

# Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Meeting Date:** TUESDAY NOVEMBER 15, 2022 **at 10:00** am (or immediately following the Land Bank meeting, whichever is LATER.)

**Location:** Leelanau County Government Center – First Floor

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

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC COMMENT
- DIRECTOR COMMENTS – Update on EPA Assessment Grant
- CONSIDERATION OF AGENDA
- CONFLICT OF INTEREST
- CONSIDERATION OF OCTOBER 18 Minutes *pgs 2-5*

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| <p><b>Members</b><br/>Dan Heinz, Chairman<br/>Rick Foster, Vice-Chair<br/>John Arens-Sect/Treasurer<br/>L. Bahle<br/>T. Eftaxiadis<br/>Chet Janik<br/>David King</p> <p><i>Director</i><br/>Trudy Galla</p> |
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**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 6-8*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. Motion for End of Year Financial Adjustments *pg 9*
2. Consideration of TIF Reimbursement – GTRAC Brownfield Plan *pg 10*
3. Update on RFQP Process

**FINANCIALS**

1. Claims & Accounts *pgs 11-13*

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

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, October 18, 2022 at the Leelanau County Government Center.**

**CALL TO ORDER**

Meeting was called to order by Chairman Heinz, who led the Pledge of Allegiance at 10:02 am.

**ROLL CALL**

**Members Present:** D. Heinz, C. Janik (10:06 am), L. Bahle, R. Foster, T. Eftaxiadis

**Members Absent** J. Arens, D. King

**(Prior Notice):**

**Staff Present:** T. Galla

**Public Present:** L. Mawby, Z. Hilyer

**PUBLIC COMMENT**

Mawby told members to keep up the good work.

Zach Hilyer introduced himself as the Housing Ready Program Director at Housing North, for Leelanau County.

**CONSIDERATION OF AGENDA**

*Motion by Eftaxiadis, seconded by Foster, to approve the agenda as presented. Motion carried 4-0.*

**CONFLICT OF INTEREST – none**

**CONSIDERATION OF SEPTEMBER 20, 2022 Minutes**

Two corrections were noted:

On the top of the page, add ‘2022’ in the heading after September 20.

On page 1, the word ‘was’ in the 5<sup>th</sup> line from the bottom should be deleted.

*It was moved by Foster, seconded by Eftaxiadis, to approve the minutes as corrected. Motion carried 4-0.*

**CONSENT AGENDA**

*It was moved by Eftaxiadis, seconded by Foster, to accept the consent agenda as presented. Motion carried 4-0.*

**UNFINISHED BUSINESS - none**

**NEW BUSINESS**

*(C. Janik present 10:06 am)*

**EPA Assessment Grant - (no handout)**

- a. Update on Required Documents, Travel Reimbursement

Galla reported she was still going through the required documents to get the grant award set up and then it would be ready for applying for reimbursement requests. One site is the ASAP online system and she is going through the steps to authorize all officials that would have access through ASAP. Once that is done, she will put in the travel reimbursement request for attending the brownfield conference and those funds would be returned back to the LCBRA.

Eftaxiadis asked who the Region 5 EPA representative was and Galla replied it was Sarah Gruza.

Heinz asked about filing reports with EPA. Galla said there are a few reports due and those were completed by staff in the past. There is nothing going on yet so those should be pretty easy to file. They are called MBE/WBE reports for women owned businesses and minority owned businesses. Each quarterly report is due 30 days after the end of the quarter. She confirmed with EPA that we will file our first one in January.

b. Process for selecting a Consultant(s)

Galla said she wanted to bring this up today because we need to get moving on this. It could be a discussion or if the LCBRA wants to make a decision today, she will carry that forward to the next step. Once we get all our required documents done, we need to hire a consultant to help us with the grant and that is required under the grant. They can do Phase I and Phase II work, community outreach, and they could even be required to do the reporting for us. Galla was on a call yesterday with Sarah Gruza, our project manager and Karla Auker, her supervisor who has helped us with other grants. Because our grant is \$250,000, we are at the threshold of what is called simplified acquisition process which means we are not required to do a competitive, sealed bid process. Galla outlined 3 options to consider for selecting a consultant:

