

DRAFT AGENDA

The Leelanau County Brownfield Redevelopment Authority (LCBRA) will hold a meeting on **TUESDAY, OCTOBER 20, 2020 at 10:00 am**

CALL TO ORDER & PLEDGE OF ALLEGIANCE

A live streaming of this meeting will be available for viewing via the following link –

https://www.youtube.com/channel/UCNQTgIgcTedF2qB8floC1GQ?view_as=subscriber

If you would like to provide comment during the meeting, please watch the livestreamed video, and call in during one of the two public comment portions on the agenda, to **231-256-8109**. There will be no queue, and calls will be taken in the order they are received. Emailed comments are also welcomed prior to the meeting, and can be addressed to planning@co.leelanau.mi.us

- ROLL CALL & PLEDGE OF ALLEGIANCE**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF AUGUST 18 2020 Minutes** pgs 2-6
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
Update on MAP Conference Presentation (taped)

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 Monthly Report (September) pgs 7-8
- b. Envirologic Technologies, Inc. – General Services Monthly Report (October) pgs 9-10

OLD BUSINESS

NEW BUSINESS

1. EPA Grant Application (emailed separately)
2. 2021 Budget pgs 11-16
3. Financials – motion for end of year transfers pg 17

FINANCIALS

- Claims & Accounts pgs 18-20
- Post Audit
- Budget Amendments, Transfers

CORRESPONDENCE/COMMUNICATION ITEMS

Copy of Adopted TIF Policy (8/18/2020) pg 21

PUBLIC COMMENT

DIRECTOR COMMENTS

MEMBER / CHAIRPERSON COMMENTS

ADJOURN

Members

Kathy Egan, Chair
W. Dennis Bushey, Vice-Chair
Rick Foster, Secretary/Treasurer
John Arens
T. Eftaxiadis
Chet Janik
Patricia Soutas-Little

Director

Trudy Galla

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, August 18, 2020 at the Government Center.

CALL TO ORDER: Meeting called to order at 10 am by Chairman Egan. Janik led the Pledge of Allegiance.

ROLL CALL

Members Present: C. Janik, R. Foster
(at Government Center)

Members Present: K. Egan, D. Bushey, T. Eftaxiadis, P. Soutas-Little (10:05 am)
(via Zoom)

Members Absent: J. Arens

Staff Present: T. Galla, L. Evans
(at Government Center)

Public Present: J. Hawkins
(via Zoom)

CONSIDERATION OF AGENDA

Motion by Eftaxiadis, seconded by Bushey, to accept the agenda as presented.

Bushey – Aye
Eftaxiadis - Aye
Janik - Aye
Foster - Aye
Egan – Aye

Motion carried 5-0.

CONFLICT OF INTEREST – None.

CONSIDERATION OF MAY 19, 2020 MINUTES

Motion by Eftaxiadis, seconded by Bushey, to accept the May 19, 2020 minutes as presented.

Foster-Aye
Janik-Aye
Eftaxiadis -Aye
Bushey-Aye
Egan-Aye

Motion carried 5-0.

PUBLIC COMMENT – The phone number to call for public comment was announced. There was no public comment.

DIRECTOR COMMENTS

Galla reported that several months ago she put in a presentation proposal to the Michigan Association of Planning Conference. Sabine Martin and Jeff Hawkins joined as presenters. They will be talking about rural development, blighted properties and how they can be turned around to improve communities. This will be an online session, and the conference covers three days.

The EPA grant application guidelines came out yesterday, which was sent to each member via email. There are a lot of steps and requirements for these applications, with the due date being in October.

Galla also reported there is currently a house being constructed on the former government center site in Leland, directly south of where the jail used to be located. The owner of the property did state they wanted to dispose of the soils according to the agreement, which would be relocating the soils to the county property on Pit Road. That soil agreement was put in place prior to selling the property to ensure all excavated soils would either go to a landfill, or

to the Pit Rd site. The county did not want soils from a Brownfield site being disposed of somewhere they were not aware of.

