



Bay Area Transportation Authority Board of Directors

Regular Board Meeting Agenda

Thursday, September 24, 2026

1:00 PM

Suttons Bay Library – Conference Room
416 N. Front Street, Suttons Bay, MI 49682

- 1. Call to Order**
- 2. Pledge of Allegiance and Moment of Silence**
- 3. Roll Call**
- 4. Public Comment – Agenda Items***
- 5. Approval of Agenda / Conflict of Interest**
- 6. Consent Calendar**

The purpose of the consent calendar is to expedite business by grouping noncontroversial items together to be dealt with in one Board motion without discussion. Any member of the Board, 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 an item is not removed from the consent calendar, the action noted in the parentheses on the agenda is approved by a single Board action adopting the consent calendar.

 - a. Approval of the Regular Board Meeting Minutes for August 13, 2026
 - b. Approval of the Study Session Meeting Minutes for September 9, 2026
 - c. Acceptance of the following Reports
 1. BATA 2026 Strategic Work Plan Update
 2. BATA Board Tracker
- 7. Consent Calendar Items Removed**
- 8. Executive Director's Report**

9. Chairperson's Report

10. Guest Presentations

11. Financial Update

Financial Update – Patrick Preusser

12. Discussion Items

- a. FY2027 Proposed Capital Budget Review – Patrick Preusser

13. Action Items

- a. Michigan Department of Transportation (MDOT) Updated Signatory Authority Resolution – Patrick Preusser
- b. Consideration of Suttons Bay Workforce Housing Letter of Support – Patrick Preusser

14. Public Comment – General Matters*

15. Closed Session

- a. Closed session pursuant to MCL 15.268(1)(h) to consider a written attorney-client privileged legal opinion concerning Bay Area Transportation Authority v. County of Grand Traverse and County of Leelanau, which is exempt from disclosure under MCL 15.243(1)(g).

16. Other Business

17. Next Meeting

Thursday, October 22, 2026
1:00 p.m.
Hall Street Transfer Station – Conference Room
115 Hall Street, Traverse City, MI 49684

18. Adjourn

*** Public Comment:**

Any interested party or person may address the board on any matter of BATA concern during public comment. Comments will be limited to 5 minutes, and a one-minute warning will be given when needed. Any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be terminated by the presiding officer. After you have completed your

comments, the board may ask any clarifying questions. If needed, you will be assigned a member of BATA's staff to follow up directly on any open concerns.



Bay Area Transportation Authority
Board of Directors
Regular Board Meeting Minutes

Thursday, August 13, 2026
1:00 PM
Hall Street Transfer Station - Conference Room
115 Hall Street, Traverse City, MI 49684

Draft meeting minutes for approval on September 24, 2026

1. Call to Order

The meeting was called to order by Chair Wayne Schmidt at 1:22 PM.

2. Pledge of Allegiance and Moment of Silence

Chair Wayne Schmidt extended the Board's condolences to Eric Lingaur on the recent passing of his wife and to Executive Director Patrick Preusser on the recent passing of his father.

3. Roll Call

- John Somnavilla – PRESENT
- Gwenne Allgaier – PRESENT
- Sarah Bye – PRESENT
- Janice Wyant – PRESENT
- Fern Spence – PRESENT
- Lance Boehmer – PRESENT
- Wayne Schmdit – PRESENT

4. Public Comment – Agenda Items

None offered.

5. Approval of Agenda / Conflict of Interest

Motion by Fern Spence, supported by Sarah Bye, to approve the August 13, 2026, Regular Meeting as presented.

- **Ayes: 7**
- **Nays: 0**
- **Motion Carries: 7-0**

6. Consent Calendar

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, 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 an item is not removed from the Consent Calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the Consent Calendar.

a. Approval of the Regular Board Meeting Minutes for June 25, 2026

b. Acceptance of the following reports

1. FY26 Q3 Ridership Report
2. FY26 Q3 Turnover Report
3. Correspondence/Staff Compliments
4. BATA Board Tracker

Motion by Lance Boehmer, supported by Fern Spence, to approve the August 13, 2026, Consent Calendar as presented.

- **Ayes: 7**
- **Nays: 0**
- **Motion Carries: 7-0**

7. Consent Calendar Items Removed

No items were removed from the Consent Calendar.

8. Executive Director's Report

Patrick Preusser expressed appreciation for the time that Board members, staff, and community stakeholders have taken to meet with him and provide feedback about BATA. Mr. Preusser provided an overview of his report that was included in the Board packet, touching on strategic priorities, the finance department transition, community and regional partnerships, organizational highlights, and employee recognition. Upcoming milestones include completing the Finance Director transition, continuing public education efforts related to the November millage renewal, preparing for the launch of the EZfare system, finalizing the September service change, continuing stakeholder engagement, and strengthening organizational relationships.

9. Chairman's Report

No report at this time.

10. Guest Presentation

a. Suttons Bay Housing Tax Increment Financing (TIF) Update

Susan Leithauser presented information on a proposed affordable housing development in Suttons Bay. She represents Peninsula Housing, a nonprofit housing organization, that recently purchased approximately 11 acres on Herman Road with plans to develop 38 affordable workforce housing units. The estimated project cost is slightly more than \$10 million, with an approximately \$4 million funding gap that the organization is seeking to address through Tax Increment Financing (TIF). Ms. Leithauser asked the Board to consider whether BATA could accommodate the additional demand for service associated with 38 homes without receiving the tax revenue that would otherwise be generated by the development. Under the proposed TIF structure, incremental tax revenues would be distributed to the developer to reimburse eligible project expenses over a 30-year period, like a Brownfield TIF Plan. Referring to Appendix A in the Board packet, she noted that the estimated tax revenue is somewhat high. She stated that based on a hypothetical scenario in which the development was constructed without a TIF, BATA would receive approximately \$1,500 annually in tax revenue at full build-out, anticipated in 2030.

Peninsula Housing is currently consulting with all entities that would be impacted by the proposed tax distribution. As a stretch goal, the organization requested that BATA

consider signing a letter of support for the project within the next month. A sample

letter was included in the Board's packet. The Board agreed to consider and discuss a proposed letter of support at its regular meeting on September 24, 2026.

11. Financial Update

- a. Executive Director Patrick Preusser provided an update on why the financial statements are not included in this month's packet. Staff members are working with government accounting professionals to close out the financial statements for May, June, and July within the next few weeks, and we plan to present that information at the September 24, 2026, Board meeting. We're also prioritizing other essential responsibilities, including the federal grant dollar drawdowns, year-end reporting, and preparing for the annual independent financial audit. We identified accounting activities that still need to be completed and validated. No financial problems have been identified. Patrick is managing the work with staff who have stepped up willing to help in the transition.

The Finance Director job description has been finalized and posted locally and on national transit organization sites. The first review of applications will take place on August 21, 2026.

12. Discussion Items

a. Millage Education Efforts

Executive Director Patrick Preusser provided an overview of the millage renewal that will be on the November 3, 2026 ballot, and communication efforts that are underway. The proposal requests 0.4589 mill, compared with the 0.4788 mill approved by voters in 2022. Sarah Bye recommended staff work on video interviews with students who ride BATA to share their experience and then share that information on social media. Mr. Preusser will forward to the Board the exact millage language that will be on the ballot.

b. Farebox System Update

Paul Clausen provided an overview of the work done to date preparing for the launch of EZfare. Hardware installation in BATA's entire fleet is complete. Ticket vending machines will be at the BATA Park-n-Ride on LaFranier and at the Hall Street Transfer Station, both available 24 hours a day, 7 days a week. Online access will also be available. Staff training on the new system is underway. BATA has been sharing information with and educating employees and a test group. The proposed launch timeline is as follows: Week of August 24 – Staff Testing & Select Riders; Week of August 31 – Soft Launch; Week of September 7 – Start rolling out after Labor Day; and Week of September 14 – System is live and there is a campaign to get riders signed up. Mr. Clausen described the ease of access including the phone app and use of QR codes, and EZfare printable tickets.

Sarah Bye asked that BATA provides a reminder to drivers on kindness and patience with riders with disabilities or struggling with technology and change; John Somavilla suggested a professional script be shared with drivers, so they know how to respond to questions. Bill Clark and Eric Lingaur are working on a FAQ for riders and drivers.

Chairman Wayne Schmidt requested a Study Session be scheduled so the Board can have a hands-on look at EZfare. Recording Secretary Kelly Walter will send the Board a meeting poll to identify the best time and time for the majority.

c. Cherry Festival Service Recap

Erik Falcon provided the recap of BATA's services during the National Cherry, noting that ridership was the second highest ridership in BATA history. Mr. Falcon said this year's Cherry Festival operations were successful with staff managing the increased service demands well. BATA provided staff ambassadors at Hall Street, which proved to be successful. It was a positive experience for riders. BATA is in discussions with the National Cherry Festival on how to better promote the Orchard Tours. Sarah Bye recommended both organizations involve MSU Extension in marketing the tours to increase ridership.

13. Action Items

There were no action items.

14. Public Comment – General Matters*

None offered.

15. Closed Session

There was no closed session. Vice Chair Lance Boehmer requested a closed session to be scheduled for the September 24, 2026, meeting. He will provide the subject to Executive Director Patrick Preusser.

16. Other Business

None offered.

17. Next meeting

Thursday, September 24, 2026
1:00 p.m.
Suttons Bay Library
416 N. Front Street, Suttons Bay, MI 4968

18. Adjourn

The meeting adjourned at 2:31 p.m.

Meeting Minutes Submitted by: Kelly Walter

Meeting Minutes Approved on: _____

Gwenne Allgaier, Secretary: _____



Bay Area Transportation Authority Board of Directors

Board Study Session Meeting Minutes

Wednesday, September 9, 2026

9:00 a.m.

Hall Street Transfer Station - Conference Room

115 Hall Street, Traverse City, MI 49684

Draft Study Session meeting minutes for approval on September 24, 2026

1. Call to Order

The meeting was called to order by Vice Chair Lance Boehmer at 8:09 a.m. With a quorum not physically present, Vice Chair Boehmer stated the formalities of the meeting agenda won't be followed but asked that staff proceed with the Study Session presentation for Board members attending virtually. The Study Session presentation was also video recorded for the public to access on BATA's website.

Board Member Attendance:

- Lance Boehmer – PRESENT
- Gwenne Allgaier – PRESENT VIRTUALLY
- John Somnavilla – PRESENT VIRTUALLY
- Fern Spence – PRESENT VIRTUALLY
- Sarah Bye – ABSENT
- Wayne Schmidt - ABSENT
- Janice Wyant – ABSENT

2. New Fare System: Demonstration and Project Update

Eric Lingaur, Director of Communications and Development, Erik Falcon, Operations Manager (Fixed-Route), Adam BeVier, Operations Manager (Demand-Response) & Dispatch Supervisor, Paul Clausen, IT Manager, and Executive Director Patrick Preusser provided the Board with a presentation on the new fare system. The presentation included: directions on how to create an account, how to add funds to an account or purchase mobile tickets, locations where funds can be added to an account using cash, various payment options for passengers riding with the new fare system (use the mobile app, purchase an EZfare card, tapping a credit card or mobile app, or paying with cash), fare transfers, the advantages of fare capping, reduced fare options, and how the system works with families with multiple accounts. The presentation also highlighted the benefits of the new fare system's travel activity platform related to customer service and strategic outreach to passengers. In addition, the presentation provided an overview of the hardware that will be used with the new fare system. Staff also provided a timeline for the new fare system roll-out as follows: September – October BATA will focus on communication and education, November's focus will be staff training, and December the system is scheduled to go live. March will be the last opportunity for passengers to use GenFare passes.

The Board provided feedback for staff to consider and thanked staff for the informative presentation.

3. Next meeting

Thursday, September 24, 2026

1:00 p.m.

Suttons Bay Library

416 N. Front Street, Suttons Bay, MI 4968

4. Adjourn

The meeting adjourned at 8:58 a.m.

Meeting Minutes Submitted by: Kelly Walter

Meeting Minutes Approved on: _____

Gwenne Allgaier, Secretary: _____

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Consent Item

Board Meeting Date:	September 24, 2026
Agenda Section:	Consent Calendar – 6 c 1
Presenter:	Eric Lingaur, Director Communications and Development
Estimated Presentation Time:	None

Background

BATA's 2026 Strategic Work Plan identifies 24 priority projects and initiatives for the year. The plan establishes quarterly milestones, assigns organizational responsibility, and provides a consistent framework for monitoring progress.

Staff periodically update the work plan to document accomplishments, identify delays or resource constraints, and maintain accountability for advancing BATA's organizational priorities. This report provides the Board with the latest status of each initiative.

Discussion Summary

The Work Plan has been refreshed with project updates and status indicators green, yellow, and red to show the progress of each initiative. Green indicates that a project is on schedule or complete. Yellow indicates that a project remains in progress but has not reached an identified milestone because of timing, reprioritization, or a change in scope. Red indicates that a project is behind schedule, paused, or no longer advancing as planned.

Of the 24 projects, 15 are green (63%), seven are yellow (29%), and two are red (8%).

Overall, many projects are on track for completion by the end of September 2026, while others may carry over into the first quarter of FY2027. Key accomplishments include bus stop improvements, onboard cellular and Wi-Fi upgrades, employee benefits analysis and education, communications demonstrating BATA's community value, pursuit of funding opportunities, and cybersecurity improvements.

The following initiatives have experienced delays or changes in direction:

- 2026 Customer Experience Survey - Rescheduled to follow planned Link service modifications so the survey can measure the updated rider experience.

- Succession Plan and Administrative Manual - The scope and timing are being reevaluated as staff prioritize the development and updating of agency policies.
- Operator Handbook - Work remains underway, but day-to-day staffing demands and limited staff capacity have extended the timeline. Staff anticipate completion by December 1, 2026.
- New Finance Software and Finance Policies - Work paused following the Finance Director's departure. BATA plans to restart these initiatives with support from additional governmental accounting resources.
- Link Service Review - The September 2026 service changes have been implemented and are being monitored. Staff plans to evaluate initial performance and advance proposed Link service changes during the first quarter of FY2027, informed by ridership data, customer feedback, service availability, and operational capacity.
- New Fare System - The project continues to advance, with the public launch now scheduled for December 2026 to provide sufficient time for employee training and rider education.
- Emergency Operations Plan for BATA Headquarters - This initiative requires coordination with portions of the Operator Handbook. Staff will advance the plan as the related handbook content is finalized, with anticipated completion by April 2027.

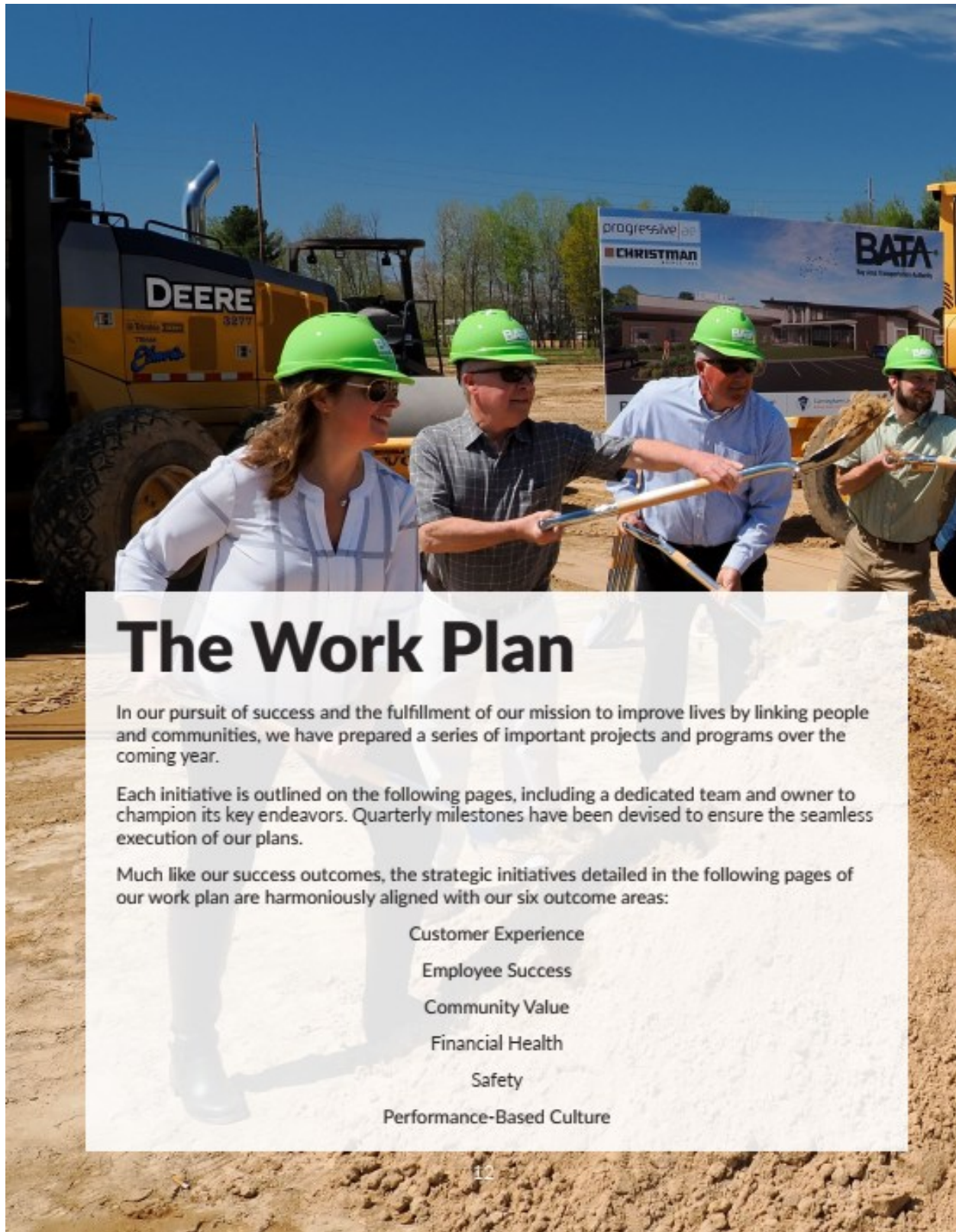
Financial Impact

This status update does not create any new financial commitment. Most initiatives are being completed within existing operating and capital budgets. Previously identified costs, including bus stop improvements and the new fare system, have been presented to the Board through the applicable budget or project approval process.

The Financial Health section of the Work Plan identifies initiatives with specific financial considerations. Any future expenditures requiring additional funding or Board approval will be presented separately.

Attachments

- A. BATA 2026 Strategic Work Plan



The Work Plan

In our pursuit of success and the fulfillment of our mission to improve lives by linking people and communities, we have prepared a series of important projects and programs over the coming year.

Each initiative is outlined on the following pages, including a dedicated team and owner to champion its key endeavors. Quarterly milestones have been devised to ensure the seamless execution of our plans.

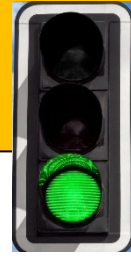
Much like our success outcomes, the strategic initiatives detailed in the following pages of our work plan are harmoniously aligned with our six outcome areas:

- Customer Experience
- Employee Success
- Community Value
- Financial Health
- Safety
- Performance-Based Culture

12

2026 Customer Experience

Work Plan

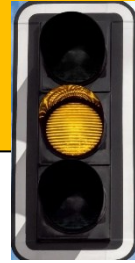


Project Name	Website Redesign
Project Owner	Eric
Project Description	Update BATA's website to be more user-friendly and have a more functional design

FY 2026 Q1
Selected Flight Path and Brand Tonic to redesign the website. Started planning process.
FY 2026 Q2
Working on content and design elements.
FY 2026 Q3
Testing and finalization.
FY 2026 Q4
Launch new website.

2026 Customer Experience

Work Plan

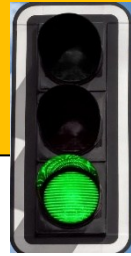


Project Name	Customer Experience Survey (Ongoing)
Project Owner	Eric
Project Description	Develop and conduct customer survey to gauge BATA's performance and help identify future service improvements

FY 2026 Q1
New ED asked to place survey on hold and revamp with his input.
FY 2026 Q2
On hold.
FY 2026 Q3
On hold.
FY 2026 Q4
Restart survey process and plan to launch in November or December.

2026 Customer Experience

Work Plan

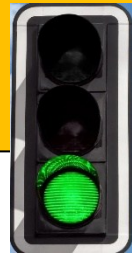


Project Name	2026 Stop Improvements
Project Owner	Kurt / Bill
Project Description	Increasing rider experience through stop amenity improvements

FY 2026 Q1
Order necessary components for improvements (shelter, benches, etc.) DONE
FY 2026 Q2
Order second set of benches for spring arrival. Prep locations with necessary infrastructure improvements (concrete).
FY 2026 Q3
Install components on location.
FY 2026 Q4
Identify next year's stop improvements within Capital Plan. Plan will be complete by the end of September.

2026 Customer Experience

Work Plan



Project Name	Cradlepoint Replacement
Project Owner	Paul
Project Description	Replace Aging IBR900 Bus Routers to new IBR980 5G Cradlepoints

FY 2026 Q1
Order & Configure IBR 980 Routers to the current GMV/VIA Configuration
FY 2026 Q2
Install Cradlepoints with 5G Antennas in Fleet
FY 2026 Q3
Optimize Configuration and increase bandwidth for onboard WiFi
FY 2026 Q4
Field Test Configuration, Hardware, Signal Strength and Customer Experience

2026 Employee Success

Work Plan



Project Name	New Hire Orientation/Onboarding Process
Project Owner	Chris/Brittany
Project Description	Ensure new employee orientation covers what employees need

FY 2026 Q1
Review and update Onboarding Process
FY 2026 Q2
Completed
FY 2026 Q3
FY 2026 Q4

2026 Employee Success

Work Plan



Project Name	Benefit Analysis
Project Owner	Chris
Project Description	Ensure employee benefits are competitive

FY 2026 Q1
Review Traverse Connect Benefit Analysis and determine where areas are missing
FY 2026 Q2
Compare BATA/s current benefits with Traverse Connect's Benefits Analysis. Prepare analysis of costs of benefit changes, if any.
FY 2026 Q3
Determine changes in benefits recommended to be changed
FY 2026 Q4
Communicate changes to employees, and revise policies needing to be changed

2026 Employee Success

Work Plan

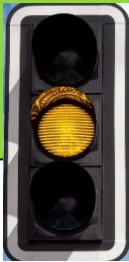


Project Name	Employee Handbook Update
Project Owner	Chris
Project Description	Ensure Employee Handbook is reflective of current practices

FY 2026 Q1
Review/revise pages 27-41 and 41-46
FY 2026 Q2
Review/revise pages 47-61
FY 2026 Q3
Share revisions with employees
FY 2026 Q4
Publish revised Employee Handbook - Completed

2026 Employee Success

Work Plan



Project Name	Succession Plan Development
Project Owner	Chris
Project Description	Have an action plan for key positions that become vacant

FY 2026 Q1
Review example Succession Plans
FY 2026 Q2
Draft Succession Plan and review with Executive Director
FY 2026 Q3
Finalize Succession Plan and communicate where necessary
FY 2026 Q4

2026 Employee Success

Work Plan



Project Name	Administrative Manual Creation
Project Owner	Chris
Project Description	Have a central location for key administrative policies and procedures

FY 2026 Q1
Review Current policies to determine if changes are needed, and revise where necessary
FY 2026 Q2
Meet with appropriate stakeholders to develop procedures needing to be written. CD - Lower on priority list at this time
FY 2026 Q3
Submit draft manual to managers/directors CD - Changing direction on the scope and developing a different direction for the manual.
FY 2026 Q4
Focusing on policies.

2026 Employee Success

Work Plan

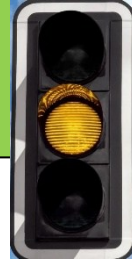


Project Name	Employee Benefits Education
Project Owner	Chris
Project Description	Ensure that employees are aware of and utilize employee benefits to their potential

FY 2026 Q1
Identify benefits to educate staff on and determine who is best to provide the education
FY 2026 Q2
Schedule education sessions - Complete
FY 2026 Q3
FY 2026 Q4

2026 Employee Success

Work Plan

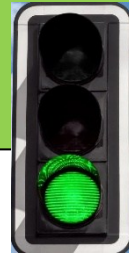


Project Name	Operator's Handbook and Policies Review and Update
Project Owner	Erik
Project Description	Perform a full handbook review and update to reflect BATA's current practices

FY 2026 Q1
OPS team review of current handbook and policies. Identify areas that need updating. Create a handbook and policy review team comprised of drivers, dispatchers, and admin that will meet regularly. All completed except creating review team
FY 2026 Q2
Create ad hoc committee to review and update handbook and policies. Submit draft handbook to management team. EF - Ad hoc committee met 50% through review. Draft not complete
FY 2026 Q3
Reviewing and working on a draft.
FY 2026 Q4
Committee has completed meetings and provided comments. Working on a revised draft for review. Working with Jeff P as part of the process. Make sure to review the work rules - corrective action parts as well.

2026 Employee Success

Work Plan

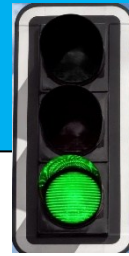


Project Name	Driver Mentorship Program
Project Owner	Erik / Meridith
Project Description	Create a mentorship program that fosters a culture of learning and collaboration to support an individual's growth and development at BATA

FY 2026 Q1
Conduct mentor training. Launch mentorship program. Training completed and program launched.
FY 2026 Q2
Gather feedback from mentors and mentees. Check and adjust as needed. ML - Still working on.
FY 2026 Q3
Complete
FY 2026 Q4
Check ins post mentorship class are occurring with additional suggestions.

2026 Community Value

Work Plan



Project Name	2026 Strategic Communications Plan
Project Owner	Eric
Project Description	Create and execute a Community Strategic Communications Plan that provides consistent and comprehensive outreach focusing on 1) Education 2) Attraction 3) Information

FY 2026 Q1
Start rolling out long term plan elements - Plan has been revised and presented to the board.
FY 2026 Q2
Review performance of initial activities and make adjustments if needed EL - Working promo videos. With emphasis on hiring.
FY 2026 Q3
Implement second phase of the strategic plan focusing on new fare system and millage.
FY 2026 Q4
Conduct a 12 month review of activities and develop next 12 month plans as needed - high emphasis on fare education and millage

2026 Community Value

Work Plan

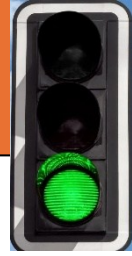


Project Name	2026 Millage Campaign
Project Owner	Eric / ALL
Project Description	Place ballot initiative on the Nov. 2026 ballot and get approval of a new millage for BATA.

FY 2026 Q1
Start initial planning with Brand Tonic.
FY 2026 Q2
Work with the Board to determine millage ask and finalize ballot date. Start working on the education campaign
FY 2026 Q3
Finalize education campaign and start outreach.
FY 2026 Q4
Conduct millage presentations and continue education into the Fall.

2026 Financial Health

Work Plan

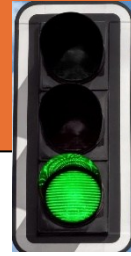


Project Name	Expand reporting of finance metrics to distinguish fixed route vs on-demand service costs and efficiencies
Project Owner	Shaughn / Patrick
Project Description	Increase transparency and create alignment with NTD reporting

FY 2026 Q1
Begin compiling reports for reporting on applicable NTD forms
FY 2026 Q2
Refine reports, expense distribution
FY 2026 Q3
Begin preparation of future year reporting by breaking out categorical items and reporting them separately in the financials
FY 2026 Q4
Refine Worksheets for NTD reporting, update chart of accounts in Quickbooks to align with all state/federal reporting

2026 Financial Health

Work Plan



Project Name	Development of 5-year capital plan
Project Owner	Kurt / Shaughn
Project Description	Develop GIS software tools to provide a comprehensive CP outlook while producing necessary information to keep the TAM plan and FCA up to date at all times

FY 2026 Q1
Maintain X: All current mechanical inspections and equipment information has been reloaded into Smartsheet and will be ingested into Grid Base to provide a Beta test model for functionality. Testing will determine if we proceed with Grid Base, full functionality will be required prior to April contract renewal or we will separate.
FY 2026 Q2
Organize all new facility compliance needs (services, repairs, useful life). Currently working to bring PM services under contract. Will still require JEG to provide useful life, estimates and replacement costs. Everything has been loaded and launched and utilized with vendors for compliance.
FY 2026 Q3
Continue to work with vendors to get price estimates.
FY 2026 Q4
N/A

2026 Financial Health

Work Plan

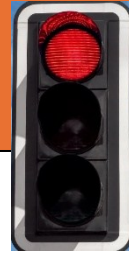


Project Name	Maximize Federal Funding Opportunities
Project Owner	Shaughn / Patrick
Project Description	Develop an understanding of how STIC credits work and the funding impacts of rural vs urban

FY 2026 Q1
Make sure reported data is accepted and examine ratios
FY 2026 Q2
Monitor quarterly data statistics and begin collecting/reporting to STIC metrics, determine BATA numbers and compare to prior year baselines/averages
FY 2026 Q3
Determine how the NTD data calculates for each STIC and begin looking at the variables to determine opportunities to gain additional funding.
FY 2026 Q4
Determine what variables would need to be in order to earn additional STIC funding

2026 Financial Health

Work Plan

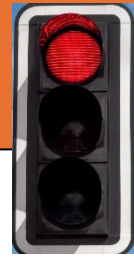


Project Name	New Finance Software
Project Owner	Paul
Project Description	Look into other options besides QuickBooks online

FY 2026 Q1
Switched over to QuickBooks Online - working through the transition
FY 2026 Q2
Determine if QuickBooks online will be a better option while looking into other software options
FY 2026 Q3
ON HOLD
FY 2026 Q4
N/A

2026 Financial Health

Work Plan

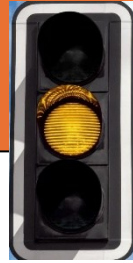


Project Name	Ensure Finance Policies are Current
Project Owner	Shaughn / Patrick / Rehmann
Project Description	Increasing rider experience through stop amenity improvements

FY 2026 Q1
Review BATA Investment Policy, Capital Fund Policy, Operating Reserve Fund Policy
FY 2026 Q2
Submit any recommendations for existing policies for review by Admin
FY 2026 Q3
Update with recommendations and present to the BoD for approval as applicable
FY 2026 Q4
Bringing on supplement finance help to do work in the policy area.

