

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: WEDNESDAY JUNE 22, 2022 **at 10:00** am (or immediately following the Land Bank 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 MAY 17, 2022 Minutes *pgs 2-5*

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 6-9*

UNFINISHED BUSINESS *(Hawkins, Galla)*

- a. Update on Brownfield Plan: Maple City Crossings/Habitat for Humanity
- b. Update on TIF/Brownfield Modeling for Land Bank
- c. Update on West Shores Development and Existing Brownfield Plan
- d. Update on Revolving Loan Fund/Leland project/Closeout Agreement with EPA

NEW BUSINESS

- 1. 2023 Budget Worksheets *pgs 10-16*
- 2. Review of Draft Work Plan RE: EPA Assessment Grant, and next steps *(No Action Required) pgs 17-24*
- 3. Other

FINANCIALS

- 1. Claims & Accounts - \$2,333.45 *pgs 25-28*

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

The Leelanau County Brownfield Redevelopment Authority held a regular meeting on Tuesday, May 17, 2022 at the Leelanau County Government Center.

CALL TO ORDER: Meeting was called to order at 10:00 am by Chairman Dan Heinz who led the Pledge of Allegiance.

ROLL CALL:

Members Present: D. Heinz, T. Wessell, D. King, T. Eftaxiadis, C. Janik, R. Foster (10:13 am)

Members Absent: J. Arens
(Prior Notice)

Staff Present: T. Galla, Director

Public Present: Therese Searles, Angela Clem, Lois Bahle, Larry Mawby, Wendy Irvin

PUBLIC COMMENT – None

DIRECTOR COMMENTS

Galla gave an update on the EPA grant award and travel for the Brownfield conference in August.

CONSIDERATION OF AGENDA

Motion by King, seconded by Eftaxiadis, to approve the agenda as presented. Motion carried 5-0.

CONFLICT OF INTEREST - None

CONSIDERATION OF APRIL 19, 2022 Minutes

Motion by Eftaxiadis, seconded by Wessell, to approve the minutes as presented. Motion carried 5-0.

CONSENT AGENDA

Motion by King, seconded by Wessell, to approve the consent agenda as presented. Motion carried 5-0.

UNFINISHED BUSINESS – None

NEW BUSINESS

Review of Fee Schedule

Heinz said the Fee Schedule is from 2017 and this is the latest version.

Galla gave a brief review of the Fee Schedule and history.

Eftaxiadis pointed out the application fees don't cover all the expenses with the brownfield planning process. In the application for the Maple City Crossings project, there is about \$3,000 for brownfield planning in the plan. That \$3,000 may cover the brownfield plan, but what about attendance and preparation for meetings for the Brownfield Authority, meetings with townships and with the Board of Commissioners. In the past, did the Authority cover expenses with other funds? Galla said the Brownfield Authority members do not get any reimbursement or mileage. Her position is part of her work with the county so that is already paid for. The LCBRA was able to use funds from the Revolving Loan Fund (RLF) grant and assessment grants from the U.S. Environmental Protection Agency (EPA) to cover other costs. In some cases, the applicants had contracts with environmental firms for some of the work and the applicant paid that cost themselves.

Eftaxiadis stated in the brownfield plan, the eligible activity could be higher.

Heinz stated this Fee Schedule was for information, unless anyone has a desire to raise those rates. There was no additional discussion and no action was taken on the Fee Schedule.

Application of part I and Part II – Land Bank Authority

Galla said Chairman John Gallagher put the applications together and she sent it out separate to members. These are pretty general applications as we don't know a lot right now, such as dollar costs. The LBA made a request to work with the LCBRA on the prospect of putting these and land bank owned properties into a brownfield plan so when we get to the point of selling them, we know the TIF is going to come back to the LBA and the LCBRA. The LCBRA needs to accept the applications and then it moves to the next step. The LCBRA approved Work Order #25 last month to have Envirologic begin studying the prospect of doing a brownfield plan on these properties. There was a lot of discussion at last month's meeting and then approval to have Envirologic do a brownfield model TIF.

Heinz noted that last month the LBA approved John Gallagher, Chairman, putting together the applications and he has done that and they are before the LCBRA now for action. If fees are to be waived, a motion similar to what was done last month for Habitat for Humanity is needed. Any other information that Envirologic needs as they work on this, will be provided. Heinz asked Searles if they started the process already and she said yes.

(R. Foster present 10:13 am)

Motion by Eftaxiadis, seconded by Wessell, to accept the applications Part I and Part II as presented and waive all fees. Motion carried 6-0.

Heinz asked Galla on next steps. Galla said approval is needed from the township, the LCBRA and the County Board. Heinz questioned if six townships are involved, do all six need to give approval and Galla replied, yes. Heinz noted that Gallagher suggested start of 4th quarter 2022 or 1st quarter 2023 to get through this and decide which properties to put out for contractors that are interested in doing something with the properties. Galla gave an example of what was done for development and approval of a past brownfield plan.

Draft Brownfield Plan – Maple City Crossings / Habitat for Humanity

Searles of Envirologic said she would present the details of the draft brownfield plan and answer questions. Clem, Habitat for Humanity, said they came to the LCBRA last month to ask for approval and move forward on the brownfield plan. They are in the process to get approval.

Searles noted the funding gap in the project and that the difference between affordable housing rate and market rate is about \$120,000 per lot. That is the eligible activity. As part of the brownfield plan, and when sold to Habitat for Humanity, it still remains eligible activities. That is the main cost and it is estimated at a total of \$736,500. The amount of TIF generated is not expected to reach that, unless the taxable values are higher. The model is showing eligible activities of about \$286,000 for Habitat for Humanity, \$3,000 for creating the brownfield plan and \$250 nominal authority administration fee annually. Thirty years by statute is the limitation of the plan. The eligible activities would not be fully reimbursed but the plan would run the full 30 years. With the properties being in the Land Bank right now, property specific tax first five years generates 50% of TIF to the LBA and 50% to the LCBRA for reimbursement of eligible activities.

