

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: Tuesday APRIL 19, 2022 **at 10:00** am (or immediately following the Land Bank Authority meeting, whichever is **later**)

Location: Leelanau County Government Center

DRAFT AGENDA *(Please silence any unnecessary cellular/electronic devices)*

<u>Members</u>
Dan Heinz, Chairman
Rick Foster, Vice-Chair
John Arens-Sect/Treasurer
T. Eftaxiadis
Chet Janik
David King
Ty Wessell
<u>Director</u>
Trudy Galla

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC COMMENT
- DIRECTOR COMMENTS
- CONSIDERATION OF AGENDA
- CONFLICT OF INTEREST
- CONSIDERATION OF March 15, 2022 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. Envirologic Technologies, Inc. – General Services and TIF Management Monthly Report *pgs 7-9*

UNFINISHED BUSINESS

NEW BUSINESS

1. Work Order No. 25 – Brownfield Plan TIF Model for Land Bank Properties *pgs 10-11*
2. Application Part I and Part II - Maple City Crossings – request for Brownfield Plan *(sent separately)*
3. Work Order No. 26 – Brownfield Plan – Maple City Crossings *pgs 12-13*
4. Request from GTRAC – TIF reimbursement under Brownfield Plan *pgs 14-25*
5. Brownfield Conference attendance
6. 2022 Goals *pg 26*

FINANCIALS

1. Claims & Accounts - \$1,073.75 *pgs 27-30*

CORRESPONDENCE/COMMUNICATION ITEMS

- PUBLIC COMMENT
- DIRECTOR COMMENTS
- MEMBER / CHAIRPERSON COMMENTS
- ADJOURN

The Leelanau County Brownfield Redevelopment Authority (LCBRA) held a regular meeting on Tuesday, March 15, 2022 at the Government Center.

CALL TO ORDER: Meeting was called to order at 10:05 am by Chairman Dan Heinz who led the Pledge of Allegiance.

ROLL CALL:

Members Present: D. Heinz, T. Wessell, J. Arens, D. King, C. Janik

Members Absent

(Prior Notice): T. Eftaxiadis, R. Foster

Staff Present: T. Galla, Director

Public Present: J. Hawkins, J. Gallagher, L. Mawby, Logan, W. Irvin

Public Comment

Heinz stated that based upon what was discussed in the last hour at the Land Bank Authority (LBA) meeting, that there would be an interest in continuing discussion with the Chair of the LBA, John Gallagher, and Jeff Hawkins to talk about the idea to partner with the Brownfield Redevelopment Authority (LCBRA). Gallagher gave the LBA members a partial list of foreclosures from 2021. The idea that was presented is to open up discussions with the LCBRA to collaborate with the LBA on all foreclosed properties and put them into a brownfield plan for the purpose of redevelopment and affordable housing. This would provide additional tools to non-profits and developers. The objective is to take the list of parcels, subject to local jurisdictions approval, and put them into one plan, on an annual basis. Gallagher said that he will be closing on a few parcels in 16 days. He would add those to this list and prepare a plan with Envirologic for projects on capture, taxable value, and continue the discussion at the brownfield level in hopes there is a buy in to move this forward. The inventory the LBA has now includes buildable parcels except for two. There is one in Suttons Bay that is not landlocked but is more of a side lot disposal. There is one in Bingham Township that is already transferred to a private owner and was not a buildable lot. The remaining parcels are subject to local zoning, and in his opinion, are all buildable lots. Gallagher concluded that whether they are successful or not in building affordable housing, it would depend on tools they could provide for nonprofits and developers. Arens asked if the parcels are vacant? Gallagher replied yes, unimproved vacant properties.

Heinz gave an update on the properties and mentioned the property that has already sold. The next property is located by Sugar Loaf, the third property is within Timberlee and the fourth is in the Knollwood area of Cherry Homes in Northport. The next is a lot in Cherry Homes but not on the water, 2nd from last is a parcel in the Commercial Resort District, and the last one was not owned by the Grand Traverse Band of Ottawa & Chippewa Indians but was owned by a tribal member.

Arens questioned if the properties are foreclosed as a mortgage issue or tax related issue? Gallagher said it was taxes. Arens then asked how far back for taxes and Gallagher said that was a non-issue that was addressed by the foreclosure. These properties were purchased by the LBA for the cost listed on the far right of the handout. Gallagher mentioned that he foreclosed on them, and then they were sold to the LBA for those tax dollar amounts for purposes of affordable housing, economic development, side disposition, etc. Arens asked if the clouds on the deed were gone? Gallagher replied yes, any liens are extinguished by his judgement.

King asked if any of the properties have adjacent properties that can be acquired? Gallagher said without title work on each parcel, that is beyond what they are required to do. For purposes of foreclosure and posting tax publication for a period of two and a half years, if the balance is still outstanding it becomes an involuntary transfer to the treasurer. They don't identify other properties that could be acquired. Janik noted that the odds are slim for getting

adjacent properties.

Heinz mentioned the property on Marek Rd that the LBA acquired through tax foreclosure and is selling for a nominal amount to Homestretch and they are in the process of development. We would have a step up on attracting some developer or nonprofit to look at these in conjunction with brownfield tools to start working toward more affordable housing in the county. The idea is to keep doing this every year with the foreclosed properties.