2026 Financial Health

Work Plan

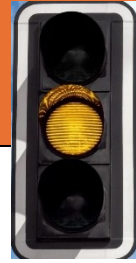


Project Name	Link Service Review
Project Owner	Adam
Project Description	Look for ways to make improvements to the efficiency and operation of BATA's Link service

FY 2026 Q1
Baseline the current link performance Review capacity and operation impact
FY 2026 Q2
Review Equity, ADA, and policy compliance. Check Financial and Funding
FY 2026 Q3
Stakeholder review and approval. Communication Plan
FY 2026 Q4
Decided to implement changes in FY27 Q1 after the November ballot vote.

2026 Financial Health

Work Plan

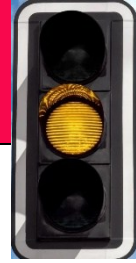


Project Name	Fare System Review and Replacement
Project Owner	Paul / Eric and ALL
Project Description	Review and replace aging fare system - BATA's fare system is no longer supported and needs to be updated; BATA also needs to review its fare pricing approach

FY 2026 Q1
Initial setup and planning
FY 2026 Q2
Site visits, back end setup and fare structure discussions
FY 2026 Q3
Working on education and roll out plan, testing, installation
FY 2026 Q4
Finalize installation (complete) and begin utilization - updated plan to launch in December 2026.

2026 Safety

Work Plan



Project Name	Emergency Operations Plan for Hammond HQ
Project Owner	Erik
Project Description	Create an Emergency Operations Plan (EOP) for BATA's new HQ and current operations based on the comprehensive template shared by MDOT

FY 2026 Q1
FY 2026 Q2
Work across departments and with partner agencies to document procedures and agreements. Departments documenting procedures for new HQ.
FY 2026 Q3
Create a draft EOP for management team review. Refine and create final draft once Operators' Handbook update is complete.
FY 2026 Q4
Gathering data and will be able to work on it once the Operators Handbook is completed.

2026 Safety

Work Plan

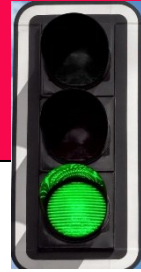


Project Name	ALGO Pager Integration with GoTo
Project Owner	Paul
Project Description	Install, Configure & Instruct BATA staff on Emergency Paging & Broadcasts

FY 2026 Q1
Install & Configure Hardware
FY 2026 Q2
Configure GoTo Software
FY 2026 Q3
Develop & Record SOP for use - Complete
FY 2026 Q4
Test, Train & Instruct all employees of use and response to system

2026 Safety

Work Plan



Project Name	Cyber Security Fortification
Project Owner	Paul
Project Description	Install, Configure & develop SOPs to secure BATA's Network

FY 2026 Q1
Auto-Lock Computers, Update Password Requirements
FY 2026 Q2
Enable MFA for VPN & Review Network Policies
FY 2026 Q3
Create separate VLANs to segment network traffic and isolate devices
FY 2026 Q4
Penetration Testing & Disaster Recovery Testing. Getting quotes for penetration testing. Looking at automated options and making sure we meet compliance.

Improving lives by linking people and communities.

Board Meeting Date Discussed	Board or Staff Member	Topic	Status
6/25/2026	Eric Lingaur	Coalition to End Homelessness	
6/25/2026	Patrick Preusser	Leelanau Service - Financial Analysis	
8/13/2026	Patrick Preusser	Fare System Board Study Session	Completed 9/9/2026
8/13/2026	Eric Lingaur	Fare System • Social training for staff (kindness and patience with riders with disabilities or riders struggling with technology and change) • Remove Ohio from App selection menu • Explore loyalty programs • Explore marketing grouping and campaigns • Professional script for drivers so they know how to respond to questions	
8/13/2026	Eric Lingaur	November 3rd Millage - Video interview of students who ride BATA sharing their experience; Post on social media	
8/13/2026	Patrick Preusser	Suttons Bay Housing Project - Letter of Support for TIF	Bring to Board meeting on 9/24/2026

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Executive Director's Report

Board Meeting Date:	September 24, 2026
Agenda Section:	Executive Director's Report - 8
Presenter:	Patrick Preusser, Executive Director
Estimated Presentation Time:	5 minutes

Executive Summary

Since the August Board meeting, BATA has continued moving from organizational assessment into focused execution. Work has centered on financial reporting, service and staffing, fare-system implementation, millage information, and engagement with employees and regional partners.

Employees continue managing these priorities with professionalism, flexibility, and a strong commitment to our riders. Management is establishing consistent practices for coordination, decision-making, and follow-up.

Detailed reports elsewhere on the agenda address the Board tracker, financial results, progress on annual strategic initiatives, and the MDOT Master Agreement and Project Authorization resolutions. The pending legal matter and potential next steps will be addressed separately in closed session.

Strategic Priorities

BATA's immediate organizational priorities remain focused on:

- Maintaining reliable service while making operator recruitment and retention a top organizational priority.
- Completing the Finance Department transition and sustaining timely, accurate financial reporting and compliance.
- Implementing the new fare system with appropriate employee preparation, rider education, and operational support.
- Prioritizing intentional, focused outreach that provides the community with clear, consistent, and factual information about the November 3 millage renewal.
- Gathering input from employees, riders, the Board, and stakeholders to prepare for strategic planning and guide future organizational priorities.
- Advancing enterprise business systems, performance monitoring, cross-departmental coordination, and accountability to support BATA's continued growth and success.

Key Updates

Finance Transition

Work continues to return BATA to its regular financial reporting cycle while supporting compliance, audit preparation, and funding activities.

Recruitment for a permanent Director of Finance remains active. The new Manager, Finance Programs and Compliance role also provides added capacity in procurement, grants, compliance, and financial operations.

Staffing and Service

Driver recruitment and retention remain top priorities as BATA expands outreach and community partnerships. The September 7 service change better aligns scheduled service with available staffing. Bayline is temporarily operating every 30 minutes while current Link service hours and capacity are maintained. Staff are monitoring reliability, staffing, overtime, ridership, and customer feedback.

Fare System Implementation

The September 9 Board study session provided a hands-on demonstration of the new fare system and addressed fare capping, payment options, accessibility, privacy, customer support, and operational considerations.

The vendor's production environment became active earlier than planned and could not be returned to an inactive state. Staff established appropriate controls while continuing with a phased implementation schedule that includes rider communications in October, employee training in November, and a potential December launch subject to organizational readiness.

Community and Regional Partnerships

Recent engagement with local governments, employers, educational institutions, human-service organizations, and regional partners has provided valuable insight into transportation needs and partnership opportunities.

Discussions with the Village of Kingsley, Grand Traverse Industries, Goodwill Northern Michigan, the Michigan Township Association, and other partners have focused on employee recruitment, service planning, future transit access, and coordination around community development. The information gathered will support upcoming strategic planning workshops and future service decisions.

Technology, Fleet, and Facilities

Teams continue advancing projects that support service reliability and organizational efficiency, including FuelCloud implementation and the new fare system.

BATA expects to receive five new propane buses in early October followed by one new diesel bus in November. Six additional buses have been ordered for FY2027 and are expected in late spring or early summer. The disposal process for 11 older vehicles is expected to conclude through a public auction in early November. Following these changes, BATA's fleet will include 75 revenue vehicles and seven service vehicles, for a total of 82 assets.

Employee Recognition

Riding routes and spending time with different departments continue to deepen my understanding of the work required to serve our riders and keep BATA moving each day.

BATA received several compliments this month recognizing our drivers and team members for their attention to safety, helpful service, teamwork, and support for rider independence. Employees specifically recognized included Joy Luebke, Nikki Hysell, Dawn Rinz, and Shawn Flask.

I also want to recognize William "Bill" Clark, Mobility, Planning, and Outreach Coordinator, and Eric Lingaur, Communications and Development Director, for their significant work on transit education for the new school year. This major undertaking required extensive planning, coordination, and outreach to help students and families use BATA safely and confidently.

Thank you to everyone who continues sharing their knowledge and caring for our riders, colleagues, and community.

Upcoming Milestones

- Continuing operator recruitment and retention efforts while reviewing the September service change and related performance measures.
- Continuing fare system preparation, education, and implementation.
- Expanding millage outreach ahead of the November 3 election.
- Advancing the Director of Finance recruitment and maintaining financial reporting continuity.
- Preparing for upcoming strategic planning workshops.
- Finalizing FY2027 capital priorities and related project planning.

Financial Impact

There is no direct financial impact associated with this report. Financial matters requiring Board consideration are presented separately within the Financial Update and accompanying agenda items.

Attachments

None.

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Financial Update

Board Meeting Date:	September 24, 2026
Agenda Section:	Financial Update - 11
Presenter:	Patrick Preusser, Executive Director
Estimated Presentation Time:	5 minutes

Executive Summary

BATA has completed the June month-end close, the third-quarter financial report for the period ending June 30, and the July and August month-end financial statements. This represents important progress toward restoring the regular financial reporting cycle during the Finance Department transition.

Through August, operating revenue exceeded the year-to-date budget by approximately \$832,000, while operating expenses were approximately \$63,000 above budget. The resulting operating deficit before depreciation was approximately \$122,000, compared with the budgeted year-to-date deficit of approximately \$890,000.

BATA has also submitted its outstanding second- and third-quarter MDOT Operating Assistance Reports. Work continues on the second- and third-quarter Mobility Management reimbursement submissions, which require additional supporting documentation and coordination.

Financial Overview

Through August 31, 2026:

- Operating revenue totaled approximately \$12.2 million, or \$832,000 above the year-to-date budget.
- Operating expenses before depreciation totaled approximately \$12.3 million, or \$63,000 above budget.
- The operating deficit before depreciation was approximately \$122,000, which is \$768,000 better than the year-to-date budget.
- Depreciation totaled approximately \$3.3 million, resulting in a net accounting loss of approximately \$3.4 million.

Revenue performance was supported by state and federal operating assistance, investment earnings, advertising, and other revenue. These favorable results offset lower-than-budgeted local service-contract and property-tax revenue. Property-tax collections are continuing, and staff will monitor remaining revenue through year-end.

Operating expenses remain close to budget overall. Fringe benefits, materials and supplies, and salaries and wages are above budget, while fuel, utilities, insurance, and several other categories are below budget.

Depreciation is significantly above budget and does not represent a current cash expenditure. Staff are reviewing the variance and its relationship to capital assets placed into service and the revised budget.

As of June 30, BATA reported approximately \$16.7 million in cash and Michigan CLASS investments and approximately \$13.5 million in assigned operating, capital, and facility reserves. The operating reserve was approximately \$3.5 million, equal to 25.4% of eligible operating expenses.

Key Updates

Since the August Board meeting, BATA has made progress toward restoring its regular financial reporting and compliance cycle:

- Completed the June month-end close and third-quarter financial report.
- Completed the July and August month-end closes and financial statements.
- Submitted the outstanding second- and third-quarter MDOT Operating Assistance Reports.
- Continued coordinating the financial, payroll, program, and supporting documentation needed for the outstanding Mobility Management reimbursement submissions.
- Executed an engagement with Rehmann for additional governmental accounting support focused on regulatory reporting and grant reimbursement, audit and year-end preparation, financial forecasting and analysis, financial systems evaluation, and documented financial procedures.
- Continued recruitment for a permanent Director of Finance.

Work remains underway on the second- and third-quarter Mobility Management reimbursement submissions under MDOT Project Authorization 2022-0015 P21. MDOT requested additional payroll documentation and clarification supporting the second-quarter request, and the third-quarter submission is past due.

The submissions were not completed within the required timelines. The Finance Department transition and competing prior-period reporting demands contributed to the delay. Management has prioritized completion and is establishing clear ownership, documentation standards, and review timelines to improve accountability and support timely submissions going forward.

Next Steps

BATA's immediate financial priorities include:

- Completing the outstanding second- and third-quarter Mobility Management reimbursement submissions.
- Completing the September close and fiscal year-end financial statements.
- Processing outstanding federal grant drawdowns and reporting.
- Continuing annual audit preparation and the National Transit Database financial submission.
- Developing a year-end forecast and maintaining timely monthly financial reporting.
- Continuing recruitment for a Director of Finance.

Attachments

- A. June 2026 Financial Statements
- B. July 2026 Financial Statements
- C. August 2026 Financial Statements

BATA Statement of Net Position **June 2026**

	June 2026	June 2025	\$ Change	% Change
ASSETS				
Current Assets				
ICS/Money Market - General Fund	\$ 339,618	\$ 607,431	\$ (267,814)	-44.1%
Total Cash	<u>339,618</u>	<u>607,431</u>	<u>(267,814)</u>	<u>-44.1%</u>
Michigan Class - General Fund	2,503,620	1,774,572	729,048	<u>1</u> 41.1%
Michigan Class - Operating Reserve	3,516,970	3,379,571	137,399	<u>1</u> 4.1%
Michigan Class - Capital Reserve	8,822,231	8,116,775	705,457	<u>1</u> 8.7%
Michigan Class - New Facility Reserve	<u>1,487,063</u>	<u>2,195,944</u>	<u>(708,882)</u>	<u>1</u> -32.3%
Total Michigan Class	<u>16,329,883</u>	<u>15,466,862</u>	<u>863,021</u>	<u>5.6%</u>
Accounts Receivable	31,666	75,816	(44,149)	<u>2</u> -58.2%
Due (to) from State	103,436	133,692	(30,255)	<u>3</u> -22.6%
Due from Federal	664,829	621,240	43,589	<u>4</u> 7.0%
Property Taxes Receivable	154,728	271,255	(116,527)	<u>5</u> -43.0%
Prepaid Expenses	<u>290,353</u>	<u>321,056</u>	<u>(30,703)</u>	<u>-9.6%</u>
Total Current Assets	<u>17,914,513</u>	<u>17,497,351</u>	<u>417,162</u>	<u>2.4%</u>
New Facility (CIP)/Land Acquisition	779,536	30,078,607	(29,299,070)	<u>6</u> -97.4%
Fixed Assets (net of depreciation)	36,468,469	9,711,873	26,756,597	275.5%
Deferred Outflows of Resources for Pension Obl.	1,121,283	1,370,397	(249,114)	<u>7</u> -18.2%
Net Pension Asset	<u>1</u>	<u>1</u>	<u>-</u>	<u>7</u>
TOTAL ASSETS	<u>\$ 56,283,803</u>	<u>\$ 58,658,229</u>	<u>\$ (2,374,425)</u>	<u>-4.0%</u>
LIABILITIES & NET POSITION				
Liabilities				
Current Liabilities				
Accounts Payable	\$ 83,185	\$ 255,958	\$ (172,773)	-67.5%
Accrued Expenses	473,088	1,272,627	(799,539)	<u>8</u> -62.8%
Deferred Revenue	20,025	24,861	(4,836)	<u>9</u> -19.5%
Other Current Liabilities	<u>24,941</u>	<u>(40,735)</u>	<u>65,676</u>	<u>-161.2%</u>
Total Current Liabilities	<u>601,239</u>	<u>1,512,711</u>	<u>(911,472)</u>	<u>-60.3%</u>
Net Pension Liability	7,125	291,084	(283,959)	<u>7</u> -97.6%
Deferred Inflows of Resources for Pension Obl.	<u>23,992</u>	<u>-</u>	<u>23,992</u>	<u>7</u> #DIV/0!
Total Liabilities	<u>632,356</u>	<u>1,803,795</u>	<u>(1,171,439)</u>	<u>-64.9%</u>
Long Term Debt				
Net Position				
Assigned				
Operating Reserve Fund	3,516,970	3,379,571	137,399	4.1%
Capital Reserve Fund	8,476,570	8,087,668	388,901	4.8%
New Facility Fund	<u>1,487,063</u>	<u>2,195,944</u>	<u>(708,882)</u>	<u>-32.3%</u>
Total Assigned	<u>13,480,602</u>	<u>13,663,183</u>	<u>(182,581)</u>	<u>-1.3%</u>
Investment in Capital Assets	37,248,006	39,790,480	(2,542,474)	-6.4%
Restricted for Pension	1,090,167	1,079,314	10,853	1.0%
Unrestricted	<u>3,832,672</u>	<u>2,321,457</u>	<u>1,511,215</u>	<u>65.1%</u>
Total Net Position	<u>55,651,447</u>	<u>56,854,434</u>	<u>(1,202,987)</u>	<u>-2.1%</u>
TOTAL LIABILITIES & NET POSITION	<u>\$ 56,283,803</u>	<u>\$ 58,658,229</u>	<u>\$ (2,374,425)</u>	<u>-4.0%</u>

BATA Statement of Net Position Notes June 2026		
	<u>Account(s)</u>	<u>Explanation</u>
<u>1</u>	Michigan Class	Interest earned averaging 3.7443%
<u>2</u>	Accounts Receivable	Outstanding invoices - Transportation & Advertising
<u>3</u>	Due from State	State share of eligible operating expenses. Reimbursement rate for FY26 is 34.8467% Positive amount represents amount due from MDOT to date.
<u>4</u>	Due from Federal	5307/5311 funds - Fiscal Year 2026 funds due, \$598k requested April 10th, 2026. (Funding requests made quarterly after reconciliations complete).
<u>5</u>	Property Tax Receivable	FY2025 Summer Delinquent Taxes based on taxable calculations.
<u>6</u>	New Facility (CIP)/Land Acquisition	Outstanding Construction costs, will capitalize in April 2026.
<u>7</u>	Deferred Outflows of Resources Deferred Inflows of Resources Net Pension Liability	<u>GASB 68 audit adjustment, as of 9/30/25</u> <u>Deferred Outflows of Resources \$1,121,283</u> Difference in experience \$61,501 Difference in assumptions \$38,031 Contributions subsequent to the measurement date \$614,395 <u>Deferred Inflows of Resources (\$0.00)</u> Difference in experience change (\$0.00) Difference between projected and actual earnings \$0.00 <u>Net Pension Liability (\$7,125)</u> Plan fiduciary net position \$13,253,895 Total pension liability (\$13,261,020)
<u>8</u>	Accrued Expenses	Staff Vacation Liability
<u>9</u>	Deferred Revenue	Advertising Revenue outside of current fiscal year, Full year advertising invoices paid in full

BATA Operating Reserve Fund
June 2026 YTD

	Michigan Class	Adjustments	Reserve Fund Total
Balance at September 30, 2025	\$ 3,416,707	\$ -	\$ 3,416,707
Increases:			
Interest Income	100,263		100,263
Total Increases	\$ 100,263	\$ -	\$ 100,263
Cash Transfers	\$ -		-
Balance at June 30, 2026	\$ 3,516,970	\$ -	\$ 3,516,970
FY26 Budgeted Eligible Expenses			\$ 13,438,903
			25.4%
<i>*Maximum Balance = 30%</i>			\$ 4,031,671

BATA Capital Reserve Fund
June 2026 YTD

	Michigan Class	Adjustments	Reserve Fund Total
Balance at September 30, 2025	\$ 8,067,183	\$ (27,447)	\$ 8,039,736
Increases:			
Interest Income	247,091		247,091
Investment Income			-
FY2026 Funding Oct/Apr \$345,661.50:	345,662	-	345,662
Total Increases	\$ 592,752	\$ -	\$ 592,752
Decreases:			
26A - Major Vehicle Repairs \$75,000		-	-
26B - Shelters \$75,000		(31,578)	(31,578)
25B C/O Shelters \$1,400		(1,400)	(1,400)
26C General IT \$10,000		-	-
26D - Vehicle Technologies \$150,000		-	-
25E C/O - 2 Used School Bus Outfitting \$22,561		(22,561)	(22,561)
26E - Vehicle Purchases (6 Buses) \$1,500,000		-	-
26G - Fare System Replacement \$360,209		(117,372)	(117,372)
26H - Grounds Mower \$15,000		-	-
26I Landscaping/Land Improvement \$30,000		-	-
26J Propane Pump H/S wares \$10,000		-	-
FY26 Contingency 10% of budget \$224,917		(10,454)	(10,454)
Total Decreases	\$ -	\$ (183,365)	\$ (183,365)
Cash Transfers	(183,365)	183,365	-
Michigan Class Balance	8,476,570	(27,447.00)	8,476,570
			-
Balance at June 30, 2026	\$ 8,659,935	\$ (27,447)	\$ 8,476,570

BATA New Facility Reserve Fund June 2026 YTD			
	Michigan Class	Adjustments	Reserve Fund Total
Balance at September 30, 2025	2,147,495		2,147,495
Increases:			
Interest Income	52,571		52,571
Escrow deposit returned for Cass			
Total Increases	\$ 52,571	\$ -	\$ 52,571
Decreases:			
Allen Supply - Hall St		\$ (6,344)	\$ (6,344)
Armour Siding - Hall St		\$ (2,328)	\$ (2,328)
Christman - HQ		\$ (136,345)	\$ (136,345)
City of TC - Hall St		\$ (1,341)	\$ (1,341)
Countrywide Rentals - Hall St		\$ (440)	\$ (440)
Cunningham Limp - Hall St		\$ (385,802)	\$ (385,802)
Image360 - HQ		\$ (535)	\$ (535)
Integrity - Hall St		\$ (6,947)	\$ (6,947)
KLM Landscape - Hall St		\$ (24,479)	\$ (24,479)
Northern Michigan Glass - Hall St		\$ (392)	\$ (392)
Precision Concrete - Hall St		\$ (8,200)	\$ (8,200)
Security Sanitation - Hall St		\$ (540)	\$ (540)
Shoreline - Hall St		\$ (50,923)	\$ (50,923)
Smart Building Services - Hall St		\$ (16,269)	\$ (16,269)
Studio Plus - Hall St		\$ (4,800)	\$ (4,800)
TC Coatings - Hall St		\$ (24,250)	\$ (24,250)
Tyler Lane (Perfect Fit) - HQ		\$ (295)	\$ (295)
Windemuller - Lafranier EV		\$ (23,038)	\$ (23,038)
Total Decreases	\$ -	\$ (693,267)	\$ (693,267)
Cash Transfers	(713,003)	713,003	-
Outstanding Transfers		19,736	19,736
Michigan Class Balance	1,487,063		1,487,063
Balance at June 30, 2026	1,487,063	19,736	1,506,799

BATA Income Statement June 2026

	June 2026		\$ Over (Under)	June 2025
	Actual	Budget	Budget	Actual
Income				
Fare Box Revenue	\$ 430,554	\$ 431,250	\$ (696)	\$ 466,026
Local Service Contracts	295,501 1	418,824	(123,323)	394,570
Auxiliary Trans Revenue	276,929 2	178,950	97,979	157,517
Non-Trans Revenue	353	4,500	(4,147)	167,941
Local Revenue	2,213,223 3	2,533,984	(320,762)	2,030,393
State Formula & Contracts	3,510,055 4	3,157,847	352,208	3,572,216
Federal Operating Grants	2,134,238 5	1,881,719	252,519	2,035,720
Other Revenue	494,992 6	187,500	307,492	579,788
Refunds and Credits	32,960	37,500	(4,540)	201,045
Total Income	\$ 9,388,805	\$ 8,832,075	\$ 556,730	\$ 9,605,216
Expense				
Salaries & Wages	\$ 5,228,753	\$ 5,435,805	\$ (207,052)	\$ 5,114,432
Paid Leave	504,090	504,082	8	386,919
Fringe Benefits	1,653,792 7	1,622,855	30,938	1,597,939
Services	787,188 8	791,737	(4,549)	622,769
Fuel & Lubricants	386,881 9	445,350	(58,469)	443,253
Materials & Supplies	373,867 10	321,965	51,902	317,884
Utilities	235,586 11	257,302	(21,716)	251,124
Insurance	576,807	597,004	(20,197)	630,852
Misc Expense	46,454 12	48,006	(1,552)	147,810
Operating Leases & Rentals	1,275	1,350	(75)	2,684
Total Expense	\$ 9,794,694	\$ 10,025,455	\$ (230,761)	\$ 9,515,666
Net Income before Depreciation	\$ (405,889)	\$ (1,193,380)	\$ 787,491	\$ 89,549
Depreciation	2,690,021	1,428,926	1,261,095	868,843
Net Income (Loss)	\$ (3,095,910)	\$ (2,622,306)	\$ (473,604)	\$ (779,294)

BATA Income Statement Notes
June 2026

	<u>Account(s)</u>	<u>Explanation</u>
	Revenue	Revenue
<u>1</u>	Local Service Contracts	Contract with Grand Traverse Industries, billed actual hours beginning in FY26. Billed within 10 days after the end of the month. (\$38k O/S)
<u>2</u>	Auxiliary Trans Revenue	Big advertising contracts executed.
<u>3</u>	Local Revenue	Winter tax levy funds, County settlements received in June.
<u>4</u>	State Formula & Contracts	Actual based on eligible expenses thru June 2026, reimbursement rate of 34.8467% for FY26
<u>5</u>	Federal Operating	Based on current year expenses, requesting funds from FTA quarterly. Reimbursement rate of 18%. Next request of funds will be mid July.
<u>6</u>	Other Revenue	Interest Revenue from investments, averaging 3.7175% (flat from March) as well as refunds/insurance claims
	Expenses	Expenses
<u>7</u>	Fringe Benefits	Slightly higher costs identified in healthcare, capturing more costs in Admin group than budgeted. Also changes throughout the year based on new enrollments. Worker's comp claims higher than budgeted this year.
<u>8</u>	Services	Service Contracts will be paid throughout the year when due, budget based on average over 12 months, several big IT contracts paid early in year and beginning to level out.
<u>9</u>	Fuel & Lubricants	Budget reflects new propane contract pricing, \$0.29 less per gallon for FY26. New Contract started December 2025 through December 2027.
<u>10</u>	Materials & Supplies	Custodial Supplies/Vehicle parts are trending higher and will continue to be monitored
<u>11</u>	Utilities	Billing is a month behind, budget is a 12 month average
<u>12</u>	Misc Expense	Dues for most partners paid, dues slightly higher than budget increased over last year

BATA Income Statement July 2026

	July 2026		\$ Over (Under)	July 2025
	Actual	Budget	Budget	Actual
Income				
Fare Box Revenue	\$ 488,578	\$ 479,167	\$ 9,411	\$ 530,102
Local Service Contracts	371,261 1	465,360	(94,099)	394,570
Auxiliary Trans Revenue	280,322 2	198,833	81,489	155,325
Non-Trans Revenue	50,353	5,000	45,353	167,976
Local Revenue	2,240,367 3	2,633,459	(393,091)	2,323,451
State Formula & Contracts	4,035,016 4	3,508,719	526,297	4,100,527
Federal Operating Grants	2,416,671 5	2,090,799	325,871	2,198,532
Other Revenue	547,523 6	208,333	339,189	638,433
Refunds and Credits	32,960	41,667	(8,707)	213,183
Total Income	\$ 10,463,051	\$ 9,631,337	\$ 831,714	\$ 10,722,101
Expense				
Salaries & Wages	\$ 6,117,345	\$ 6,039,783	\$ 77,562	\$ 5,977,178
Paid Leave	560,100	560,091	9	429,910
Fringe Benefits	1,881,837 7	1,803,172	78,665	1,870,580
Services	900,994 8	879,708	21,286	741,292
Fuel & Lubricants	442,759 9	494,833	(52,075)	497,203
Materials & Supplies	417,966 10	357,739	60,227	374,335
Utilities	252,459 11	285,891	(33,432)	268,974
Insurance	656,380	663,338	(6,958)	690,691
Misc Expense	49,862 12	53,340	(3,478)	148,659
Operating Leases & Rentals	1,425	1,500	(75)	2,834
Total Expense	\$ 11,281,125	\$ 11,139,394	\$ 141,731	\$ 11,001,655
Net Income before Depreciation	\$ (818,074)	\$ (1,508,057)	\$ 689,983	\$ (279,554)
Depreciation	2,988,913	1,587,696	1,401,217	965,863
Net Income (Loss)	\$ (3,806,987)	\$ (3,095,753)	\$ (711,234)	\$ (1,245,417)

