



A G E N D A

GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Thursday, January 26th, 2023 – 8:00 a.m.
Governmental Center, 400 Boardman Avenue
Second Floor – Commission Chambers
Traverse City, MI 49684

1. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT/INPUT

Any person shall be permitted to speak at Public Hearings and all meetings of the Brownfield Redevelopment Authority during the Public Comment portion of meetings, which are required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et. seq.) Public comment shall be carried out in accordance with the following Grand Traverse County Board of Commissioners Rules and Procedures: (a) Any person wishing to address the Authority shall state his or her name and address; (b) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Authority questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes, except, the Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak. A designated public comment period will be included on each meeting's agenda. In addition, the Chairperson may allow public comment during the discussion of a particular agenda item. Persons making public comment should direct their comments to the Authority, and comments should be respectful of all parties.

3. NOMINATIONS

a. The Director opens the floor for Nominations for Board Chair (Bylaws- Page(s) 4 to 10)

2020-2021 Officers:

- Chair: Gary Howe
- Vice-Chair: Marvin Radke
- Recording Secretary: Appointed by BRA – Lisa Emery, Administrative Assistant
Grand Traverse County Administration
- Treasure: Heidi Scheppe, Ex Officio Member, County Treasurer

The officers of the Authority shall be elected by the Authority at an annual meeting held during the first calendar quarter of each year. Candidates shall be nominated by a Nominating Committee composed of the Chairperson, Vice Chairperson and one other member of the Authority. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. No person shall hold the same office for more than three successive terms.



ELECTION OF BOARD CHAIR:

MOVED by____, supported by _____ to nominate _____, as Chair.

MOVED by_____, supported by_____ to close nominations for Chair. At this point the meeting is turned over to the new Chair.

ELECTION OF BOARD VICE CHAIR:

MOVED by_____, supported by _____ to nominate a Vice Chair.

MOVED by _____, supported by _____ to close nominations for Vice Chair.

4. AGENDA APPROVAL - ADDITIONS/SUBTRACTIONS

5. CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Authority motion without discussion. Any member of the Authority, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent calendar, the action noted (receive & file or approval) is approved by a single Authority action adopting the consent calendar.

- a. Approval of December 15th, 2022 Meeting Minutes – (Page(s) 11 to 12)
- b. Approval to pay invoices (Administrative payables – claims listing) (Page(s) 13 to 40)
 - 1) TC Place LBRF Loan – Applied Environmental total amount for 3rd of groundwater testing to evaluate reduction in chlorinated solvents in the groundwater as a result of the groundwater remediation- total recommended approval Invoice #7855- \$17,800.02.
 - 2) Brownfield Administrative Fund – ECT - Invoice # : 224953 - \$11,415.00; Invoice #226116 -\$4,435.00; Invoice #230449 - \$11,348.75
 - 3) TIF Reimbursement – City of Traverse City and Joint Planning Commission Engineering Study at the Commons – Hubbell, Roth & Clark consulting engineers – Invoice# \$40,084.36
- c. Receive and File: None

6. SPECIAL ORDERS OF BUSINESS – None

7. ITEMS REMOVED FROM CONSENT CALENDAR

8. ITEMS ADDED TO AGENDA UNDER SECTION 3

9. DEPARTMENTAL ITEMS



- a. Treasurer
 - 1) Trial Balance/Monthly Brownfield Activity Sheet (Page(s) 41 to 47)
- b. Legal Counsel – Updates
- c. Administration – None

10. OLD BUSINESS - None

11. NEW BUSINESS

- a. Approve \$200,000 of LBRF dollars as collateral to back the State Land Bank Authority – Blight Elimination Grant in order to waive the lien on the property (Page(s) 48 to 51)

12. PUBLIC COMMENT/INPUT

Refer to Rules under PUBLIC COMMENT/INPUT above.

13. ADDITIONAL BOARD COMMENTS

14. NOTICES

- a. Next GTCBRA meeting will be held on February 23rd, 2023.

15. SPECIAL MATTERS

None

16. ADJOURNMENT

BYLAWS AND RULES GOVERNING THE GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

The Grand Traverse County Brownfield Redevelopment Authority (hereinafter referred to as the "Authority") is incorporated under Public Act 381 of 1996, as amended and is located within the Grand Traverse County Administration Department, 400 Boardman Avenue, Traverse City, Michigan 49684.

ARTICLE I PURPOSES AND POWERS

General Powers

The Grand Traverse County Brownfield Redevelopment Authority shall have the powers and duties as outlined in Public Act 381, outlined specifically in Section 7(1) through Section 7(1)(m). The business and affairs of the Authority shall be managed by its Board, except as otherwise provided in statute or by these Bylaws.

ARTICLE II BOARD OF DIRECTORS

Board of Directors

The Board of Directors of the Authority shall consist of seven (7) persons being, one (1) County Commissioner, one (1) City Commissioner, one (1) Township Representative, two (2) City Designated Citizens at Large, and two (2) County Designated Citizens at Large, who reside outside of the City, if available.

Terms, Replacement and Vacancies

Appointments shall be for a term of three (3) years. Subsequent Directors shall be appointed in the same manner as original appointments, at the expiration of each Director's term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed. A Director may be reappointed with the advice and consent of the County Board of Commissioners to serve additional term(s). If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the County Board of Commissioners within thirty (30) days to hold office for the remainder of the term of office so vacated. The Grand Traverse County Board of Commissioners shall request and consider recommendations from the Traverse City, City Commission and the Grand Traverse County, Michigan Township Association when appointing the City Commissioner and Township Representative. However, the County Board of Commissioners shall be the sole authority in making appointments to the Authority.

Oath of Office

Before assuming the duties of office, a Director shall qualify by taking and subscribing to the oath of office provided in Section 1 of Article XI of the State Constitution of 1963.

Attendance

If any member of the Authority is absent from three (3) consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the County Board of Commissioners to remove any member for non-performance of duty or misconduct upon public hearing from the Authority. The Recording Secretary shall keep attendance records and shall notify the County Board of Commissioners whenever any member of the Authority is absent from three consecutive regularly scheduled meetings, so the County Board can consider further action allowed under law.

Removal

A Director may be removed from office for inefficiency, neglect of duty, misconduct or malfeasance by a majority vote of the Grand Travers County Board of Commissioners.

Conflict of Interest

A Director who has a direct interest in any matter before the Authority shall disclose his/her interest prior to any discussion of that matter by the Authority, which disclosure shall become a part of the record of the Authority's official proceedings. The interested Director shall further refrain from participation in the Authority's action relating to this matter. Each Director, upon taking office, shall acknowledge in writing that they have read and agree to abide by this section.

Ex Officio Members

The County Board of Commissioners may, from time to time, appoint ex-officio members who shall serve as a representative of an agency or organization that offers valuable participating in Brownfield redevelopment matters. Such ex-officio members shall serve so long as the representative's relationship with the organization exists and shall have no voting rights.

Committees

The Authority may, by motion, designate and appoint one or more committees to advise the Authority. The committee members shall be members of the Authority. The Chairman of the Authority shall appoint the members and select the Chairman. The committees may be terminated by a vote of the Authority. At the annual meeting, the committees will be evaluated and reappointed or dissolved. A majority of the committee will constitute a quorum.

Standing Committees will be recognized as Nominating Committees, which shall consist of Chair, Vice Chair and one additional Authority member.

ARTICLE III

OFFICERS

Officers

The officers of the Authority shall be elected by the Authority and shall consist of a Chairperson and Vice Chairperson.

Nomination, Election and Term of Office

The officers of the Authority shall be elected by the Authority at an annual meeting held during the first calendar quarter of each year. Candidates shall be nominated by a Nominating Committee composed of the Chairperson, Vice Chairperson and one other member of the Authority. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. No person shall hold the same office for more than three successive terms.

Chairperson and Vice Chairperson

The Chairperson shall be the chief executive officer of the Authority, but he or she may, from time to time, delegate all or any part of his/her duties to the Vice Chairperson. He or she, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Authority and shall provide general and active management of the business of the Authority and shall perform all duties of the office as provided by law of these Bylaws. He or she shall be an ex-officio member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.

Recording Secretary

The Recording Secretary shall attend all meetings of the Authority and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the standing committees when required.

Delegation of Duties of Offices

In the absence of any officer of the Authority, or for any other reason that the Authority may deem sufficient, the Authority may delegate, from time to time, and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any Director, provided a majority of the Authority then in office concurs therein.

ARTICLE IV

MEETINGS

Regular Meetings

Regular meetings of the Authority shall be held in the Commission Chambers located on the second floor of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 8:00 a.m. on the last Thursday of each month, unless otherwise posted or rescheduled by the Chairperson. Any regularly scheduled meeting may be canceled for lack of a quorum. Meetings may be called by, or at the request of, the Chairperson of the Authority or any two Directors. All meetings shall be open and available for public attendance and participation, and minutes of the meetings are to be made available for public inspection under the same principals found in the Michigan Open Meetings Act.

Special Meetings

Special meetings of the Authority may be called by the Chairperson, or by the Vice-Chairperson in the absence of the Chairperson, by the Executive Director, or by any three (3) Directors by giving twenty-four (24) hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen (18) hours prior to the meeting.