Soutas-Little present via ZOOM.

Eftaxiadis asked if the property where the soil was being deposited was adjacent to the county property. Galla stated no, the Pit Road site is off Schomberg Road which is in Leland Township, not in the unincorporated village of Leland.

Hawkins once the finished with remedial action on the property and the incremental methodology for sampling, they are able to determine certain areas that were impacted and some that weren't. Impacted areas were remediated. What they are left with are not "contaminated" soils, but they need to be cautious and be careful. You can't sample every molecule. To avoid legacy concerns, they found property (on Pit Rd) that could accept this theoretically "clean" fill from a Brownfield site which will be staged and used on county property that won't be sold.

Egan asked if the MAP conference presentation will be a live or a taped session? Galla stated they are offering both alternatives so they are not sure yet.

Egan said in regards to the EPA grant application, the LCBRA had requested the proposal go to County Board for support. She asked if they were supportive. Galla responded yes, it went to the County Board and they supported preparing an application.

CONSENT AGENDA

Motion by Janik, seconded by Foster, to accept the agenda as presented.

Soutas-Little – Aye

Foster-Aye

Janik-Aye

Eftaxiadis -Aye

Bushey-Aye

Egan-Aye

Motion carried, 6-0.

NEW BUSINESS

EGLE modification of loan

Galla reported she received an email from EGLE stating that they were offering modifications of loan terms to those with Brownfield sites, which resulted in a letter that was sent from the LCBRA to the state with four requests: the interest be reduced; reduce the annual payment at or below the TIF that was being collected; forgiveness on the interest which was due this year; and extension of the loan payment for additional years. Galla reviewed the response and the changes which end up being significant savings to the county.

Egan added this is a good deal. There is no penalty for early prepayment if we want to pay it off early. EGLE put this out to everyone with a loan and they got very few takers. They were very happy to work with us and we are happy. Eftaxiadis said this is great, it saves over \$300,000.

Motion by Eftaxiadis, seconded by Bushey, to authorize the Chair to sign the agreement with EGLE.

Janik-Aye

Foster-Aye

Soutas-Little-Aye

T.-Aye

Bushey-Aye

Egan-Aye

Motion carried, 6-0.

TIF Tracking – update

Hawkins stated they have submitted everything to Galla with regard to the TIF tracking system, everything is populated in the table. Training is still needed to walk through how this works. There are a couple tweaks and the system is set so they have a spreadsheet system that tracks the eligible activities, the initiation date of Brownfield plans, the terms of Brownfield plans, plus it is a means of tracking the anticipated revenue from the taxing jurisdictions. They need to send a statement of account and notification template to various taxing jurisdictions so a) they can verify the millages are correct for the year; b) they can verify the values are correct in their books and our books, and it provides an opportunity for us to confirm with them what funds we should be receiving from them. Anything that is not correct in their books gives us a chance to talk about it rather than backtracking to try and fix it. It is designed that statements are sent out twice a year. The intent is to disburse twice a year to fall in line with winter and summer taxes. The four brownfield plans in place have been in place for quite a while, they had to back populate into it from previous years. There is still some tweaking that needs to be done. It is a system that can be implemented by the county, with or without our assistance. Hawkins suggested scheduling a time to come up in person and work with Galla to figure out how to get this rolling. Once we get through a couple cycles, it becomes easier. Sometimes millages change and we want to be sure those are tracked appropriately, and we collect taxes that should be captured and not the ones we can't capture. They have seen that happen on all four plans to some extent.

Eftaxiadis asked about the columns for projected TIF capture by jurisdiction and verification and projection of millages. Hawkins said they are soliciting the communities to pay attention to the numbers and that we all have the same numbers. Once the information is entered it automatically deducts from eligible reimbursements as they pay them out. It reduces the reimbursement whether it is due to the LCBRA, the developer, etc. so they know when they are done and can finish capturing.