BATA Income Statement Notes
July 2026

	<u>Account(s)</u>	<u>Explanation</u>
	Revenue	Revenue
<u>1</u>	Local Service Contracts	Contract with Grand Traverse Industries, billed actual hours beginning in FY26. Billed within 10 days after the end of the month.
<u>2</u>	Auxiliary Trans Revenue	Big advertising contracts executed.
<u>3</u>	Local Revenue	Winter tax levy funds, County settlements received in June.
<u>4</u>	State Formula & Contracts	Actual based on eligible expenses thru July 2026, reimbursement rate of 34.8467% for FY26
<u>5</u>	Federal Operating	Based on current year expenses, requesting funds from FTA quarterly. Reimbursement rate of 18%. Next request of funds will be mid July.
<u>6</u>	Other Revenue	Interest Revenue from investments, averaging 3.7175% (flat from March) as well as refunds/insurance claims
	Expenses	Expenses
<u>7</u>	Fringe Benefits	Slightly higher costs identified in healthcare, capturing more costs in Admin group than budgeted. Also changes throughout the year based on new enrollments. Worker's comp claims higher than budgeted this year.
<u>8</u>	Services	Service Contracts will be paid throughout the year when due, budget based on average over 12 months, several big IT contracts paid early in year and beginning to level out.
<u>9</u>	Fuel & Lubricants	Budget reflects new propane contract pricing, \$0.29 less per gallon for FY26. New Contract started December 2025 through December 2027.
<u>10</u>	Materials & Supplies	Custodial Supplies/Vehicle parts are trending higher and will continue to be monitored
<u>11</u>	Utilities	Billing is a month behind, budget is a 12 month average
<u>12</u>	Misc Expense	Dues for most partners paid, dues slightly higher than budget increased over last year

BATA Income Statement August 2026

	August 2026		\$ Over (Under)	August 2025
	Actual	Budget	Budget	Actual
Income				
Fare Box Revenue	\$ 551,590	\$ 527,083	\$ 24,507	\$ 588,043
Local Service Contracts	407,835 1	511,896	(104,061)	485,300
Auxiliary Trans Revenue	268,239 2	218,717	49,522	163,682
Non-Trans Revenue	50,423	5,500	44,923	167,976
Local Revenue	3,269,671 3	3,665,221	(395,550)	2,923,890
State Formula & Contracts	4,401,254 4	3,859,591	541,662	4,414,251
Federal Operating Grants	2,612,564 5	2,299,879	312,685	2,291,700
Other Revenue	599,972 6	229,167	370,805	696,437
Refunds and Credits	32,960	45,833	(12,873)	233,363
Total Income	\$ 12,194,507	\$ 11,362,887	\$ 831,620	\$ 11,964,641
Expense				
Salaries & Wages	\$ 6,690,402	\$ 6,643,762	\$ 46,641	\$ 6,510,337
Paid Leave	616,100	616,100	0	472,901
Fringe Benefits	2,085,363 7	1,983,489	101,874	2,003,284
Services	937,509 8	967,678	(30,169)	801,487
Fuel & Lubricants	486,508 9	544,317	(57,808)	550,093
Materials & Supplies	459,629 10	393,513	66,116	402,995
Utilities	271,948 11	314,480	(42,532)	291,025
Insurance	714,350	729,671	(15,321)	748,780
Misc Expense	53,139 12	58,674	(5,535)	156,989
Operating Leases & Rentals	1,725	1,650	75	2,984
Total Expense	\$ 12,316,674	\$ 12,253,334	\$ 63,341	\$ 11,940,874
Net Income before Depreciation	\$ (122,167)	\$ (890,447)	\$ 768,280	\$ 23,767
Depreciation	3,287,804	1,746,465	1,541,338	1,062,883
Net Income (Loss)	\$ (3,409,971)	\$ (2,636,912)	\$ (773,059)	\$ (1,039,116)

BATA Income Statement Notes
August 2026

	<u>Account(s)</u>	<u>Explanation</u>
	Revenue	Revenue
<u>1</u>	Local Service Contracts	Contract with Grand Traverse Industries, billed actual hours beginning in FY26.
<u>2</u>	Auxiliary Trans Revenue	Big advertising contracts executed.
<u>3</u>	Local Revenue	Summer tax collections started in August
<u>4</u>	State Formula & Contracts	Actual based on eligible expenses thru August 2026, reimbursement rate of 34.8467% for FY26
<u>5</u>	Federal Operating	Based on current year expenses, requesting funds from FTA quarterly. Reimbursement rate of 18%. Next request of funds will be mid-August.
<u>6</u>	Other Revenue	Interest Revenue from investments, averaging 3.7175% (flat from March) as well as refunds/insurance claims
	Expenses	Expenses
<u>7</u>	Fringe Benefits	Slightly higher costs identified in healthcare, capturing more costs in Admin group than budgeted. Also changes throughout the year based on new enrollments. Worker's comp claims higher than budgeted this year.
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<u>12</u>	Misc Expense	Dues for most partners paid, dues slightly higher than budget increased over last year

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Discussion Item

Board Meeting Date:	September 24, 2026
Agenda Section:	Discussion Items - 12 a
Presenter:	Patrick Preusser, Executive Director
Estimated Presentation Time:	10 minutes

Background

BATA develops a locally funded capital budget each year to maintain its fleet, facilities, rider amenities, and technology. The preliminary FY2027 capital budget is being presented for Board review before project scopes, funding sources, FY2026 carryforwards, and final cost estimates are confirmed.

The proposed FY2027 budget totals approximately \$2.64 million, compared with the FY2026 budget of approximately \$2.47 million. This represents an increase of approximately \$164,000, or 6.6%. The increase primarily reflects proposed investments in rider information, business intelligence, enterprise financial systems, and onboard camera and passenger-counting technology.

The Board is not being asked to approve the capital budget at this meeting. Staff is seeking guidance on the plan's overall direction and alignment with BATA's operational and strategic priorities. Staff anticipates returning with a final FY2027 capital budget and recommended action at the October Board meeting.

Discussion Summary

The preliminary FY2027 locally funded capital budget includes:

- \$1,502,338 for ongoing capital programs and continuing projects.
- \$896,040 for proposed new capital projects.
- \$239,838 in contingency, equal to approximately 10% of proposed project costs before contingency.

The largest continuing investment is \$1.2 million in local funding for seven replacement buses. Six buses are already on order, and staff is researching the final vehicle. Approximately \$312,000 in federal and state funding supplements the local allocation and is already being applied to the six

vehicles on order. Staff will confirm the final vehicle selection, costs, delivery schedule, and funding plan before presenting the final budget.

The proposed \$80,000 vehicle technology, ancillary equipment, and upfit budget includes mobile data terminals, Samsara gateways, two-way radios, bicycle racks, graphics, and related equipment needed to place new and replacement vehicles into service. This represents a \$70,000 reduction from FY2026.

The annual shelter, bench, signage, and stop-improvement program is proposed at \$50,000, a \$25,000 reduction from FY2026. Staff do not anticipate purchasing additional shelters and expect to focus on stop infrastructure and accessibility improvements.

The preliminary plan includes up to \$87,338 in carryforward funding to complete the fare system project. The final amount will depend on invoice timing, eligible state and federal funding, and project closeout costs. The required local amount may be lower. Staff will update the carryforward before presenting the final budget for approval.

The preliminary budget identifies funding for the development and evaluation of four potential technology initiatives. Initial work may include needs assessment, technical and cost analysis, and limited pilot or demonstration projects before any broader deployment. The amounts are preliminary planning estimates and will be refined as staff confirms each project's scope, expected benefits, implementation approach, ongoing costs, and procurement requirements:

- Electronic signage — \$180,000: Digital rider-information displays proposed for vehicles, transfer stations, and selected stops. Staff will further define pilot locations, installation requirements, ongoing costs, and the implementation approach.
- Business intelligence — \$75,000: Initial funding to explore a data and dashboard platform, such as Microsoft Power BI, to support internal decision-making, organizational performance reporting, and public transparency. Additional work is needed to define the data architecture, licensing, implementation scope, and ongoing support requirements.
- Onboard camera and passenger-counting system — \$491,040: Preliminary funding to replace the existing REI camera equipment and IRIS automatic passenger counters across approximately 80 vehicles. Staff will validate the unit costs, system requirements, procurement approach, implementation schedule, and any labor considerations before advancing the project.
- Enterprise financial system — \$50,000: Initial funding to evaluate and begin planning for a modern enterprise financial system. Staff will further define system requirements, implementation options, costs, integration needs, ongoing support, and the appropriate procurement approach before advancing the project.

A potential \$100,000 equipment-storage building at BATA Headquarters remains identified as a lower-priority project. Before advancing it, staff will evaluate the operational need, scope, cost estimate, permitting requirements, and alternatives.

The revised plan does not include the previously proposed ticket-vending machines or grounds mower. These funds have instead been redirected toward projects with the potential to improve

rider information, organizational decision-making, financial management, safety, and service delivery.

Staff recommends continuing development of the preliminary capital plan and returning to the Board with a final FY2027 budget for action in October. Board input is requested on:

- Whether the overall direction of the plan is consistent with BATA's mission, strategic priorities, and long-term stewardship responsibilities.
- Whether the overall scale of investment and proposed use of capital reserves are consistent with the Board's financial expectations.
- Whether the proposed 10% contingency provides an appropriate financial safeguard.
- Any additional governance-level information the Board would like included with the final recommendation.

Staff will remain responsible for validating operational needs, developing project scopes, evaluating alternatives, confirming costs and funding sources, and recommending the appropriate timing and implementation approach.

Financial Impact

The preliminary FY2027 locally funded capital budget totals \$2,638,216, consisting of:

- Ongoing and continuing capital programs: \$1,502,338
- New capital projects: \$896,040
- Capital contingency: \$239,838

This is approximately \$164,129, or 6.6%, more than the FY2026 capital budget of \$2,474,087.

The preliminary total includes the \$87,338 remaining authorization for the fare system project. Based on current estimates, approximately \$56,399 may be required in FY2027, potentially reducing the final capital budget and reserve impact by approximately \$30,938.

The proposed investments are expected to be supported primarily by BATA's Capital Reserve Fund, supplemented by eligible state or federal funding where available. The final funding plan and net reserve impact will be confirmed after FY2026 expenditures, existing commitments, carryforwards, grant reimbursements, and updated project costs are reconciled. Staff will include the projected Capital Reserve Fund balance with the final budget presented for approval.

No expenditure is authorized through this discussion item. Individual procurements and contracts will remain subject to BATA's purchasing requirements and applicable Board approval thresholds.

Attachments

- A. Preliminary FY2027 Locally Funded Capital Projects Budget
- B. FY2026 Locally Funded Capital Projects Budget

BATA Locally Funded Capital Projects Budget 2027							
<u>Project #</u>	<u>Project Description</u>	<u>Owner</u>	<u>Asset Category</u>	<u>Request Type</u>	<u>Priority</u>	<u>Useful Life</u>	<u>FY27 Budget</u>
Capital Projects Budget, Ongoing							
27A	Major Vehicle Repairs	Kurt	Vehicle Parts	Contingency	A	3	75,000
27B	Annual Shelter, Bench, Signage, and Stop Placemaking	Kurt	Oper Equipment	Project	A	10	50,000
27C	General IT	Paul	Technology	Contingency	A	6	10,000
27D	Vehicle Technologies, Ancillaries, and Upfits (Replacement, MDTs, Samsara Gateway, 2Way Radio Kits, Bike Racks, Logos/Decals)	Shaughn/ Paul	Technology	Project	A	5-10	80,000
27E	Vehicle Purchases (7 Buses)	Kurt	Vehicles	Project	A	8-14	1,200,000
27G	Fare System Replacement (Masabi/EZfare)	Eric	Technology	Project	A	10	87,338
Total							1,502,338
Capital Projects Budget, New							
27H	Electronic Signage - Buses, Transfer Stations & Stops	Eric/Paul	Technology	Project	A	10	180,000
27I	Power Business Intelligence	Eric/Paul	Technology	Project	A	10	75,000
27J	New Bus Camera System - to replace REI bus cameras and IRIS APC validators	Eric/Paul	Technology	Project	A	10	491,040
27K	New 30' x 40' x 12' pole building construction at HQ for housing power equipment, shelters, etc.	Kurt	Land/Building	Project	C	40	100,000
27L	Enterprise Finacial Software	Phil/Paul	Technology	Project	B	10	50,000
Total							896,040
Capital Projects Budget, Contingency (10% of budget)				Contingency			239,839
Total	FY2027 Requests						2,638,216

BATA Locally Funded Capital Projects Budget 2026							
Project #	Project Description	Owner	Asset Category	Request Type	Priority	Useful Life	FY26 Budget
Capital Projects Budget, Ongoing							
26A	Major Vehicle Repairs	Kurt	Vehicle Parts	Contingency	A	3	\$ 75,000
26B	Annual Shelter, Bench, Signage and Stop Placemaking	Kurt	Oper Equipmt	Project	A	10	75,000
25B C/O	Annual Shelter, Bench, Signage and Stop Placemaking (Outstanding Invoices From FY2025)	Kurt	Oper Equipmt	Project	A	10	1,400
26C	General IT	Paul	Technology	Contingency	A	6	10,000
26D	Vehicle Technologies (Replacement, e.g. MDTs, Fareboxes, Radios)	Shaughn/ Paul	Technology	Project	A	5-10	150,000
25E C/O	Vehicle Purchases (3 Used Buses) Outfitting C/O	Kurt	Vehicles	Project	A	8-14	22,561
26E	Vehicle Purchases (6 Buses)	Kurt	Vehicles	Project	A	8-14	1,500,000
Total							\$ 1,833,961
13303	Hall St Snowmelt Repairs/Upgrades/Repairs (Facility Funds)	Kurt	Land/Building	Project (ongoing)	A	20	\$ 147,621
Capital Projects Budget, New							
26G	Fare system replacement (Masabi/EZFare)	Eric	Technology	Project	A	10	210,209
	Ticketing Vending Machines (Kiosks)	Eric	Technology	Project	A	10	150,000
26H	Grounds Mower	Kurt	Equipment	Project	B	10	15,000
26I	Landscaping, Plant Replacement, Weed Control	Kurt	Land/Building	Project	A	3-5	30,000
26J	Propane Pump Hardware/Software	Kurt	Equipment	Project	B	10	10,000
							-
Total							\$ 415,209
Capital Projects Budget, Contingency (10% of budget)							
Total	FY2026 Requests						\$ 2,474,087

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Action Item

Board Meeting Date:	September 24, 2026
Agenda Section:	Action Items 13 a
Presenter:	Patrick Preusser, Executive Director
Estimated Presentation Time:	5 minutes

Background

BATA contracts with the Michigan Department of Transportation (MDOT) to receive and administer state and federal funding for eligible public transportation projects. These funds are governed by an MDOT Master Agreement and individual project authorizations that establish each project's scope, funding, reimbursement limit, term, and applicable requirements.

BATA's current Master Agreement No. 2022-0015 covers fiscal years 2022 through 2026. The Board's existing resolution authorizes Christine Davis, then serving as Interim Executive Director, to execute that agreement and related project authorizations. BATA's signatory information must be updated following the Executive Director transition.

MDOT also prepared Master Agreement No. 2027-0040, effective October 1, 2026, for project authorizations issued during fiscal years 2027 through 2031. The agreement establishes the terms and conditions governing future state and federal transportation funding but does not, by itself, award funding or authorize a specific project.

MDOT requires a certified Board resolution approving the Master Agreement and designating the officials authorized to sign. Rather than adopting a separate resolution for every project authorization, the Board may include continuing authority to execute project authorizations within the Master Agreement resolution. MDOT recommends designating authorized positions rather than specific individuals to maintain continuity.

Analysis and Considerations

Approving the proposed resolution would authorize the Executive Director position to execute Master Agreement Nos. 2022-0015 and 2027-0040 and related project authorizations. This would update BATA's current signatory information and support timely processing of state and federal funding documents through MDOT's electronic signature system.

The 2027 Master Agreement has been reorganized and updated for fiscal years 2027 through 2031. Notable changes include revised deadlines for project modifications and billings, a requirement to demonstrate progress toward obligating authorized funds within six months, updated procurement and reporting requirements, and additional provisions addressing audits, insurance, conflicts of interest, certifications, and compliance.

This delegation applies to the execution of MDOT documents. It does not authorize unbudgeted expenditures, modify BATA's procurement requirements, or eliminate any separate Board approval required by BATA policy or an approved budget. Individual project authorizations will continue to identify the project scope, maximum reimbursement, funding sources, local match, performance period, and compliance requirements.

Financial Impact

There is no immediate financial impact associated with designating the Executive Director as BATA's authorized signer.

The Master Agreement does not itself award funding. Each project authorization will specify the maximum state or federal reimbursement and any required local contribution. Related expenditures and local-match requirements must remain within BATA's approved budget and applicable Board policies.

Recommended Action

Approve the resolution authorizing the Executive Director position to execute, on behalf of the Bay Area Transportation Authority, MDOT Master Agreement Nos. 2022-0015 and 2027-0040 and all related project authorizations, administrative modifications, revisions, amendments, and associated documents, subject to BATA's approved budget, procurement requirements, and any separate Board approvals required by policy.

Attachments

- A. Proposed MDOT Master Agreement and Project Authorization Signature Resolution
- B. MDOT Master Agreement No. 2027-0040
- C. 2027 Master Agreement Summary of Changes



**Bay Area Transportation Authority
Michigan Department of Transportation (MDOT) Master Agreement
Numbers 2022-0015 and 2027-0040 and
Project Authorization Signature Resolution**

MASTER AGREEMENT RESOLUTION

Whereas, the Bay Area Transportation Authority has the authority to contract with the Michigan Department of Transportation for state and federal funding for passenger transportation related services; and,

Whereas, the Bay Area Transportation Authority adopted Resolution 2024-04 on December 12, 2024, approving MDOT Master Agreement No. 2022-0015 and directing authorized signatories; and

Whereas, the Bay Area Transportation Authority desires to amend Resolution 2024-04 to update the authorized signatories for MDOT Master Agreement No. 2022-0015; and,

Whereas, the Bay Area Transportation Authority does hereby approve MDOT Master Agreement No. 2027-0040,

Now, Therefore, be it resolved that the Executive Director of the Bay Area Transportation Authority is authorized and directed to execute MDOT Agreement Nos. 2022-0015 and 2027-0040 for and on behalf of the Bay Area Transportation Authority.

PROJECT AUTHORIZATION RESOLUTION

Whereas, the Bay Area Transportation Authority also desires to authorize the execution of all current and future Project Authorizations issued by the MDOT under Master Agreement Nos. 2022-0015 and 2027-0040.

Now, Therefore, be it resolved that the Executive Director of the Bay Area Transportation Authority is authorized and directed to enter into and execute, for and on behalf of the Bay Area Transportation Authority all current and future project Authorizations issued under the MDOT Master Agreement Nos. 2022-0015 and 2027-0040.

This resolution is effective upon adoption and remains in effect until amended or rescinded by the Board of Directors.

CERTIFICATE

The undersigned duly qualified Board Secretary of Bay Area Transportation Authority certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Bay Area Transportation Authority held on September 24, 2026.

Signature

Gwenne Allgaier_____
Printed Name

Board Secretary_____
Title

September 24, 2026_____
Date

MICHIGAN DEPARTMENT OF TRANSPORTATION**BAY AREA TRANSPORTATION AUTHORITY****MASTER AGREEMENT FOR****PUBLIC TRANSPORTATION PROJECTS**

This Agreement is made and entered into between the Michigan Department of Transportation (MDOT) and Bay Area Transportation Authority (AGENCY).

CONTENTS

Section 1. Purpose	3
Section 2. Pre-Award.....	3
A. Applications	3
B. Eligible Project Costs.....	3
C. Project Funding	4
Section 3. Post-Award	4
A. Procurement.....	5
B. Third-Party Contract Procedures	5
C. Procurement of Recovered Materials	5
D. Procurement of Vehicles by Agency	5
E. Use and Disposition of Capital.....	6
F. Prompt Payment.....	7
G. Capital Programs Billings and Payments	7
H. Operating Programs Billings, Payments, and Quarterly Reports.....	9
I. Insurance	10
Section 4. Changes	10
A. Administrative Modifications, Revisions, and Amendments.....	10
B. Timely Expenditure of Funds	11
C. Termination or Suspension	11
Section 5. Reporting Requirements	12
Section 6. Fund-Specific Terms	12
A. Section 5311 Rural Area Operating Program	12
B. Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program...	14

C. Specialized Services Program.....	14
Section 7. Nondiscrimination and Disadvantaged Business Enterprise	14
Section 8. Indemnification	15
Section 9. Inspections and Audits.....	16
A. Access.....	16
B. Inspection of Project Equipment and Records	16
C. Compliance Reviews	16
D. Accounting Records, Internal Controls, and Record Retention	16
E. Fiscal Year-End Accounting Compliance	17
F. Contractual Provision for Formula Recipients – CPA Report on Internal Controls	17
G. Annual CPA Audit Requirements	17
H. Responsibility to Review Annual CPA Audit	18
I. MDOT Audit and Adjustments.....	19
Section 10. Ethics.....	20
A. Conflict of Interest	20
B. Certification	20
C. Unfair Labor Practices	21
D. Assignment of Antitrust Rights.....	21
E. Interest of Congressional Members or Delegates	22
F. Prohibited Interest	22
G. Political Activity.....	22
Section 11. Award	22
A. Term of Agreement	22
B. Discrepancies.....	23
C. Signing	23

ATTACHMENTS

Exhibit A	-	Insurance Requirements
Appendix A	-	Prohibition of Discrimination in State Contracts
Appendix B	-	Title VI Assurance
Appendix C	-	Assurances That Recipients and Contractors Must Make

SECTION 1. PURPOSE

The purpose of this Agreement is to make federal and/or state grant funds available to the AGENCY for the costs of eligible public transportation projects (funded activities budgeted and managed as individual entities). This Agreement sets forth the terms and conditions for any and all project authorizations (written documents, in electronic or paper form, through which specific project(s) are to be carried out by the AGENCY under the terms of this Agreement) issued hereunder. Award of this Agreement will not itself provide for or imply any agreement on the part of MDOT to issue any project authorization(s) to the AGENCY.

For each project authorization that contains federal or state funds, the AGENCY must follow the guidelines and regulations of the respective federal agency and program, which may include the Federal Transit Administration (FTA) [Certifications and Assurances](#) and/or the [FTA Master Agreement](#), which are updated annually, as applicable.

SECTION 2. PRE-AWARD

A. APPLICATIONS

The AGENCY must have an approved application or proposal for projects to be selected for funding. Please see the MDOT Office of Passenger Transportation (OPT) [Annual Application Instructions](#) or the application instructions for programs outside annual cycles.

B. ELIGIBLE PROJECT COSTS

The AGENCY agrees that the costs reported to MDOT for each project authorization will represent only those items that are properly chargeable in accordance with this Agreement. The AGENCY also certifies that it has read the Agreement terms and has made itself aware of the applicable laws, regulations, and terms of this Agreement that apply to the reporting of costs incurred under the terms of this Agreement.

Direct Recipients: A direct recipient is an agency that receives federal funds directly. The Code of Federal Regulations Title 2 – Grants and Agreements, Subtitle B, Chapter XII, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Part 200) governs the grant administration, cost principles, and audit requirements for federal awards. Application of Part 200 is not automatic. Individual agency regulations and the terms and conditions of individual federal awards determine if and how Part 200 affects a specific award. It is the AGENCY's responsibility to determine the applicability of Part 200 and to notify MDOT in writing of that determination.

Subrecipients: A subrecipient is an agency that receives federal funds through MDOT. Project authorizations that reimburse operating expenses must comply with the [Local Public Transit Revenue and Expense Manual](#) except for project authorizations under the Specialized Services Program (See Section 6.). Project authorizations that reimburse capital expenses must comply with the terms of this Agreement and MDOT's purchasing/procurement requirements.

Travel costs must be actual travel costs in accordance with and not exceed the amounts set forth in the current [State of Michigan Standardized Travel Regulations](#), incorporated herein by reference. Meals will be reimbursed at the applicable meal allowance rates set forth in the current State of Michigan Standardized Travel Regulations.

Insurance proceeds received for all losses, after deductibles are met, will be used for replacement/repair before state and/or federal funds are used.

If the AGENCY receives state and/or federal operating funds for more than one project, a narrative cost allocation methodology is required and must be submitted to MDOT for approval.

Expenses paid under a project authorization cannot be included in expenses to be reimbursed under the 1951 Public Act 51, Section 10e(4) Local Bus Operating Assistance Program. If MDOT determines that the same expense is presented as being eligible for payment under a project authorization and presented as being eligible for Local Bus Operating Assistance Program reimbursement, the expense will not be paid under both.

C. PROJECT FUNDING

The maximum reimbursement for any project will be the amount indicated in the project authorization. MDOT funds for project authorizations made available through legislative appropriations are based on projected revenue estimates. MDOT may reduce the amount of any project authorization or terminate any project authorization if the revenue actually received is insufficient to support the appropriation under which the project authorization is issued. The AGENCY will be responsible for all costs in excess of the funds shown in any project authorization.

If the federal funds received are less than the amount shown in any project authorization, the MDOT funds will be adjusted to maintain the same funding ratio shown in the project authorization. In no case will the MDOT share increase in ratio or in dollar amount without a revision to the project authorization.

In any case in which a project authorization contains state funds that match federal funds, funding of the project authorization is contingent upon the award of the corresponding federal grant. When MDOT is the recipient of the federal grant, project authorization funding is contingent upon the award of the grant between MDOT and the federal agency. When the AGENCY is the recipient of the federal grant, the project authorization funding is contingent upon award of the federal grant between the AGENCY and the federal agency. MDOT and the AGENCY must comply with the provisions established by the federal matching grant as they affect this Agreement and each project authorization, the federal grant being incorporated herein by reference. When the federal grant is administered by the AGENCY, special provisions apply as indicated in the project authorization. The AGENCY must comply with the appropriate fiscal year contract clauses certification referenced in the project authorization. In addition, the AGENCY must comply with any applicable Department of Labor Certification of Transit Employee Protective Arrangements requirements as issued by the U.S. Department of Labor.

For AGENCIES that receive federal and/or state funds from MDOT, MDOT may withhold funds, require reimbursement of funds previously disbursed, or require the return of project equipment for failure to comply with the requirements of the award and/or MDOT requirements.

SECTION 3. POST-AWARD

A. PROCUREMENT

Project-Related Procurement: If the AGENCY receives FTA or state funding through MDOT OPT for the procurement, the AGENCY will comply with current [Procurement Guidelines for Grantees Receiving Federal Transit Administration Funds and/or State Funds via MDOT](#).

Vehicle-Related Procurement: The AGENCY will submit to MDOT all required procurement documents listed in the [Guidelines for Local Vehicle Procurement on State Administered Grants](#) for review and approval by MDOT.

If the AGENCY purchases vehicles through the State Vehicle Purchasing Program, the AGENCY is exempt from the contract approval process described in Section 3. 0. When purchasing vehicles from the State Vehicle Purchasing Program, the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Program](#).

B. THIRD-PARTY CONTRACT PROCEDURES

If the AGENCY receives federal or state funding through MDOT for a procurement, the AGENCY will submit to MDOT for approval all contracts, including amendments, between the AGENCY and a party other than MDOT that relate to this Agreement in accordance with the [Procurement Guidelines for Grantees Receiving Federal Transit Administration Funds and/or State Funds via MDOT](#). All third-party contracts must contain language that incorporates by reference all terms and conditions contained in this Master Agreement. The AGENCY will not enter into multiple contracts of lesser amounts for the purpose of avoiding such approval process.

MDOT approval does not constitute an assumption of liability, a waiver, or an estoppel to enforce any of the requirements of this Agreement, nor will any such approvals by MDOT be construed as warranties of the third party's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity.

