

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Meeting Date: TUESDAY SEPTEMBER 20, 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**

Brownfields 2022 Conference

☐ **CONSIDERATION OF AGENDA**

☐ **CONFLICT OF INTEREST**

☐ **CONSIDERATION OF JULY 19 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 – 2 months
pgs 5-11

UNFINISHED BUSINESS *(Hawkins, Galla)*

- a. Update on Brownfield Plan: Maple City Crossings/Habitat for Humanity
- b. Other business

NEW BUSINESS

1. Update on EPA Assessment Grant, submittal of reimbursement requests

FINANCIALS

1. Claims & Accounts - \$6,619.02 *pgs 12-34*

☐ **CORRESPONDENCE/COMMUNICATION ITEMS**

☐ **PUBLIC COMMENT**

☐ **DIRECTOR COMMENTS**

☐ **MEMBER / CHAIRPERSON COMMENTS**

☐ **ADJOURN**

Members

Dan Heinz, Chairman
Rick Foster, Vice-Chair
John Arens-Sect/Treasurer
L. Bahle
T. Eftaxiadis
Chet Janik
David King

Director

Trudy Galla

A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, July 19, 2022 at the Government Center.

CALL TO ORDER

Meeting was called to order at 10:20 am by Chairman Heinz who led the Pledge of Allegiance.

ROLL CALL

Members Present: D. Heinz, L. Bahle, D. King, C. Janik, T. Eftaxiadis (10:35am)

Members Absent: R. Foster, R. Isphording, J. Arens
(Prior Notice)

Staff Present: T. Galla, Director

Public Present: L. Mawby, W. Irvin, J. Gallagher (10:25am), J. Hawkins via Zoom

PUBLIC COMMENT – None

DIRECTOR COMMENTS

Galla commented on the EPA grant and noted the Cooperative Agreement will not be ready until September or even October. She hopes to meet the EPA project manager at the Brownfield conference.

CONSIDERATION OF AGENDA

Motion by Janik, seconded by King to accept the agenda as presented. Motion carried 4-0.

CONFLICT OF INTEREST - None

CONSIDERATION OF June 22, 2022 Minutes

Motion by Janik, seconded by Bahle, to approve the minutes as presented. Carried 4-0.

CONSENT AGENDA

Motion by Janik, seconded by King, to accept the Consent Agenda as presented. Motion carried 4-0.

UNFINISHED BUSINESS

Brownfield Plan – Maple City Crossings/Habitat for Humanity

Galla has been before Kasson Township twice and is going to the August meeting. Irvin thanked Galla and Hawkins for all their help. This will be a challenge to try and get this approval to support affordable housing. Gallagher was also in attendance at the meeting and represented and brought a lot of valuable and factual information to the table for the township to think about.

(Gallagher present at 10:25 am)

Hawkins said everyone played a great role in trying to express the significant need for affordable housing. The way the plan is set up now and the revised plan. We went back to the township with additional information and were transparent and showed them what the plan means to the township with regard to taxes generated by the new development. We broke it down with great detail for the library,

fire/emergency, etc. so they had a good sense of what implications of the brownfield plan would be for the next 30 years. This plan does not make the project (Habitat for Humanity) whole with respect to offsetting the financial gap that is part of this project, but it does put a dent in it and one of the reasons we are interested in using this tool. We have more educating to do to show that but for this type of housing, we won't be able to develop the housing needed for teachers, firefighters, etc. in our community without some assistance. There was not unanimous support for capture of 100% of TIF and Hawkins noted that at the prompting of Galla and toward the end of the presentation before the township, we offered a split of perhaps 80/20 so 80% goes toward the project and 20% is still shared with taxing jurisdictions. That seemed to interest the board or at least some of the board so they allowed us to come back in August with the split proposal. Hawkins said they are currently in the process of restating the brownfield plan.

Irvin commented on proposing support and solutions for the housing crisis. We are looking at a creative financing tool to leverage with a bank to get funding for the project. We are simply asking for support for them to fund with TIF and put approval on it. This is not just a Habitat for Humanity, Land Bank or county issue - this is national, this is a worldwide issue. There are growing concerns and hurdles we are trying to cover. We could take a step back and not serve as many people in the community but that's not what we want to do. We are asking them to be a community partner with us so we can complete this project.

Hawkins said the township has some issues with using government to fund this. Irvin noted Habitat has had some hurdles to cover but will do that in August.