Egan added this was not an easy spreadsheet to create and thanked Hawkins and his team for putting this together. It takes a lot of patience, knowledge, and expertise to put this together. Hawkins said it is designed so that once they get through a couple cycles, it's not too complicated for people to use. They want it to be a functional system. It takes a little time to get used to. They have implemented it in other communities and it works pretty well.

Eftaxiadis said it also requires an understanding of the Act and what to capture at the local and state and also environmental versus non-environmental. It's pretty involved. Hawkins agreed and added that the ratios will have to be maintained.

Galla said the costs for *Envirologic* to do this work has been coming out of the general consulting services agreement. Hawkins added the costs involved with this are eligible costs from TIF. Egan said we can do this tracking right and have the system in place to make sure it is done right for all of those involved. That feels good.

Review – TIF Reimbursement Policy

Egan gave a brief review of the policy.

Galla said if there is anything this group feels needed to be added or deleted this would be the time. They did receive a request from Courthouse Redevelopment Group (CRG) for reimbursements for the money they put into the cleanup of the site in Leland. After the last review of that, there wasn't enough money coming in to be able to do a reimbursement yet. Galla stated *GTRAC* in Elmwood Township also has funds they are looking to get reimbursed for. She does not have an official document from them, but those are two projects to consider for TIF reimbursement in the future.

Eftaxiadis asked about plans currently in place and are there situations where the captured TIF is not enough to pay the Brownfield's administration costs or to go to items "b" and "c" of the policy? Do you have that situation in any of the plans? Egan replied, yes.

Hawkins added with the former Government Center site, they anticipated a phased approach for development of housing on the property, and anticipated the first couple houses a couple years ago so they are behind in that regard

to generate TIF. *Two Peas* in Suttons Bay is kind of different since they never really got eligible expenses from the developer but they did incur costs. *GTRAC* is a little different development than what was going in initially. To answer Eftaxiadis's question, they are just not there yet. With the exception of *Two Peas*, they did develop and finish the renovations of that building. *West Shore* is still an unknown when development is going to happen. The Leland development is still behind. All of those plans didn't really come to fruition like we anticipated. With *West Shore* they did have a grant and loan and negotiated in the beginning to just use grant only so they don't have a long-term loan on the site.

Eftaxiadis asked if they have considered taking Brownfield administrative costs first, and then repay loans. Some communities do that. Hawkins replied the LCBRA pledged full faith and credit on the loans with EGLE so he thinks the focus was a stronger obligation to repay that loan first.

Egan said it is crucial we have a system in place to follow and not a different one for each Brownfield plan. Whenever a request comes in, it needs to be tracked with a system in place and a calendar set up.

Eftaxiadis added twice a year also helps the developers. They know what to expect.

Hawkins said any time you tweak this, be conscious of the fact the TIF Policy is typically put into Development and Reimbursement Agreements so you need to be sure the documents are in sync with each other.

Motion by Soutas-Little, seconded by Eftaxiadis to reaffirm the policy of TIF collection with the amendment to change MDEQ to EGLE.

Janik-Aye
Foster-Aye
Eftaxiadis-Aye
Soutas-Little-Aye
Bushey-Aye
Egan-Aye

Motion carried, 6-0.

CLAIMS & ACCOUNTS

Motion by Eftaxiadis, seconded by Bushey, to pay claims and accounts in the amount of \$26,655.00.

Bushey-Aye
Soutas-Little-Aye
Foster-Aye
Janik-Aye
Eftaxiadis-Aye
Egan-Aye

Motion carried, 6-0.

POST AUDIT - None

Galla discussed the three banking accounts and balances. The accounting department helps to track payments. She emailed this information to members this morning. Brief discussion ensued, and Galla explained the amounts that need to be paid back to the county.

