



A G E N D A

GRAND TRAVERSE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

Thursday, February 17th, 2021 – 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 comments 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. AGENDA APPROVAL – ADDITIONS/SUBTRACTIONS

4. 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 16th, 2021 Meeting Minutes (Page(s) 3 to 5)
- b. Approval to pay invoices (Administrative payables listing) (Page(s) 6 to 9)
- c. Receive and File: None



5. SPECIAL ORDERS OF BUSINESS - None

6. ITEMS REMOVED FROM CONSENT CALENDAR

7. ITEMS ADDED TO AGENDA UNDER SECTION 3

8. DEPARTMENTAL ITEMS

- a. Treasurer
 - 1) Trial Balance/Monthly Brownfield Activity Sheet (Page(s) 10 to 19)
- b. Legal Counsel – Updates as necessary
- c. Administration – Updates as necessary

9. OLD BUSINESS

- a. None

10. NEW BUSINESS

- a. Presentation on the West Boardman Lake Fitness Court Project. Request to approve \$52,285.00 to be earmarked for Tax Increment Revenue (TIR) capture for Site Preparation and Public Infrastructure activities for the West Boardman Lake Fitness Court project. (Page(s) 20 to 23)
- b. Grand Traverse Commons and the Village at Grand Traverse Commons Infrastructure Presentation and approval of \$400,000 tax increment revenues (TIF) to be earmarked for an engineering study and evaluation of current infrastructure needs at the Commons and the Village at Grand Traverse Commons. (Page(s) 24 to 46)

11. PUBLIC COMMENT/INPUT

Refer to Rules under PUBLIC COMMENT/INPUT above.

12. ADDITIONAL BOARD COMMENTS

13. NOTICES

- a. Next GTCBRA meeting will be approved at today's BRA meeting.

14. SPECIAL MATTERS

None

15. ADJOURNMENT

GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY (GTCBRA)

Minutes of December 16, 2021

Chairman Howe called the meeting to order at 8:00 a.m.

Members Present: John Peck, Tim Werner, Gary Howe, Marv Radtke
Excused: Ron Clous, Shea O'Brien, Amanda Scott
Absent:
Others Present: Anne Jamieson, Lisa Emery, Roger Mawby, James Jackson, Jean Derenzy

PUBLIC COMMENT: None.

AGENDA APPROVAL:

MOVED by Radtke, seconded by Peck to approve of agenda as presented with addition of page #162 in the packet for New Business item (f).

APPROVED unanimously.

CONSENT CALENDAR:

- a. Approval of October 28, 2021 Meeting Minutes
- b. Approval to pay invoices (Administrative payables listing)
- c. Receive and File: None

MOVED by Werner, seconded by Radtke to approve the consent calendar as presented with corrections to meeting minutes from October 28, 2021.

APPROVED unanimously.

DEPARTMENTAL ITEMS

- a. Treasurer
 - 1) Trial Balance/Monthly Brownfield Activity Sheet – provided by Anne Jamieson
- b. Legal Counsel – no updates
- c. Administration – no updates

OLD BUSINESS

None

NEW BUSINESS

- a. Approval of GTCBRA Calendar for 2022
 - MOVED** by Radtke seconded by Werner to approved GTCBRA Calendar for 2022
 - APPROVED** unanimously.
- b. Request for approval of Tax Increment Financing (TIF) revenue Reimbursement for the Boardman Lake Avenue Pathway and Trail System Project.

MOVED by Werner, seconded by Radtke to approve the TIF Reimbursement for Eligible Activities completed under the Boardman Lake Avenue Pathway and Trail System Project in the amount of \$983,432.83.

APPROVED unanimously.

c. Recommendation for Release of Local Brownfield Revolving Funds (LBRF) for Common grounds, LLC - Environmental Activities.

MOVED by Radtke, seconded by Werner to approve Approval of the release of LBRF Grant dollars to Common grounds, LLC in the amount of \$101,773.50 to assist with the environmental due care on the Eligible Property. In order for the GTCBRA to release the Grant dollars Items 2a-c must be submitted to the GTCBRA Director.

APPROVED unanimously.

d. Request for approval of Local Brownfield Revolving Funds (LBRF) – Grant – Riverwalk Pedestrian Plaza - environmental due diligence investigation along the lower Boardman/Ottaway River on the 100 and 200 alley blocks.

MOVED by Radtke, seconded by Werner to approve Local Brownfield Revolving Funds (LBRF) – Grant for the DDA in the amount of \$45,000 to complete appropriate due diligence activities along this corridor.

APPROVED unanimously.

e. Recommendation for Release of Local Brownfield Revolving Funds (LBRF) for Grand Traverse Conservation District Environmental Activities and the approval of additional dollars to sample the potable water supply well on the property.

James Jackson with Otwell-Mawby spoke about the findings and recommendations.

MOVED by Werner, seconded by Radtke to approve of disbursement of \$11,500. in reserve LBRF Grant funds to the Grand Traverse Conservation District.

APPROVED unanimously.

MOVED by Werner seconded by Radtke, to approve of an additional \$970.00 in LBRF Grant Funds to evaluate the potential for arsenic in the potable water supply.

APPROVED unanimously.

f. Request for approval of Local Brownfield Revolving Funds (LBRF) – Grant – Senior Center - 801 E Front St, Traverse City, MI 49686

MOVED by Radtke, seconded by Werner to approve Local Brownfield Revolving Funds (LBRF) – Grant for the Senior Center in the amount of \$35,000 to complete appropriate due diligence activities to allow for the adaptive reuse of this site for future development as a new proposed Senior/ Community Center for the residents of Grand Traverse County and the City of Traverse City.

APPROVED unanimously.

PUBLIC COMMENT/INPUT:
NONE.

ADDITIONAL BOARD COMMENTS

NOTICES

a. Next GTCBRA meeting is on Thursday, January 20, 2022

SPECIAL MATTERS:

None

ADJOURNMENT: Meeting adjourned at 8:35 a.m.