1. Do a competitive sealed bid process. We advertise and we get information out to anyone who may be interested.
2. Obtain quotes from at least 3 firms that we identify would meet our requirements for this grant.
3. Use BidNet which is an online state site and firms register with the state. We can request proposals by posting on BidNet. When Galla talked with EPA, they liked option #3. During the phone call, Galla pulled up the BidNet site so they could see it and they thought it was very slick. If we go this route, we don't have to put it in the media or advertise. There are 149 firms in Michigan that are on this site that might meet our qualifications and listed under the category of environmental assessment. We can narrow that down further if we want to look at specific things for this grant. Galla stated the county has used this site in the past and could develop the RFQP and post it and then wait for responses to review. Then, the LCBRA could decide to interview a few, or perhaps decide to make a selection from those that responded. Galla said she has a draft Request for Qualifications and Proposal (RFQP). We want qualifications as we want to see what these firms can do for us and how familiar they are with brownfields; not just with the grant. We can take that RFQP and modify it, and post it on BidNet, or use it for a competitive bid process, or just ask for quotes from a few companies. Galla mentioned reviewing the document and then releasing it once it is finalized. She also noted that EPA does not oversee this process or how we select a consultant. It is us to us how we do it and we document it and make sure we meet county requirements and the grant requirements. Galla would like direction on which choice the members prefer. Once a consultant is on board, they have to file a QAPP with EPA and go through those steps before we start work on the grant.

***It was moved by Janik, seconded by Bahle, to use BidNet for the RFQP process to hire a consultant.***

Janik said the county has used BidNet, many governments use it, it was recognized by EPA, and we can say that we gave the opportunity to all consultants in Michigan to respond. He suggested doing this instead of Galla trying to get estimates. We put the documents out there and everyone has a chance – it is up to them to respond. EPA says this will satisfy their requirements.

Eftaxiadis said he agreed with the 3<sup>rd</sup> option. It still however, opens up the potential for receiving a lot of responses. It is kind of similar to the 1<sup>st</sup> option of a competitive, sealed bid. He asked if we are able to sort through BidNet for certain types of qualifications, locations, size, experience, etc. Janik said that could be listed in the RFQP and we also have the right to accept or refuse any offers. We set the criteria, let them do the work. Eftaxiadis asked if they could be organized on BidNet by certain criteria. Galla replied that there are codes and we can select and then drill down into specifics. Does that mean that a firm not meeting those won't reply? No, they could still respond but we look at their qualifications and the requirements for the grant.

Eftaxiadis commented that the responses will show who really has the experience, vs who wants to learn.

Galla noted the RFQP has been used in previous grants and needs to be cleaned up. As Janik said, we can accept or reject any offers or negotiate with a firm.

She felt it was important to keep language in the RFQP that any contact with county employees or brownfield members regarding the proposal can be grounds for disqualification. They need to respond to the proposal and follow the steps.

Heinz commented on the grant money and what it could be used for and then asked if there was anything else we would need that would not be within the scope of the \$250,000 grant that the firm we select may have the ability for more work with us? Galla replied we have to follow the terms of the grant and our budget in the grant award is pretty specific. Most of the cost of the grant goes into the environmental work. Even our travel and personnel costs are very low and that is something we proposed with prior grant applications and EPA liked it. If there is additional work needed on a site, we would have to look at what other funds are available like state grants and loans, brownfield plans, etc. to help move a project forward.

Eftaxiadis asked about grant funds being used for developing brownfield plans and Galla confirmed that was possible. Eftaxiadis felt we should also look for that type of experience in the RFQP and brownfield planning experience. Even Phase I and Phase II assessments would be best done by a firm that is familiar with how to use those assessments in redevelopment process and incorporate brownfield plans, and Act 381 work plans.

***Motion carried 5-0.***

***Motion by Janik, seconded by Bahle, for Galla to proceed with the RFQP, review it with the Chairman and then Galla is authorized to proceed with releasing the RFQP.***

Janik said that the document can be sent to everyone to provide feedback and then the Chair will give the approval to release it. This gives us all a chance to provide feedback but we don't have to wait another month. Galla will have the authority to move forward. Heinz asked about the Open Meetings Act and Janik replied that this is only feedback, there is no debate. This is just an opportunity for members to provide comments.