Heinz read from the cover letter Galla sent to the township since she couldn't attend the meeting and noted the partnership proposed. All of this relates to student populations in school, workers, etc. and is more than just the three bodies that are affected by this. Irvin said it was hard because this is the first request of its kind. A lot of education needs to come first and Hawkins, Galla and Gallagher have done a great job. It takes a listening ear and time for people to listen and consider it. Others in other communities will need to address this, as well.

(T. Eftaxiadis present at 10:35 am.)

Update on TIF/Brownfield modeling on Land Bank

Heinz noted this update was provided at the Land Bank meeting but 2 members of the LCBRA were not in attendance at that meeting so he provided a brief update on the TIF/brownfield modeling.

Hawkins reviewed the modeling plan and the TIF capture. He briefly reviewed the memorandum and the summary.

Heinz reviewed his scenario provided at the LCBRA meeting earlier today, and the values he came up with. There were restrictions mentioned at the LCBRA meeting on at least two of the properties, with regard to the minimum house size. Using the SEV, and going to page 13 of the agenda packet, it's close to being the numbers in the 'Revised Model' column. Could money be put into a housing fund for future projects from sales, and then have conditions for loans/grants from this new fund?

Hawkins said a question might be if other homes are built in the townships with subdivisions, will those communities support the brownfield plan to capture TIF for use on housing elsewhere?

Heinz clarified for members that this was an update. We have to keep moving forward to a go/no go decision somewhere down the road.

Update on West Shores Development and Existing Brownfield Plan

Galla gave a review of discussion she had with Corporate Counsel on the site.

Hawkins expressed a concern that the TIF captured on the project site needs to be kept separate and not spent. Until the developer has eligible expenses, and not just admin costs, or until the plan is terminated, those tax revenues will go back to taxing jurisdictions if not reimbursed.

Heinz asked about the money in the account related to the Leland property. Eftaxiadis asked if it is sitting in a separate account and Galla replied, yes. Heinz said the LCBRA is not earning anything on it, maybe even losing with inflation. Eftaxiadis asked when this plan ends and Hawkins said in 2032 or sooner, depending on reimbursement. Then, there is another five years for the revolving fund so, that would be 2037. It was estimated the West Shores plan would be done by 2032.

NEW BUSINESS

Work Order – Maple City Crossings / Habitat for Humanity – Brownfield Plan

Galla gave a brief review of the Work Order.

Motion by Eftaxiadis, seconded by Bahle, to approve Amendment #1 in the amount of \$2,000 to Work Order No. 26. Motion carried 5-0.

August Meeting Date

Galla noted she would be out of state for the August meeting. At this time, there are no business items to handle. The meeting could be cancelled now, or wait and see if a meeting is necessary.

Bahle suggested they follow the same recommendation as the Land Bank did earlier today. Hold the meeting if there is a need for it.

Members agreed to keep the meeting on the calendar for now and it will be cancelled if there are no action items.

FINANCIALS

Claims & Accounts

Motion by Bahle, seconded by Eftaxiadis, to approve Claims & Accounts in the amount of \$3,920.00. Motion carried 5-0.

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT – None

DIRECTOR COMMENTS – None

MEMBER COMMENTS – None

CHAIR COMMENTS – None

ADJOURN

Meeting adjourned at 11 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: **AUGUST 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 provided feedback on the Two Peas Brownfield Plan and responded to Trudy Galla's questions. Envirologic continued to assist with the Maple City project. Envirologic prepped for the July LCBRA meeting and had general communications with Trudy Galla.

Project Invoices for Consideration:

This invoice includes time for July.

August Invoice 09384 (\$43.75)

2. Brownfield TIR Management

Update:

Envirologic worked on 2022 TIF statement millages and finalized statements of account.

Project Invoices for Consideration:

This invoice includes time for July.

August Invoice 09382 (\$228.80)

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

Update:

Envirologic has developed the Brownfield Plan, associated tables, public notices, draft resolutions and other materials for the Plan. This Plan was reviewed and approved at the May LCBRA and Land Bank meetings. The Brownfield Plan was presented to the County Board of Commissioners Executive Committee on June 14, 2022. The BOC approved setting a public hearing date for their June 21, 2022 BOC meeting. Additionally, Trudy Galla, Envirologic, and Habitat presented the Brownfield Plan to the Kasson Township Board on June 14, 2022. Kasson Twp. tabled the item for consideration at their next meeting requesting clarification and additional information. The Public Hearing was held by the BOC with no public comment received. Envirologic prepared materials, presentations and other information and attended all of the meetings. Additionally, Envirologic drafted an overview memo and plan summary and a split model of the plan. Envirologic, the County Treasurer and Habitat presented again at the Kasson Township July 12, 2022 Board meeting. The Township was not willing to support a 100% TIF plan, but would consider splitting the TIF. The 80/20 TIF split brownfield plan was presented

to the township board. There was significant public support for the project, but there also was some negative comments. In the end, the township council rejected the proposal on a 4-1 vote. Envirologic has provided over \$2,000 in in-kind support on this project.

