviews.

**F. Additional Review Fees** – for requests of documents not covered by the above fee schedules, the Director may require any fee deemed appropriate to cover the activities necessary for response to the review request.

**G. Waiver** – The LCBRA will waive this Fee Schedule for non-profit organizations and government entities, and reserves the right to waive the fee schedule for other applicants, if deemed necessary or appropriate.

**Claims & Accounts**  
Mar 19 2024  
**Leelanau County Brownfield Redevelopment Authority**

1.	Fishbeck – Invoice #433693 – Grant (former Empire schoolhouse) 101.000000.801-201 Contractual	\$ 2,315.50
2.	Fishbeck - Invoice #433686 - Grant (Land Bank parcels) 101.000000.801.201 Contractual	\$2,996.90
3.	Fishbeck - Invoice #433690 - Grant (Empire Lumber Yard) 101.000000.801.201 Contractual	\$ 13,345.47
4.	Fishbeck - Invoice #433689 - Gen Services 101.000000.801.000 Contractual	\$ 1,034.00
5.	Fishbeck – Invoice #433691 – TIF Tracking and Annual Reporting 101.000000.801-000 Contractual	\$ 50.50
6.	Fishbeck - Invoice #433692 - Grant - Outreach 101.000000.801.201 Contractual	\$ 708.00
7.	Fishbeck - Invoice #434693 - EPA Grant QAPP 101.0000003801.201	\$ 135.00
<b>Total Claims &amp; Accounts:</b>		<b>\$ 20,585.37</b>

**\$19,500.87 - EPA Grant**

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

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

**Attention:** Gail Myer  
**Leelanau County Brownfield Redevelopment Authority**  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

**Invoice:** 434703  
**Invoice Date:** 3/12/2024  
**Project:** 240201  
**Project Name:** LCBRA/Former Empire Schoolhouse  
 Restoration Project- Empier, MI  
**Bill Term:** BT1

**For Professional Services Rendered Through 2/29/2024**

WO #8

	Fee	Available	Billings		
			To Date	Previous	Current
Elig - Eligibility	500.00	143.50	356.50	356.50	0.00
DC Plan - Due Care Planning	3,000.00	2,456.00	2,658.00	544.00	2,114.00
<i>Rate Labor</i>	2,114.00				
BP Eval - Brownfield Plan Evaluation	2,500.00	2,500.00	201.50	0.00	201.50
<i>Rate Labor</i>	201.50				
<b>Current Billings</b>					2,315.50
<b>Amount Due This Bill</b>					<u>2,315.50</u>

**PREPARED & PROOFED BY**  
  
**VERIFIED BY**

**DC Plan - Due Care Planning**

**Rate Labor**

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist	0.75	122.0000	91.50 ✓
Senior Hydrogeologist	12.50	136.0000	1,700.00 ✓
Technician	3.75	86.0000	322.50 ✓
<b>Total Technician</b>	3.75		322.50
<b>Total Rate Labor</b>			<b>2,114.00</b> ✓

**Total Bill Task: DC Plan - Due Care Planning** **2,114.00** ✓

**BP Eval - Brownfield Plan Evaluation**

**Rate Labor**

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist	0.75	122.0000	91.50 ✓
Staff Environmental Specialist	1.25	88.0000	110.00 ✓
<b>Total Rate Labor</b>			<b>201.50</b> ✓

**Total Bill Task: BP Eval - Brownfield Plan Evaluation** **201.50** ✓

**Total Project: 240201 - LCBRA/Former Empire Schoolhouse Restoration Project- Empier, MI** **2,315.50** ✓

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457      ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

**Attention:** Gail Myer  
**Leelanau County Brownfield Redevelopment Authority**  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

**Invoice :** 434694  
**Invoice Date :** 3/12/2024  
**Project :** 232214  
**Project Name :** LCBRA/4 Land Bank Parcels,  
 Leelanau County  
**Bill Term :** BT1

**For Professional Services Rendered Through 2/29/2024**

Work Order #6

		<u>Billings</u>				
		<u>Fee</u>	<u>Available</u>	<u>To Date</u>	<u>Previous</u>	<u>Current</u>
Elig/PH1 - Eligibility and Phase I ESA		12,800.00	9,474.00	6,322.90	3,326.00	2,996.90
<i>Rate Labor</i>	2,900.50					
<i>Expenses</i>	26.40					
<i>Unit Rate Expense</i>	70.00					
<i>Total Expense</i>	96.40					
<b>Current Billings</b>						2,996.90
<b>Amount Due This Bill</b>						<u>2,996.90</u>