Janik clarified that Galla will provide all members with a draft and a deadline for feedback. After approval by the Chair, Galla is authorized to release the document.

***Motion carried 5-0.***

Heinz asked about timeline and if we would have anything by December. Galla will send the RFQP out to members by end of the week.

## **FINANCIALS**

1. Claims & Accounts - \$531.25

*Motion by Eftaxiadis, seconded by Janik, to approve two invoices from Envirollogic in the total amount of \$531.25. Motion carried 5-0.*

**CORRESPONDENCE / COMMUNICATION ITEMS** - none

**PUBLIC COMMENT**

**DIRECTOR COMMENTS** - none

## **MEMBER / CHAIRPERSON COMMENTS**

Eftaxiadis said he saw the correspondence from attorney about the inability to split TIF on the Maple City Crossing project and asked if the Board of Commissioners received this. Galla replied yes, the Board was the one who asked that we get the opinion from our attorney.

## **ADJOURNMENT**

**Meeting adjourned at 10:23 am.**

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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: **NOVEMBER 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 reviewed questions regarding the Marek Road project and 5/50 and a PILOT or Payment In-Lieu of Taxes. Envirologic provided information, statute citations and an opinion regarding the inability to do 5/50 and a PILOT.

**Project Invoices for Consideration:**

This invoice includes time for October.

**November Invoice 09655 (\$175.00)**

**2. Brownfield TIR Management**

**Update:**

Envirologic updated the Two Peas tax increment tracking spreadsheet; called MEDC regarding an invoice for the State Brownfield Revolving Fund and submittal of the state education tax portion from the tax capture; review of GTRAC reimbursements to-date and emailed information to Trudy Galla.

**Project Invoices for Consideration:**

This invoice includes time for October.

**November Invoice 09656 (\$166.25)**

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

**Update:**

This project is complete.

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

**Update:**

No further action was completed this month.

**Project Invoices for Consideration:**

There is no invoice for November.