Remote Participation

In recognition that extenuating circumstances may occasionally make in-person participation infeasible, to allow the Authority to timely conduct its business and affairs, the Authority may, when reasonable and necessary, allow a Director, Officer, Staff member, or Ex Officio member to participate in Authority meetings by electronic means using the following procedures. "Extenuating circumstances" include, but are not limited to, personal or family emergencies and matters impacting the public health, safety, and welfare. Nothing in this section shall be construed to conflict with or contravene the Authority's obligation to hold its meetings in a place available to the general public pursuant to Section 3 of the Open Meetings Act, MCL 15.263, nor to discourage in-person attendance by Directors and Officers in particular whose circumstances so allow:

1. The remotely participating Director, Officer, Staff member, or Ex Officio member shall give notice of their intent to participate remotely to the Authority, and the means of such participation, as soon as practicable.
2. Two-way communication by video conferencing is required for the Director, Officer, Staff member, or Ex Officio member to participate remotely. The remotely participating Director, Officer, Staff member, or Ex Officio member shall be able to hear all discussion and activity at the meeting and shall be able to be heard by those Directors, Officers, Staff members, Ex Officio members, and members of the public in attendance at the meeting.
3. If connection is lost during the meeting, the Director, Officer, Staff member, or Ex Officio member will be treated as if they had left the meeting and documented as such in the minutes of the meeting.
4. Prior to remote participation, the identity of the remotely participating Director, Officer, Staff member, or Ex Officio member shall be verified by reasonable means by the Directors present.
5. The minutes of the meeting shall reflect the fact of remote participation of each Director, Officer, Staff member, and Ex Officio member so participating.
6. All votes shall be by roll call.

Organizational Meeting

The Authority shall hold an annual meeting in the first quarter of each year at which time officers of the Authority shall be elected as provided in Article III, Section 2.

Notice

All meetings shall be preceded by public notice posted eighteen (18) hours prior to the meeting in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976, as amended).

Agenda

The Chairperson may direct the Executive Director to prepare the agendas for all meetings and send them to the Authority members at least twenty-four (24) hours prior to a meeting. Any member of the Authority may request any item to be placed on the Agenda.

Quorum

A majority of the Directors of the Authority then in office constitutes a quorum for the transaction of business at any meeting of the Authority, provided, that a majority of the Authority present may adjourn the meeting from time to time without further notice. The vote of the majority of the Directors present at a meeting at which a quorum is present constitutes the action of the Authority, unless the vote of a larger number is required by statute or by these Bylaws. Amendment of the Bylaws by the Authority requires the vote of not less than a majority of the Directors of the Authority then in office.

Rules of Order

The Authority shall follow Parliamentary procedures generally following Robert Rules.

Public Comment and Public Hearings

Any person shall be permitted to speak at public hearings and all meetings of the Authority during the public comment portion of meetings, which are required to be open to the public under the provisions of the Open Meetings Act, as amended (MCLA 15.261, et Seq.). Public comment shall be carried out in accordance with the following Grand Traverse County Board of Commissioners rules and procedures. (a) Any person wishing to address the Authority shall state his or her name and address; (b) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Authority questions.

The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes, except the Chairperson may, at his or her discretion, extend the amount of time a person is allowed to speak. A designated public comment during the discussion of a particular agenda item.

Persons making public comment should direct their comments to the Authority, and comments should be respectful of all parties.

ARTICLE V

STAFF

Executive Director

Appointment of the Executive Director to the Authority shall be the duty of the County Administrator of Grand Traverse County. The Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority. The Executive Director shall attend meetings of the Authority, and shall render to the Authority and to the Grand Traverse County Board of Commissioners a regular report covering the activities and financial condition of the qualified person as an acting Executive Director to perform the duties of the office. The Executive Director shall furnish the Authority with information or reports governing the operation of the Authority as required and requested.

Treasurer

Treasurer for the Authority shall be the County Treasurer of Grand Traverse County. The Treasurer shall keep the financial records of the Authority and together with the Executive Director shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall perform other duties as may be delegated by the Authority.

Secretary/Recording Secretary

Secretary/Recording Secretary (hereinafter referred to as "Secretary" shall be designated by the Executive Director. The Secretary shall maintain custody of the official seal and of all records, books, documents, files or other papers not required to be maintained by the Treasurer. The Secretary shall attend all meetings of the Authority and keep records of its proceedings and shall perform other duties as may be delegated by the Authority.

Contract/Legal/Other

The Authority may employ and retain consultants as considered necessary by the Authority, including legal counsel to advise the Authority in the proper performance of its duties and to represent the Authority in actions brought by or against the Authority. All contracts must be approved by the Authority.

ARTICLE VI

CONTRACTS, LOANS, CHECKS AND DEPOSITS

Contracts

The Authority may authorize any officer or officers, Executive Director, agent or agents of the Authority to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confirmed to a specific instance.

Loans/Grants

Under MCL 125.2657(1)(d) a BRA has the authority to "Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties, including, but not limited to, lease purchase agreements, land contracts, installment sales agreements, third party contracts, and grant and loan agreements."

Checks, Drafts, etc.

All checks, drafts or other orders of the payment of money, notes or other evidences of indebtedness issued in the name of the Authority shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Authority.

Deposits

All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the Authority may select.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall correspond at all times to the fiscal year of the County of Grand Traverse.

ARTICLE VIII

RETAINING DOCUMENTS

Retaining of Documents

The office of the County Administration Department shall keep all records and files of the Authority as put forth in Article IV, Section 3. All records will be open to the public under the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

ARTICLE IX

DEPOSITORY

The Authority shall designate a bank or banks to the depository for all funds of the Authority. The depository may be changed at any time by action of the Authority.

ARTICLE X

MATTERS REQUIRING COUNTY BOARD OF COMMISSIONERS APPROVAL

The Authority shall need approval, and official section, by the Grand Traverse County Board of Commissioners for the issuance of bonds and other evidence of indebtedness.

ARTICLE XI

AMENDMENTS TO RULES

These rules may be amended at any regular or special meeting by a majority vote of the Director's present.

Originally adopted and approved by BRA: October, 1997

Amended by Brownfield Redevelopment Authority: May 25, 2016

Amended by the Brownfield Redevelopment Authority: July 23, 2020

Amended by the Brownfield Redevelopment Authority: October 29th, 2020

Approved by Board of Commissioners –November _____, 2020

GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of Thursday, December 15, 2022

Chairman Howe called the meeting to order at 8:01 a.m.

Members Present: John Peck, Ron Clous, Marv Radtke, Gary Howe

Excused:

Absent: Shea O'Brien, Tim Werner, Amanda Scott (arrived at 8:05 AM)

Others Present: Dirk Mammen, Heidi Scheppe, Lisa Emery

PUBLIC COMMENT:

None

AGENDA APPROVAL:

MOVED by Radtke seconded by Clous to approve the agenda as presented.
APPROVED unanimously.

CONSENT CALENDAR:

- a) Approval of October 27th, 2022 Meeting Minutes
- b) Approval to pay invoices (Administrative payables – claims listing)
 - 1) TC Place LBRF Loan – Applied Environmental total amount for multiple rounds of groundwater testing to evaluate reduction in chlorinated solvents in the groundwater as a result of the groundwater remediation. Updates on progress in January – total recommended approval \$26,315.48.
 - 2) Brownfield Administrative Fund – ECT - \$6,060 October – November 2022
 - 3) Mt. Holiday LBRF Grant - \$5,576.89 – items resolved regarding suspected contamination, none identified – project closed out.
 - 4) TC Place LBRF Loan – Hamp Mathews & Associates – Reporting to EGLE and BRA on implementation of remediation of groundwater at 211 and 229 W Grandview Parkway - \$912.50
 - 5) TIF Reimbursement – City of Traverse City and Joint Planning Commission Engineering Study at the Commons – Hubbell, Roth & Clark consulting engineers - \$15,625.15
 - 6) Brownfield Administrative Fund – LIAA – ongoing services for BRA meeting recordings - \$44.00
 - 7) Brownfield Administrative Fund – Olson, Bzdok and Howard, Legal Council to BRA – October 2022 - \$594.00
 - 8) LBRF Grant – Rotary Go Rec – Otwell Mawby, PC. - Due Care Investigation and report finalized – project not commencing, looking to sell - \$13,685.97
 - 9) LBRF Fund – TIF Capture for all Brownfield Plan sites that must pay towards the State Brownfield Redevelopment Fund (SBRF) paid yearly from each Brownfield Plan subject to SBRF - \$48,563.50
- c. Receive and File: None

MOVED by Radtke seconded by Clous to approve the consent calendar.
APPROVED unanimously.

SPECIAL ORDER OF BUSINESS

None

ITEMS REMOVED FROM CONSENT CALENDAR:

ITEMS ADDED TO AGENDA UNDER SECTION 3:

None

DEPARTMENTAL ITEMS

- a. Treasurer
 - 1) Trial Balance/Monthly Brownfield Activity Sheet – Trial Balance will be provided in January 2023
- b. Legal Counsel – None
- c. Administration – None

OLD BUSINESS

None

NEW BUSINESS

- a. Approve BRA meeting Calendar for 2023

MOVED by Radtke, seconded by Clous to approve the 2023 BRA meeting calendar.
APPROVED unanimously

PUBLIC COMMENT/INPUT:

NONE.

ADDITIONAL BOARD COMMENTS

NOTICES

- a. Next GTCBRA meeting is on January 26, 2023

SPECIAL MATTERS:

None

ADJOURNMENT: Meeting adjourned at 8:05am

BROWNFIELD REDEVELOPMENT AUTHORITY AGENDA ITEM

SUBJECT: Payment of Invoices

FROM: Heidi Scheppe, Treasurer 

FOR MEETING DATE: January 26, 2023

SUMMARY OF ITEM TO BE PRESENTED:

Attached is a summary of invoices that need to be paid this month with Administrative/tif funds.

RECOMMENDATION: Approval to pay invoices listed.