**PREPARED &  
PROOFED BY**  
*GM*  
**VERIFIED BY**

**Elig/PH1 - Eligibility and Phase I ESA**

**Rate Labor**

<u>Class / Employee</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Environmental Specialist</b>			
Paul Jackson	6.00	118.0000	708.00 ✓
<b>Senior Geologist</b>			
Therese Searles	2.25	118.0000	265.50 ✓
<b>Senior Hydrogeologist</b>			
Erik Peterson	4.50	132.0000	594.00 ✓
<b>Staff Engineering Specialist</b>			
Audrey Havens	0.50	86.0000	43.00 ✓
<b>Staff Environmental Specialist</b>			
Solomon Boisvert	15.00	86.0000	1,290.00 ✓
<b>Total Staff Environmental Specialist</b>	15.00		1,290.00

**Total Rate Labor 2,900.50 ✓**

**Expenses**

<u>Account / Vendor</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Miscellaneous</b>			
Ariane Savoy	24.00	1.10	26.40 ✓
<b>Total Expenses</b>			<b>26.40</b>

**Unit Rate Expenses**

<u>Account / Unit / Equipment / Vendor</u>	<u>Doc Number</u>	<u>Date</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
<b>Mileage</b>					
<b>Mileage - Employee Vehicle</b>					
Paul Jackson	ER0000059444	2/8/2024	100.00 Mile	0.7000	70.00 ✓
	Phase I ESA Fieldwork				
<b>Total Unit Rate Expenses</b>					<b>70.00</b>

**Total Bill Task: Elig/PH1 - Eligibility and Phase I ESA 2,996.90**

**Total Project: 232214 - LCBRA/4 Land Bank Parcels, Leelanau County 2,996.90 ✓**

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer  
 Leelanau County Brownfield Redevelopment  
 Authority  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

Invoice : 434697  
 Invoice Date : 3/12/2024  
 Project : 232213  
 Project Name : LCBRA/Empire Lumber Yard  
 Bill Term : BT1

**For Professional Services Rendered Through 2/29/2024**

Work Order #7

	Fee	Available	Billings		
			To Date	Previous	Current
Elig/PH1 - Eligibility and Phase I ESA	3,500.00	1,963.50	3,500.00	1,536.50	1,970.50
<i>Less Fee Exceeded</i>					-7.00
Rate Labor	1,552.50				
Expenses	418.00				
Due Care - Due Care Planning	3,000.00	2,618.00	1,302.50	382.00	920.50
Rate Labor	920.50				
HMI - Hazardous Materials Inspection	15,600.00	14,791.00	10,742.47	809.00	9,933.47
Rate Labor	6,952.50				
Expenses	1,908.37				
Unit Rate Expense	1,072.60				
Total Expense	2,980.97				
PH2 - Phase II ESA	20,000.00	20,000.00	528.00	0.00	528.00
Rate Labor	528.00				

*\*Max Fee Exceeded*

**Current Billings** 13,345.47  
**Amount Due This Bill** 13,345.47

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 VERIFIED BY



**Elig/PH1 - Eligibility and Phase I ESA**

**Rate Labor**

*Class / Employee*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Production Support</b>			
Ariane Savoy	2.25	86.0000	193.50
<b>Total Production Support</b>	----- 2.25		----- 193.50 ✓
<b>Senior Hydrogeologist</b>			
Erik Peterson	3.50	132.0000	462.00 ✓
<b>Staff Engineer</b>			
Carmine Finelli	4.00	106.0000	424.00 ✓
<b>Staff Scientist</b>			
Parker Ward	5.50	86.0000	473.00 ✓
<b>Total Staff Scientist</b>	----- 5.50		----- 473.00
<b>Total Rate Labor</b>			<b>1,552.50</b> ✓
<b>Expenses</b>			
<i>Account / Vendor</i>		<u>Cost</u>	<u>Multiplier</u> <u>Amount</u>
<b>Miscellaneous</b>			
Ariane Savoy		30.00	1.10      33.00 ✓
<b>Subconsultant</b>			
EDR		350.00	1.10      385.00 ✓
<b>Total Expenses</b>			<b>418.00</b> ✓
<b>Total Bill Task: Elig/PH1 - Eligibility and Phase I ESA</b>			<b>1,970.50</b>

**Due Care - Due Care Planning**

**Rate Labor**

*Class / Employee*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Senior Geologist</b>			
Therese Searles	0.25	118.0000	29.50 ✓
<b>Senior Hydrogeologist</b>			
Erik Peterson	6.75	132.0000	891.00 ✓
<b>Total Rate Labor</b>			<b>920.50</b> ✓
<b>Total Bill Task: Due Care - Due Care Planning</b>			<b>920.50</b>