Eftaxiadis asked since there is no interest, is there any reason to hold on to those funds rather than paying off what is owed to the county? Galla explained the reason those funds were not used in the past was because they did not have enough TIF money coming in to pay the loan back to EGLE, and they didn't want to get into a situation where they had to go back to the county and ask for more funds. A cautious approach would be to start making payments back to the county, keeping in mind you still have to have that TIF money coming in to make that EGLE payment. The other obligation is the payment back to the CRG for the money they put into the site. That would come out of the TIF, and she believed the amount to CRG is around \$38,000.

Eftaxiadis questioned if they were to hold back a couple years of payments to EGLE and CRG, are there any other uses for those funds? Galla did not believe so.

Egan added with re-negotiation of the EGLE loan, this is the first time they have had money that wasn't a safety net, and this is the first time, herself included, that the LCBRA is feeling comfortable of letting go and starting to pay back the county. The LCBRA is finally in a position to comfortably stand up on our own programs.

Soutas-Little stated she favors a more cautious approach rather than paying it all off. Reserve a couple years plus a little more and start paying back the county. She would rather be cautious than doing the entire amount and leave us with no back-up.

Egan suggested maybe in the new budget year they could consider paying \$25,000 and reserve \$75,000 or something to consider going forward. Soutas-Little said she would definitely consider.

Foster said the difference we now have between the old payment and new payment on the Leland site is about \$17,000. He agreed the LCBRA should consider a payment and still have some buffer.

Galla suggested she talk with the County Treasurer to come up with something to consider next month. Egan agreed and said to keep in mind we will need to keep back a couple years and we also owe CRG some money so we need a cushion. Foster said any other unexpected items should also be part of the cushion.

CORRESPONDENCE/COMMUNICATION - None

PUBLIC COMMENT – None

DIRECTOR COMMENTS – None

MEMBER / CHAIR COMMENTS

Bushey asked if there was any information on *Sweet Bread (LLC)* and *Sugar Loaf*. Janik replied that is between *Sweet Bread* and the township, we are not involved. A lot of people are assuming the county can get involved and take legal action, but it has to come from the township.

Janik added one of the LCBRA members, John Arens, has not participated since February. When COVID started he said he would not be participating by ZOOM. Janik suggested Galla check in with him in regards to participation.

Foster praised Galla and Egan for getting the reduced payments to EGLE making it much more comfortable for the LCBRA. Janik asked why other communities did not take advantage of this? Galla said we were the first to respond. Hawkins noted there are some other communities considering changes to their EGLE loans.

ADJOURN

Meeting adjourned at 10:51 am.

MEMORANDUM

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

FROM: **JEFF HAWKINS**

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

DATE: **SEPTEMBER 15, 2020**

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:

This is an update for activity that occurred in August 2020. Envirologic prepped materials for the September meeting which was cancelled. Envirologic communicated with Director Galla regarding the relocation of excess soil from the former Government Center property related to the new construction of a house. Envirologic also completed the MEDC Annual Reports for the four active Brownfield Plans. These reports require a detailed report of tax increment capture over the previous year. Envirologic employed the tax increment tracking system developed for the LCBRA and additional communication with local units to collect the necessary data.

Project Invoices for Consideration (August time):
Invoice 06882 (\$925.00)

MEMORANDUM

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FROM: **JEFF HAWKINS**

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

DATE: **OCTOBER 20, 2020**

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:

This is an update for activity that occurred in August 2020. The time is from August 31st which was not included in our August billing due to accounting cut-off dates. Envirologic completed the MEDC Annual Reports for the four active Brownfield Plans. These reports require a detailed report of tax increment capture over the previous year. Envirologic employed the tax increment tracking system developed for the LCBRA and additional communication with local units to collect the necessary data and communicated with MEDC.

