

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: Tuesday MARCH 15, 2022 **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 JANUARY 18, 2022 Minutes *pgs 2-7*

<p>Members Dan Heinz, Chairman Rick Foster, Vice-Chair John Arens-Sect/Treasurer T. Eftaxiadis Chet Janik David King Ty Wessell</p> <p><i>Director</i> Trudy Galla</p>

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 8-10*

UNFINISHED BUSINESS

- 1. 2022 Goals *pg 11*

NEW BUSINESS

- 1. Extension of General Services Agreement with Envirologic *pgs 12-15*
- 2. Discussion - Potential Brownfield Plan – Maple City Crossings (*Hawkins*)
- 3. Debit/Credit card for Brownfield Account

FINANCIALS

- 1. Claims & Accounts - \$4,586.55 *pgs 16-20*

PRESENTATION – Brownfield Training (*Hawkins*)

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, January 18, 2022 at the Leelanau County Government Center

CALL TO ORDER - Meeting was called to order at 10:00 am by Director Galla who led the Pledge of Allegiance.

ROLL CALL

Members Present: Rick Foster, John Arens, David King, Chet Janik, Dan Heinz, Ty Wessell

Members Absent: T. Eftaxiadis
(Prior Notice)

Staff: Trudy Galla, Director

Public: Larry Mawby, Jeff Hawkins

Galla welcomed new members Dan Heinz and David King and asked each to introduce themselves.

Heinz said he was a 45-year resident of the county, and retired CPA from Bingham Township. He served on the county planning commission and was part of the General Plan organization many years ago. He is currently in his 3rd year serving on the Land Bank Authority (LBA). He thought the two bodies went together and when there was an opening on the Brownfield he applied and hoped his financial background could bring some insight.

King said he moved back up here about 6 years ago, wanting to come back to the area. He worked in the federal government and is an attorney by trade. He is looking to become connected with his community and provide professional background experience to county government. He met Wessell last year and asked what committees were available and what might be a good fit for him.

Members welcomed Heinz and King.

PUBLIC COMMENT

Larry Mawby spoke, representing Peninsula Housing, a new Community Land Trust. He is looking forward to working with the Brownfield Authority to provide affordable, workforce and attainable housing – 3 terms of jargon that are slightly different but sometimes overlapping meanings. He requested the Brownfield consider adopting a goal to develop long term TIF plans to facilitate affordable housing in the county.

Jeff Hawkins from Envirologic stated this past fall he worked with Galla and drafted an EPA assessment grant application to support assessment work similar to previous grants. By-partisan infrastructure law passed not too long ago and he felt it was important to bring to your attention the funding put forward in that packet. It is similar to the EPA assessment grant and Congress put in \$1.5 billion toward brownfield spending which is broken into multipurpose, assessment, cleanup, revolving loan fund, job training, and other technical assistance grants. To give you some perspective, typically when we apply for an EPA grant, we are chasing about \$40-\$50 million nationally in that bucket of funds. With this infrastructure bill that was passed, they have allocated \$600 million to that bucket. Proposals for these new funds will be due in July of 2022 and awarded in November 2022 so it is a fast track to get that money out. It will be cleanup grants, multi-purpose grants, etc. Depending on the outcome of your current EPA grant application, you may want to step in and apply right away for the new pot of money. Hawkins said he was bringing this up because turnaround time will be much quicker so you should start thinking about it now. The whole caveat is getting Congress to support the funds and that has not happened yet.

DIRECTOR COMMENTS

Galla noted she did not list goals on the agenda so if the members want to discuss goals they should be added under organizational items. Also, the LBA meeting just finished and Galla was asked to mention at this meeting that there are properties the LBA owns and a proposal will be brought forward at next month's LBA meeting to solicit interest specifically from housing organizations such as Homestretch, Habitat for Humanity, Peninsula Housing, or any others that are out there, to develop the parcels into homes for workforce or attainable housing. Galla was bringing attention to this as it may require coordination between the LBA and LCBRA if TIF dollars will be considered for the development. Galla noted she attended the two webinars last week, one by Jim Tischler of the MI State Land Bank Authority and the other by Housing North. She felt they were very well done. She also had a follow-up session with developers on 2 different potential projects in the county. One is in Omena and the value of the property is high so Galla directed the owner to Peninsula Housing to see if the Community Land Trust (CLT) could help get the land value taken out of the project. The other developer is looking for land in the county to bring forth a housing development. And, she invited Corey Flaska to attend Tischler's presentation. Flaska got his development approved in Cedar and he has a lot of money put into infrastructure and development and she wanted him to hear the presentation to see if he wanted to work with the LBA and LCBRA on his project.

