



## **AGENDA**

### **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 15<sup>th</sup>, 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 23<sup>rd</sup>, 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 Commissioners. 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 any 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 29<sup>th</sup>, 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 Than** 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  Fund: FD103 Brownfield Administration Fund	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  Fund: FD103 Brownfield Administration Fund  Program: PROG0020 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  Fund: FD103 Brownfield Administration Fund  Program: PROG0020 BROWNFIELD	FD103 Brownfield Administration Fund
<b>ECT Total</b>		<b>ECT</b>		<b>27,198.75</b>		
	Ad Hoc Payment: Garfield Charter Township - 01/26/2023	Garfield Charter Township	1/26/2023 Refund Fire special assessment capture	64,390.07	Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD  Fund: FD509 Commons	FD509 Commons
<b>Garfield Charter Township Total</b>		<b>Garfield Charter Township</b>		<b>64,390.07</b>		
	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  Fund: FD509 Commons  Grant: GRT50900000 G.T. Commons  Program: PROG0020 BROWNFIELD  Project: PROJ0008 Commons City	FD509 Commons
<b>Hubbell, Roth &amp; Clark Consulting Engineers Total</b>		<b>Hubbell, Roth &amp; Clark Consulting Engineers</b>		<b>40,084.36</b>		
	Ad Hoc Payment: LIAA - 12/31/2022	LIAA	12/31/2022 Dec BRA meeting taping	44.00	Cost Center: CC73300 NON DEPARTMENTAL BROWNFIELD  Fund: FD103 Brownfield Administration Fund  Program: PROG0020 BROWNFIELD	FD103 Brownfield Administration 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  Fund: FD103 Brownfield Administration Fund  Program: PROG0020 BROWNFIELD	FD103 Brownfield Administration Fund
<b>LIAA Total</b>		<b>LIAA</b>		<b>1,444.00</b>		

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

OLSON BZDOK AND  
HOWARD

12/30/2022

775.50 Cost Center: CC73300  
NON DEPARTMENTAL  
BROWNFIELD

FD103 Brownfield  
Administration Fund

Fund: FD103 Brownfield  
Administration Fund

Program: PROG0020  
BROWNFIELD

Project: PROJ0002  
Brownfield Administration

775.50

133,892.68

OLSON BZDOK AND  
HOWARD Total  
Grand Total

OLSON BZDOK AND  
HOWARD

**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 :**

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**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	
<b>Total Phase : 2022 -- 2022 GTCBRA ADMINISTRATION</b>		<u>11,415.00</u>
<b>Subtotal Invoice</b>		<u>11,415.00</u>
<b>Amount Due This Invoice **</b>		<u>11,415.00</u>

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

**GRAND TRAVERSE COUNTY**

Project : 210025 -- GTCBRA ADMINISTRATION 2021-23

Invoice # : 224953

**Labor & Expense Detail****Phase : 2022 -- 2022 GTCBRA ADMINISTRATION****Labor**

Activity / Class / Employee Name	Date	Hours	Rate	Amount
<b>GENERAL</b>				
<b>SENIOR SCIENTIST/ENGINEER II</b>				
DIRK S. MAMMEN	08/22/2022	0.75	170.00	127.50
<b>SENIOR SCIENTIST/ENGINEER I</b>				
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
<b>SENIOR PROJECT COORDINATOR</b>				
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
<b>SENIOR PRINCIPAL SCIENTIST/ENGINEER</b>				
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

**Labor****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**

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4,435.00**Amount Due This Invoice \*\***

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4,435.00

Project Manager : DIRK S. MAMMEN

Environmental Consulting &amp; Technology, Inc.