Eftaxiadis questioned the TIF tables, and asked if the capture is based on 100% PRE / homestead. Searles replied, yes. It is local tax capture. Eftaxiadis asked what was the annual increase in the TIF tables for taxable value? Searles replied it starts at \$858,000 and just shows a small increment each year, ending at \$1.145 million for future taxable value. Eftaxiadis asked what the increase of the base was each year. What is that percentage? Janik said by Headlee law, it can't be more than 5%. It's 5% or rate of inflation. Janik computed the percentage increase each year to be about 1-1.5%.

Searles stated they did a conservative model. If TIF comes back higher it will increase what can be reimbursed for

TIF reimbursement.

Eftaxiadis asked if the construction costs were up to date? Searles replied that construction costs are not eligible activities, but they can get used for future value cost. Clem said it is roughly \$1.5 million, development and construction and contingency. They have not gone out for bids yet, but this is a good estimated budget.

Heinz asked about the breakdown of the 5/50 for TIF and Searles confirmed the LBA and LCBRA each get 50%. Searles said instead of the property owner paying ad valorem they pay property specific tax. Fifty percent goes to LBA for their program and 50% to the LCBRA. LCBRA can use that for eligible expenses such as the cost of the brownfield plan and administrative fees. The bulk of it will be to the developer for the funding gap. When taxes are received annually, the TIF can go to any of the expenses, depending on how it is set up and who gets paid back first. Heinz asked about the gap of \$120,000 and Searles stated it is an eligible cost included in the brownfield plan, by statute. Tax increment goes toward reimbursement of 'actual' eligible costs. The brownfield plan is an estimate because it is put together before the project has actually happened.

Eftaxiadis asked if \$3,000 for development of the brownfield plan was enough. Searles clarified that was just for the preparation of the plan. There is a \$250 annual fee to LCBRA.

Motion by Eftaxiadis, seconded by Wessell, to approve the brownfield plan for the Maple City Crossings, as presented. Motion carried 6-0.

Heinz asked about the draft resolution for the county and township to approve and Searles replied it was a template the county can use as an example. Heinz noted the date will need to be changed on it for the public hearing.

2022 Goals

Galla reviewed the proposed goals.

Motion by Wessell, seconded by Foster to approve the goals as presented.

King asked when should we start talking about the EPA grant we received and should it be incorporated into the goals. Heinz said Galla reported it will be brought up next month. King said the grant would be a mechanism to carry out the goals. The goals could be left as is. Eftaxiadis added the grant funding will facilitate these actions.

Motion carried 6-0.

FINANCIALS

Claims & Accounts - \$32,051.32

Galla reviewed the invoices for consideration.

Motion by Foster, seconded by King, to approve Claims & Accounts in the amount of \$32,051.32. Motion carried 6-0.

CORRESPONDENCE / COMMUNICATION ITEMS - None

PUBLIC COMMENT

Mawby complimented the members for including affordable housing in their goals; it is very important.

DIRECTOR COMMENTS

Galla said she just opened an email earlier on working together with land banks and brownfields which she will share. At the APA conference she attended last month, probably ½ the sessions were on housing and everyone is trying to deal with it so there were a lot of different sessions with different ideas.

Galla asked if Irvin could give an update on the Part 41 application for the sewer system for Maple City Crossings. Irvin said they had to respond to 68 additional questions from EGLE and they are now waiting for approval. They hope to get good news soon so they can start.

MEMBER / CHAIRPERSON COMMENTS - None

Wessell introduced Bahle and said she will be recommended to join this board and the land bank when they have their board meeting tonight. Because of the election some of the assignments need to be shuffled and he will be going on the Health Board.

CHAIRMAN COMMENTS

Heinz asked about TC Whiskey and working with them for a plan. Galla said that she, along with Gallagher, Hawkins, and Jim Tischler from the MI LBA met with the owners about 2 years ago and thought there would be an application for assistance submitted. So far, there has not been anything from TC Whiskey. That may change as word of the EPA assessment grant gets out. Heinz said that Galla had gone to communities in the past for outreach and he asked about a housing development in Cedar. Galla noted that she and Hawkins met with the developer but they needed help up front and TIF is reimbursable afterward so they are probably moving on without any help from the LCBRA. Heinz asked about Sugar Loaf and Galla updated on the work that was done twice on the site, once with AKT Peerless and most recently with Envirollogic who also removed some tanks from the site. This work was done with EPA assessment funds. She is not aware of any plans for the site.

ADJOURN

Meeting adjourned at 10:41am.

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: JUNE 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 continued to review and develop the revised reimbursement schedule and memo for the EPA RLF Grant closeout. Envirologic prepped for the May LCBRA meeting and had general communications with Trudy Galla.

Project Invoices for Consideration:

This invoice includes time for May.

June Invoice 09123 (\$426.25)

2. Brownfield TIR Management

Update:

Project Invoices for Consideration:

There are no invoices for May.

3. Maple City Habitat for Humanity Project (W.O. #26)

Update:

Envirologic has developed the Brownfield Plan, associated tables, public notices, draft resolutions and other materials for the Plan. This Plan was reviewed and approved at the May LCBRA and Land Bank meetings. The Brownfield Plan will be presented to the County Board of Commissioners Executive Committee on June 14, 2022 for inclusion on the full Board meeting agenda on June 21, 2022 and the Kasson Township Council on June 14, 2022. Assuming the Plan is agreed to by the Township it is anticipated that the County Board of Commissioners will adopt the Plan subject to a Public Hearing held on June 21, 2022.

Project Invoices for Consideration:

This invoice includes time for May.

June Invoice 09124 (\$1,544.70)

4. Brownfield TIF Model for Land Bank Properties (W.O. #25)

Update:

Envirologic has been working on developing a model to utilize tax increment financing through a brownfield plan to help support affordable housing. This model includes six parcels currently held by the land bank acquired through tax foreclosure. The brownfield plan will be a scattered site plan since the parcels are located throughout the county. Envirologic is researching adjacent parcels to the subject parcels for comparable tax values for estimating potential tax increment revenue. A draft of this information will be presented at the June LCLBA and LCBRA meetings.