C. PROCUREMENT OF RECOVERED MATERIALS

Any agency of a political subdivision of the State of Michigan and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds Ten Thousand Dollars (\$10,000.00) or the value of the quantity acquired during the preceding fiscal year exceeded Ten Thousand Dollars (\$10,000.00); procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

D. PROCUREMENT OF VEHICLES BY AGENCY

The AGENCY will purchase revenue vehicles as shown in each project authorization through its own local purchase process or through the State Vehicle Purchasing Program. If the AGENCY purchases vehicles through the State Vehicle Purchasing Program, the AGENCY is exempt from the contract approval process described in Section 3. 0. When purchasing vehicles through the State Vehicle Purchasing Program,

the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Program](#). When purchasing vehicles under the local purchase process, the AGENCY must follow the procedures outlined in the current [Guidelines for Local Vehicle Purchase on State Administered Grants](#) and is not exempt from the procedures set forth in Section 3. 0.

For procurement of demand-response vehicles, the AGENCY must have an approved vehicle accessibility plan in accordance with 1951 Public Act 51, Section 10e (18), as amended, in addition to meeting the equivalent level of service required by the Americans with Disabilities Act (ADA), United States Department of Transportation (US DOT) Final Rule, 49 CFR Parts 27, 37, and 38.

E. USE AND DISPOSITION OF CAPITAL

The AGENCY agrees that the facility/revenue vehicles/equipment will be used for the provision of public transportation service for the duration of its useful life and, if funded with federal and/or MDOT funds, will be used in accordance with federal procedures. If, during the period of its useful life, any facility/revenue vehicles/equipment is not used in said manner or is withdrawn from public transportation service, the AGENCY will immediately notify MDOT in writing. If FTA-funded real property is no longer needed for any transit purpose, the AGENCY is required to prepare or update an [Excess Real Property Inventory and Utilization Plan](#). The plan should identify and explain the reason for the excess property and plans to use or dispose of the excess property. If land was donated by an agency for a facility project and the facility becomes excess property, the land is considered part of the excess property included in the utilization plan. Unless the FTA and the AGENCY agree otherwise, the updated [Excess Real Property Inventory and Utilization Plan](#) should be retained by the AGENCY and made available upon request and during an FTA review.

During the period of this Agreement, the AGENCY will maintain the facility/revenue vehicles/equipment for the period of the useful life of such equipment. Maintenance will conform to the manufacturer's recommendations as to service and service intervals for such equipment. In addition, the AGENCY is required to submit a vehicle maintenance plan or plan revision, as directed by MDOT, for review and approval by MDOT. The vehicle maintenance plan, at a minimum, will include all of the components listed in MDOT OPT's current [Preventive Maintenance Manual](#). If the AGENCY revises its vehicle maintenance plan, said plan will be submitted for review and approval by MDOT. The AGENCY will maintain supporting records documenting such maintenance. Representatives of MDOT will have the right to conduct periodic inspection for the purpose of confirming proper maintenance pursuant to this section. Such inspection by MDOT does not relieve the AGENCY of its obligations hereunder, nor is such inspection by MDOT to be construed as a warranty as to the sufficiency of the maintenance but is undertaken for the sole use and information of MDOT. MDOT may withhold funds from the AGENCY for failure to maintain project equipment pursuant to this section until such time as the AGENCY meets the proper maintenance requirements as determined by MDOT.

Facility/revenue vehicles/equipment purchased under this Agreement may, at the discretion of MDOT, be incorporated into a new or consolidated public transportation service at the time such service is implemented.

At such time as the revenue vehicles/equipment have exceeded their useful lives, the AGENCY, with prior notification to MDOT, will dispose of said equipment in accordance

with MDOT and/or federal procedures. Per 2 CFR 200.313 and 200.314, if vehicles or equipment are sold for Ten Thousand Dollars (\$10,000.00) or less, the recipient may retain the full proceeds from the disposition. However, per 49 USC 5334(h)(4)(B), if vehicles or equipment are sold for more than Ten Thousand Dollars (\$10,000.00), the recipient may only retain Five Thousand Dollars (\$5,000.00) plus any percentage of local share in the original award. The remaining federal share will be returned to the FTA and the remaining state share will be returned to MDOT. Any expenses incurred from the sale of the vehicle or equipment may not be deducted from the reimbursement for the federal or state share of sale proceeds. MDOT will bill rural agencies quarterly for both the federal and state shares. Urban agencies are responsible for returning the federal share to the FTA, and MDOT will bill urban agencies for the state share.

Agencies that receive federal funding through MDOT agree to give MDOT a security interest in non-revenue vehicles priced at Fifty Thousand Dollars (\$50,000.00) or more and any revenue vehicles purchased pursuant to the terms of this Agreement. MDOT will retain a security interest in the revenue vehicles until the terms of this section have been met.

The AGENCY agrees and warrants that it will not allow any encumbrance, lien, security interest, mortgage, or any evidence of indebtedness to attach to or be perfected against any revenue vehicles/equipment until all of its duties, obligations, and responsibilities are satisfied as required herein.

The incidental use of federal/state-funded revenue vehicles/equipment or facilities for non-public transportation use will be declared with submission of MDOT's [Incidental Use Form](#) and cannot interfere with or detract from the provision of the public transportation service for which the revenue vehicles/equipment and/or facilities were intended or shorten the useful life of the equipment or facilities. The costs of any incidental use are ineligible for state or federal operating assistance and may require a state-approved cost allocation plan.

F. PROMPT PAYMENT

The AGENCY agrees to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the AGENCY receives from MDOT. The AGENCY further agrees to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement from these time frames may occur only upon receipt of written approval from MDOT. This requirement is also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR Part 26, as amended, and does not confer third-party beneficiary rights or other direct rights to a subcontractor against MDOT. This provision applies to both DBE and non-DBE subcontractors.

G. CAPITAL PROGRAMS BILLINGS AND PAYMENTS

The AGENCY may make requests for payment of allowable project costs for capital programs. In order for the AGENCY to receive payments from MDOT, the following conditions must be met:

1. All requests for payment must be submitted in accordance with the procedures established by MDOT and outlined in the latest applicable program guidance and documentation. MDOT will provide access to current payment procedures, including required forms, formats, and submission methods. The AGENCY agrees to comply with all such procedures as a condition of reimbursement. MDOT reserves the right to modify payment processes, systems, and requirements, and such modifications will become effective upon notice without requiring an amendment to this Agreement.

Payment forms must be complete and must include the agreement and project authorization numbers, the payment request number, identification of the payment as a partial payment or a final payment, the amount to be reimbursed, and, if applicable, the third-party contract number. If the request is for reimbursement for (a) replacement vehicle(s), the AGENCY will include the identification number(s) of the vehicle(s) to be replaced on the request form.

The AGENCY will submit a budget summary showing project costs to date and current billings against individual budget items as shown in the project authorization.

- a. Agencies receiving federal funds administered by MDOT will submit required supporting documentation for each billing as set forth in the current [MDOT Review of Payment/Compliance](#).
- b. Prior to requesting reimbursement, the AGENCY may be required to enter data into its vehicle, equipment, and/or facility inventories in the Public Transportation Information Management System (PTIMS) or subsequently designated formats. The AGENCY must enter the following information into PTIMS or subsequently designated programs:
 - i. the required information for revenue vehicles into the vehicle inventory;
 - ii. equipment procurements of Ten Thousand Dollars (\$10,000.00) or more into the equipment inventory if MDOT-administered federal funds were used for the purchase;
 - iii. new facilities into the facility inventory;
 - iv. facility improvements of Ten Thousand Dollars (\$10,000.00) or more into the facility inventory if MDOT-administered federal funds were used in the projects.
- c. When requesting reimbursements for vehicles purchased under the local purchasing process, the AGENCY must follow the procedures outlined in the current [Guidelines for Local Vehicle Purchase on State Administered Grants](#).
- d. When requesting reimbursements for vehicles purchased under the State of Michigan's Vehicle Purchasing Program, the AGENCY must follow the procedures outlined in the current [Guidelines for State Vehicle Purchasing Programs](#).
- e. MDOT reserves the right to verify progress of work and/or delivery of products to the AGENCY by visual inspection.
- f. When requesting reimbursements for vehicles under a lease/purchase agreement, the AGENCY will submit a copy of the lease/purchase agreement with the first payment request.

2. Within one hundred twenty (120) days after costs have been incurred or an invoice received, the AGENCY must submit to MDOT a complete billing to be charged against the project authorization. "Complete billing" consists of a payment request containing required documentation as described in [MDOT External Procedure #70200: Invoice & Payment Voucher Processing Procedure for: Transit Agencies \(TAs\)](#). If the AGENCY submits a written request to extend the one hundred twenty (120) day period, does so before it expires, and includes documentation of the circumstances that prevent timely submission of all billings, MDOT may, in writing, extend the one hundred twenty (120) day period to a date certain. If the AGENCY fails to provide billings and supporting documentation one hundred twenty (120) days after costs were incurred or an invoice received, or before or upon the extended date established by MDOT, MDOT reserves the right to adjust the reimbursement amount in accordance with Section 10b(3)(f) of Act 51, which requires that the state pay not less than two-thirds of the local match required for Federal Transit Administration capital grants to local transit agencies.

As an exception, when an AGENCY has pre-award authority, the one hundred twenty (120) day clock on costs incurred or invoice received will start on the federal award date.

Funds administered by MDOT as specified in the project authorization(s) will be payable by MDOT to the AGENCY.

H. OPERATING PROGRAMS BILLINGS, PAYMENTS, AND QUARTERLY REPORTS

The AGENCY may make requests for payment of eligible project costs for operating programs. In order for the AGENCY to receive payments from MDOT, the following conditions must be met:

1. The AGENCY must generate a quarterly operating assistance report (OAR) in PTIMS or subsequently designated programs.
2. Funds to be provided by the State of Michigan and/or State of Michigan-administered federal funds may be advanced to the AGENCY when the following conditions are met:
 - a. Award of this Agreement.
 - b. Award of the federal revenue grant, if applicable.
 - c. Award of the project authorization.
 - d. MDOT approval and receipt of awarded third-party contracts, if applicable.
 - e. MDOT receipt of reports due from the previous fiscal year.
3. Payments will be made according to deadlines and guidance in the MDOT OPT [Specialized Services Manual](#), the State of Michigan [Management Plan for Funding Under Sections 5310, 5311, 5339, Section 70, and Other Competitive Programs of the Federal Transit Administration](#), and applicable MDOT guidance for subsequent designated programs.

The AGENCY is responsible for the accuracy of the financial and non-financial data and reports submitted for reimbursement.

I. INSURANCE

The AGENCY will carry and maintain for the life of the project asset (equipment, vehicle, facility, or other capital purchased under an authorization), as a minimum, insurance or self-insurance as set forth in Exhibit A, attached hereto and made a part hereof.

Insurance payment for loss or damage will be made to MDOT if an asset has not met its useful life. The AGENCY will also provide and maintain public liability and property damage insurance, insuring as they may appear the interests of all parties to this Agreement against any and all claims that may arise out of the AGENCY's operation hereunder, as set forth in Exhibit A.

Agencies receiving operating funds will provide Workers' Compensation Insurance as required by law.

SECTION 4. CHANGES

A. ADMINISTRATIVE MODIFICATIONS, REVISIONS, AND AMENDMENTS

Expenditures that are not consistent with project authorizations will not be considered eligible project costs unless approval has been requested in writing by the AGENCY and granted by MDOT in accordance with this section.

An administrative modification to a project authorization may be used for changes that do not revise the scope of work, authorization amount, or authorization purpose. Upon receipt of a written request to make an administrative modification, MDOT must respond to the AGENCY providing written approval or disapproval of the administrative modification or requesting further information.

A revision to a project authorization may be used for a proposed change that would add a new line item, change the project authorization amount, change the federal, state, or local amounts, change the quantity of items, significantly change the scope, or extend the term of the project authorization. The project authorization must be revised to make the change before the expenditure will be deemed an eligible project cost. Requests to make changes that require a revision to the project authorization will be processed in a timely manner, as circumstances permit. Revision requests must be received no later than sixty (60) days before an authorization expiration date and must be received by August 1 for changes to be effective by September 30. Upon receipt of a written request to make changes that require revision(s) and, if applicable, receipt of written approval from the local or regional allocation committee (group of metropolitan planning organizations, local road commissions, transit agencies, cities, and/or villages, as required, that allocates funds among eligible entities), MDOT must respond to the AGENCY, providing written approval or disapproval of the revision or requesting further information.

Authorizations will not go beyond their federal grant period of performance. Likewise, authorization changes will match their corresponding federal grant period of performance. MDOT will not reimburse expenses beyond authorization start and end dates, unless the AGENCY has approved pre-award authority.

Amendments to this Agreement are required for any change in the scope or terms of this Agreement and will be by award of a written amendment to this Agreement by the parties.

The AGENCY agrees to notify MDOT in writing of any significant event that may have significant potential impact on project progress, direction, control, or cost.

In extraordinary, unforeseen circumstances MDOT reserves the right to make exceptions to the deadlines herein.

B. TIMELY EXPENDITURE OF FUNDS

Sufficient progress toward the obligation of funds must be made within six (6) months of receiving an awarded project authorization or MDOT may cancel the project authorization and the AGENCY will no longer have access to the funds. Sufficient progress may be documented by placing an order, issuing a solicitation, having a third-party contract awarded, or taking other documentable action to utilize the funds.

The AGENCY may request a project authorization revision to extend the authorization term. Time extension revision requests must be received no later than sixty (60) days before an authorization expiration date and must be received by August 1 for changes to be effective by September 30. Time extension revision requests must include justification for the extension and a timeline for completion of the remaining projects. If MDOT agrees with the justification and timeline, a time extension revision will be granted that maintains the full state match. If the request is not timely or the justification is not acceptable to MDOT, MDOT may choose to offer a one-year extension of the authorization term replacing one-third of the state match with local funds or may choose to cancel the project authorization.

For agencies purchasing vehicle(s) through a vehicle contract procured by MDOT, if there is an increase in the contract price, the needed additional funds will not be provided by MDOT unless the vehicle was ordered within six (6) months of the project authorization being awarded or unless there was an increase in the contract amount within six (6) months of the project authorization being awarded.

C. TERMINATION OR SUSPENSION

The AGENCY agrees that any project authorization and/or this Agreement may be terminated for any reason articulated in Section 340 ("Termination") of Part 200.

For any reason, MDOT or the AGENCY may, by thirty (30) days' written notice or as otherwise specified in the project authorization, suspend any or all of the rights and obligations under this Agreement or any project authorization until such time as the event or condition resulting in such suspension has ceased or been corrected.

For any reason, MDOT may, by thirty (30) days' written notice to the AGENCY, or as otherwise specified in the project authorization, terminate any or all of the rights and obligations under this Agreement or any project authorization.

Upon receipt of any notice of termination or suspension of a project under this section and in accordance with MDOT procedures, the AGENCY will proceed promptly to carry out the actions required therein, which may, without limitation, include any or all of the following:

1. Take all necessary action to keep to a minimum the further incurrence of eligible project costs.
2. Furnish to MDOT a statement of the status of the project, the inventory, and the project costs to date, as well as a proposed schedule, plan, and budget for terminating or suspending and closing out project activities and contracts, and other undertakings, the costs of which are otherwise eligible as project costs. The closing out will be carried out in conformity with the latest schedule, plan, and budget approved by MDOT or under the terms and conditions imposed by MDOT for failure of the AGENCY to furnish a schedule, plan, and budget within a reasonable time. The closing out of MDOT financial participation in the project will not constitute a waiver of any claim MDOT may otherwise have arising out of this Agreement.

SECTION 5. REPORTING REQUIREMENTS

- A. **Milestone Reports:** The AGENCY will prepare and submit to MDOT progress milestone reports according to deadlines and guidance in the State of Michigan [Management Plan for Funding Under Sections 5310, 5311, 5339, Section 70, and Other Competitive Programs of the Federal Transit Administration](#). Milestone reports will be submitted in PTIMS or subsequent designated programs.
- B. **Final Reports:** Upon completion of the project deliverables, and before receiving the final project payment, the AGENCY must submit to MDOT a comprehensive summary close-out report on the results of the project, the conclusions reached, and the methods used. The final close-out report must be submitted in an Americans with Disabilities Act (ADA) compliant format, in accordance with the Web Content Accessibility Guidelines (WCAG) Version 2.1 AA, as required by 28 CFR Part 35.
- C. **Management Information System Reporting:** Management Information System (MIS) Reports must be in the status of signed, pending grantee review by the date indicated on the letter from MDOT. If the report is not submitted by the requested date, all federal funding will be placed on hold. If the report is not completed by the FTA final deadline date (March 15), all current funding will be withheld, and future funding may be denied.

SECTION 6. FUND-SPECIFIC TERMS

A. SECTION 5311 RURAL AREA OPERATING PROGRAM

1. The AGENCY's initial award amount in a project authorization is based on a predetermined reimbursement percentage times total eligible expenses reported in the AGENCY's approved annual application.
2. Revenues, expenses, eligible expenses, and nonfinancial data are reported on a quarterly basis in accordance with the [Local Public Transit Revenue and Expenses Manual](#).
3. Forty (40) days after the end of each quarter, the AGENCY will submit a quarterly OAR in PTIMS or subsequently designated programs.
4. Payments will be made in accordance with deadlines and guidance in the MDOT OPT [Specialized Services Manual](#), the State of Michigan [Management Plan for](#)

[Funding Under Sections 5310, 5311, 5339, Section 70, and Other Competitive Programs of the Federal Transit Administration](#), and applicable MDOT guidance for subsequent designated programs. MDOT will withhold a portion of the total authorization amount until the reconciled OAR receives final approval from MDOT. A general ledger for the fiscal year must be submitted with the Reconciled OAR for MDOT to review and sample selected invoices. MDOT may reduce a payment if a report indicates that the level of service is lower than originally budgeted. No payments will be made until MDOT is authorized to disburse the federal funds. For the Section 5311 Job Access and Reverse Commute (JARC) Program, the AGENCY will be reimbursed up to the amount earned based on eligible expenses and amounts reported on the OAR, not to exceed the amount of the awarded project authorization.

5. The Section 5311 Program is required to be audited annually in accordance with the [Audit Guide for Transportation Authorities](#). If a federal or state law, regulation, or circular referenced in the Audit Guide should become obsolete through a new applicable federal or state law, regulation, or circular, the latest version will apply even if the update has not yet been incorporated into the Audit Guide. Failure to comply with the audit requirement will result in a determination that the AGENCY has Zero Dollars (\$0.00) total eligible expenses.
6. The AGENCY must review its annual Certified Public Accountant (CPA) audit as required in Section 9.
7. MDOT reviews the audited eligible expenses for compliance with this Agreement, the [Revenue and Expense Manual](#), and the [Audit Guide](#). Upon completion of the MDOT review, the AGENCY will be notified of any adjustments made to eligible expenses as reported in the CPA audit, the final calculation of Section 5311 funds determination, and the amount MDOT owes the AGENCY or the amount the AGENCY owes MDOT. The AGENCY will have twenty-one (21) days to either concur or disagree with MDOT's final calculation.

If the AGENCY disagrees with MDOT's final determination, the AGENCY will have an additional twenty-one (21) days to clearly explain the nature and basis for any disagreement and provide any supporting documentation necessary to resolve any disagreements. The AGENCY agrees that failure to submit a response within the forty-two (42) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned expense.

If MDOT finds that the predetermined reimbursement percentage times the audited eligible expenses exceeds the amount of federal funds available, and sufficient federal operating funds are not available in the next fiscal year to offset the shortage, a new percentage will be calculated. This new percentage will be calculated by dividing the total federal funds available for that period and purpose by the total of the audited eligible expenses of all the participating agencies. Any agency that has already received payments in a total amount that exceeds the new percentage of its actual eligible costs calculated pursuant to this paragraph will repay the excess to MDOT. If, within forty-two (42) days after written notification of the overpayment is sent to the AGENCY, arrangements to refund said monies have not been made, MDOT may withhold monies from any present or future contracts and/or from distributions to be made to the AGENCY pursuant to statute and may pursue any other available remedy to recover the overpayment. The AGENCY will be responsible for all costs in excess of the federal and MDOT funding.

B. SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

1. **Use and Disposition of Facility/Revenue Vehicles/Equipment:** In addition to the requirements in Section 3. 0, the AGENCY agrees that the facility/revenue vehicles/equipment will be used for the provision of public transportation service primarily for the elderly and persons with disabilities for the duration of its useful life and in accordance with the provision approved in the annual application and this Agreement.
2. **Lease of Project Equipment:** The AGENCY may lease the revenue vehicles/equipment to any other agency with the prior written approval of MDOT. The AGENCY will maintain or require the lessee to maintain the insurance provisions of Section 3. 1 above. Any such lease will contain all applicable provisions of this Agreement.
3. **Performance Measure Reporting:** All agencies that have revenue vehicles funded by MDOT-administered Federal Section 5310 funding must complete and submit Section 5310 performance measure reports by the deadline until the AGENCY disposes of the vehicle. If the report is not submitted by the required date, all federal funding will be placed on hold. If the report is not completed by the FTA final deadline date (October 30), all current funding will be withheld, and future funding may be denied.

C. SPECIALIZED SERVICES PROGRAM

1. **Transferring Funds from One Recipient to Another:** In order to adjust funds from one recipient to another, the recipients must make the request in writing, and the AGENCY and the Coordinating Committee (group of local human services agencies representing Specialized Services interests) must agree to the request.
2. **Reimbursements:** Actual reimbursement will be based on a per-mile rate or the rate for a one-way passenger trip up to the maximum amount provided in the project authorization.
3. **Accounting Records and Documentation:** The AGENCY will ensure that records are established and maintained to support the number of hours incurred providing service, the number of passengers carried, and the number of miles traveled.

Agencies and subrecipients will use the current [Specialized Services Manual](#).

SECTION 7. NONDISCRIMINATION AND DISADVANTAGED BUSINESS ENTERPRISE

- A. In connection with the performance of this Agreement, the AGENCY (hereinafter in Appendix A referred to as the "contractor") agrees to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Agreement.
- B. During the performance of this Agreement, the AGENCY, for itself, its assignees, and its successors in interest (hereinafter in Appendix B referred to as the "contractor") agrees

to comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 USC Sections 1971, 1975a-1975d, and 2000a-2000h-6, and the Regulations of the US DOT (49 CFR Part 21) issued pursuant to said Act, including Appendix B, dated June 2011, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Agreement.

- C. The AGENCY will carry out the applicable requirements of MDOT's Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix C to Part 26 with regard to its contracting opportunities. The AGENCY's contracting opportunities include the purchase of any items and the undertaking of any construction projects except transit vehicles.
- D. Recipients of Department of Transportation (DOT) funds are expected to keep accurate data regarding the contracting opportunities available to firms paid for with DOT dollars. Failure to submit contracting data relative to the DBE program will result in noncompliance with 49 CFR Part 26. All dollar values listed on the [Uniform Report of DBE Awards or Commitment and Payments](#) should represent the DOT share attributable to the Operating Administration.
- E. The DBE Commercially Useful Function (CUF) requirements ([Form 4109T](#)) of MDOT's Office of Passenger Transportation are set up to ensure compliance with 49 CFR Part 26.37(b). The requirements are effective immediately and apply to all federally funded MDOT and local agency projects that include participation of a DBE certified company. It should be noted that this applies to all projects with work completed by DBE certified firms, not just projects with a DBE goal. This review should be conducted while the DBE certified firm is working on the project. Additional FHWA CUF guidance can be found at: www.fhwa.dot.gov/federal-aidessentials/commusefunction.pdf.

SECTION 8. INDEMNIFICATION

The AGENCY agrees to indemnify, defend, and save harmless the State of Michigan, the State Transportation Commission, MDOT, and/or the federal agency and all officers, agents, and employees thereof:

- a. From any and all claims by persons, firms, or corporations for labor, services, materials, or supplies provided to the AGENCY in connection with this Agreement; and
- b. From any and all claims for injuries to or death of any and all persons, for loss of or damage to property, for environmental damage, degradation, and response and cleanup costs, and for attorney fees and related costs arising out of, under, or by reason of this Agreement, except claims resulting from the sole negligence or willful acts or omissions of said indemnitee, its agents, or its employees.

MDOT will not be subject to any obligations or liabilities by contractors of the AGENCY or their subcontractors or any other person not a party to the Agreement without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

It is expressly understood and agreed that the AGENCY will take no action or conduct that arises either directly or indirectly out of its obligations, responsibilities, and duties under this Agreement that results in claims being asserted against or judgments being imposed against the State of Michigan, the State Transportation Commission, MDOT, and/or the federal agency.

In the event that the same occurs, it will be considered as a breach of this Agreement, thereby giving the State of Michigan, the State Transportation Commission, MDOT, and/or the federal agency a right to seek and obtain any necessary relief or remedy, including, but not limited to, a judgment for money damages.

SECTION 9. INSPECTIONS AND AUDITS

A. ACCESS

The AGENCY agrees to provide to MDOT copies of all reports and data specified in each project authorization. The AGENCY further agrees to provide MDOT access to all technical data, reports, other documents, lists of personnel, and work in process pertaining to any project. Copies of technical data, reports, lists of personnel, and other documents will be provided by the AGENCY upon request from MDOT and/or the federal agency.

B. INSPECTION OF PROJECT EQUIPMENT AND RECORDS

The AGENCY will permit MDOT, the Comptroller General of the United States, and the Secretary of the United States Department of Transportation (USDOT) or their authorized representatives, agents, or employees to audit, review, and inspect all equipment purchased as part of the project, all transportation services rendered by the AGENCY by the use of such equipment, and all relevant project records, in accordance with 2 CFR Part 200.332(b)(5). Any approvals, reviews, and/or inspections of any nature by MDOT will not be construed as warranties or assumptions of liability on the part of MDOT. It is expressly understood and agreed that any such approvals are for the sole and exclusive purposes of MDOT, which is acting in a governmental capacity under this Agreement, and that such approvals are a governmental function incidental to the project under this Agreement. Such inspection does not relieve the AGENCY of its obligations hereunder, nor is such inspection to be construed as a warranty of the propriety of the equipment, services, or records. The AGENCY will also permit the above referenced persons to audit the books, records, and accounts of the AGENCY pertaining to the project. Records must be kept for three (3) years after disposal of project equipment.

C. COMPLIANCE REVIEWS

If the AGENCY fails to respond to letters of finding within forty-five (45) days, twenty-five percent (25%) of local bus operating funds will be withheld, current project authorizations will be suspended, and/or future funding may be denied. These measures will remain in effect until a satisfactory corrective action plan or requested documentation has been received and approved by MDOT. Once approval has been given, notification will be sent that withholding measures have been stopped and withheld funds will be released to the AGENCY.

D. ACCOUNTING RECORDS, INTERNAL CONTROLS, AND RECORD RETENTION

With regard to audits and record-keeping:

1. The AGENCY will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Agreement and/or any project authorization (Records).

Separate accounts will be established and maintained for all costs incurred for each project authorization under this Agreement.

2. The AGENCY will maintain the Records for at least three (3) years from the date of final payment made by MDOT under this Agreement and any project authorization. In the event of a dispute with regard to the allowable expenses or any other issue under this Agreement or any project authorization, the AGENCY will thereafter continue to maintain the Records at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

Agencies that are formula recipients (recipients of funds pursuant to Section 10e(4) of Public Act 51 of 1951, as amended) will maintain the Records for at least three (3) years from the date of final payment made by MDOT under this Agreement and any project authorization and until notified that the Local Bus Operating Assistance Program for the year of the Records has been closed out.

3. Agencies that are formula recipients will implement internal controls to identify and keep separate expenses incurred under project authorizations from expenses incurred for 1951 Public Act 51, Section 10e(4) reimbursement.
4. MDOT or its representative may inspect, copy, scan, or audit the Records at any reasonable time after giving reasonable notice.
5. If any part of the work is subcontracted, the AGENCY will assure compliance with subsections 1, 2, 3, and 4 above for all subcontracted work.

E. FISCAL YEAR-END ACCOUNTING COMPLIANCE

Agencies must follow year-end accounting procedures in accordance with directions and guidance provided by MDOT for any award. This includes, but is not limited to, payment requests and the establishment of payables. Failure to comply could result in the loss of funds.

F. CONTRACTUAL PROVISION FOR FORMULA RECIPIENTS – CPA REPORT ON INTERNAL CONTROLS

If the AGENCY is a formula recipient (recipient of funds pursuant to Section 10e(4) of Public Act 51 of 1951, as amended), it will engage a CPA to test and report on the AGENCY's internal controls, as specified in Section 9. Section 7. d. The CPA engaged by the AGENCY may be the same CPA who performs the audit required pursuant to Section 9. g.1 and Section 9. g.2. The report on internal controls issued by the CPA should be emailed to MDOT's Auditing Specialist for the Office of Passenger Transportation.