DRAFT

BROWNFIELD REDEVELOPMENT AUTHORITY AGENDA ITEM

SUBJECT: Payment of Invoices



FROM: Heidi Scheppe, Treasurer

FOR MEETING DATE: February 17 2022

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.

TIF/ADMIN PAYMENTS
Confidential Option: Not Selected

02/17/2022

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ECT 220384 01/17/2022
3701 NORTHWEST 98TH ST GAINESVILLE FL 32606

| | | | |
|-----------------------------|--------------------|----------|---------------------|
| 101/000/20100 | - VOUCHERS PAYABLE | 12962.50 | 12962.50 |
| BRA ADMIN SERVICES DEC 2021 | | | VENDOR TOT 12962.50 |

| CLAIMS FOR PAYMENT | COUNT | AMOUNT |
|--------------------|-------|----------|
| | 1 | 12962.50 |
| TOTAL | 1 | 12962.50 |

APPROVED FOR PAYMENT

THE ABOVE CLAIMS ARE APPROVED FOR PAYMENT EXCEPT WHERE SPECIFICALLY DISAPPROVED.

DATE COMMITTEE APPROVAL

| | |
|------------|-----------|
| 101-000 | 12,962.50 |
| FUND TOTAL | 12,962.50 |



Environmental Consulting & Technology, Inc.

7027 SW 24th Avenue | Gainesville, FL 32607

352.332.0444

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

Attention: HEIDI SCHEPPE

**Invoice # : 220384
Invoice Date : 1/17/2022
Project : 210025
Project Name : GTCBRA ADMINISTRATION 2021-23
Fed ID : 59-2921038
Terms : NET 10 DAYS
Client Ref :**

For Professional Services Rendered through: 12/31/2021

EMAIL INVOICE TO: ANNE JAMIESON

Phase : 0100 -- BRA ADMINISTRATIVE SERVICES

| | |
|----------|-----------|
| Labor | 12,962.50 |
| Expenses | 0.00 |

| | | |
|--|-------|------------------|
| Total Phase : 0100 -- BRA ADMINISTRATIVE SERVICES | | 12,962.50 |
| Subtotal Invoice | | 12,962.50 |
| Amount Due This Invoice ** | | 12,962.50 |

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

Labor & Expense Detail

Phase : 0100 -- BRA ADMINISTRATIVE SERVICES

Labor

| Activity / Class / Employee Name | Week Ending | | | Amount | |
|--|-------------|-------|------------------|-------------------------|--|
| | Date | Hours | Rate | | |
| GENERAL | | | | | |
| SENIOR SCIENTIST/ENGINEER II | | | | | |
| ANNE L. JAMIESON-URENA | 12/03/2021 | 8.25 | 170.00 | 1,402.50 | |
| ANNE L. JAMIESON-URENA | 12/10/2021 | 16.25 | 170.00 | 2,762.50 | |
| ANNE L. JAMIESON-URENA | 12/17/2021 | 38.25 | 170.00 | 6,502.50 | |
| ANNE L. JAMIESON-URENA | 12/31/2021 | 4.75 | 170.00 | 807.50 | |
| SENIOR PRINCIPAL SCIENTIST/ENGINEER | | | | | |
| DIRK S. MAMMEN | 12/03/2021 | 1.50 | 170.00 | 255.00 | |
| DIRK S. MAMMEN | 12/10/2021 | 1.50 | 170.00 | 255.00 | |
| DIRK S. MAMMEN | 12/17/2021 | 1.75 | 170.00 | 297.50 | |
| DIRK S. MAMMEN | 12/24/2021 | 1.75 | 170.00 | 297.50 | |
| DIRK S. MAMMEN | 12/31/2021 | 1.25 | 170.00 | 212.50 | |
| PROJECT COORDINATOR | | | | | |
| TENNILLE M. NEWSOME | 12/10/2021 | 1.00 | 85.00 | 85.00 | |
| TENNILLE M. NEWSOME | 12/17/2021 | 1.00 | 85.00 | 85.00 | |
| <i>Labor</i> | | | | <i>12,962.50</i> | |
| Total Phase : 0100 -- BRA ADMINISTRATIVE SERVICES | | | Labor : | 12,962.50 | |
| | | | Expense : | 0.00 | |

BROWNFIELD REDEVELOPMENT AUTHORITY AGENDA ITEM

SUBJECT: Trial Balance & Activity Summary

FROM: Heidi Scheppe, Treasurer

FOR MEETING DATE: February 17, 2022



SUMMARY OF ITEM TO BE PRESENTED:

Please find attached the preliminary December 2021 Trial Balance and Summary of Activity December 2021 & January 2022.

RECOMMENDATION:

For Information.

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DEBIT CREDIT DEBIT CREDIT

FUND 101 GENERAL ADMINISTRATION

| | | | | |
|--------------|--------|---------------------|------------|------------|
| ASSETS | 001.00 | CASH | 227,508.67 | .00 |
| LIABILITIES | 201.00 | VOUCHERS PAYABLE | :00 | 12,962.50 |
| | 390.00 | FUND BALANCE | :00 | 138,365.17 |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 200,000.00 |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 123,823.00 | .00 |
| | | | | 351,331.67 |
| | | | | 351,331.67 |

FUND 480 BROWNFIELD REVOLVING LOAN FUND

| | | | | |
|--------------|--------|-------------------------------|--------------|--------------|
| ASSETS | 001.00 | CASH | 1,817,110.44 | .00 |
| | 067.00 | DUCE FROM OTHER FUNDS | 624,006.49 | :00 |
| | 124.00 | PREPAID LEGAL | 7,678.69 | :00 |
| LIABILITIES | 202.01 | ACCOUNTS PAYABLE - STATE | :00 | 5,473.34 |
| | 390.00 | FUND BALANCE | :00 | 2,034,762.18 |
| | 390.04 | RESERVED-RESERVED COMMONS -LO | :00 | 32,800.00 |
| | 390.13 | RESERVED-GARFIELD TWP-LOCAL | :00 | 26,369.03 |
| | 390.21 | RESERVED-ENV 8TH | :00 | 136,730.00 |
| | 390.23 | RESERVED-AMBULANCE GARAGE | :00 | 136,970.00 |
| | 390.24 | RESERVED-MEYER FARM | :00 | 200,000.00 |
| | 390.26 | RESERVED-WATERSHED GRANT | :00 | 35,000.00 |
| | 390.27 | RESERVED-SENIOR CENTER | :00 | 45,000.00 |
| | 390.28 | RESERVED-DDA BOARDMAN RIVER | :00 | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 214,423.72 |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 315,111.65 | .00 |
| | | | | 2,763,907.27 |
| | | | | 2,763,907.27 |