Project Invoices for Consideration:

This invoice includes time for May.

June Invoice 09124 (\$1,544.70)

Leelanau County Brownfield Redevelopment Authority
 General Environmental Consulting Services
 Monthly Project Update

FY 2022 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
22	160397	General Services		2,000.00	02908	11/15/2016	\$ 70.00	\$ 70.00		
		Amendment #1		2,500.00	03057	1/6/2017	\$ 140.00	\$ 140.00		
		Amendment #2		1,000.00	03253	3/14/2017	\$ 70.00	\$ 70.00		
		Amendment #3		4,500.00	03308	4/3/2017	\$ 210.00	\$ 210.00		
		Amendment #4		2,500.00	03414	5/3/2017	\$ 560.00	\$ 560.00		
		Amendment #5		5,000.00	03573	6/13/2017	\$ 105.00	\$ 105.00		
		Amendment #6		4,000.00	03656	7/12/2017	\$ 1,390.00	\$ 1,390.00		
		Amendment #7		6,000.00	03726	8/10/2017	\$ 553.75	\$ 553.75		
		Amendment #8		5,000.00	03791	9/8/2017	\$ 385.00	\$ 385.00		
					03873	10/4/2017	\$ 1,006.25	\$ 1,006.25		
					03969	11/1/2017	\$ 105.00	\$ 105.00		
					04096	12/12/2017	\$ 140.00	\$ 140.00		
					04151	1/8/2018	\$ 140.00	\$ 140.00		
					04278	2/13/2018	\$ 875.00	\$ 875.00		
					04361	3/12/2018	\$ 455.00	\$ 455.00		
					04547	5/9/2018	\$ 665.00	\$ 665.00		
					04613	6/7/2018	\$ 420.00	\$ 420.00		
					04723	7/10/2018	\$ 140.00	\$ 140.00		
					04817	8/15/2018	\$ 105.00	\$ 105.00		
					04868	9/6/2018	\$ 140.00	\$ 140.00		
					04983	10/10/2018	\$ 938.75	\$ 938.75		
					05051	11/7/2018	\$ 275.00	\$ 275.00		
					05115	12/6/2018	\$ 197.50	\$ 197.50		
					05213	1/7/2019	\$ 70.00	\$ 70.00		
					05309	3/5/2019	\$ 105.00	\$ 105.00		
					05507	5/15/2019	\$ 350.00	\$ 350.00		
					05791	9/6/2019	\$ 385.00	\$ 385.00		
					05986	11/7/2019	\$ 735.00	\$ 735.00		
					06140	12/9/2019	\$ 245.00	\$ 245.00		
					06223	1/7/2020	\$ 3,425.00	\$ 3,425.00		
					06318	2/7/2020	\$ 213.75	\$ 213.75		
					06500	4/7/2020	\$ 392.50	\$ 392.50		
					06571	5/12/2020	\$ 926.25	\$ 926.25		
					06711	7/9/2020	\$ 783.75	\$ 783.75		
					06775	8/7/2020	\$ 1,298.75	\$ 1,298.75		
					06882	9/8/2020	\$ 356.25	\$ 356.25		
					06975	10/12/2020	\$ 925.00	\$ 925.00		
					07166	12/7/2020	\$ 142.50	\$ 142.50		
					07344	2/5/2021	\$ 70.00	\$ 70.00		
					07473	3/9/2021	\$ 581.25	\$ 581.25		
					07509	4/7/2021	\$ 1,461.25	\$ 1,461.25		
					07771	6/16/2021	\$ 1,755.00	\$ 1,755.00		
					07869	7/15/2021	\$ 1,370.00	\$ 1,370.00		
					07957	8/9/2021	\$ 980.00	\$ 980.00		
					08136	10/6/2021	\$ 678.75	\$ 678.75		
					08757	3/9/2022	\$ 70.00	\$ 70.00		
					08836	4/8/2022	\$ 1,305.00	\$ 1,305.00		
					08974	5/10/2022	\$ 1,073.75	\$ 1,073.75		
					09123*	6/13/2022	\$ 743.75	\$ 743.75		
							\$ 426.25	\$ 426.25		
				32,500.00	Project Subtotal		\$ 29,955.00	\$ 29,955.00	2,545.00	
25	220100	Model for Land Bank Properties		4,000.00						
					09122*	6/13/2022	\$ 362.50	\$ 362.50		
					Project Subtotal		\$ 362.50	\$ 362.50	3,637.50	
26	220101	Maple City Habitat Project		3,000.00						
					09124*	6/13/2022	\$ 1,544.70	\$ 1,544.70		
					Project Subtotal		\$ 1,544.70	\$ 1,544.70	1,455.30	
Totals				\$ 39,500.00			\$ 31,862.20		7,637.80	
General Updates:										
1. Budget Expended includes "Invoices for Consideration" amount.										

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	\$ 6,600.05	699.95		
		220061	2022 Management of Tax Increment Revenues								
			Task 1: Statement of Account and Reimbursement Analysis Prep	3,700.00	09007	5/10/2022	403.75	\$ 403.75	3,296.25		
			Task 2: Annual Reporting	1,230.00							
			Subtotal	4,930.00			403.75	\$ 403.75	4,526.25		
			Totals	\$ 12,230.00			\$ 7,003.80	\$ 7,003.80	5,226.20		
			General Updates:								
			1. Budget Expended includes "Invoices for Consideration" amount.								