CONSIDERATION OF AGENDA

Heinz requested adding an item regarding the 2022 Brownfield Conference. This was added under New Business, and 2022 Goals were added under Organizational Items.

It was moved by Janik, seconded by Heinz to approve the agenda as modified. Motion carried 6-0.

CONFLICT OF INTEREST - none

ANNUAL ORGANIZATIONAL ITEMS

A. Election of Officers

Wessell nominated Heinz as Chair and Janik seconded the nomination. Hearing no further nominations, Galla closed the nominations and asked for a roll call.

On a roll call vote, Heinz was elected Chair on a 6-0 vote.

Chairman Heinz asked for nominations for Vice-Chair.

Janik nominated Foster and Wessell seconded the nomination. Hearing no further nominations, Heinz closed the nominations and asked for a roll call.

On a roll call vote, Foster was elected Vice-Chair on a 6-0 vote.

Heinz noted he will be absent next month so Foster will Chair the February meeting.

Heinz asked for nominations for Secretary/Treasurer

Janik nominated Arens and Wessell seconded the nomination. Hearing no further nominations, Heinz closed the nominations and asked for a roll call vote.

On a roll call vote, Arens was elected Secretary/Treasurer on a 6-0 Vote.

B. Consideration of 2022 Meeting Schedule

Heinz and Janik stated they will be gone for the February 15 meeting. Heinz noted the August 16 meeting will conflict with the Brownfield conference, if a brownfield member is attending. It is a 4–5-day conference.

Members noted the meetings could be changed at a future date, if needed.

It was moved by Janik, seconded by Wessell, to approve the meeting schedule as presented. Motion carried 6-0.

C. Review/Adopt: Bylaws, Rules of Procedure, and Policies & Procedures

Galla noted that Corporate Counsel reviewed all these documents last year. There are just some minor changes which she inserted in red. Members suggested taking out the words 'and annually thereafter' in the Conflict of Interest section of the bylaws, unless it is a requirement to do this annually. Galla will check to see if this is a requirement.

It was moved by Wessell, seconded by Arens to approve as amended. Motion carried 6-0.

D. Rules of Procedure

It was moved by Wessell, seconded by Janik, to approve as presented.

Galla will fix the footnote for the page numbers.

Motion Carried 6-0.

E. Policies & Procedures

It was moved by Janik, seconded by Wessell, to approve the Policies & Procedures as presented.

Heinz noted 'asite' on page 3 should be 'a site'.

Heinz noted the Policies & Procedures talk about a fee schedule and wondered when it was last reviewed. He requested it be on the February agenda for review. Also, on page 19 there should be a space between 'contained' and 'herein' under 5.c.

Arens suggested changing the word 'will' in the Mission Statement on page 1, and make it 'provides'.

Janik amended the motion to include the changes made, and Wessell supported the amendment. On a voice vote, the motion to approve the Policies & Procedures as amended, carried on a 6-0 vote.

F. 2022 Goals

Janik suggested the members think about goals and have this on the February agenda for discussion. Members agreed to put this on the February agenda. Wessell suggested our environmental consultant provide suggestions for goals. Janik suggested Galla, Hawkins, and Wessell come up with some ideas for the next meeting.

CONSIDERATION OF DECEMBER 21, 2021 Minutes

It was moved by Wessell, seconded by Arens, to approve the minutes as presented. On a voice vote, the motion carried 6-0.

CONSENT AGENDA

Hawkins reported he has been in constant communication with Galla to develop the statements that will go out to the communities so they can use them for tax capture for active brownfield plans that are in place. They will continue to have interaction on these to make sure funds are being collected correctly.