Gallagher said they would be establishing a funding mechanism by doing this on an annual basis. Arens asked if any of these are identified as multiple family zones. Gallagher said they have one in commercial that could have a duplex. The remainder are single family homes yet to be reviewed. Wessell asked if it was an Accessory Dwelling Unit (ADU)? Would that qualify for affordable housing? Galla stated if there is a primary home first on the property, then they probably could have an accessory dwelling. Heinz said at the LBA meeting, they discussed this and also wanted to see what Hawkins could do to put together a model of TIF reimbursement. The LBA is not asking for approval right now since Eftaxiadis is absent and he has expertise on this, as well. Heinz would like Hawkins to talk about what he could do.

Hawkins said the intent is to take advantage that the LBA controls the properties and allows you to dictate what the future might look like for properties, such as affordable housing. From a brownfield perspective, the LBA could conceptualize the properties in a brownfield plan, – run a TIF model to make some assumptions. We could assign some values for market rate as well as affordable homes and calculate what a brownfield plan might look like for costs to be offset and what type of TIF would be generated. We can use TIF on the property or properties that are adjacent or contiguous to that parcel if it helps support the project. For LBA owned parcels in a brownfield plan, we can use TIF generated from one parcel and use it for another parcel that needs assistance. You can take these properties around the county and put them in a plan and use those funds from one parcel to another. You can only do this with land bank owned and controlled properties. It is similar to what they did with Habitat for Humanity property in Maple City, we would do that with these properties. Gallagher wanted to wait to see if any additional properties would come up with the foreclosure, and then move forward with some assumptions. Hawkins said they could do it each tax year by amending the brownfield plan and adding additional properties to it. It all depends on how it works and what the numbers show. Heinz asked if that could be a perpetual one so the TIF they get from 3rd group of properties could offset the cost of the 2nd and 1st? Hawkins said as long as it is in the same plan, yes and there is a 30-year time frame to capture a plan.

Wessell stated that this is exciting since they have been talking for a decade on what they can do and this is something that is concrete and over time could make a difference. He applauded the effort. Hawkins said if you take six homes and two of them are at market rate and four at affordable, the TIF you generate per year may not be a lot. It may not make you even, but starts you down that path. Gallagher stated that this starts them on a path they do not currently have. We are establishing a funding mechanism that can perpetuate and duplicate efforts for years to come for our successors. King asked if there are other jurisdictions doing this with both bodies working together. Hawkins said yes, others are doing this. It is a hot button and the statutes were set up to allow this. There are only so many dollars coming out of Department of Housing and Urban Development (HUD) and other agencies for attainable housing.

Gallagher explained that there is a huge deficit for LBA financing. For 5 years we get 50% of taxes. If we sell properties, we are not getting market rate TIF financing –we are getting a discounted rate for 5 years and we don't have financing for loans. The state land bank would do a \$100,000 loan for one year to the land bank but you have to figure out how to pay it off. The county doesn't have enough property or revenue to make that work. It's imperative that this relationship be established. Hawkins said, if you move in this direction and create a model you are trying to implement in the community, it is a great way to attract other funding from the state, from Michigan Economic Development Corporation (MEDC), from other pots of money that have not been allocated yet. This is a great way to show that you have a model and can show you need more money to make it work.

Heinz mentioned that they are still in public comment, so when they get to consideration of agenda, he suggests they have an action item today to talk about the parameters of what Hawkins might do.

Mawby stated he is representing Peninsula Housing, a local community land trust. He would really urge the LCBRA to coordinate with the LBA, and expressed that this is exactly what they have been hoping for as a community land trust. He hopes they can look at the models as it is something they understand will be very important to encourage housing for families and workers to live in the county. As a community land trust, they are very interested in participating with LBA and LCBRA to develop those tax foreclosed properties. Mawby will continue to be at the meetings and looks forward to participating. Arens asked if there is a black letter understanding of what is affordable, or attainable? Mawby replied no, to be affordable a property owner should spend no more than 30% of their income toward housing. There are some federal programs that define income levels for participation. Mawby mentioned that he has only been doing this about eight months now, and the term 'attainable' generally is used to refer to people that are working, making decent income but the cost of housing is so high that disparity between market and what working people can afford is so great that it becomes unattainable. The idea is to fill the gap.

Director Comments

Galla quickly noted the incorrect date on Claims & Account but clarified it is the correct document for this meeting. She will need to order new checks through Huntington.

Consideration of Agenda

Heinz asked to add New Business #4 to the agenda with Hawkins discussing a proposal for a brownfield plan. *Motion by Janik, seconded by Arens, to approve the agenda as amended. Carried 5-0.*

Conflict of Interest – None

Consideration of January 18, 2022 Minutes

Motion by Wessell, seconded by Janik, to approve the minutes as presented. Carried 5-0.

Consent Agenda

Motion by Janik, seconded by Wessell, to approved the consent agenda as presented. Carried 5-0.

Unfinished Business

2022 Goals

Wessell suggested they may want to hold these and move it forward after hearing the public comment today. Janik agreed and goals will move to a future meeting for consideration.