2023 BUDGETARY WORKSHEET

Fund 101 General Fund
Department

Leelanau County Brownfield Authority
Period Ending Date: May 31, 2022

Account Number	Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
Fund 101 General Fund 2022									
Revenues									
000000-401-000	Fund balance forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-402-000	Taxes - TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-402-001	TIF - West Shore Crossings	876.39	2,880.00	25,749.54	0.00	14,103.28	14,103.28	14,103.28	
000000-402-002	TIF - Leland Residential	31,794.36	27,672.95	36,964.20	5,153.44	30,000.00	30,000.00	30,000.00	
000000-402-003	TIF - GTRAC	0.00	16,133.14	-22,280.65	0.00	8,200.00	8,200.00	8,200.00	
000000-402-004	TIF - Parkside	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-402-005	TIF - Leland Redevelopment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-402-006	TIF - Two Peas	1,860.73	2,563.77	1,859.54	0.00	800.00	800.00	800.00	
000000-501-001	EPA - Assessment Grant Haz Mat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000
000000-501-002	EPA - Assessment Grant Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000
000000-501-003	EPA - RLF Haz Mat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-501-004	EPA - EPA RLF Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-540-000	DEQ - Grant West Shore	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-550-000	Loan Proceeds - Leland Residential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-607-000	Application Fees	0.00	150.00	0.00	0.00	0.00	0.00	0.00	
000000-664-000	Interest	72.04	35.64	4.64	3.17	20.00	20.00	20.00	1,000
000000-664-001	Interest - Savings	212.67	103.90	44.45	3.99	50.00	50.00	50.00	
000000-664-003	Interest - West Shore Acct - 725	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-664-004	Interest - Leland Res Acct-758	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

2023 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: May 31, 2022

Department

Account Number Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
000000-664-100 Interest - Land Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-669-000 Misc Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-669-230 Transfer In	159,346.60	0.00	0.00	0.00	0.00	0.00	0.00	
000000-670-000 Cost Share Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-673-000 Sale of Asset	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-687-000 Refunds and Rebates	38.80	0.00	0.00	0.00	0.00	0.00	0.00	
000000-694-000 Misc Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Revenues Total	194,201.59	49,539.40	42,341.72	5,160.60	53,173.28	53,173.28	53,173.28	
Expenses								
000000-727-000 Office Supplies/Operating	66.27	115.50	0.00	75.55	150.00	150.00	150.00	
000000-727-230 Office/Operating - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-728-000 Postage	0.00	0.00	0.00	0.00	50.00	50.00	50.00	
000000-800-000 Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-000 Contractual Services	0.00	0.00	-8.70	0.00	0.00	0.00	0.00	
000000-801-001 Contractual - West Bay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-002 Contractual - Leland REsidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-100 Contractual - RLF Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-101 Contractual - RLF Haz Mat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-801-200 Contractual - Assessment Petroleum	66,259.65	0.00	0.00	0.00	0.00	0.00	0.00	60,000
000000-801-201 Contractual - Assessment Haz Mat	57,864.54	0.00	0.00	0.00	0.00	0.00	0.00	15,000
000000-801-300 General Services Contractual	5,458.80	4,895.00	10,321.25	5,553.80	12,000.00	12,000.00	12,000.00	

2023 BUDGETARY WORKSHEET

Fund 101 General Fund
Department

Leelanau County Brownfield Authority
Period Ending Date: May 31, 2022

Account Number Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
000000-802-000 Programmatic Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-807-000 Membership & Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-808-000 Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-810-000 Bank Charges	0.00	0.00	37.09	0.00	0.00	0.00	0.00	
000000-816-000 Bullentins/Publication	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-850-000 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-860-000 Travel	1,714.99	0.00	0.00	0.00	3,823.80	3,823.80	3,823.80	
000000-900-000 Printing & Publishing	0.00	0.00	0.00	0.00	949.48	949.48	949.48	1,839.48
000000-900-230 Printing & Publishing - RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-901-000 Legal Notice	0.00	0.00	0.00	0.00	200.00	200.00	200.00	
000000-920-000 Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-929-000 Property Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-941-000 Computer charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-942-000 Copy Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-960-000 Education	195.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	
000000-960-230 Education - Community Outreach+RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-964-000 Refund Developer Exp - TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-964-001 Refund DEQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-965-006 TIF 3 mils to SOM	0.00	99.50	0.00	106.50	0.00	0.00	0.00	110.00
000000-970-000 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-970-010 Capital Outlay < \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-990-000 Debt Payment	47,958.82	23,044.00	25,000.00	0.00	25,000.00	25,000.00	25,000.00	

2023 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: May 31, 2022

Department

Account Number Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
000000-995-000 County Payment	0.00	0.00	0.00	-10,000.00	10,000.00	10,000.00	10,000.00	
000000-996-000 Interest Expense	7,118.00	1,956.00	0.00	0.00	0.00	0.00	0.00	
000000-999-000 Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100101-990-000 Debt Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Expenses Total	186,636.07	30,110.00	35,349.64	-4,264.15	53,173.28	53,173.28	53,173.28	
Revenues Total	7,565.52	19,429.40	6,992.08	9,424.75	0.00	0.00	0.00	
Expenses Fund Total	194,201.59	49,539.40	42,341.72	5,160.60	53,173.28	53,173.28	53,173.28	
Net (Rev/Exp)	186,636.07	30,110.00	35,349.64	-4,264.15	53,173.28	53,173.28	53,173.28	
	7,565.52	19,429.40	6,992.08	9,424.75	0.00	0.00	0.00	

2023 BUDGETARY WORKSHEET

Fund 230 EPA Revolving Loan Fund
Department

Leelanau County Brownfield Authority
Period Ending Date: May 31, 2022

Account Number	Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
Fund 230 EPA Revolving Loan Fund									
Fiscal Year 2022									
Revenues									
000000-401-000	Fund Balance Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-501-000	EPA - Federal Grant	159,346.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-664-000	Interest	2.84	0.65	0.35	0.00	0.00	0.00	0.00	0.00
	Revenues Total	159,349.44	0.65	0.35	0.00	0.00	0.00	0.00	0.00
Expenses									
000000-703-000	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-727-000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-727-230	Office Supplies/Operating	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-728-000	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-800-000	Attorney Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-810-000	Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-860-000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-900-000	Printing & Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-901-000	Legal Notices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-960-000	Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-999-101	Transfer out	159,346.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expenses Total	159,346.60	0.65	0.35	0.00	0.00	0.00	0.00	0.00
	Revenues Total	159,349.44	0.65	0.35	0.00	0.00	0.00	0.00	0.00
	Expenses Fund Total	159,346.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2023 BUDGETARY WORKSHEET

Fund 230 EPA Revolving Loan Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: May 31, 2022