Heinz asked if it was just for December tax bills or for everything and Hawkins replied the statements will bring it forward. Now, they are doing the statement of accounts which will be done twice a year for tax bills. He is also working with Galla to identify when any reimbursements to developers could be brought to the LCBRA for approval of those eligible expenses. The tax capture system was created to make sure the brownfield plans are

operating appropriately. We have identified eligible activities, with improved taxable value on the properties. Now, we are tracking that to make sure it is done correctly. Heinz asked if the tax capture comes from the county treasurer or the townships. Hawkins said it ultimately comes from the county treasurer.

Hawkins reported there was not much for General Services as most of the work was related to the TIF tracking.

OLD BUSINESS - None

NEW BUSINESS

1. Review of Partial Loan Payment to County (*Included in Claims & Accounts*)

Heinz commented on the sheets in the packet and state we operate with 3 funds: 101 with a balance of about \$131,000 and 230 with \$1,021 and then GASB 934 does not have assets and has about \$314,000 in liability. If you put all the assets together for all 3 funds, the LCBRA has an accumulated deficit of \$182,000. Can we really afford to give \$10,000 back to the county as a loan payment? If we shut down all the accounts today and use cash to pay liabilities, we would still owe the DEQ about \$182,000. Heinz asked Galla to explain.

Galla stated page 30 of the packet has the Note payable to DEQ and that is a loan that was taken out for the former government center site in Leland that is now being developed for houses. When a developer asks for money to assist them, such as this developer did and we went through the state, it actually has to be submitted as an application from the LCBRA on behalf of the developer and we have to back that loan. The way we back that loan is to capture the TIF on that brownfield plan to pay it back. We actually lowered the payments last year to \$25,000 annually and also lowered the interest. The DEQ reached out to us to renegotiate. We asked for \$25,000 payments as the TIF coming in would cover it and we would not have a shortfall. So, all the TIF coming in from taxes on those homes as well as the vacant lots, is going toward payment of the loan. Galla said Heinz was correct in stating that if we don't get the taxes, the loan still has to be paid. But, the LCBRA is another taxing jurisdiction and through the delinquent tax funds, we are made whole. If we are expecting \$25,000 in TIF and these owners don't pay the taxes, we still get it from the delinquent tax fund and the treasurer then has to collect delinquent taxes from the owners. Heinz asked if the TIF would go long enough to pay off the \$314,000 and Galla replied, yes.

Foster asked if all the homes are built and Galla replied, no. There are the original townhouses on Grand Ave, then a small house built behind them, and a substantial sized home to the south of the old historic jail. There are no homes on the other properties that have been sold.

Heinz clarified if we are asking the DEQ to allow us to only pay \$25,000 a year instead of the higher amount and then pay the \$10,000 to the county. Galla replied that we were paying about \$42,000 a year and renegotiated to \$25,000. At that time, the prior LCBRA board noted that the difference in payments would cover the \$10,000 that we could pay to the county. Heinz then asked if they agreed to subordinate their position to the \$10,000, we pay to the county each year. Galla replied that was never part of the discussion with the DEQ. It was the DEQ that reached out to projects around the state where there were loans, and the DEQ felt they were in a position to bring down interest rates and terms because rates and mortgages were so low at that time. They also renegotiated the payment amount so that was a savings to the LCBRA without us having to do anything except have the LCBRA approve it and sign documents. Heinz asked if the future TIF, without any further development, is enough to pay off the loan and Galla said, yes. Heinz pointed out page 34 of the packet is the budget for this year and there is \$30,000 listed for Leland Residential. Galla said that is the expected TIF (revenue) to come in for 2022. The \$25,000 payment is on bottom of page 36 as an expense.

Arens suggested the LCBRA pay the \$10,000. It sounds as if EGLE/DEQ decided to lower interest rates. Would they change their minds and raise them back up? He doesn't want them to come back and change their minds. If we think the TIF capture is there, he urged that we pay the \$10,000.

It was moved by Arens, seconded by Wessell, to make a \$10,000 payment to the county for repayment of the

loan.