Project Invoices for Consideration:

This invoice includes time for July.

August Invoice 09385 (\$1,971.25)

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

Update:

Envirologic has completed a model to utilize tax increment financing through a brownfield plan to help support affordable housing. This model includes six parcels currently held by the land bank acquired through tax foreclosure. The brownfield plan will be a scattered site plan since the parcels are located throughout the county. Envirologic researched adjacent parcels to the subject parcels for comparable tax values for estimating potential tax increment revenue. A draft of this information was presented at the June LCLBA and LCBRA meetings. From that meeting suggestions were offered to consider using the SEV for comparisons since some of the comparable parcels may have been owned for a long time not reflecting an accurate true cash value. Additionally, concerns were expressed regarding the ability to be able to have room on some of these parcels for septic and a well. Envirologic revised the model using SEV to evaluate any differences which was presented at the July meeting. This model did generate additional TIR for potential capture.

Project Invoices for Consideration:

This invoice includes time for July.

August Invoice 09383 (\$972.50)

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FY 2022 Budget and Cost Summary

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Leelanau County Brownfield Redevelopment Authority
TIR Tracking and Management
Monthly Project Update
FY 2021 Budget and Cost Summary

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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	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	
			Task 2: Annual Reporting	1,230.00	09382*	8/18/2022	205.05	\$ 205.05	1,024.95	
			Subtotal	4,930.00			1,276.30	\$ 1,276.30	3,653.70	
			Totals	\$ 12,230.00			\$ 7,876.35	\$ 7,876.35	4,353.65	
			General Updates:							
			1. Budget Expended includes "Invoices for Consideration" amount.							

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: **SEPTEMBER 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 provided information on the General Property Tax Act, responded to Trudy Galla's emails, researched tax increment financing related to schools and also the ballot language that specifically called out brownfields. There was no August LCBRA meeting due to the National Brownfield Conference in Oklahoma City.

Project Invoices for Consideration:

This invoice includes time for August.

September Invoice 09486 (\$175.00)

2. Brownfield TIR Management

Update:

Envirologic reviewed checks received for property tax payments from various jurisdictions in relation to expected amounts. Envirologic prepared statements and notification letters, communicated with various townships and updated tracking spreadsheets. Envirologic also completed the annual MEDC reporting for the active brownfield plans.

Project Invoices for Consideration:

This invoice includes time for August.

September Invoice 09487 (\$1,806.25)

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 September.

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Page 1 of 1

FY 2022 Budget and Cost Summary

LCBRA	Envirologic		Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget ¹ Expended	Budget Remaining	Task Completed	
File #	W/O	Project									
	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			
				32,500.00	Project Subtotal		\$ 31,192.50	\$ 31,192.50	1,307.50		
	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			
					Project Subtotal		2,137.50	\$ 2,137.50	1,862.50		
	26	220101	Maple City Habital Project	3,000.00	09124	6/13/2022	1,544.70	\$ 1,544.70			
			Amendment #1	2,000.00	09237	7/11/2022	1,455.00	\$ 1,455.00			
					09385	8/18/2022	1,971.25	\$ 1,971.25			
					Project Subtotal		4,970.95	\$ 4,970.95	29.05		
					</						

Leelanau County Brownfield Redevelopment Authority
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					09382	8/18/2022	23.75	\$ 1,071.25	2,628.75	
					09487*	9/13/2020	876.25	\$ 1,947.50	1,752.50	
			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	
			Subtotal	4,930.00			3,082.55	\$ 3,082.55	1,847.45	
			Totals	\$ 12,230.00			\$ 9,682.60	\$ 9,682.60	2,547.40	
			General Updates:							
			1. Budget Expended includes "Invoices for Consideration" amount.							