Project Invoices for Consideration (August time):
Invoice 06975 (\$142.50)

2021 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Department

Period Ending Date: September 30, 2020

Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
Fund 101 General Fund								
Fiscal Year 2020								
Revenues								
000000-401-000 Fund balance forward	0.00	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	0.00
000000-402-001 TIF - West Shore Crossings	10,520.91	1,230.22	876.39	2,880.00	14,103.28	14,103.28	14,103.28	14,103.28
000000-402-002 TIF - Leland Residential	0.00	24,526.88	31,794.36	27,672.95	30,000.00	30,000.00	30,000.00	30,000.00
000000-402-003 TIF - GTRAC	6,609.82	7,003.89	0.00	8,009.31	8,200.00	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	0.00
000000-402-005 TIF - Leland Redevelopment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-402-006 TIF - Two Peas	0.00	819.98	1,860.73	2,563.77	800.00	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	0.00
000000-501-002 EPA - Assessment Grant Petroleum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-501-003 EPA - RLF Haz Mat	0.00	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	0.00
000000-540-000 DEQ - Grant West Shore	0.00	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	0.00
000000-607-000 Application Fees	16,100.00	8,213.00	0.00	150.00	300.00	300.00	300.00	300.00
000000-664-000 Interest	0.00	240.96	72.04	33.11	40.00	40.00	40.00	40.00
000000-664-001 Interest - Savings	540.80	20.66	212.67	88.65	100.00	100.00	100.00	100.00
000000-664-003 Interest - West Shore Acct - 725	0.00	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	0.00

2021 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: September 30, 2020

Department

Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
000000-664-100 Interest - Land Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 Misc Income	5,250.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-230 Transfer In	59,924.57	118,237.98	159,346.60	0.00	0.00	0.00	0.00	0.00
000000-670-000 Cost Share Revenue	0.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-673-000 Sale of Asset	1,030,651.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-687-000 Refunds and Rebates	269.28	-1,548.51	38.80	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	0.00
000000-697-000 Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	1,129,867.13	161,060.06	194,201.59	41,397.79	53,543.28	53,543.28	53,543.28	
Expenses								
000000-727-000 Office Supplies/Operating	8.29	0.00	66.27	115.50	150.00	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	0.00
000000-728-000 Postage	0.00	10.00	0.00	0.00	50.00	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	0.00
000000-801-000 Contractual Services	4,595.00	0.00	0.00	0.00	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	0.00
000000-801-002 Contractual - Leland RESidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-100 Contractual - RLF Petroleum	1,018.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-101 Contractual - RLF Haz Mat	65,075.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-801-200 Contractual - Assessment Petroleum	6,733.81	86,135.29	66,259.65	0.00	0.00	0.00	0.00	0.00
000000-801-201 Contractual - Assessment Haz Mat	17,607.05	63,247.39	57,864.54	0.00	0.00	0.00	0.00	0.00
000000-801-300 General Services Contractual	0.00	4,281.25	5,458.80	3,757.50	10,000.00	10,000.00	10,000.00	10,000.00

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Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
000000-802-000 Programmatic Expenses	14,815.00	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	0.00
000000-808-000 Subscriptions	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
000000-816-000 Bullentins/Publication	0.00	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	0.00
000000-860-000 Travel	1,165.39	0.00	1,714.99	0.00	190.00	190.00	3,663.28	0.00
000000-900-000 Printing & Publishing	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
000000-900-230 Printing & Publishing - RLF	0.00	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	0.00
000000-920-000 Utilities Expense	840.79	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	0.00
000000-941-000 Computer charges	0.00	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	0.00
000000-960-000 Education	280.00	0.00	195.00	0.00	0.00	0.00	3,480.00	0.00
000000-960-230 Education - Community Outreach-RLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-964-000 Refund Developer Exp - TIF - WS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-964-001 Refund DEQ	0.00	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	0.00
000000-970-010 Capital Outlay < \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-990-000 Debt Payment	0.00	0.00	47,958.82	25,000.00	42,953.28	42,953.28	25,000.00	0.00
000000-995-000 County Payment	406,449.36	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00