King asked what the terms of the loan from the county were and Galla replied, there were none. There was no interest, no time frame, it was basically a motion. King said it was actually two \$50,000 distributions with no strings attached. Galla confirmed and said she questioned it at one point to see if it was actually a loan and was told, it was a loan.

King said he understood it was a loan but what was the necessity. He understood we owe the county \$90,000 but if there are no terms and we are just doing this on ad hoc basis to pay it back, it seems the LCBRA board would want to come up with a goal to pay it back by a certain time and structure it, especially if the county is not asking us for the money back. What is the urgency in giving up cash right now?

Heinz said that from an accountant standpoint, we have debt with the MDEQ with interest, and debt with the County Board that is an internal loan. Wouldn't we be better off to pay down the interest accruing debt, first? Members said yes. Heinz asked if there had been some insistence by the County Board to start repaying which then necessitated us starting to take \$10,000 out of the budget for payment? Galla said it was not from the County Board, but she had discussion with the county treasurer who asked to get something on the books. We have a liability out there and he wanted to show a receivable coming in at some point to show that it is getting paid down.

Arens said it has been a rough year, but at this point it's probably more aesthetics than anything and he felt it showed we are aware of our obligations but beyond that, he agreed with King's comments.

Galla said she could share the document from the state if members wanted to look at the interest rate before making a decision. Heinz said he would like to see the documents. Hawkins noted it is always a locked interest rate.

Hawkins said all of these loans through EGLE are currently at 1.5% so it is really low and he thought this one was 2%. Galla said it was lowered. Hawkins said it is fairly minor, but it is interest.

Heinz wanted to see the document to make sure interest is not going to go back up. Hawkins said the interest is locked and there was a signed agreement.

On a voice vote, the motion carried 6-0.

Arens requested the information on the loan so all members know what this is about.

Janik noted the LCBRA did have this discussion several years ago about starting to pay back the county and the ethical feeling was we should start to make this commitment. We made commitment to try and pay \$10,000 each year. From a financial standpoint, it doesn't make that much of a difference with the interest.

2. TIF Reimbursement Requests

Hawkins noted there was nothing new at this time.

3. Brownfield conference – August Oklahoma City Aug 16-19

Heinz said he felt it was important for Galla to attend as the Director, and perhaps someone from the LCBRA as well. It will be at the Omni Hotel in Oklahoma City and the hotel will probably fill up fast.

Galla noted it was to be held this past December and due to Covid it was moved to August. In the past 1-3 members have attended. It is paid for out of the budget but because it is out of state, she still needs to take it to the board to get approval. She informs members ahead of time in case they want to consider attending. Hawkins usually attends along with his staff, EPA officials, state agencies, and environmental consultants. It's a

really good conference.

Janik said he attended a few years ago and it is a really well done conference. He suggested Galla come to the county board and ask for approval for out of state. Discussion was held on conference attendance and who has attended in the past. Members agreed that there should be 2 sent to the conference.

Wessell was interested in having a session open to all members, and to the communities, so we make sure we are all up to date on brownfields. A brownfield 101 or 201 session should be one of our 2022 goals. Wessell stated he supported Heinz and Galla attending the 2022 Brownfield conference and felt the LCBRA should do something within the next month or so for an educational session on brownfields, for the members and for any interested guests.

Heinz commented that he heard Hawkins has a fantastic session that has been done over the years.

Hawkins agreed he could bring forward a session. Galla added it was a LBA training last year with Jim Tischler and Hawkins. It's been a while since there was a brownfield session.

It was moved by Wessell, seconded by Janik, that Galla and Heinz attend the Brownfield Conference in Oklahoma City in August. Motion carried 6-0.

This will go to the County Board for approval for out of state travel. Members requested Galla and Hawkins work on a brownfield session. Hawkins suggested a session for the members so they could have more questions and discussion, and then have a separate session for the public.

FINANCIALS

1. Claims & Accounts - \$10,332.50

It was moved by Janik, seconded by Wessell, to approve Claims & Accounts in the amount of \$10,332.50. Motion carried 6-0.

2. Post Audit, Budget Amendments, Transfers - None

CORRESPONDENCE/COMMUNICATION ITEMS

A copy of the 2022 approved budget was included in the packet for reference.

