

# Leelanau County Brownfield Redevelopment Authority (LCBRA)

County website: [www.leelanau.cc/brownfieldmtg.asp](http://www.leelanau.cc/brownfieldmtg.asp)

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## **DRAFT AGENDA**

The LCBRA will meet **Tuesday, March 20, 2018 at 9:30** am at the Government Center

### **PLEASE TURN OFF & PUT AWAY ALL CELL PHONES**

- CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- CONSIDERATION OF AGENDA**
- CONFLICT OF INTEREST**
- CONSIDERATION OF FEBRUARY 20, 2018 Minutes *pgs 2-8***
- PUBLIC COMMENT**
- DIRECTOR COMMENTS**
- 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.

1. AKT Peerless – Monthly update *pgs 9-10*
2. Envirologic-Assessment - Monthly Update *pgs 11-13*
3. Envirologic-General Consulting Update *pgs 14-15*

- REPORTS**
- UNFINISHED BUSINESS**
- 1. Update on West Shore: Act 381 Work Plan, and Reimbursement Agreement
- 2. Policies & Procedures – Envirologic Technologies

### **NEW BUSINESS**

- 1. Work Order – Former School Property, Empire Village (AKT Peerless) *pgs 16-17*
- 2. Work Order – Madison Ave Property, Suttons Bay Village (Envirologic Technologies) *pgs 18-19*
- 3. Work Order – Community Outreach (Envirologic Technologies) *pgs 20-22*
- 3. Request for Waiver on Fees – Omena Project *pg 23*

### **FINANCIALS**

- 1. Claims & Accounts – LCBRA General Svcs *pgs 24-25*
- 2. Claims & Accounts - EPA Assessment Grant *pgs 26-35*
- 3. Request to EPA for Grant Reimbursements (to be handed out at meeting)
- 4. Acceptance of TIF payment – West Shores, Elmwood Township (\$650.90)
- 4. Post Audit, Budget Amendments, Transfers

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

### **Members**

Kathy Egan-Chair  
Carolyn (Peachy) Rentenbach, Vice-Chair  
Kate Sterken, Sect/Treasurer  
Richard (Rick) Foster  
Randy Harmson  
Chet Janik  
Patricia Soutas-Little

### **Director**

Trudy Galla

**REMINDER: Brownfield Lunch & Learn March 20, 11:30-1 pm (lower level of the Government Center)**

**A regular meeting of the Leelanau County Brownfield Redevelopment Authority was held on Tuesday, February 20, 2018 at the Government center.**

**CALL TO ORDER** – Meeting called to order by Chair Kathy Egan at 11:09 am.

**Roll Call**

Members Present: K. Egan, P. Soutas-Little, C. Rentenbach, K. Sterken, R. Harmson, R. Foster

Members Absent

Prior Notice: C. Janik

Staff: T. Galla, Director

Public Present: J. Hawkins, D. Wells, M. Witkowski, J. Gallagher, C. Frey

**Consideration of Agenda**

Galla asked that an invoice sent to her by Ross Satterwhite from Pure Water Works be added to the agenda for discussion. It has to do with the Leland property and we are being asked to pay part of this bill. Item was added as 1<sup>st</sup> item under Financials.

***Motion by Rentenbach, seconded by Foster to approve the agenda as amended. Carried 6-0.***

**Conflict of Interest - none**

**Consideration of 1-26-18 minutes**

***Motion by Rentenbach, seconded by Harmson to approve the minutes as presented. Carried 6-0.***

**Public Comment - none**

**Director Comments**

Galla reported her Senior Planner had resigned and that position is being advertised. Last week her Secretary resigned as she was offered a nice position in Traverse City. Her Housing Manager is leaving for vacation. It will take some time but things will work out.

**Consent Agenda**

***Motion by Rentenbach, seconded by Soutas-Little to approve the Consent Agenda as presented. Carried 6-0.***

**Reports – None**

**Unfinished Business**

**1. Update on West Shore – Act 381 Work Plan, and Reimbursement Agreement**

Hawkins commented on the Reimbursement Agreement, stating they did receive comments back from the attorney and Galla submitted those back to the Developer for their review.

Hawkins noted he submitted comments on the Act 381 Work Plan and received some comments back from the developer. Hawkins needs to get it all assembled for DEQ submittal by Galla. The document is just about ready to submit.

Egan said Ron Walters was here but had to leave, so he gave her a copy of an email. She read from the email which is from Mac MacLelland of Otwell Mawby, a consultant for Ron Walters. It states that he read the Reimbursement Agreement and had concerns that the indemnification includes any damages and expenses in excess of any insurance provided by the Developer. They are worried about the word 'excess,' as there is no limit. MacLelland stated 'we always like to specifically limit our liability to the insurance limit, not in excess of'. Egan stated that was their response and concern after the attorney's review of the Agreement.

Galla said she could send that to our attorney and see what they say about it. If they agree to it, the final Reimbursement Agreement needs to come to this board to see if you are ready to accept it.

Hawkins stated Envirologic Technologies brought back about \$600,000 to the Reimbursement Agreement to include for reimbursement, which was not previously included from the Developer or his consultant.

## **New Business**

### **1. Request for use of Assessment Funds – Land Bank Authority**

John Gallagher, Chairman of the Land Bank Authority, reviewed the application he completed. He stated he filled it out to the best of his ability for use of brownfield dollars on the Madison Street property in Suttons Bay Village to determine if there is any contamination on the site, prior to LBA moving to rehab or demolition.

Galla noted this was the document she emailed out separately to everyone, and in that email she also asked two questions: were you going to waive the application fee if approved (it was waived last time); and will you waive the 10% cost share. This is a non-profit organization.

Soutas-Little asked if we have waived fees before. Galla replied only the Land Bank fees have been waived in the past. Gallagher said it has only been the Land Bank because it is inter-governmental work. He didn't know if there was a statute that allowed it, or mandated it. Galla replied that it is the Authority's policy on funds, and you have the right to waive any of the terms.

Egan felt it made sense from one government entity to another.

Egan stated if we want to move forward, a consultant is selected, and they come back with a work order for next month. Egan asked Galla about the rotation of consultants. Galla replied that Envirologic Technologies got the Omena project. She pointed out that the Empire school project is next on the agenda and it was approved several years ago from AKT Peerless. They did not start working on anything and had not incurred any costs, but they may still have interest in this project. Both consultants have dollars left in their contracts and we do have some other requests that may be coming in for a future meeting. From outreach, Hawkins said with the weather breaking, we may get more requests.