FUND 485 GT BROWNFIELD - PARK STREET

| | | | | |
|--------------|--------|----------------------------|------------|------------|
| ASSETS | 126.04 | DEFERRED EXP - STATE/LOCAL | 245,237.86 | .00 |
| LIABILITIES | 202.05 | ACCOUNTS PAYABLE - DDA | .00 | 245,237.86 |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 188,600.88 |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 188,600.88 | .00 |
| | | | | 433,838.74 |
| | | | | 433,838.74 |

FUND 486 GT BROWNFIELD - CSXT / BOARDMAN LAKE

| | | | | |
|--------------|--------|-----------------|--------------|--------------|
| ASSETS | 001.00 | CASH | 2,184,086.17 | .00 |
| LIABILITIES | 390.00 | FUND BALANCE | .00 | 2,191,418.83 |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 1,165,130.93 |
| EXPENDITURES | | | | |

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| | | DEBIT | CREDIT | DEBIT | CREDIT |
|--------|---------------------|--------------|--------|--------------|--------------|
| 700.00 | EXPENDITURE CONTROL | 1,172,463.59 | .00 | 3,356,549.76 | 3,356,549.76 |

FUND 487 GT BROWNFIELD - BRIDGESTONE / FIRESTONE

ASSETS

FUND 488 TRAVERSE HOUSE / SCAMEHORN SHELL

| ASSETS | LIABILITIES | REVENUES | EXPENDITURES |
|--------|-------------|----------|--------------|
|--------|-------------|----------|--------------|

FUND 493 GT BROWNFIELD - TC PLACE

| ASSETS | 045.02 | A/R DEVELOPER ADV | 598,228.14 | .00 |
|--------------|--------|------------------------------|------------|--------------|
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 203,821.90 | .00 |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 85,232.73 |
| | 202.09 | ACCOUNTS PAYABLE CITY | .00 | 118,589.77 |
| | 214.00 | DUE TO OTHER FUNDS | .00 | 598,228.14 |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 557,086.18 |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 557,086.18 | .00 |
| | | | | 1,359,136.22 |
| | | | | 1,359,136.22 |

FUND 494 GT BROWNFIELD - G.T. COMMONS POD 2

| ASSETS | 001.00 | CASH | 632,686.44 | .00 |
|--------------|--------|------------------------------|------------|--------------|
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 982,838.19 | .00 |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 982,838.19 |
| | 390.00 | FUND BALANCE | .00 | 257,973.17 |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 1,360,395.53 |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 985,682.26 | .00 |
| | | | | 2,601,206.89 |
| | | | | 2,601,206.89 |

FUND 495 KINNEY

| ASSETS | EXPENDITURES |
|--------|--------------|
|--------|--------------|

FUND 496 FOUR CORNERS - CVS

| ASSETS | 126.04 | DEFERRED EXP - STATE/LOCAL | 281,673.35 | .00 |
|-------------|--------|------------------------------|------------|-----------|
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 74,552.46 |

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| | | | DEBIT | CREDIT | DEBIT | CREDIT |
|--------------|--------|-------------------------|------------|------------|------------|------------|
| | 202.09 | ACCOUNTS PAYABLE - CITY | .00 | 125,000.00 | | |
| | 307.00 | LOANS/ADVANCES | .00 | 82,120.89 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 113,799.55 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 113,799.55 | .00 | 395,472.90 | 395,472.90 |

FUND 497 RIVER WEST - SNOWDEN

| | | | | | | |
|--------------|--------|------------------------------|------------|------------|------------|------------|
| ASSETS | 001.00 | CASH | | | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 40.29 | .00 | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | 506,570.95 | | | |
| | 390.00 | FUND BALANCE | .00 | 506,570.95 | | |
| | | | .00 | 292,743.06 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 187,601.92 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 480,304.69 | .00 | 986,915.93 | 986,915.93 |

FUND 501 TC-EAST BAY PLAZA

| | | | | | | |
|--------------|--------|------------------------------|------------|------------|------------|------------|
| ASSETS | 001.00 | CASH | | | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 45,401.51 | .00 | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | 230,086.92 | | | |
| | 390.00 | FUND BALANCE | .00 | 230,086.92 | | |
| | | | .00 | 127,076.61 | | |
| REVENUES | 400.00 | REVENUE CONTROL | 19,771.07 | .00 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 61,904.03 | .00 | 357,163.53 | 357,163.53 |

FUND 503 TBA CREDIT UNION

| | | | | | | |
|--------------|--------|------------------------------|--------------|--------------|--------------|--------------|
| ASSETS | 001.00 | CASH | | | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 9,740.54 | .00 | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | 1,923,918.68 | | | |
| | 202.01 | ACCOUNTS PAYABLE - STATE | .00 | 1,923,918.68 | | |
| | | | .00 | 9,738.47 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 76,693.39 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 76,691.32 | .00 | 2,010,350.54 | 2,010,350.54 |

FUND 504 GRAETZ PROPERTIES

| | | | | | | |
|-------------|--------|----------------------------|-----------|-----|--|--|
| ASSETS | 001.00 | CASH | | | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 1,209.00 | .00 | | |
| LIABILITIES | | | 68,534.05 | | | |

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| | | | DEBIT | CREDIT | DEBIT | CREDIT |
|--------------|------------------------------|---------------------|----------|-----------|-----------|-----------|
| 202.00 | ACCOUNTS PAYABLE - DEVELOPER | | :00 | 68,534.95 | | |
| 202.01 | ACCOUNTS PAYABLE - STATE | | :00 | 1,208.70 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 9,864.63 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 9,864.33 | .00 | 79,607.38 | 79,607.38 |