Billings : 000596

**GRAND TRAVERSE COUNTY**

Project : 210025 -- GTCBRA ADMINISTRATION 2021-23

Invoice # : 226116

**Labor & Expense Detail**

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

**Labor**

Activity / Class / Employee Name	Date	Hours	Rate	Amount
<b>GENERAL</b>				
<b>SENIOR SCIENTIST/ENGINEER II</b>				
DIRK S. MAMMEN	11/03/2022	0.50	170.00	85.00
<b>SENIOR SCIENTIST/ENGINEER I</b>				
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
<b>SENIOR PROJECT COORDINATOR</b>				
TENNILLE M. NEWSOME	11/04/2022	1.50	95.00	142.50
<b>SENIOR PRINCIPAL SCIENTIST/ENGINEER</b>				
DIRK S. MAMMEN	11/22/2022	0.75	170.00	127.50
<b>Labor</b>				<b>4,435.00</b>

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

Project Manager : DIRK S. MAMMEN

Environmental Consulting &amp; Technology, Inc.

Billings : 000596

**GRAND TRAVERSE COUNTY**

Project : 210025 -- GTCBRA ADMINISTRATION 2021-23

Invoice # : 230449

**Labor & Expense Detail**

Phase : 2022 -- 2022 GTCBRA ADMINISTRATION

**Labor**

Activity / Class / Employee Name	Date	Hours	Rate	Amount
<b>GENERAL</b>				
<b>SENIOR SCIENTIST/ENGINEER I</b>				
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
<b>SENIOR PROJECT COORDINATOR</b>				
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
<b>SENIOR PRINCIPAL SCIENTIST/ENGINEER</b>				
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).

11/16/2022  
02:36 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2

DB: Garfield20

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:	96	ANIMAL CONTROL	285.09	285.09	0.00
TAXABLE VALUE:	9,192,556	COA	3,818.53	3,818.53	0.00
BASE VALUE:	0	COA-SENIOR CEN	762.07	762.07	0.00
CAPTURED VALUE:	9,192,556	CONSERVATION	772.16	772.16	0.00
PRE/MBT TAXABLE:	2,402,100	ROAD COM	7,843.24	7,843.24	0.00
NON PRE/MBT TAXABLE:	6,790,456	VETERANS	627.11	627.11	0.00
PRE/MBT CAPTURED:	2,402,100	NMC-OPER	8,288.45	8,288.45	0.00
NON-PRE/MBT CAPTURED:	6,790,456	NMC-DEBT	0.00	0.00	0.00
COM. PERS. TAXABLE:	15,200	LIBRARY-OPER	7,287.63	7,287.63	0.00
IND. PERS. TAXABLE:	21,700	GARFIELD-OPER	15,686.58	15,686.58	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	19,125.52	19,125.52	0.00
		REC AUTH-OPER	1,176.28	1,176.28	0.00
		REC AUTH-DEBT	2,587.95	0.00	2,587.95
		MILLAGE SPECIALS	0.00	0.00	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	0.00
GARFIELD-OPER	15,686.58	0.00
GT METRO FIRE	19,125.52	0.00
REC AUTH-OPER	1,176.28	0.00
REC AUTH-DEBT	0.00	0.00
MILLAGE SPECIALS	0.00	0.00
TOTALS----->	65,672.66	0.00

✓ verified paid  
Some Brownfield may  
have been Dela

11/16/2022  
02:48 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield19

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

✓ verified paid  
Some may have been  
delq

-----CAPTURED TAXES BREAKDOWN-----		
	POSITIVE CAPTURE	NEGATIVE CAPTURE
-----DDA/LDFA: COMMONS-----		
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