SEPTEMBER 20, 2022 Claims & Accounts

Leelanau County Brownfield Redevelopment Authority

1.	Envirologic – Invoice #09382 101.000000.801-300 Contractual – Annual Reporting	\$ 228.80
	Envirologic – Invoice #09383 101.000000.801-300 Contractual – TIF Brownfield Modeling (Land Bank properties)	\$ 972.50
	Envirologic – Invoice #09384 101.000000.801-300 Contractual – General Services	\$ 43.75
	Envirologic – Invoice #09385 101.000000.801.300 – Brownfield Plan	\$ 1,971.25
	Envirologic – Invoice #09486 101.000000.801.300 Contractual – General Services	\$ 175.00
	Envirologic – Invoice #09487 101.000000.801.300 Contractual – TIF Analysis	\$ 1,806.25
	(Total Payment to Envirologic):	\$ 5,197.55
2.	Trudy Galla – Travel for Brownfield conference 101.000000.860.000 EPA Travel	\$ 1,115.48
3.	Leelanau County – reimburse for conference registration 101.000000.960.000 EPA Education	\$ 235.00
4.	Elmwood Township – return of TIF collected (GTRAC) 101.000000.202 Accounts Payable	\$ 70.99
TOTAL CLAIMS & ACCOUNTS:		\$ 6,619.02

PREPARED &
PROOFED BY
Jy
VERIFIED BY

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

Invoice number 09382
Date 08/18/2022
Project **220061 2022 Tax Increment Revenue**

INVOICE: Through Jul 31, 2022

TASK 1 - STATEMENT OF ACCOUNT & REIMBURSEMENT ANALYSIS PREPARATION

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Therese M. Searles			
Professional Services	0.25	95.00	23.75 ✓

TASK 3 - ANNUAL REPORTING

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist			
Logan L. Mulholland			
Professional Services	2.25	85.00	191.25 ✓
Expense			

	Units	Rate	Billed Amount
Miscellaneous Expense	4.00	3.45	13.80 ✓
Phase subtotal			205.05

Invoice total **228.80** ✓

**PREPARED &
PROOFED BY**
[Signature]
VERIFIED BY

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

Envirologic is excited to announce the launch of our new website - envirollogic.com Meet our team and explore our services, client resources, and the markets we serve!

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

Invoice number 09383
Date 08/18/2022
Project **220100 Model for Land Bank Properties
- W.O. 25**

INVOICE: Through Jul 31, 2022

TIF/BROWNFIELD MODELING
Professional Fees

	Hours	Rate	Billed Amount
Principal			
Jeffrey C. Hawkins			
Professional Services	3.50	175.00	612.50 ✓
Project Scientist			
Logan L. Mulholland			
Professional Services	4.00	90.00	360.00 ✓
Phase subtotal			972.50
Invoice total			972.50 ✓

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

Envirologic is excited to announce the launch of our new website - envirollogic.com Meet our team and explore our services, client resources, and the markets we serve!

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PROOFED BY

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 09384
Date 08/18/2022
Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Jul 31, 2022

GENERAL ENVIRONMENTAL CONSULTING FY2017 W.O.22
Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	0.25	175.00	43.75	✓
General Environmental Consulting Fy2017 W.O.22 subtotal			43.75	
		Invoice total	43.75	✓

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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[Signature]
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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 09385
Date 08/18/2022
Project **220101 Maple City Habitat/W. O. 26**

INVOICE: Through Jul 31, 2022

BROWNFIELD PLAN
Professional Fees

	Hours	Rate	Billed Amount
Technical Editor /Writer Shelbey N. Senkewitz Professional Services	0.25	85.00	21.25 ✓
Principal Jeffrey C. Hawkins Professional Services	6.00	175.00	1,050.00 ✓
Project Scientist Logan L. Mulholland Professional Services	10.00	90.00	900.00 ✓
Phase subtotal			1,971.25
Invoice total			<u>1,971.25</u> ✓

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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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 09486
Date 09/13/2022
Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Aug 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			175.00

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

Invoice number 09487
Date 09/13/2022

Project **220061 2022 Tax Increment Revenue**

INVOICE: Through Aug 31, 2022

TASK 1 - STATEMENT OF ACCOUNT & REIMBURSEMENT ANALYSIS PREPARATION

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Therese M. Searles			
Professional Services	4.75	95.00	451.25 ✓
Project Scientist			
Logan L. Mulholland			
Professional Services	5.00	85.00	425.00 ✓
Phase subtotal			876.25 ✓

TASK 3 - ANNUAL REPORTING

Professional Fees

	Hours	Rate	Billed Amount
Project Manager			
Therese M. Searles			
Professional Services	3.75	95.00	356.25 ✓
Project Scientist			
Logan L. Mulholland			
Professional Services	6.75	85.00	573.75 ✓
Phase subtotal			930.00 ✓