FUND 505 OLD TOWN CORNER

| | | | | | | |
|--------------|--------|--------------------------|----------|----------|----------|----------|
| ASSETS | 001.00 | CASH | 5,438.46 | .00 | | |
| LIABILITIES | 202.01 | ACCOUNTS PAYABLE - STATE | .00 | 5,437.74 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | .72 | | |
| EXPENDITURES | | | | | 5,438.46 | 5,438.46 |

FUND 506 UPTOWN

| | | | | | | |
|--------------|--------|------------------------------|--------------|--------------|--------------|--------------|
| ASSETS | 001.00 | CASH | 1,31,800.36 | .00 | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 1,606,877.58 | | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 1,473,814.69 | | |
| | 202.01 | ACCOUNTS PAYABLE - STATE | .00 | 37,800.36 | | |
| | 202.05 | ACCOUNTS PAYABLE - CITY | .00 | 47,014.34 | | |
| | 307.00 | LOANS/ADVANCES | .00 | 86,047.95 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 53,422.26 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 53,422.26 | .00 | 1,692,100.20 | 1,692,100.20 |

FUND 507 FOOD FOR THOUGHT

| | | | | | | |
|--------------|--------|------------------------------|------------|------------|------------|------------|
| ASSETS | 001.00 | CASH | 1,968.62 | .00 | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 107,326.54 | | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 107,326.54 | | |
| | 390.00 | FUND BALANCE | .00 | 107,473.64 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 58,371.11 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 61,876.13 | .00 | 171,171.29 | 171,171.29 |

FUND 508 ENVISION 8TH ST

| | | | | | | |
|-------------|--------|----------------------------|--------------|-----|--|--|
| ASSETS | 001.00 | CASH | 69,931.86 | .00 | | |
| | 045.02 | A/R DEVELOPER ADV | 25,778.33 | | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 1,427,120.29 | | | |
| LIABILITIES | | | | | | |

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| | | | DEBIT | CREDIT | DEBIT | CREDIT |
|--------------|--------------------------|---------------------|-----------|--------------|--------------|--------------|
| 202.01 | ACCOUNTS PAYABLE - STATE | | .00 | 5,557.62 | | |
| 202.09 | ACCOUNTS PAYABLE - CITY | | .00 | 1,427,120.29 | | |
| 214.00 | DUE TO OTHER FUNDS | | .00 | 25,778.35 | | |
| 390.00 | FUND BALANCE | | .00 | 17,844.81 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 68,633.40 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 22,103.97 | .00 | 1,544,934.47 | 1,544,934.47 |

FUND 509 PARK PLACE

| | | | | | | |
|--------------|--------|------------------------------|------------|------------|------------|------------|
| ASSETS | 001.00 | CASH | 155,749.89 | .00 | | |
| | 126.04 | DEFERRED EXP - STATE/LOCAL | 549,416.41 | .00 | | |
| LIABILITIES | 202.00 | ACCOUNTS PAYABLE - DEVELOPER | .00 | 549,416.41 | | |
| | 302.01 | ACCOUNTS PAYABLE - STATE | .00 | 23,308.16 | | |
| | 390.00 | FUND BALANCE | .00 | 208,146.34 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 206,770.49 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 282,975.10 | .00 | 988,141.40 | 988,141.40 |

FUND 510 BLAIR PROPERTY

| | | | | | | |
|--------------|--------|---------------------|-----------|-----------|---------------|---------------|
| ASSETS | 001.00 | CASH | 79,140.68 | .00 | | |
| | 390.00 | FUND BALANCE | .00 | 35,024.27 | | |
| REVENUES | 400.00 | REVENUE CONTROL | .00 | 47,874.19 | | |
| EXPENDITURES | 700.00 | EXPENDITURE CONTROL | 3,757.78 | .00 | 82,898.46 | 82,898.46 |
| | | | | .00 | .00 | |
| | | | | | 19,180,165.11 | 19,180,165.11 |

Brownfield Activity in December 2021

| Expenditures | Issued checks to: | Amount | Brownfield | |
|--------------|-------------------------|---------------|------------|---|
| | ECT | \$ 24,565.00 | Admin | LBRF Grant |
| | LIAA | \$ 44.00 | Admin | Video taping |
| | Olson Bzdok | \$ - | Admin | Attorney Oct/Nov 2021 drew down prepaid legal |
| | City of TC | \$ 983,432.83 | Tif Disb | CSX/Boardman Lake Trail |
| | CommonGrounds | \$ 102,999.78 | Tif Disb | LBRF Grant |
| | Grand Traverse County | \$ 37,906.49 | Tif Disb | East Bay SET Refund overcapture |
| | Otwell Mawby Conservati | \$ 11,500.00 | Tif Disb | LBRF Meyer Farm |
| | TCAPS | \$ 91,986.25 | Tif Disb | East Bay School OP Refund overcapture |

\$ 1,252,434.35

| Revenue | Cash Received: | Amount | Brownfield | |
|---------|----------------|---------------|------------------|-------------------|
| | Interest | \$ 193.23 | All | Interest December |
| | | | All | |
| | Garfield | \$ 238,664.69 | Commons | Tif capture |
| | Blair | \$ 24,356.33 | Rennie School Rd | Tif capture |
| | Green Lake | \$ 1,062.05 | LBRF | Tif capture |