11/16/2022  
02:47 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield18

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

11/16/2022  
02:51 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield17

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
		LIBRARY-OPER	1,315.36	1,315.36	0.00
		REC AUTH-OPER	136.45	136.45	0.00
		REC AUTH-DEBT	606.94	0.00	606.94
PRE/MBT TAXABLE:	82,800	GARFIELD-OPER	2,779.06	2,779.06	0.00
NON PRE/MBT TAXABLE:	3,023,108	GT METRO FIRE	4,128.10	4,128.10	0.00
		ROAD COM	1,377.97	1,377.97	0.00
PRE/MBT CAPTURED:	82,800	VETERANS	165.17	165.17	0.00
NON-PRE/MBT CAPTURED:	3,023,108	MILLAGE SPECIALS	0.00	0.00	0.00
COM. PERS. TAXABLE:	39,800	TOTALS----->	13,372.95	12,223.48	1,149.47
IND. PERS. TAXABLE:	43,000				
SPEC. ACT PERS. TAXABLE:	0				
-----CAPTURED TAXES BREAKDOWN-----					
		POSITIVE CAPTURE	NEGATIVE CAPTURE		
COM. PERS. CAPTURED:	39,800	COA	688.73	0.00	0.00
IND. PERS. CAPTURED:	43,000	COA-SENIOR CEN	137.57	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	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	0.00	0.00

✓ verified pd.

11/16/2022  
02:54 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield

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	452.46	452.46	0.00
TAXABLE VALUE:	3,051,694	90.26	90.26	0.00
BASE VALUE:	0	981.99	981.99	0.00
CAPTURED VALUE:	3,051,694	583.79	0.00	583.79
PRE/MBT TAXABLE:	62,400	864.12	864.12	0.00
NON PRE/MBT TAXABLE:	2,989,294	238.14	0.00	238.14
PRE/MBT CAPTURED:	62,400	89.91	89.91	0.00
NON-PRE/MBT CAPTURED:	2,989,294	592.77	0.00	592.77
COM. PERS. TAXABLE:	14,400	1,810.92	1,810.92	0.00
IND. PERS. TAXABLE:	48,000	4,075.18	4,075.18	0.00
SPEC. ACT PERS. TAXABLE:	0	905.00	905.00	0.00
		108.57	108.57	0.00
		0.00	0.00	0.00
		10,793.11	9,378.41	1,414.70
-----CAPTURED TAXES BREAKDOWN-----				
POSITIVE CAPTURE				
COA		452.46	452.46	0.00
COA-SENIOR CEN		90.26	90.26	0.00
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-DEBT		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----->		10,793.11	9,378.41	1,414.70
NEGATIVE CAPTURE				
COA		452.46	452.46	0.00
COA-SENIOR CEN		90.26	90.26	0.00
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-DEBT		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



PARCEL INFORMATION

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

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

Include: All Parcels

TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----			
TOTAL PARCELS:	34		
TAXABLE VALUE:	2,953,223		
BASE VALUE:	0		
CAPTURED VALUE:	2,953,223		
PRE/MBT TAXABLE:	231,600		
NON PRE/MBT TAXABLE:	2,721,623		
PRE/MBT CAPTURED:	231,600		
NON-PRE/MBT CAPTURED:	2,721,623		
COM. PERS. TAXABLE:	231,600		
IND. PERS. TAXABLE:	0		
SPEC. ACT PERS. TAXABLE:	0		
COM. PERS. CAPTURED:	231,600		
IND. PERS. CAPTURED:	0		
SPEC. ACT PERS. CAPTURED:	0		

TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: COMMONS-----			
MILLAGE SPECIALS	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	561.52	0.00	561.52
LIBRARY-OPER	427.75	427.75	0.00
LIBRARY-DEBT	247.68	0.00	247.68
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
-----CAPTURED TAXES BREAKDOWN-----			
POSITIVE CAPTURE      NEGATIVE CAPTURE			
MILLAGE SPECIALS	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	0.00	0.00	0.00
GARFIELD-OPER	896.16	896.16	0.00
GT METRO FIRE	0.00	0.00	0.00
ROAD COM	448.04	448.04	0.00
TOTALS----->	2,571.02	2,571.02	0.00