Account Number Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
Net (Rev/Exp)	2.84	0.65	0.35	0.00	0.00	0.00	0.00	0.00

2023 BUDGETARY WORKSHEET

Fund 935 GASB 34

Leelanau County Brownfield Authority

Period Ending Date: May 31, 2022

Department

Account Number	Account Name	2019 Audited	2020 Audited	2021 Un-Audited	2022 Year-to-Date	2022 Adopted Budget	2022 Amended Budget	2023 Proposed Budget	2023 Department Requests
Fund 935 GASB 34									
Fiscal Year 2022									
Revenues									
000000-664-000	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-669-000	Misc Revenue	47,959.00	23,044.00	0.00	0.00	0.00	0.00	0.00	
000000-675-000	Sale of Assets Held for Resale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-697-000	Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-699-000	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Revenues Total	47,959.00	23,044.00	0.00	0.00	0.00	0.00	0.00	
Expenses									
000000-670-000	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000000-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Expenses Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Revenues Total	47,959.00	23,044.00	0.00	0.00	0.00	0.00	0.00	
	Expenses Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Net (Rev/Exp)	47,959.00	23,044.00	0.00	0.00	0.00	0.00	0.00	
Grand Total for Revenues									
		401,510.03	72,584.05	42,342.07	5,160.60	53,173.28	53,173.28	53,173.28	
Grand Total for Expenses									
		345,982.67	30,110.00	35,349.64	-4,264.15	53,173.28	53,173.28	53,173.28	
Grand Total Net Rev/Exp									
		55,527.36	42,474.05	6,992.43	9,424.75	0.00	0.00	0.00	

Leelanau County, Brownfield Redevelopment Authority
Brownfield EPA Assessment Grant:

Work Plan for the CERCLA AUTHORITY: 104(k)
Assessment Grant Cooperative Agreement
October 1, 2022 – September 30, 2025

I. INTRODUCTION

The United States Environmental Protection Agency (U.S. EPA) has selected Leelanau County for award of a Brownfields Assessment Grant of \$250,000 for characterization of suspected or confirmed contaminated properties in Leelanau County.

Assessment grants:

This project supports Goal 1 of the EPA Strategic Plan: A Cleaner, Healthier Environment and Objective 3: Revitalize Land and prevent Contamination.

Project Period is 3 years.

CFDA: 66.818

CERCLA AUTHORITY: 104(k)

Contact: Trudy Galla, Planning Director, & Director of the Leelanau County Brownfield Redevelopment Authority (AUTHORITY)
Leelanau County
8527 E. Government Center Dr., Suite 108
Suttons Bay MI 49682
231-256-9812, tgalla@leelanau.gov

II. BACKGROUND AND OBJECTIVES

A. Background

The United States Environmental Protection Agency (U.S. EPA) has awarded Leelanau County a Brownfields Assessment Cooperative Agreement (CA) for the assessment of properties in Leelanau County, Michigan. The Brownfield Redevelopment Authority (AUTHORITY) will administer this grant on behalf of Leelanau County. The AUTHORITY has had previous EPA assessment grants and an RLF grant and has the experience to administer this new grant award. These assessment funds will be used to investigate the historic uses of properties; determine the type, severity, and extent of contaminants; and develop remedial alternatives to provide for safe and viable reuse of the sites. The CA will also allow for public outreach to provide an opportunity to receive input from citizens and encourage the identification, remediation, and redevelopment of contaminated properties.

In Leelanau County the impoverished, ALICE residents represent a dispersed Disadvantaged Community due to low-income jobs, high poverty, a high housing cost burden, and lack of accessible transportation. Development pressures, fragmented development, 118 sites of known environmental contamination (egle.state.mi.us/RIDE), record-high Lake Michigan water levels, a lack of affordable housing, and limited year-long employment opportunities challenge the priorities listed in the county's *General Plan* and the goals listed in local municipal plans. It is critical that Leelanau County not only cleans up known contaminated sites throughout the county, but also that it also ensures steps are taken to prevent the creation of new sites or sources of contamination. Leelanau County is surrounded by Lake Michigan, and nearly 60% of the land

overlies sensitive aquifers that provide drinking water to all county residents. Only a few communities have a public water system, as most of the county is served by individual wells. It is imperative that contaminants from brownfield sites do not affect the water bodies (either surface water or groundwater) that sustain our economy, livelihood, and health.

The Authority has identified several **priority sites** in the **target areas of Centerville and Cleveland Townships, Empire Village and Cedar**, with assistance from communities through outreach events, nomination forms, and community visits. As documented in Leelanau County's community-vetted 2019 *General Plan (General Plan)*, Leelanau County's priorities directly parallel EPA's Strategic Plan Goal 1, "Creating a Cleaner, Healthier Environment," and Objective 3, "Revitalize Land and Prevent Contamination." The principal goal of the *General Plan* is "to establish a strategy for guiding growth that protects and, where possible, enhances the unique character of life in the county. The Plan focuses on balancing environmental protection, energy efficiency and renewable energy, resource management, and economic development to provide a foundation for a sustainable economy that permits long-term prosperity for all present and future residents. This Plan recognizes that a healthy economy depends on a healthy environment." The redevelopment strategies and projected reuse for the properties that we assess under this grant will be filtered through our *General Plan* designed by Leelanau citizens and the goals and objectives of local community plans.

Tasks and budget for the CA are described in this work plan.

B. Objectives

Leelanau County understands the need to redevelop brownfields to improve the environment, health and welfare of its citizens and provide economic opportunities. The Mission of the Brownfield Redevelopment AUTHORITY is:

"The Leelanau County Brownfield Redevelopment AUTHORITY will provide resources and expertise to help investigate, clean up, eliminate blight and return eligible properties to productive use for the benefit of the county, its communities, and its citizens."

An EPA Assessment Grant will allow Phase I and II Environmental Site Assessments to be completed, which will inform buyers of site conditions, provide a basis for liability protection, and determine how to safely reuse the site. In Michigan, investments on brownfield sites can be leveraged through a Brownfield or Cleanup Plan, which allows for the capture of the improved taxable value to reimburse developers for their eligible brownfield costs. Plans can be developed using EPA Assessment funds.