PUBLIC COMMENT - None

DIRECTOR COMMENTS

Galla reported that as the LCBRA transitioned to Huntington Bank, there was 1 account with just over \$1,000 in it and it was going to get monthly fees so it was transferred to checking and closed out. The funds belonged in checking anyway as it was the balance of reimbursement on costs for the EPA grants. EPA required us to have a separate account. If we get another EPA grant and have that requirement, we can open a new account.

Heinz asked about signature cards for the bank. Galla said that Foster, Treasurer John Gallagher, and Galla are on the account. Foster suggested the LCBRA Treasurer be on it. Arens replied there may be a limit on the signatures, as well. Galla stated she would not sign checks unless necessary. Foster is a Board member and signer on the account.

MEMBER / CHAIRPERSON COMMENTS - None

ADJOURN

It was moved by Foster, seconded by Arens, to adjourn. Meeting adjourned at 11:05 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: **MARCH 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 participated in a meeting with Habitat regarding the Maple City project, reviewed financials on the project and prepared a TIF model for the anticipated tax capture and met to discuss findings. Envirologic also participated in a meeting with EPA regarding the closeout agreement on the RLF grant. Envirologic reviewed and revised the reimbursement schedule based on the buildout to-date at the former Government Center project.

Envirologic has also provided an amendment to our General Environmental Services contract which expired December 31, 2021 for consideration by the LCBRA.

Project Invoices for Consideration:

This invoice includes time for January and February.

March Invoice 08757 (\$1,305.00)

2. Brownfield TIR Management

Update:

Envirologic finalized the 2021 TIR Statements of Account for the four active brownfield plans and prepared a letter to each local jurisdiction explaining the statement spreadsheets. As part of the process, Envirologic worked through several parcel discrepancies and communicated with Trudy Galla re: same and periodically reviewed checks as received and answered questions regarding interpreting the statements from the local jurisdictions and how to check for accuracy. Envirologic has been tracking taxes received and will likely be circling back to various entities to determine why estimated tax collection may or may not match, i.e. shortfalls. The next steps will be to reach out to local units to determine the status of remaining anticipated TIR. Once finalized, Envirologic will begin populating 2022 statements. Additionally, MEDC is initiating a new annual reporting system sometime this summer. Envirologic is recommending that the annual reporting be completed earlier due to anticipated kinks in the new system.

Project Invoices for Consideration:

This invoice includes time for January and February.

March Invoice 08756 (\$3,175.05)

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

FY 2021 Budget and Cost Summary

LCBRA File #	Envirologic W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget ¹ Expended	Budget Remaining	Task Completed
		210185	TIR Tracking and Management 2021							
			Task 1: TIF Management Process Implementation and Training	2,370.00	08049	9/14/2021	\$ 641.25	\$ 641.25	1,728.75	
					08137	10/6/2021	\$ 1,263.75	\$ 1,905.00	465.00	
			Task 2: Statement of Account and Reimbursement Analysis Prep	3,700.00	08137	10/6/2021	\$ 71.25	\$ 71.25	3,628.75	
					08269	11/9/2021	\$ 47.50	\$ 118.75	3,581.25	
					08353	12/7/2021	\$ 475.00	\$ 593.75	3,106.25	
					08469	1/6/2022	\$ 332.50	\$ 926.25	2,773.75	
					08756*	3/9/2022	\$ 3,175.05	\$ 4,101.30	(401.30)	
			Task 3: Annual Reporting	1,230.00	08049	8/14/2021	\$ 475.00	\$ 475.00	755.00	
					08353	12/7/2021	\$ 118.75	\$ 593.75	636.25	
			Subtotal	7,300.00			\$ 6,600.05	\$ 6,600.05	699.95	
		220061	2022 Management of Tax Increment Revenues							
			Task 1: Statement of Account and Reimbursement Analysis Prep	3,700.00						
			Task 2: Annual Reporting	1,230.00						
			Subtotal	4,930.00					4,930.00	
			Totals	\$ 12,230.00			\$ 6,600.05	\$ 6,600.05	5,629.95	
			General Updates:							
			1. Budget Expended includes "Invoices for Consideration" amount.							