Not Captured

11/16/2022  
02:57 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield14

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:	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
		NMC-DEBT	531.81	17.19	514.62
		LIBRARY-OPER	44.39	44.39	0.00
PRE/MET TAXABLE:	46,500	LIBRARY-DEBT	208.93	6.75	202.18
NON PRE/MET TAXABLE:	2,622,763	REC AUTH-OPER	4.61	4.61	0.00
		REC AUTH-DEBT	431.24	13.95	417.29
PRE/MET CAPTURED:	46,500	GARFIELD-OPER	108.67	108.67	0.00
NON-PRE/MET CAPTURED:	2,622,763	GT-METRO FIRE	3,060.35	3,060.35	0.00
		ROAD COM	46.50	46.50	0.00
COM. PERS. TAXABLE:	46,500	MILLAGE SPECIALS	0.00	0.00	0.00
IND. PERS. TAXABLE:	0	TOTALS----->	4,545.50	3,411.41	1,134.09
SPEC. ACT PERS. TAXABLE:	0				
-----CAPTURED TAXES BREAKDOWN-----					
		POSITIVE CAPTURE			
COM. PERS. CAPTURED:	46,500	COA	23.25	0.00	0.00
IND. PERS. CAPTURED:	0	COA-SENIOR CEN	4.65	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	MEDICAL CARE	30.66	0.00	0.00
		NMC-OPERATING	50.44	0.00	0.00
		NMC-DEBT	17.19	0.00	0.00
		LIBRARY-OPER	44.39	0.00	0.00
		LIBRARY-DEBT	6.75	0.00	0.00
		REC AUTH-OPER	4.61	0.00	0.00
		REC AUTH-DEBT	13.95	0.00	0.00
		GARFIELD-OPER	108.67	0.00	0.00
		GT METRO FIRE	3,060.35	0.00	0.00
		ROAD COM	46.50	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	3,411.41	0.00	0.00

11/16/2022  
02:58 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield13

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-----					
-----DDA/LDFA: COMMONS-----					
TOTAL PARCELS:	42	COA	34.85	34.85	0.00
TAXABLE VALUE:	2,722,986	COA-SENIOR CEN	6.97	6.97	0.00
BASE VALUE:	0	MEDICAL CARE	45.91	45.91	0.00
CAPTURED VALUE:	2,722,986	NMC-OPERATING	75.59	75.59	0.00
PRE/MBT TAXABLE:	220,000	NMC-DEBT	613.76	613.76	0.00
NON PRE/MBT TAXABLE:	2,502,986	LIBRARY-OPER	66.51	66.51	0.00
PRE/MBT CAPTURED:	220,000	LIBRARY-DEBT	245.75	245.75	0.00
NON-PRE/MBT CAPTURED:	2,502,986	REC AUTH-OPER	6.87	6.87	0.00
COM. PERS. TAXABLE:	220,000	REC AUTH-DEBT	474.59	474.59	0.00
IND. PERS. TAXABLE:	0	GARFIELD-OPER	162.86	162.86	0.00
SPEC. ACT PERS. TAXABLE:	0	GT METRO FIRE	2,975.64	2,975.64	0.00
		ROAD COM	69.70	69.70	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	4,779.00	4,779.00	0.00
-----CAPTURED TAXES BREAKDOWN-----					
		POSITIVE CAPTURE		NEGATIVE CAPTURE	
COM. PERS. CAPTURED:	220,000	COA	34.85	0.00	0.00
IND. PERS. CAPTURED:	0	COA-SENIOR CEN	6.97	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	MEDICAL CARE	45.91	0.00	0.00
		NMC-OPERATING	75.59	0.00	0.00
		NMC-DEBT	613.76	0.00	0.00
		LIBRARY-OPER	66.51	0.00	0.00
		LIBRARY-DEBT	245.75	0.00	0.00
		REC AUTH-OPER	6.87	0.00	0.00
		REC AUTH-DEBT	474.59	0.00	0.00
		GARFIELD-OPER	162.86	0.00	0.00
		GT METRO FIRE	2,975.64	0.00	0.00
		ROAD COM	69.70	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00	0.00
		TOTALS----->	4,779.00	0.00	0.00

