

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: Tuesday March 21, 2023 **at 10:00** am (or immediately following the Land Bank Authority meeting, whichever is **later**)

Location: Leelanau County Government Center

Members

Dan Heinz, Chairman
Rick Foster, Vice-Chair
John Arens-Sect/Treasurer
D. Allen
G. Allgaier
T. Eftaxiadis
David King

Director

Trudy Galla

☐ **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

☐ **ROLL CALL**

☐ **PUBLIC COMMENT**

☐ **DIRECTOR COMMENTS**

☐ **CONSIDERATION OF AGENDA**

☐ **CONFLICT OF INTEREST**

☐ **CONSIDERATION OF MINUTES – February 21, 2023** *pgs 2-5*

☐ **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. Fishbeck – EPA Assessment Grant *pgs 6-8*
- b. Fishbeck – General Consulting and TIF Management *pgs 9-10*

☐ **OLD BUSINESS**

☐ **NEW BUSINESS**

1. Goals 2023 *pg 11*
2. Brief Training ‘You Have an EPA Grant – Now What?’ (*Fishbeck*)

☐ **FINANCIALS**

1. Claims & Accounts *pgs 12-20*
2. Post Audit, Budget Amendments, Transfers

☐ **CORRESPONDENCE/COMMUNICATION ITEMS**

1. Revenue & Expense Comparison Sheet 2022/2023 *pgs 21-22*

☐ **PUBLIC COMMENT**

☐ **DIRECTOR COMMENTS**

☐ **MEMBER / CHAIRPERSON COMMENTS**

☐ **ADJOURN**

A regular meeting of the Leelanau County Brownfield Redevelopment Authority (LCBRA) was held on Tuesday, February 21, 2023 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 10:03a.m. by Vice Chairman Foster who led the Pledge of Allegiance.

ROLL CALL

Members Present: D. Allen, G. Allgaier, R. Foster, D. King

Members absent: J. Arens, T. Eftaxiadis, D. Heinz
(prior notice)

Staff: T. Galla, Director, G. Myer, Senior Planner

Public: J. Hawkins, L. Mawby, S. Telgard, L. Telgard, P. Johnson

PUBLIC COMMENT – None.

DIRECTOR COMMENTS – None.

CONSIDERATION OF AGENDA

Motion by Allgaier, seconded by Allen, to accept the agenda as presented. Motion carried 4-0.

CONFLICT OF INTEREST – None

ORGANIZATIONAL ITEMS

Bylaws

Motion by Allen, seconded by King, to approve thy Bylaws as presented.

Allen questioned if there were any changes made to the document and Galla replied, no.

Motion carried 4-0.

Rules of Procedure

Motion by Allen, seconded by Allgaier, to approve the Rules of Procedure as presented. Motion carried 4-0.

Policies & Procedures

Galla noted that Heinz had some questions about markings on the side of the document, spacing issues, and the paragraph on page 19 of the packet where it mentions “corporation” receiving payments. Galla cleaned up the document and had the county attorney review it. He suggested the word corporation be changed to “entity” to cover a corporation, LLC, or any other body. It was pointed out that it should also be changed on page 20 of the packet.

Motion by Allgaier, seconded by Allen, to approve the Policies & Procedures as amended. Motion carried 4-0.

CONSIDERATION OF JANUARY 17, 2023 AND JANUARY 26, 2023 MINUTES

Motion by Allgaier, seconded by King, to approve the January 17 minutes and the January 26 minutes, as presented. Motion carried 4-0.

CONSENT AGENDA – None.

OLD BUSINESS – None.

NEW BUSINESS

Update on West Shore Project/Brownfield Plan - Mr. Pat Johnson

Pat Johnson handed out a letter to members and said there has been significant changes to the plan over the years. He is the sole owner of West Shore, which is the company that currently owns the property. Johnson said he didn't think some of the previous projects that were planned were the best or most practical use of the property. Some issues that were attached to the property have been settled and he has a new plan which includes both the soil stabilization, the hotel site and construction of a marina. After the stabilization has taken place, all the utilities will be installed to the property, the entrance and egress will be built and construction for the hotel will begin. Johnson continued, saying they are hoping to build the marina late 2024-25 depending on the availability of supplies. Steel is hard to obtain. If you order it today, you will get it a year from now.