G. ANNUAL CPA AUDIT REQUIREMENTS

If both a Federal Single Audit and a State Transit Audit are required, the AGENCY may have one audit performed that meets the requirements of both Subpart F of Part 200 and the Audit Guide. The audit must be submitted as follows:

1. **Federal Single Audit:** Agencies expending a total of One Million Dollars (\$1,000,000.00) or more in federal funds from one or more funding sources in their fiscal year must have a single audit conducted for that year in accordance with

Subpart F of Part 200. [Section 200.512](#) details submission requirements. The Single Audit and the Section 200.512 of Part 200 reporting requirements must be uploaded at: <https://harvester.census.gov/facweb/default.aspx/>. If the Single Audit contains Section 200.516(a) "Audit Findings" and/or a status of prior audit findings relating to a federal award, the AGENCY will notify Mr. Matthew Dietrich, Financial Analyst Federal Transit Administration, (matthew.dietrich@dot.gov) by email with a list of the findings. If during the time of this agreement responsibility for these audits transitions to a new point of contact, direct notification to the new applicable point of contact designated by the Federal Transit Administration.

2. **State Transit Audit:** Agencies expending less than One Million Dollars (\$1,000,000.00) in federal funds that are also formula recipients must have an annual CPA audit performed in accordance with the Audit Guide and all other applicable state laws and regulations relative to audit requirements. The audit will be uploaded to the Michigan Department of Treasury's [website](#).
3. **No CPA Audit Required:** Agencies expending less than One Million Dollars (\$1,000,000.00) in federal funds that are not formula recipients are not required to have a CPA audit performed but must submit the following information to Kristen Freeman, Accounting Assistant (FreemanK4@michigan.gov), within nine (9) months after the end of the audit period:
 - a. A statement advising that a single audit is not required.
 - b. The applicable fiscal year.
 - c. The amount of federal funds spent.
 - d. The name(s) of the MDOT federal programs.
 - e. The Assistance Listing (formerly known as the Code of Federal Domestic Assistance).

If, during the time of this Agreement, responsibility for these submissions transitions to a new point of contact, the AGENCY will direct submissions to the new applicable point of contact designated by MDOT.

All agencies are subject to the federally-required monitoring activities, which may include limited scope reviews and other on-site monitoring.

H. RESPONSIBILITY TO REVIEW ANNUAL CPA AUDIT

The AGENCY is responsible for reviewing and ensuring the accuracy of the annual CPA audit. Within thirty (30) days of the audit being posted to the appropriate website, the AGENCY will:

1. Review all aspects of the audit relating to this Agreement and all applicable project authorizations, including the following:
 - a. The Schedule of Expenditure of Federal and State Awards to verify that it is complete and accurate.
 - b. If Section 9. f of this Agreement applies, the AGENCY will verify that the opinion issued by the CPA is an unqualified opinion.
2. Report all errors, omissions, deficiencies, and inconsistencies in writing to the Auditing Specialist for MDOT OPT. The notification must include but is not limited to the following:

- a. Identification of any missing line items for each project authorization and any incorrect dollar amounts reported on the Schedule of Expenditure of Federal and State Awards. The notification must explain why the errors occurred and must identify the corrective action taken or being taken to prevent future misreporting.
- b. If an audit finding, particularly one that identifies loss due to neglect, misuse, waste, or conflict of interest, is applicable to a project authorization, the notification must explain the impact the audit finding has on the amount MDOT would otherwise be obligated to pay on the project authorization. The explanation must identify the corrective action taken or being taken to help to ensure that the audit finding is not repeated in future audits.
- c. If the CPA issued a qualified opinion on the internal controls report required under Section 9. d, the notification must explain the internal control failure(s) and must identify the corrective action taken or to be taken to help to ensure that an unqualified opinion will be issued in future audits.

The AGENCY must take the necessary corrective action to prevent the same errors, omissions, deficiencies, and/or inconsistencies from being repeated in subsequent years' audits. Repetition of errors resulting in the same audit findings may result in the loss of funds associated with the project authorizations that are the subjects of the audit findings.

3. If no errors, omissions, deficiencies, or inconsistencies are found in the audit, the AGENCY may either:
 - a. Submit a written concurrence to MDOT's Auditing Specialist that will allow MDOT OPT to begin its review of the CPA audit; or
 - b. Take no action and allow the thirty (30) day review period to expire. The AGENCY agrees that failure to submit a written concurrence means that the AGENCY has performed the required review, concurs with the audit, and agrees that MDOT can proceed with its review.
4. Upon expiration of the AGENCY's thirty (30) day review period, MDOT will review the CPA audits.

I. MDOT AUDIT AND ADJUSTMENTS

In the event that an audit performed by or on behalf of MDOT indicates an adjustment to the costs reported under this Agreement or any project authorization or questions the allowability of an item of expense, MDOT will promptly submit to the AGENCY a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the AGENCY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the AGENCY will (a) respond in writing to the responsible bureau or office of MDOT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to MDOT a written explanation as to any questioned or no opinion expressed item of expense (Response). The Response will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the

documentation is voluminous, the AGENCY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by MDOT. The Response will refer to and apply the language of the Agreement. The AGENCY agrees that failure to submit a Response within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned or no opinion expressed cost.

MDOT will make its decision with regard to any Notice of Audit Results and Response within one hundred twenty (120) days after the date of the Notice of Audit Results. If MDOT determines that an overpayment has been made to the AGENCY, the AGENCY will repay that amount to MDOT or reach agreement with MDOT on a repayment schedule within thirty (30) days after the date of an invoice from MDOT. If the AGENCY fails to repay the overpayment or reach agreement with MDOT on a repayment schedule within the thirty (30) day period, the AGENCY agrees that MDOT will deduct all or a portion of the overpayment from any funds then or thereafter payable by MDOT to the AGENCY under this Agreement or any other agreement or payable to the AGENCY under the terms of 1951 Public Act 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by MDOT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The AGENCY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest MDOT's decision only as to any item of expense the disallowance of which was disputed by the AGENCY in a timely filed Response.

SECTION 10. ETHICS

A. CONFLICT OF INTEREST

The AGENCY must disclose in writing to MDOT any potential conflict of interest in it receiving financial assistance through a project authorization. If the potential conflict of interest is with a federal award (grant money paid by the federal government to the AGENCY), the AGENCY must submit the written disclosure to the applicable federal agency.

B. CERTIFICATION

For any project authorization in excess of One Hundred Thousand Dollars (\$100,000.00):

1. The AGENCY's signature on the authorization constitutes the AGENCY's certification that to the best of its knowledge and belief no federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement the undersigned will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," pursuant to Section 1352, Title 31 USC, in accordance with its instructions.
3. The AGENCY will require that the language of this certification be included in the award documents for all third-party agreements (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 USC. Any person who fails to file the required certification will be subject to a civil penalty of not less than Ten Thousand Dollars (\$10,000.00) and not more than One Hundred Thousand Dollars (\$100,000.00) for each such failure.

C. UNFAIR LABOR PRACTICES

In accordance with 1980 PA 278, MCL 423.321 et seq., the AGENCY, in the performance of this Agreement, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the Michigan Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. MDOT may void this Agreement if the name of the AGENCY or the name of a subcontractor, manufacturer, or supplier utilized by the AGENCY in the performance of this Agreement subsequently appears in the register during the performance of this Agreement.

D. ASSIGNMENT OF ANTITRUST RIGHTS

With regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement, the AGENCY hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT due to any violation of 15 USC, Sections 1 – 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT.

The AGENCY shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or MDOT with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement due to any violation of 15 USC, Sections 1 – 15, and/or 1984 PA 274, MCL 445.771 - 445.788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The AGENCY shall notify MDOT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement may have occurred or is threatened to occur. The AGENCY shall also notify MDOT if it becomes aware of any person's intent to

commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the AGENCY's obligation to MDOT under this Agreement.

E. INTEREST OF CONGRESSIONAL MEMBERS OR DELEGATES

No member of or delegate to the Congress of the United States will be admitted to any share or part of this Agreement or to any benefit arising therefrom.

F. PROHIBITED INTEREST

No member, officer, or employee of the AGENCY, during his/her tenure or one (1) year thereafter, will have any interest, direct or indirect, in this Agreement or the proceeds thereof.

G. POLITICAL ACTIVITY

None of the funds, the facilities, or the project equipment provided in any project authorization under this Agreement will be used for any partisan political or millage activity or to further the election or defeat of any candidate for public office.

SECTION 11. AWARD

A. TERM OF AGREEMENT

The effective date of this Agreement is October 1, 2026, and the Agreement will continue in effect until the last obligation between the parties under this Agreement has been fulfilled. The Agreement will include project authorizations for program years 2027 through 2031.

When the funding of a project authorization is contingent upon the award of the matching federal grant for MDOT and federal funds, MDOT will allow costs to be incurred for projects in advance of federal and MDOT approval to be apportioned in fiscal years 2027 through 2031, including carryover amounts, subject to allowance by the federal agency and the following: (1) use of this pre-award spending authority must meet all of the conditions and requirements as may be set forth in the Federal Register, and (2) costs incurred for the project that are not approved by the federal agency or MDOT will not be eligible for reimbursement and will remain the responsibility of the AGENCY.

When a project authorization contains only state funds or only state and local funds, MDOT will allow costs to be incurred by the AGENCY for the project prior to award of the project authorization. If costs are incurred for a project that is not approved by MDOT, those costs will not be eligible for reimbursement and will remain the responsibility of the AGENCY. If for any reason the project authorization does not get awarded, MDOT will not be responsible for expenses that have been incurred.

MDOT will not pay or be responsible for any costs incurred by the AGENCY subsequent to the expiration of the project authorization.

Project authorizations may be issued under this Agreement beginning October 1, 2026. The term for a project authorization will be indicated in that project authorization.

B. DISCREPANCIES

In case of any discrepancy between the body of this Agreement and any attachment hereto, the body of this Agreement will govern. In case of any discrepancy between the body of this Agreement and any project authorization hereunder, the body of this Agreement will govern.

C. SIGNING

This Agreement will become binding on the parties upon signing by the duly authorized representatives of the AGENCY and MDOT and upon the adoption of a resolution approving this Agreement and authorizing the signature(s) hereto of the respective official(s) of the AGENCY. A certified copy of the Agreement resolution must be provided to MDOT.

Prior to the award of any project authorization, the AGENCY must provide to MDOT a certified copy of a resolution approving the project authorization and authorizing the signature(s) of the respective official(s) of the AGENCY. In lieu of individual resolutions for each project authorization, the AGENCY may elect to provide authority to sign the project authorization as a part of the Agreement resolution.

BAY AREA TRANSPORTATION
AUTHORITY

By: _____
Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director



EXHIBIT A
INSURANCE REQUIREMENTS

All insurance coverage provided relative to this Contract is primary and non-contributing to any comparable insurance (including self-insurances) carried by the STATE.

The AGENCY will comply with the following insurance requirements as applicable:

1. Vehicle Insurance

- a. Motor vehicle insurance as required by P.A. 218 of 1956, as amended by P.A. 294 of 1972, the Michigan No-Fault Insurance Law.
 - i. Personal Protection Insurance as required by MCL 500.3101(1).
 - ii. Property Protection Insurance as required by MCL 500.3101(1).
 - iii. Residual Liability Insurance as required by MCL 500.3101(1).
 - iv. Self-insurance may be utilized provided the appropriate coverage, limits, and Secretary of State certification is provided. A One Million Dollar (\$1,000,000) minimum per occurrence limit should be carried.
 - v. The coverage specified above will be in the minimum combined single limit amount of One Million Dollars (\$1,000,000) per occurrence.
- b. Collision coverage as provided in P.A. 218 of 1956, MCL 500.3037 and comprehensive coverage as provided in P.A. 218 of 1956, MCL 500.2102 shall be carried. Both collision coverage and comprehensive coverage will be for the actual cash value of the vehicle. The amount of deductible for collision coverage and comprehensive coverage will be determined by the AGENCY and will be payable by the AGENCY. The AGENCY with prior STATE approval may self-insure the collision and comprehensive coverage.

2. Facility and/or Equipment Insurance (Non-vehicle) and Bonds

- a. Insurance - During the term of this Agreement, the AGENCY will:
 - i. Keep all buildings, improvements, and equipment in, on, or appurtenant to the transportation facility or premises at the commencement of construction and thereafter, including all alterations, building, rebuilding, replacements, changes, additions, and all improvements, insured against loss, and all perils, in an amount not less than ninety percent (90%) of the full replacement value. The AGENCY will be responsible for the payment of any deductible. The

AGENCY will maintain an annual inventory of all equipment purchased under this Agreement with current dollar values.

- ii. Provide Commercial General Liability Insurance covering all operations by or on behalf of the AGENCY against claims for personal injury (including bodily injury and death) and property damage in the minimum amount of One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) general aggregate.

b. Bonds

The AGENCY will require the successful bidder to procure and deliver to the AGENCY a Performance Bond and a Lien Bond each in an amount equal to the Agreement price, underwritten by a surety licensed to do business in Michigan, naming the AGENCY as the obligee. Such bonds will be delivered to the AGENCY prior to any construction work being performed.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B

TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C
Assurances that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR § 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanction;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

2027 MASTER AGREEMENT SUMMARY OF DRAFT CHANGES

MDOT OFFICE OF PASSENGER TRANSPORTATION | 08.13.2026

The Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) maintains a five-year master agreement with transportation service providers defining terms for authorizing Federal and State grant funds to the service agencies. The current master agreement covers October 1, 2021 through September 30, 2026 (Fiscal Years 2022 – 2026). This document summarizes changes in the forthcoming 2027 Master Agreement, to be effective October 1, 2026 through September 30, 2031 (Fiscal Years 2027 – 2031).

In total, 58 key changes were made across 24 sections. The agreement is also reorganized from 42 sections to 11 subject-based sections with chapters contained within. Changes are listed here according to their section number in the 2022 Master Agreement.

This document is for the purpose of summarization; it is not intended to define or expand any terms from the 2027 Master Agreement.

Change Summary

2022 Sec. #	2022 Sec. Title	2027 Sec. #	Change
Overall			Sections re-sorted as subsections of 11 subject-based sections, to improve document navigation.
			Updated PTMS references to PTIMS.
0	Table of Contents	0	Linked formatting makes the TOC hyperlinked to each subsection, to improve digital document user experience.
			Text formatting cleaned up to improve TOC navigation and trim the document's overall size.
1	Definitions		Section removed to be in alignment with other MDOT agreements, with key terms defined at first use.
3	Annual Application	2.A	Title and language adjusted to reflect that some funding programs are not on annual cycles.
4	Conflict of Interest	10.A	Addition of "in writing to MDOT" for Agency disclosure of any potential conflict of interest in it receiving financial assistance through a project authorization.
5	Project Funding	2.C	Replaced "maximum cost" with "maximum reimbursement" in first sentence to clarify that an authorization total is a reimbursement total that may not equal final price.

2022 Sec. #	2022 Sec. Title	2027 Sec. #	Change
			Addition to final sentence: failure to comply with funding award or MDOT requirements may result in MDOT requiring the reimbursement of funds previously disbursed.
6	Eligible Project Costs	2.B	Travel costs updated to MDOT standard language.
			Language added specifying that expenses paid under a project authorization cannot be included in expenses to be reimbursed under the LBO Program.
7	Budget Adjustments, Revisions, and Amendments	4.A	"Budget Adjustments" will henceforth be known as "Administrative Modifications", accounting for the fact that, by definition, they do not involve budgetary changes.
			The definition of Administrative Modification (formerly known as "budget adjustment") is updated to reflect the bounds of a federal award administrative modification as defined in Chapter III of FTA C 5010.1F: "An administrative modification to a project authorization may be used for changes that do not revise the scope of work, authorization amount, or authorization purpose."
			The definition of Revision is updated to reflect the bounds of a federal award amendment as defined in Chapter III of FTA C 5010.1F: "A revision to a project authorization may be used for a proposed change that would add a new line item, change the project authorization amount, change the Federal, State, or local amounts, change the quantity of items, significantly change the scope, or extend the term of the project authorization."
			Revision requests must be received no later than 60 days before an authorization expiration date and must be received by August 1 for changes to be effective by September 30.
			If applicable, revision requests requiring written approval from a local or regional allocation committee need to include subject written committee approval.
			Addition: "Authorizations will not go beyond their Federal grant period of performance. Likewise, authorization changes will match their corresponding Federal grant period of performance. MDOT will not reimburse expenses beyond authorization start and end dates, unless the AGENCY has approved pre-award authority."
			Removal of 5-day requirement on notification to MDOT on "significant event(s)" of significant impact potential on projects.
			Addition of term, "In extraordinary, unforeseen circumstances MDOT reserves the right to make exceptions to deadlines herein."
			Sufficient progress toward the obligation of funds must now be made within six months of receiving a project authorization; a reduction from 12 months.
8	Timely Expenditure of Funds	4.B	Sufficient progress toward the obligation of funds must be made within six months - down from twelve months - of receiving an awarded project authorization or MDOT may cancel the project authorization and the AGENCY will no longer have access to the funds.

2022 Sec. #	2022 Sec. Title	2027 Sec. #	Change
9	Competitive Procurement	3.A	"Competitive" removed from section title.
10	Third-Party Contract Procedures	3.B	Removed reference to Commission policy, and replace with reference to MDOT Procurement Guidelines for Grantees Receiving Federal Transit Administration Funds and/or State Funds via MDOT.
14	Inspection of Project Equipment and Records	9.B	Added reference to 2 CFR 200.332(b)(5).
15	Use and Disposition of Facility/Revenue Vehicles/Equipment	3.E	Removed reference to 49 CFR 18.
			Added reference to MDOT OPT Preventative Maintenance Manual.
			Removed IJIA reference.
			Added term giving MDOT a security interest in non-revenue vehicles priced \$50,000 or more.
			Added term that incidental use of Federal/State-funded revenue vehicles/equipment or facilities for nonpublic transportation use "shall be declared with submission of MDOT's Incidental Use Form".
16	Insurance	3.I	Add clarification: "Insurance payment for loss or damage will be made to MDOT, <i>if an asset has not met its useful life.</i> "
17	Indemnification	7.C	Added "defend" to term that agency "agrees to indemnify, defend, and save harmless the State of Michigan..."
18	Billings and Payments for Capital Programs	3.G	Section title simplified.
			Added term: "a. All requests for payment must be submitted in accordance with the procedures established by MDOT and outlined in the latest applicable program guidance and documentation. MDOT will provide access to current payment procedures, including required forms, formats, and submission methods. The Agency agrees to comply with all such procedures as a condition of reimbursement. MDOT reserves the right to modify payment processes, systems, and requirements, and such modifications shall become effective upon notice without requiring an amendment to this Agreement."
			Budget summary threshold for equipment procurements and facility improvements increased from \$5,000 to \$10,000.
			Updated: "Within one hundred twenty (120) days after costs have been incurred or an invoice received, the AGENCY must submit to MDOT a complete billing to be charged against the project authorization."
			Defined "complete billing" with reference to MDOT External Procedure #70200.
			Added term: "MDOT reserves the right to adjust reimbursement amount according to Section 10b(3)(f) of Act 51, which requires that the State pay not less than two-thirds of the local match required for Federal Transit Administration capital grants to local transit agencies."
			Addition: "As an exception, when an AGENCY has pre-award authority, the one hundred twenty (120) day clock on costs incurred or invoice received shall start at the Federal award date."

2022 Sec. #	2022 Sec. Title	2027 Sec. #	Change
			Removed LBO reference, and moved it to Eligible Project Costs section.
19	Billings and Payments for Operating Programs	3.H	Removed specification for quarterly payments, and replaced with: "Payments will be made according to deadlines and guidance in the MDOT OPT Specialized Services Manual, the State of Michigan Management Plan for Funding Under Sections 5310, 5311, 5339, Section 70, and Other Competitive Programs of the Federal Transit Administration, and applicable MDOT guidance for subsequent designated programs."
			Removed LBO reference, and moved it to Eligible Project Costs section.
20	The Section 5311 Rural Area Operating Program	6.A	Added: "A general ledger for the fiscal year must be submitted with the Reconciled OAR for MDOT to review and sample selected invoices."
			Removed reference to quarterly payments.
			Added: "Payments will be made according to deadlines and guidance in the MDOT OPT Specialized Services Manual, the State of Michigan Management Plan for Funding Under Sections 5310, 5311, 5339, Section 70, and Other Competitive Programs of the Federal Transit Administration, and applicable MDOT guidance for subsequent designated programs. "
			Added: "If a Federal or State law, regulation, or circular referenced in the Audit Guide should become obsolete through a new applicable Federal or State law, regulation, or circular, the latest version shall apply even if the update has not yet been incorporated into the Audit Guide."
			Added regarding audited eligible expenses, compliance with the Revenue and Expense Manual and the Audit Guide.
21	The Specialized Services Program	6.C	Revised "Budget Adjustments" sub-part title to "Transferring Funds from One Recipient to Another:"
			Removed competitive bidding requirements being identified as specific to use of Federal funds; defaults the requirements to be agnostic of fund source.
22	The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program	6.B	Added Performance Measures Reporting term.
23	Reporting Requirements	5	Added State Management Plan reference to milestone reports sub-part.
			Removed Section 5310 Performance Measures sub-part.
28	Annual CPA Audit Requirements	9.G	Updated Federal Single Audit, State Transit Audit, and No CPA Audit threshold to \$1,000,000.
			Replaced listing of digital ADA compliant formatting attributes with reference to "Web Content Accessibility Guidelines (WCAG) Version 2.1, per 28 CFR Part 35".
			Removed paper mail address reflecting current practice of digital submission.

2022 Sec. #	2022 Sec. Title	2027 Sec. #	Change
			Added for federal and no-CPA-audit terms, clarification that if during the time of this agreement responsibility for these audit submissions transitions to a new point of contact, direct notification to the new applicable point of contact designated by the FTA or MDOT.
32	Nondiscrimination and Disadvantaged Business Enterprise	7	Removed \$250K threshold, due to 49 CFR 26.21(a)(2) requiring that all FTA Tier I and Tier II recipients must have a DBE program.
33	Certification	10.B	Added: "The AGENCY's signature on the AUTHORIZATION constitutes the AGENCY's certification..."
37	Interest of Members or Delegates to Congress	10.E	Title simplified.

Bay Area Transportation Authority

Board of Directors

BOARD REPORT

Action Item

Board Meeting Date:	September 24, 2026
Agenda Section:	Action Items 13 b
Presenter:	Patrick Preusser, Executive Director
Estimated Presentation Time:	5 minutes

Background

At its August 13, 2026 meeting, the Board received a presentation from Susan Leithauser regarding Peninsula Housing's proposed attainable workforce housing development at 926 and 980 South Herman Road in Suttons Bay Township.

Peninsula Housing, a nonprofit community land trust, plans to develop 38 housing units on approximately 11 acres. The project includes 30 for-sale homes and eight rental units intended for households earning up to 120% of Leelanau County's area median income. The estimated project cost is approximately \$10.4 million.

The proposed Brownfield Plan would use tax increment financing to reimburse approximately \$2.8 million in eligible project expenses over a period of up to 30 years. Peninsula Housing requested that BATA provide a letter supporting the project and use of TIF funding. The Board agreed to consider the request at its September 24 meeting.

Analysis and Considerations

The proposed development would expand workforce housing in an area where housing availability and affordability affect employers, employees, and access to essential services. Supporting housing near existing communities may also complement BATA's role in connecting people with employment and other daily needs.

The development could generate additional demand for transportation. However, approval of the letter would not commit BATA to establishing or expanding service. Any future service changes would be evaluated through BATA's normal planning, budgeting, and Board review processes.

Under the proposed TIF structure, BATA would continue receiving taxes associated with the property's base taxable value, while incremental revenue generated by the development would be captured to reimburse eligible project expenses. The Brownfield Plan estimates BATA's captured

increment at approximately \$1,479 in 2030 and \$64,932 over the 30-year plan period. Actual amounts will depend on taxable values, millage rates, development timing, and the duration of the capture.

The Board may approve the letter as presented, approve it with revisions or conditions, decline the request, or take no action. In making its decision, the Board may weigh the project's community and workforce-housing benefits against the anticipated loss of future incremental tax revenue and the potential for additional transportation demand.

The proposed letter clarifies that BATA's support would not commit the Authority to additional funding or a specific transit service expansion.

Financial Impact

There is no direct expenditure associated with the letter of support. The Brownfield Plan estimates that approximately \$64,932 in future BATA tax increment revenue would be captured over the plan's 30-year term. BATA would continue receiving revenue associated with the property's base taxable value.

No service expansion or additional operating expense would be authorized through this action. Any future service changes would be considered separately.

Recommended Action

This matter is presented for Board determination. If the Board elects to support the project, the suggested motion is:

Approve the draft letter supporting Peninsula Housing's proposed 38-unit attainable workforce housing development at 926 and 980 South Herman Road and authorize the Executive Director to finalize and sign the letter substantially in the form presented, subject to any revisions or conditions established by the Board.

Attachments

- Draft Letter of Support
- Act 381 Brownfield Plan for 926 and 980 South Herman Road, dated July 17, 2026
- Suttons Bay Housing TIF and PILOT Presentation
- August 13, 2026 Board Meeting Minutes Excerpt



Improving lives by linking people and communities.

September 25, 2026

Re: Attainable Workforce Housing at 926 and 980 South Herman Road, Suttons Bay Township, Michigan

To Whom It May Concern:

On behalf of the Bay Area Transportation Authority Board of Directors, I am writing to express BATA's support for Peninsula Housing's proposed 38-unit attainable workforce housing development at 926 and 980 South Herman Road and the use of tax increment financing to support eligible project costs.

Expanding attainable housing can help workers and families remain in Leelanau County while supporting access to employment, essential services, and other daily needs. The project also contributes to workforce stability and community vitality.

This letter expresses BATA's support for the proposed development and use of TIF funding. It does not commit BATA to additional funding or to establishing or expanding transit service. Any future service changes would be considered through BATA's normal planning, budgeting, and Board review processes.

Sincerely,

Patrick Preusser

Executive Director

Office: 231.933.5544

Email: preusserp@bata.net



Bay Area Transportation Authority
1340 W. Hammond Road
Traverse City, MI 49686

Improving lives by linking people and communities.



Act 381 Brownfield Plan

980 Herman Road Housing Development
926 and 980 South Herman Road
Suttons Bay, Michigan

Prepared For:
Leelanau County Brownfield
Redevelopment Authority

Project No. 231191
July 17, 2026

Act 381 Brownfield Plan

980 Herman Road Housing Development 926 and 980 South Herman Road Suttons Bay, Michigan

Cooperative Agreement No.: BF-4B-00E03213-1

Prepared For:

**Leelanau County Brownfield Redevelopment Authority
Suttons Bay, Michigan**

July 17, 2026

Project No. 231191

Recommended for Approval by Brownfield Redevelopment Authority on: _____

Supported by Local Unit of Government on: _____

Adopted by County Government on: _____

Project Fast Facts	1
1.0 Introduction	3
1.1 Proposed Redevelopment and Future Use for Each Eligible Property	3
1.2 Eligible Property Information	4
1.2.1 Basis of Eligibility	4
2.0 Information Required by Section 13(2) of the Statute	5
2.1 Description of Costs to be Paid for with Tax Increment Revenues	5
2.1.1 Site Assessment and Baseline Environmental Assessment Activities	5
2.1.2 Infrastructure and Safety Improvements Necessary to Support Housing	5
2.1.3 Lead and Asbestos Abatement	6
2.1.4 Building Demolition	6
2.1.5 Site Preparation	6
2.1.6 Brownfield Plan/Work Plan Preparation	6
2.1.7 Brownfield Plan/Work Plan Implementation	6
2.1.8 Interest	6
2.1.9 Contingency	6
2.1.10 Authority Administration Cost	7
2.1.11 Local Brownfield Revolving Fund	7
2.2 Summary of Eligible Activities	7
2.3 Estimate of Captured Taxable Value and Tax Increment Revenues	7
2.4 Method of Financing and Description of Advances Made by the Municipality	8
2.5 Maximum Amount of Note or Bonded Indebtedness	8
2.6 Duration of Brownfield Plan	8
2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions	8
2.8 Legal Description, Property Map, Statement of Qualifying Characteristics, and Personal Property	9
2.9 Estimates of Residents and Displacement of Individuals/Families	11
2.10 Plan for Relocation of Displaced Persons	11
2.11 Provisions for Relocation Costs	11
2.12 Strategy for Compliance with Michigan's Relocation Assistance Law	11
2.13 Other Material that the Authority or Governing Body Considers Pertinent	11

List of Figures

Figure 1 – Location Map of the Eligible Property

Figure 2 – Site Plan

Figure 3 – Proposed Site Plan

List of Tables

Table 1 – Summary of Eligible Costs

Table 2A – Total Captured Incremental Taxes Estimates – Land Only

Table 2B – Total Captured Incremental Taxes Estimates – For-Sale Portion

Table 2C – Total Captured Incremental Taxes Estimates – Multifamily PILOT

Table 2D – Total Captured Incremental Taxes Estimates – Summary (Land + For-Sale + Multifamily)

Table 3 – Estimated Reimbursement Schedule

List of Appendices

Appendix 1	Brownfield Plan Resolution(s)
Appendix 2	Development/Reimbursement Agreement
Appendix 3	Notice to Taxing Jurisdictions
Appendix 4	Notice of Public Hearing
Appendix 5	Relevant Sections from 2023 Northern Michigan Housing Needs Assessment
Appendix 6	Redevelopment Renderings and/or Elevations

List of Abbreviations/Acronyms

Act 381	Brownfield Redevelopment Financing Act, 1996 PA 381, as amended
FTE	Full-time equivalent
LBRF	Local Brownfield Revolving Fund
MSHDA	Michigan State Housing Development Authority
PA	Public Act
QLGU	Qualified local governmental unit
TIF	Tax increment financing

Project Fast Facts

980 Herman Road Housing Development

Property Information	926 and 980 South Herman Road, Suttons Bay Township, Michigan Property is over 11 acres
Redevelopment	Peninsula Housing will develop the following for-sale: • 6 single family three-bedroom with basement homes, each unit totaling approximately 1,020 square feet • 12 two-bed duplexes (within 6 buildings), each unit totaling approximately 900 square feet • 12 one-bed duplexes (within 6 buildings), each unit totaling approximately 600 square feet Homestretch will develop the following for rent: • Two multi-family apartment buildings, each building containing 4 two-bed/one-bath units. A total of 8 units, each approximately 487 square feet A total of 38 units (100% of the Development) are for residents earning up to 120% of the Area Median Income for Leelanau County
Anticipated Rent Plus Utilities	Two-bedroom apartment units will be targeted to households making up to 80% AMI. Rent estimates for 2026 are \$2,198.
Anticipated Sale Amounts	\$270,000 -three-bedroom with basement (80% AMI) \$225,000 -two-bedroom duplexes (80% AMI) \$180,000 -6 units of the one-bedroom duplexes (80% AMI) \$110,000 -6 units of the one-bedroom duplexes (60% AMI)
Taxable Value	Base Taxable Value: \$153,263 (2026 Combined) Anticipated Taxable Value, Phase 1: \$1,080,000 (first full year) Anticipated Taxable Value, Phase 2 & 3: \$3,161,772 (third year)
Anticipated Development Cost	Approximately \$10,400,000
TIF Requested	\$2,808,250 (TIF requested is 27% of development cost)
Duration of Brownfield Plan	30 years

TIF Reimbursement by Source

\$964,263 from State of Michigan/School (34.2%)

\$720,280 from Leelanau County (25.5%)

\$72,660 from Township of Suttons Bay (2.6%)

\$1,064,233 from other taxing jurisdictions (37.7%)

Non-capturable debt totals approximately \$213,418 over the life of the Brownfield Plan.