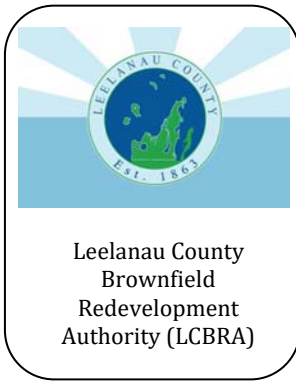
PREPARED & PROOFED BY

VERIFIED BY

Invoice total **1,806.25** ✓

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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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 or

Dan Heinz
Chairman

Richard Foster
Vice-Chairman

John Arens
Secretary/Treasurer

Trudy Galla, AICP
Director

June 9, 2022

Sarah Gruza
Brownfields Project Manager
U.S. EPA Region 5
77 W. Jackson Blvd.
Chicago, IL 60604

Dear Sarah;

This correspondence is to request pre-approval to use grant funds from the Leelanau County Assessment grant for attendance and travel to the 2022 Brownfield Conference in Oklahoma City. The assessment grant budget includes a line item for \$3,000 for travel. My cost for attendance is *estimated* as follows:

Conference Registration:	\$ 200.00
1 Conference Mobile Tour:	\$ 25.00
Air Travel:	\$1,200.00 (includes taxes & fees, and luggage fees)
Lodging (at conference center):	\$ 416.00 (\$104.00 per night Govt Rate, plus tax, 2 nights)
Meals:	\$ 155.00
Miscellaneous (cab):	\$ 75.00
Total Estimated Costs:	\$2,071.00

On behalf of the Brownfield Redevelopment Authority, I am requesting approval for up to \$2,075 for attendance at this conference, to cover the estimated costs listed above. I have applied for a travel scholarship which would be used for some of the costs above, if awarded.

Thank you for considering this request.

Sincerely,

Trudy J. Galla, AICP, Planning Director
& Director of the Leelanau County Brownfield Redevelopment Authority

Travel Expense Voucher - 2022

Leelanau County Brownfield Redevelopment Authority

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (LCBRA)

Name: Trudy Galla

Title: Director, Leelanau County Brownfield Redevelopment Authority, and Planning Director

Period Covered from:

August - Conference travel

Acct. No.:

Private Automobile

Day of Month	Description	Miles Driven	AMOUNT 62.5 cents/mile	Airfare	Hotel/ Room (receipt required)	Meals (receipt required)	Parking, Bridge, Tolls, Taxi, Bus, Other (Explain, receipt required)	Daily Totals
16-Aug	Travel to airport	25	15.63					15.63
16-Aug	Lunch					13.07		13.07
16-Aug	Taxi to hotel						39.96	39.96
16-Aug	Hotel charge - 1 night plus tax				118.69			118.69
17-Aug	Lunch					22.81		22.81
18-Aug	Lunch					22.25		22.25
18-Aug	Uber ride to airport						17.2	17.2
18-Aug	Snacks					8.45		8.45
22-Aug	Dinner					23.39		23.39
8/16 to 8/22	3 flights (TVC to OKC, OKC to RENO RENO to TVC) arrived back on 8/23			1636.8				818.4 *
23-Aug	Travel from airport to home	25	15.63					15.63
NOTE: * Airfare for round trip from TVC to OKC 8/16 to 8/19 was \$1,417.20 and \$926.20 with a return on 8/20 (DELTA) No luggage was paid for) Request is for 1/2 of the \$1636.80 listed above. County allows a maximum reimbursement of 15% for tips.								
Summary Totals:								\$1,115.48

Total Amount of Voucher:

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business; that the amounts are correct; and that they represent proper charges against the County.

Signature:

Trudy Galla

Dated:

9-16-2022

Delayed Flight

Chicken Salad on Kaiser	\$7.95
Ice Mountain 20 oz	\$3.00
<hr/>	
Total Item Count:	2

Total:	\$11.43
--------	---------

MASTERCARD	\$11.43
Tip:	\$1.64
Total Paid:	\$13.07

Thank you for shopping at the
Cherry Country Cafe & Gift Shop, Inc.
Thank You For Flying From Nearby
No Returns-Luggage or Bags
Electronics exchange only No Refunds



Check # : 9201
Table # : 0
Employee : 7026 - Pamila
8/17/2022 11:15 AM

2022/08/17 11:15:17

*****Authorize*****

MERC ID:0010600008036867748524

REF No: 817161536 CHIP

CT No: XXXXXXXXXXXXXXX

EXP: XX/XX

CARD: MASTERCARD

CheckNo:9201

Table No: 0

APPROVAL CODE: 017442

EMV Receipt Section

Application Label: Debit MasterCard

TC: 4DF31139E39500FB

TYR: 0080288000

AID: A00000000041010

IAD: 0110A040002A00000000000000000000000000000FF

Subtotal: \$22.81

Tip:

Total: _____

Signature _____
CUSTOMER COPY

Park Grounds
Omni - OKC
100 West Oklahoma Blvd
Oklahoma City, OK 73109
(405) 438-6500

7026 Pamila

WS#: 27

CHK 9201

8/17/2022 11:15 AM

1 SMART WATER	4.00
1 GRANOLIA PARFAIT	7.00
1 TURKEY CLUB SAND	10.00

Subtotal	\$21.00
Tax	\$1.81

Total Due	\$22.8
-----------	--------

----- Forwarded message -----

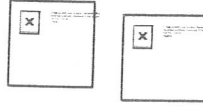
From: **Okc express Cab via Square** <receipts@messaging.squareup.com>

Date: Tuesday, August 16, 2022

Subject: Receipt from Okc express Cab

To:

Okc express Cab



Let Okc express Cab know how your
experience was

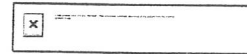
\$39.96

Custom Amount x 1 \$34.75

Purchase Subtotal \$34.75

Tip \$5.21

Total \$39.96 ✓



Okc express Cab

405-772-6620

MasterCard (Swipe)



TRUDY GALLA

Aug 16

2022

at 5:13

PM

#9CuO

Auth

code:

016650

Trudy Galla

From: Trudy Galla
Sent: Sunday, August 28, 2022 8:59 PM
To: Jared Prince; Accounting
Subject: Fw: Omni Hotels Guest Receipt 40048665929

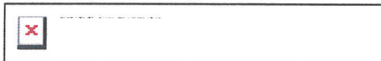
Here is the receipt for my hotel for the brownfield conference. You will note the deposit was to the county card and the other charges were on my personal credit card, as they required at check in. I hope you were able to figure out those prior charges they had on the credit card for the county.
Trudy

From: guestfolio@omnihotels.com <guestfolio@omnihotels.com>
Sent: Wednesday, August 24, 2022 2:19 PM
To: Trudy Galla <tgalla@leelanau.gov>
Subject: Omni Hotels Guest Receipt 40048665929

OMNI HOTELS & RESORTS

Receipt for Trudy Galla Confirmation #40048665929

Generate PDF to Print



Omni Oklahoma City Hotel
100 West Oklahoma City Blvd
Oklahoma City OK US 73109
Phone: [405-438-6500](tel:405-438-6500)

Room No: 1103
Nights: 2 nights
Arrival: 08/16/2022
Departure: 08/18/2022

Stay Charges:

Date	Description	Amount
08-16-2022	Deposit Transfer	-118.69 USD
08-16-2022	Room Charge	104.00 USD
08-16-2022	4.50% State Sales Tax	4.68 USD
08-16-2022	4.125% City Sales Tax	4.29 USD
08-16-2022	5.5% City Occupancy Tax	5.72 USD
08-17-2022	Room Charge	104.00 USD
08-17-2022	4.50% State Sales Tax	4.68 USD
08-17-2022	4.125% City Sales Tax	4.29 USD
08-17-2022	5.5% City Occupancy Tax	5.72 USD
08-18-2022	Discover Card	-118.69 USD

Total Due: 0.00 USD

County Paid

Page 24 of 34

Total \$20.96
August 18, 2022

Thanks for tipping, trudy

Here's your updated Thursday
afternoon ride receipt.

Total \$20.96

You earned 29 points on this trip

Trip fare	\$11.16
Subtotal	\$11.16
Booking Fee	\$3.25
Temporary Fuel Surcharge	\$0.55
Tips	\$6.00

Payments

Mastercard ****	\$14.96
Mastercard ****	\$6.00

** TGI FRIDAY'S #0843**
DFW AIRPORT-TERMINAL A

923 Lezarius

Tbl 102/1 Chk 2030 Gst 1
Aug18'22 08:14PM

1 Cobb Chicken Sld -NO- 15.17
Diced Tomatoes
1 COKE 3.67

Food 18.84
Sales/MB Tax 1.55
08:58PM Total Due: 20.39

REPRINTED FROM TGI FRIDAYS SCAN & GO!