This CA will have the following outputs and outcomes which will be tracked and reported to EPA:

Outputs:

- Complete 11 Phase I ESAs
- Complete a Quality Assurance Project Plan (QAPP)
- Complete 8 Phase II ESAs
- Complete 4 Baseline Environmental Assessments on contaminated sites for liability protection
- Complete 4 Due Care Plans on contaminated sites to address "continuing obligations"
- Complete 4 proposed brownfield plans
- Complete 3 Act 381 Work Plans
- Hold 3 community open house/education events
- Prepare 12 Quarterly Reports and regularly update ACRES
- Attend the National Brownfield Conference

Outcomes:

- Acres of brownfield sites assessed with the grant and prepared for safe reuse
- Project investment leveraged
- Jobs created/retained
- Grant funded projects per local unit of government including target areas and priority sites
- Grant project sites and resulting affordable housing units built
- Infrastructure reused
- Acres preserved for agriculture, open space, and improved habitats
- Improved property values
- Improved health outcomes especially for our sensitive populations and our target areas

Leelanau County will continue to expand upon its excellent track record of leveraging dollars and resources. Michigan allows for the development of Brownfield Plans which can capture tax increment revenue (TIF) from the new investment to pay for eligible activities like Phase I and II ESA's, BEA's, Due Care Plans, Brownfield Plans, demolition, and lead and asbestos abatement. Brownfield Plans also provide (by law) the ability to capture TIF for an additional five (5) years once all eligible activities are paid, and these funds can be used as leverage and fund future projects. Funding sources available during, or after, assessment activities may include EGLE Cleanup Grants and Loans, EPA Cleanup Grants and Revolving Loan Funds, Leelanau's Revolving Loan Fund, Community Development Block Grants, USDA Rural Development, Urban Land Assembly, Historic Preservation, and TIF dollars. To stretch our grant funds and leveraged dollars, we will continue to use free EPA geophysical services, TAB program, re-use development assistance, and local, regional and state services. In-kind services will be provided by staff, our Partners, and our Contractors.

The AUTHORITY will seek other leveraged funds for each project, and seek opportunities to recapture funds used for assessments into a revolving fund for future projects and program continuation. This may involve matching funds from the applicant, an agreement for recapture of grant funds used on a site once the site is sold, capture of TIF funds through brownfield plans, and/or donations of funds and resources. Leelanau County, and its Partners, are dedicated to continuation of our program after the grant is expended.

III. PROJECT OVERVIEW

The funds from this grant will be used to identify, profile, prioritize and conduct Phase I and II Environmental Site Assessments on brownfield properties throughout Leelanau County. For contaminated properties where development is pending, Baseline Environmental Assessments, Due Care Plans, and Brownfield Plans will be prepared to facilitate the transaction. The tasks and budget for the grant are described in the following sections. A budget table has been prepared representing the tasks and costs associated with the grant. The proposed project has the following primary components.

- Perform Phase I and II Environmental assessments at prioritized brownfield sites
- Prepare remediation plans for priority brownfield sites having high redevelopment potential
- Prepare Baseline Environmental Assessments (BEAs) and Due Care Plans at selected sites as appropriate
- Conduct Community Outreach and Educational events
- Manage the programmatic and reporting requirements of the grant

IV. MANAGEMENT AND COORDINATION

The AUTHORITY will implement, manage, and administer this grant, on behalf of Leelanau County. Trudy Galla, Leelanau County Planning Director, also serves as the Director of the AUTHORITY and will be the Project Manager responsible for preparing and submitting all progress reports and other reporting requirements to the U.S. EPA, financial tracking, and proposed grant activities. The AUTHORITY will retain a qualified environmental consultant(s) to assist in managing and performing the grant funded activities. As Project

Manager, Ms. Galla will serve as liaison between U.S. EPA staff, stakeholders, and qualified environmental consultant(s) (QEC) associated with the projects funded through this grant.

V. WORK TO BE PERFORMED

Notification of Target communities

The County discussed this grant application at several public meetings, and the AUTHORITY and Leelanau County Board of Commissions each approved submitting the grant application to the EPA. All meetings were advertised, and also posted on the County website: www.leelanau.gov

The County is very supportive of opportunities for the public to review and make comments on projects. The County will continue to use the local media for public notices and press releases, post information on the county website, and provide ample time for public comments at meetings. The Project Manager (Ms. Galla) will be responsible for keeping a website page active with ongoing information on the grant, as well as providing responses to all inquiries.

The Authority will use the grant to assess priority sites in the Target Communities and other high-risk and developable sites (i.e., non-priority sites) identified during the 3-year performance period and support cleanup and redevelopment of these brownfields. The following four tasks will be implemented to accomplish this plan.

The Applicant is not charging salary and fringe dollars for programmatic/administration activities for any tasks noted below. The implementation schedule will meet 35% within an 18-month spend rate.

<p>Task 1 – Phase I Environmental Site Assessments (ESAs)</p>
<p><i>ii. Project Implementation</i></p> <ul style="list-style-type: none"> ▪ It is estimated that 6 Phase I ESAs will be completed on priority sites in target communities and 5 Phase I ESAs on non-priority sites countywide chosen by the Authority, with community input. ▪ Priority sites and non-priority sites will be evaluated through the performance of Phase I ESAs, in accordance with All Appropriate Inquiry (ASTM Standard E1527-13) and other ASTM standards/practices. ▪ The Authority will coordinate activities with stakeholders/Target Communities/Board/Partners. The QEC will draft the EPA eligibility demonstrations and Phase I ESAs.
<p><i>ii. Anticipated Schedule</i></p> <ul style="list-style-type: none"> ▪ Once sites are selected and site access is granted, EPA eligibility will be submitted for approval. ▪ It is estimated 5 Phase I ESAs will be completed on priority sites by the 4th quarter FY23 and 1-2 Phase I ESAs every 2 to 3 quarters at priority/non-priority sites. ▪ Authority staff and QEC will meet monthly to discuss priority sites, ensure required site access/eligibility has been secured, individual projects are progressing, and the overall project schedule is met. ▪ The Authority staff will meet with prospective purchasers and developers to determine their specific project needs for redevelopment and overall design of the project to identify funding gaps and types of resources needed (EGLE Grants, local TIF resources, etc.)
<p><i>iii. Task/Activity Lead:</i> Qualified Environmental Consultant (QEC) for Phase I ESAs; Applicant oversight</p>
<p><i>iv. Outputs:</i> 11 Phase I eligibility demonstrations, site access agreements, AAI compliant reports, and ACRES updates</p>