**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 <sup>1</sup> Expended | Budget Remaining | Task Completed |
|--|-----------------|--------------------------------|------------|-----------------|-------------------------|--------------|----------------------------|------------------------------|------------------|----------------|
| 22   | 160397          | General Services               |            | 2,000.00        | 02908                   | 11/15/2016   | \$ 70.00                   | \$ 70.00                     |                  |                |
|  |                 |                                |            |                 | 02938                   | 12/6/2016    | \$ 140.00                  | \$ 140.00                    |                  |                |
|  |                 | Amendment #1                   |            | 2,500.00        | 03057                   | 1/6/2017     | \$ 70.00                   | \$ 70.00                     |                  |                |
|  |                 | Amendment #2                   |            | 1,000.00        | 03253                   | 3/14/2017    | \$ 210.00                  | \$ 210.00                    |                  |                |
|  |                 | Amendment #3                   |            | 4,500.00        | 03308                   | 4/3/2017     | \$ 560.00                  | \$ 560.00                    |                  |                |
|  |                 | Amendment #4                   |            | 2,500.00        | 03414                   | 5/3/2017     | \$ 105.00                  | \$ 105.00                    |                  |                |
|  |                 | Amendment #5                   |            | 5,000.00        | 03573                   | 6/13/2017    | \$ 1,390.00                | \$ 1,390.00                  |                  |                |
|  |                 | Amendment #6                   |            | 4,000.00        | 03656                   | 7/12/2017    | \$ 553.75                  | \$ 553.75                    |                  |                |
|  |                 | Amendment #7                   |            | 6,000.00        | 03726                   | 8/10/2017    | \$ 385.00                  | \$ 385.00                    |                  |                |
|  |                 | Amendment #8                   |            | 5,000.00        | 03791                   | 9/8/2017     | \$ 1,006.25                | \$ 1,006.25                  |                  |                |
|  |                 |                                |            |                 | 03873                   | 10/4/2017    | \$ 105.00                  | \$ 105.00                    |                  |                |
|  |                 |                                |            |                 | 03969                   | 11/1/2017    | \$ 140.00                  | \$ 140.00                    |                  |                |
|  |                 |                                |            |                 | 04096                   | 12/12/2017   | \$ 140.00                  | \$ 140.00                    |                  |                |
|  |                 |                                |            |                 | 04151                   | 1/8/2018     | \$ 875.00                  | \$ 875.00                    |                  |                |
|  |                 |                                |            |                 | 04278                   | 2/13/2018    | \$ 455.00                  | \$ 455.00                    |                  |                |
|  |                 |                                |            |                 | 04361                   | 3/12/2018    | \$ 665.00                  | \$ 665.00                    |                  |                |
|  |                 |                                |            |                 | 04547                   | 5/9/2018     | \$ 420.00                  | \$ 420.00                    |                  |                |
|  |                 |                                |            |                 | 04613                   | 6/7/2018     | \$ 140.00                  | \$ 140.00                    |                  |                |
|  |                 |                                |            |                 | 04723                   | 7/10/2018    | \$ 105.00                  | \$ 105.00                    |                  |                |
|  |                 |                                |            |                 | 04817                   | 8/15/2018    | \$ 140.00                  | \$ 140.00                    |                  |                |
|  |                 |                                |            |                 | 04868                   | 9/6/2018     | \$ 938.75                  | \$ 938.75                    |                  |                |
|  |                 |                                |            |                 | 04983                   | 10/10/2018   | \$ 275.00                  | \$ 275.00                    |                  |                |
|  |                 |                                |            |                 | 05051                   | 11/7/2018    | \$ 197.50                  | \$ 197.50                    |                  |                |
|  |                 |                                |            |                 | 05115                   | 12/6/2018    | \$ 70.00                   | \$ 70.00                     |                  |                |
|  |                 |                                |            |                 | 05213                   | 1/7/2019     | \$ 105.00                  | \$ 105.00                    |                  |                |
|  |                 |                                |            |                 | 05309                   | 3/5/2019     | \$ 350.00                  | \$ 350.00                    |                  |                |
|  |                 |                                |            |                 | 05507                   | 5/15/2019    | \$ 385.00                  | \$ 385.00                    |                  |                |
|  |                 |                                |            |                 | 05791                   | 9/6/2019     | \$ 735.00                  | \$ 735.00                    |                  |                |
|  |                 |                                |            |                 | 05986                   | 11/7/2019    | \$ 245.00                  | \$ 245.00                    |                  |                |
|  |                 |                                |            |                 | 06140                   | 12/9/2019    | \$ 3,425.00                | \$ 3,425.00                  |                  |                |
|  |                 |                                |            |                 | 06223                   | 1/7/2020     | \$ 213.75                  | \$ 213.75                    |                  |                |
|  |                 |                                |            |                 | 06318                   | 2/7/2020     | \$ 392.50                  | \$ 392.50                    |                  |                |
|  |                 |                                |            |                 | 06500                   | 4/7/2020     | \$ 926.25                  | \$ 926.25                    |                  |                |
|  |                 |                                |            |                 | 06571                   | 5/12/2020    | \$ 783.75                  | \$ 783.75                    |                  |                |
|  |                 |                                |            |                 | 06711                   | 7/9/2020     | \$ 1,298.75                | \$ 1,298.75                  |                  |                |
|  |                 |                                |            |                 | 06775                   | 8/7/2020     | \$ 356.25                  | \$ 356.25                    |                  |                |
|  |                 |                                |            |                 | 06882                   | 9/8/2020     | \$ 925.00                  | \$ 925.00                    |                  |                |
|  |                 |                                |            |                 | 06975                   | 10/12/2020   | \$ 142.50                  | \$ 142.50                    |                  |                |
|  |                 |                                |            |                 | 07166                   | 12/7/2020    | \$ 70.00                   | \$ 70.00                     |                  |                |
|  |                 |                                |            |                 | 07344                   | 2/5/2021     | \$ 581.25                  | \$ 581.25                    |                  |                |