Rentenbach thought it made sense to go with AKT Peerless for the school project, and go with Envirologic Technologies for this project.

Egan requested action to approve the application and use of assessment funds, waive fees, and select a consultant.

***Motion by Rentenbach, seconded by Harmson, to waive the application fee, accept the application and approve the use of EPA assessment funds on the Madison Ave project, and assign this project to Enviologic Technologies.***

***Motion carried 6-0.***

## **2. Request for use of Assessment Funds – Joe VanEsley, Empire Village**

Galla gave a quick review of the past history for use of these funds. This project was approved back in 2010 but that owner decided to pull back on it because of the economy. He wasn't sure if he wanted to go through with the development with the way he had originally proposed. This proposal is pretty similar to the past application. She does not have the application fee, but will provide that before moving forward.

Soutas-Little asked, and Galla affirmed, it was the same application.

Galla stated they sent her the former Baseline Environmental Assessment which was done several years ago and can be shared with the selected consultant. She also received some historical data like photos. She had gone through the building years ago and it is very interesting. The Village had been supportive of the development years ago, so hopefully it can move forward this time.

Foster asked if this was a multi-room school and Galla replied, yes. It is like the gateway to the Village as it sits on M-22 and M-72. It is the largest commercial spot they have in the Village and the developer's plan was to do commercial on first level and residential on the second floor. Residential may be just for the family.

Foster asked if they have identified potential leases for the commercial areas. Galla said yes, back in 2010, but she does not know now. Soutas-Little noted the use of the gym for events. Egan noted that may be a method to recover funds, by public or private use of the gym.

Egan noted the Authority would have to accept the application, approve use of assessment funds, and then identify a consultant.

Soutas-Little asked if there had been any positive or negative input from the Village. Chris Frey, audience member, is on the Village Council.

Frey commented that he had met Joe VanEsley last summer and took a tour of the building. This is the first he had heard that he was reapplying for brownfield funds. It has been a truthful/semi-truthful legend in the area for some time that there is contamination from past school use in a chemistry lab and there is stuff in the drain field/septic tank. In his opinion, it is a functionally obsolete piece of property, and it has been empty since 1986.

Soutas-Little thought it was safe to say the community would like something done with this property.

Foster asked Frey if he is suggesting this property should be condemned. Frey said that is between Mr. VanEsley and probably the post Brownfield assessment. There has been no discussion to that affect. It is a very iconic, historic structure.

Galla stated that years ago they worked with a historical preservation contractor that was going to work on the Leland Government property. He was taken through this building and he felt it was structurally sound, even though it needed work.

Hawkins added this site is on your prioritization list of inventoried sites for the county.

Frey asked if “functionally obsolete” means it has to be condemned. Members replied, no.

***Motion by Soutas-Little, seconded by Sterken, that we accept the application, approve the use of assessment funds for the Schoolhouse project in Empire, and proceed with AKT Peerless as the consultant. Carried 6-0.***

Egan stated next month they can expect a couple work orders for these projects that were just approved.

### **3. Work Order – Omena Property**

Hawkins stated this project was approved at the December meeting. Galla was not present and there was no discussion about fees at that time or the 10% cost share. The Work Order is in your packet for consideration. No-one had a discussion of whether or not the Omena Society should participate in the 10% fee. He thought Galla was looking for formal confirmation of the Work Order, and whether or not the 10% fee applies. It has started, and Phase II is underway.

Rentenbach said she was not at the December meeting. Are they considering waiving the fee because they are a non-profit? Galla said she went back through the December minutes and none of this was discussed. Nothing was discussed about waiving the fee, and they have not collected the 10% - they were not notified of that. Hawkins has already started because the Omena Society is under a timeline with a purchase agreement. Galla wanted to bring this to the Authority’s attention as they have not collected it. Are fees waived because they are a non-profit? Galla talked with Mary Tonneberger about this and got the impression they were pretty tight on the budget to get this all done. She is not saying that is a justification to waive it, but that is her understanding of the situation. She requested Hawkins do a Work Order, come back here and have BRA consider it, as well as the fees.

Egan asked if they had formally requested a waiver and Galla said no. They have until September to spend the assessment funds, unless they get an extension. They still have quite a bit left.

Egan felt they could notify them of the Work Order and let them know of the 10% cost share. They could let them know that they would have to request a waiver. Perhaps they do have the funds to pay. A precedent should be set.

Soutas-Little stated the only complicating factor is that they approved this without telling them about it.

Egan stated they need to have a discussion on who is eligible to have fees waived, and why.

Galla was directed to notify the Omena Society regarding the 10% of the Work Order amount, and let them know there are times when waiver of fees are requested.

***Motion by Rentenbach, seconded by Soutas-Little to accept the Work Order #7P-14 with a not to exceed amount of \$23,750 for assessment work on the property in Omena. Carried 6-0.***

#### **4. Work Order – Policies & Procedures**

Egan reviewed the Work Order request for \$4,000 to update the Policies, Procedures, and Fees. Hawkins would recommend changes and they have to approve the final document.

***Motion by Rentenbach, seconded by Foster to approve Work Order 10H/8P-14 from Envirollogic Technologies with a not to exceed amount of \$4,000 for work on Policies & Procedures.***

Hawkins said when this was last discussed; it would come out of General Funds. But they looked at it and thought they could justify it under the Assessment Grant.

Egan asked for a timeline. Hawkins said they would do it as quickly as possible. They will do the Land Bank portion and the LCBRA portion.

***Motion Carried 6-0.***

Egan set a sub-committee of Egan and Harmson to help review this document and proposed changes. Galla will provide staff assistance. Hawkins said he hopes to bring back some suggestions during the next meeting.