Heinz asked about page two of the minutes regarding the BRA applying for grant funds. Hawkins said he was referring to past grants the county received from the Environmental Protection Agency (EPA) dollars, and the application submitted in the fall of 2021. He mentioned that announcements for funding again could come up sometime in May. As part of the infrastructure bill, they have designated \$1.5 billion toward brownfields which is an unprecedented amount not seen before. Assessment grants account for \$600 million. Hawkins explained that he was on a conference call with EPA recently and got the impression that some of this infrastructure money may go toward the round of grants the county just applied for. The Clean-up grants, revolving loan fund grants, assessment grants and multi-purpose grants will open up for applications again. This might be something to consider if the LCBRA doesn't get awarded from the 2021 application, then apply for some of those dollars again this fall.

New Business

Extension of General Services Agreement with Envirologic

Hawkins said he has had the good fortune of working for the LCBRA for several years and has extended their contract and looking to extend again. They allocated \$5,000 for work on general consulting services such as when

developers approach and need help or review of their work. Hawkins also helps draft brownfield plans if needed, and anything to promote and advocate on behalf of the LCBRA. This extension would be for another year and it amends the budget to provide additional funds. Hawkins said there are two contracts and two tables in the packet to show that one is for general services which is amendment #8, and there is one for TIF management that they do for the LCBRA. There will be two invoices for today, one for each.

Motion by Janik, seconded by Wessell, to extend the contract with Envirologic as presented, for a one-year period. Motion carried 5-0.

Janik commented that since he has been here, Hawkins and his team have done an outstanding job. Heinz said that Eftaxiadis had said the same thing in the email that came to all of them.

Discussion - Potential Brownfield Plan – Maple City Crossings

Jeff Hawkins, Envirologic & Wendy Irvin, Habitat for Humanity

Hawkins said they have had several conversations with Habitat for Humanity on the housing they are building. There are three duplexes being built. We've explored the conversation to use a brownfield plan and TIF to offset some of the costs. We have run a model and demonstrated anticipated values and the financial gap, and any offsets with down payment assistance, etc. There would be a positive tax increment revenue that could be available to offset some of those costs. This won't make Habitat completely whole but it will provide a significant amount of money –about \$275,000 over the term of a brownfield plan.

Irvin said it is a creative financing tool that they have been looking at for a couple years. Other Habitats are using it successfully. We can take this program to a local bank and get a loan so we could upfront some capital for infrastructure. Irvin supports this conversation and is delighted to have the LBA and LCBRA join efforts as discussed earlier. The Habitat board has approved going forward on this so we are moving forward on the next steps. Galla mentioned she recently received the application along with supporting documents but it is missing some data. Once she gives it a review, then she will present it to the LCBRA for consideration.

Heinz asked how the project was coming financially, with inflation and increasing costs. Irvin said they are an organization that fundraises to meet the rising gap. They are currently waiting for their sewer permit so they are ready to start as soon as they get the rest of the permits. Hopefully by summer/fall they can start. Irvin mentioned that they won't be building all six houses this year as they are not all in the budget. They still have one more year to finalize but won't be able to finish all six houses this year. Heinz asked about the pollution issue and Irvin replied she has received the reports back and things are fine, very minimal risk and they are moving forward.

Debit/Credit card for Brownfield Account

Galla mentioned that the LCBRA account has changed banks several times and they are now with Huntington Bank. She explained that they used to have a card that was linked to their account to pay for expenses such as a prepayment for registration. With the changing of the accounts this card is no longer available unless approved by the LCBRA to get a card again. Regarding the project in Leland, they had to make sure that the LCBRA was a separate entity from the County, otherwise they were not able to use any assessment fund dollars on that site because it was questioned if the LCBRA was a part of the County. Legal review from Corporate Counsel concluded the LCBRA is a separate entity. Galla was bringing this to the members to decide if they wanted to have a card.

Motion by Arens, seconded by King, to authorize a card for the LCBRA account. Motion carried 5-0.

Discussion continued.

Gallagher mentioned that the county board does not have authority over this body and does not allow for debit cards. We don't have a policy with use, storage, or controls for audit of a debit card. Gallagher commented on a credit card vs debit card and Janik said the motion didn't state which and he suggested they all work together with legal counsel before they get a card.

Proposal for LCBRA/Land Bank for a brownfield plan

Hawkins stated that for a typical brownfield plan, he would guess that they are running around \$4,000-\$5,000 to put one together. He would anticipate this would be about ½ that, to run those numbers. You won't know what properties you have until after March. Gallagher said he will have final numbers and can create a list for Envirologic. Hawkins said you have flexibility to add properties to a plan. The more accurate approach might be a brownfield plan for 2022 for these parcels and in 2023 we can see how many parcels there are. If you have a few more come up you can decide to add them, or do a separate plan for those additional parcels.

Financials

Claims & Accounts - \$4,586.55

Motion by Wessell, seconded by King, to approve Claims & Accounts as presented. Carried 5-0.

Presentation– Brownfield Training

Hawkins provided a training presentation.

(A PDF of the presentation is available in the Planning and Community Development Office.)