**HMI - Hazardous Materials Inspection**

**Rate Labor**

*Class / Employee*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Production Support</b>			
Shelbey Senkewitz	2.50	84.0000	210.00 ✓
<b>Senior Geologist</b>			
Bob Webster	32.50	109.0000	3,542.50 ✓
Therese Searles	1.50	118.0000	177.00 ✓
<b>Total Senior Geologist</b>	----- 34.00		----- 3,719.50 ✓
<b>Staff Engineer</b>			
Carmine Finelli	11.00	106.0000	1,166.00 ✓
<b>Staff Environmental Specialist</b>			
Hailey Lyczynski	2.00	90.0000	180.00 ✓
<b>Staff Scientist</b>			
Parker Ward	19.50	86.0000	1,677.00 ✓
<b>Total Staff Scientist</b>	----- 19.50		----- 1,677.00
<b>Total Rate Labor</b>			<b>6,952.50</b> ✓

**HMI - Hazardous Materials Inspection**

**Expenses**

Account / Vendor

	Cost	Multiplier	Amount
<b>Postage</b>			
Worldwide Express	13.92	1.10	15.31 ✓
<b>Subconsultant</b>			
Apex Research Inc	1,016.00	1.10	1,117.60 ✓
Merit Laboratories	306.00	1.10	336.60 ✓
<b>Total Subconsultant</b>	<b>1,322.00</b>		<b>1,454.20</b>
<b>Travel/Lodging</b>			
Bob Webster	202.05	1.10	222.26 ✓
Parker Ward	196.91	1.10	216.60 ✓
<b>Total Travel/Lodging</b>	<b>398.96</b>		<b>438.86</b> ✓
<b>Total Expenses</b>			<b>1,908.37</b> ✓

**Unit Rate Expenses**

Account / Unit / Equipment / Vendor

Doc Number

Date

Quantity

Rate

Amount

**Company Vehicle Use**

**Mileage - Company Vehicle**

**Vehicle #549 - Webster**

Fishbeck Internal	UE0000017636	2/12/2024	508.00 Mile	0.9500	482.60 ✓
	Site Visit				

**Equipment Usage**

**Field Supplies**

**Equipment**

Fishbeck Internal	UE0000017546	2/12/2024	2.00 Day	35.0000	70.00 ✓
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**Tyvek Suit**

**Equipment**

Fishbeck Internal	UE0000017546	2/12/2024	1.00 Each	20.0000	20.00 ✓
			<b>Total Equipment Usage</b>		3.00
					90.00

**Meals**

**Per Diem - Full Day**

Bob Webster	ER0000059548	2/13/2024	1.00 Each	70.0000	70.00
Parker Ward	ER0000059493	2/13/2024	1.00 Each	70.0000	70.00
			<b>Total Per Diem - Full Day</b>		2.00
					140.00

**Per Diem - Partial Day**

Bob Webster	ER0000059548	2/12/2024	1.00 Each	55.0000	55.00
	ER0000059548	2/14/2024	1.00 Each	55.0000	55.00
Parker Ward	ER0000059493	2/12/2024	1.00 Each	55.0000	55.00
	ER0000059493	2/14/2024	1.00 Each	55.0000	55.00
			<b>Total Per Diem - Partial Day</b>		4.00
					220.00
<b>Total Meals</b>					6.00
					360.00

**Mileage**

**Mileage - Employee Vehicle**

Parker Ward	ER0000059493	2/12/2024	100.00 Mile	0.7000	70.00
	Drive to site				
	ER0000059493	2/14/2024	100.00 Mile	0.7000	70.00
	Drive from site				
			<b>Total Mileage - Employee Vehicle</b>		200.00
					140.00
<b>Total Mileage</b>					140.00

**Total Unit Rate Expenses**

1,072.60

**Total Bill Task: HMI - Hazardous Materials Inspection**

9,933.47

PH2 - Phase II ESA

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Hydrogeologist

Erik Peterson

4.00

132.0000

528.00 ✓

*Total Rate Labor*

**528.00**

Total Project: 232213 - LCBRA/Empire Lumber Yard

13,352.47

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

**Attention:** Gail Myer  
**Leelanau County Brownfield Redevelopment Authority**  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

**Invoice :** 434696  
**Invoice Date :** 3/12/2024  
**Project :** 230894  
**Project Name :** LCBRA/ General Consulting Services  
**Bill Term :** BT1

**For Professional Services Rendered Through 2/29/2024**

WO2-GES / Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
BP - General Consulting Services	12,000.00	4,509.00	8,525.00	7,491.00	1,034.00
Rate Labor		1,034.00			
			<b>Current Billings</b>		1,034.00
			<b>Amount Due This Bill</b>		<u>1,034.00</u>

