

# Leelanau County Brownfield Redevelopment Authority (LCBRA)

**Meeting Date:** Tuesday DECEMBER, 21, 2021 **at 10:00** am (or immediately following the Land Bank Authority meeting, whichever is later)

**Location:** Leelanau County Government Center

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

- ☐ **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ☐ **ROLL CALL**
- ☐ **PUBLIC COMMENT**
- ☐ **DIRECTOR COMMENTS**
- ☐ **CONSIDERATION OF AGENDA**
- ☐ **CONFLICT OF INTEREST**
- ☐ **CONSIDERATION OF NOVEMBER 16, 2021 Minutes** *pgs 2-4*

### ☐ **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 5-7*

## **OLD BUSINESS**

## **NEW BUSINESS**

- 1. Reimbursement to Elmwood Township – Ineligible Tax Capture (GTRAC Plan) *pg 8*

### ☐ **FINANCIALS**

- 1. Claims & Accounts - \$1,191.29 *pgs 9-11*
- 2. Post Audit, Budget Amendments, Transfers

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

### **Members**

Kathy Egan, Chair  
W. Dennis Bushey, Vice-Chair  
Rick Foster, Sect/Treasurer  
John Arens  
T. Eftaxiadis  
Chet Janik  
Ty Wessell

### **Director**

Trudy Galla

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, November 16, 2021 at the Government Center.**

Meeting was called to order at 10:02 am by Vice-Chair Bushey, who led the Pledge of Allegiance.

**ROLL CALL:**

Members Present: D. Bushey, T. Wessell, R. Foster, T. Eftaxiadis, C. Janik

Members Absent: K. Egan, J. Arens  
(Prior Notice)

Staff Present: T. Galla, Director

Public Present: Therese Searles, Envirologic

**PUBLIC COMMENT** – None

**DIRECTOR COMMENTS** - None

**CONSIDERATION OF AGENDA**

Bushey requested adding the EPA grant application to New Business, Item #4.

*It was moved by Wessell, seconded by Eftaxiadis to approve the agenda as modified. Motion carried 5-0.*

**CONFLICT OF INTEREST** – None

**CONSIDERATION OF SEPTEMBER 21, 2021 Minutes**

*It was moved by Janik, seconded by Wessell, to approve the minutes as presented. Motion carried 5-0.*

**CONSENT AGENDA**

*It was moved by Wessell, seconded by Foster, to approve the consent agenda as presented. Motion carried 5- 0.*

**OLD BUSINESS**

**Updates:** Sugar Loaf, TIF Management, West Shore Brownfield Plan (*Envirologic*)  
Therese Searles from Envirologic Technologies, gave updates to the Authority.

Searles stated that Sugar Loaf is privately owned and privately funded for cleanup. Demolition is estimated to take another 6-8 weeks. The owner is working with the Leelanau County Historical Society for preservation of a few select items. At this time, they are not expecting further press releases on the project. If there are any detailed questions, those can be addressed to Ross Satterwhite, the owner's representative. Janik said he was impressed by the activity and work going on at the site.

Bushey asked where the material was being hauled to and Searles said they are following the county's flow policies. The demolition contractor has discretion on who they use for recycling entities but the waste is going to Glen's Landfill.

Eftaxiadis asked if more was being recycled than just the concrete. Searles replies she thought some steel

was also being recycled.

Searles commented on the TIF Management and said that Envirologic assisted the LCBRA with some implementation and tracking of taxes for approved brownfield plans. There is quite a lot that goes into making sure things are appropriately collected and reimbursed. They worked with Galla to provide a training for local treasurers in September which included an overview of the process, the tax statements they prepare, and it cleared up confusion on what can be captured and what cannot be captured. The training was helpful for the local treasurers. Searles said some of the treasurers could not attend the training so it was taped for future reference. Galla stated she has the recording of the training but it has not been released yet due to the size. It may be placed on the website. Searles continued, saying the 2021 payments have been received so they know that dollar figure. They would like to see the letters go out in early December with an explanation to municipalities so any discrepancies can be caught early. There were some funds captured in the summer that should not have been. After the training, payment on the Two Peas plan in Suttons Bay was sent over and there was some confusion but that has since been resolved.

Eftaxiadis asked if all treasurers from the local communities where they have projects attended the training? Searles replied they were all invited but not all attended. Eftaxiadis felt it was important for those communities where they have projects, to know about this training. Searles agreed that if they are receiving tax statements from the Authority and were not in the training, it could be confusing. But, the letter to them explains who they can reach out to if they have questions.

Searles gave an update on the West Shore brownfield plan and said it is now about 4 years into the plan with the current developer but there is not a development agreement in place. There had been discussion about notifying the developer with a 30-day notice and potentially terminating the plan but a notice has not been sent yet. There was an Act 381 work plan with this project that allows for school tax capture and there was significant effort to get that work plan approved. If the new project is different than what is in the brownfield plan, it will require a new plan.

Eftaxiadis asked if any eligible expenses or reimbursements have occurred yet and Searles replied that to her knowledge, none have occurred. The LCBRA does have some administrative money which could be put into a local brownfield revolving fund, especially because there was so much effort to put this brownfield plan together. Members thanked Searles for her updates.