(King left the meeting at 11:28)

Following the presentation, Heinz asked if the LCBRA will lose funds if there are not enough TIF dollars generated for the Leland site. Hawkins replied no. There have been discussions with EPA on the revolving loan fund and payback of the amount used on the Leland site. Those dollars would go back into the brownfield fund for future projects. Heinz stated it is a debt that shows up under Governmental Accounting Standards Board (GASB) as \$314,000 with no revenue shown. Hawkins said that one is the Environment, Great Lakes, and Energy (EGLE) loan. The revolving loan fund has no interest on it. You, as an entity, can market it and manage it. This is because you loaned the dollars to the project with no interest rate on it. Hawkins said the question for the LCBRA is if you pay the revolving loan fund back, or not. The developer's job is to sell the parcels, not develop the homes. Parcels were sold but not all of the development has occurred so there is less TIF than expected. Your TIF policy says debts get paid first and then you pay the developer.

Heinz asked about the Maple City project, isn't there a pilot on that parcel? Hawkins didn't believe there was. Heinz then asked about the West Shore project saying that there is a Marina going in and wondered if they will be getting TIF from that. Hawkins said he has been working with Galla on that. Galla has reached out multiple times to the developer, but it is getting close to a time when the LCBRA may need to discontinue that plan. Hawkins said his recommendation is that they make one last reach out to the developer and shut it down if nothing is going on. They shouldn't be capturing TIF if they don't have activities to repay. Hawkins reminded members that the brownfield plans are yours, not the developers.

Correspondence / Communication Items - None

Public Comment – None

Director Comments – None

Member / Chairperson Comments – None

Adjournment

Motion by Janik, seconded by Arens, to adjourn. Meeting adjourned at 11:55 am.

MEMORANDUM

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

FROM: JEFF HAWKINS

SUBJECT: GENERAL CONSULTING AND TIR MANAGEMENT MONTHLY UPDATES AND INVOICES

DATE: APRIL 2022

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. #22)

Update:

Envirologic continued to work with Habitat regarding the Maple City project primarily assisting with applications, eligible costs, etc. Envirologic finalized the revised reimbursement schedule based on the buildout to-date at the former Government Center project in response to EPA and the RLF. Envirologic and Director Galla met with the Flaskas regarding potential use of brownfield and land bank tools for their housing development projects. Envirologic assisted with drafting 2022 goals for the LCBRA.

Project Invoices for Consideration:

This invoice includes time for March.

April Invoice 08836 (\$1,073.75)

2. Brownfield TIR Management

Update:

Envirologic evaluated TIR reimbursement requests regarding GTRAC, specifically reimbursement of the EPA Windfall Lien payment for release of the lien.

Project Invoices for Consideration:

There are no invoices for this month.

Leelanau County Brownfield Redevelopment Authority
TIR Tracking and Management
Monthly Project Update

FY 2021 Budget and Cost Summary

LCBRA File #	Envirologic W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget ¹ Expended	Budget Remaining	Task Completed
		210185	TIR Tracking and Management 2021							
			Task 1: TIF Management Process Implementation and Training	2,370.00	08049	9/14/2021	\$ 641.25	\$ 641.25	1,728.75	
					08137	10/6/2021	\$ 1,263.75	\$ 1,905.00	465.00	
			Task 2: Statement of Account and Reimbursement Analysis Prep	3,700.00	08137	10/6/2021	\$ 71.25	\$ 71.25	3,628.75	
					08269	11/9/2021	\$ 47.50	\$ 118.75	3,581.25	
					08353	12/7/2021	\$ 475.00	\$ 593.75	3,106.25	
					08469	1/6/2022	\$ 332.50	\$ 926.25	2,773.75	
					08756	3/9/2022	\$ 3,175.05	\$ 4,101.30	(401.30)	
			Task 3: Annual Reporting	1,230.00	08049	8/14/2021	\$ 475.00	\$ 475.00	755.00	
					08353	12/7/2021	\$ 118.75	\$ 593.75	636.25	
			Subtotal	7,300.00			\$ 6,600.05	\$ 2,498.75	1,101.25	
		220061	2022 Management of Tax Increment Revenues							
			Task 1: Statement of Account and Reimbursement Analysis Prep	3,700.00						
			Task 2: Annual Reporting	1,230.00						
			Subtotal	4,930.00					4,930.00	
			Totals	\$ 12,230.00			\$ 6,600.05	\$ 2,498.75	6,031.25	
			General Updates:							
			1. Budget Expended includes "Invoices for Consideration" amount.							

Scope of Services

General Environmental Consulting
Agreement for Services
Leelanau County and Its Brownfield Redevelopment Authority
Applicable to Agreement Dated 3-25-2008, as amended (March 15, 2022)
Work Order No. 25 Dated April 19, 2022

Between

LEELANAU COUNTY AND ITS
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA) (CLIENT)
8527 E. GOVERNMENT CENTER DR.
SUITE 108
SUTTONS BAY, MI 49682-9718

And

ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048

Subject Matter: Brownfield Plan TIF Model for Land Bank Properties
Funding Source: TBD as appropriate

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Agreement, as amended and as described in this "Scope of Services."