|  |                 |                                |            |                 | 07473                   | 3/9/2021     | \$ 1,461.25                | \$ 1,461.25                  |                  |                |
|  |                 |                                |            |                 | 07509                   | 4/7/2021     | \$ 1,755.00                | \$ 1,755.00                  |                  |                |
|  |                 |                                |            |                 | 07771                   | 6/16/2021    | \$ 1,370.00                | \$ 1,370.00                  |                  |                |
|  |                 |                                |            |                 | 07869                   | 7/15/2021    | \$ 980.00                  | \$ 980.00                    |                  |                |
|  |                 |                                |            |                 | 07957                   | 8/9/2021     | \$ 678.75                  | \$ 678.75                    |                  |                |
|  |                 |                                |            |                 | 08136                   | 10/6/2021    | \$ 70.00                   | \$ 70.00                     |                  |                |
|  |                 |                                |            |                 | 08757                   | 3/9/2022     | \$ 1,305.00                | \$ 1,305.00                  |                  |                |
|  |                 |                                |            |                 | 08836                   | 4/8/2022     | \$ 1,073.75                | \$ 1,073.75                  |                  |                |
|  |                 |                                |            |                 | 08974                   | 5/10/2022    | \$ 743.75                  | \$ 743.75                    |                  |                |
|  |                 |                                |            |                 | 09123                   | 6/13/2022    | \$ 426.25                  | \$ 426.25                    |                  |                |
|  |                 |                                |            |                 | 09236                   | 7/11/2022    | \$ 1,018.75                | \$ 1,018.75                  |                  |                |
|  |                 |                                |            |                 | 09384                   | 8/18/2022    | \$ 43.75                   | \$ 43.75                     |                  |                |
|  |                 |                                |            |                 | 09486                   | 9/13/2022    | \$ 175.00                  | \$ 175.00                    |                  |                |
|  |                 |                                |            |                 | 09621                   | 10/12/2022   | \$ 175.00                  | \$ 175.00                    |                  |                |
|  |                 |                                |            |                 | 09655*                  | 11/3/2022    | \$ 175.00                  | \$ 175.00                    |                  |                |
|  |                 |                                |            | 32,500.00       | <b>Project Subtotal</b> |              | \$ 31,542.50               | \$ 31,542.50                 | 957.50           |                |
| 25   | 220100          | Model for Land Bank Properties |            | 4,000.00        |                         |              |                            |                              |                  |                |
|  |                 |                                |            |                 | 09122                   | 6/13/2022    | \$ 362.50                  | \$ 362.50                    |                  |                |
|  |                 |                                |            |                 | 09238                   | 7/11/2022    | \$ 802.50                  | \$ 802.50                    |                  |                |
|  |                 |                                |            |                 | 09383                   | 8/18/2022    | \$ 972.50                  | \$ 972.50                    |                  |                |
|  |                 |                                |            |                 | <b>Project Subtotal</b> |              | 2,137.50                   | \$ 2,137.50                  | 1,862.50         |                |
| 26   | 220101          | Maple City Habital Project     |            | 3,000.00        |                         |              |                            |                              |                  |                |
|  |                 | Amendment #1                   |            | 2,000.00        |                         |              |                            |                              |                  |                |
|  |                 |                                |            |                 | 09124                   | 6/13/2022    | \$ 1,544.70                | \$ 1,544.70                  |                  |                |
|  |                 |                                |            |                 | 09237                   | 7/11/2022    | \$ 1,455.00                | \$ 1,455.00                  |                  |                |
|  |                 |                                |            |                 | 09385                   | 8/18/2022    | \$ 1,971.25                | \$ 1,971.25                  |                  |                |
|  |                 |                                |            |                 | <b>Project Subtotal</b> |              | 4,970.95                   | \$ 4,970.95                  | 29.05            |                |
| <b>Totals</b>  |                 |                                |            | \$ 41,500.00    |                         |              | \$ 38,650.95               |                              | 2,849.05         |                |
| <b>General Updates:</b>  |                 |                                |            |                 |                         |              |                            |                              |                  |                |
| 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<br>File # | Envirologic<br>W/O Project |        | Site/Phase   | Budget Estimate | Invoice # | Invoice Date | Invoices for Consideration | Budget <sup>1</sup><br>Expended | Budget Remaining | Task<br>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         |                   |
|                 |                            |        |  |                 | 09239     | 7/11/2022    | 643.75                     | \$ 1,047.50                     | 2,652.50         |                   |
|                 |                            |        |  |                 | 09382     | 8/18/2022    | 23.75                      | \$ 1,071.25                     | 2,628.75         |                   |
|                 |                            |        |  |                 | 09487     | 9/13/2020    | 876.25                     | \$ 1,947.50                     | 1,752.50         |                   |
|                 |                            |        |  |                 | 09620     | 10/12/2022   | 356.25                     | \$ 2,303.75                     | 1,396.25         |                   |
|                 |                            |        |  |                 | 09656*    | 11/3/2022    | 142.50                     | \$ 2,446.25                     | 1,253.75         |                   |
|                 |                            |        | Task 2: Annual Reporting   | 1,230.00        | 09382     | 8/18/2022    | 205.05                     | \$ 205.05                       | 1,024.95         |                   |
|                 |                            |        |  |                 | 09487     | 9/13/2021    | 930.00                     | \$ 1,135.05                     | 94.95            |                   |
|                 |                            |        |  |                 | 09656*    | 11/3/2022    | 23.75                      | \$ 1,158.80                     | 71.20            |                   |
|                 |                            |        | Subtotal   | 4,930.00        |           |              | 3,605.05                   | \$ 3,605.05                     | 1,324.95         |                   |
|                 |                            |        | Totals   | \$ 12,230.00    |           |              | \$ 10,205.10               | \$ 10,205.10                    | 2,024.90         |                   |
|                 |                            |        | <b>General Updates:</b>  |                 |           |              |                            |                                 |                  |                   |
|                 |                            |        | 1. Budget Expended includes "Invoices for Consideration" amount. |                 |           |              |                            |                                 |                  |                   |