GTC Payment Summary

Company
Bank Accounts 5/3rd
Brownfield

Accounting Worktags
Journal Line Worktags
Payment Categories
Handling Instructions Brownfield
Payee / Payor
Payee Hierarchy
Payment Types
Payment Statuses Awaiting
Settlement

Customer / Supplier Status

Currency

Payment Date On or After

Payment Date On or Before

Transaction Reference

Settlement Run Number

Settlement Run Name

Created by Worker

Payment Amount Equal To 0

Payment Amount Greater 1 0

Payment Amount Less Than 0

Expense Payee Type

Is Intercompany No

Is Direct Intercompany No

Companies Receiving Payment

Periods

Pay Run Groups and/or Pay Group Details

Reconciliation Status

Group Name	Check Number	Payment	Payee / Payor	Transaction Date	Payment Memo	Payment Amount	Accounting Worktags	Fund Worktag
		Ad Hoc Payment: ECT - 12/30/2022	ECT	12/30/2022 Sept 2022		11,415.00	Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD103 Brownfield Administration Fund
		Ad Hoc Payment: ECT - 12/30/2022	ECT	12/30/2022 November 2022		4,435.00	Program: PROG0020 BROWNFIELD Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD103 Brownfield Administration Fund

Ad Hoc Payment: ECT - 12/30/2022	ECT	12/30/2022 Dec 2022	11,348.75 Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD103 Brownfield Adminstration Fund
			Fund: FD103 Brownfield Adminstration Fund	
ECT Total	ECT		Program: PROG0020 BROWNFIELD	
Ad Hoc Payment: Garfield Charter Township - 01/26/2023	Garfield Charter Township	1/26/2023 Refund Fire special assessment capture	27,198.75 64,390.07 Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD509 Commons
Garfield Charter Township Total	Garfield Charter Township		Fund: FD509 Commons	
Ad Hoc Payment: Hubbell, Roth & Clark Consulting Engineers - 12/30/2022	Hubbell, Roth & Clark Consulting Engineers	12/30/2022 Commons Infrastructure study	40,084.36 Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD509 Commons
			Fund: FD509 Commons	
			Grant: GRT50900000 G.T. Commons	
			Program: PROG0020 BROWNFIELD	
Hubbell, Roth & Clark Consulting Engineers Total	Hubbell, Roth & Clark Consulting Engineers		Project: PROJ0008 Commons City	
Ad Hoc Payment: LIAA - 12/31/2022	LIAA	12/31/2022 Dec BRA meeting taping	40,084.36 44.00 Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD103 Brownfield Adminstration Fund
			Fund: FD103 Brownfield Adminstration Fund	
Ad Hoc Payment: LIAA - 01/18/2023	LIAA	1/18/2023 Cablecast/Web-based archive	1,400.00 Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD	FD103 Brownfield Adminstration Fund
			Fund: FD103 Brownfield Adminstration Fund	
LIAA Total	LIAA		Program: PROG0020 BROWNFIELD	
			1,444.00	

Ad Hoc Payment: OLSON BZDOK AND HOWARD -
12/30/2022

12/30/2022

775.50 Cost Center: CC73300
NON DEPARTMENTAL
BROWNFIELD

FD103 Brownfield
Administration Fund

OLSON BZDOK AND
HOWARD Total
Grand Total

OLSON BZDOK AND
HOWARD

Fund: FD103 Brownfield
Administration Fund

Program: PROG0020
BROWNFIELD

Project: PROJ0002
Brownfield Administration

775.50

133,892.68



Environmental Consulting & Technology, Inc.
7027 SW 24th Avenue | Gainesville, FL 32607
352.332.0444

**GRAND TRAVERSE COUNTY
400 BOARDMAN AVE
TRAVERSE CITY, MI 49684**

Invoice # : 224953
Invoice Date : 10/5/2022
Project : 210025
Project Name : GTCBRA ADMINISTRATION 2021-23
Fed ID : 59-2921038
Terms : Net 30

Attention: HEIDI SCHEPPE

Client Ref :

For Professional Services Rendered through: 9/30/2022

EMAIL INVOICE TO: ANNE JAMIESON

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor	11,415.00
Expenses	0.00

Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION	11,415.00
Subtotal Invoice	11,415.00
Amount Due This Invoice **	11,415.00

Project Manager : DIRK S. MAMMEN
Environmental Consulting & Technology, Inc.
Billings : 000596

Labor & Expense Detail

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor

Activity / Class / Employee Name	Date	Hours	Rate	Amount
GENERAL				
SENIOR SCIENTIST/ENGINEER II				
DIRK S. MAMMEN	08/22/2022	0.75	170.00	127.50
SENIOR SCIENTIST/ENGINEER I				
ANNE L. JAMIESON-URENA	08/22/2022	2.00	170.00	340.00
	08/23/2022	2.00	170.00	340.00
	08/24/2022	8.00	170.00	1,360.00
	08/25/2022	4.00	170.00	680.00
	08/26/2022	6.00	170.00	1,020.00
	09/06/2022	4.00	170.00	680.00
	09/07/2022	8.00	170.00	1,360.00
	09/08/2022	4.75	170.00	807.50
	09/09/2022	8.00	170.00	1,360.00
	09/19/2022	4.00	170.00	680.00
	09/20/2022	4.00	170.00	680.00
	09/21/2022	4.00	170.00	680.00
SENIOR PROJECT COORDINATOR				
TENNILLE M. NEWSOME	09/06/2022	1.00	95.00	95.00
	09/09/2022	0.50	95.00	47.50
	09/12/2022	1.00	95.00	95.00
SENIOR PRINCIPAL SCIENTIST/ENGINEER				
DIRK S. MAMMEN	08/30/2022	0.75	170.00	127.50
	08/31/2022	1.00	170.00	170.00
	09/07/2022	0.75	170.00	127.50
	09/09/2022	0.50	170.00	85.00
	09/12/2022	0.75	170.00	127.50
	09/14/2022	0.25	170.00	42.50
	09/15/2022	1.25	170.00	212.50
	09/19/2022	1.00	170.00	170.00
<i>Labor</i>				11,415.00

Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor : 11,415.00
 Expense : 0.00



Environmental Consulting & Technology, Inc.

7027 SW 24th Avenue | Gainesville, FL 32607

352.332.0444

**GRAND TRAVERSE COUNTY
400 BOARDMAN AVE
TRAVERSE CITY, MI 49684**

Invoice #: 226116
Invoice Date: 12/16/2022
Project: 210025
Project Name: GTCBRA ADMINISTRATION 2021-23
Fed ID: 59-2921038
Terms: Net 30

Attention: HEIDI SCHEPPE

Client Ref:

For Professional Services Rendered through: 11/25/2022

EMAIL INVOICE TO: ANNE JAMIESON

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor	4,435.00
Expenses	0.00

Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION	4,435.00
Subtotal Invoice	4,435.00
Amount Due This Invoice **	4,435.00

Project Manager : DIRK S. MAMMEN
Environmental Consulting & Technology, Inc.
Billings : 000596

Labor & Expense Detail

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor

Activity / Class / Employee Name	Date	Hours	Rate	Amount
GENERAL				
SENIOR SCIENTIST/ENGINEER II				
DIRK S. MAMMEN	11/03/2022	0.50	170.00	85.00
SENIOR SCIENTIST/ENGINEER I				
ANNE L. JAMIESON-URENA	11/14/2022	4.00	170.00	680.00
	11/15/2022	8.00	170.00	1,360.00
	11/16/2022	4.00	170.00	680.00
	11/17/2022	8.00	170.00	1,360.00
SENIOR PROJECT COORDINATOR				
TENNILLE M. NEWSOME	11/04/2022	1.50	95.00	142.50
SENIOR PRINCIPAL SCIENTIST/ENGINEER				
DIRK S. MAMMEN	11/22/2022	0.75	170.00	127.50
<i>Labor</i>				4,435.00
Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION				Labor : 4,435.00
				Expense : 0.00

**Environmental Consulting & Technology, Inc.**

7027 SW 24th Avenue | Gainesville, FL 32607
352.332.0444

**GRAND TRAVERSE COUNTY
400 BOARDMAN AVE
TRAVERSE CITY, MI 49684**

Invoice # : 230449
Invoice Date : 1/18/2023
Project : 210025
Project Name : GTCBRA ADMINISTRATION 2021-23
Fed ID : 59-2921038
Terms : Net 30

Attention: HEIDI SCHEPPE

Client Ref :

For Professional Services Rendered through: 12/31/2022

EMAIL INVOICE TO: ANNE JAMIESON

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor	11,348.75
Expenses	0.00

Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION	11,348.75
Subtotal Invoice	11,348.75
Amount Due This Invoice **	11,348.75

Project Manager : DIRK S. MAMMEN
Environmental Consulting & Technology, Inc.
Billings : 000596

Labor & Expense Detail

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

Labor

<u>Activity / Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
GENERAL				
SENIOR SCIENTIST/ENGINEER I				
ANNE L. JAMIESON-URENA	12/05/2022	4.00	170.00	680.00
	12/06/2022	8.00	170.00	1,360.00
	12/07/2022	3.00	170.00	510.00
	12/08/2022	8.00	170.00	1,360.00
	12/09/2022	8.00	170.00	1,360.00
	12/12/2022	4.00	170.00	680.00
	12/13/2022	8.00	170.00	1,360.00
	12/15/2022	8.00	170.00	1,360.00
	12/16/2022	8.00	170.00	1,360.00
SENIOR PROJECT COORDINATOR				
TENNILLE M. NEWSOME	12/09/2022	0.25	95.00	23.75
	12/12/2022	1.00	95.00	95.00
	12/13/2022	1.00	95.00	95.00
SENIOR PRINCIPAL SCIENTIST/ENGINEER				
DIRK S. MAMMEN	11/29/2022	0.75	170.00	127.50
	11/30/2022	0.50	170.00	85.00
	12/05/2022	1.25	170.00	212.50
	12/07/2022	1.00	170.00	170.00
	12/12/2022	0.25	170.00	42.50
	12/14/2022	1.25	170.00	212.50
	12/15/2022	1.50	170.00	255.00
	Labor			11,348.75
Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION				
			Labor :	11,348.75
			Expense :	0.00

[EXTERNAL SENDER] RE: [EXTERNAL SENDER] RE: Garfield Township Brownfields

Chloe Macomber <cmacomber@garfield-twp.com>

Wed 1/4/2023 5:11 PM

To: Heidi Scheppe <HSCHEPPE@gtcountymi.gov>; ajamieson@ectinc.com <ajamieson@ectinc.com>

Cc: Amy DeHaan <adehaan@garfield-twp.com>

1 attachments (2 MB)

SScanned Ga23010418170.pdf;

Hello Again,

Our assessor and I are going to try to look up and see if we have the Common's brownfield agreement and see if there is any agreement in there about Metro being captured – otherwise our assessor and I do not believe it should have been captured.