#### **Financials**

Invoice for Pure Water Works – Leland property:

Galla said a couple weeks ago, an invoice was sent to her from Ross Satterwhite. It is a Pure Water Works invoice and Satterwhite said in an email sent to her on February 1, 2018, that the Courthouse Redevelopment Group would pay the salt and extension cord (plus tax) and the fuel charge (\$102.06); and the county was responsible for the technician costs to reconnect the system (\$275). He asked if we could get a check out to them. Galla replied to him that the invoice was dated July 21, 2017 and the property was sold on May 2, 2017. She didn't approve invoices and if he was requesting it in writing she would take it to the LCBRA. Satterwhite responded in writing that it was the county's responsibility, and the arrangement was CRG would pay for the testing of the water, but the county would pay to put the valves back on and reconnect the softener since it had been disconnected. The invoice came in for 40 lbs of salt, extension cord, technical time to reconnect and start up, reset clocks, fill brine tanks, etc. He sent a check for \$102.06 and says we owe \$275. Pure Water Works would like it paid, it is past the due date of when they wanted it paid or they would take action. It is billed to us, and says ship to: Leland Residential Development in Leland.

Galla said she looked back in minutes and could not find us agreeing to this. She asked Hawkins if he recalled anything. If we refuse this, will they send it to collection or something? It is \$275. Hawkins commented does this set a precedence. What else is there?

Egan said this was billed in July and we closed in May. That indicates this was under his watch. Galla did tell him that they closed on it in May (2017) and her opinion was it is not the Authority's responsibility.

However she did not approve invoices, and if he wanted it considered by LCBRA, to submit in writing. He responded in writing.

Rentenbach asked when the work was done. Galla said it dated July 21, 2017 and the due date is July 21, 2017.

Hawkins asked if it was hooked up to the building. Galla assumed it was hooked up because the north unit is for sale and they need it hooked up to get an occupancy permit. Hawkins thought they would have had to take them off in the winter and drain the system again. Galla noted again the invoice was from July 21, 2017.

Egan said if they did the work before May they should have billed us. Galla said it is billed to use with Ship to address in Leland. Hawkins said part of the sale was to hook the system back up and make it all work. He thought it was going to be done by Pure Water Works, not sure of the timing. He thought it was all done prior to the closing.

Egan said maybe it was done prior to the closing and maybe billing was lax. Hawkins suggested reaching back and asking when this service was done. If it was prior to closing, they would have been satisfied the system was operational.

Rentenbach asked if they could just go back to Pure Water Works and get an answer. Galla sent an email during the meeting to see if a response could be received during the meeting.

Egan thought if work was done prior to closing date, then we can pay. Even if it was done in July, why are they just sending invoices now?

Galla said she would let Pure Water Works know when this was sold and that no other invoices should be coming to us.

*Motion by Foster to table. There was no second. Foster withdrew the motion.*

Rentenbach said we can substantiate that if work was done before closing, we can pay it. That would be courtesy to both Pure Water Works and Satterwhite. If it was on our watch, we are happy to take care of it. If it was not, it's not our problem.

Galla noted if this does need to be paid, a check can be drawn and she can have it signed and sent before next meeting.

***Motion by Rentenbach, seconded by Soutas-Little, to pay \$275 to Pure Water Works for the invoice, if activity cost was incurred prior to the property closing date in May. Carried 6-0.***

#### **Claims & Accounts – EPA Assessment Grant**

***Motion by Sterken, seconded by Rentenbach, to approve Claims & Accounts for the EPA Assessment grant in the amount of \$2,425.17. Carried 6-0.***

#### **Claims & Accounts – General Services**

***Motion by Sterken, seconded by Rentenbach, to approve Claims & Accounts for General Services in the amount of \$455. Carried 6-0.***

**Request to EPA for reimbursement**

***Motion by Sterken, seconded by Rentenbach, to request reimbursement from EPA, Request #30, in the amount of \$2,425.17. Carried 6-0.***

**Copy of 2017 Revenue & Expense Report**

Egan had a question on page 22 of the packet. On the revenue section we have a miscellaneous item of \$5,280. What is miscellaneous income? Line item 669-000. Galla said she would have to go back into that line item and print that out. Egan requested it be spelled out.

Egan asked members to send questions to Galla regarding the budget. Right now, this is for informational purposes, pre-audit reporting.

**Public Comment** – none

**Director Comments** – none

**Member/Chair Comments**

Rentenbach welcomed Rick Foster to his first meeting.

Soutas-Little thanked Dan Wells and Jeff Hawkins for the training.

Hawkins noted the next event on March 20, 2018. They sent out emails to all local units of government, chambers, lake associations, school superintendents, lenders, etc. A lot of information went out for the program on March 20, 2018.

Egan welcomed Rick Foster to the Authority.

**Adjourn**

Meeting adjourned at 11:57 am.

## MEMORANDUM

To: Trudy Galla, AICP, Director  
Leelanau County Brownfield Redevelopment Authority

From: Dan Wells

Subject: EPA Brownfield Assessment Grant Status Report

Date: March 20, 2018

This memorandum serves to provide an update as to the current status and activities under consideration for the Leelanau County Brownfield Redevelopment Authority (LCBRA) under its EPA Brownfield Assessment Grant, EPA Cooperative Agreement Number BF-00E01409.

No activities are currently being undertaken.

Attachment



**LCBRA EPA BROWNFIELD ASSESSMENT GRANT**  
**Monthly Project Update**  
**Budget and Cost Summary**  
*As of March 20, 2018*

**COMBINED GRANT BUDGET SUMMARY**  
 FY2014 EPA Cooperative Agreement No. BF-00E01409  
 LCBRA/AKT Professional Services Agreement, December 15, 2014