Allgaier asked how big the hotel was going to be. Johnson replied that it will be more than just a hotel. It will include 50 standard 13 x 26 hotel rooms, one bedroom condo units double the size, approximately 52, two-bedroom two bath units, 9 units that will be 4 bedrooms, 4 baths, and then some larger. The total is approximately 125-150 units. These will be designed so that families can stay in one room. They are not looking to franchise at this point, although they are being courted by many. The marina will be 60 slips. They are removing earth, and there will be an elevated pier. Johnson continued, saying the marina has been approved by the township. The previous hotel project was approved, but they have not seen the new plans. They will see the new plans this summer. The footprint hasn't changed much, they had to add more parking for the marina.

Galla said the LCBRA has questioned whether to keep the brownfield plan on this property. The plan was created with previous owners and the question is "does it still fit the new plans?" Johnson said he agrees that there have been significant changes in both size and scope of the plan. Each item has doubled in price since the original brownfield plan.

Hawkins explained that there is a timeframe in which to capture TIF. It has been over five years, so the LCBRA is in a position to abolish the plan which might be a benefit to Johnson. The whole design would need to be redone and approved. With so many changes, it may be time to terminate the plan and start over.

Johnson suggested that over the next couple of months, things will be approved and he could come back in two months and show the board what plans have been approved. The board can then make a decision at that time. Galla noted the LCBRA has previously discussed why this plan has been sitting out there with no development occurring. It might be good to look at this again.

Allen recommended that Johnson meet with Hawkins to determine the next steps which can then be brought back by both. Hawkins said there is a statutory way to terminate a plan and he and Johnson can

have those conversations.

Resolution RE: Bank Signers

Motion by Allgaier, seconded by King, to approve the resolution as written. Motion carried 4-0

Agreement for Services with Fishbeck

Galla explained that corporate council put the document together and attached Fishbecks proposal, the work plan with EPA and insurance requirements.

Motion by Allen, seconded by Allgaier, to approve the agreement for services with Fishbeck, as presented. Motion carried 4-0.

Fishbeck Work Orders:

Work Order 1 GES

Motion by Allen, seconded by King, to approve Work Order 1, as presented. Motion carried 4-0

Work Order 1 QAPP

Motion by Allgaier, seconded by King, to approve Work Order 1 QAPP, as presented. Motion carried 4-0.

Work Order 2 Community Outreach/Programmatic Activities

Motion by Allgaier, seconded by Allen, to approve Work Order 2 Community Outreach/Programmatic Activities, as presented. Motion carried 4-0.

Part I & II Application for Brownfield Assistance- Telgards/Bluebird

Galla said she and Hawkins met with the Telgards who are tearing down the Bluebird restaurant and rebuilding and maybe could be assisted through the LCBRA and the EPA Grant. Galla continued, saying that not all the information needed is here, which is typical. We don't always know everything until we get into the project. The LCBRA will need to first make sure this site qualifies for use of EPA grant funds. The local assessor has been contacted and has projected what the new tax value might be with new development. That information is needed for a brownfield plan. The local assessor also makes the determination as to whether this is a functionally obsolete building.

Skip Telgard said he and his wife Lyn are the owners of the Bluebird which was built in 1927 by his grandparents. It started as a snack bar and grew throughout the years. A lot of the work was done in the 70's and it became a very large 300 plus seat restaurant which worked well into the 90's, but it has become impractical to run such a large place now. Things are starting to break down and become obsolete, such as infrastructure, roof, ventilation, and heating. They plan to build a new smaller structure along the river. Becoming a more efficient restaurant is the goal. Telgard said they have been introduced to the concept of practical obsolescence which made sense as presented in a brownfield plan. They hope to work with the LCBRA and are excited to get going.