**Total Fee :** 12,000.00  
**To Date Billings :** 8,525.00  
**Total Remaining :** 3,475.00

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**BP - General Consulting Services**

**Rate Labor**

*Class / Employee*

*Hours*

*Rate*

*Amount*

**Senior Geologist**

Therese Searles

5.50

118.0000

649.00 ✓

**Senior Hydrogeologist**

Jeffrey Hawkins

1.00

175.0000

175.00 ✓

**Staff Environmental Specialist**

Logan Mulholland

2.50

84.0000

210.00 ✓

**Total Rate Labor**

**1,034.00 ✓**

**Total Bill Task: BP - General Consulting Services**

**1,034.00**

Total Project: 230894 - LCBRA/ General Consulting Services

1,034.00

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

**Attention:** Trudy Galla  
**Leelanau County Brownfield Redevelopment Authority**  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

**Invoice :** 434699  
**Invoice Date :** 3/12/2024  
**Project :** 230507  
**Project Name :** LCBRA/Tax Increment Tracking and Annual Reporting  
**Bill Term :** BT2

**For Professional Services Rendered Through 2/29/2024**

WO 1- GES/ Amend 1

	Fee	Available	Billings		
			To Date	Previous	Current
2024 SOA/RA - 2024 Statement of Account/Reimbursement Analysis	4,500.00	2,674.50	1,876.00	1,825.50	50.50
<i>Rate Labor</i> 50.50					
2024 Report - 2024 Annual Reporting (for FY 2023)	1,500.00	1,500.00	0.00	0.00	0.00
			<b>Current Billings</b>		50.50
			<b>Amount Due This Bill</b>		<u>50.50</u>

**Total Fee :** 6,000.00  
**To Date Billings :** 1,876.00  
**Total Remaining :** 4,124.00

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2024 SOA/RA - 2024 Statement of Account/Reimbursement

Analysis

Rate Labor

Class / Employee

Hours

Rate

Amount

**Senior Geologist**

Therese Searles

0.25

118.0000

29.50 ✓

**Staff Environmental Specialist**

Logan Mulholland

0.25

84.0000

21.00 ✓

*Total Rate Labor*

**50.50**

**Total Bill Task: 2024 SOA/RA - 2024 Statement of Account/Reimbursement**

**50.50**

Analysis

**Total Project: 230507 - LCBRA/Tax Increment Tracking and Annual Reporting**

**50.50**

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457      ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Gail Myer  
 Leelanau County Brownfield Redevelopment  
 Authority  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

Invoice : 434701  
 Invoice Date : 3/12/2024  
 Project : 230505  
 Project Name : LCBRA/FY22 Grant Community  
 Outreach/Programmatic Activities  
 Bill Term : BT1

**For Professional Services Rendered Through 2/29/2024**

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	11,000.00	2,879.75	8,828.25	8,120.25	708.00
Rate Labor		708.00			
			<b>Current Billings</b>		708.00
			<b>Amount Due This Bill</b>		<u>708.00</u>

Total Fee : 11,000.00  
 To Date Billings : 8,828.25  
 Total Remaining : 2,171.75

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BP - Outreach & Programmatic (Task 4)

Rate Labor

Class / Employee

Hours

Rate

Amount

Senior Geologist

Therese Searles

6.00

118.0000

708.00 ✓

**Total Rate Labor**

**708.00**

**Total Project: 230505 - LCBRA/FY22 Grant Community Outreach/Programmatic Activities**

**708.00**

**Payment Options**

Remit Wire/ACH payments to Acct: 100094457      ABA: 072413829  
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546  
 Remittance Advice: accounts.receivable@fishbeck.com  
 616.575.3824  
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**Attention:** Trudy Galla  
**Leelanau County Brownfield Redevelopment Authority**  
 8527 East Government Center Drive, Suite 108  
 Suttons Bay, MI 49682-9718  
 United States

**Invoice:** 434693  
**Invoice Date:** 3/12/2024  
**Project:** 230506  
**Project Name:** LCBRA/FY22 EPA Grant QAPP  
**Bill Term:** BT1

**For Professional Services Rendered Through 2/29/2024**

WO1

	Fee	% Complete	Billings		
			To Date	Previous	Current
BP - FY22 EPA Grant QAPP (Task 2)	3,000.00	100.00	3,000.00	3,000.00	0.00
Ann Update - Annual Update	1,200.00	51.79	621.48	486.48	135.00
				<b>Current Billings</b>	<u>135.00</u>
				<b>Amount Due This Bill</b>	<u><u>135.00</u></u>

**Total Fee :** 4,200.00  
**To Date Billings :** 3,621.48  
**Total Remaining :** 578.52

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