## **NEW BUSINESS**

1. Motion – year-end adjustments and/or transfers

***It was moved by Wessell, seconded by Eftaxiadis, to have Galla work with the County Treasurer and accounting department on year-end budget adjustments and/or transfers and to authorize the County Treasurer and accounting department to make any necessary year-end adjustments or transfers. Motion carried 5-0.***

2. Motion – action to transfer funds from EPA account to Checking account

***It was moved by Eftaxiadis, seconded by Wessell, to transfer the funds, and approve the letter to Huntington Bank, as presented in the packet. Motion carried 5-0.***  
***Foster noted to change his name on the letter to his legal name- Richard K. Foster.***

3. Recommendation to County Board RE: Appointments (separate attachment)

Galla said it was up to the LCBRA to look at the applicants and report to the County Board on recommendations. Egan and Bushey will not be seeking reappointment, so there are two open positions and four applicants in the packet for review.

Wessell said he had the opportunity to meet David King, an Elmwood Township resident, who is an attorney with quite a lot of expertise. He would make a good member of this board. Foster said he read all the applications and was very impressed by King's application. He is well qualified and well educated. Eftaxiadis added that it would be good for the board to have someone with a legal background, even though they will not represent LCBRA, having that expertise would be useful. He would support King as a member of the LCBRA.

***It was moved by Eftaxiadis, seconded by Wessell, to recommend to the County Board that David King be considered for appointment to the LCBRA. Motion carried 5-0.***

Wessell said he was impressed with Heinz and his participation in the Land Bank. Foster agreed and said he has done an excellent job on the Land Bank.

***It was moved by Foster, seconded by Wessell, to recommend to the County Board that Daniel Heinz be considered for appointment to the LCBRA. Motion carried 5-0.***

#### **4. EPA Grant Application**

Eftaxiadis stated that he had reviewed the application and commented that it was well done and understands it will be very competitive. It is 10 pages, well written, and included all the information that could be relevant.

***It was moved by Eftaxiadis, seconded by Janik, to recommend to the County Board to approve submitting the EPA Grant. Motion carried 5-0.***

#### **FINANCIALS**

Claims & Accounts - \$2,131.25

***It was moved by Eftaxiadis, seconded by Foster, to approve payment of Envirollogic invoices as presented. Motion carried 5-0.***

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

**PUBLIC COMMENT** - None

**DIRECTOR COMMENTS** - None

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

Wessell said he would like to commend Galla for the grant. Galla passed the credit to Envirollogic for their hard work. Members congratulated Galla on her recent planning award from the Michigan Association of Planning.

#### **ADJOURN**

Meeting adjourned at 10:30 am.

## 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: **DECEMBER 2021**

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 focused efforts on preparing and submitting an application to EPA for Brownfield Assessment Grant funding. The application was due December 1, 2021. Envirologic's team conducted research, prepared the narrative, assisted with completing required federal forms and setting up the workspace for the grant and editing the final document. The LCBRA received confirmation from EPA that the application was received and properly submitted. It is anticipated that an announcement for award will be made in the Spring of 2022.

#### Project Invoices for Consideration:

There are no invoices for consideration. Envirologic invested approximately 30 hours of staff time associated with the EPA Brownfield Assessment Grant application as in-kind to the LCBRA.

### 2. Brownfield TIR Management

#### Update:

Envirologic staff prepared 2021 TIR spreadsheets indicating the amount of TIR captured and a Statement of Account for the Two Peas project. Envirologic also completed the updates to the annual report for all four brownfield plans as requested by MEDC.

#### Project Invoices for Consideration:

**December Invoice 08353 (\$593.75)**

12/21/21  
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## FY 2021 Budget and Cost Summary

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Leelanau County Brownfield Redevelopment Authority  
TIR Tracking and Management  
Monthly Project Update

12/21/21  
Page 1 of 1

FY 2021 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
		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	
			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	
			Totals	\$ 7,300.00			\$ 3,092.50	\$ 3,092.50	4,207.50	
			General Updates:							
			1. Budget Expended includes "Invoices for Consideration" amount.							

# MEMORANDUM

TO: Leelanau County Brownfield Redevelopment Authority

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

DATE: December 13, 2021

RE: Elmwood Township Reimbursement for Ineligible Tax Capture – 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. Tax increment has been collected consistent with the approved Brownfield Plan. However, Elmwood Township issued check #3148 on 08/24/21 to the Leelanau County Brownfield Redevelopment Authority (LCBRA) which included the ineligible capture of school debt in the amount of \$597.54.

**Envirologic recommends that the LCBRA take action at the regular BRA meeting in December to reimburse Elmwood Township in the amount of \$597.54 for the ineligible capture.**





## December 21, 2021 Claims & Accounts

### Leelanau County Brownfield Redevelopment Authority

1. Envirologic – Invoice #08353  
101.000000.801-300 Contractual – General Services \$ 593.75  
Check #2114
2. Elmwood Township – reimburse for TIF (GTRAC) \$ 597.54  
101.000000.402.003  
Check #2115

Total Claims & Accounts: \$ 1,191.29

PREPARED &  
PROOFED BY  
  
VERIFIED BY

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

Invoice number 08353  
Date 12/07/2021

Project **210185 Brownfield TIR Management**

INVOICE: Through Nov 30, 2021

**TASK 2 - STATEMENT OF ACCOUNT AND REIMBURSEMENT ANALYSIS PREPARATION**

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Therese M. Searles			
Professional Services	5.00	95.00	475.00 ✓

**TASK 3 - ANNUAL REPORTING**

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Therese M. Searles			
Professional Services	1.25	95.00	118.75 ✓

Invoice total **593.75** ✓

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

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Leelanau County Brownfield Redevelopment Authority  
VOUCHER

NUMBER 2021-02

TO: Elmwood Township 12/21/21

ADDRESS: 10090 E. Lincoln Rd  
Traverse City MI 49684

DATE	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
12/21/21	Reimbursement to township for inelible TIF capture	101.000000.402.003	\$597.54
	GTRAC Brownfield Plan		
TOTAL			\$597.54

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