Allen commented that it is wonderful that this will continue because it is beloved in the community. Allgaier echoed Allen's comment and said she has so many great memories of the Bluebird.

Galla gave credit to Heinz as saw an article in the paper on this project and reached out to her about the LCBRA possibly helping the Telgards.

Telgard said the current Early Bird breakfast place on the corner will continue, but a possible phase two to the project would be a new commercial building to replace it with the lower level as commercial space and residential above. That building is turn of the century, so it's really old. A phase three is a possible new building where the overflow area is. They are also going to reinforce the river frontage with steel sheet piling along the waterfront.

Allgaier encouraged affordable housing perhaps as rentals on the 2nd floor and Telgard said definitely, if it's at all possible.

King questioned what the timeframe was for the assessor to make a determination. Hawkins said they have not made an inquiry yet. With the anticipation of using the EPA grant along with assistance from a brownfield plan, that determination should be made moving forward. Hopefully, it could be determined in a matter of weeks by having dialogue with the assessor. Hawkins concluded by saying that as a county brownfield authority, if they propose a plan, they have to go to the local jurisdiction for approval of the terms.

Motion by Allgaier, seconded by King, to accept Part I and Part II application for assistance from Telgards/Bluebird. Motion carried 4-0.

Work Order 3 Telgards/Bluebird project

Motion by Allen, seconded by Allgaier, to approve Work Order 3 Telgards/Bluebird.

Discussion continued on the history of the property. Galla noted that this work order will not begin until we confirm that the site is eligible for use of the EPA grant funds.

Motion carried 4-0.

FINANCIALS

Claims & Accounts - None.

Post Audit, Budget Amendments, Transfers – None.

CORRESPONDENCE/COMMUNICATION ITEMS

Galla said a copy of the revenue and expense reported was included in the agenda packet for reference. She periodically prints out a report for members, and can print other types of reports if requested.

PUBLIC COMMENT

Mawby thanked the board for their work.

DIRECTOR COMMENTS – None.

MEMBER / CHAIRPERSON COMMENTS – None.

ADJOURN

Meeting adjourned at 10:52 a.m.

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: March 15, 2023

RE: FY22 EPA Grant Updates and Invoices

This memorandum serves to provide information regarding updates and invoices that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for activities and services rendered on various projects related to the EPA Brownfield Assessment Grant (4B-00E03213-0).

1. QAPP

Project No: 230506 – W.O. # 1

Update:

Jeff Hawkins and Therese Searles of Fishbeck, along with Trudy Galla, attended a virtual Pre-QAPP call with Sarah Gruza, EPA Project Officer on February 28, 2023. Topics of discussion included eligibility determinations, site specific health and safety plans (HASP) and sampling and analysis plans (SAP) with anticipated 10-14 business day turnaround for review. Project outputs for Phase I ESAs, including All Appropriate Inquiry checklists, Phase II ESAs and Cleanup Planning documents and inputs into the ACRES reporting database were discussed. Specific to the Quality Assurance Project Plan (QAPP), Sarah provided a QAPP example and a QAPP checklist that will be used to gauge compliance with required elements in the prepared plan. Fishbeck is well underway with preparation of the QAPP. Waiting on some updated certificates from lab, completion of the QAPP is anticipated by the end of March.

Project Invoices for Consideration:

As a lump sum billing, one invoice will be submitted for consideration following completion of the QAPP preparation. Therefore, there are no invoices related to this activity for consideration this month.

2. Community Outreach and Programmatic

Project No: 210229 – W.O. # 2

Update:

Programmatic activities relate to preparing initial work orders, preparing meeting materials, setting up ACRES information, and communications with the Director of the LCBRA regarding implementing the grant activities. A community outreach planning discussion is anticipated between Fishbeck and Trudy Galla on Friday, March 17, 2023.

Project Invoices for Consideration:

Invoice #421223 (\$42.50).