For your convenience, we are
providing the following
gratuuity recommendations based
on the subtotal of your items:

15% is \$2.83
18% is \$3.39
20% is \$3.77

Fridays Rewards Member?
Scan Code in your TGI Fridays
app to earn your points
Or join @ tgifridays.com/loyalty
Questions or comments?
Please contact us at:
tgifridays.com/contactus or
1-800-FRIDAYS

** TGI FRIDAY'S #0843**
DFW AIRPORT-TERMINAL A
Reprint

TABLE# 102.1
SERVER 923/Lezarius
CHECK# 2030
TGI Fridays (0843)
2400 Aviation Drive
Dallas Fort Worth TX
75261
(972) 973-7316

***** TRANSACTION RECORD *****
Tran. : 14762 Table : 102.1
Check : 2030 Employee : 923
Trace : 208023

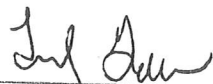
Pre-Auth Purchase
Visa xxxxxxxxxxxx
APPROVED Chip Read

Amount USD \$20.39

Tip \$ 4.00

TOTAL \$ 24.39

I agree to pay the above total
amount according to the card
issuer agreement

X 
Cardholder Signature

RRN: 000000754187 C
Auth. :075821 Mode: Issuer
5/TGIF0843CC03 00 (001)
08/18/2022 9:58:56 PM

AID: A0000000031010
App Name: VISA DEBIT
TVR: 8000008000
IAD: 06011203608000
TSI: 6800 ARC: 00

Customer Copy



Date of Purchase: Jun 07, 2022

Traverse City, MI ► Oklahoma City, OK

Passenger Information

TRUDY J GALLA

SkyMiles#: ' '

Confirmation Number: GZ3I95

Ticket Number: 0062320384776

FLIGHT

Date and Flight	Status	Class	Seat/Cabin
TVC ► MSP Tue 16Aug2022 9E 5462	OPEN	B	
MSP ► OKC Tue 16Aug2022 OO 3947	OPEN	B	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$618.60 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) \$5.60 USD

United States - Transportation Tax (US) \$46.40 USD

United States - Passenger Facility Charge (XF) \$9.00 USD

United States - Flight Segment Tax (ZP) \$9.00 USD

Total Price: \$688.60 USD

Paid with Discover Card ending: 7

\$688.60 USD

KEY OF TERMS

- Arrival date different than departure date
** - Check-in required
*** - Multiple meals
*SS - Multiple seats
AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner

F - Food available for purchase
L - Lunch
LV - Departs
M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale

Check your flight information online at delta.com or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's [check-in requirements](#) and [baggage](#) guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit <http://SafeTravel.dot.gov>

Do you have comments about service? Please [email](#) us to share them.

NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued as a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. If you do not show up for any flight in your itinerary without notifying Delta or cancelling/changing your flight prior to departure, Delta may cancel the reservation for all remaining flights in the itinerary, and the ticket will have no remaining value.

All Preferred, Delta Comfort+™, First Class, Delta Premium Select, and Delta One seat purchases are non-refundable.

----- Forwarded message -----
From: American Airlines <no-reply@notify.email.aa.com>
Date: Wednesday, June 8, 2022
Subject: Your trip confirmation (OKC - RNO)
To: f

Record Locator: GKUYDG

You can check in via the American app 24 hours before your flight and get your mobile boarding pass. Get the app and save time at the airport.

Manage your trip

Thursday, August 18, 2022

OKC DFW
4:54 PM 5:58 PM
Oklahoma City Dallas/Fort Worth

AA 3577

Operated by Envoy Air as American Eagle

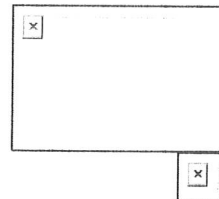
Seat: 16F
Class: Economy (K)
Meals:

DFW RNO
7:55 PM 9:19 PM
Dallas/Fort Worth Reno

AA 1273

Seat: 13F
Class: Economy (K)
Meals:

Earn up to \$200 Back
Plus, 40,000 bonus miles. Terms Apply.
[Learn more](#)



Your purchase

TRUDY GALLA
AAdvantage® #

New ticket \$509.60
Ticket #: 0012433591268
[\$452.09 + Taxes and fees \$57.51]

Total \$509.60

Total cost (all passengers) \$509.60

Your payment

Ticket Exchange TRUDY G.
Credit Card (Discover ending

\$425.60

\$84.00

Total paid

\$509.60

Bag information

Checked bags

Online*

1 st bag	2 nd bag
\$30.00	\$40.00

Airport

1 st bag	2 nd bag
\$30.00	\$40.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)
Maximum weight: 60 pounds or 23 kilograms

