

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, October 20, 2020 at the Government Center.**

**CALL TO ORDER:** Meeting was called to order at 10:00 am by Chairman Kathy Egan and Janik led the Pledge of Allegiance.

**ROLL CALL:**

Members Present: K. Egan, P. Soutas-Little, D. Bushey, R. Foster, T. Eftaxiadis (via zoom)  
C. Janik, J. Arens (At Government Center)

Members Absent: None

Staff Present: T. Galla, Director (At Government Center)

Public Present: J. Hawkins (via zoom)

**CONSIDERATION OF AGENDA**

***Motion by Foster, Seconded by Bushey to approve the agenda as presented. Motion carried 7-0.***

**CONFLICT OF INTEREST**

**CONSIDERATION OF AUGUST 18, 2020 MINUTES**

***Motion by Eftaxiadis, seconded by Janik to approve the minutes as presented. Motion carried 7-0.***

**PUBLIC COMMENT - None**

**DIRECTOR COMMENTS**

Galla mentioned the presentation for the Michigan Association of Planning (MAP) that she, Hawkins, and Sabine Martin (COHR solutions) put together and stated she could see about showing it at a future brownfield meeting. Egan replied that practical and constant ideas were used by all 3 presenters for others to use. They presented what this community and other communities have done, along with tips that listeners could translate into what they could take home and do in their own community. She felt it was a great suggestion to review it at some point, or somehow have people watch on their own time, and put on the website, if we can. Members were interested in viewing the webinar at an upcoming meeting. Galla will follow up with MAP.

**CONSENT AGENDA**

***Motion by Janik, seconded by Arens, to approve the consent agenda as presented. Motion carried 7-0.***

**OLD BUSINESS – None**

**NEW BUSINESS**

**1. EPA Grant Application**

Hawkins explained the process for the grant application. The grant is due next Wednesday, October 28. You are applying for brownfield assessment grant funds. The maximum amount you can go after is \$300,000. With this particular application he has suggested asking for \$200,000. The county did have some trouble spending it in the past and for the size of your community it might be a better opportunity

if you don't go for the full amount. The application is very focused on doing the assessment work to support projects. The grant guidelines really want to see that as a very heavy focus. The application has morphed over the years from what they used to ask for. We have information from previous work and inventories we can rely on. We continue to use examples of sites we had listed in the past because they are not done – such as Sugar Loaf. We have to demonstrate target areas. We have shown it is community wide meaning we can use it anywhere in the county but they really want to see a demonstration for some target areas and sites and specific plans for reuse of those sites. They also want to see the community involvement we will have interacting with the public and how we will leverage funds. We included information about sensitive populations. There is not a lot of diversity in Leelanau County so from the standpoint of evaluating sensitive populations, we are focusing on seniors. There is evidence that seniors do have a greater risk to contaminants from contaminated sites and that is an emphasis in this application. Hawkins felt the General Plan was an excellent Plan from the standpoint of outlining desires of the community and that sends a strong message. The Plan depicts using existing infrastructure, promoting agricultural aspects of the community, sensitive habitats, etc. In a previous application, Galla had included a fair dichotomy between “haves” and “have nots” and income disparity. That is a reality. That disparity has caused challenges with respect to affordable housing and the difficulty for careers in this county. The application demonstrates how economic development would be helpful to try and narrow that gap. Various partners are identified that can play a role in promoting brownfield programs. The application itself is about 1.5 pages too long so we have to compress the information and be succinct. Arens commented that ‘brevity is the soul of wit’. Hawkins continued, saying there is a fair amount of online documentation that has to be set up before the application is submitted and they are working on that. There is also a 2-page cover letter to complete. There is a requirement for the county to meet threshold of the application, and then meeting the ranking criteria. Janik noted the County Board has approved Galla submitting this application when it is ready.

***Motion by Janik, seconded by Eftaxiadis, to authorize Galla submit the completed grant on behalf of Leelanau County.***

Janik said this will allow the ability to move forward with the application submittal and we don't have to meet again.

Eftaxiadis had some suggestions and a couple questions about the application. Egan asked if Eftaxiadis wanted to work directly with Galla and Hawkins on the application? Eftaxiadis said he could discuss it today.

Foster said he suspected one has to be redundant because of the character of the application; but if this were a literary piece, you would probably want to give complete details on each of the properties you are focusing on instead of big pieces scattered throughout. He suspected the answers are provided to specific questions on the application. From a literary point of view, it is very redundant and therefore, doesn't flow as well as it might. Hawkins replied it was an excellent observation and Foster was right. It is a struggle to put these together and every time he has worked on, he has had to be redundant and continually repeat. The result is that it is choppy and doesn't flow like he would like, but it does need to be repetitive.

Eftaxiadis added that you have to address all the ranking criteria, so you have to bring up some of the same comments. He asked about letters and a letter from the state. Hawkins said no support letters are needed but a letter from EGLE is needed and we have that already.