3. Bluebird Redevelopment Project - 102 & 103 E. River St. and 101 E. Main St., Leland, MI
Project No: 230504 – W.O. # 3

Update:

Skip (Daryl) and Lynn Telgard submitted a project application to the LCBRA for their Bluebird Redevelopment Project in Leland. The Telgards are the 3rd generation to run the Bluebird restaurant and tavern, founded in 1927, situated one block from Fishtown and serving both locals and tourists. Historically, the property was used for the production of charcoal for a nearby iron works in the 1800s. The property is currently developed as two restaurants, one storage facility, one retail store, and associated parking. The property at 101 S Main Street was formerly used as a gas station, with a leaking underground storage tank (Facility ID 00036063) which has since been closed. The developer intends to demolish the current building as it is deteriorating, including a failing roof, ventilation system, and windows. In addition to its deteriorating status, many code updates have occurred since its original construction and it is believed that the building may be determined to be functionally obsolete. It is also unknown whether asbestos-containing materials are present which will need to be determined prior to demolition. The Bluebird will be rebuilt as a smaller restaurant with a rentable commercial space, occupying less land and located closer to the river. The owners are also working with the Michigan Department of the Environment, Great Lakes, and Energy (EGLE) through its permitting process to stabilize the riverbank by repairing a seawall. Further assessment may be performed as needed related to historical charcoal use. Private investment is anticipated at \$3,000,000, with the creation of 25 jobs anticipated. The developers are requesting support from the LCBRA through the preparation of a brownfield plan to allow for the reimbursement of eligible costs. Fishbeck is inquiring on whether the Telgards have already secured a pre-demolition asbestos survey or whether they may also be seeking funding support for this service through the LCBRA. Fishbeck has prepared eligibility demonstration documents that have been sent to Trudy Galla to send on to the EPA to concur with the LCBRA's determination for the use of hazardous substance grant funds and to the State to request an eligibility determination be made for the use of petroleum grant funds.

Project Invoices for Consideration:

Invoice #421224 (\$127.50).

3/13/2023

8 of 22

Memo

TO: Trudy J. Galla, AICP, Director – Leelanau County Brownfield Redevelopment Authority

FROM: Therese Searles and Jeff Hawkins

DATE: March 15, 2023

RE: General Consulting and TIR Management Monthly Updates and Invoices

This memorandum serves to provide information regarding invoices and updates that are being presented to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for services rendered on various projects related to General Environmental Consulting activities.

Please find attached several items for your consideration:

1. General Services

Update:

Fishbeck is prepared to respond to general consulting services as needed by the LCBRA. Fishbeck has entered into an agreement of service with the LCBRA for environmental consulting services related to the County's FY22 EPA Assessment Grant. An overall general services work order has not been established.

Project Invoices for Consideration:

There are no invoices for consideration.

2. 2023 Tax Increment Tracking and Annual Reporting (W.O. #1-GS)

Update:

Fishbeck has established a tax increment financing (TIF) tracking system for the LCBRA for its existing Brownfield Plans. The LCBRA has engaged Fishbeck, as of February 21, 2023, to manage the tracking of tax increment collection and reimbursement associated with the LCBRA's existing brownfield plans for 2023 by updating and sending out Statement of Account twice a year to coincide with tax collection periods. Reimbursement Analysis will also be updated for the LCBRA twice a year. As we have assisted in previous years, Fishbeck will also assist the LCBRA with Annual Reporting through the MEDC online portal in August of 2023.. Fishbeck updated the winter tax statements and Trudy Galla sent those out to the local jurisdictions in January. Fishbeck tracks the collection of TIR received on a continual basis as those checks come in and are forwarded on by Trudy Galla. This next month, Fishbeck will be coordinating with Trudy Galla to update the Reimbursement Analysis sheets.