								Budget	Project Invoices for Consideration	Project Budget Expended <sup>1</sup>	Project Budget Remaining	Project Notes
Reference Numbers				AKT Peerless								
Leelanau County				AKT Peerless								
File Number	Work Order	Work Plan Task	Work Plan Status	Proposal	Project	Project/Site Name	Scope of Work					
							AKT Peerless Contract Amount	\$ 127,400.00				
<b>HAZARDOUS SUBSTANCES ASSESSMENT GRANT</b>												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	\$ 1,000.00		\$ 1,000.00	\$ -	Complete and Approved by EPA
	2014-18	Task #2	Approved	PB-19797	12014B	Myles Kimmerly Park Barn	Pre Demo Lead & Asbestos Assessment	\$ 2,140.00	\$ 2,140.00	\$ 2,140.00		Complete
	2014-19	Task #2	Approved	PB-19815	12014B	Old Settlers Park Grub Shack	Pre Demo Lead & Asbestos Assessment	\$ 957.00	\$ 957.00	\$ 957.00		Complete
	2014-20	Task #2	Approved	PF-20343	12335F	71 East Mill Street, Maple City	Pre Demo Lead & Asbestos Assessment	\$ 3,800.00	\$ 3,354.90	\$ 3,354.90	\$ 445.10	Complete
							Hazardous Substances Assessment Grant Totals	\$ 6,451.90	\$ 7,451.90	\$ -		
<b>PETROLEUM ASSESSMENT GRANT</b>												
NA	2014-17	Task #2	Executed	PB-16709	6159L	EPA Quality Assurance Project Plan (QAPP)	EPA Quality Assurance Project Plan (QAPP)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	Complete and Approved by EPA
TBD	2015-03	Task #1	Executed	PB-17389	10253B	1408 S West Bay Shore Dr., Suttons Bay	Phase I ESA	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	Complete
TBD	2015-04	Task #2	Executed	PB-17513	10253B	1408 S West Bay Shore Dr., Suttons Bay	Phase II ESA	\$ 16,265.00	\$ 13,310.12	\$ 16,233.87	\$ 31.13	Complete
	2015-21	Task #1	Approved	PF-20344	12335F	71 East Mill Street, Maple City	Phase I ESA	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	Complete
	2015-22	Task #1	Approved	PF-20873	12335F	71 East Mill Street, Maple City	Phase II ESA	\$ 6,885.00	\$ 6,885.00	\$ 6,885.00	\$ -	Complete
	2015-23											
							Petroleum Assessment Grant Totals	\$ 26,095.12	\$ 29,018.87	\$ 31.13		
							Project Budget Funds Expended		\$ 36,470.77			
							AKT/LCBRA Contract Budget Remaining - Committed		\$ 31.13			
							AKT/LCBRA Contract Budget Remaining - Uncommitted		\$ 90,898.10			
									\$ 127,400.00			

**Notes:**

1. Budget Expended includes "Invoices for Consideration" amount.

MEMORANDUM

TO: **TRUDY J. GALLA, AICP, DIRECTOR, LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

FROM: **JEFF HAWKINS**

SUBJECT: **2014 EPA BROWNFIELD ASSESSMENT GRANT MONTHLY UPDATES AND INVOICES**

DATE: **MARCH 20, 2018**

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 the 2014 EPA Brownfield Assessment Grants.

Please find attached several items for your consideration:

**1. Community Outreach (W.O. #2H/P-14)**

**Update:**

Envirologic is in the process of planning for the upcoming outreach session scheduled for March 20<sup>th</sup>. Additionally, numerous outreach letters were drafted and have been distributed to several different stakeholder groups including Local Units of Government, MDEQ Facility list property owners, grant partners, Chambers of Commerce, Lake Associations, Realtors, School Superintendents, etc. Additionally, a press release was released on February 20<sup>th</sup>.

Envirologic met with Elizabeth Douglas with the Nature Conservatory regarding possibly using grant funds to conduct assessment activities at the DeYoung Farm House project. Envirologic also visited the Madison Street property and met with John Gallagher re: same.

**Project Invoices for Consideration:**

***Invoice #4364 (\$982.50) Hazardous Substances Grant***  
***Invoice #4365 (\$982.50) Petroleum Grant***

**2. Jack Daniels Estate (W.O. #9H/6P-14)**  
**515 W. Harbor Hwy, Maple City, MI**

**Update:**

The LCBRA approved an application to conduct a Phase I and Phase II ESA on the above noted property to support eventual sale of the property. The site is known as the former Cleveland Township Dump. There are concerns as to what is buried at this location. The LCBRA has received the required 10% match on the costs to conduct the studies. Envirologic finally received eligibility approval from EPA on January 29<sup>th</sup>, 2018. The Phase I ESA has been completed and the Phase II ESA field work was completed on February 28<sup>th</sup> and March 1<sup>st</sup>. Lab results indicate that there are no Volatile Organic Compounds and no Polynuclear Aromatic Hydrocarbons detected. 19 test pits were completed. The base of the fill was variable but generally about 5-6' below ground level.

However, metals were detected:

- **arsenic** was above the Statewide Default Background Level (5,800 ppb) and the Lobe-specific level (5,700 ppb) for **GSIP** and **Direct Contact** (2 samples)
- **lead** was above **Direct Contact** in 1 sample
- **zinc** was above the calculated **GSIP** in 3 samples (GSI not really a relevant path on the property, two geoprobe attempts on site did not find water in borings to 25' bgl)
- **mercury** and **silver** were above the GSIP in the same sample but not above the respective Statewide Default Background Levels

Based on this information the site is a "facility". Further evaluation of the data is ongoing to complete the Phase II ESA. Discussions with the property owners have continued to determine next steps.

**Project Invoices for Consideration:**  
***Invoice #04362 (\$6,470.17)***

**3. Omena Village Preservation Association (W.O. #7P-14)**  
**3015 N. Omena Point, Omena, MI**

**Update:**

The LCBRA approved an application to conduct a Phase I and Phase II ESA, BEA and DDCC on the above noted property to support acquisition of the property. Anecdotaly, the property was known to have been a former gas station in the 1930s. Envirologic was authorized to move forward and has completed and received eligibility approval. The Phase I ESA has been completed and confirmed Recognized Environmental Conditions on the site associated with potential gasoline underground storage tanks. Envirologic is commencing a Phase II ESA to determine if there was any impact to the site. Envirologic completed, submitted and received approval of a Sampling and Analysis Plan and Health and Safety Plan from EPA. The LCBRA at the February 20<sup>th</sup> meeting formally approved a work order to complete the Phase II activities.

Field work was completed on February 28<sup>th</sup>. No evidence of underground storage tanks or contamination was observed at the site. Analytical results are anticipated during the week of March 12<sup>th</sup>.

**Project Invoices for Consideration:**  
***Invoice #04363 (\$6,443.76)***



**MEMORANDUM**

**TO: TRUDY J. GALLA, AICP, DIRECTOR, LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

**FROM: JEFF HAWKINS**

**SUBJECT: GENERAL CONSULTING MONTHLY UPDATES AND INVOICES**

**DATE: MARCH 20, 2018**

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

Please find attached several items for your consideration:

**1. General Services (W.O. #22)**

**Update:**

Envirologic reviewed revisions by the developer on the development and reimbursement agreement. Envirologic communicated with the developer's consultant re: same. Envirologic also finalized revisions on the Act 381 Work Plan for the West Shore project and submitted to Trudy Galla for submittal to MDEQ.