Based on my records it shows it was captured in 2013 and 2014 and then 2016-2021, but not 2015 for a total of about \$64,390.07 plus whatever has been captured so far for 2022 tax year. I have attached the records for each year.

Please let me know if you have the Brownfield documents for the Commons or access to see if there was any agreement and if you could please provide it to us that would be great, otherwise I am thinking this money needs to be repaid to the Township.

Thank you so much,

Chloe Macomber, MiCPT, CPFIM, MCAO

Treasurer

Charter Township of Garfield

3848 Veterans Drive,

Traverse City, MI 49684

PH: (231) 225-3043

Mon-Thurs 7:30-6:00

From: Chloe Macomber

Sent: Wednesday, January 4, 2023 1:42 PM

To: Heidi Scheppe <HSCHEPPE@gtcountymi.gov>; ajamieson@ectinc.com

Subject: RE: [EXTERNAL SENDER] RE: Garfield Township Brownfields

Hello Heidi,

I reached out to the attorney for MTA (Michigan Townships Association) who told me brownfields cannot capture for special assessments, even Fire special assessments that are assessed as a millage because they are not actually a tax. This is her email below in green:

Chloe:

Sorry, a bout of illness and the holidays slowed my response.

The most basic answer is that a special assessment is, by law, not a tax (including a property tax).

All Records

Special Population: Ad Valorem+Special Acts

Winter, Real & Personal Property

DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)

Include: All Parcels

PARCEL INFORMATION

-----DDA/LDFA: COMMONS-----

	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
TOTAL PARCELS:	96			
TAXABLE VALUE:	9,192,556	285.09	285.09	0.00
BASE VALUE:	0	3,818.53	3,818.53	0.00
CAPTURED VALUE:	9,192,556	762.07	762.07	0.00
PRE/MBT TAXABLE:	2,402,100	772.16	772.16	0.00
NON PRE/MBT TAXABLE:	6,790,456	7,843.24	7,843.24	0.00
PRE/MBT CAPTURED:	2,402,100	627.11	627.11	0.00
NON-PRE/MBT CAPTURED:	6,790,456	8,288.45	8,288.45	0.00
COM. PERS. TAXABLE:	15,200	0.00	0.00	0.00
IND. PERS. TAXABLE:	21,700	7,287.63	7,287.63	0.00
SPEC. ACT PERS. TAXABLE:	0	15,686.58	15,686.58	0.00
COM. PERS. CAPTURED:	15,200	19,125.52	19,125.52	0.00
IND. PERS. CAPTURED:	21,700	1,176.28	1,176.28	0.00
SPEC. ACT PERS. CAPTURED:	0	2,587.95	2,587.95	0.00
TOTALS----->		68,260.61	65,672.66	2,587.95

-----CAPTURED TAXES BREAKDOWN-----

	POSITIVE CAPTURE	NEGATIVE CAPTURE
ANIMAL CONTROL	285.09	0.00
COA	3,818.53	0.00
COA-SENIOR CEN	762.07	0.00
CONSERVATION	772.16	0.00
ROAD COM	7,843.24	0.00
VETERANS	627.11	0.00
NMC-OPER	8,288.45	0.00
NMC-DEBT	0.00	0.00
LIBRARY-OPER	7,287.63	7,287.63
GARFIELD-OPER	15,686.58	15,686.58
GT METRO FIRE	19,125.52	19,125.52
REC AUTH-OPER	1,176.28	1,176.28
REC AUTH-DEBT	2,587.95	2,587.95
MILLAGE SPECIALS	0.00	0.00
TOTALS----->		65,672.66

*Some Brownfield may
have been paid*

*Some Brownfield may
have been paid*

All Records

Special Population: Ad Valorem+Special Acts

Winter, Real & Personal Property
DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION

-----DDA/LDFA: COMMONS-----

CAPTURED TAX

TAX HEADING

NET TOTAL

	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----				
TOTAL PARCELS:	96		79.58	79.58
TAXABLE VALUE:	3,498,584	1,068.56	1,068.56	0.00
BASE VALUE:	0	213.02	213.02	0.00
CAPTURED VALUE:	3,498,584	216.06	216.06	0.00
PRE/MBT TAXABLE:	56,300	2,138.31	2,138.31	0.00
NON PRE/MBT TAXABLE:	3,442,284	173.62	173.62	0.00
PRE/MBT CAPTURED:	56,300	2,319.61	2,319.61	0.00
NON-PRE/MBT CAPTURED:	3,442,284	597.71	0.00	597.71
COM. PERS. TAXABLE:	27,300	2,039.76	2,039.76	0.00
IND. PERS. TAXABLE:	29,000	4,348.78	4,348.78	0.00
SPEC. ACT PERS. TAXABLE:	0	5,189.26	5,189.26	0.00
COM. PERS. CAPTURED:	27,300	212.15	212.15	0.00
IND. PERS. CAPTURED:	29,000	717.21	0.00	717.21
SPEC. ACT PERS. CAPTURED:	0	0.00	0.00	0.00
-----CAPTURED TAXES BREAKDOWN-----				
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
ANIMAL CONTROL		79.58	0.00	
COA		1,068.56	0.00	
COA-SENIOR CEN		213.02	0.00	
CONSERVATION		216.06	0.00	
ROAD COM		2,138.31	0.00	
VETERANS		173.62	0.00	
NMC-OPER		2,319.61	0.00	
NMC-DEBT		597.71	0.00	
LIBRARY-OPER		2,039.76	0.00	
GARFIELD-OPER		4,348.78	0.00	
GT METRO FIRE		5,189.26	0.00	
REC AUTH-OPER		212.15	0.00	
REC AUTH-DEBT		717.21	0.00	
MILLAGE SPECIALS		0.00	0.00	0.00
TOTALS----->	19,313.63	17,998.71	1,314.92	
-----CAPTURED TAXES BREAKDOWN-----				
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
ANIMAL CONTROL		79.58	0.00	
COA		1,068.56	0.00	
COA-SENIOR CEN		213.02	0.00	
CONSERVATION		216.06	0.00	
ROAD COM		2,138.31	0.00	
VETERANS		173.62	0.00	
NMC-OPER		2,319.61	0.00	
NMC-DEBT		0.00	0.00	
LIBRARY-OPER		2,039.76	0.00	
GARFIELD-OPER		4,348.78	0.00	
GT METRO FIRE		5,189.26	0.00	
REC AUTH-OPER		212.15	0.00	
REC AUTH-DEBT		0.00	0.00	
MILLAGE SPECIALS		0.00	0.00	
TOTALS----->	17,998.71	0.00	0.00	

✓ verified paid
Some may have been
Debt

All Records
Special Population: Ad Valorem+Special Acts
DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	102	ANIMAL CONTROL	69.62	69.62	0.00
TAXABLE VALUE:	3,180,575	COA	932.04	932.04	0.00
BASE VALUE:	0	COA-SENIOR CEN	186.08	186.08	0.00
CAPTURED VALUE:	3,180,575	CONSERVATION	188.55	188.55	0.00
PRE/MBT TAXABLE:	68,000	ROAD COM	1,864.85	1,864.85	0.00
NON PRE/MBT TAXABLE:	3,112,575	VETERANS	223.43	223.43	0.00
PRE/MET CAPTURED:	68,000	GARFIELD-OPER	3,774.89	3,774.89	0.00
NON-PRE/MBT CAPTURED:	3,112,575	GT METRO FIRE	4,275.73	4,275.73	0.00
COM. PERS. TAXABLE:	34,000	LIBRARY-OPER	1,779.94	1,779.94	0.00
IND. PERS. TAXABLE:	34,000	NMC-OPERATING	2,023.04	2,023.04	0.00
SPEC. ACT PERS. TAXABLE:	0	NMC-DEBT	537.74	537.74	0.00
COM. PERS. CAPTURED:	34,000	REC AUTH-OPER	185.14	185.14	0.00
IND. PERS. CAPTURED:	34,000	REC AUTH-DEBT	622.66	0.00	622.66
SPEC. ACT PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00	0.00
TOTALS----->		TOTALS----->	16,663.71	15,503.31	1,160.40
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:		POSITIVE CAPTURE	69.62	69.62	0.00
IND. PERS. CAPTURED:		NEGATIVE CAPTURE	0.00	0.00	0.00
SPEC. ACT PERS. CAPTURED:					
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	102	ANIMAL CONTROL	69.62	69.62	0.00
TAXABLE VALUE:	3,180,575	COA	932.04	932.04	0.00
BASE VALUE:	0	COA-SENIOR CEN	186.08	186.08	0.00
CAPTURED VALUE:	3,180,575	CONSERVATION	188.55	188.55	0.00
PRE/MBT TAXABLE:	68,000	ROAD COM	1,864.85	1,864.85	0.00
NON PRE/MBT TAXABLE:	3,112,575	VETERANS	223.43	223.43	0.00
PRE/MET CAPTURED:	68,000	GARFIELD-OPER	3,774.89	3,774.89	0.00
NON-PRE/MBT CAPTURED:	3,112,575	GT METRO FIRE	4,275.73	4,275.73	0.00
COM. PERS. TAXABLE:	34,000	LIBRARY-OPER	1,779.94	1,779.94	0.00
IND. PERS. TAXABLE:	34,000	NMC-OPERATING	2,023.04	2,023.04	0.00
SPEC. ACT PERS. TAXABLE:	0	NMC-DEBT	537.74	537.74	0.00
COM. PERS. CAPTURED:	34,000	REC AUTH-OPER	185.14	185.14	0.00
IND. PERS. CAPTURED:	34,000	REC AUTH-DEBT	622.66	0.00	622.66
SPEC. ACT PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00	0.00
TOTALS----->		TOTALS----->	15,503.31	15,503.31	0.00