----- Forwarded message -----

From: **United Airlines** <Receipts@united.com>

Date: Monday, August 15, 2022

Subject: eTicket Itinerary and Receipt for Confirmation HK6JBF

To:

Confirmation Number:

HK6JBF

Flight 1 of 2 UA2415

Class: United Economy (H)

Mon, Aug 22, 2022

05:30 AM

Reno, NV, US (RNO)

Mon, Aug 22, 2022

08:44 AM

Denver, CO, US (DEN)

Flight 2 of 2 UA1766

Class: United Economy (H)

Mon, Aug 22, 2022

09:58 AM

Denver, CO, US (DEN)

Mon, Aug 22, 2022

02:39 PM

Traverse City, MI, US (TVC)

Traveler Details

GALLA/TRUDYJ

eTicket number: **0162416804400**

Seats: **RNO-DEN 29D**
DEN-TVC 24B

Purchase Summary

Method of payment:

Date of purchase:

Discover ending in

Wed, Jun 08, 2022

Airfare:

386.05 USD

U.S. Transportation Tax:

28.95 USD

U.S. Flight Segment Tax:

9.00 USD

September 11th Security Fee:

5.60 USD

U.S. Passenger Facility Charge:

9.00 USD

Total Per Passenger:

438.60 USD

Total:

438.60 USD

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
EXPENSE VOUCHER

VOUCHER NUMBER: LCBRA - 2022-04

TO: Leelanau County

DATE: 20-Sep-22

ADDRESS:

[illegible]

TOTAL	\$235.00
-------	----------

PREPARED &
PROOFED BY

VERIFIED BY

Trudy Galla

From: brownfields@prereg.net
Sent: Thursday, April 21, 2022 11:24 AM
To: Trudy Galla
Subject: 2022 National Brownfields Training Conference Confirmation/Receipt



Thank you for registering for the **2022 National Brownfields Training Conference** being held on August 16-19, 2022 in Oklahoma City, OK.

Your registration information has been received and will be processed. Please do not block or spam brownfields@prereg.net.

Important: Once a registration transaction is complete, the charge will appear as "ICMA Brownfields Conf" on your credit card statement. Please share this information with your account manager to alleviate any questions about the charge.

TRUDY GALLA Account/Badge Number: 5423-1

LG	Local Government	\$200.00
003	Mobile Workshop: First National Building and Skirvin Hotel 8/17/22 01:00 PM-04:00 PM	\$10.00
009	Mobile Workshop: New Urban(ism) and The Wheeler District 8/19/22 08:00 AM-11:00 AM	\$25.00

Subtotal - \$235.00

Account Payment Activity:

Pay Type	Charged On	Fees
MC - 5016	2022-04-21 11:23 AM	\$235.00

Grand Total: \$235.00

Total Paid: \$235.00

Total Owed: \$0.00

For any changes, additions or deletions to your registration, please call Eleventh & Gather at 1-888-373-9617 or login to your account.

Cancellation Policy:

Conference registration and all paid events including the Community Reception and Mobile Workshops registration may be cancelled without penalty until 5:00 PM ET June 10, 2022 via e-mail (brownfields@prereg.net), fax (678-341-3099) or in writing (Eleventh & Gather, Inc., Attn: 2022 National Brownfields Training Conference, 6840 Meadowridge Court, Alpharetta, GA 30005). Cancellation requests received after June 10, 2022 will incur a \$25 processing fee. No refunds will be issued after July 15, 2022.

LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
EXPENSE VOUCHER

VOUCHER NUMBER: LCBRA - 2022-03

TO: Elmwood Township
10090 E. Lincoln Rd.
ADDRESS: Traverse City MI 49684

DATE: 20-Sep-22

[illegible]

TOTAL	\$70.99
-------	---------

PREPARED &
PROOFED BY
JJ
VERIFIED BY

MEMORANDUM

TO: Leelanau County Brownfield Redevelopment Authority

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

DATE: September 14, 2022

RE: Reimbursement Consideration – Elmwood Township (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 revenues have been collected by Elmwood Township and submitted to the Leelanau County Brownfield Redevelopment Authority (LCBRA) for distribution and reimbursement of eligible costs. It has been determined that a portion of tax increment revenues received by the LCBRA from Elmwood Township were ineligible for capture and should be returned. Check #3135, attributable to the GTRAC project and dated July 16, 2021, included \$70.99 from a school debt millage. Debt millages are not eligible for capture under the brownfield program.

Envirologic recommends that the LCBRA take action at the regular BRA meeting in September of 2022 to approve reimbursement of \$70.99 in ineligible capture to Elmwood Township.