**Project Invoices for Consideration:**

***Invoice #04361 (\$665.00)***

**Leelanau County Brownfield Redevelopment Authority  
General Environmental Consulting Services  
Monthly Project Update**

FY 2017 Budget and Cost Summary

LCBRA File #	Enviologic W/O	Project	Site/Phase	Budget Estimate	Invoice #	Invoice Date	Invoices for Consideration	Budget <sup>1</sup> Expended	Budget Remaining	Task Completed
22	160397		<b>General Services</b>	2,000.00	02908	11/15/2016	\$ 70.00	\$ 70.00		
					02938	12/6/2016	\$ 140.00	\$ 140.00		
			<b>Amendment #1</b>	2,500.00	03057	1/6/2017	\$ 70.00	\$ 70.00		
			<b>Amendment #2</b>	1,000.00	03253	3/14/2017	\$ 210.00	\$ 210.00		
			<b>Amendment #3</b>	4,500.00	03308	4/3/2017	\$ 560.00	\$ 560.00		
					03414	5/3/2017	\$ 105.00	\$ 105.00		
					03573	6/13/2017	\$ 1,390.00	\$ 1,390.00		
					03656	7/12/2017	\$ 553.75	\$ 553.75		
					03726	8/10/2017	\$ 385.00	\$ 385.00		
					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		
					<b>04361*</b>	<b>3/12/2018</b>	<b>\$ 665.00</b>	<b>\$ 665.00</b>		
					<b>Project Subtotal</b>		<b>\$ 6,870.00</b>	<b>\$ 6,870.00</b>	<b>3,130.00</b>	
23	160347		<b>Former Leelanau City, Govt. Complex -Leland Remnant Subsurface Features - Excavation</b>	10,000.00	03001	12/9/2016	5,179.94	\$ 5,179.94		
			<b>*note: not funded under RLF</b>		03099	1/11/2017	575.00	\$ 575.00		
			<b>This Project is complete. Budget zeroed out.</b>		<b>Project Subtotal</b>		<b>\$ 5,754.94</b>	<b>\$ 5,754.94</b>	<b>-</b>	
<b>Totals</b>				<b>\$ 20,000.00</b>			<b>\$ 12,624.94</b>	<b>\$ 12,624.94</b>	<b>3,130.00</b>	
<b>General Updates:</b>										
1. Budget Expended includes "Invoices for Consideration" amount.										



### Scope of Services

- ❑ Inventory and quantify suspect asbestos materials.
- ❑ Collect up to 60 bulk samples of suspect asbestos materials. Samples will be collected by a Michigan licensed asbestos inspector and submitted to a NVLAP Accredited Laboratory for analysis. Laboratory analysis will be performed on a standard turnaround schedule.
- ❑ Inventory paint coatings on interior and exterior surfaces.
- ❑ Collect up to 12 paint chip samples for laboratory analysis, standard turnaround.
- ❑ Prepare an electronic summary report of findings upon receipt of analytical results.

### Schedule

Conduct field inspection and sampling within 10 business days of receiving the signed authorization.

### Compensation

Professional services rendered and project costs incurred under this Work Order will be based on the rates provided in the Agreement for Services between the LCBRA and AKT PEERLESS. AKT PEERLESS proposes to complete this proposed scope of work on a time and materials, not-to-exceed basis.

Activity	Not to Exceed Cost
Field Labor, Supplies and Equipment, Travel Expenses, Report Preparation and Project Management	\$3,048.00
Laboratory Analysis:  60 asbestos analyses by polarized light microscopy X \$11 each. \$2.30 for each additional layer (est. 12) of multi-layer samples. \$11.50 for each point count (est. 4).	\$936.00
12 lead paint chip analyses by AA or GC X \$16 each.  Standard turnaround for all sample analyses.	\$296.00
<b>Total Time and Materials, Not to Exceed</b>	<b>\$4,280.00</b>

# Scope of Services

**Agreement for Services (2014 EPA Assessment Grants)  
Leelanau County and Its Brownfield Redevelopment Authority  
Applicable to Agreement Dated December 12, 2014  
Work Order No. 11H-14 Dated February 23, 2018**

**Between**

**LEELANAU COUNTY AND ITS  
BROWNFIELD REDEVELOPMENT AUTHORITY (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:** Madison Street Property, Suttons Bay, MI

**Funding Source:** 2014 Hazardous Substances EPA Brownfield Assessment Grant, Task 1: Phase I Environmental Site Assessments, and Task 2 Phase II Environmental Site Assessments

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 BROWNFIELD  
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla  
Title Director Planning and Community Development

By Jeffrey C. Hawkins  
Title President

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature Jeffrey C. Hawkins  
Date \_\_\_\_\_

**1. Scope of Services**

The project site is a vacated residential structure that is being placed under the control of the Leelanau County Land Bank Authority. To assist the Land Bank Authority in its acquisition and rehabilitation of the structure, Envirologic is proposing to conduct a Phase I Environmental Site Assessment and a Hazardous Building Materials Survey of the property. Work will include eligibility determination, ACRES updates, Sampling and Analysis Plan, AAI checklist, in addition to the work product.

**1.1 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 this work on a time and materials basis, however, Envirologic will not incur additional costs beyond this Work Order without LCBRA approval. Envirologic proposes to complete project activities on a time and materials basis.

Envirologic Staff Time		
Phase I ESA (Assessment Grant Task 1)	\$	3,000
Hazardous Building Materials Survey (Assessment Grant Task 2)	\$	<u>3,000</u>
<b>Total</b>	<b>\$</b>	<b>6,000</b>

**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\2014 EPA Assessment Grants\Work Order 11H-14 madison st property.docx

# Scope of Services

Agreement for Services  
Leelanau County and Its Brownfield Redevelopment Authority  
Applicable to Agreement Dated December 12, 2014  
Work Order No. 2HP-14, Amendment #2 Dated March 20, 2018

Between

LEELANAU COUNTY AND  
LEELANAU COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (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:** Community Outreach Activities  
**Funding Source:** 2014 Hazardous and Petroleum EPA Brownfield Assessment Grants  
**Grant Work Plan Reference:** Task 4: Community Outreach

CLIENT requests that ENVIROLOGIC perform the work described below in accordance with the terms of the above-referenced Agreement 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:"

<u>Jeffrey C. Hawkins</u>	<u>(269) 342-1100</u>
Name (ENVIROLOGIC)	Phone

<u>Trudy J. Galla, AICP, Director</u>	<u>(231) 256-9812</u>
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 BROWNFIELD  
REDEVELOPMENT AUTHORITY (CLIENT)

ENVIROLOGIC TECHNOLOGIES, INC.