\$ 264,276.30

| 2021 Admin Budget | | | | | |
|----------------------|------------------|-----------|-------------------|------------|-----------|
| | | Budget | Bal | | |
| | Attorney | 35,000.00 | ECT | 120,000.00 | |
| 2020 | | | | 120,000.00 | |
| Jan | 1,501.50 | 33,498.50 | 9,222.50 | 110,777.50 | |
| Feb | 1,914.00 | 31,584.50 | - | 110,777.50 | |
| March | 181.50 | 31,403.00 | 21,632.50 | 89,145.00 | Feb/March |
| April | 5,082.00 | 26,321.00 | - | 89,145.00 | April/May |
| May | 957.00 | 25,364.00 | 19,847.50 | 69,297.50 | |
| June | 1,270.50 | 24,093.50 | - | 69,297.50 | |
| July | - | 24,093.50 | 12,495.00 | 56,802.50 | June/July |
| Aug | 858.00 | 23,235.50 | 11,305.00 | 45,497.50 | |
| Sept | 165.00 | 23,070.50 | - | 45,497.50 | |
| Oct | 1,452.00 | 21,618.50 | 17,510.00 | 27,987.50 | Sept/Oct |
| Nov | 478.50 | 21,140.00 | - | 27,987.50 | |
| Dec | - | 21,140.00 | 12,962.50 | 15,025.00 | * |
| Total Exp YTD | 13,860.00 | | 104,975.00 | | |
| % of budget | 39.60% | | 87.48% | | |

Brownfield Activity in January 2022

| Expenditures | Issued checks to: | Amount | Brownfield | |
|-------------------|-------------------|--------------|------------|---|
| ECT | | | Admin | |
| LIAA | | \$ 44.00 | Admin | Video taping |
| Olson Bzdok | | \$ - | Admin | Attorney Oct/Nov 2021 drew down prepaid legal |
| Alliance Business | | \$ 199.80 | Admin | new check stock |
| State of MI | | \$ 42,509.50 | Multiple | 3.0 SET State disbursement |

\$ 42,753.30

| Revenue | Cash Received: | Amount | Brownfield | |
|------------|----------------|---------------|------------------|------------------|
| Interest | | \$ 197.78 | All | Interest January |
| | | | All | |
| Garfield | | \$ 22,025.04 | Commons | Tif capture |
| Blair | | \$ 1,663.13 | Rennie School Rd | Tif capture |
| Blair | | \$ 182.53 | LBRF | Tif capture |
| Green Lake | | \$ 1,369.41 | LBRF | Tif capture |
| Long Lake | | \$ 48,219.79 | Food for Thought | Tif capture |
| City of TC | | \$ 224,311.84 | Multiple | Tif capture |

\$ 297,969.52

| 2022 Admin Budget | | | |
|-------------------|---------------|------------|------------|
| | | Budget Bal | Budget Bal |
| Attorney | 35,000.00 | ECT | 120,000.00 |
| | | | 120,000.00 |
| Jan | 313.50 | 34,686.50 | 120,000.00 |
| Feb | | 34,686.50 | 120,000.00 |
| March | | 34,686.50 | 120,000.00 |
| April | | 34,686.50 | 120,000.00 |
| May | | 34,686.50 | 120,000.00 |
| June | | 34,686.50 | 120,000.00 |
| July | | 34,686.50 | 120,000.00 |
| Aug | | 34,686.50 | 120,000.00 |
| Sept | | 34,686.50 | 120,000.00 |
| Oct | | 34,686.50 | 120,000.00 |
| Nov | | 34,686.50 | 120,000.00 |
| Dec | - | 34,686.50 | 120,000.00 |
| Total Exp YTD | 313.50 | - | * |
| % of budget | 0.90% | 0.00% | |



GRAND TRAVERSE COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY
400 BOARDMAN AVENUE, SUITE 305
TRAVERSE CITY, MI 49684-2577
C: 248-762-8701
O: 231-922-4780

GTC Brownfield Redevelopment Authority Agenda Item

SUBJECT: Request to earmark Tax Increment Revenue (TIR) revenue under the Boardman Lake Avenue Pathway and Trail System Brownfield Plan Project for support of the West Boardman Lake Fitness Court.

FROM: Anne Jamieson, GTCBRA Director

FOR MEETING DATE: February 17,2022

Summary of Project/ Summary of Request:

The Grand Traverse County Wellness Committee has secured a \$50,000 grant award from the National Fitness Campaign and Priority Health to support the West Boardman Lake Fitness Court. The Wellness Committee has committed \$5,000 and the Grand Traverse County Land Bank Authority has committed \$86,765 for the purchase of the equipment. The balance of the funding for site preparation, slab installation, and equipment installation at approximately \$50,000, for which a request is being submitted to the Grand Traverse County Brownfield Redevelopment Authority (see attached summary). All of these activities qualify as Eligible Activities under the current Brownfield Plan [Boardman Lake Projects | Grand Traverse County, MI \(gtcountymi.gov\)](http://Boardman Lake Projects | Grand Traverse County, MI (gtcountymi.gov)).

The Eligible Activities fall under site preparation and public infrastructure improvements as follows: clearing and grubbing, removal of the remnant railroad tracks on the property and excavation and disposal of impacted soils in preparation for compacted fill, base gravel, and slab installation.

Recommendation:

Request to approve \$52,285.00 to be earmarked for Tax Increment Revenue (TIR) capture for Site Preparation and Public Infrastructure activities for the West Boardman Lake Fitness Court project.

WEST BOARDMAN LAKE FITNESS COURT DEVELOPMENT

Grand Traverse County

In collaboration with

National Fitness Campaign

Priority Health

City of Traverse City

Grand Traverse County Land Bank Authority

Grand Traverse County Brownfield Redevelopment Authority

The Grand Traverse County Wellness Committee is leading an effort to bring a unique fitness opportunity to the community in collaboration with the National Fitness Campaign and local partners.

A Fitness Court is proposed for development along West Boardman Lake at the south end of property owned by the Grand Traverse County Land Bank Authority. The Fitness Court is a bodyweight circuit training systems designed for adults of all ages and abilities.

The Fitness Court represents the first component of an overall redevelopment along West Boardman Lake that continues to build on the success of the West Boardman Lake TART Trail Extension, Lake Ridge Condominiums and other development. Additional proposed phases include continued placemaking and park development south of Fitness Court and housing development north.

This document intends to outline the development process and funding for the Fitness Center and outline the opportunities for future recreation and housing development.