11/16/2022  
02:28 PM

DDA/LDFA Report (Detail) FOR CHARTER TOWNSHIP OF GARFIELD

Page: 1/2  
DB: Garfield21

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
		ROAD COM	8,746.41	8,746.41	0.00
		VETERANS	706.00	706.00	0.00
PRE/WBT TAXABLE:	2,288,832	NMC-OPER	9,242.71	9,242.71	0.00
NON PRE/WBT TAXABLE:	7,910,042	NMC-DEBT	0.00	0.00	0.00
		LIBRARY-OPER	8,125.60	8,125.60	0.00
PRE/WBT CAPTURED:	2,288,832	GARFIELD-OPER	17,661.31	17,661.31	0.00
NON-PRE/WBT CAPTURED:	7,910,042	GT METRO FIRE	21,560.29	21,560.29	0.00
		REC AUTH-OPER	1,324.24	1,324.24	0.00
COM. PERS. TAXABLE:	13,800	REC AUTH-DEBT	2,913.72	0.00	2,913.72
IND. PERS. TAXABLE:	16,700	MILLAGE SPECIALS	0.00	0.00	0.00
SPEC. ACT PERS. TAXABLE:	0	TOTALS----->	76,247.67	73,333.95	2,913.72
-----CAPTURED TAXES BREAKDOWN-----					
COM. PERS. CAPTURED:	13,800	POSITIVE CAPTURE			
IND. PERS. CAPTURED:	16,700	NEGATIVE CAPTURE			
SPEC. ACT PERS. CAPTURED:	0				

✓ verified paid  
Some may have been  
Dela

ANIMAL CONTROL	0.00	0.00
COA	4,257.74	0.00
COA-SENIOR CEN	849.03	0.00
CONSERVATION	860.62	0.00
ROAD COM	8,746.41	0.00
VETERANS	706.00	0.00
NMC-OPER	9,242.71	0.00
NMC-DEBT	0.00	0.00
LIBRARY-OPER	8,125.60	0.00
GARFIELD-OPER	17,661.31	0.00
GT METRO FIRE	21,560.29	0.00
REC AUTH-OPER	1,324.24	0.00
REC AUTH-DEBT	0.00	0.00
MILLAGE SPECIALS	0.00	0.00
TOTALS----->	73,333.95	0.00



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	
<b>Total Labor</b>					<b>2,894.73</b>
			<b>Total this Project</b>		<b>\$2,894.73</b>

**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	
<b>Total Labor</b>					<b>5,983.35</b>
			<b>Total this Project</b>		<b>\$5,983.35</b>

**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	
<b>Total Labor</b>					<b>8,849.11</b>

Project	20220549.21	PROJECT MGMT GRAND TRAVERSE COMMONS	Invoice	0203353
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#### Reimbursable Expenses

12/12/2022	CITI CARDS	SCH A MACDONALD K AIL HOTEL PARKING	706.17	
	<b>Total Reimbursables</b>	<b>1.0 times</b>	<b>706.17</b>	<b>706.17</b>
		<b>Total this Project</b>		<b>\$9,555.28</b>

#### GOURDIE FRASIER REIMBURSIBLES

##### Consultants

12/16/2022	GOURDIE-FRASER	PROFESSIONAL SERVICES	13,133.40	
12/21/2022	GOURDIE-FRASER	PROFESSIONAL SERVICES	8,517.60	
	<b>Total Consultants</b>	<b>1.0 times</b>	<b>21,651.00</b>	<b>21,651.00</b>
		<b>Total this Project</b>		<b>\$21,651.00</b>

##### 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

<b>Total Due this Invoice</b>	<b>\$40,084.36</b>
-------------------------------	--------------------



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



725.02000 661.17

725.05000 45.00

11-04-22

<b>Stephanie Hanney</b>	Folio No. :	Room No. : <b>212</b>
<b>555 Hulet Dr</b>	A/R Number :	Arrival : <b>11-01-22</b>
<b>Bloomfield-Hills MI 48302</b>	Group Code :	Departure : <b>11-04-22</b>
<b>United States</b>	Company :	Conf. No. : <b>25221547</b>
	Membership No. : <b>PC 223779125</b>	Rate Code : <b>IDME0</b>
	Invoice No. :	Page No. : <b>1 of 1</b>