Leelanau County Brownfield Redevelopment Authority

PROPOSED 2022 Goals

Overall, the Leelanau County Brownfield Redevelopment Authority's (LCBRA) mission is to provide resources and expertise to investigate, clean up, eliminate blight, and return eligible properties to productive use for the benefit of the county, its communities, and its citizens. (LCBRA Policies and Procedures). Although in general terms, the LCBRA's goals for their mission is to help stimulate economic growth, create jobs, encourage affordable housing, and clean up contaminated sites. Having been in existence for many years, these overall goals remain applicable, however, year to year, prioritizing current community needs and the goals of the LCBRA may change. Therefore, the LCBRA has identified the following specific goals for 2022:

1. Affordable and attainable housing in Leelanau County continues to be a priority for our communities. The LCBRA intends to collaborate with the County Land Bank Authority, the State Land Bank Authority as well as various housing agencies, community land trusts, and housing initiatives to leverage funding and apply the unique tools available to the LCBRA to further the development of this housing need.
2. The ability for the LCBRA to be involved in a project is somewhat dependent on developers, property owners, and local communities reaching out to the LCBRA. The LCBRA will review and update marketing, informational, and outreach materials, continue to provide educational opportunities, and work with various community partners to inform their members of the tools available through the LCBRA.



Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: www.leelanau.gov/brownfield.asp

8527 E. Government Center Dr.
Suite 108
Suttons Bay MI 49682
Phone: (231) 256-9812

Dan Heinz
Chair

Rick Foster
Vice-Chair

John Arens
Sect./Treasurer

Trudy Galla, AICP
Director

CONTRACT EXTENSION

THIS AMENDMENT to the **General Environmental Consulting – Agreement for Services** between Envirollogic Technologies, Inc. and the Leelanau County Brownfield Redevelopment Authority (LCBRA), approved by the LCBRA on March 25, 2008, is hereby amended according to Amendment No 8 (attached) dated March 15, 2022 and approved by the LCBRA at a regular meeting held March 15, 2022. All other terms and conditions of the original contract remain unchanged.

Scope of Services

**General Environmental Consulting
Agreement for Services
Leelanau County and Its Land Bank Authority
Applicable to Agreement Dated 3-25-2008, as amended (November 19, 2019)
Work Order No. 22 Dated November 22, 2016
Amendment No. 8 Dated March 15, 2022**

Between

**LEELANAU COUNTY AND ITS
LAND BANK AUTHORITY (LCLBA) (CLIENT)
8527 E. GOVERNMENT CENTER DR.
SUITE 108
SUTTONS BAY, MI 49682-9718**

And

**ENVIROLOGIC TECHNOLOGIES, INC. (ENVIROLOGIC)
2960 INTERSTATE PARKWAY
KALAMAZOO, MICHIGAN 49048**

Subject Matter: General Services
Funding Source: TBD as appropriate

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Agreement, as amended and as described in this "Scope of Services."

ENVIROLOGIC will begin work on this Work Order and complete the services as described in the attached "Scope of Services."

ENVIROLOGIC and CLIENT have designated the following representatives for this "Scope of Services:"

Jeffrey C. Hawkins (269) 342-1100
Name (ENVIROLOGIC) Phone

Trudy J. Galla, AICP, Director (231) 256-9812
Name (CLIENT) Phone

If CLIENT accepts this Scope of Services, please sign this Work Order on behalf of CLIENT and return to the ENVIROLOGIC Representative above:

ACCEPTED AND AGREED TO:

LEELANAU COUNTY AND ITS LAND BANK
AUTHORITY (CLIENT)

By Trudy J. Galla
Title Director Planning and Community Development

Signature _____
Date _____

ENVIROLOGIC TECHNOLOGIES, INC.

By Jeffrey C. Hawkins
Title CEO

Signature  _____
Date _____

1. Scope of Services

From time to time, the Leelanau County Brownfield Redevelopment Authority requests that Envirologic engage in various small tasks or assistance with reviewing or designing strategies for specific projects. These activities may include assistance with existing Brownfield Plans, tracking of tax increment revenues from the Plans; State reporting requirements and other project assistance. The LCBRA Director has requested a Work Order to provide a budget for the compensation of professional services related to these tasks through December 31 of 2022.