All Records

Special Population: Ad Valorem+Special Acts

Winter, Real & Personal Property

DDA/LDFA Chosen: COMMONS, Adjusted Values (All: Adjustments Included)

Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	37	COA	688.73	688.73	0.00
TAXABLE VALUE:	3,105,908	COA-SENIOR CEN	137.57	137.57	0.00
BASE VALUE:	0	NMC-OPERATING	1,495.07	1,495.07	0.00
CAPTURED VALUE:	3,105,908	NMC-DEBT	542.53	0.00	542.53
PRE/MBT TAXABLE:	82,800	LIBRARY-OPER	1,315.36	1,315.36	0.00
NON PRE/MBT TAXABLE:	3,023,108	REC AUTH-OPER	136.45	136.45	0.00
PRE/MBT CAPTURED:	82,800	REC AUTH-DEBT	606.94	0.00	606.94
NON-PRE/MBT CAPTURED:	3,023,108	GARFIELD-OPER	2,779.06	2,779.06	0.00
COM. PERS. TAXABLE:	39,800	GT METRO FIRE	4,128.10	4,128.10	0.00
IND. PERS. TAXABLE:	43,000	ROAD COM	1,377.97	1,377.97	0.00
SPEC. ACT PERS. TAXABLE:	0	VETERANS	165.17	165.17	0.00
COM. PERS. CAPTURED:	39,800	MILLAGE SPECIALS	0.00	0.00	0.00
IND. PERS. CAPTURED:	43,000	TOTALS----->	13,372.95	12,223.48	1,149.47
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:	39,800	POSITIVE CAPTURE	NEGATIVE CAPTURE		
IND. PERS. CAPTURED:	43,000	COA	688.73		
SPEC. ACT PERS. CAPTURED:	0	COA-SENIOR CEN	137.57	0.00	0.00
		NMC-OPERATING	1,495.07	0.00	0.00
		NMC-DEBT	0.00	0.00	0.00
		LIBRARY-OPER	1,315.36	0.00	0.00
		REC AUTH-OPER	136.45	0.00	0.00
		REC AUTH-DEBT	0.00	0.00	0.00
		GARFIELD-OPER	2,779.06	0.00	0.00
		GT METRO FIRE	4,128.10	0.00	0.00
		ROAD COM	1,377.97	0.00	0.00
		VETERANS	165.17	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	12,223.48	12,223.48	0.00

GT METRO FIRE

1/verified pd.

All Records
Special Population: Ad Valorem+Special Acts
DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	37	COA	452.46	452.46	0.00
TAXABLE VALUE:	3,051,694	COA-SENIOR CEN	90.26	90.26	0.00
BASE VALUE:	0	NMC-OPERATING	981.99	981.99	0.00
CAPTURED VALUE:	3,051,694	NMC-DEBT	583.79	0.00	583.79
PRE/MBT TAXABLE:	62,400	LIBRARY-OPER	864.12	864.12	0.00
NON PRE/MBT TAXABLE:	2,989,294	LIBRARY-DEBT	238.14	0.00	238.14
PRE/MBT CAPTURED:	62,400	REC AUTH-OPER	89.91	89.91	0.00
NON-PRE/MBT CAPTURED:	2,989,294	REC AUTH-DEBT	592.77	0.00	592.77
COM. PERS. TAXABLE:	14,400	GARFIELD-OPER	1,810.92	1,810.92	0.00
IND. PERS. TAXABLE:	48,000	GT METRO FIRE	4,075.18	4,075.18	0.00
SPEC. ACT PERS. TAXABLE:	0	ROAD COM	905.00	905.00	0.00
COM. PERS. CAPTURED:	14,400	VETERAN	108.57	108.57	0.00
IND. PERS. CAPTURED:	48,000	MILLAGE SPECIALS	0.00	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	TOTALS----->	10,793.11	9,378.41	1,414.70
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:	14,400	POSITIVE CAPTURE	452.46	452.46	0.00
IND. PERS. CAPTURED:	48,000	COA-SENIOR CEN	90.26	90.26	0.00
SPEC. ACT PERS. CAPTURED:	0	NMC-OPERATING	981.99	981.99	0.00
		NMC-DEBT	0.00	0.00	0.00
		LIBRARY-OPER	864.12	864.12	0.00
		LIBRARY-DEBT	0.00	0.00	0.00
		REC AUTH-OPER	89.91	89.91	0.00
		REC AUTH-DEBT	0.00	0.00	0.00
		GARFIELD-OPER	1,810.92	1,810.92	0.00
		GT METRO FIRE	4,075.18	4,075.18	0.00
		ROAD COM	905.00	905.00	0.00
		VETERAN	108.57	108.57	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	9,378.41	9,378.41	0.00

All Records

Special Population: Ad Valorem+Special Acts

DDA/LDFA Chosen: COMMONS, Winter, Real & Personal Property

Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	34	MILLAGE SPECIALS	0.00	0.00	0.00
TAXABLE VALUE:	2,953,223	COA	223.95	223.95	0.00
BASE VALUE:	0	COA-SENIOR CEN	44.70	44.70	0.00
CAPTURED VALUE:	2,953,223	NMC-OPERATING	485.99	485.99	0.00
PRE/MBT TAXABLE:	231,600	NMC-DEBT	561.52	0.00	561.52
NON PRE/MBT TAXABLE:	2,721,623	LIBRARY-OPER	427.75	427.75	0.00
PRE/MBT CAPTURED:	231,600	LIBRARY-DEBT	247.68	0.00	247.68
NON-PRE/MBT CAPTURED:	2,721,623	REC AUTH-OPER	44.43	44.43	0.00
COM. PERS. TAXABLE:	231,600	REC AUTH-DEBT	527.48	0.00	527.48
IND. PERS. TAXABLE:	0	GARFIELD-OPER	896.16	896.16	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	3,454.98	0.00	3,454.98
COM. PERS. CAPTURED:	231,600	ROAD COM	448.04	448.04	0.00
IND. PERS. CAPTURED:	0	TOTALS----->	7,362.68	2,571.02	4,791.66
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:	231,600	POSITIVE CAPTURE	0.00	0.00	0.00
IND. PERS. CAPTURED:	0	COA	223.95	223.95	0.00
SPEC. ACT PERS. CAPTURED:	0	COA-SENIOR CEN	44.70	44.70	0.00
		NMC-OPERATING	485.99	485.99	0.00
		NMC-DEBT	0.00	0.00	0.00
		LIBRARY-OPER	427.75	427.75	0.00
		LIBRARY-DEBT	0.00	0.00	0.00
		REC AUTH-OPER	44.43	44.43	0.00
		REC AUTH-DEBT	527.48	0.00	527.48
		GARFIELD-OPER	896.16	896.16	0.00
		GT METRO FIRE	3,454.98	0.00	3,454.98
		ROAD COM	448.04	448.04	0.00
		TOTALS----->	7,362.68	2,571.02	4,791.66
-----NEGATIVE CAPTURE-----					
		POSITIVE CAPTURE	0.00	0.00	0.00
		COA	223.95	223.95	0.00
		COA-SENIOR CEN	44.70	44.70	0.00
		NMC-OPERATING	485.99	485.99	0.00
		NMC-DEBT	0.00	0.00	0.00
		LIBRARY-OPER	427.75	427.75	0.00
		LIBRARY-DEBT	0.00	0.00	0.00
		REC AUTH-OPER	44.43	44.43	0.00
		REC AUTH-DEBT	527.48	0.00	527.48
		GARFIELD-OPER	896.16	896.16	0.00
		GT METRO FIRE	3,454.98	0.00	3,454.98
		ROAD COM	448.04	448.04	0.00
		TOTALS----->	7,362.68	2,571.02	4,791.66

All Records
Special Population: Ad Valorem+Special Acts
DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	51	COA	23.25	23.25	0.00
TAXABLE VALUE:	2,669,263	COA-SENIOR CEN	4.65	4.65	0.00
BASE VALUE:	0	MEDICAL CARE	30.66	30.66	0.00
CAPTURED VALUE:	2,669,263	NMC-OPERATING	50.44	50.44	0.00
PRE/MBT TAXABLE:	46,500	NMC-DEBT	531.81	17.19	514.62
NON PRE/MBT TAXABLE:	2,622,763	LIBRARY-OPER	44.39	44.39	0.00
PRE/MBT CAPTURED:	46,500	LIBRARY-DEBT	208.93	6.75	202.18
NON-PRE/MBT CAPTURED:	2,622,763	REC AUTH-OPER	4.61	4.61	0.00
COM. PERS. TAXABLE:	46,500	REC AUTH-DEBT	431.24	13.95	417.29
IND. PERS. TAXABLE:	0	GARFIELD-OPER	108.67	108.67	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	3,060.35	3,060.35	0.00
COM. PERS. CAPTURED:	46,500	ROAD COM	46.50	46.50	0.00
IND. PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	TOTALS----->	4,545.50	3,411.41	1,134.09
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:	46,500	POSITIVE CAPTURE	23.25	23.25	0.00
IND. PERS. CAPTURED:	0	COA	4.65	4.65	0.00
SPEC. ACT PERS. CAPTURED:	0	COA-SENIOR CEN	30.66	30.66	0.00
		MEDICAL CARE	50.44	50.44	0.00
		NMC-OPERATING	17.19	17.19	0.00
		NMC-DEBT	44.39	44.39	0.00
		LIBRARY-OPER	6.75	6.75	0.00
		LIBRARY-DEBT	4.61	4.61	0.00
		REC AUTH-OPER	13.95	13.95	0.00
		REC AUTH-DEBT	108.67	108.67	0.00
		GARFIELD-OPER	3,060.35	3,060.35	0.00
		GT METRO FIRE	46.50	46.50	0.00
		ROAD COM	0.00	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	3,411.41	3,411.41	0.00

All Records

Special Population: Ad Valorem+Special Acts

Winter, Real & Personal Property

DDA/LDFA Chosen: COMMONS, Adjusted Values (All Adjustments Included)