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
<b>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 - <a href="http://www.ihgwardsclub.com/review">www.ihgwardsclub.com/review</a>. We look forward to welcoming you back soon.</b>		<b>Total</b>	<b>706.17</b>
		<b>Balance</b>	<b>0.00</b>

**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

Owned by: Grand Traverse Hotel Group, LLC Operated by: GCH Global Management

**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
<b>Total Fee</b>					<b>13,133.40</b>
<b>Total this Invoice</b>					<b>\$13,133.40</b>

*DM*

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

*DM*

VOUCHER 131065  
12/21/2022

**Received**

12/21/2022

HRC Business Office

LIAA

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

# Invoice

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.			<b>Total</b>	\$44.00

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

**INVOICE**

**Phone:** (231) 929-3696

**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
	<u>1,000.00</u>

Web-based archiving and playback services:

Brownfield Redevelopment Authority meetings	400.00
	<u>400.00</u>

**Total Charges for this invoice**

<u>\$ 1,400.00</u>
--------------------

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

Please make 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
<b>Assets</b>	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 OTHER FUNDS	425,790.14	0	425,790.14	0
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
<b>Liabilities</b>	(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 (Blank)	(6,690,619.35)	0	0	0
2400:DUE TO OTHER FUNDS	(425,790.14)	(467.50)	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
<b>Revenues</b>	(4,953,449.88)	(200,000.00)	(266,500.82)	(198,968.68)
<b>Expenditures</b>	5,725,170.85	106,144.30	483,281.00	198,968.68
<b>Equity</b>	(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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

FD506 CSX Boardman Lake	FD507 TC Place	FD509 Commons	FD510 Four Corners CVS Blarney Castle	FD513 River West
Balance	Balance	Balance	Balance	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
0	0	0	0	0
(935,250.88)	(646,568.49)	(1,487,901.11)	(145,525.87)	(283,233.05)
2,876,578.21	604,922.15	488,658.56	145,525.87	283,273.34
(2,184,086.17)	0.00	(632,686.44)	0.00	(40.29)
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	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
<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
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
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



FD525 Envision 8th St	FD526 Park Place	FD527 Rennie School Rd
<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
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	0	0
0.00	0.00	0.00
(64,737.86)	(131,941.73)	(79,140.68)
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Brownfield Activity in October-December 2022

Expenditures	Issued checks to:	Amount	Brownfield		Oct-22
	ECT	\$ 6,060.00	Admin		
	LIAA	\$ 88.00	Admin	Video taping	
	Olson Bzdok	\$ 2,310.00	Admin	Attorney	
	City of TC	\$ 2,721,955.62	CSX Boardman Lake	TIF Disbursement	
	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		

**\$ 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				
	Attorney	Budget Bal 35,000.00	ECT	Budget Bal 120,000.00
Jan	313.50	34,686.50	3,230.00	116,770.00
Feb	726.00	33,960.50	6,715.00	110,055.00
March	2,112.00	31,848.50	13,652.50	96,402.50
April	4,801.50	27,047.00	6,587.50	89,815.00
May	2,029.50	25,017.50	13,015.00	76,800.00
June	2,128.50	22,889.00	6,635.00	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
<b>Total Exp YTD</b>	<b>17,886.00</b>		<b>107,786.25</b>	
<b>% of budget</b>	51.10%		89.82%	

\* June & July

\*

GTC Brownfield Redevelopment Authority Agenda Item

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

FROM: Anne Jamieson, GTCBRA Administrative Director

FOR MEETING DATE: January 26<sup>th</sup>, 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

Date: 1/13/2023

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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  
tcmanage@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

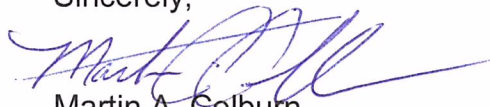
To whom it may concern:

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,



Martin A. Colburn  
City Manager

MAC/kas