

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, March 21, 2023 at the Leelanau County Government Center.**

**CALL TO ORDER**

Meeting was called to order at 10:03a.m. by Chairman who led the Pledge of Allegiance.

**ROLL CALL**

**Members Present:** D. Allen, G. Allgaier, J. Arens, D. Heinz, D. King

**Members absent:** T. Eftaxiadis, R. Foster  
(Prior notice)

**Staff:** T. Galla, Director, G. Myer, Senior Planner

**Public:** J. Hawkins, L. Mawby, T. Searles

**PUBLIC COMMENT** – None.

**DIRECTOR COMMENTS**

Galla said they started their community outreach through the EPA Assessment Grant. Sessions will be held at the Government Center on April 17 at 6:30 p.m. and April 18 at 1:00 p.m. A formal invitation will follow with more information.

**CONSIDERATION OF AGENDA**

*Motion by Allgaier, seconded by King, to accept the agenda as presented. Motion carried 5 -0.*

**CONFLICT OF INTEREST** – None.

**CONSIDERATION OF ~~FEBRUARY JANUARY 21, 2023 AND JANUARY 26, 2023~~ MINUTES**

Heinz pointed out a couple grammatical changes on page 4.

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

**CONSENT AGENDA**

- a. Fishbeck – EPA Assessment Grant
- b. Fishbeck – General Consulting and TIF Management

*Motion by Allgaier, second by King, to accept the consent agenda as presented. Motion carried 5-0.*

**OLD BUSINESS** – None.

## NEW BUSINESS

### Goals 2023

Heinz commented that it seems like the Land~~bank~~Bank Authority (LBA) gets all the money to eliminate blight. Galla said in the past the BRA has worked with the LBA to accomplish this, but they have not received actual funds. Heinz felt comfortable leaving this in the goals. Arens commented on the word “eliminate” and suggested “mitigate”. Galla clarified that the first three sentences are the mission statement from the policies and procedures.

***Motion by King, seconded by Allgaier, to approve the 2023 goals. Motion carried 5-0.***

### Brief Training “You Have an EPA Grant – Now What?”

Jeff Hawkins and Therese Searles, Fishbeck

Searles reviewed the handout, stating that Leelanau County submitted their U.S. EPA Brownfield Assessment Grant application in November 2021 and it was announced in May 2022 that the county was awarded \$250,000.00. The grant period started on July 1, 2022 and goes through September 30, 2025. Hawkins mentioned the possibility of extending from three to four years if needed. Searles continued, going over the project areas Centerville and Cleveland Townships (Sugar Loaf area), Village of Empire and Cedar. They had to pick the areas that demonstrated the most need, but this is a county wide grant and assessment work will also be completed across the county beyond these target areas. Searles continued, reviewing some community partners as EPA likes to see that their efforts are supported and are working in collaboration with other community partners in the area. There are some representatives that are good to keep in mind when you have open houses and community events. It is good to have messengers to get the word out that you have funds available.

Searles touched back on the grant timeline and said it was important to demonstrate that sufficient progress is being made according to their agreement. 25% of grant funds drawn down and dispersed for eligible activities within 18 months. 45% within 30 months. Searles reviewed what activities can be funded: Phase I, Phase II, Brownfield Plans, Act 381 Work Plans, and Community Outreach, Programmatic, Travel, and Supplies. Grant money can be used on perceived properties, not just known contaminated sites, publicly or privately owned, and vacant land. Hawkins commented that some people want to stay under the radar, so people are afraid to bring things to the table. This is voluntary, they are not trying to bring someone to justice.

Searles continued, saying a variety of sites can meet these criteria, we need to expand our minds. It can be a vacant parcel that still has old septic, or fuel oil tank.

Hawkins this is not a reimbursement program. They can assess if any further cleanup is needed, and come up with a plan. Hawkins explained how the application would be submitted, who is the applicant. Galla said you can’t benefit from the funds if you are liable for the contamination.

Searles continued, covering the application process and what director Galla will do if an applicant comes forward.

Discussion ensued on the ability to use the money needed by the end of the year. Searles explained the delay on a few things, and this could be explained to extend that deadline.

Hawkins said if the LCBRA agrees to support the project, Fishbeck provides a work order outlining the scope of the project, using grant funds for approval. Different projects may need different services, not every one of these will be utilized. They will need to be approved by the board first. Three work orders have been approved to date.

Discussion ensued on other sites old and new. Galla explained how an anonymous site could be nominated. Funds can't be used for cleanup; these are assessment funds. Hawkins said sometimes it is good for potential buyers to find out what is on a property. Galla said they do have an inventory, which may need to be updated. One list is private and there is a ranking system in place. Galla clarified that if another company does the Phase I & II work, they can't be reimbursed, that is not how the grant works.

Hawkins said they typically have a development reimbursement plan, how they get their taxes back. This is what some communities use if the owner doesn't move forward with a project after using funds to make assessments on the property. If the applicant knows ahead of time that they will have to pay back this money if they don't proceed with the project. These are competitive dollars that are hard to get, so think about having an agreement ~~in~~ place. Galla said this idea needs some discussion because in the past, the applicant has been required to pay some of the funds back. This could be put on a future agenda item. Searles said this could also be waived if you know you just want to support a project.

Hawkins reviewed the memo handed out to members regarding grant activities/cost timeline summary. Searles said it is a summary of the costs and the fiscal year timeline. Projected metrics, roles and responsibilities. Searles concluded by saying these things are not set in stone.

## **FINANCIALS**

### **Claims & Accounts**

*Motion by Allgaier, seconded by Allen, to approve in the amount of \$~~503~~52.725. Motion Carried 5-0.*

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

## **CORRESPONDENCE/COMMUNICATION ITEMS**

Revenue and expense sheet was reviewed by Galla.

## **PUBLIC COMMENT**

Mawby said to keep up the good work.

**DIRECTOR COMMENTS – None.**

**MEMBER / CHAIRPERSON COMMENTS – None.**

## **ADJOURN**

Meeting adjourned at 11:28 a.m.