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

ENVIROLOGIC and CLIENT have designated the following representatives for this "Scope of Services:"

<u>Jeffrey C. Hawkins</u>	<u>(269) 342-1100</u>
Name (ENVIROLOGIC)	Phone

<u>Trudy J. Galla, AICP, Director</u>	<u>(231) 256-9812</u>
Name (CLIENT)	Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the ENVIROLOGIC Representative above:

ACCEPTED AND AGREED TO:

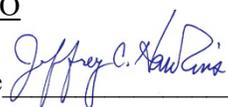
LEELANAU COUNTY AND ITS BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla
Title Director Planning and Community Development

By Jeffrey C. Hawkins
Title CEO

Signature _____
Date _____

Signature  _____
Date _____

I. Scope of Services

Annually the LCLBA may come to hold various parcels of property that come through the tax foreclosure process. Traditionally, the LCLBA will offer the parcels through an auction process allowing various adjacent property owners or other developers to acquire these tax foreclosed parcels. Although this process is effective in moving properties back on to the tax rolls, in many instances the parcels remain dormant with no new investment.

In an effort to encourage redevelopment and investment on these tax foreclosed parcels the LCLBA in collaboration with the LCBRA wishes to evaluate the merits of retaining selected tax foreclosed properties. Retention of these parcels will allow the LCLBA to direct redevelopment on the parcels primarily focused on affordable and attainable housing which is desperately needed in the county. The LCBRA has agreed to participate in this effort by evaluating the use of a Brownfield Plan to ultimately capture tax increment from new investments on these parcels. This will allow various eligible brownfield and redevelopment costs to be reimbursed to the LCLBA and LCBRA. The intent is to recirculate the captured tax increment into new affordable/attainable housing projects over time.

The scope of this work order is to evaluate a slate of tax foreclosed parcels held by the LCLBA modeling the potential tax increment created by anticipated new housing construction. The data generated from the model will allow the LCLBA and the LCBRA to determine the efficacy of using a brownfield plan to support the development of housing on tax foreclosed properties.

It should be noted that the costs associated with this work order may be able to be reimbursed as eligible administrative and operating costs of the Authority using tax increment from the brownfield plans, if available.

11. Compensation

Compensation for services provided under this Work Order will be invoiced at the rates provided in the Agreement for Services between ENVIROLOGIC and CLIENT. Envirologic proposes to complete work as directed on a time-and-materials basis and shall not exceed the following without approval of the Board.

- **Staff Time:**
 - **Project Activities Total** \$4,000
 - Project Management
 - Data collection
 - Communications
 - TIF Modeling
 - Outcome Presentation/Deliverable

III. Schedule

Work performed under this Work Order will be completed as expeditiously as possible as directed by the County.

H:\Projects\Projects_L\Leelanau County\Work Orders\General Consulting Projects\Work Order No. 25, Brownfield Plan TIF Model for Land Bank Properties.docx

Scope of Services

General Environmental Consulting
Agreement for Services
Leelanau County and Its Brownfield Redevelopment Authority
Applicable to Agreement Dated 3-25-2008, as amended (March 15, 2022)
Work Order No. 26 Dated April 19, 2022

Between

LEELANAU COUNTY AND ITS
BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA) (CLIENT)
8527 E. GOVERNMENT CENTER DR.
SUITE 108
SUTTONS BAY, MI 49682-9718

And

ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048

Subject Matter: Brownfield Plan for Maple City Habitat Project
Funding Source: TBD as appropriate

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Agreement, as amended and as described in this "Scope of Services."

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

ENVIROLOGIC and CLIENT have designated the following representatives for this "Scope of Services:"

<u>Jeffrey C. Hawkins</u>	<u>(269) 342-1100</u>
Name (ENVIROLOGIC)	Phone

<u>Trudy J. Galla, AICP, Director</u>	<u>(231) 256-9812</u>
Name (CLIENT)	Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the ENVIROLOGIC Representative above:

ACCEPTED AND AGREED TO:

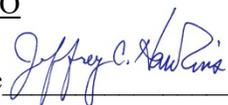
LEELANAU COUNTY AND ITS BROWNFIELD
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla
Title Director Planning and Community Development

By Jeffrey C. Hawkins
Title CEO

Signature _____
Date _____

Signature  _____
Date _____

I. Scope of Services

Habitat for Humanity – Grand Traverse Region is developing property in Maple City, Michigan. The County Land Bank Authority currently owns the property and is committed to transfer the property to Habitat to construct three townhomes each with two 1,100 square foot affordable homes. Due to costs of construction and the ability to make these properties affordable, Habitat is requesting the LCBRA, in cooperation with the LCLBA, to draft and adopt a Brownfield Plan to offset the costs of “selling and conveying” which is an eligible activity allowed with the involvement of the LCLBA. The LCBRA has been evaluating the merits of using the brownfield tools and has determined that based on the anticipated tax increment generated on the project it could help offset some of Habitat’s costs.

To assist with this project, Envirologic proposes utilizing previously modeled costs to prepare a brownfield plan which would be presented to the township and ultimately adopted by the County Board of Commissioners. Habitat is very organized with respect to their construction budgets and development program which will assist with the development of the plan.