Task 2 – Phase II Environmental, Baseline Environmental Assessments/Due Care Plans

i. Project Implementation

- Authority and the QEC will participate in a pre-QAPP call. The QEC will then prepare a Quality Assurance Project Plan (QAPP) and submit it to the U.S. EPA for approval.
- An estimated 4 Phase II ESAs on priority sites in target communities will be completed.
- An estimated 4 Phase II ESAs will be completed on non-priority sites countywide chosen by the AUTHORITY, with community input.
- Priority sites (and non-priority sites identified during the performance period) will be evaluated through the performance of Phase II ESAs, in accordance with All Appropriate Inquiry (ASTM Standard E1527-13) and other ASTM standards/practices.
- Sampling Plans and Health and Safety Plans will be completed for each Phase II.
- For contaminated sites (an estimated 4), Baseline Environmental Assessments for liability protection and Due Care Plans will be completed to address “continuing obligations.”
- The Authority will coordinate activities with stakeholders/Target Communities/Board/Partners. The QEC will draft the SAPs/HASPs and conduct the Phase II ESAs, BEAs, and Due Care Plans.

ii. Anticipated Schedule

- Once sites are selected and site access is granted, Phase II Assessments (and Sampling and Analysis Plans and HASPs prepared and approved) begin once EPA approves QAPP.
- Complete 3 Phase II/Baseline Environmental Assessments/Due Care Plans at priority sites by 4th quarter FY23. For the remaining 5 non-priority sites an estimated 1 Phase II will be completed every 2-3 quarters.
- The AUTHORITY staff and QEC will meet monthly to discuss priority sites, ensure required site access/eligibility has been secured, individual projects are progressing, and the overall project schedule is met.
- The AUTHORITY staff will meet with prospective purchasers and developers to determine their specific project needs for redevelopment and overall design of the project to identify funding gaps and types of resources needed (EGLE Grants, local TIF resources, etc.)

iii. Task/Activity Lead: Qualified Environmental Consultant for Phase II ESAs, BEAs and Due Care Plans, Applicant oversight

iv. Outputs: 1 QAPP, 8 Phase IIs and Sampling and Analysis Plans/Health and Safety Plans, 4 Baseline Environmental Assessments/Due Care Plans, ACRES updates

Task 3 – Brownfield Plans and Cleanup Planning

i. Project Implementation

- An estimated 2 Brownfield Plans will be completed to utilize tax increment financing and leverage grant funds on priority sites and community wide. Plans will be reviewed by the AUTHORITY and local unit of government and approved by the County Board following a public hearing.
- An estimated 2 sites will require Cleanup Plans (Act 381 Work Plans) for state tax support, with state approval.
- An estimated 2 Brownfield Plans and 1 Act 381 Work Plan will be completed on non-priority sites countywide as determined by the AUTHORITY, with community outreach event input; all subject to the same review procedures outlined above.

ii. Anticipated Schedule:

- Complete 2 Brownfield Plans and 2 Cleanup Plans (Act 381 Work Plan) at priority sites by the 2nd quarter of FY23
- The remaining 2 Brownfield Plans and 1 Cleanup Plan (Act 381 Work Plans) at non-priority sites are estimated to be completed by the end of the grant term.

iii. Task/Activity Lead: Qualified Environmental Consultant (QEC) for Plans, Applicant oversight

iv. Outputs: 4 Brownfield Plans, 3 Cleanup Plans (Act 381 Work Plans), 4 Local Resolutions, 4 Public Hearings, 3 State Regulatory reviews, ACRES updates.

Task 4 – Programmatic and Outreach

i. Project Implementation

- Activities include working with EPA to execute the Cooperative Agreement (CA); procuring a Qualified Environmental Consultant (QEC); preparation of Grant Work Plan; preparing for, attending, and participating in public hearings; municipal and AUTHORITY meetings; creating and disseminating brochures/flyers/webpages about the EPA Grant; educating and informing community groups and stakeholders including first responders, about the grant and brownfields; community outreach events.
- Quarterly reports will be submitted to the U.S. EPA; the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) will be updated; MBE/WBE/DBE reports and final project closeout documentation will be submitted.
- Staff will attend EPA National Brownfields Conference. It is the Grantee’s intent to have staff and possibly other AUTHORITY board members attend the EPA National Brownfields Conference in August of 2022. Should expenses fall outside of the approved travel scope, the potential exists that funding will be denied for the August 2022 conference.

ii. Anticipated Schedule

- The Work Plan will be prepared within one month of receiving notification of the grant award; CA will be executed by September 2022. CA Compliance tracking and Financial Systems will be set up upon award of the grant and maintained throughout the term.
- A QEC will be retained within three months of award.
- Beginning January 2023, Quarterly reports will be submitted within 30 days of the end of the quarterly reporting period, ACRES will be updated as sites are assessed. ACRES updated with cleanup and/or redevelopment information during and/or after the performance period. Annual MBE/WBE reports submitted. Final project closeout documentation submitted as required once the performance period ends.
- Community outreach efforts will be intense at the outset of the grant and will include 2 community open houses by the 3rd quarter of FY23, and an additional outreach event midway through the grant or 1st quarter of FY24; and monthly AUTHORITY meetings and outreach efforts will continue throughout the grant term.

iii. Task/Activity Lead: Applicant will plan/initiate outreach efforts, the Qualified Environmental Consultant will assist outreach efforts and complete required reporting with Applicant as required.

iv. Outputs: Procurement of 1 Qualified Environmental Consultant, 3 community open house/ education events, 36 monthly AUTHORITY meetings, numerous educational materials and outreach events, 1 trip to National Brownfield Conference for one AUTHORITY member and the Project Director.