Project Invoices for Consideration:

Invoice #421222 (\$333.75)

Leelanau County Brownfield Redevelopment Authority
General Services
Budget and Cost Summary

03/13/2023

Number		Activity	Budget Estimates	Actual				Project Budget Remaining		
Project	W.O.	Site/Phase	Total		Invoice No.	Invoice Date	Total Invoiced Amount		Total	Project Complete
		Initial Work Order	\$ 4,900.00							
230507	1-GS	Tax Increment Tracking and Annual Reporting	\$ 4,900.00	Invoice Total	421222	3/13/2023	\$ 333.75			
				Project Subtotal			\$ 333.75	Project Subtotal Remaining	\$ 4,566.25	
				Invoice Breakdown						
		Statement of Account and Reimbursement Analysis Preparation	\$ 3,700.00	Stmt of Acct/RA	421222	3/13/2023	\$ 333.75			
				Phase Subtotal			\$ 333.75	Phase Subtotal Remaining	\$ 3,366.25	
		Annual Reporting	\$ 1,200.00							
				Phase Subtotal			\$ -	Phase Subtotal Remaining	\$ 1,200.00	
				Invoice Total						
				Project Subtotal				Project Subtotal	\$ -	
		Approved Project Budgets Subtotal	\$ 4,900.00	Total Expended			\$ 333.75	Budgets Remaining	\$ 4,566.25	
		Estimated Budget Remaining	\$ -							
		Project Budgets Returned						Check	\$ 4,900.00	
		Available Budget Remaining	\$ 4,566.25							
		Notes:								

Leelanau County Brownfield Redevelopment Authority

PROPOSED 2023 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 **2023**:

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.

March 21, 2023 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

Fishbeck – Invoice #421222

101.000000.801.300 Contractual – General Env. Services	\$	333.75
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Fishbeck – Invoice #421223

101.000000.801.205 Contractual – EPA Assessment	\$	42.50
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Fishbeck – Invoice #421224

101.000000.801.200 Contractual – EPA Assessment (Petroleum)	\$	127.50
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(TOTAL DUE TO FISHBECK:	\$	503.75)
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EGLE – Two Peas 3 Mill payment

101.000000.965.006	\$	48.50
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<u>TOTAL CLAIMS & ACCOUNTS:</u>	\$	552.25
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Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
Remittance Advice: accounts.receivable@fishbeck.com
616.575.3824
Federal I.D. No. 38-1841857 | Incorporated

Attention: Trudy Galla
Leelanau County Brownfield Redevelopment
Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682-9718
United States

Invoice : 421222
Invoice Date : 3/13/2023
Project : 230507
Project Name : LCBRA/Tax Increment Tracking and
Annual Reporting
Bill Term : BT1

For Professional Services Rendered Through 2/28/2023

WO1 -GS

	Fee	Available	Billings		
			To Date	Previous	Current
SOA/RA - Statement of Account/Reimbursement Analysis	6,000.00	6,000.00	333.75	0.00	333.75
Rate Labor		333.75			
RPT - Annual Reporting (1 Event)	1,200.00	1,200.00	0.00	0.00	0.00
Current Billings					333.75
Amount Due This Bill					333.75 ✓

Total Fee : 7,200.00
To Date Billings : 333.75
Total Remaining : 6,866.25

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SOA/RA - Statement of Account/Reimbursement Analysis			
Rate Labor			
Class / Employee	Hours	Rate	Amount
Senior Geologist			
Therese Searles	0.75	105.0000	78.75 ✓
Specialist			
Logan Mulholland	2.75	85.0000	233.75 ✓
Staff Environmental Specialist			
Logan Mulholland	0.25	85.0000	21.25 ✓
Total Rate Labor			333.75
Total Bill Task: SOA/RA - Statement of Account/Reimbursement Analysis			333.75

Total Project: 230507 - LCBRA/Tax Increment Tracking and Annual Reporting

333.75 ✓

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: Trudy Galla
 Leelanau County Brownfield Redevelopment
 Authority
 8527 East Government Center Drive, Suite 108
 Suttons Bay, MI 49682-9718
 United States

Invoice : 421223
 Invoice Date : 3/13/2023
 Project : 230505
 Project Name : LCBRA/FY22 Grant Community
 Outreach/Programmatic Activities
 Bill Term : BT1

For Professional Services Rendered Through 2/28/2023

WO2

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Outreach & Programmatic (Task 4)	6,000.00	6,000.00	42.50	0.00	42.50
Rate Labor					42.50