By Trudy J. Galla  
Title Director Planning and Community Development

By Jeffrey C. Hawkins  
Title President

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## 1. Scope of Services

Envirologic understands the importance of involving the community in the LCBRA's brownfield program. Potential activities that may be conducted community-wide include:

- Preparing for, attending, and participating in public hearings, municipal meetings at townships and villages within the County, LCBRA and Commission meetings.
- Planning and preparing materials for meetings.
- Creating and disseminating brochures about the Brownfield Grant.
- Preparing presentation materials for educational events that will inform community groups, realtors, developers and interested parties about the Grants and the benefits of Brownfield Redevelopment.
- Conducting community Brownfield Open Houses.

Envirologic thoroughly enjoys the interaction with the public, and has already assisted the LCBRA and other communities with the development of tools, programs and events to educate, inform, and celebrate the success of projects. Some of the following efforts have included and may be utilized:

- Fact sheets (brochures) informing the public about the grants
- Project information sheets that outline the use of grant funds and the successful outcomes of the project
- Interactive web-based tools for identification of brownfield sites in community
- Press releases and Project Site Signage
- Education presentations to various committees, boards, and groups
- Public Hearing presentations
- Bus tours to showcase grant-funded sites, allowing the recipients to introduce their businesses. Print and local television media covered the events.
- PowerPoint presentations
- Display booth dedicated to the BRA program
- Utilization of TAB and ATSDR programs for visioning sessions
- Social Media

We take pride in our ability to immerse ourselves in the community, in order to understand its culture and desired outcomes for its brownfield programs. We do what it takes to create a sense of excitement, public awareness, and understanding of a program which can ultimately benefit communities with the redevelopment of brownfield sites.

Envirologic proposes to assist with this effort as needed and directed by the LCBRA. **However, since this is a three year grant, we would anticipate that during the first year, Envirologic, in conjunction with the LCBRA, will implement the following activities with the following outputs and outcomes:**

### **2015 Community Outreach Activities**

1. Develop Outreach Implementation Strategy (OIS) (Complete by February 2015):
  - a. The OIS will essentially be a marketing communications plan for the grants:
    - i. Identify target audiences, i.e. community based orgs, lenders, realtors, LUGs, etc.
    - ii. Identify communication methods, i.e. print, brochures, web, social media, signs, etc.
    - iii. Identify opportunities for education, i.e. workshops, seminars, etc.
    - iv. Evaluate, update and incorporate previously developed materials from RLF, etc.
    - v. Develop desired results from effort, i.e. number of meetings, attendees, "touches" (outputs and outcomes)
    - vi. Develop timeline for OIS, year 1, year 2, year 3.
2. Revisit and Update Brochure (s) – First Quarter 2015.
3. Meet with each Community Based Organization that supported grant application within first quarter of 2015.
4. Develop "Dashboard" to begin tracking successes from program – First Quarter 2015.
5. Plan and hold a "kick-off" meeting within the first quarter of 2015.

6. Plan and hold a minimum of 4 outreach programs/sessions in Year 1 (2015).
7. Meetings with LCBRA Director and others as needed regarding Outreach Program.

## **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.

The overall Grant Work Plan Budget for Community Outreach is \$7,500 as funded by each the Hazardous Substances Assessment Grant and the Petroleum Assessment Grant for a total of \$15,000 over the life of the grants or 3 years. Envirologic is proposing to implement the above 2015 Community Outreach Activities utilizing a portion of the overall budget. It is anticipated that the use of the budget may be a bit higher at the beginning as a strategy is developed and outreach efforts are “ramped up”. Our proposed cost is an estimate based on anticipated time to conduct the above noted scope. We would not exceed the cost without an approved amended Work Order from the LCBRA. As the program is implemented, Envirologic will provide amended scopes of work and cost estimates as directed by the LCBRA.

### **First Budget Allocation:**

Envirologic proposes to implement the above noted 2015 Community Outreach Activities for \$3,000 from the Hazardous Substances Grant and \$3,000 for the Petroleum Grant for a total of \$6,000.

*Over the last two years the First Budget Allocation has been expended. This Amendment #1 to Work Order 2HP-14 requests additional budget within the overall Grant Work Plan Budget to continue completing outreach efforts under the EPA Brownfield Assessment Grants.*

### **Second Budget Allocation:**

*Envirologic proposes to implement the above noted Community Outreach Activities for \$3,000 from the Hazardous Substances Grant and \$3,000 for the Petroleum Grant for a total of \$6,000.*

### **Third and Final Budget Allocation:**

*Envirologic proposes to implement the above noted Community Outreach Activities for \$1,500 from the Hazardous Substances Grant and \$1,500 for the Petroleum Grant for a total of \$3,000. The grant term received one extension until September 31, 2018. This allocation will allow Envirologic to continue with the outreach efforts through this time.*

*The Total Budget Allocations to-date will be \$15,000 out of the total available budget of \$15,000.*

## **111. Schedule**

Work performed under this Work Order will be completed at the direction of the Director and the LCBRA.

February 26, 2018

Trudy Galla, Director

Leelanau County Brownfield Authority

8527 E. Government Ctr. Drive, Suite #108

Suttons Bay, MI 49682

Dear Trudy,

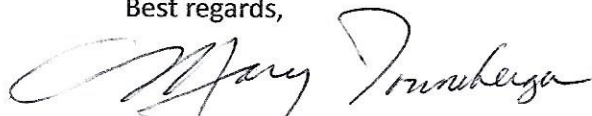
Relative to the Brownfield project for the Omena Village Preservation Associations (OVPA), we are aware of the completion of Phase I under the direction of Envirologic and Jeff Hawkins. We have been very impressed with the professionalism and communication from this firm. Now as we understand it, we are about to enter Phase II. The application approved in December indicated a projected cost of \$23,750, with ten percent or \$2375 the obligation of OVPA. However, we understand that the Authority can waive or reduce this estimated cost.