VI. BUDGET

Projected Budget for Assessment Work Related to the EPA Assessment Grant

Budget Categories	Task 1: Phase I Assessments	Task 2: Phase II Assessment	Task 3: Brownfield Plans	Task 4: Community Outreach/	Total
Personnel				\$4,000	\$ 4,000
Travel				\$3,000	\$ 3,000
Contractual	\$33,000	\$176,000	\$28,000	\$6,000	\$ 243,000
Total Direct Costs	\$33,000	\$176,000	\$28,000	\$13,000	\$ 250,000
Indirect Costs	\$0	\$0	\$0	\$0	\$0
Total Budget	\$33,000	\$176,000	\$28,000	\$13,000	\$ 250,000

Cost estimates for assessment activities are based on average costs for similar work in Michigan, and actual costs for similar work completed in Leelanau County.

Cost Estimates: Approximately 84% of the budget is designated for Phase I and II Environmental Assessments. Personnel hourly rates include fringe benefits.

Task 1 – Phase I Assessment: \$33,000 total

Contractual Costs: 11 Phase I site assessments at average cost of \$3,000 = \$33,000 total.

Task 2 – Phase II Assessment: \$176,000 total

Contractual Costs: 8 Phase II site assessments at average cost of \$20,000 = \$160,000; 4 BEAs/Due Care Plans at average cost of \$4,000 = \$16,000 = \$176,000 total.

Task 3 – Brownfield Plans: \$28,000 total

Contractual Costs: 4 Brownfield Plans at average cost of \$4,000 = \$16,000; 3 Cleanup Plans (Act 381 Work Plans) at average cost of \$4,000 = \$12,000 = \$28,000 total.

Task 4: Community Outreach/Programmatic: \$13,000 total

Personnel Costs: grant coordination, outreach, budgeting, reporting for 100 hrs. at average rate of \$40/hr. = \$4,000.

Travel Costs: Travel for 1 Authority Member and Project Director including airfare, lodging, food, and expenses at an average cost of \$1,500 per person = \$3,000 total.

Contractual Costs: Preparation of 12 quarterly reports at average cost of \$400 = \$4,800; preparation for 3 community open houses at average cost of \$400 per event = \$1,200; Total = \$6,000.

VII. Measuring Environmental Results: The AUTHORITY will track, measure, and report on the success of the project utilizing ACRES and quarterly reports, the number of Phase I and II ESAs (including hazmat surveys) and number of cleanup planning documents.

The AUTHORITY will ensure the following measures of success are tracked and documented in quarterly reports and/or ACRES submittals:

- Properties with brownfields assessments started;
- Properties with brownfields assessments completed with funding;
- Properties with brownfields redevelopment activities underway;
- Cleanup & redevelopment dollars leveraged;
- Jobs leveraged;
- Properties with brownfields cleanup activities started;
- Properties with brownfields cleanup activities completed.
- Properties with no cleanup needed

The AUTHORITY will report outcomes/outputs that cannot be easily entered into ACRES (i.e., website updates, staff training, community outreach/meetings) in the quarterly reports.

The quarterly progress reports will include:

- Modifications to the Work Plan
- Project activities relative to the EPA grant
- Task Progress/Schedule
- Site identification and targeted sites
- Cleanup and/or redevelopment activity
- Summary of expenses by category
- Leveraging of other financial assistance

The AUTHORITY will evaluate the progress semi-annually to assure goals are being met and are on schedule.

JUNE 22, 2022 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

1.	Envirologic – Invoice #09122		
	101.000000.801-300 Contractual – TIF/Brownfield Modeling	\$	362.50
	Envirologic – Invoice #09123		
	101.000000.801-300 Contractual – General Services	\$	426.25
	Envirologic – Invoice #09124		
	101.000000.801-300 Contractual – Brownfield Plan	\$	1,544.70
	Total Claims & Accounts:	\$	2,333.45

PREPARED &
PROOFED BY
[Signature]
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 09122
 Date 06/13/2022
 Project **220100 Model for Land Bank Properties
 - W.O. 25**

INVOICE: Through May 31, 2022

TIF/BROWNFIELD MODELING
 Professional Fees

	Hours	Rate	Billed Amount	
Project Manager				
Therese M. Searles				
Professional Services	1.00	115.00	115.00	✓
Project Scientist				
Logan L. Mulholland				
Professional Services	2.75	90.00	247.50	✓
Phase subtotal			<u>362.50</u>	
			<u>Invoice total</u>	
			<u>362.50</u>	✓

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

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

Invoice number 09123
 Date 06/13/2022
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through May 31, 2022

GENERAL ENVIRONMENTAL CONSULTING FY2017 W.O.22
 Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	0.25	175.00	43.75	✓
Project Scientist				
Logan L. Mulholland				
Professional Services	4.25	90.00	382.50	✓
General Environmental Consulting Fy2017 W.O.22 subtotal			426.25	
			Invoice total	426.25 ✓

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

Invoice number 09124
 Date 06/13/2022
 Project **220101 Maple City Habitat/W. O. 26**

INVOICE: Through May 31, 2022

BROWNFIELD PLAN

Professional Fees

	Hours	Rate	Billed Amount	
Technical Editor /Writer Shelbey N. Senkewitz Professional Services	0.50	85.00	42.50	✓
CAD Designer/Drafter Michelle A. Bell Professional Services	3.00	70.00	210.00	✓
Principal Jeffrey C. Hawkins Professional Services	1.00	175.00	175.00	✓
Project Manager Therese M. Searles Professional Services	2.25	115.00	258.75	✓
Project Scientist Logan L. Mulholland Professional Services	9.50	90.00	855.00	✓
Expense				

	Units	Rate	Billed Amount	
Miscellaneous Expense <i>Record Lookups & Transaction History</i>	1.00	3.45	3.45	✓

Phase subtotal	1,544.70
Invoice total	1,544.70 ✓

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