Current Billings 42.50 ✓
 Amount Due This Bill 42.50

Total Fee : 6,000.00
 To Date Billings : 42.50
 Total Remaining : 5,957.50

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BP - Outreach & Programmatic (Task 4)			
Rate Labor			
Class / Employee	Hours	Rate	Amount
Staff Environmental Specialist			
Logan Mulholland	0.50	85.0000	42.50 ✓
Total Rate Labor			42.50
Total Project: 230505 - LCBRA/FY22 Grant Community Outreach/Programmatic Activities			42.50

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
Remittance Advice: accounts.receivable@fishbeck.com
616.575.3824
Federal I.D. No. 38-1841857 | Incorporated

Attention: Trudy Galla
Leelanau County Brownfield Redevelopment
Authority
8527 East Government Center Drive, Suite 108
Suttons Bay, MI 49682-9718
United States

Invoice : 421224
Invoice Date : 3/13/2023
Project : 230504
Project Name : LCBRA/Bluebird Redevelopment
Project/Leland, MI
Bill Term : BT1

For Professional Services Rendered Through 2/28/2023

WO3

	Fee	Available	Billings		
			To Date	Previous	Current
BP - Brownfield Plan (Task 3)	5,000.00	5,000.00	127.50	0.00	127.50
Rate Labor		127.50			

Current Billings 127.50
Amount Due This Bill 127.50 ✓

Total Fee : 5,000.00
To Date Billings : 127.50
Total Remaining : 4,872.50

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BP - Brownfield Plan (Task 3)			
Rate Labor			
Class / Employee	Hours	Rate	Amount
Staff Environmental Specialist			
Logan Mulholland	1.50	85.0000	127.50
Total Rate Labor			127.50
Total Project: 230504 - LCBRA/Bluebird Redevelopment Project/Leland, MI			127.50

October 5, 2022

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

Invoice: INV-0000315

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-0000134102	\$48.50
Total Amount Due			\$48.50

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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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

Revenue & Expenditure Comparison

Period Ending 12/31/2023

Fund / Account Number			Current Year - 2023				Prior Year - 2022			
			Month of Dec 2023	Year To Date	Amended Budget	% of Budget	Month of Dec 2022	Year To Date	Amended Budget	% of Budget
101 General Fund										
Revenues										
Dept 000000										
101	000000-401-000	Fund balance forward								
101	000000-402-000	Taxes - TIF								
101	000000-402-001	TIF - West Shore Crossings			14,103.28		4,355.22	14,103.28	30.88	
101	000000-402-002	TIF - Leland Residential		5,669.29	30,000.00	18.90	1,159.90	45,300.41	30,000.00	
101	000000-402-003	TIF - GTRAC		1,053.44	8,200.00	12.85		6,737.79	8,200.00	
101	000000-402-004	TIF - Parkside								
101	000000-402-005	TIF - Leland Redevelopment								
101	000000-402-006	TIF - Two Peas			800.00		788.88	2,433.10	800.00	
101	000000-501-000	EPA - RLF								
101	000000-501-001	EPA - Assessment Grant Haz Mat			75,000.00					
101	000000-501-002	EPA - Assessment Grant Petroleum			60,000.00					
101	000000-501-003	EPA - RLF Haz Mat								
101	000000-501-004	EPA - EPA RLF Petroleum								
101	000000-501-005	EPA Assessment						1,469.17	25,000.00	
101	000000-540-000	DEQ - Grant West Shore								
101	000000-550-000	Loan Proceeds - Leland Residential								
101	000000-607-000	Application Fees		650.00	1,000.00	65.00				
101	000000-664-000	Interest		46.68	20.00	233.40	24.59	99.33	20.00	
101	000000-664-001	Interest - Savings		58.94	50.00	117.88	30.96	129.14	50.00	
101	000000-664-003	Interest - West Shore Acct - 725								
101	000000-664-004	Interest - Leland Res Acct-758								
101	000000-664-100	Interest - Land Contract								
101	000000-669-000	Misc Income								
101	000000-669-230	Transfer In								
101	000000-670-000	Cost Share Revenue								
101	000000-673-000	Sale of Asset								
101	000000-687-000	Refunds and Rebates								
101	000000-694-000	Misc Over/Short								
101	000000-697-000	Loan Proceeds								
Total Revenue - Dept 000000				7,478.35	189,173.28	3.95	2,004.33	60,524.16	78,173.28	
Total Revenues				7,478.35	189,173.28	3.95	2,004.33	60,524.16	78,173.28	
Expenditures										
Dept 000000										
101	000000-703-000	Salaries								
101	000000-717-000	Social Security								
101	000000-718-000	Hospitalization								
101	000000-719-000	Retirement								
101	000000-720-000	Life Insurance								
101	000000-727-000	Office Supplies/Operating			150.00		75.55	150.00	50.37	
101	000000-727-230	Office/Operating - RLF								
101	000000-728-000	Postage			50.00			50.00		
101	000000-800-000	Attorney Fees								
101	000000-801-000	Contractual Services								
101	000000-801-001	Contractual - West Bay								
101	000000-801-002	Contractual - Leland RESidential								