Include: All Parcels

PARCEL INFORMATION		TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	105	ANIMAL CONTROL	0.00	0.00	0.00
TAXABLE VALUE:	10,198,874	COA	4,257.74	4,257.74	0.00
BASE VALUE:	0	COA-SENIOR CEN	849.03	849.03	0.00
CAPTURED VALUE:	10,198,874	CONSERVATION	860.62	860.62	0.00
PRE/MBT TAXABLE:	2,288,832	ROAD COM	8,746.41	8,746.41	0.00
NON PRE/MBT TAXABLE:	7,910,042	VETERANS	706.00	706.00	0.00
PRE/MBT CAPTURED:	2,288,832	NMC-OPER	9,242.71	9,242.71	0.00
NON-FRE/MBT CAPTURED:	7,910,042	NMC-DEBT	0.00	0.00	0.00
COM. PERS. TAXABLE:	13,800	LIBRARY-OPER	8,125.60	8,125.60	0.00
IND. PERS. TAXABLE:	16,700	GARFIELD-OPER	17,661.31	17,661.31	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	21,560.29	21,560.29	0.00
COM. PERS. CAPTURED:	13,800	REC AUTH-OPER	1,324.24	1,324.24	0.00
IND. PERS. CAPTURED:	16,700	REC AUTH-DEBT	2,913.72	2,913.72	0.00
SPEC. ACT PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00	0.00
TOTALS----->		TOTALS----->	76,247.67	73,333.95	2,913.72
-----CAPTURED TAXES BREAKDOWN-----					
POSITIVE CAPTURE		NEGATIVE CAPTURE			
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	105	ANIMAL CONTROL	0.00	0.00	0.00
TAXABLE VALUE:	10,198,874	COA	4,257.74	0.00	0.00
BASE VALUE:	0	COA-SENIOR CEN	849.03	0.00	0.00
CAPTURED VALUE:	10,198,874	CONSERVATION	860.62	0.00	0.00
PRE/MBT TAXABLE:	2,288,832	ROAD COM	8,746.41	0.00	0.00
NON PRE/MBT TAXABLE:	7,910,042	VETERANS	706.00	0.00	0.00
PRE/MBT CAPTURED:	2,288,832	NMC-OPER	9,242.71	0.00	0.00
NON-FRE/MBT CAPTURED:	7,910,042	NMC-DEBT	0.00	0.00	0.00
COM. PERS. TAXABLE:	13,800	LIBRARY-OPER	8,125.60	0.00	0.00
IND. PERS. TAXABLE:	16,700	GARFIELD-OPER	17,661.31	0.00	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	21,560.29	1,324.24	0.00
COM. PERS. CAPTURED:	13,800	REC AUTH-OPER	2,913.72	2,913.72	0.00
IND. PERS. CAPTURED:	16,700	REC AUTH-DEBT	0.00	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00	0.00
TOTALS----->		TOTALS----->	73,333.95	2,913.72	0.00

*Some may not been
12/19*



HUBBELL, ROTH & CLARK, INC.
CONSULTING ENGINEERS
PO BOX 824
BLOOMFIELD HILLS, MICHIGAN 48303-0824
(248) 454-6300

January 18, 2023
Project No: 20220549.21
Invoice No: 0203353

GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION
400 BOARDMAN AVE.
TRAVERSE CITY, MI 49684

GRAND TRAVERSE COMMONS INFRASTRUCTURE EVALUATION

Professional Services for period ending January 7, 2023

TASK 1 - PROJECT MANAGEMENT

Professional Personnel

		Hours	Rate	Amount
SCHENK, CHRISTOPHER	11/26/2022	1.00	102.93	102.93
WILCOX, RANDALL	11/12/2022	4.00	169.20	676.80
WILCOX, RANDALL	11/26/2022	9.00	169.20	1,522.80
WILCOX, RANDALL	12/10/2022	.50	169.20	84.60
WILCOX, RANDALL	12/24/2022	3.00	169.20	507.60
Totals		17.50		2,894.73
Total Labor				2,894.73
			Total this Project	\$2,894.73

TASK 2 - ASSET INVENTORY / GIS DATABASE DEVELOPMENT

Professional Personnel

		Hours	Rate	Amount
MUNSELL, DEVON	11/12/2022	12.50	105.90	1,323.75
MUNSELL, DEVON	11/26/2022	34.00	105.90	3,600.60
MUNSELL, DEVON	12/10/2022	1.50	105.90	158.85
MUNSELL, DEVON	12/24/2022	8.50	105.90	900.15
Totals		56.50		5,983.35
Total Labor				5,983.35
			Total this Project	\$5,983.35

TASK 3 - CONDITION ASSESSMENT

Professional Personnel

		Hours	Rate	Amount
ALI, KIRAN	11/12/2022	24.00	98.10	2,354.40
ALI, KIRAN	11/26/2022	1.50	95.37	143.06
ALI, KIRAN	1/7/2023	6.00	94.50	567.00
HANNEY, STEPHANIE	11/12/2022	1.00	78.09	78.09
MACDONALD, ANDREA	11/12/2022	24.50	110.82	2,715.09
NICITA, NICHOLAS	11/12/2022	6.00	120.39	722.34
NICITA, NICHOLAS	11/26/2022	12.50	121.05	1,513.13
STICKEL, KARYN	11/26/2022	2.00	168.00	336.00
STICKEL, KARYN	12/24/2022	2.50	168.00	420.00
Totals		80.00		8,849.11
Total Labor				8,849.11

Project	20220549.21	PROJECT MGMT GRAND TRAVERSE COMMONS	Invoice	0203353
Reimbursable Expenses				
12/12/2022	CITI CARDS	SCH A MACDONALD K AIL HOTEL PARKING	706.17	
	Total Reimbursables		1.0 times	706.17
			Total this Project	\$9,555.28
GOURDIE FRASIER REIMBURSABLES				
Consultants				
12/16/2022	GOURDIE-FRASER	PROFESSIONAL SERVICES	13,133.40	
12/21/2022	GOURDIE-FRASER	PROFESSIONAL SERVICES	8,517.60	
	Total Consultants		1.0 times	21,651.00
			Total this Project	\$21,651.00
Billing Limits				
		Current	Prior	To-Date
Total Billings		40,084.36	35,284.87	75,369.23
Limit				161,000.00
Remaining				85,630.77
			Total Due this Invoice	\$40,084.36

Charging Job Number 20220549.23
For A.MacDonald & K.Ali rooms - SCH



725.02000 661.17

725.05000 45.00

11-04-22

Stephanie Hanney 555 Hulet Dr Bloomfield-Hills MI 48302 United States	Folio No. : A/R Number : Group Code : Company : Membership No. : PC 223779125 Invoice No. :	Room No. : 212 Arrival : 11-01-22 Departure : 11-04-22 Conf. No. : 25221547 Rate Code : IDME0 Page No. : 1 of 1
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Date	Description	Charges	Credits
11-01-22	*Accommodation	198.55	
11-01-22	Sales Tax	11.91	
11-01-22	Local Tax	9.93	
11-01-22	Valet Parking	15.00	
11-02-22	*Accommodation	198.55	
11-02-22	Sales Tax	11.91	
11-02-22	Local Tax	9.93	
11-02-22	Valet Parking	15.00	
11-03-22	*Accommodation	198.55	
11-03-22	Sales Tax	11.91	
11-03-22	Local Tax	9.93	
11-03-22	Valet Parking	15.00	
11-04-22	Visa XXXXXXXXXXXX3491	706.17	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Total	706.17	706.17
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Traverse City
263 W Grandview Parkway
Traverse City, MI 49684
Telephone: 1-231-932-0500

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

ACCOUNTS PAYABLE
HUBBELL ROTH & CLARK INC
555 HULET DRIVE
PO BOX 824
BLOOMFIELD HILLS, MI 48303-0824

Approved
PWP
20220549.27
reimbursable
RVW 12/13/2022

511.01000 December 13, 2022
Project No: 22286
Invoice No: 2228602

HRC Project No. 20220549

Re: Grand Traverse Commons, Infrastructure Assessment

Services Performed: Engineering and inspection services to evaluate infrastructure per Agreement for Subconsultant Services between HRC and GFA dated August 2, 2022.

Project Location: Traverse City, Michigan

Professional Services from October 23, 2022 to December 3, 2022

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Meetings	6,000.00	25.00	1,500.00	1,500.00	0.00
Research	1,500.00	20.00	300.00	255.00	45.00
GIS Mapping	3,900.00	25.00	975.00	663.00	312.00
Development Assistance					
Field Inspection / Asset Inventory	28,392.00	50.00	14,196.00	1,419.60	12,776.40
Report	6,150.00	0.00	0.00	0.00	0.00
Total Fee	45,942.00		16,971.00	3,837.60	13,133.40
Total Fee					13,133.40
Total this Invoice					\$13,133.40

Qm

VOUCHER 131007
12/16/2022

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

ACCOUNTS PAYABLE
HUBBELL ROTH & CLARK INC
555 HULET DRIVE
PO BOX 824
BLOOMFIELD HILLS, MI 48303-0824

Approved
PWP
20220549.27
reimbursable
RVW 12/21/2022
511.01000

December 21, 2022
Project No: 22286
Invoice No: 2228603

HRC Project No. 20220549

Re: Grand Traverse Commons, Infrastructure Assessment

Services Performed: Engineering and inspection services to evaluate infrastructure per Agreement for Subconsultant Services between HRC and GFA dated August 2, 2022.