2021 BUDGETARY WORKSHEET

Fund 101 General Fund

Leelanau County Brownfield Authority

Period Ending Date: September 30, 2020

Department

Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
000000-996-000 Interest Expense	0.00	0.00	7,118.00	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	0.00
100101-990-000 Debt Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Total	518,589.30	153,673.93	186,636.07	28,873.00	53,543.28	53,543.28	53,543.28	53,543.28
	611,277.83	7,386.13	7,565.52	12,524.79	0.00	0.00	0.00	0.00
Revenues Total	1,129,867.13	161,060.06	194,201.59	41,397.79	53,543.28	53,543.28	53,543.28	53,543.28
Expenses Fund Total	518,589.30	153,673.93	186,636.07	28,873.00	53,543.28	53,543.28	53,543.28	53,543.28
Net (Rev/Exp)	611,277.83	7,386.13	7,565.52	12,524.79	0.00	0.00	0.00	0.00

Fund 230 EPA Revolving Loan Fund

Fiscal Year 2020

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	50,602.57	118,234.98	159,346.60	0.00	0.00	0.00	0.00	0.00
000000-664-000 Interest	1.92	5.57	2.84	0.52	0.00	0.00	0.00	0.00
Revenues Total	50,604.49	118,240.55	159,349.44	0.52	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

2021 BUDGETARY WORKSHEET

Fund 230 EPA Revolving Loan Fund

Leelanau County Brownfield Authority

Period Ending Date: September 30, 2020

Department

Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
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	59,924.57	118,237.98	159,346.60	0.00	0.00	0.00	0.00	0.00
Expenses Total	59,924.57	118,237.98	159,346.60	0.00	0.00	0.00	0.00	0.00
	-9,320.08	2.57	2.84	0.52	0.00	0.00	0.00	0.00
Revenues Total	50,604.49	118,240.55	159,349.44	0.52	0.00	0.00	0.00	0.00
Expenses Fund Total	59,924.57	118,237.98	159,346.60	0.00	0.00	0.00	0.00	0.00
Net (Rev/Exp)	-9,320.08	2.57	2.84	0.52	0.00	0.00	0.00	0.00

Fund 935 GASB 34

Fiscal Year 2020

Revenues

000000-664-000 Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000000-669-000 Misc Revenue	0.00	0.00	47,959.00	0.00	0.00	0.00	0.00	0.00
000000-675-000 Sale of Assets Held for Resale	-1,030,652.00	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	0.00
000000-699-000 Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	-1,030,652.00	0.00	47,959.00	0.00	0.00	0.00	0.00	0.00

Expenses

000000-670-000 Bad Debt Expense	390,348.00	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	0.00
Expenses Total	390,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-1,421,000.00	0.00	47,959.00	0.00	0.00	0.00	0.00	0.00
Revenues Total	-1,030,652.00	0.00	47,959.00	0.00	0.00	0.00	0.00	0.00
Expenses Fund Total	390,348.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2021 BUDGETARY WORKSHEET

Fund 935 GASB 34

Leelanau County Brownfield Authority

Department

Period Ending Date: September 30, 2020

Account Number	2017 Audited	2018 Audited	2019 Un-Audited	2020 Year-to-date	2020 Adopted Budget	2020 Amended Budget	2021 Proposed Budget	2021 Department Requests
Account Name								
Net (Rev/Exp)	-1,421,000.00	0.00	47,959.00	0.00	0.00	0.00	0.00	0.00
Grand Total for Revenues	149,819.62	279,300.61	401,510.03	41,398.31	53,543.28	53,543.28	53,543.28	53,543.28
Grand Total for Expenses	968,861.87	271,911.91	345,982.67	28,873.00	53,543.28	53,543.28	53,543.28	53,543.28
Grand Total Net Rev/Exp	-819,042.25	7,388.70	55,527.36	12,525.31	0.00	0.00	0.00	0.00

Leelanau County Brownfield Redevelopment Authority (LCBRA)
October 20, 2020 Meeting

New Business

Item 3

Each year, the Brownfield Redevelopment Authority passes a motion that allows the Director to work with the County Treasurer and the Accounting Department to make any year-end budget adjustments and/or transfers for the Brownfield accounts. This ensures that the accounts will be in good standing at the end of the year. This New Business item is being presented to you in October this year, in the event there are no action items requiring a meeting before January of 2021.