Eftaxiadis said the cover letter is a good opportunity to add information. It is an opportunity to summarize things you can not put into the application. He felt this application was good, and it was a good attempt to put it all into the 10-page limit. He stopped preparing applications back when the maximum was 18 pages. It is very difficult to put all this information into 10 pages. As Hawkins noted earlier, his technical editor could combine some sentences. Eftaxiadis went through the whole thing and identified a number of areas where he thought there were opportunities to cut down words – even 1 sentence can start cutting down that extra 1.5 pages. Also, there are a number of places in the application where a sentence ends in the middle of a line so moving a few words can help clean it up. Hawkins said they have not done that clean up yet but they will. The intent was to get it to this body for review and feedback. Eftaxiadis commented on the description of priority sites and said there was an opportunity to lose 1 or 2 lines. Also, combine sentences in a number of places, and in 2a – Community Need – reduce the text. The table for the partners takes up a lot of space. Hawkins said he is working with Galla to reduce that table. Eftaxiadis also suggested reducing the qualifications of the manager. He commented that he thought there would be more emphasis on agricultural issues but only saw it in a few places. Was there a change in the approach for the application because this is really standard assessment of sites? Hawkins replied during his research on agricultural issues, he could only find anecdotal information but no quantified information associated with the agricultural angle with regard to chemical use, spills, etc. So, he couldn't make a case for it in the application. Eftaxiadis asked about the number of applications that will be turned in. Hawkins said it will probably be around 50 in the state. EGLE sometimes posts who submitted applications but not until after the due date. There are probably 800 applications nationwide. Eftaxiadis noted only about 10% are awarded. Our chances are small but if we don't try, we don't get it. Overall, he felt the application was good and thanked Hawkins for his work.

***On a voice vote, the motion carried 7-0.***

## **2. 2021 Budget**

Egan stated the budget does not include the \$100,000 loan from the county, which was for our start up. Repayment to the county is up for discussion and it is not a required amount and doesn't have to be done this year. What do we want to do for payments? Eftaxiadis asked if there is interest and Egan replied, no.

Galla gave a review of budget and went through revenue and expenses. We do not have grant funds at this time so that has been removed along with expenses for projects. Egan noted if we get a grant, we can adjust the budget in 2021. There is a \$25,000 payment to EGLE for the Leland project loan and that is a reduction from \$42,953.26 because we negotiated better terms on the loan. There is also a line item for a \$10,000 payment back to the county on the \$100,000 loan. Egan noted this \$10,000 payment is a reflection of the savings we had on the EGLE loan. If we have the ability, we can pay more but this is at least a start. Egan asked for a motion to accept the budget.

***Motion by Eftaxiadis, seconded by Bushey to adopt the 2021 budget as presented. Motion carried 7-0.***

## **3. Financials – motion for end of year transfers**

Egan reported that the LCBRA makes this motion each year, to make adjustments if needed before the end of the year. If we make this motion now and there are no other New Business items before January, then we are covered and won't have to call a meeting just for this one item. She thanked Galla for thinking ahead and for placing this on the agenda.

***Motion by Eftaxiadis, seconded by Bushey 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. Motion carried 7-0-***

#### **FINANCIALS**

Claims & Accounts

***Motion by Eftaxiadis, seconded by Soutas-Little, to approve Claims & Accounts in the amount of \$1,067.50. Motion carried 7-0.***

#### **CORRESPONDENCE/COMMUNICATION ITEMS**

A copy of the Adopted TIF policy was included in the packet.

#### **PUBLIC COMMENT**

Egan announced the phone number again for public comment. No public comment.

**DIRECTOR COMMENTS** - None

#### **MEMBER / CHAIRPERSON COMMENTS**

Soutas-Little reported she had a meeting yesterday with some Leelanau Peninsula Economic Foundation (LPEF) members and Yarrow Brown from Housing North. She wondered if it would be useful to have a joint meeting with the LCBRA, Land Bank Authority and invite Brown to go over the platform for Housing North like she did yesterday and see what efforts we could offer to Housing North. It is a suggested future agenda item. Egan liked the idea and liked working together. Galla can look at one of our slower months and consider this as an agenda item.

Eftaxiadis thanked everyone for pulling the EGA grant application together. It is a lot more work than most think it is. It is very difficult and very time consuming. He thanked Galla and Hawkins and everyone else involved in it. Egan agreed, saying it was difficult, time consuming, and frustrating. Hawkins said you are fortunate you have a pretty nice community to live in, and don't have problems like some of the others do. Eftaxiadis was hopeful with EPA reviewed this they wouldn't misinterpret the divide. It is hard to explain the social impacts. Egan added it also brings us back to the housing issues, as well.

Foster commented on Housing North and housing.

#### **ADJOURN**

Motion by Foster, seconded by Soutas-Little to adjourn. Meeting adjourned at 10:43 am.