Revenue & Expenditure Comparison

Period Ending 12/31/2023

			Current Year - 2023				Prior Year - 2022			
Fund / Account Number			Month of Dec 2023	Year To Date	Amended Budget	% of Budget	Month of Dec 2022	Year To Date	Amended Budget	% of Budget
101	000000-801-100	Contractual - RLF Petroleum								
101	000000-801-101	Contractual - RLF Haz Mat								
101	000000-801-200	Contractual - Assessment Petroleu			60,000.00					
101	000000-801-201	Contractual - Assessment Haz Mat			75,000.00					
101	000000-801-205	Contractual - EPA Assessment							25,000.00	
101	000000-801-300	General Services Contractual		2,284.75	12,000.00	19.04	58.75	19,083.55	12,000.00	159.03
101	000000-802-000	Programmatic Expenses								
101	000000-807-000	Membership & Dues								
101	000000-808-000	Subscriptions								
101	000000-810-000	Bank Charges								
101	000000-816-000	Bullentins/Publication								
101	000000-850-000	Telephone								
101	000000-860-000	Travel			3,823.80			1,234.17	3,823.80	32.28
101	000000-900-000	Printing & Publishing			1,839.48				949.48	
101	000000-900-230	Printing & Publishing - RLF								
101	000000-901-000	Legal Notice			200.00				200.00	
101	000000-920-000	Utilities Expense								
101	000000-929-000	Property Tax Expense								
101	000000-941-000	Computer charges								
101	000000-942-000	Copy Charges								
101	000000-960-000	Education			1,000.00			235.00	1,000.00	23.50
101	000000-960-230	Education - Community Outreach-f								
101	000000-964-000	Refund Developer Exp - TIF					6,737.79	12,406.61		
101	000000-964-001	Refund DEQ								
101	000000-965-006	TIF 3 mils to SOM			110.00			106.50		
101	000000-970-000	Capital Outlay								
101	000000-970-010	Capital Outlay < \$5,000								
101	000000-990-000	Debt Payment			25,000.00			25,000.00	25,000.00	100.00
101	000000-995-000	County Payment			10,000.00			-10,000.00	10,000.00	-100.00
101	000000-996-000	Interest Expense								
101	000000-999-000	Transfer out								
		Total Expense - Dept 000000		2,284.75	189,173.28	1.21	6,796.54	48,141.38	78,173.28	61.58
		Total Expenditures		2,284.75	189,173.28	1.21	6,796.54	48,141.38	78,173.28	61.58
		Total Revenue - Fund 101 General Fund		7,478.35	189,173.28	3.95	2,004.33	60,524.16	78,173.28	77.42
		Total Expense - Fund 101 General Fund		2,284.75	189,173.28	1.21	6,796.54	48,141.38	78,173.28	61.58
		Gain/Loss		5,193.60			-4,792.21	12,382.78		