1.0 Introduction

1.1 Proposed Redevelopment and Future Use for Each Eligible Property

The redevelopment involves two parcels of property located at 926 and 980 South Herman Road, Suttons Bay, Michigan, totaling approximately 11.39 acres. The Property is currently developed with a residential dwelling, a barn, and two storage sheds on the 980 South Herman Road parcel. The 926 South Herman Road parcel is currently vacant, as a trailer was demolished in 2025.

The proposed project will be created through a \$10.4 million investment to facilitate the construction of 38 residential units, creating much needed attainable housing within Suttons Bay Township, Michigan. The 38 residential units will include a mix of owner-occupied apartments, duplexes, and single-family homes.

Peninsula Housing is a Michigan non-profit Corporation providing affordable housing as a community land trust, and has an agreement in place with Homestretch to construct two apartment buildings. Peninsula Housing is considered the “Developer” in accordance with this Act 381 Brownfield Plan and subsequent Act 381 Work Plan. It is not anticipated that Homestretch will be seeking reimbursement at this time.

Peninsula Housing will be constructing 30 residential for-sale units, including:

- 6 single family three-bedroom with basements homes, each unit totaling approximately 1,020 square feet
- 12 two-bed duplexes (within 6 buildings), each unit totaling approximately 900 square feet
- 12 one-bed duplexes (within 6 buildings), each unit totaling approximately 600 square feet

Homestretch will be constructing two apartment buildings. Each building will contain 4 units, each totaling approximately 487 square feet, for a total of 8 residential rental units upon completion.

The development is anticipated to include significant infrastructure and safety improvements to support housing, including appropriately sized drinking water wells and septic systems as municipal water and sewer is not available.

The project will be developed in a phased approach, including 10 for-sale residential units completed by Peninsula Housing and 8 rental units completed by Homestretch, anticipated to be complete at the end of 2027, and the balance of 20 for-sale residential units completed by Peninsula Housing by the end of 2029.

Construction costs to build new housing have increased exponentially in the last several years. In order to provide the much-needed attainable housing within Leelanau County, creative project financing is needed. The Developer will be seeking support from the Michigan State Housing Development Authority (MSHDA) through their MI Neighborhood Program, which, upon award, will require all 38 units to be rented and income restricted to households earning up to 120% of Leelanau County’s Area Median Income (AMI). The rental units will be targeted at households at or below 80% of AMI. The for-sale housing units will also be targeted at households at or below 80% of AMI, with a subset of 6 of the one-bedroom duplex units targeted to 60% AMI households. This project focuses on the creation of much-needed attainable housing in Leelanau County and is not anticipated to create new full-time equivalent jobs.

Suttons Bay Township is not a qualified local governmental unit (QLGU).

1.2 Eligible Property Information

Parcel ID: 011-032-006-20

Address: 926 South Herman Road

Size: Approximately 3.19 acres

Parcel ID: 011-032-006-00

Address: 980 South Herman Road

Size: Approximately 8.20 acres

1.2.1 Basis of Eligibility

The property qualifies as “eligible property” under the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended (“Act 381”), on the basis of meeting the definition of a “Housing Property” in Section 2(p)(ii). Act 381 defines Housing Property, in part, as property on which one or more units of residential housing are proposed to be constructed. The project will have a total of 38 residential units upon completion. Maps depicting the location and layout of the property are attached as Figures 1 and 2.

According to Section 2(o)(ii), the Housing Property must be “located in a community that has identified a specific housing need and has absorption data or job growth data included in the brownfield plan.”

1.2.1.1 Specific Housing Need

The 2023 Northern Michigan Housing Needs Assessment indicates that Leelanau County has an estimated rental gap of 363 units and an estimated for-sale housing gap of 1,462 units for households earning up to 120% AMI (2022–27). New attainable housing units are crucial to meet the housing needs of the county. Relevant Sections from 2023 Northern Michigan Housing Needs Assessment are included in Appendix 5.

This project helps address the rental housing product needs by creating 8 new apartment units targeted toward individuals and families earning up to 120% of the AMI, and the for-sale housing product needs by creating 30 new housing units targeted toward individuals and families earning up to 120% of the AMI.

1.2.1.2 Job Growth Data

Jobs in Leelanau County from 2023 to 2024 declined by 2.8% from 9.9K employees to 9.63K employees, while jobs in Suttons Bay from 2023 to 2024 declined at a much higher rate, by 11.4%, from 219 employees to 194 employees (DataUSA).

As provided in the 2023 Northern Michigan Housing Needs Assessment (the “Assessment”), only four of the ten counties in the Assessment experienced negative intra-regional migration, including Leelanau (-102), in 2015 – 2019. The Assessment states that “a limited amount of migration into an area may indicate a lack of housing options or job opportunities within a market”.

Job availability is a primary factor, among many factors, that affect the need for housing within a geographic area. Leelanau County’s top three occupations, by percentage, include Accommodation and Food Services (21.4%), Retail Trade (10.1%); and Arts, Entertainment, & Recreation (9.8%) (2023 Northern Michigan Housing Needs Assessment). Of the top 35 occupations by labor force share in Northwest Lower Peninsula of Michigan Nonmetropolitan Area of 2022, the Assessment found 23 jobs sectors with median wages that are insufficient to afford average rental rates within Leelanau County. Furthermore, the Assessment found that all top 35 job sector median wages are insufficient to afford purchasing a home in Leelanau County.

While the housing project is not expected to create a significant number of new jobs, the creation of new attainable housing for Suttons Bay Township and Leelanau County will allow local employers to fill jobs that have remained vacant due to a housing shortage and help workers live closer to their jobs.

2.0 Information Required by Section 13(2) of the Statute

2.1 Description of Costs to be Paid for with Tax Increment Revenues

This Brownfield Plan has been developed to reimburse eligible costs incurred by Peninsula Housing to support the housing redevelopment. New local and state tax increment revenues will be captured for reimbursement of eligible expenses, following approval of this Brownfield Plan and a MSHDA Act 381 Work Plan. Any local-only eligible expenses are detailed within the Brownfield Plan. Base local and state taxes associated with the property will continue to be levied and distributed to local and state taxing jurisdictions. No local debt or special assessment taxes will be captured to reimburse eligible activity costs. Some of the proposed eligible activities must benefit “income qualified households,” defined in Act 381 Section 2(z) as “a person, a family, or unrelated persons living together, whose annual household income is not more than 120% of the area median income.”

The total cost of eligible activities anticipated to be incurred by the Developer, including contingencies and a 5% simple interest expense, is \$2,808,250, as summarized in Table 1. Leelanau County Brownfield Redevelopment Authority (Authority) administrative costs are estimated at 5% of local tax increment capture and are anticipated to total \$92,859.

The estimated cost of all Developer eligible activities is anticipated to be greater than tax increment revenues available. With limited tax increment revenues available, the Authority desires to maximize reimbursement to the developer in support of creating much needed housing within Leelanau County and has decided to forego capture for the Local Brownfield Redevelopment Fund (LBRF). While it is not anticipated that tax increment revenues (TIR) will be available beyond the amount of developer eligible costs, if higher than anticipated TIR is realized, capture into the LBRF may be included as an eligible activity.

Costs incurred prior to adoption of the Brownfield Plan include the Baseline Environmental Assessment, demolition of the trailer, and preparation of the Brownfield Plan.

2.1.1 Site Assessment and Baseline Environmental Assessment Activities

The Authority previously supported the completion of a Phase I Environmental Site Assessment (ESA), Phase II ESA, Asbestos Survey, and Documentation of Due Care Compliance (DDCC). These assessments were completed through the use of Leelanau County’s USEPA Brownfield Assessment Grant and are not being sought for reimbursement.

The Developer has incurred \$2,100 to complete a Baseline Environmental Assessment (BEA), which is included as a preapproved department-specific eligible activity for reimbursement with both state and local sources.

2.1.2 Infrastructure and Safety Improvements Necessary to Support Housing

Infrastructure improvements are necessary to support the housing development for an anticipated total cost of \$1,411,000. Specifically, \$375,000 is included for the creation of new roads, sidewalks, curbs, gutters, and aprons, including the associated site preparation, such as grading, to create new roads. This activity may also include soil management, which will be retained on site to the extent feasible. Municipal water and sewer are not available to the property, therefore, \$380,000 is included for the installation of 30 private water wells to support the for-sale units and installation of 1 water well to support the rental units. \$350,000 is included for the installation of private septic systems and drain fields. 3 community septic systems will be installed to serve the duplexes and 2 shared septic systems will be installed to serve the single-family homes. Additionally, 1 shared septic system will be installed to serve the 8 rental units. New electrical service will need to be installed to support the housing development and is included as an eligible cost with an estimated total of \$141,000. Design and construction of stormwater retention is necessary to capture excess runoff of storm water and is included as an eligible cost, estimated at \$100,000. Soft costs, such as design and engineering, specifically attributed to the eligible activities

are included as an eligible cost, estimated at \$65,000. A MSHDA Act 381 Work Plan will be pursued, and, upon approval, these costs will be reimbursed with both state and local tax increment revenues.

2.1.3 *Lead and Asbestos Abatement*

An Asbestos Survey was completed on the existing house which identified Asbestos-Containing Materials (ACMs) requiring abatement prior to demolition. The presence of lead-based paint was presumed based on the age of the structure. \$30,000 is included as a preapproved eligible cost to be reimbursed with both state and local tax increment revenues to cover asbestos abatement, air monitoring for asbestos and lead, and disposal costs.

2.1.4 *Building Demolition*

Total eligible preapproved demolition costs are estimated at \$99,750 and will be reimbursed with both state and local tax increment revenues. A trailer previously located on the property was demolished in 2025 for a cost of \$9,750. The house is proposed for demolition at an estimated cost of \$90,000.

2.1.5 *Site Preparation*

Under Act 381, “site preparation, to the extent necessary to accommodate an income qualified purchaser household or income qualified renting household” is an eligible activity. Site preparation activities anticipated are associated with Infrastructure and Safety Improvements to Support Housing; however, if additional site preparation activities are needed, then they will be considered an eligible expense as allowable by Act 381, with costs limited by the total amount approved within this Brownfield Plan.

2.1.6 *Brownfield Plan/Work Plan Preparation*

The Authority is not seeking reimbursement for any costs incurred through the use of its USEPA Brownfield Assessment Grant, including preparation of the Brownfield Plan.

The Developer will incur the cost of preparation of an Act 381 Work Plan, estimated at \$15,000, which is included as an eligible cost. No contingencies are allowed or included on preparation costs. A MSHDA Act 381 Work Plan will be pursued, and, upon approval, these costs will be reimbursed with both state and local tax increment revenues.

2.1.7 *Brownfield Plan/Work Plan Implementation*

The Developer will be income verifying households and report rent, income, and for-sale prices to the Authority. The included Brownfield Plan/Work Plan Implementation eligible activity is anticipated to total \$5,000. A MSHDA Act 381 Work Plan will be pursued, and, upon approval, these costs will be reimbursed with both state and local tax increment revenues.

2.1.8 *Interest*

The cost of financing the development is anticipated to be greater than tax increment revenues available. Up to 5% of simple interest, calculated annually on the remaining principal balance of MSHDA Eligible Activities, is included as an eligible expense, estimated at \$1,015,750. Actual reimbursement will be limited to the amount of tax increment revenues available within the 30-year capture period of the Plan.

2.1.9 *Contingency*

A contingency of 15% on eligible activities has been included in the plan, totaling \$229,650. The plan does not include a contingency on EGLE eligible activities, Brownfield Plan/Work Plan preparation and implementation costs, interest expense, or costs already incurred, including the trailer demolition conducted in 2025.

2.1.10 Authority Administration Cost

Eligible administrative costs incurred by the Authority, such as reporting requirements and TIF management, are included in the plan as an eligible expense, calculated as 5% of local tax increment revenue capture. Over the term of the Brownfield Plan, the Authority is anticipated to capture \$92,859 for administration. It is understood that administrative costs are calculated by the Authority rather than based on a flat fee, so this amount represents an estimate to be determined by the Authority.

2.1.11 Local Brownfield Revolving Fund

With limited tax increment revenues available, the Authority desires to maximize reimbursement to the developer in support of the project and has decided to forego capture for the Local Brownfield Redevelopment Fund (LBRF). While it is not anticipated that tax increment revenues (TIR) will be available beyond the amount of developer eligible costs, if higher than anticipated TIR is realized, capture into the LBRF may be included as an eligible activity.

2.2 Summary of Eligible Activities

Environmental Activities

Preapproved EGLE eligible activities, including a BEA, are anticipated to be reimbursed through the Brownfield Plan using both state and local tax increment revenues and will be incurred by the Developer.

Housing Development Activities

Because the development is "Housing Property" as defined by Act 381, housing development costs defined in Section 2(o)(ii) of Act 381 can be reimbursed through a Brownfield Plan. This plan provides for the reimbursement of eligible infrastructure and safety improvements, building demolition, asbestos and lead abatement, interest expense, and development and implementation of an Act 381 Work Plan. A 15% contingency on infrastructure and safety improvements necessary to support housing and building demolition and abatement, is included to cover unexpected cost overruns. There is no contingency included on the EGLE eligible activities, Brownfield Plan/Work Plan preparation and implementation costs, interest expense, or costs already incurred, including the trailer demolition conducted in 2025. A MSHDA Act 381 Work Plan will be pursued, and, upon approval, these costs will be reimbursed with both state and local tax increment revenues.

Authority Expenses

Eligible administrative costs incurred by the Authority, such as reporting requirements and TIF management, are included in the plan as an eligible expense, calculated as 5% of local tax increment revenue capture. It is understood that administrative costs are calculated by the Authority rather than based on a flat fee, so this amount represents an estimate to be determined by the Authority.

2.3 Estimate of Captured Taxable Value and Tax Increment Revenues

The base taxable value will be the combined 2026 taxable value of \$153,263. Upon completion of the full build-out, the combined future taxable value is estimated to be \$3,161,772 in 2030. The township assessor was consulted in establishing the estimated future taxable values and it is anticipated that the special valuation method for non-profit housing using Act 156 of 2022 will be applied in determining the taxable value of the one-bedroom duplexes targeted at households making up to 60% area median income (AMI).

It is also anticipated that a Payment in Lieu of Taxes (PILOT) will be pursued for the 8 rental units. The PILOT is calculated at 6% of the development's anticipated annual gross rental revenue. This Brownfield Plan includes the capture of the anticipated PILOT, as depicted in Table 2C, and assumes 1.5% annual increase in the annual gross rental revenue of the eligible property.

The project will be developed in a phased approach, including 10 for-sale residential units completed by Peninsula Housing and 8 rental units completed by Homestretch anticipated to be completed by the end of 2027, and the balance of 20 for-sale residential units completed by Peninsula Housing by the end of 2029.

As a community land trust, Peninsula Housing will retain ownership of the land, and tax increment revenues are estimated at non-homestead rates on the land values throughout the duration of the plan, as depicted in Table 2A. The for-sale units will be taxed separately from the land and are estimated at homestead rates as it is anticipated that homeowners will qualify for the Principal Residence Exemption (PRE) as depicted in Table 2B. Reimbursements will be made on actual tax increment revenues captured during the term of the Brownfield Plan. An estimate of the captured taxable value for the development by year is summarized in Table 2D. This plan captures real property tax increment revenues and assumes 3% annual increase in the taxable value of the eligible property. Pursuant to Act 381, local debt millages and special assessments will not be captured.

All three phases of construction are anticipated to be complete by year-end 2029. Tax increment revenue collection will start within five years of the adoption of this plan and are anticipated to begin in 2028. The plan includes a 5% flat fee of the local tax increment for administrative and operating expenses of the Authority. A summary of the estimated reimbursement schedule is presented in Table 3.

It is anticipated that the developer will incur more eligible costs than tax increment is created. All costs included in this Brownfield Plan are presented as eligible expenses in the event that if greater than anticipated tax increment is realized beyond what is estimated, those costs may be reimbursed with tax increment revenues available. As excess tax increment revenues beyond developer eligible expenses are not anticipated, deposits of excess tax increment revenues into the Authority's Local Brownfield Revolving Fund is not contemplated within this Plan and therefore not depicted within Table 3. If higher than anticipated TIR is realized, capture into the LBRF is allowed.

2.4 Method of Financing and Description of Advances Made by the Municipality

The eligible activities contemplated under this plan will be financed by the Developer, as outlined in this plan and the accompanying Development and Reimbursement Agreement (Appendix 2). The developer is seeking \$2.8 million in combined grant funding through the Federal Home Loan Bank of Indianapolis (FHLBI) Affordable Housing Program (AHP) and MSHDA's MI Neighborhood program. Local and state tax increment revenues will be captured for reimbursement, following approval of this Brownfield Plan and a MSHDA Act 381 Work Plan. No advances from the County or Township are anticipated at this time.

2.5 Maximum Amount of Note or Bonded Indebtedness

At this time, there are no plans by the Authority to incur indebtedness to support the development of this site, but such plans could be made in the future to assist in the development if the Authority chooses.

2.6 Duration of Brownfield Plan

The Authority intends to begin the capture of tax increment as early as 2028. This plan will then remain in place for 30 years, or until the eligible activities have been fully reimbursed, whichever occurs sooner. Excess tax capture is not anticipated; therefore, capture into the LBRF is not anticipated but is allowed if higher than anticipated TIR is realized. An analysis showing the reimbursement schedule is attached in Table 3.

2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions

An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions is illustrated in detail in Table 2A, 2B, 2C, and 2D.

2.8 Legal Description, Property Map, Statement of Qualifying Characteristics, and Personal Property

The property is qualified as a "Housing Property" and consists of two legal parcels, totaling approximately 11.39 acres, and addressed as 926 and 980 S. Herman Road, Suttons Bay, MI 49682. The property subject to the brownfield plan is the geographic area, regardless of any address changes and/or parcel splits/combinations or changes in tax identification numbers. A map showing eligible property dimensions is attached as Figure 2. Collection of personal property tax is not anticipated within this brownfield plan.

The legal descriptions for the parcels are as follows:

Parcel ID No.: 011-032-006-20 (926 S. Herman Road)

Parcel Number 45-011-032-006-20 WHICH IS PART OF THE NORTHEAST QUARTER OF SECTION 32, TON, R11W, SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 606.99 ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING: THENCE S89° 44' 10"E, 330.82 FEET ALONG THE NORTH LINE OF SECTION 32; THENCE S00° 55' 59"E, 49.55 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24", AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE 51.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 25° 32' 52", AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"W, 68.35 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 24", AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"W, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52", AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15", 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N34° 35' 00"E, 343.47 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD TO THE POINT OF BEGINNING

SUBJECT TO AND TOGETHER WITH A 40-FOOT-WIDE INGRESS, EGRESS, AND UTILITY EASEMENT IN PART OF THE NORTHEAST QUARTER OF SECTION 32, TON, R11W, SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN WITH THE EASEMENT CENTERLINE BE DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81 ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S00° 55' 59"E, 49.55 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24", AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE 51.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT. HAVING AN INCLUDED ANGLE OF 25° 32' 52", AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"W, 68.35 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 24", AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"W, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52", AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15"W, 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD AND THE POINT OF ENDING OF EASEMENT CENTERLINE. EXCLUDING THE PUBLIC RIGHT-OF-WAYS FOR SOUTH PINE VIEW ROAD AND SOUTH HERMAN ROAD.

SUBJECT TO AND TOGETHER WITH A 10-FOOT-WIDE UTILITY EASEMENT ADJACENT TO AND OUTSIDE OF THE ABOVE DESCRIBED EASEMENT.

Parcel ID No.: 011-032-006-00 (980 S. Herman Road)

Parcel Number 45-011-032-006-00 WHICH IS PART OF THE NORTHEAST QUARTER OF SECTION 32, T30N, R11W, SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81 ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING; THENCE S89° 44' 10"E, 230.05 FEET ALONG THE NORTH LINE OF SECTION 32; THENCE S00° 15' 45"W, 264.00 FEET; THENCE S89° 44' 10"E, 165.00 FEET TO THE EAST ONE-EIGHTH LINE OF SECTION 32; THENCE S00° 15' 45"W, 433.55 FEET ALONG THE EAST ONE-EIGHTH LINE OF SECTION 32; THENCE N89° 39' 44"W, 439.23 FEET; THENCE N00° 20' 09"E, 189.00 FEET; THENCE N89° 43' 07"W, 629.89 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N32° 24' 53"E, 79.66 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N34° 35' 00"E, 189.70 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE S55° 30' 15"E, 31.38 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 34° 12' 52", AND THE LONG CHORD OF WHICH BEARS S72° 36' 41"E, 78.25 FEET; THENCE S89° 43' 07"E, 287.18 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 79° 50' 24", AND THE LONG CHORD OF WHICH BEARS N50° 21' 41"E, 179.68 FEET; THENCE N10° 26' 29"E, 68.35 FEET; THENCE 51.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 25° 32' 52", AND THE LONG CHORD OF WHICH BEARS N02° 19' 57"W, 50.85 FEET; THENCE N15° 06' 23"W, 31.72 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 14° 10' 24", AND THE LONG CHORD OF WHICH BEARS N08° 0' 11"W, 11.10 FEET; THENCE N00° 55' 59"W, 49.55 FEET TO THE POINT OF BEGINNING.

SUBJECT TO AND TOGETHER WITH A 40-FOOT-WIDE INGRESS, EGRESS, AND UTILITY EASEMENT IN PART OF THE NORTHEAST QUARTER OF SECTION 32, TON, R11W, SUTTONS BAY TOWNSHIP LEELANAU COUNTY, MICHIGAN WITH THE EASEMENT CENTERLINE BE DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81 ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S00° 55' 59"E, 49.55 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24", AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE 51.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 25° 32' 52", AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"W, 68.35 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 24", AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"W, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52", AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15"W, 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD AND THE POINT OF ENDING OF EASEMENT CENTERLINE.

EXCLUDING THE PUBLIC RIGHT-OF-WAYS FOR SOUTH PINE VIEW ROAD AND SOUTH HERMAN ROAD.

SUBJECT TO AND TOGETHER WITH A 10-FOOT-WIDE UTILITY EASEMENT ADJACENT TO AND OUTSIDE OF THE ABOVE DESCRIBED EASEMENT.

2.9 Estimates of Residents and Displacement of Individuals/Families

There is one family currently residing on the property in a house scheduled for demolition and located on the 980 South Herman Road parcel. The family consists of 4 residents; however, zero residents/individuals/families will be displaced as a result of this brownfield development. The development is utilizing a phased approach. The household will become an owner of one of the first newly constructed for-sale units, prior to demolition of the existing home. The 2023 Northern Michigan Housing Needs Assessment is attached which includes demographics and housing needs of the community indicating that Leelanau County has an estimated for-sale housing gap of 1,462 units for households earning up to 120% AMI (2022–27).

2.10 Plan for Relocation of Displaced Persons

The project is designed to allow the current occupants to remain on the property. Following completion of the new residence, the occupants will move directly into the new home before demolition of the existing residence occurs. Therefore, no involuntary displacement is anticipated, and a formal relocation Plan is not expected to be necessary.

2.11 Provisions for Relocation Costs

No relocation costs are anticipated to be incurred because the current occupants will transition from the existing residence to the newly constructed residence on the property and are not expected to require temporary or permanent off-site housing.

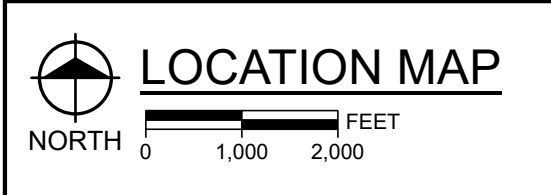
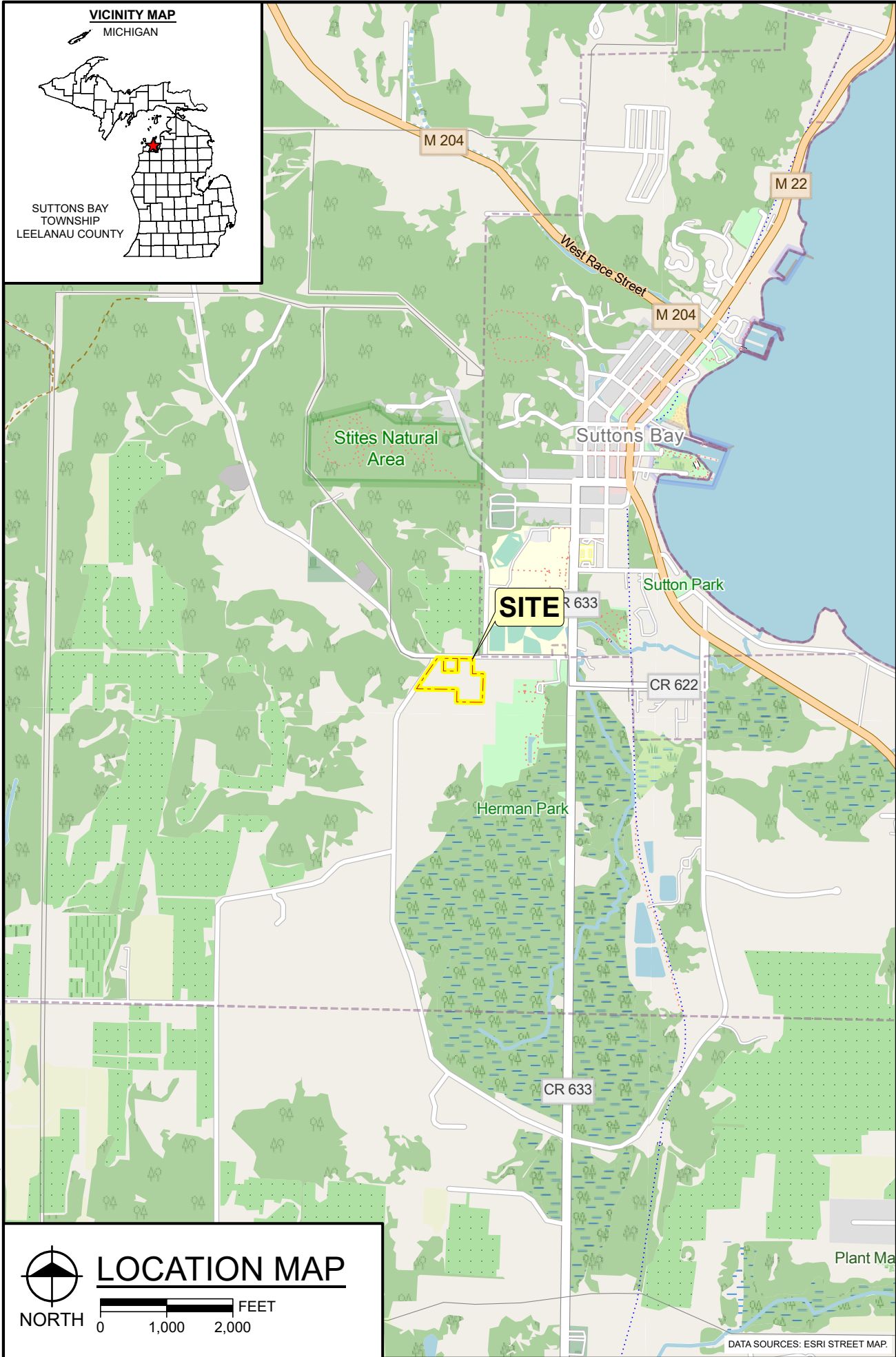
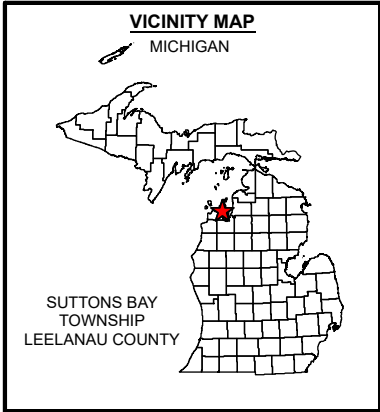
2.12 Strategy for Compliance with Michigan's Relocation Assistance Law

Although no displacement is anticipated, the developer will comply with all applicable state and local relocation requirements should circumstances arise that require temporary or permanent relocation of occupants during project implementation.