Phase I: Fitness Court Development

The County Wellness Committee has secured a \$50,000 grant award from the National Fitness Campaign and Priority Health to support the project. The Wellness Committee has committed \$5,000 and the Grand Traverse County Land Bank Authority has committed \$86,765 for the purchase of the equipment. The balance of the funding for site preparation, slab installation, and equipment installation at approximately \$50,000, for which a request is being submitted to the Grand Traverse County Brownfield Redevelopment Authority.

Budget: The following are the Sources and Uses for the Fitness Court development completion.

| Sources | | Uses | |
|---------------------------|-------------------|-----------------------------------|-------------------|
| 1 Priority Health | \$ 50,000 | 1 Equipment | \$ 136,765 |
| 2 GTC Land Bank Authority | \$ 86,765 | 2 Installation | \$ 25,000 |
| 3 Wellness Committee | \$ 5,000 | 3 Soil Disposal | \$ 6,075 |
| 4 GTCBRA Request | <u>\$ 52,285</u> | 4 Site Prep and Slab Installation | \$ 22,000 |
| | | Contingency (15%) (Tasks 3&4) | <u>\$ 4,210</u> |
| | \$ 194,050 | | \$ 194,050 |

Site Preparation activities include clearing and grubbing, removal of the remnant railroad tracks on the property and excavation and disposal of impacted soils in preparation for compacted fill, base gravel, and slab installation.

These costs are Brownfield Eligible Activities, under the categories of Environmental for soil transport and disposal, Site Preparation for clearing, grubbing, railroad track removal and soil excavation, and Infrastructure for the installation of park and recreational equipment. State guidance provides for parks under Infrastructure as an Eligible Activity.

Development Process: The equipment has been delivered and is ready for installation. The next steps are to secure the final funding and approvals, procure a contractor to clear and prepare the site and install the slab, and make arrangements with certified company to install the equipment. The following is a summary of the tasks. A more detailed schedule is attached.

| Task | Start | Completion |
|------------------------------------|-------------|-------------|
| Proposal Approval | January 11 | February 24 |
| Site Development | | |
| Contractor Procurement | February 25 | March 22 |
| Site Work/Slab Installation-Curing | March 23 | April 29 |
| Equipment Installation | May 2 | May 6 |

Phase II: Placemaking and Park Development

The installation of the Fitness Court and the completion of the Boardman Lake Trail Loop will bring additional significant attention to the West Boardman Lake area and create an opportunity for continued enhancements to this underutilized area.

There is a small triangular area south of the Fitness Court that is owned by the County Land Bank Authority that will not provide for redevelopment but represents an opportunity for placemaking and recreation. The current concept is to clean up the property and develop for small gathering places, a small playground, and other features to provide for enjoyment of this space.

Based on a consensus for this approach, planning can commence to determine the specific uses, features and location. There is significant funding available through MEDC for placemaking that may provide a timely opportunity for improvements.

The following is a suggested preliminary planning budget for consideration:

| Task | Budget |
|------------------|------------------|
| Site Development | \$ 15,000 |
| Equipment | \$ 50,000 |
| Installation | \$ 15,000 |
| TOTAL | \$ 80,000 |

Phase III: Housing Development

The total area of the County Land Bank parcel is 2.73 acres, leaving substantial developable area after the development of the Fitness Court and associated park. The property extends from approximately a point

at 11th Street extended and widening to a 90 foot wide parcel up to 8th Street. The location, features, and current public ownership of the property provides the opportunity for a collaborative and effective approach to expand housing options in the City.

The narrow width of the property, accessibility and topography present challenges that will require careful and thoughtful design. In addition, a key consideration is the presence of a major electric distribution line that runs through the distance of the parcel. There may be limitations to building construction within the utility easement, but there may be an option to relocate or bury the transmission line, albeit at a significant expense. Relocation of active utilities is a Brownfield Eligible Activities, so the costs could be reimbursable under the Boardman Lake Brownfield Plan.

There are also capabilities under Act 381 Brownfield Tax Increment Financing (TIF) to provide revenues to help bridge financing gaps in support of housing development.

A collaborative effort between the County Land Bank Authority, County Brownfield Authority and the City of Traverse City with community and private partners to develop proposed plans for housing development. A proposed process would be to evaluate the utility transmission line, determine the buildout capacity with access and infrastructure, identify development and construction costs, estimate revenues, and identify sources of funding.

Summary

The development of a Fitness Court at the south end of the parcel owned by the Grand Traverse County Land Bank Authority near the northwest shore of Boardman Lake will provide a valuable resource for community fitness, provide continued community access to an underutilized and unique area, and importantly, serve as an impetus for expanded access, investment and redevelopment along the northwest shore of Boardman Lake.



GTC Brownfield Redevelopment Authority Agenda Item

SUBJECT: Grand Traverse Commons and the Village at Grand Traverse Commons Infrastructure Presentation

FROM: Anne Jamieson, GTCBRA Director

FOR MEETING DATE: February 17th, 2022

Summary of Project/ Summary of Request:

The Grand Traverse Commons Joint Planning Commission was established by the City of Traverse City and Charter Township of Garfield to plan and coordinate the redevelopment of the Grand Traverse Commons. As part of this effort, the Joint Planning Commission prepared a Master Plan and a Development Regulations ordinance. The Plan and Development Regulations were adopted by both the City and the Township, I have provided a link <https://www.traversecitymi.gov/jointplanning.asp>.

Infrastructure is a key component to supporting additional redevelopment of the Commons. The Joint Planning Commission is interested in coordinating an effort to review the current state of infrastructure, including streets, water mains, sanitary sewer, and stormwater systems, and determine a course of action for improvements.

At this time the GTCBRA has in reserve roughly \$400,000 specifically earmarked for Public Infrastructure in the Commons Brownfield Plan. An infrastructure engineering study supported by the Brownfield Plan would be the first step to ensure the condition of infrastructure is identified followed by prioritization of improvements. Furthermore, the study would allow for discussion on the best mechanisms to manage infrastructure in the Commons.