We are applying for this waiver (preferably) or a reduced cost for the following reasons:

- We are a Michigan Non-profit Corporation (501.c.3) and wholly dependent on member contributions with no paid staff.
- We are in the process of purchasing the property and will need upwards of \$240,000 to complete the transaction. The purchase price is \$340,000 and we will be putting \$100,000 down. The balance will be carried by the seller in a land contract. Payments towards the land contract will be from voluntary contributions.
- This is not a project for profit, rather OVPA hopes to restore the property for the benefit of Leelanau Township and for Omena's being a historic village.
- We have retained legal counsel and assumed the expenses related to such.
- Envirologic uncovered during Phase I significant abuse of the property by the current tenant for which the owner, a widow living on M-22 north of Leland, is responsible. We are collaborating with her since the challenges are major.
- The prosecutor and sheriff have been involved in getting an eviction of the tenant. He has been arrested several times and currently is in jail.
- Professionals are needed to do an internal house cleanup with unknow damage at this point. We do not want to lose this property, yet we expect there will be significant repairs.

Therefore, any reduction of our costs for Envirologic Services would be sincerely appreciated.

Best regards,



Mary Tonneberger

Board member and Liaison for OVPA

Leelanau County Brownfield Redevelopment Authority (LCBRA)

Claims & Accounts

Meeting Date March 20 2018



Date:	Description	TIF Eligible	Amount	Task # (1-6)	TOTAL
3/12/2018	Envirologic Technologies, Invoice 04361, General Env. Consulting Svs		\$665.00		\$665.00
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>					<b>\$665.00</b>

Completed by: T. Galla

Date Completed: 3/16/18

Amount Approved: \$

Date:

Amount Denied: \$

Initials: *JG*



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 04361  
Date 03/12/2018  
Project **160397 General Environmental Consulting FY2017 W.O. 22**

INVOICE: Through Feb 28, 2018

AMENDMENT #3  
Professional Fees

	Hours	Rate	Billed Amount
Principal Jeffrey C. Hawkins Professional Services	4.75	140.00	665.00
		Invoice total	<b>665.00</b>

We accept Check, ETF, Visa, MC Discover & Amex as payment options

PREPARED & PROOFED BY  
*[Signature]*  
VERIFIED BY

**Leelanau County Brownfield Redevelopment Authority (LCBRA)**

*Claims & Accounts - Assessment*  
**Meeting Date March 20 2018**



Date:	Description	EPA Assessment Grants		Amount	Task # (1-6)	TOTALS
		Pet.	HazMat			
1/30/2018	Michigan Assoc of Counties Invoice m435	X	X	\$337.50		<b>\$975.00</b>
11/20/2017	Michigan Assoc of Counties Invoice M434	X	X	\$150.00		
3/12/2018	Envirologic Technologies Invoice #04362 Daniels Property - Cleveland Twn	X	X	\$3,235.08		<b>\$14,878.93</b>
3/12/2018	Envirologic Technologies Invoice #04363 Omena Property	X		\$6,443.76		
3/12/2018	Envirologic Technologies Invoice #04364 - outreach		X	\$982.50		
3/12/2018	Envirologic Technologies Invoice #04365 - outreach	X		\$982.50		
<b>TOTAL CLAIMS &amp; ACCOUNTS:</b>				\$15,853.93		\$15,853.93
<b>Completed by:</b> T. Galla		<b>Date Completed:</b> 3/16/2018				
<b>Amount Approved: \$</b>		<b>Initials:</b> <i>TG</i>		<b>Date:</b>		
<b>Amount Denied: \$</b>						



110 W. Michigan Ave., Suite 200  
 Lansing, MI 48933  
 517-372-5374 Fax 517-482-4599  
 www.micounties.org  
 Stephan W. Currie, Executive Director

# INVOICE

Invoice Number: m435  
 Invoice Date: 1/30/18

**Bill To:**

Trudy Galla  
 Leelanau EPA Assessment Grant  
 8527 East Government Center Dr  
 Suite 108  
 Suttons Bay, MI 49682

Grant: Leelanau County EPA Brownfield Site  
 Assessment Grant  
 Grant ID: Grant Assistance No. 00E01409-1

Leelanau County EPA Brownfield Assessment Grant	Amount
1/30/2018 for quarterly narrative report and financial report preparation, reimbursement summary, and budget table update. 8 hours at \$75/hour.	600.00
2/19/2018 for budget table update, contract review, and reimbursement summary. 1 hour at \$75/hour. Grant Task/Expense Application: Task 4 - Outreach & Eligible Programmatic Expenses. The invoice total of \$675.00 should be divided evenly between <u>hazardous substance and petroleum parts of the grant</u> - \$337.50/each.	75.00

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**TOTAL AMOUNT DUE** Continued

The MAC Service Corporation: Committed to providing valuable services while saving you money.

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 Lansing, MI 48933  
 517-372-5374 Fax 517-482-4599  
 www.micounties.org  
 Stephan W. Currie, Executive Director

# INVOICE

Invoice Number: m435  
 Invoice Date: 1/30/18

**Bill To:**

Trudy Galla  
 Leelanau EPA Assessment Grant  
 8527 East Government Center Dr  
 Suite 108  
 Suttons Bay, MI 49682

Grant: Leelanau County EPA Brownfield Site  
 Assessment Grant  
 Grant ID: Grant Assistance No. 00E01409-1

Leelanau County EPA Brownfield Assessment Grant	Amount

<b>TOTAL AMOUNT DUE</b>	<b>675.00</b>
-------------------------	---------------

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110 W. Michigan Ave., Suite 200  
 Lansing, MI 48933  
 517-372-5374 Fax 517-482-4599  
 www.micounties.org  
 Stephan W. Currie, Executive Director

# INVOICE

Invoice Number: m434  
 Invoice Date: 11/20/17

**Bill To:**

Trudy Galla  
 Leelanau EPA Assessment Grant  
 8527 East Government Center Dr  
 Suite 108  
 Suttons Bay, MI 49682

Grant: Leelanau County EPA Brownfield Site  
 Assessment Grant  
 Grant ID: Grant Assistance No. 00E01409-1

Leelanau County EPA Brownfield Assessment Grant	Amount
11/20/17: Budget review and reimbursement request. (4 hours) Grant Task/Expense Application: Task 4 - Outreach & Eligible Programmatic Expenses. The invoice total of \$300.00 should be divided evenly between <u>hazardous</u> <u>substance and petroleum parts of the grant - \$150.00/each.</u>	300.00

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**TOTAL AMOUNT DUE 300.00**

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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 04362  
 Date 03/12/2018