The scope of this work order is to refine the estimates previously modeled for the project, develop the brownfield plan, and assist with documents/agreements and notices, etc.

It should be noted that the costs associated with this work order may be able to be reimbursed as eligible administrative and operating costs of the Authority using tax increment from the brownfield plans, if available.

11. Compensation

Compensation for services provided under this Work Order will be invoiced at the rates provided in the Agreement for Services between ENVIROLOGIC and CLIENT. Envirologic proposes to complete work as directed on a time-and-materials basis and shall not exceed the following without approval of the Board.

- **Staff Time:**
 - **Project Activities Total** \$3,000
 - Project Management
 - Data collection
 - Communications
 - Brownfield Plan preparation
 - Public notices, etc.

III. Schedule

Work performed under this Work Order will be completed as expeditiously as possible as directed by the County.

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MEMORANDUM

TO: Leelanau County Brownfield Redevelopment Authority

FROM: Jeff Hawkins and Therese Searles, Envirologic Technologies, Inc.

DATE: April 15, 2022

RE: Reimbursement Considerations – GTRAC

A Brownfield Plan has been adopted and an Act 381 Work Plan has been approved regarding The GTRAC, LLC Redevelopment Project, which allows for the capture of both local and school tax increment revenues for the reimbursement of eligible expenses. The GTRAC project consists of three parcels located within Elmwood Township located at 10781, 10753, and 10749 E. Cherry Bend Road.

\$50,962 was received through tax increment revenues through the 2020 tax year. These funds were fully expended through BRA approval at the 3-16-21 regular meeting. \$29,155 went to Leelanau County, fully reimbursing their eligible project costs. \$21,807.90 went to the LCBRA. The LCBRA has \$865.39 in remaining approved eligible expenses plus some additional admin expenses yet to be calculated.

The developer has \$63,347.70 in approved eligible expenses with an additional \$15,000 expected to be presented to the Authority for reimbursement consideration.

\$6,534.21 was received in tax increment revenues for the 2021 tax year. This represents the total amount available for reimbursement distribution as 2022 taxes have yet to be received.

Envirologic recommends that the LCBRA discuss reimbursement of the \$6,534.21 in available funds at the regular BRA meeting in April of 2022. The Authority should determine which or both parties to reimburse, whether the BRA should be made whole first and then the developer could be reimbursed with remaining funds. The BRA should take action on any reimbursement decisions made.



April 15, 2022

To: Ms. Trudy Galla
Leelanau County Planning Department

Fr: GTRAC Grand Traverse Regional Arts Campus

RE: TIF Reimbursement

It's been a few years and we wanted to thank you, Mr. Janik, the Board of Commissioners for the time and effort with respect to repurposing the former school into the Grand Traverse Regional Arts Campus also called the Gateway Center, being the gateway between Leelanau and Grand Traverse.

We operate on volunteer power and a very minimal budget. Thank you for your assistance with the TIF reimbursement. The return of funds, over time, will help greatly toward many improvements still needed such as roofing issues, lighting, heating, cooling, parking lot updates.

We've accomplished much to make the building and grounds a welcoming community for several entities at affordable rent rates.

Current Building Entities:

Gateway Fitness Gym
Leelanau Peninsula Wine Trail
New Moon Yoga
Beauty Services
Numerous Artists
Dog and Puppy Training
CMH Community Mental Health Caregiver Training Facility
North Arrow Autism Services
Occupational Therapy for Kids
Tribal Elders Meetings
US Captains Training for Boating
Fresh Coast Natural Candles
Vocal and Music
Theater Classes
Dance Classes
Northern Michigan Table Tennis Club
CNA Certified Nurses Training
EMT Classes
Numerous events and functions.

Accounts Receivable Ledger

AKT Peerless Environmental Services, LLC

Job-to-Date through 3/31/2022

GTRAC Project Number: 006237L3

10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Phase I, Brownfield Planning, BEA, Documentation of Due Care, Due Care Compliance / Project Mgr Van Haaren

Paid Invoices

Invoice 31705	\$9,312.50
Invoice 31887	\$7,515.00
Invoice 32680	\$34,270.20
Invoice 35991	\$1,500.00
Invoice 36056	\$7,500.00
Invoice 36894	\$2,750.00
Total	<u>\$62,847.70</u>



Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

June 30, 2012
Invoice No: 31705

Tim Ray
Grand Traverse Recreation and Arts Center
10781 East Cherry Bend Road
Traverse City, MI 49684

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below): **\$2,312.50 + \$7,000 = \$9,312.50**

Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: June 1, 2012 to June 30, 2012

Billing Group: 1 Brownfield Redevelopment Plan
Professional services rendered and project costs incurred to provide Brownfield Consulting Services for the properties located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-12979, dated February 8, 2012.

Phase	25	Brownfield Redevelopment Plan		7,000.00
Additional Fees				
Retainer			-7,000.00	
	Total Additional Fees		-7,000.00	-7,000.00
		Total Phase		0.00
		Total Billing Group		0.00

Billing Group: 2 Brownfield Planning & Public Meetings
Professional services rendered and project costs incurred to provide Brownfield Consulting Services for the properties located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-12979, dated February 8, 2012.