ACTION TO CONSIDER:

Motion for Director Galla to work with the County Treasurer and the Accounting Department on any year-end budget adjustments and/or transfers, and to authorize the County Treasurer and Accounting Department to make any necessary year-end budget adjustments and/or transfers.

October 20, 2020 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

- | | |
|---|-----------|
| 1. Envirologic – Invoice #06882 (September) | |
| 101.000000.801-300 Contractual – General Services | \$ 925.00 |
| 2. Envirologic – Invoice #06975 (October) | |
| 101.000000.801-300 Contractual – General Services | \$ 142.50 |

Check #1745

Total Claims & Accounts: **\$1,067.50**

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 06882
 Date 09/08/2020
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Aug 30, 2020

AMENDMENT #6
 Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	0.50	140.00	70.00	✓
Project Manager				
Therese M. Searles				
Professional Services	9.00	95.00	855.00	✓
Phase subtotal			<u>925.00</u>	
			<u>Invoice total</u>	
			<u>925.00</u>	✓

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options

**PREPARED &
 PROOFED BY**
JG
VERIFIED BY



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

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

Invoice number 06975
Date 10/12/2020
Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Oct 04, 2020

AMENDMENT #6
Professional Fees

	Hours	Rate	Billed Amount
Project Manager Therese M. Searles Professional Services	1.50	95.00	142.50
Invoice total			<u><u>142.50</u></u> ✓

Terms: N30 - We accept Check, ETF, Visa, MC Discover & Amex as payment options

**PREPARED &
PROOFED BY**
Jy
VERIFIED BY

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

Policy on TIF Collection and Disbursal:

The Owner and/or Developer of a brownfield site shall pay all real and personal property taxes levied on those portions of the Development that are subject to such taxes on or before the date said taxes become subject to interest or penalty.

Tax Increment Financing (TIF) shall be collected for a brownfield site as follows:

- a) After summer tax bills are released, and after winter tax bills are released, the local taxing jurisdiction will release TIF funds to the County Treasurer.
- b) The County Treasurer shall verify funds receipted and transfer said funds to the LCBRA account.
- c) The County Treasurer shall provide a brief summary to the LCBRA of collected, and non-collected funds.

To the extent captured revenues from Tax Increment Financing (TIF) are available in the LCBRA account, reimbursement for Eligible Activities for a brownfield site shall be prioritized as follows:

- a) First, to be applied to any amounts loaned to Owner and/or Developer under a Brownfield Redevelopment Loan Agreement between the Owner and/or Developer and the LCBRA, and/or, to any loan received from the Michigan Department of Environment, Great Lakes & Energy (EGLE), including a reasonable reserve for future payments to assure availability of funds.
- b) Second, LCBRA administrative/operating and accounting costs and other eligible activities as incurred by the LCBRA, as allowed by law.
- c) Third, to be applied to any amounts properly submitted by the Owner and/or Developer for Eligible Activity expenses, provided that the Owner and/or Developer is in compliance with the applicable agreements and instruments relating to the project.

The Owner and/or Developer shall keep all taxes and other accounts current, in order to be eligible for TIF reimbursement.

The LCBRA review and approval process for TIF Disbursement will be as follows:

April of each year – Review of requests.

May of each year – Consider TIF Disbursal

October of each year – Review of requests.

November of each year – Consider TIF Disbursal

The above review and disbursal meetings will be held at a Regular scheduled LCBRA meeting. In the event a meeting is cancelled or all materials for the request are not available, they will be reviewed at the next Regular scheduled meeting. Requests will NOT be considered for projects that have unpaid taxes.

Under no circumstances will TIF reimbursement be made from the Delinquent Tax Fund.

Approved by the Leelanau County Brownfield Redevelopment Authority at its regular meeting August 18, 2020.