**Leelanau County Brownfield Redevelopment Authority (LCBRA)**  
November 15, 2022 Meeting

**New Business**

Each year, the Brownfield Redevelopment Authority passes a motion that allows the Director to work with the County Departments 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 November this year, in the event there are no action items requiring a meeting in December.

**ACTION TO CONSIDER:**

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

# MEMORANDUM

TO: Leelanau County Brownfield Redevelopment Authority

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

DATE: April 15, 2022

RE: Reimbursement Considerations – GTRAC

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

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

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

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

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



**NOVEMBER 15, 2022 Claims & Accounts**

**Leelanau County Brownfield Redevelopment Authority**

Envirologic – Invoice #09655  
101.000000.801-300 Contractual – General Env. Services           \$    175.00

Envirologic – Invoice #09656  
101.000000.801-300 Contractual – TIF                                   \$    166.25

**TOTAL CLAIMS & ACCOUNTS:**   \$    341.25

=====

***If approved under New Business #2:***   \$ 5,668.82

GTRAC – TIF Reimbursement (GTRAC Brownfield Plan)  
101.000000.964.000 Reimburse Developer – TIF

***TOTAL CLAIMS & ACCOUNTS:***   ***\$ 6,010.07***

**PREPARED &  
PROOFED BY**  
*Jg*  
**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 09655  
 Date 11/03/2022  
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Oct 31, 2022

GENERAL ENVIRONMENTAL CONSULTING FY2017 W.O.22  
 Professional Fees

|   | Hours | Rate          | Billed Amount |
|---|-------|---------------|---------------|
| Principal   |       |               |               |
| Jeffrey C. Hawkins                                      |       |               |               |
| Professional Services                                   | 1.00  | 175.00        | 175.00        |
| General Environmental Consulting Fy2017 W.O.22 subtotal |       |               | 175.00        |
|   |       | Invoice total | <b>175.00</b> |

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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 PROOFED BY  
  
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 Trudy Galla  
 8527 E. Government Center Drive  
 Suite 108  
 Suttons Bay, MI 49682-9718

Invoice number 09656  
 Date 11/03/2022  
 Project **220061 2022 Tax Increment Revenue**

INVOICE: Through Oct 31, 2022

TASK 1 - STATEMENT OF ACCOUNT & REIMBURSEMENT ANALYSIS PREPARATION

Professional Fees

|  | Hours | Rate  | Billed Amount |
|--|-------|-------|---------------|
| Project Manager<br>Therese M. Searles<br>Professional Services | 1.50  | 95.00 | 142.50        |

TASK 3 - ANNUAL REPORTING

Professional Fees

|  | Hours | Rate  | Billed Amount |
|--|-------|-------|---------------|
| Project Manager<br>Therese M. Searles<br>Professional Services | 0.25  | 95.00 | 23.75         |

Invoice total **166.25**

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 VERIFIED BY