Phase 25 Brownfield Planning & Public Meetings

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Professional Personnel

	Hours	Rate	Amount	
Project Management				
Helzer, Eric	4.00	160.00	640.00	
Storey-Barnes, Heather	.50	45.00	22.50	
Van Haaren, David	12.00	125.00	1,500.00	
Totals	16.50		2,162.50	
Total Labor				2,162.50

Unit Billing

Support Vehicle (Out of Metro Area, Full		150.00		
Total Units		150.00		150.00

Total Phase \$2,312.50

Total Billing Group \$2,312.50

Invoice Amount \$2,312.50

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

July 31, 2012
Invoice No: 31887

Tim Ray
GTRAC, LLC
P.O. Box 1609
Traverse City, MI 49685-1609

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below): \$7,515.00

Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: July 1, 2012 to July 31, 2012

Billing Group: 2 Brownfield Planning & Public Meetings
Professional services rendered and project costs incurred to provide Brownfield Consulting Services for the properties located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-12979, dated February 8, 2012.

Phase 25 Brownfield Planning & Public Meetings

Professional Personnel		Hours	Rate	Amount	
Project Management					
	Helzer, Eric	4.00	160.00	640.00	
	Van Haaren, David	23.00	125.00	2,875.00	
	Totals	27.00		3,515.00	
	Total Labor				3,515.00
			Total Phase		\$3,515.00
			Total Billing Group		\$3,515.00

Billing Group: 3 Phase I Environmental Site Assessment
Professional services rendered and project costs incurred to conduct a Phase I Environmental Site Assessment at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-12979, dated February 8, 2012.

Phase 17 Phase I Environmental Site Assessment **4,000.00**

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	006237L3	10749, 10753, 10781 East Cherry Bend Roa	Invoice	31887
			Total Phase	\$4,000.00
			Total Billing Group	\$4,000.00
			Invoice Amount	\$7,515.00

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

November 30, 2012
Invoice No: 32680

Tim Ray
GTRAC, LLC
P.O. Box 1609
Traverse City, MI 49685-1609

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below): \$34,270.20

Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: August 1, 2012 to November 30, 2012

Billing Group: 2 Brownfield Planning & Public Meetings
Professional services rendered and project costs incurred to provide Brownfield Consulting Services for the properties located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-12979, dated February 8, 2012.

Phase 25 Brownfield Planning & Public Meetings

Professional Personnel

	Hours	Amount	
Project Management	189.75	26,726.25	
Report Activity/Production	48.25	6,446.25	
Brownfield Plan Report Activity	1.00	160.00	
CAD & Mapping	.75	60.00	
Totals	239.75	33,392.50	
Total Labor			33,392.50

Reimbursable Expenses

Travel Expenses			
	Helzer, Eric	Lodging - Traverse City	165.89
	Helzer, Eric	Lodging - Traverse City Mtg.	165.89
	Helzer, Eric	Lodging - Traverse City Mtg.	165.89
Mileage			
	Helzer, Eric	Brownfield Plan Mtg - Leelanaue from Eag	102.94
	Helzer, Eric	Brownfield Plan Mtg - Leelanue from TC	19.56
Meals			
	Helzer, Eric	Dinner - Leelanau County/Helzer	46.18
	Helzer, Eric	Lunch - County Board Mtg/Helzer	29.61

AKTPeerless Environmental Services, LLC.

ACCEPTS:



Project	006237L3	10749, 10753, 10781 East Cherry Bend Roa	Invoice	32680
	Helzer, Eric	Dinner - GTRAC LCBARA Meeting	24.90	
9/4/2012	Bank of America Credit Cards	Helzer: Field Meals	16.94	
Copies				
7/4/2012	Bank of America Credit Cards	FedEx: Copies	1.22	
7/4/2012	Bank of America Credit Cards	FedEx: Copies	51.44	
9/4/2012	Bank of America Credit Cards	Helzer: Copies	59.00	
FOIA				
7/4/2012	Bank of America Credit Cards	Horn: FOIA	28.24	
	Total Reimbursables		877.70	877.70
		Total Phase		\$34,270.20
		Total Billing Group		\$34,270.20
		Invoice Amount		\$34,270.20

Outstanding Invoices

Number	Date	Balance
31705	6/30/2012	2,312.50
31887	7/31/2012	7,515.00
Total		9,827.50

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

May 31, 2014
Invoice No: 35991

Tim Ray
GTRAC, LLC
P.O. Box 1609
Traverse City, MI 49685-1609

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below): \$0.00

Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: May 1, 2014 to May 31, 2014

Billing Group: 4 Phase I ESA
Professional services rendered and project costs incurred to conduct a Phase I Environmental Site Assessment (ESA) for the property located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-15931 dated May 12, 2014 for details.

Phase 17 Phase I ESA 1,500.00

Additional Fees			
Retainer		-1,500.00	
Total Additional Fees		-1,500.00	-1,500.00
		Total Phase	0.00
		Total Billing Group	0.00
		Invoice Amount	0.00

Outstanding Invoices

Number	Date	Balance
31887	7/31/2012	2,827.50
32680	11/30/2012	34,270.20
Total		37,097.70

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.





Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

June 23, 2014
Invoice No: 36056

Tim Ray
GTRAC, LLC
P.O. Box 1609
Traverse City, MI 49685-1609

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below):	\$0.00
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Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: May 12, 2014 to June 30, 2014

Billing Group: 5 Baseline Environmental Assessment

Professional services rendered and project costs incurred to conduct a Baseline Environmental Assessment (BEA) for the property located at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Reference AKT Peerless' proposal number PB-15931 dated May 12, 2014 for details.

Phase 26 Baseline Environmental Assessment

7,500.00

Additional Fees

Retainer

Total Additional Fees

-7,500.00

-7,500.00

-7,500.00

Total Phase

0.00

Total Billing Group

0.00

Invoice Amount

0.00

Outstanding Invoices

Number	Date	Balance
31887	7/31/2012	2,827.50
32680	11/30/2012	34,270.20
Total		37,097.70

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.

AKTPeerless Environmental Services, LLC.

ACCEPTS:





Invoice

214 JANES AVE
SAGINAW, MI 48607

P: 989-754-9896
F: 989-754-3804

September 30, 2014
Invoice No: 36894

Tim Ray
GTRAC, LLC
P.O. Box 1609
Traverse City, MI 49685-1609

*Please reference this invoice no. on
your remittance.*

Project Manager David Van Haaren

Total Due This Invoice (see breakdown below): \$0.00

Project 006237L3 10749, 10753, 10781 East Cherry Bend Road, Traverse City, MI

Professional Services for the Period: September 1, 2014 to September 30, 2014

Billing Group: 6 Documentation of Due Care
Professional Services rendered and project costs incurred to conduct Documentation of Due Care at 10749, 10753, and 10781 East Cherry Bend Road, Elmwood Township, Michigan. Refer to AKT Peerless proposal # PB-16127. Approval given by GTRAC, LLC dated 8/28/14.

Phase	27	Documentation of Due Care	2,750.00
Additional Fees			
	Retainer		-2,750.00
	Total Additional Fees		-2,750.00
		Total Phase	0.00
		Total Billing Group	0.00
		Invoice Amount	0.00

All invoices shall be payable within 30 days of the invoice date. Any payments not received within that period shall bear interest at the rate of 1.5% per month.

AKTPeerless Environmental Services, LLC.

ACCEPTS:



DRAFT

Leelanau County Brownfield Redevelopment Authority

PROPOSED 2022 Goals

Overall, the Leelanau County Brownfield Redevelopment Authority's (LCBRA) mission is to provide resources and expertise to investigate, clean up, eliminate blight, and return eligible properties to productive use for the benefit of the county, its communities, and its citizens. (LCBRA Policies and Procedures). Although in general terms, the LCBRA's goals for their mission is to help stimulate economic growth, create jobs, encourage affordable housing, and clean up contaminated sites. Having been in existence for many years, these overall goals remain applicable, however, year to year, prioritizing current community needs and the goals of the LCBRA may change. Therefore, the LCBRA has identified the following specific goals for 2022:

1. Affordable and attainable housing in Leelanau County continues to be a priority for our communities. The LCBRA intends to collaborate with the County Land Bank Authority, the State Land Bank Authority as well as various housing agencies, community land trusts, and housing initiatives to leverage funding and apply the unique tools available to the LCBRA to further the development of this housing need.
2. The ability for the LCBRA to be involved in a project is somewhat dependent on developers, property owners, and local communities reaching out to the LCBRA. The LCBRA will review and update marketing, informational, and outreach materials, continue to provide educational opportunities, and work with various community partners to inform their members of the tools available through the LCBRA.

April 19, 2022 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

1. Envirologic – Invoice #08836
101.000000.801-300 Contractual – General Services \$ 1,073.75
Check #2350

Total Claims & Accounts: \$ 1,073.75

PREPARED &
PROOFED BY

VERIFIED BY



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

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

Invoice number 08836
 Date 04/08/2022
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Mar 31, 2022

GENERAL ENVIRONMENTAL CONSULTING FY2017 W.O.22
 Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	6.00	140.00	840.00	✓
Project Scientist				
Logan L. Mulholland				
Professional Services	2.75	85.00	233.75	✓
General Environmental Consulting Fy2017 W.O.22 subtotal			1,073.75	
			Invoice total	1,073.75 ✓

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options. All Credit Card payments will incur a 3% processing fee

**PREPARED &
 PROOFED BY**
Jg
VERIFIED BY

Vendor Number	Vendor Name	Inv/PO Number	Claim Number	Invoice Date	Due Date	G/L Date	Liq. ?	Comm. Bank No.	System Code	Date	Operator Batch
4	Envirologic Consulting & Servi	08836		04/08/22	04/19/22	03/31/22	N			04/15/22	JLN 90
				Project #160397 General Environmental Consulting FY2017 W.O. 22 through March 31, 2022.							
101	000000-801-300		General Services Contractual							1,073.75	
				Gross Invoice Amount							1,073.75
				Net Invoice Amount							1,073.75

Claims & Accounts Detail for April 19, 2022