This WO#22 provides a budget for various tasks as requested by the LCBRA Director.

Amendment #1: Due to an expedited review of a Brownfield Plan amendment for the Westshore Project, Envirologic exceeded the original budget by approximately \$500. Due to the review and other activities associated with the Plan Amendment, Envirologic is requesting additional budget funds to finish this project as well as for other projects that may require assistance in the coming year.

Amendment #2: Primarily due to the review of materials related to the Westshore Project, i.e. Brownfield Plan, Development and Reimbursement Agreement, Envirologic has essentially expended the budget for the General Services Contract. Envirologic expended approximately \$2,300 toward the Westshore Project to-date. This accounts for almost all of the second amendment to this work order. Envirologic is requesting additional budget funds to finish this project as well as to address other projects that may require assistance through the remainder of the year. These costs should be recoverable from the developer's fee for this project.

Amendment #3: Envirologic has incurred approximately \$2500 of the budget toward the West Shore project, i.e. review of brownfield plan (not including the most recent review of the Agreement and the current review of the Act 381 Work Plan). In anticipation of additional review activities associated with the West Shore Hotel project (estimated at \$2,500) and other general project/LCBRA assistance (estimated \$2,000) for the remainder of 2017 and through 2018, Envirologic is requesting an amendment to Work Order #22 in the amount of \$4,500.

Amendment #4: In anticipation of general project/LCBRA assistance including State of Michigan Annual TIF Reporting; project review, etc. through December 31, 2019, Envirologic is requesting an amendment to Work Order #22 in the amount of \$2,500.

Amendment #5: General Environmental Consulting Services are anticipated and include general project/LCBRA assistance including State of Michigan Annual TIF Reporting; project review, developing and renegotiating development agreements with new developer for the "West Shore Hotel" project, etc. Additionally, With respect to the TIF Tracking System Project, Envirologic had estimated \$4,000 that was funded under the EPA Assessment Grant, however, due to the long history of several of these projects and the start and stop of the projects, they are very complicated to make sure all of the numbers are representative of the actual outcomes. Should the LCBRA agree to extend our contract again, we could request an amendment to our General Services budget which we currently have approximately \$1,500 remaining. Based on the work that we anticipate that needs to be done, we will need another \$2,500 to complete the project. Envirologic is requesting an amendment to Work Order #22 in the amount of \$5,000, which includes general activities and the TIF Tracking System project.

Amendment #6: The TIF Tracking System project has taken more resources than originally anticipated due to several complex projects, i.e. Former Government Center project and understanding the history of TIF capture since inception of several of the Brownfield Plans. Envirologic continues to work on the system in order to obtain an accurate representation of tax increment captured over the years. Additionally, corrections are being made for taxes that should have not been captured and some that have not been captured that should have been. The LCBRA will also need assistance with the MEDC Annual Reports and other activities as requested by the LCBRA. Envirologic is requesting an amendment to Work Order #22 in the amount of \$4,000.

Amendment #7: Envirologic continues to manage the TIF Tracking System with updates to the tax captured and the eligible activities that can be reimbursed. This amendment is anticipating additional efforts to continue activating and implementing the system, assisting with MEDC Annual Reports; and general brownfield consulting support. Envirologic is requesting an amendment to Work Order #22 in the amount of \$6,000.

Amendment #8: This contract extension, amendment and budget adjustment provides funding for Envirologic to provide general environmental consulting services as directed by the LCBRA. This may include but isn't limited to proposed project reviews, meetings and communications with Director and/or developers, Brownfield Plans/Act 381 Work Plans, etc.

11. Compensation

Compensation for services provided under this Work Order will be invoiced at the rates provided in the Agreement for Services between ENVIROLOGIC and CLIENT. Envirologic proposes to complete work as directed on a time-and-materials basis and shall not exceed the following without approval of the Board.

• Professional Services	\$	2,000
Amendment #1	\$	2,500
Amendment #2	\$	1,000
Amendment #3	\$	4,500
Amendment #4	\$	2,500
Amendment #5	\$	5,000
Amendment #6	\$	4,000
Amendment #7	\$	6,000
<u>Amendment #8</u>	\$	<u>5,000</u>
Total	\$	32,500

It should be noted that the costs associated with this work order may be able to be reimbursed as eligible administrative and operating costs of the Authority using tax increment from the brownfield plans, if available.