In addition to the Engineering Study an evaluation on *qualifying* the Infrastructure Activities as *Eligible Activities* is necessary because the Commons Eligible Property spans two local governments, the City of Traverse City (Core Community) and Garfield Township (non-Core Community). The mechanism to allow for the public infrastructure activities to occur in a non-core community will require the City of Traverse City to work collaboratively with Garfield Township to properly qualify the infrastructure. This too shall be included as part of the evaluation.

RECOMMENDATION:

Approval of \$400,000 tax increment revenues (TIF) to be earmarked for an engineering study and evaluation of current infrastructure needs at the Commons and the Village at Grand Traverse Commons.

Brownfield Presentation

Grand Traverse
County Brownfield
Redevelopment
Authority (GTCBRA)

Building Opportunity for
Sustainable Development

February 17, 2022



What is a Brownfield?

- Brownfields are previously developed sites that have barriers to redevelopment due to the following conditions:
 - Presence or threat of contamination on the property
 - Functional Obsolescence
 - Blighted conditions
 - Historic Resource



Program Goals?

Importance of Redevelopment for your community –

Redeveloping brownfields reduces sprawl, reduces public health threats by cleaning up environmental contamination impacts, and encourages new investment in proximity to existing infrastructure and public services



GTCBRA Supports these goals by:



- Promoting the revitalization of environmentally distressed areas through the implementation of the Brownfield Redevelopment Financing Act.
- Working with our local communities to implement their goals related to attraction of investors to brownfield sites to create new jobs, housing and general vitality for the community



BEFORE



AFTER





Today's Presentation

- How can GTCBRA **partner** further in assisting with facilitation of redevelopment at the Grand Traverse Commons property in collaboration with the Grand Traverse Commons Joint Planning Commission (Joint Planning Commission)?
- Challenges with existing programs and expiration dates.

How can GTCBRA Partner?



- GTCBRA Brownfield Incentives that have been implemented at the Grand Traverse Commons Property includes:
 - Tax Increment Financing – Brownfield Plan, and Act 381 Work Plans (expiration date 2032).
 - Grants/Loans/Tax Credits/Tax Abatements.
 - Identifying opportunities to address current and future infrastructure needs.

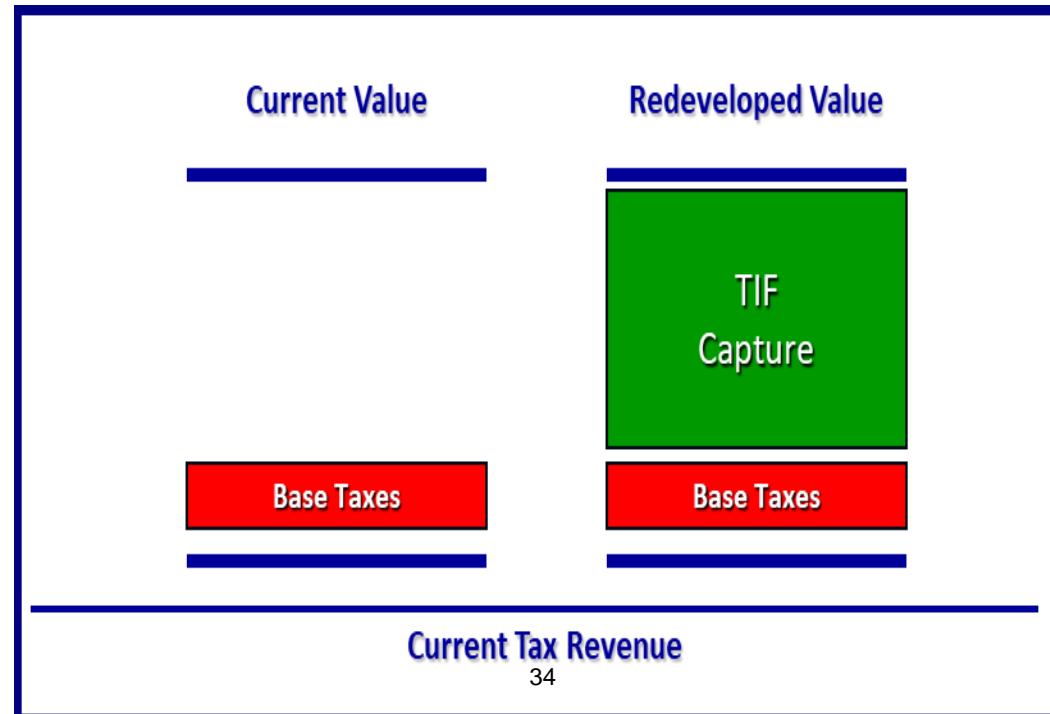
How can GTCBRA Partner?