Project Location: Traverse City, Michigan

Professional Services from December 4, 2022 to December 17, 2022**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Meetings	6,000.00	25.00	1,500.00	1,500.00	0.00
Research	1,500.00	20.00	300.00	300.00	0.00
GIS Mapping	3,900.00	25.00	975.00	975.00	0.00
Development Assistance					
Field Inspection / Asset Inventory	28,392.00	80.00	22,713.60	14,196.00	8,517.60
Report	6,150.00	0.00	0.00	0.00	0.00
Total Fee	45,942.00		25,488.60	16,971.00	8,517.60
			Total Fee		8,517.60
			Total this Invoice		\$8,517.60

Q M

VOUCHER 131065
12/21/2022

Received

12/21/2022

HRC Business Office

LIAA

Invoice

Traverse Area Community Media
324 Munson Avenue
Traverse City, MI 49686

Date	Invoice #
1/18/2023	1859

Bill To
GTC Brownfield Redevelopment Attn: Heidi Scheppe 400 Boardman Avenue Traverse City, MI 49684

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	U/M	Rate	Amount
2	Brownfield Redevelopment Authority meeting, December 15th (Bill Seater) (:06)	hr	22.00	44.00
Please make checks payable to LIAA. If you have any questions contact Kim McNeil at 231-929-3696.				Total \$44.00

Land Information Access Association
324 Munson Avenue
Traverse City, MI 49686

Phone: (231) 929-3696

INVOICE

Invoice # 7739
Due Date: upon receipt

Date: January 18, 2023

Invoice To: Grand Traverse County Brownfield Redevelopment Authority
400 Boardman Avenue
Traverse City, MI 49684

PROJECT: Traverse Area Community Media - Government TV

SERVICES: January 1, 2023 - December 31, 2023

LIAA will assist in the video capture, transfer, encoding and cablecasting of up to fifteen (15) separate meetings of the Brownfield Redevelopment Authority (BRA) during the year. LIAA will invoice the BRA for meetings in excess of fifteen (15), at \$85 per meeting. Additionally, the meetings will be available for playback on the web for two years. Monthly, LIAA will invoice the BRA for any videographer's fees incurred.

Cablecasting:	
Brownfield Redevelopment Authority meetings	\$ 1,000.00
	<hr/>
	1,000.00
 Web-based archiving and playback services:	
Brownfield Redevelopment Authority meetings	400.00
	<hr/>
	400.00
 Total Charges for this invoice	 <hr/> \$ 1,400.00

Please call Kim McNeil if you have any questions (phone: 231-929-3696). Thank you.

Please made checks payable to LIAA.

OLSON BZDOK & HOWARD, P.C.
420 E. Front Street
Traverse City, MI 49686
(231) 946-0044
www.envlaw.com

G.T. COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
400 Boardman Avenue
Traverse City MI 49684

Page: 1
January 09, 2023
CLIENT FILE NO: 4931M

<u>PAST BALANCES</u>	<u>FEES</u>	<u>EXPENSES</u>	<u>FINANCE CHG</u>	<u>PAYMENTS</u>	<u>BALANCE DUE</u>
4931-10 General Matters CONFIDENTIAL - ATTORNEY CLIENT COMMUNICATION	594.00	775.50	0.00	0.00	-594.00 <u>\$775.50</u>

Payable by check to Olson, Bzdok & Howard (EIN 38-2843057)
Past due statements are subject to monthly finance charges

BROWNFIELD REDEVELOPMENT AUTHORITY AGENDA ITEM

SUBJECT: Trial Balance & Activity Summary

FROM: Heidi Scheppe, Treasurer 

FOR MEETING DATE: January 26, 2023

SUMMARY OF ITEM TO BE PRESENTED:

Please find attached the preliminary December 2022 Trial Balance and Summary of Activity October-December 2022.

RECOMMENDATION:

For Information.

GTC Trial Balance

Company Grand Traverse County

Ledger Actuals

Period 2022 - P12 Dec

Time Period Current Period YTD

Ledger Accounts and Summaries**Balancing Worktags****Book****Additional Options**

Fund	Total	FD103 Brownfield Administration Fund Balance	FD501 LBRF Revolving Loan Fund Balance	FD504 Park Street Balance
Assets	13,911,841.85	308,869.37	2,232,206.93	48,631.87
1001:CLAIM ON CASH	5,081,672.34	308,869.37	1,806,416.79	0.00
1005:CASH DEPOSIT	0.00	0	0.00	0
CLEARING				
1040:DUE FROM	425,790.14	0	425,790.14	0
OTHER FUNDS				
1100:LONG TERM RECEIVABLES	8,404,379.37	0	0	48,631.87
DEFERRED EXPENSES - STATE/LOCAL	8,404,379.37	0	0	48,631.87
Liabilities	(8,889,893.74)	(467.50)	(5,663.87)	(48,631.87)
2000:ACCOUNTS PAYABLE	(8,255,870.11)	(467.50)	0	(48,631.87)
ACCOUNTS PAYABLE - CITY BR	(1,516,151.39)	0	0	0
ACCOUNTS PAYABLE - DDA BR	(48,631.87)	0	0	(48,631.87)
ACCOUNTS PAYABLE - DEVELOPER BR	(6,690,619.35)	0	0	0
(Blank)	(467.50)	(467.50)	0	0
2400:DUE TO OTHER FUNDS	(425,790.14)	0	0	0
2500:DUE TO OTHER GOVERNMENTS	(132,389.45)	0	(5,663.87)	0
ACCOUNTS PAYABLE - DEVELOPER BR	(73,132.72)	0	0	0
ACCOUNTS PAYABLE STATE TIF BR	(59,256.73)	0	(5,663.87)	0
3100:LONG-TERM DEBT	(75,844.04)	0	0	0
LOANS/ADVANCES	(75,844.04)	0	0	0
Revenues	(4,953,449.88)	(200,000.00)	(266,500.82)	(198,968.68)
Expenditures	5,725,170.85	106,144.30	483,281.00	198,968.68
Equity	(5,793,669.08)	(214,546.17)	(2,443,323.24)	0.00
3706:FUND BALANCE - NON-SPENDABLE	(997,006.00)	0	(997,006.00)	0.00
RESERVED-AMBULANCE GARAGE	(136,730.00)	0	(136,730.00)	0
RESERVED-DDA BOARDMAN RIVER	(45,000.00)	0	(45,000.00)	0
RESERVED-DDA GRANT	(78,000.00)	0	(78,000.00)	0
RESERVED-GARFIELD	(22,800.00)	0	(22,800.00)	0
RESERVED-HOMESTRETCH	(175,431.00)	0	(175,431.00)	0
RESERVED-MEYER FARM	(970.00)	0	(970.00)	0
RESERVED-MT HOLIDAY GRANT	(12,000.00)	0	(12,000.00)	0
RESERVED-ROTARY GRANT	(15,000.00)	0	(15,000.00)	0
RESERVED-SENIOR CENTER	(26,075.00)	0	(26,075.00)	0
RESERVED-TC PLACE	(485,000.00)	0	(485,000.00)	0
(Blank)	0.00	0	0.00	0.00
3910:NET POSITION - UNRESTRICTED	(4,796,663.08)	(214,546.17)	(1,446,317.24)	0
Total	0.00	0.00	0.00	0.00

FD506 CSX Boardman Lake Balance	FD507 TC Place Balance	FD509 Commons Balance	FD510 Four Corners CVS Blarney Castle Balance	FD513 River West Balance
242,758.84	514,686.16	2,248,673.34	145,196.84	225,491.08
242,758.84	467,436.48	1,631,928.99	0.00	0.00
0.00	0.00	0.00	0	0
0	0	0	0	0
0	47,249.68	616,744.35	145,196.84	225,491.08
0	47,249.68	616,744.35	145,196.84	225,491.08
0	(473,039.82)	(616,744.35)	(145,196.84)	(225,491.08)
0	(47,249.68)	(616,744.35)	(145,196.84)	(225,491.08)
0	(47,249.68)	0	(70,644.38)	0
0	0	0	0	0
0	0	(616,744.35)	(74,552.46)	(225,491.08)
0	0	0	0	0
0	(425,790.14)	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
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0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0.00	0.00	0.00	0.00	0.00
(2,184,086.17)	0	(632,686.44)	0	(40.29)
0.00	0.00	0.00	0.00	0.00

FD518 East Bay Plaza	FD519 TBA Credit Union	FD521 Graetz Properties	FD523 Uptown	FD524 Food For Thought
Balance	Balance	Balance	Balance	Balance
1,063,796.24	1,855,666.65	59,694.31	1,577,378.92	57,754.04
47,942.67	5,018.68	636.51	17,598.55	14.11
0.00	0	0	0	0.00
0	0	0	0	0
1,015,853.57	1,850,647.97	59,057.80	1,559,780.37	57,739.93
1,015,853.57	1,850,647.97	59,057.80	1,559,780.37	57,739.93
(1,015,853.57)	(1,855,666.65)	(59,694.31)	(1,577,378.92)	(57,663.72)
(1,015,853.57)	(1,850,647.97)	(59,057.80)	(1,483,936.33)	(57,739.93)
0	0	0	(47,014.94)	0
0	0	0	0	0
(1,015,853.57)	(1,850,647.97)	(59,057.80)	(1,436,921.39)	(57,739.93)
0	0	0	0	0
0	0	0	0	0
0	(5,018.68)	(636.51)	(17,598.55)	76.21
0	0	0	0	0
0	(5,018.68)	(636.51)	(17,598.55)	76.21
0	0	0	(75,844.04)	0
0	0	0	(75,844.04)	0
(66,849.19)	(78,775.21)	(10,168.27)	(50,086.94)	(53,947.25)
64,308.03	78,777.28	10,168.57	50,086.94	51,619.55
(45,401.51)	(2.07)	(0.30)	0.00	2,237.38
0.00	0.00	0.00	0.00	0.00
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0.00	0.00	0.00	0.00	0.00
(45,401.51)	(2.07)	(0.30)	0	2,237.38
0.00	0.00	0.00	0.00	0.00