2.13 Other Material that the Authority or Governing Body Considers Pertinent

A financing gap associated with the development of housing units priced for income qualified households is an eligible expense under Act 381. This activity is not being pursued for reimbursement within this brownfield plan due to the limited TIR available and the unknown factors, such as homeowner down payment and insurance amounts that would factor into the Total Housing Subsidy formula developed by MSHDA for for-sale residential units. The cost to develop the 38 residential units is significantly more than sale price and rental revenues will provide. Peninsula Housing is seeking to pursue this project to further their non-profit mission of providing attainable housing using the Community Land Trust model. TIF revenues combined with grant resources and philanthropic donations are all needed to make this project move forward.

Figures



Hard copy is intended to be 8.5"x11" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

926 & 980 S Herman Road
Suttons Bay Township, Michigan
Brownfield Plan

PROJECT NO.
231191

FIGURE NO.
1

PLOT INFO: Z:\2023\231191\CAD\GIS\ProProj\Brownfield Plan.aprx Layout: FIG01_Location Map Date: 7/13/2026 2:47 PM User: mbeil

PLOT INFO: Z:\2023\23119\1\CAD\GIS\ProProj\Brownfield Plan.aprx Layout: FIG02_Site Map Date: 7/13/2026 2:47 PM User: mbell

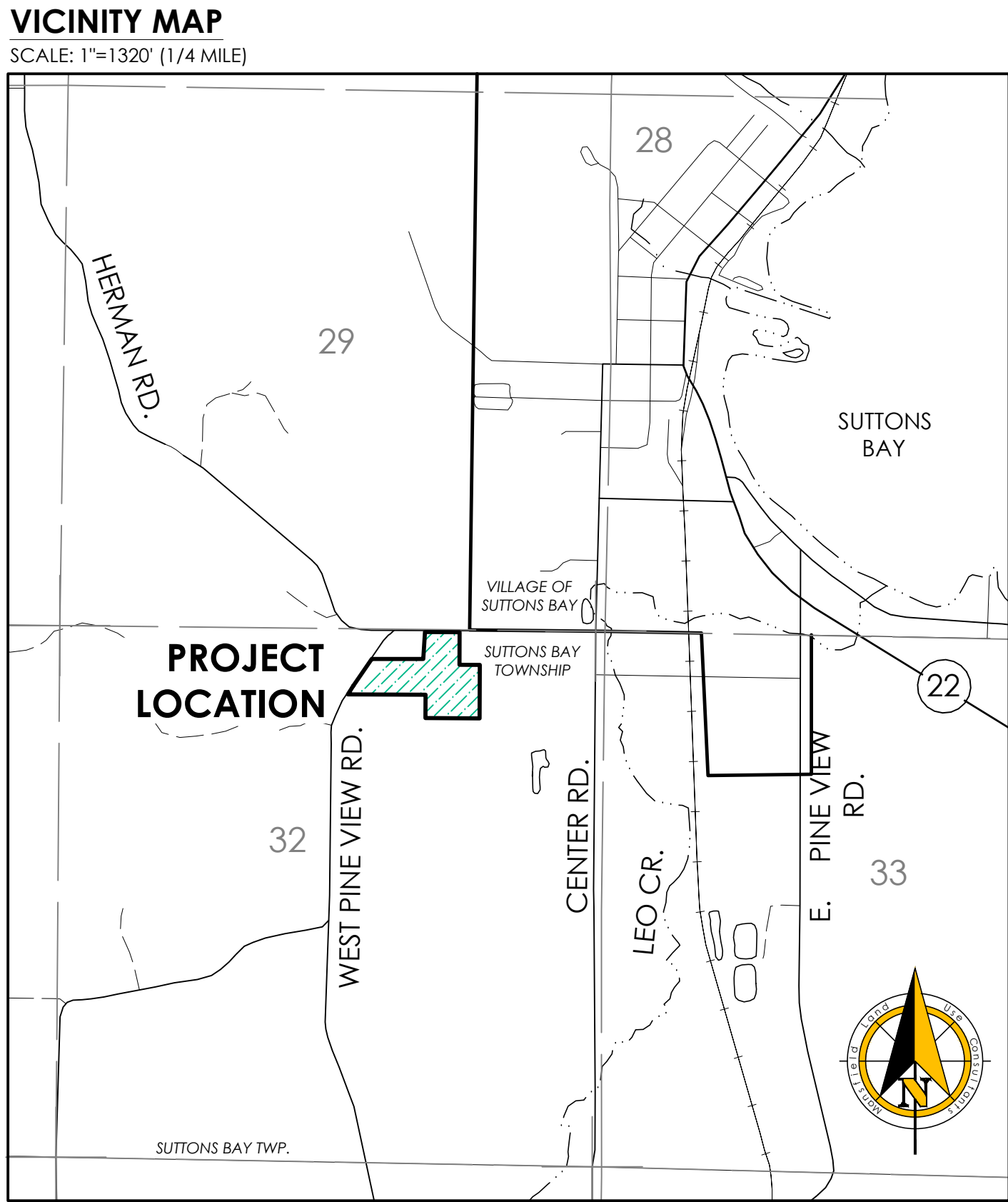


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926 & 980 S Herman Road
Suttons Bay Township, Michigan
Brownfield Plan

PROJECT NO.
231191

FIGURE NO.
2



	STANDARD PLAN LEGEND	
DESCRIPTION	EXISTING	PROPOSED
GROUND CONTOUR		
SPOT ELEVATION		
CONTOUR FROM USGS TOPOGRAPHIC MAP		
TOP OF CURB ELEVATION PAVEMENT (OR GUTTER FLOW LINE) ELEVATION		
DIRECTION OF SURFACE FLOW		
DRAINAGE HIGH POINT		
DRAINAGE LOW POINT		
WATER MAIN		
SANITARY FORCE MAIN		
SANITARY SEWER		
STORM SEWER		
GAS MAIN		
OVERHEAD ELECTRIC		
PROPERTY LINE		
TREE LINE		
PINE LINE		
EDGE OF WETLAND		
EDGE OF WATER		
C/L OR DRAINAGE DITCH OR WATER LINE		
SILT FENCE		
GRADING LIMITS		
MANHOLE (MH)		
CATCH BASIN (CB)		
CLEAN OUT (CO)		
RISER		
GATE VALVE		
FIRE HYDRANT ASSEMBLY		
CURB STOP & BOX		
POLE, POWER OR ELECTRIC		
LIGHT POLE		
SIGN		
BENCH MARK (BM)		
U/G UTILITY SIGN		
GUY ANCHOR		
SOIL EROSION CONTROL MEASURE [MICHIGAN UNIFIED KEYING SYSTEM] P=PERMANENT T=TEMPORARY		
IRON FOUND / IRON SET		
CONCRETE MONUMENT		
GOVERNMENT CORNER		
NAIL FOUND / NAIL SET		
RECORD / MEASURED		
FENCE		
WOOD STAKE		

DEVELOPER: PENINSULA HOUSING
PO BOX 555
SUTTONS BAY, MI 49682

CONTACT: LARRY MAWBY
PHONE: 231-866-1090
EMAIL: home@peninsulahousing.org

ZONING: NEIGHBORHOOD RESIDENTIAL DISTRICT (PENDING)
 SETBACK FRONT: 30' (COUNTY ROAD R.O.W.)
 20' (PRIVATE ROAD)
 SETBACK SIDE: 20'
 SETBACK REAR: 30'
 LOT COVERAGE: 40%
 IMPERVIOUS: 50%

PARCEL: 011-032-006-00
OWNER: PENINSULA HOUSING
PO BOX 555
SUTTONS BAY, MI 4968
ADDRESS: 980 S. HERMAN ROAD

LEGAL DESC: PART OF THE NORTHEAST QUARTER OF SECTION 32, T30N, R11W, SUTTONS BAY TOWNSHIP, LEEANLAUN COUNTY, MICHIGAN DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81 FEET ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING; THENCE S89° 44' 10"E, 230.05 FEET ALONG THE NORTH LINE OF SECTION 32; THENCE S00° 15' 45"W, 264.00 FEET; THENCE S89° 44' 10"E, 165.00 FEET TO THE EAST ONE-EIGHTH LINE OF SECTION 32; THENCE S00° 15' 45"W, 433.55 FEET ALONG THE EAST ONE-EIGHTH LINE OF SECTION 32; THENCE N89° 39' 44"W, 439.23 FEET; THENCE N00° 20' 09"E, 189.00 FEET; THENCE N89° 43' 07"W, 629.89 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N32° 24' 53"E, 79.66 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N43° 34' 55"E, 189.70 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE S55° 30' 15"E, 31.38 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 34° 12' 52"; AND THE LONG CHORD OF WHICH BEARS S72° 36' 41"E, 78.25 FEET; THENCE S89° 43' 07"E, 287.18 FEET; THENCE 195.09 FEET BEARS THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 79° 50' 24"; AND THE LONG CHORD OF WHICH BEARS N50° 21' 41"E, 179.68 FEET; THENCE S00° 26' 29"E, 68.35 FEET; THENCE 51.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 29° 32' 52"; AND THE LONG CHORD OF WHICH BEARS N02° 19' 57"W, 50.85 FEET; THENCE N15° 06' 23"W, 31.72 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 14° 10' 24"; AND THE LONG CHORD OF WHICH BEARS N08° 01' 11"W, 11.10 FEET; THENCE N00° 55' 59"W, 49.55 FEET TO THE POINT OF BEGINNING.

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COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81' ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S00° 55' 59"E, 49.55 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24"; AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE S1,28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 25° 32' 52"; AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"W, 68.35 FEET; THENCE 159.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 54"; AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"W, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52"; AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15"W, 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD AND THE POINT OF ENDING OF EASEMENT CENTERLINE.

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- C1.0 COVER SHEET
- C1.1 NOTES SHEET
- C1.2 CIVIL DETAILS - SITE
- C2.0 EXISTING CONDITIONS PLAN
- C2.1 DEMOLITION PLAN
- C4.0 SITE & DIMENSION PLAN
- C5.0 GRADING & STORM PLAN
- C6.0 UTILITY PLAN
- L1.0 LANDSCAPE PLAN

REV#	DATE	DRAWN	CHECKED	DESCRIPTION
02	06-20-25	mm	dmc	Revised Design
03	06-20-25	mm	dmc	Revised Design
05	07-30-25	mm	dmc	Revised Design
06	08-05-25	mm	dmc	Revised Design
07	10-17-25	mm	dmc	Revised Design
08	08-19-26	mm	dmc	Revised Design
09	04-03-26	mm	dmc	SPR Sunition
10	05-05-26	mm	dmc	per lwp. Comment

Peninsula Housing
 Herman Road Proposed Housing
COVER SHEET
 Section 3, Town 30 North, Range 11 West
 Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY		
P.A.#: dmc		
DR: mmr	CKD: dmc	CREATED: 02-24-2025
JOB NO.: 25019		
C1.0		

C:\Users\vaughan\AppData\Local\Temp\AutoCAD-3151725019\penn9.dwg [C1.1 NOTES] - Nov 05, 2024, 1:30pm - Dwy

GENERAL CONSTRUCTION NOTES:

1. MISS DIG
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 811 or 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.
2. EXISTING UTILITIES
- EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS PIPE LINES, ELECTRIC CONDUITS, SEWERS AND WATER LINES, ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND "MISS DIG" AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. COST OF REPAIR FOR ANY DAMAGED UTILITY LINES THAT IS PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
3. PROTECTING UTILITIES
- SPECIAL CARE SHALL BE TAKEN IN EXCAVATING IN THE PROXIMITY OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL SECURE ASSISTANCE FROM THE APPROPRIATE UTILITY COMPANY IN LOCATING ITS LINES. THE CONTRACTOR SHALL ALSO PROVIDE SUPPORT FOR ANY UTILITY WITHIN THE EXCAVATION, PROVIDE PROPER COMPACTION UNDER ANY UNDERMINED UTILITY STRUCTURE AND, IF NECESSARY, INSTALL TEMPORARY SHEETING OR USE A TRENCH BOX TO MINIMIZE THE EXCAVATION. THE CONTRACTOR SHALL PROTECT AND SAVE HARMLESS FROM DAMAGE ALL UTILITIES, WHETHER PRIVATELY OR PUBLICLY OWNED, ABOVE OR BELOW GROUND SURFACE, WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION, AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL PROVIDE ADEQUATE SUPPORT FOR UTILITY POLES AS NECESSARY.
4. SAFETY
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFEGUARDS, SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
5. SOIL EROSION & SEDIMENTATION CONTROL
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED. THE SOIL EROSION MEASURES SHOWN ARE THE MINIMUM CONTROLS TO BE USED ON THIS PROJECT. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES TO PROTECT THE DISTURBED AREAS AND ADJACENT PROPERTIES FROM ACCELERATED EROSION AND SEDIMENTATION RESULTING FROM PROJECT CONSTRUCTION, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT. NO EXCAVATION WORK MAY PROCEED UNTIL THE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES ARE IN PLACE. ALL WORK MUST BE IN ACCORDANCE WITH THE APPROVED PERMIT FROM THE LEELANAU COUNTY SOIL EROSION AND SEDIMENTATION CONTROL OFFICE.
6. PROPERTY CORNERS
- EXISTING KNOWN PROPERTY CORNERS ARE IDENTIFIED ON THE PLANS. IF A PROPERTY CORNER IS DISTURBED DURING CONSTRUCTION IT SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE BY A PROFESSIONAL LAND SURVEYOR.
7. SURVEY DATUM
- ALL ELEVATIONS ARE BASED ON N.A.V.D., 1988, UNLESS OTHERWISE SPECIFIED.
8. RESTORATION WORK
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, FERTILIZED AND MULCHED. MULCH BLANKET SHALL BE INSTALLED IN AREAS AS DESIGNATED AND SHALL BE INCIDENTAL TO OTHER ITEMS. ALL EXCESS TOPSOIL WILL REMAIN WITHIN THE PROPERTY OWNER'S AREA. THE CONTRACTOR SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.
9. REMOVAL ITEMS
- THE CONTRACTOR SHALL RESTORE ALL LAWNS, LANDSCAPE PLANTINGS, SIDEWALKS, COMMERCIAL SIGNS, ETC., AS REQUIRED, UNLESS SPECIFICALLY NOTED FOR REMOVAL ON THE PLANS. ALL SIDEWALKS, DRIVES, CULVERTS, DRAINAGE STRUCTURES, ABOVE GRADE UTILITIES, IRRIGATION SYSTEM, ETC., SHALL BE PROTECTED. ALL SUCH ITEMS DAMAGED OR DESTROYED DURING CONSTRUCTION SHALL BE REMOVED AND REPLACED WITH NEW BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
10. CONSTRUCTION SIGNAGE & TRAFFIC CONTROL
- LOCAL TRAFFIC AND CONSTRUCTION SIGNAGE SHALL BE MAINTAINED AT ALL TIMES TO THE SATISFACTION OF THE OWNER.
11. DUST CONTROL
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTROLLING DUST ON THIS PROJECT THOUGH THE USE OF WATER TRUCKS OR DUST PALLIATIVE. PAYMENT FOR DUST CONTROL SHALL BE INCLUDED IN THE LUMP SUM CONTRACT AND SHALL NOT BE PAID SEPARATELY. DUST SHALL BE CONTINUOUSLY CONTROLLED TO THE SATISFACTION OF THE OWNER.
12. PROTECTIVE FENCE
- THE CONTRACTOR IS RESPONSIBLE FOR ALL SITE SECURITY. THE CONTRACTOR SHALL PROVIDE, INSTALL AND MAINTAIN A TEMPORARY PROTECTIVE SNOW FENCE AROUND ALL OPEN TRENCH EXCAVATIONS THAT ARE LEFT OPEN OVERNIGHT OR ANY OTHER UNSAFE AREAS ON SITE THAT REQUIRE PUBLIC PROTECTION.
13. EXCESS MATERIALS
- ALL EXCESS MATERIALS SHALL BE DISPOSED OF BY THE CONTRACTOR OFF OF THE SITE UNLESS OTHERWISE NOTED OR APPROVED BY THE OWNER. ALL REMOVALS AND TRANSPORTATION OF THE REMOVED MATERIALS SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS AND ALL LOCAL, STATE AND FEDERAL LAWS.
14. SAWCUTTING PAVEMENT
- SAWCUT EXISTING PAVEMENT FULL DEPTH TO THE LIMITS OF CONSTRUCTION OR AS DIRECTED BY THE ENGINEER. IF THE EDGE IS DAMAGED SUBSEQUENT TO SAWCUTTING, THE EDGE SHALL BE RECUT AT NO ADDITIONAL COST TO THE OWNER.
15. DEWATERING
- ANY REQUIRED DEWATERING FOR SITE WORK, INCLUDING THE USE OF STONE OR GRAVEL FOR DEWATERING PURPOSES, WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE LUMP SUM CONTRACT.
16. UTILITY SEPARATION
- MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION AND 1.5' VERTICAL SEPARATION BETWEEN ALL WATER MAINS AND SANITARY/STORM SEWERS. MEASUREMENTS ARE BETWEEN THE CLOSEST POINTS OF EACH PIPE.
17. RECYCLING
- THE CONTRACTOR IS ENCOURAGED TO RECYCLE ANY MATERIALS OR PRODUCTS THAT ARE REUSABLE OR CAPABLE OF BEING RECYCLED.
18. EXCAVATION FOR UTILITIES
- ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY, WHERE REQUIRED, SHALL INCLUDE THE USE OF TRENCH BOXES AND SHEETING DURING THE INSTALLATION TO PREVENT DAMAGE TO THE EXISTING ROADWAY AND UTILITIES. DEWATERING, IF REQUIRED, SHALL BE COMPLETED PER THE STANDARD DPW SPECIFICATIONS.

GENERAL GRADING CONSTRUCTION NOTES:

1. QUALITY OF WORK
- ALL CONSTRUCTION WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE CURRENT M.D.O.T. CONSTRUCTION STANDARDS AND SPECIFICATIONS.
2. SUBGRADE PREPARATION
- THE PRESENCE OF OTHER THAN GRANULAR MATERIALS IN THE SUBGRADE SOIL SHALL REQUIRE A FULL WIDTH, TWELVE INCH, GRANULAR SUB-BASE, M.D.O.T. CLASS II OR EQUIVALENT, PREPARED SUBGRADE WIDTH, DEPTH AND COMPACTION MUST BE REVIEWED AND/OR TESTED PRIOR TO PLACEMENT OF GRAVEL.
3. AGGREGATE BASE MATERIAL
- AGGREGATE BASE TO BE USED ON THE PROJECT MUST MEET SPECIFICATION FOR M.D.O.T. 22A AND MUST BE TESTED AND APPROVED PRIOR TO PLACEMENT. AGGREGATE BASE PLACEMENT MUST COMPLY WITH SECTION 3.01 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION. PREPARED AGGREGATE BASE WIDTH, DEPTH AND COMPACTION MUST BE REVIEWED AND TESTED PRIOR TO THE PLACEMENT OF BITUMINOUS SURFACE.
4. BITUMINOUS PAVEMENT (HMA)
- THE CONTRACTOR SHALL GIVE THE OWNER'S REPRESENTATIVE 48 HOURS NOTICE PRIOR TO PLACEMENT OF BITUMINOUS SURFACE. BITUMINOUS PAVING MUST BE PERFORMED IN ACCORDANCE WITH THE CURRENT M.D.O.T. STANDARD SPECIFICATIONS FOR CONSTRUCTION.
5. REMOVAL OF ORGANICS
- ALL TREES, STUMPS, BRUSH AND ROOTS THEREOF, SHALL BE ENTIRELY REMOVED FROM WITHIN THE SITE GRADING.
6. SITE GRADING
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, FERTILIZED AND MULCHED AS SOON AS FEASIBLE. THE CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING GROUND COVER ON ALL AREAS DISTURBED BY CONSTRUCTION.
7. FIELD CHANGES
- ANY CHANGES IN SPECIFICATIONS OR CONSTRUCTION METHODS MUST BE REVIEWED AND APPROVED BY THE ENGINEER AND OWNER, AND MUST NOT CONFLICT WITH APPROVED PERMITS.
8. DRAINAGE
- EXISTING STORM DRAINAGE SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE, AS REQUIRED, ALL DRAINAGE CULVERTS OR STRUCTURES DAMAGED DURING CONSTRUCTION AND SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT. SEE THE PROPOSED GRADING PLAN FOR DETAILS ON CONSTRUCTION ITEMS.
9. ADJUSTMENTS
- THE CONTRACTOR SHALL ADJUST ALL UTILITY SURFACE ITEMS TO THE FINISH GRADES PRIOR TO PAVING.

GENERAL STORM SEWER CONSTRUCTION NOTES:

1. CONSTRUCTION STANDARDS
- ALL MATERIALS, CONSTRUCTION, METHODS, TESTING AND INSPECTION SHALL BE IN ACCORDANCE WITH THE CURRENT MDOT CONSTRUCTION STANDARDS UNLESS OTHERWISE SPECIFIED.
2. CONNECTIONS
- NO CONNECTIONS SHALL BE MADE TO SANITARY SEWERS.
3. STRUCTURE ADJUSTMENTS
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING CATCH BASIN AND/OR MANHOLE RIMS TO THE FINISH GRADE ELEVATIONS. THE LOCATIONS AND ELEVATIONS SHOWN ARE BASED UPON PLAN GRADES AND ARE SUBJECT TO CHANGE.
4. UTILITY SEPARATION
- ALL STORM SEWERS SHALL MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION AND 1.5' VERTICAL SEPARATION FROM WATER MAINS AND LEADS. MEASUREMENTS ARE BETWEEN THE CLOSEST POINTS OF EACH PIPE.

Peninsula Housing
Herman Road Proposed Housing
NOTES SHEET
Section 3, Town 30 North, Range 11 West
Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY

PLAN: dmc

DATE: mm/yy CADD: dmc CSE/DATE: 02-24-2025

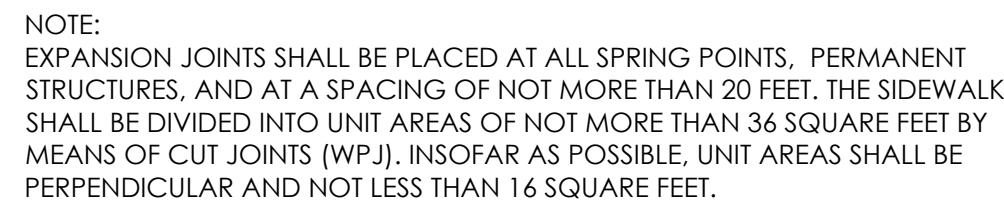
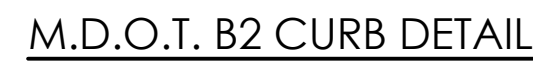
JOB NO.: 25019

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REV#	DATE	ISSUED	CHECKED	DESCRIPTION
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03	06-20-25	mm/yy	dmc	Revised Design
05	07-30-25	mm/yy	dmc	Revised Design
06	08-05-25	mm/yy	dmc	Revised Design
07	10-17-25	mm/yy	dmc	Revised Design
08	03-17-26	mm/yy	dmc	Revised Design
09	04-02-26	mm/yy	dmc	SPR Submission
10	10-02-26	mm/yy	dmc	Per Nwp Comment

830 Cottageview Dr., Ste. 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.mnacps.com
info@mnacps.com

Mansfield
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CONCRETE SIDEWALK DETAIL

NO SCALE



SILT FENCE DETAILS

NO SCALE

REV#	DATE	DRAWN	CHECKED	DESCRIPTION
01	04-20-24	mmmm	dmmc	Revised Design
02	04-20-24	mmmm	dmmc	Revised Design
03	04-20-24	mmmm	dmmc	Revised Design
04	07-30-25	mmmm	dmmc	Revised Design
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07	10-17-25	mmmm	dmmc	Revised Design
08	03-19-26	mmmm	dmmc	Revised Design
09	04-03-26	mmmm	dmmc	SPR Submission
10	05-05-26	mmmm	dmmc	per lvo. Comment

Peninsula Housing
Herman Road Proposed Housing
DETAIL SHEET

Section 3, Town 30 North, Range 11 West
Suttons Bay Township, Leelanau County, Michigan

830 Cottageview Dr., Ste. 201
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Phone: 231-946-9310
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info@maaeps.com

Mansfield
— **co** —
Land Use Consultants

PRELIMINARY

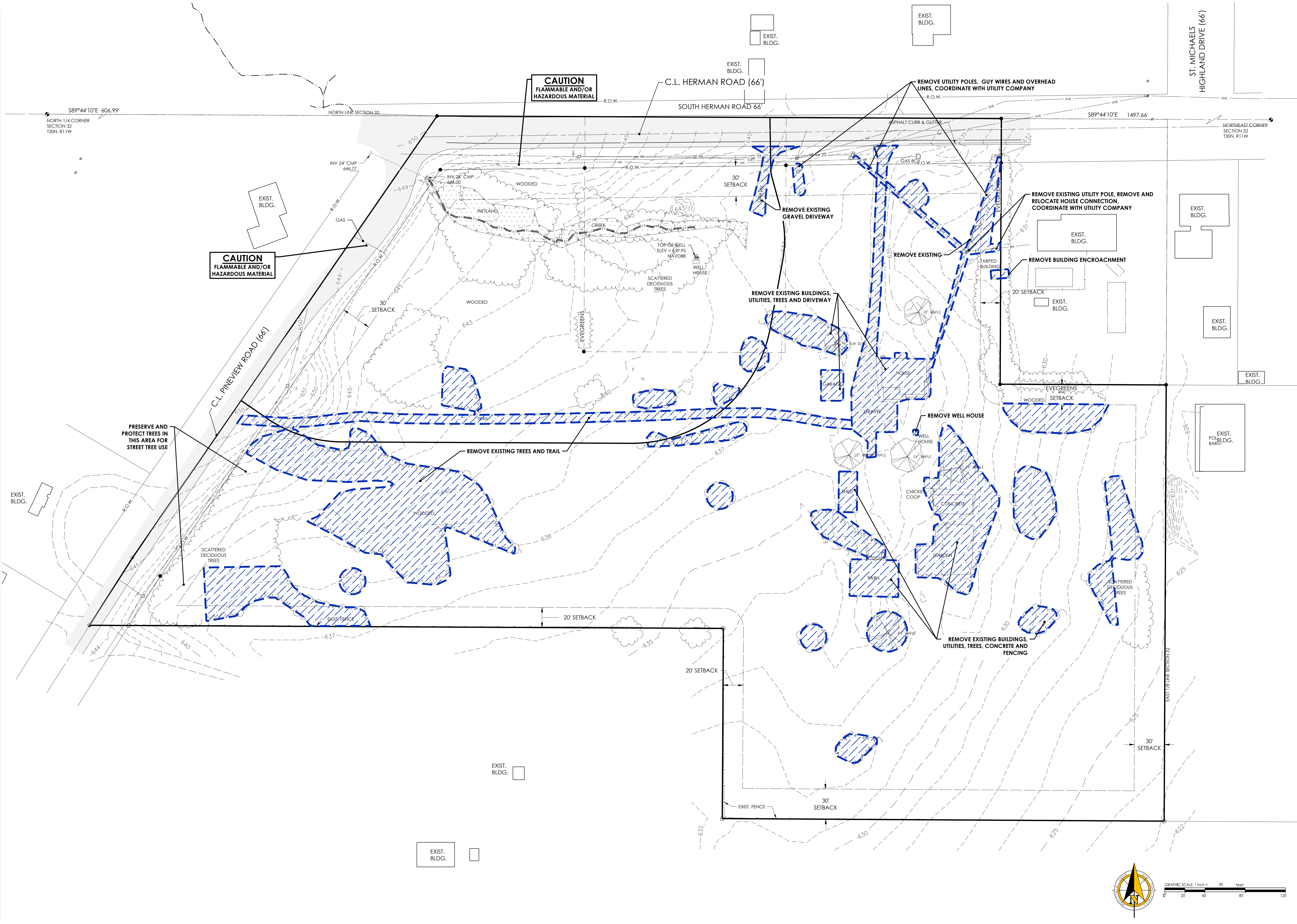
P.M.:
dmc

DR.: mmm	CKD.: dmc	CREATED: 02-24-2025
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JOB NO.: 25019