Project 170332 former Cleveland Twp Dump

INVOICE: Through Mar 01, 2018

PHASE I ESA, ELIGIBILITY

Professional Fees

	Hours	Rate	Billed Amount
Project Scientist Bradford J. Yocum Professional Services Expense	21.00	85.00	1,785.00 ✓

	Units	Rate	Billed Amount
Miscellaneous Expense BS&A report	1.00	2.30	2.30 ✓

Subcontractor

	Units	Rate	Billed Amount
Subcontractor Historical Information Gatherers	1.00	172.50	172.50 ✓
Phase subtotal			1,959.80

PHASE II ESA

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Shelbey N. Senkewitz Professional Services	0.25	50.00	12.50 ✓
Senior Project Manager David A. Stegink Professional Services	1.50	115.00	172.50 ✓
Project Scientist Bradford J. Yocum Professional Services	11.50	85.00	977.50 ✓
Robert L. Webster Professional Services	18.75	85.00	1,593.75 ✓

PREPARED &  
 PROOFED BY  
 [Signature]  
 VERIFIED BY



Remit to:  
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Leelanau County Brownfield Redevelopment Authority  
 Project **170332 former Cleveland Twp Dump**

Invoice number 04362  
 Date 03/12/2018

PHASE II ESA

Expense

	Units	Rate	Billed Amount	
Geoprobe (66DT) Rental 1/2 Day rental	1.00	975.00	975.00	✓
Bentonite	1.00	12.00	12.00	✓
Field Supplies	1.00	35.00	35.00	✓
Field Truck	1.50	75.00	112.50	✓
Camera	1.00	35.00	35.00	✓
Lodging 2 rooms / 3 guys / 1 night -M22 Inn	1.00	168.222	168.22	✓
Per Diem	4.50	35.00	157.50	✓
Mileage	280.00	0.48	134.40	✓
Physical Jar	33.00	1.50	49.50	✓
PID	1.00	75.00	75.00	✓
Phase subtotal			4,510.37	
Invoice total			<b>6,470.17</b>	✓

We accept Check, ETF, Visa, MC Discover & Amex as payment options



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

Invoice number 04363  
 Date 03/12/2018

Project 170396 3015 N. Omena Pt. Omena, MI

INVOICE: Through Mar 01, 2018

PHASE II ESA

Professional Fees

	Hours	Rate	Billed Amount	
Principal				
Jeffrey C. Hawkins				
Professional Services	0.50	140.00	70.00	✓
Senior Project Manager				
David A. Stegink				
Professional Services	3.00	115.00	345.00	✓
Project Scientist				
Robert L. Webster				
Professional Services	18.00	85.00	1,530.00	✓
Zachary N. Curry				
Professional Services	10.00	85.00	850.00	✓

Expense

	Units	Rate	Billed Amount	
Ice	1.00	11.50	11.50	✓
	1.00	5.7385	5.74	✓
Bentonite	1.50	12.00	18.00	✓
GeoProbe 66-DT	1.00	1,200.00	1,200.00	✓
Field Supplies	1.00	35.00	35.00	✓
DI/Distilled Water	1.50	7.50	11.25	✓
Field Truck	1.50	75.00	112.50	✓
Lodging	1.00	168.222	168.22	✓
<i>2 rooms / 3 guys / 1 night -M22 Inn</i>				
Per Diem	4.50	35.00	157.50	✓
Mileage	290.00	0.48	139.20	✓
Expendables	1.00	75.00	75.00	✓
Peristaltic Pump	1.00	35.00	35.00	✓
pH/Cond	1.00	35.00	35.00	✓
Dissolved Oxygen Meter - YSI Optical	1.00	75.00	75.00	✓
Physical Jar	14.00	1.50	21.00	✓
Polyethylene 3/8" x 1/4" ID	40.00	0.34	13.60	✓

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 PROOFED BY  
*[Signature]*  
 VERIFIED BY



Remit to:  
 2960 Interstate Parkway, Kalamazoo, MI 49048  
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

Leelanau County Brownfield Redevelopment Authority  
 Project 170396 3015 N. Omena Pt. Omena, MI

Invoice number 04363  
 Date 03/12/2018

PHASE II ESA

Expense

	Units	Rate	Billed Amount	
PID	1.00	75.00	75.00	✓
Silicon Tubing	8.00	5.00	40.00	✓
Subcontractor				
	Units	Rate	Billed Amount	
Subcontractor				
Blood Hound, Inc	1.00	1,420.25	1,420.25	✓
Phase subtotal			6,443.76	
			Invoice total	
			<b>6,443.76</b>	✓

*We accept Check, ETF, Visa, MC Discover & Amex as payment options*



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 04364  
 Date 03/12/2018

Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Feb 28, 2018

2014 EPA GRANTS - HAZARDOUS SUBSTANCES GRANT

Professional Fees

	Hours	Rate	Billed Amount	
Administrative Assistant Shelbey N. Senkewitz Professional Services	2.25	50.00	112.50	✓
Marketing Manager Pamela L. Jackson Professional Services	8.50	90.00	765.00	✓
Principal Jeffrey C. Hawkins Professional Services	0.75	140.00	105.00	✓
Phase subtotal			982.50	
Invoice total			<b>982.50</b>	✓

We accept Check, ETF, Visa, MC Discover & Amex as payment options

**PREPARED & PROOFED BY**  
*JJ*  
**VERIFIED BY**



Remit to:  
 2960 Interstate Parkway, Kalamazoo, MI 49048  
 P 269.342.1100 | F 269.342.4945 | W envirologic.com

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

Invoice number 04365  
 Date 03/12/2018

Project **140555 2014 EPA Grants - Community Outreach W.O. 2HP-14**

INVOICE: Through Feb 28, 2018

2014 EPA GRANTS - PETROLEUM GRANT

Professional Fees

	Hours	Rate	Billed Amount
Administrative Assistant Shelbey N. Senkewitz Professional Services	2.25	50.00	112.50 ✓
Marketing Manager Pamela L. Jackson Professional Services	8.50	90.00	765.00 ✓
Principal Jeffrey C. Hawkins Professional Services	0.75	140.00	105.00 ✓
Phase subtotal			982.50
		Invoice total	<u>982.50</u> ✓

We accept Check, ETF, Visa, MC Discover & Amex as payment options

**PREPARED &  
 PROOFED BY**  
*Jy*  
**VERIFIED BY**