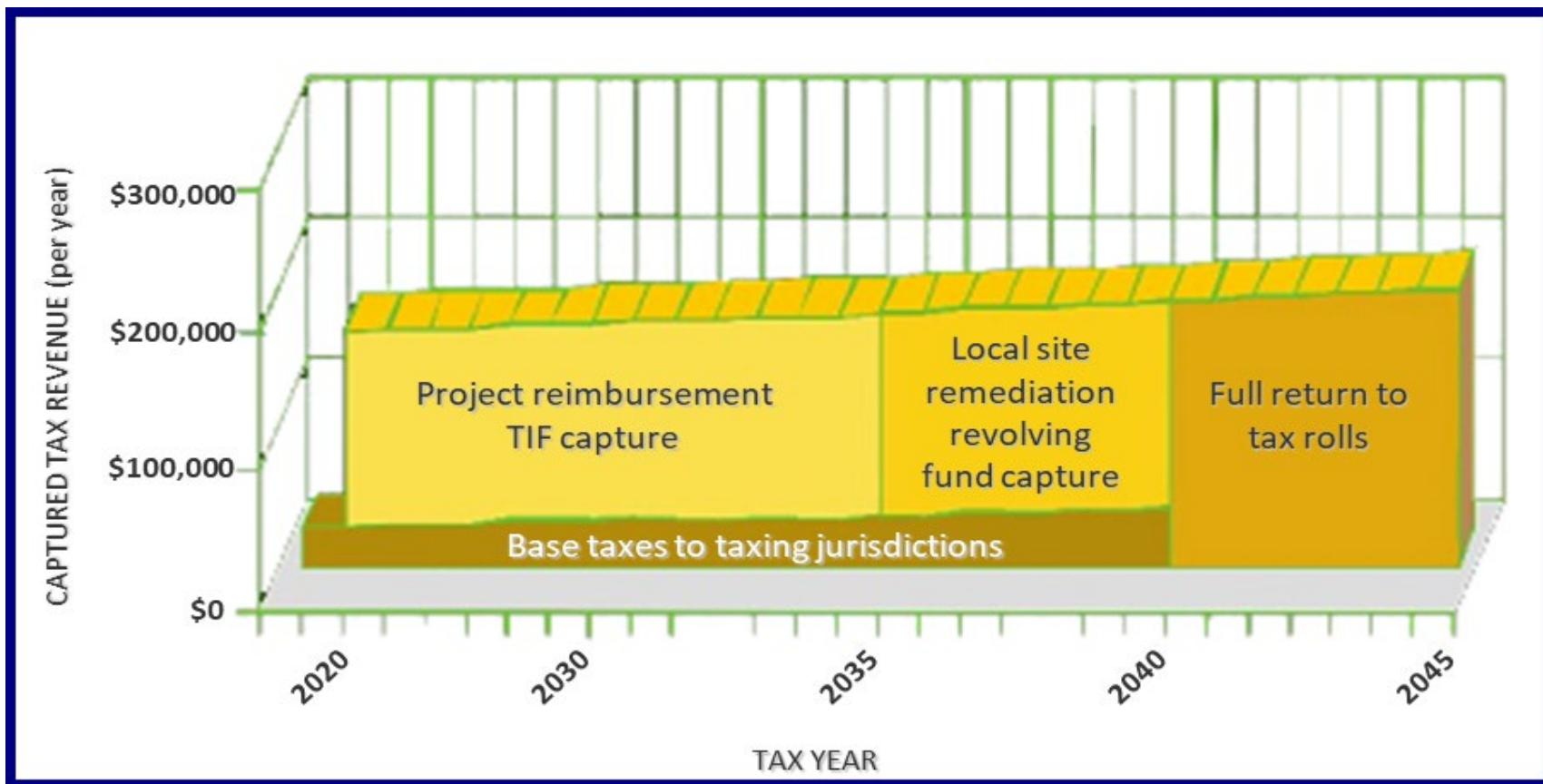
- GTCBRA can:
 - Provide technical assistance in implementation of the current Brownfield Plan, directly related to addressing future needs for additional in-fill development.
 - Meet with communities and consultants to come up with the best solutions for addressing brownfield conditions.
 - Participate in workshops and presentations.
 - Assist with facilitation of the incentives process.
 - Connect you with EGLE, MEDC, and other state agency staff.
 - Implement necessary modifications.

What is Brownfield TIF?

- Brownfield Redevelopment Authorities can capture Tax Increment Revenues (TIR) and apply the revenue to support eligible activity costs on eligible properties.



How does TIF work?



Brownfield Plan Facts



- Brownfield Plan was adopted in 2002 and includes the following Eligible Activities for Reimbursement:
 - Environmental Activities
 - Demolition
 - Site Preparation
 - *Public* Infrastructure Activities

Brownfield Plan Facts



- Public Infrastructure improvements are only currently eligible within the City of Traverse City not within Garfield Township.
- Cost to implement new Infrastructure is unknown.
- This presents a Challenge for accommodating future redevelopment.

Site Map



Grand Traverse Commons Area

Legend

- Roads
- Grand Traverse Commons Boundary
- Garfield Township - City of Traverse City Border
- Parcels within Grand Traverse Commons
- Grand Traverse Commons
- Natural Area - Township Parkland

This map is based on digital databases prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

Garfield Charter Township
3648 Veterans Drive
Traverse City, MI 49684
Phone: 231.941.1620
Fax: 231.941.1688
www.garfield-twp.com



NOT A LEGAL SURVEY



Solutions

- Joint Planning Commission role?
 - Assist with facilitation between the City and Township to implement an engineering study to determine needs of the public and private infrastructure within the Grand Traverse Commons property –
 - Infrastructure Plan
 - Associated Costs \$\$\$



Solutions

- GTCBRA Role?
 - Utilize Tax Increment Revenue in Existing Plan to reimburse the **Engineering Study** on the Property.
 - Implement property control options within the Brownfield Plan to allow Infrastructure to be an Eligible Activity within Garfield Township.



Solutions

- How do we qualify Garfield Township Infrastructure?
 - Creation of a PA 425 was the original plan. No traction to be implemented.
 - Other options - Create Easements within the Public ROW so that the City of Traverse City would own, operate and maintain the public infrastructure and therefore Public Infrastructure would Qualify under the Brownfield Financing Act, PA 381, as amended.



Solutions

- GTCBRA Role?
 - Current Tax Increment Revenue Projections based on current development.
 - ~\$1,200,000 per/year based on current development.
 - Current debt ~\$982,800, anticipate payoff in ~3 years.
 - City/Township Reserve - ~\$404,000.

Solutions

- GTCBRA Role?
 - Brownfield Plan expires in 2032
 - If no future development occurs roughly \$15M is available for capture after debt.
 - ARPA funding ??
 - Infrastructure and other private Eligible Activities may need long term solutions for sustainable development

Solutions

- In anticipation that the Brownfield Plan Expires in 2032 the Joint Planning Commission can look to establish other potential TIF programs to assist with sustainable Infrastructure at the Commons as a long term 10 – year Goal

Questions???

- Early consult with GTCBRA and MEDC
- Applications and/or Amendments
- Timeline and what to expect
- Your community, you call the shots

Pertinent Links...Partner Protect Renew!



- <http://grandtraverse.org/376/Brownfield-Redevelopment-Authority>
- https://www.michigan.gov/egle/0,9429,7-135-3311_29262---,00.html
- <https://www.miplace.org/>

THANK YOU!!!!