FD525 Envision 8th St	FD526 Park Place	FD527 Rennie School Rd
Balance	Balance	Balance
1,590,276.35	781,760.53	959,000.38
239,033.96	290,094.77	23,922.62
0.00	0.00	0.00
0	0	0
1,351,242.39	491,665.76	935,077.76
1,351,242.39	491,665.76	935,077.76
(1,368,564.54)	(504,758.94)	(935,077.76)
(1,351,242.39)	(491,665.76)	(861,945.04)
(1,351,242.39)	0	0
0	0	0
0	(491,665.76)	(861,945.04)
0	0	0
0	0	0
(17,322.15)	(13,093.18)	(73,132.72)
0	0	(73,132.72)
(17,322.15)	(13,093.18)	0
0	0	0
0	0	0
(263,302.58)	(217,727.93)	(48,643.61)
106,328.63	72,668.07	103,861.67
(64,737.86)	(131,941.73)	(79,140.68)
0.00	0.00	0.00
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0.00	0.00	0.00
(64,737.86)	(131,941.73)	(79,140.68)
0.00	0.00	0.00

Brownfield Activity in October-December 2022

Expenditures	Issued checks to:	Amount	Brownfield	
	ECT	\$ 6,060.00	Admin	
	LIAA	\$ 88.00	Admin	
	Olson Bzdok	\$ 2,310.00	Admin	
	City of TC	\$ 2,721,955.62	CSX Boardman Lake	
	Applied Env	\$ 34,490.70	TC Place LBRF Loan	
	Hamp Mathews	\$ 91,535.08	TC Place LBRF Loan	
	JS Traverse LLC	\$ 53,350.00	TC Place LBRF Loan	
	Molan	\$ 109,973.19	TC Place LBRF Loan	
	Waste Mgmt	\$ 109,213.19	TC Place LBRF Loan	
	Applied Env	\$ 8,243.54	TC Place LBRF Loan	
	Applied Env	\$ 18,071.94	TC Place LBRF Loan	
	Hamp Mathews	\$ 912.50	TC Place LBRF Loan	
	Gosling Czubak	\$ 1,482.50	Mt Holiday Grant	
	Gosling Czubak	\$ 4,094.39	Mt Holiday Grant	
	Hubbel Roth	\$ 15,625.15	Commons joint planning	
	Hubbel Roth	\$ 19,659.72	Commons joint planning	
	Otwell Mawby	\$ 13,685.97	Go Rec Grant	
	State of MI	\$ 48,563.50	SET 3.0 Mills	
				Oct-22

\$ 3,259,314.99

	Cash Received:	Amount	Brownfield	
	Interest	\$ 12,539.00	All	Interest Oct
	Interest	\$ 14,287.15	All	Interest Nov
	Interest		All	Interest Dec
Revenue	Blair	\$ 23,513.67	Rennie School Rd	Tif capture
	Garfield	\$ 260,800.79	Commons	Tif capture
	Green Lake	\$ -	LBRF	Tif capture
	Long Lake	\$ -	Food for Thought	Tif capture
	City of TC	\$ 5,028.19	CSX Pre denial	Tif capture

\$ 316,168.80

2022 Admin Budget			
	Budget Bal		Budget Bal
Attorney	35,000.00	ECT	120,000.00
			3,230.00 116,770.00
Jan	313.50	34,686.50	6,715.00 110,055.00
Feb	726.00	33,960.50	13,652.50 96,402.50
March	2,112.00	31,848.50	6,587.50 89,815.00
April	4,801.50	27,047.00	13,015.00 76,800.00
May	2,029.50	25,017.50	6,635.00 70,165.00
June	2,128.50	22,889.00	70,165.00
July	1,947.00	20,942.00	30,752.50 39,412.50
Aug	742.50	20,199.50	39,412.50
Sept	1,716.00	18,483.50	11,415.00 27,997.50
Oct	594.00	17,889.50	27,997.50
Nov	-	17,889.50	4,435.00 23,562.50
Dec	775.50	17,114.00	11,348.75 12,213.75 *
Total Exp YTD	17,886.00		107,786.25
% of budget	51.10%		89.82%



GTC Brownfield Redevelopment Authority Agenda Item

SUBJECT: State Land Bank Authority Blight Elimination Grant support for approval of LBRF collateral to grant waver of lien – Grand Traverse Commons and the Village at Grand Traverse Commons – Cottage 34.

FROM: Anne Jamieson, GTCBRA Administrative Director

FOR MEETING DATE: January 26th, 2023

Summary of Project/ Summary of Request:

PA 166 of 2022, Section 1094f(2), appropriated monies to SLBA for blight elimination grants. The purpose of this RFP is to provide grant dollars to land bank authorities and local units of government to address blighted properties in their communities ("Program"). A total of \$21,550,000 is to be awarded on a competitive basis. The SLBA seeks eligible applicants (land bank authority, county, city, village, or township) to apply for blight elimination grant opportunities within its jurisdiction. **The maximum award allowed under this RFP (during round 1) will be capped at \$200,000 per county.** However, in Prosperity Regions 7, 9, and 10, the maximum award allowed under this RFP (during round 1) will be capped at a \$1,077,500 per Prosperity Region.

The Grand Traverse County Land Bank Authority is applying on behalf of the Minervini Group, LLC to complete selective demolition, asbestos containing material removal and lead based paint removal for Cottage 34.

Cottage 34 was originally built in 1904 and operated by the State of Michigan as a treatment residence for male patients of the Northern Michigan Asylum, until it was abandoned in the late 1980s. Cottage 34 is approximately 32,000 square feet on four levels, constructed of masonry bearing walls and heavy timber like most of the other historic structures on the campus. Today it is one of several blighted and contaminated buildings adjoining the ongoing mixed-use redevelopment of the former Traverse City State Hospital campus, known as The Village at Grand Traverse Commons.

The building is targeted for adaptive re-use as mixed workforce rental housing units and market rate condominiums. The lower floors may host a professional office use. Redevelopment is hindered at this time due to the blight, contamination and functional obsolescence conditions of the building, including but not limited to:

1. Presence of asbestos containing materials (ACM), lead based paint (LBP), and animal waste
2. Exterior and interior historic brick walls deterioration and LBP



3. Damaged and open windows and doors
4. Deteriorated and leaking roof
5. Compromised foundations and miscellaneous structural deficiencies
6. Damaged and unsafe floors and staircases
7. Contaminated soils around building

The estimated cost of correcting the blight, contamination and functional obsolescence of the building is over \$3,000,000.

Clearly, the above building conditions cannot all be addressed by this limited Blight Elimination Program Grant request. But the grant funds, in combination with additional funds from the developer, will pay for much of the interior hazardous material abatement work in item 1. The cost to do this work will be approximately \$300,000 with air monitoring and project management. Not only is this the first step to create an appropriate worker environment for construction crews, this will also help leverage additional public and private funds to finance the balance of construction for the adaptive re-use of this historic building.

The Grantee (GTCLBA) is responsible for recording a lien in favor of the SLBA on privately-owned Eligible Property in the full amount of any Eligible Activities performed and reimbursed pursuant to this Contract. A release of lien may be provided conditioned upon demonstration of future development plans satisfactory to SLBA and the local unit of government.

In order to avoid a lien on the Eligible Property the GTCBRA is pledging the amount of \$200,000 in Local Brownfield Revolving Funds (LBRF), that will satisfy the waiver for a lien on the property. The return of this collateral pledged by the GTCBRA will be released upon completion of the project to the satisfaction of the SLBA and the local unit of government.

Based upon review of the application and the benefits to the community the following is recommended:

RECOMMENDATION:

Approval of \$200,000 from the GTCBRA LBRF to provide collateral in order to seek a waiver of lien on Cottage 34, as defined in A 166 of 2022, Section 1094f(2), appropriated monies to SLBA for blight elimination grants RFP.

ATTACHMENT A

RFP RESPONSE COVER SHEET FORM
(attach as a cover sheet to your submission file)
BLIGHT ELIMINATION PROGRAM
RFP 2023-001

General Information:

Name: Grand Traverse County Land Bank Authority SIGMA ID # CV 0047996

Address: 400 Boardman Avenue, Traverse City MI 49684

County: Grand Traverse Prosperity Region #: 2

Applying on behalf of (as applicable): The Minervini Group
LLC

Telephone #: 231 922-4735 Fax #: 231 922-4658

Contact's Email Address: hscheppe@gtcountymi.gov

Name of Authorized Signatory: Heidi Scheppe

Land Bank Authority County City Village Township

Certifications: Authorized Signatory to initial each of the following, as applicable:

x Respondent certifies that it is not presently subject to any legal action or judgement, as described in Section III(H).

x Respondent certifies that all obligations are paid to the State of Michigan as of this date.

x Respondent certifies that it owes no outstanding debt to the State of Michigan or SLBA.

x Respondent certifies that it is in good standing with the requirements of its Intergovernmental Agreement, if applicable.

DocuSigned by:

Heidi Scheppe

Signature of Authorized Signatory

1/13/2023

Date: _____

City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmange@traversecitymi.gov



January 17, 2023

State Land Bank Authority
Post Office Box 30766
Lansing, Michigan 48909

Re: Grand Traverse County Land Bank Authority; Blight Elimination Program Grant Application; the Village at Grand Traverse Commons (the "Commons"); Letter of Support

To whom it may concern:

Please accept this letter as the City of Traverse City's support of the Grand Traverse County Land Bank Authority's application for a Blight Elimination Program grant. This grant is especially important to the City of Traverse City as the program is consistent with the City Commission's housing goals.

The Commons is an important commercial area in Traverse City and adjoining Garfield Township. Both the City and Township have created a joint planning commission to plan for and oversee the development occurring at the site. Funds under this grant program would not only eliminate blight and improve conditions at the Commons, but would also help create more workforce rental housing, which is a critical need in our community. We continue to help when we can to the County Land Bank Authority and other organizations that share the City's goal of increasing affordable housing in Grand Traverse County.

Again, on behalf of the City of Traverse City, I support the County Land Bank's application because it will secure funds needed to improve an important commercial area and it will be used to develop much needed housing in our community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Martin A. Colburn".

Martin A. Colburn
City Manager

MAC/kas