111. Schedule

Work performed under this Work Order will be completed as expeditiously as possible as directed by the County.

H:\Projects\Projects_L\Leelanau County\Work Orders\General Consulting Projects\Work Order No. 22, Amendment 8- General Environmental Consulting.docx

January 18, 2022 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

1.	Envirologic – Invoice #08756	
	101.000000.801-300 Contractual – General Services	\$ 3,175.05
	Check #2118	
	Envirologic – Invoice – 08757	
	101.000000.801-300 Contractual – General Services	\$ 1,305.00
	Check #2118	
2.	EGLE	\$ 106.50
	101.000000.965-006	
	Check #2119	

Total Claims & Accounts: \$ 4,586.55

**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 08756
 Date 03/09/2022
 Project **210185 Brownfield TIR Management**

INVOICE: Through Feb 28, 2022

TASK 2 - STATEMENT OF ACCOUNT AND REIMBURSEMENT ANALYSIS PREPARATION

Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	0.75	140.00	105.00 ✓
Project Manager			
Therese M. Searles			
Professional Services	18.75	95.00	1,781.25 ✓
Project Scientist			
Logan L. Mulholland			
Professional Services	15.00	85.00	1,275.00 ✓
Expense			
	Units	Rate	Billed Amount
Miscellaneous Expense	4.00	3.45	13.80 ✓
Phase subtotal			3,175.05
			Invoice total 3,175.05 ✓

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

**PREPARED &
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VERIFIED BY



Remit to:
 2960 Interstate Parkway, Kalamazoo, MI 49048
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Leelanau County Brownfield Redevelopment Authority
 Trudy Galla
 8527 E. Government Center Drive
 Suite 108
 Suttons Bay, MI 49682-9718

Invoice number 08757
 Date 03/09/2022
 Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Feb 28, 2022

GENERAL ENVIRONMENTAL CONSULTING FY2017 W.O.22
 Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	5.00	140.00	700.00	✓
Senior Project Manager				
David A. Stegink				
Professional Services	4.00	130.00	520.00	✓
Project Scientist				
Logan L. Mulholland				
Professional Services	1.00	85.00	85.00	✓
General Environmental Consulting Fy2017 W.O.22 subtotal			1,305.00	
			1,305.00	✓
		Invoice total	1,305.00	✓

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

**PREPARED &
 PROOFED BY**

VERIFIED BY

December 8, 2021

jeff hawkins
County of Leelanau BRA
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682

Invoice: INV-0000292

Dear jeff hawkins,

Legislative changes occurred on December 28, 2012, permitting the State of Michigan to collect 3 out of the 6 mill State Education Tax annually on new Act 381 Work Plan projects to provide future funding for Brownfield Grants and Loans. The County of Leelanau BRA had Work Plan projects approved by the Michigan Strategic Fund (MSF) and/or the Department of Environment, Great Lakes, and Energy Quality (EGLE) after January 1, 2013.

Project Information is listed below:

Project Name	Site Number	Annual Report Metric Number	Amount Due
Two Peas, LLC Site	SITE-00001427	M-0000127743	\$106.50
Total Amount Due			\$106.50

Please remit payment of above total amount within **60 days** of the date of this invoice. The Amount Due is calculated directly from information entered in the Portal, and submitted by your jurisdiction. If you feel the Amount Due is not accurate, please contact MEDC Brownfield Staff at brownfield@michigan.org or (517) 335-8126, to adjust your reporting.

****See page 2 for payment information****

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Jg
VERIFIED BY

Pay by Electronic Funds Transfer:

1. Send payment to:
 - a. Routing #072000326
 - b. Account #878375851
 - c. If a description field is available, please enter "Brownfield Redevelopment Fund"

Pay by Check:

1. Make checks payable to: "State of Michigan"
2. Please be sure to write "Brownfield Redevelopment Fund" on the memo line
3. Mail the remittance check to:

MEDC Finance Department
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913