C1.2

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REV#	DATE	DRAWN	CHECKED	DESCRIPTION
02	06-20-25	mmmm	dmc	Revised Design
03	06-20-25	mmmm	dmc	Revised Design
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06	08-05-25	mmmm	dmc	Revised Design
07	10-17-25	mmmm	dmc	Revised Design
08	03-19-26	mmmm	dmc	Revised Design
09	04-02-26	mmmm	dmc	SPR Submission
10	10-02-26	mmmm	dmc	Per Rep. Comment

Peninsula Housing
Herman Road Proposed Housing
DEMOLITION PLAN

Section 3, Town 30 North, Range 11 West
Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY

FW: dmc

DC: mmmm CDR: dmc CDATE: 02-24-2025

FOR NO: 25019

C2.1

BATA Board Agenda Packet
Page 124 of 203



BATA Board Agenda Packet
Page 125 of 203

Storm Basin #1 Calculations

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
Volume = CiA = 0.98 x 0.21 in/hr x __ acres x 172,800 unit conversion factor
Soil Type: MIB Mancelona-East Lake Loamy Sands
Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
Infiltration= 2/12 ft (1 in) x 48 hours x area sft = cft

Retained On-Site

13260 sf pavement	hard surface	C	i	A	86400	Q (cft)	
617 sf storm basin bottom	infiltration (sf)	0.98	0.21	0.3044	172800	10825	+
						12936	-
					volume required	-2111	cf
					volume provided Basin 1	4266	cf
					volume required	-2111	cf
					volume retained on-site	4266	cf

Storm Basin #2 Calculations

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
Volume = CiA = 0.98 x 0.21 in/hr x __ acres x 172,800 unit conversion factor
Soil Type: MIB Mancelona-East Lake Loamy Sands
Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
Infiltration= 2/12 ft (1 in) x 48 hours x area sft = cft

Retained On-Site

94822 sf pavement	hard surface	C	i	A	86400	Q (cft)	
2888 sf storm basin bottom	infiltration (sf)	0.98	0.21	0.7994	172800	28428	+
						23104	-
					volume required	5324	cf
					volume provided Basin 1	7371	cf
					volume required	5324	cf
					volume retained on-site	7371	cf

Storm Basin #3 Calculations

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
Volume = CiA = 0.98 x 0.21 in/hr x __ acres x 172,800 unit conversion factor
Soil Type: MIB Mancelona-East Lake Loamy Sands
Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
Infiltration= 2/12 ft (1 in) x 48 hours x area sft = cft

Retained On-Site

11683 sf pavement	hard surface	C	i	A	86400	Q (cft)	
1073 sf storm basin bottom	infiltration (sf)	0.98	0.21	0.2682	172800	9538	+
						8584	-
					volume required	954	cf
					volume provided Basin 1	3078	cf
					volume required	954	cf
					volume retained on-site	3078	cf

Storm Basin #4 Calculations

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
Volume = CiA = 0.98 x 0.21 in/hr x __ acres x 172,800 unit conversion factor
Soil Type: MIB Mancelona-East Lake Loamy Sands
Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
Infiltration= 2/12 ft (1 in) x 48 hours x area sft = cft

Retained On-Site

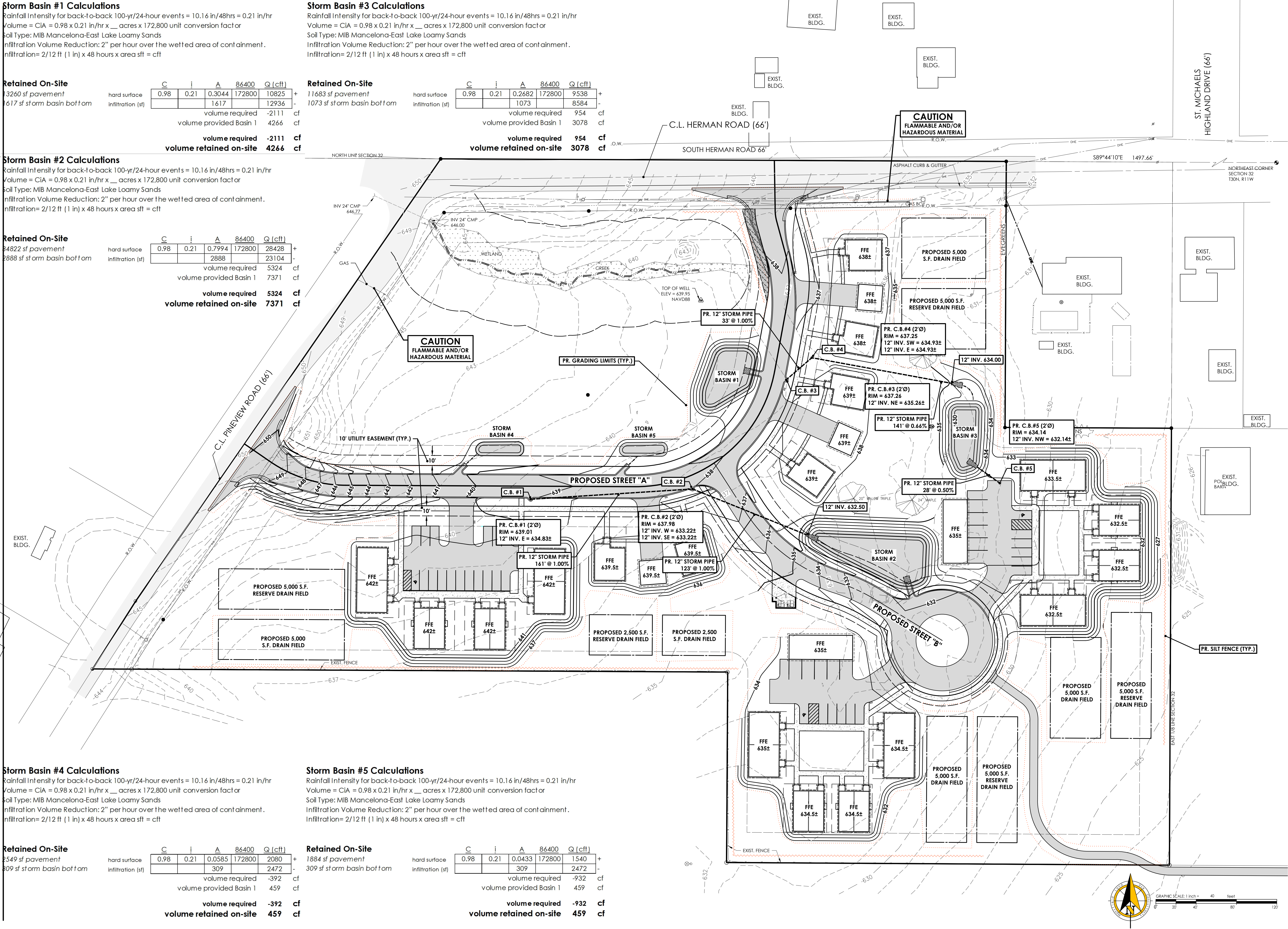
2549 sf pavement	hard surface	C	i	A	86400	Q (cft)	
309 sf storm basin bottom	infiltration (sf)	0.98	0.21	0.0585	172800	2080	+
						2472	-
					volume required	-392	cf
					volume provided Basin 1	459	cf
					volume required	-392	cf
					volume retained on-site	459	cf

Storm Basin #5 Calculations

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
Volume = CiA = 0.98 x 0.21 in/hr x __ acres x 172,800 unit conversion factor
Soil Type: MIB Mancelona-East Lake Loamy Sands
Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
Infiltration= 2/12 ft (1 in) x 48 hours x area sft = cft

Retained On-Site

1884 sf pavement	hard surface	C	i	A	86400	Q (cft)	
309 sf storm basin bottom	infiltration (sf)	0.98	0.21	0.0433	172800	1540	+
						2472	-
					volume required	-932	cf
					volume provided Basin 1	459	cf
					volume required	-932	cf
					volume retained on-site	459	cf



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REV	DATE	DESCRIPTION
02	06-20-25	mmmm dnnn
03	06-20-25	mmmm dnnn
05	07-30-25	mmmm dnnn
06	08-05-25	mmmm dnnn
07	10-17-25	mmmm dnnn
08	03-19-26	mmmm dnnn
09	02-03-26	mmmm dnnn
10	02-02-26	mmmm dnnn

Peninsula Housing

Herman Road Proposed Housing

GRADING AND STORM WATER PLAN

Section 3, Town 30 North, Range 11 West

Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY

PM: dnnn

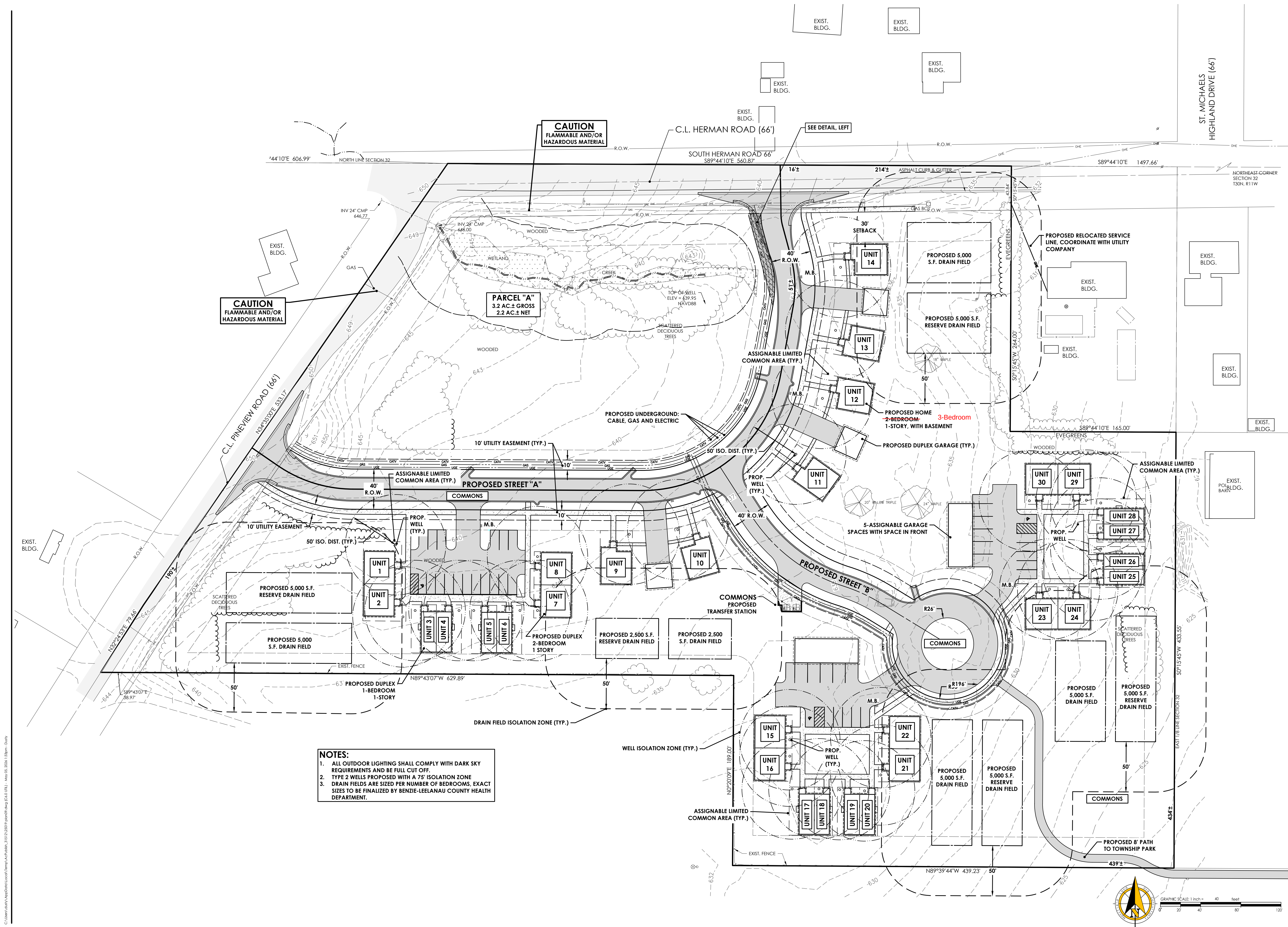
DR: mmmn

CREATED: 02-24-2025

FOR NO: 25019

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- NOTES:**
1. ALL OUTDOOR LIGHTING SHALL COMPLY WITH DARK SKY REQUIREMENTS AND BE FULL CUT OFF.
 2. TYPE 2 WELLS PROPOSED WITH A 75' ISOLATION ZONE
 3. DRAIN FIELDS ARE SIZED PER NUMBER OF BEDROOMS, EXACT SIZES TO BE FINALIZED BY BENZIE-LEELANAU COUNTY HEALTH DEPARTMENT.

REV	DATE	DRAWN	CHECKED	DESCRIPTION
02	06-20-25	mmmm	dmyc	Revised Design
03	06-20-25	mmmm	dmyc	Revised Design
05	07-30-25	mmmm	dmyc	Revised Design
06	08-05-25	mmmm	dmyc	Revised Design
07	10-17-25	mmmm	dmyc	Revised Design
08	03-19-26	mmmm	dmyc	Revised Design
09	02-03-26	mmmm	dmyc	SFR Submission
10	02-02-26	mmmm	dmyc	Per NDC Comment

Peninsula Housing
Herman Road Proposed Housing
UTILITY PLAN
Section 3, Town 30 North, Range 11 West
Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY

PM: dmyc

DR: mmmm
CADD: dmyc
CREATED: 02-24-2025

FOR NO: 25019

C6.0

Mansfield
Land Use Consultants

830 Cottageview Dr. Ste. 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.mansfield.com
info@mansfield.com

PLANTING NOTES:

1. CLEAN UP AND REMOVE FROM THE PLANTING AREAS WEEDS AND GRASSES, INCLUDING ROOTS, AND ANY MINOR ACCUMULATED DEBRIS AND RUBBISH BEFORE COMMENCING WORK.
2. REMOVE AND DISPOSE OF ALL SOIL IN PLANTING AREAS THAT CONTAINS ANY DELETERIOUS SUBSTANCE SUCH AS OIL, PLASTER, CONCRETE, GASOLINE, PAINT, SOLVENTS, ETC., REMOVING THE SOIL TO A MINIMUM DEPTH OF SIX (6) INCHES OR TO THE LEVEL OF DRYNESS IN THE AFFECTED AREAS. THE AFFECTED SOIL SHALL BE REPLACED WITH NATIVE OR IMPORTED SOIL AS REQUIRED.
3. FINISH GRADING ALL PLANTING AREAS TO A SMOOTH AND EVEN CONDITION, MAKING CERTAIN THAT NO WATER POCKETS OR IRREGULARITIES REMAIN. REMOVE AND DISPOSE OF ALL FOREIGN MATERIALS, CLODS AND ROCKS OVER 1 INCH IN DIAMETER WITHIN 3 INCHES OF SURFACE.
4. ALL PLANT MATERIALS SHALL BE HEALTHY, WELL DEVELOPED REPRESENTATIVES OF THEIR SPECIES OF VARIETIES, FREE FROM DISFIGUREMENT WITH WELL-DEVELOPED BRANCH AND ROOT SYSTEMS, AND SHALL BE FREE FROM ALL PLANT DISEASES AND INSECT INFESTATION.
5. ALL PLANT SUBSTITUTIONS WILL BE SUBJECT TO THE OWNER'S APPROVAL.
6. EACH PLANT SHALL BE PLANTED WITH ITS PROPORTIONATE AMOUNT OF SOIL AMENDMENT AND FERTILIZER. HAND SMOOTH PLANTING AREA AFTER PLANTING TO PROVIDE AN EVEN, SMOOTH, FINAL FINISH GRADE. TO AVOID DRYING OUT, PLANTINGS SHALL BE IMMEDIATELY WATERED AFTER PLANTING UNTIL THE ENTIRE AREA IS SOAKED TO THE FULL DEPTH OF EACH HOLE UNLESS OTHERWISE NOTED ON THE DRAWING.
7. MULCH ALL PLANTING BEDS WITH 3 INCHES OF SHREDDED BARK MULCH.
8. REMOVE ALL TAGS, LABELS, NURSERY STAKES AND TIES FROM ALL PLANT MATERIAL ONLY AFTER THE APPROVAL OF THE OWNER.
9. ALL PLANTS SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR. THE GUARANTEE PERIOD COMMENCES FROM THE TIME OF FINAL ACCEPTANCE BY THE OWNER. REPLACE AS SOON AS WEATHER PERMITS, ALL DEAD PLANTS NOT IN VIGOROUS CONDITION AS NOTED DURING THE MAINTENANCE PERIOD. SAID PLANTS SHALL BE MAINTAINED FOR A PERIOD OF 90 CALENDAR DAYS FROM THE REPLACEMENT DATE. PLANTS USED FOR REPLACEMENTS SHALL BE SAME KIND AND SIZE AS ORIGINALLY PLANTED. THEY SHALL BE FURNISHED, PLANTED AND FERTILIZED AS SPECIFIED AND GUARANTEED.
10. ALL DISTURBED AREAS SHALL BE TOP SOILED TO A DEPTH OF 4", SEEDED, FERTILIZED AND MOLDED MULCH BLANKETS SHALL BE USED AS NEEDED IN AREAS OF POTENTIAL EROSION PRIOR TO ESTABLISHMENT OF LAWN AREAS.

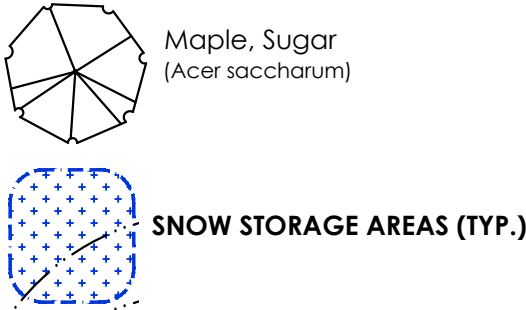
IRRIGATION NOTES:

1. LANDSCAPING TO BE IRRIGATED. INSTALLATION TO BE PERFORMED BY A REPUTABLE IRRIGATION CONTRACTOR.

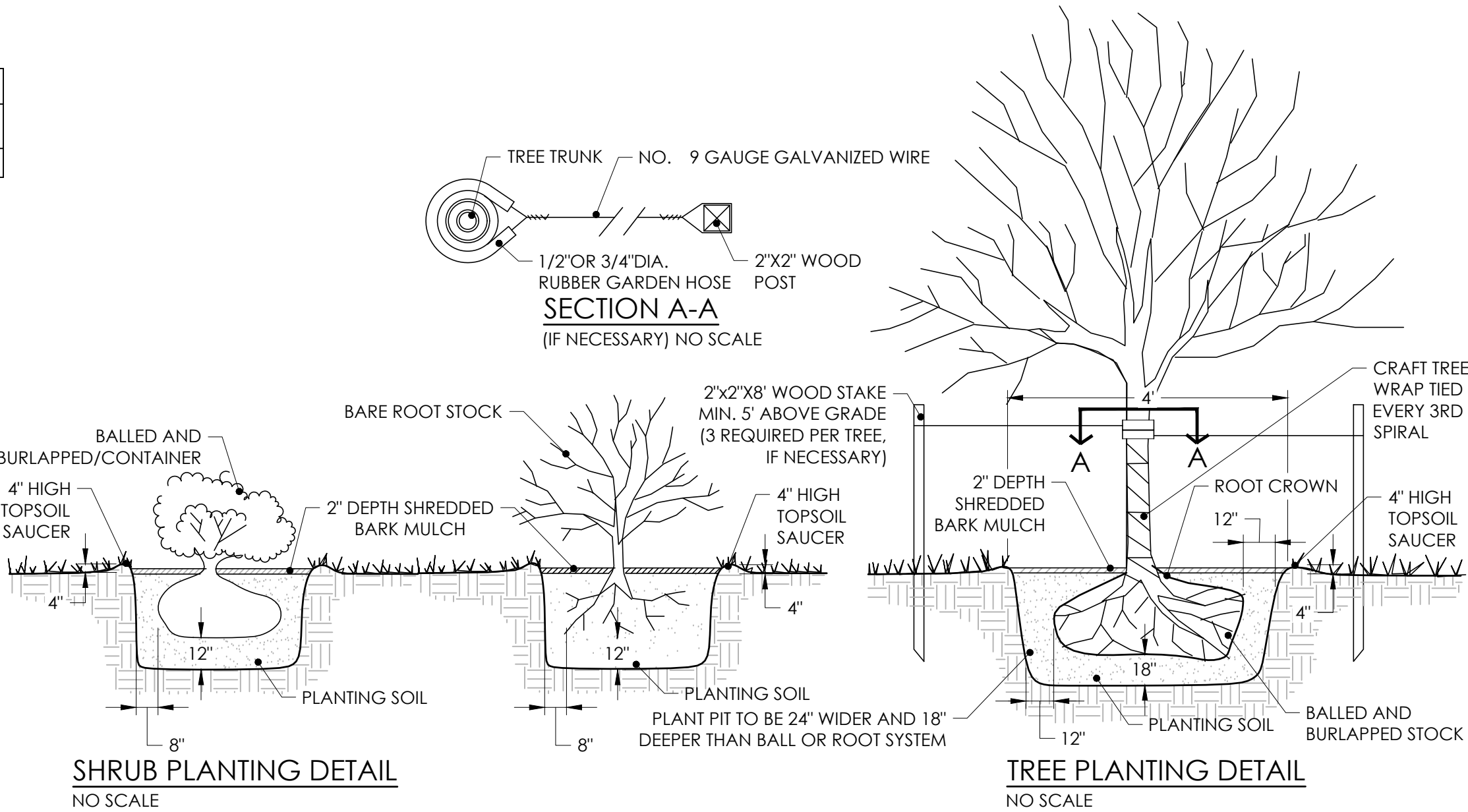
LANDSCAPING PREPARED BY:

DUSTIN M. CHRISTENSEN, LLA
LANDSCAPE ARCHITECT
NUMBER 3901001527

LANDSCAPE LEGEND

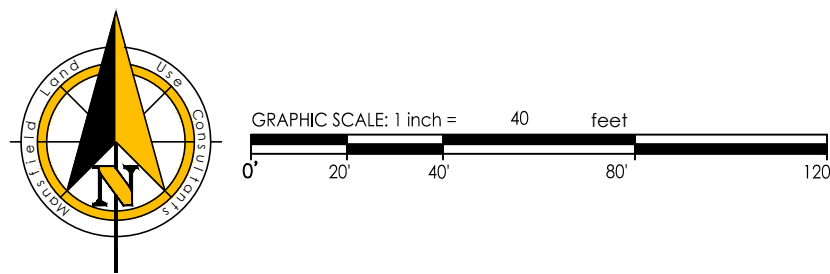
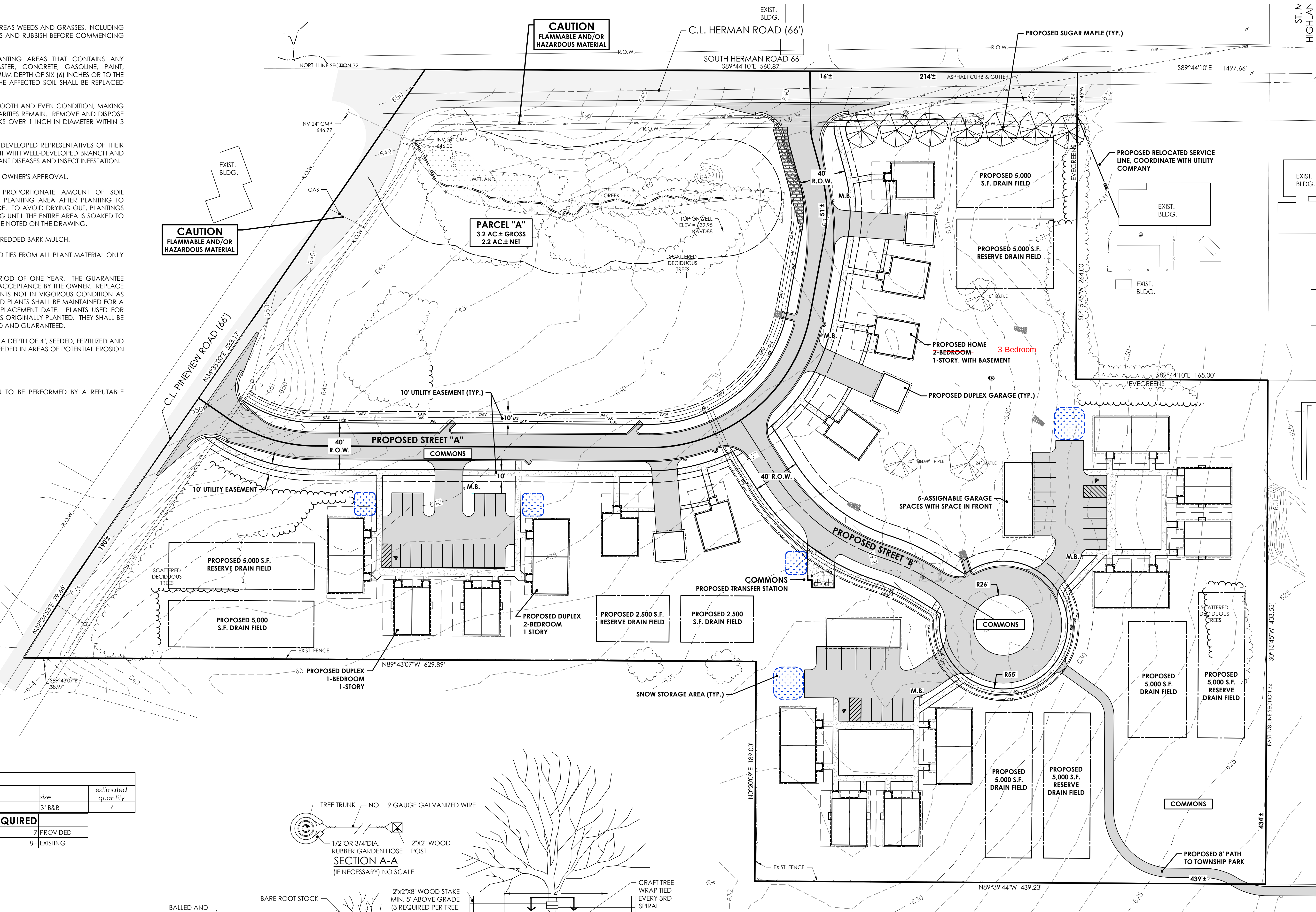


PLANT LIST			
Trees: common name	botanical name	size	estimated quantity
Maple, Sugar	Acer saccharum	3" B&B	7
STREET TREES: 1 TREE PER 30 L.F. REQUIRED			
HERMAN ROAD	7 TREES REQUIRED	7' PROVIDED	
PINEVIEW ROAD	8 TREES REQUIRED	8' EXISTING	



SHRUB PLANTING DETAIL
NO SCALE

TREE PLANTING DETAIL
NO SCALE



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Phone: 231-946-9310
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REV#	DATE	DESCRIPTION
01	06-20-25	mmmm dmmc
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06	08-02-25	mmmm dmmc
07	10-17-25	mmmm dmmc
08	03-19-24	mmmm dmmc
09	02-03-24	mmmm dmmc
10	10-02-24	mmmm dmmc

Peninsula Housing
Herman Road Proposed Housing
LANDSCAPE PLAN

Section 3, Town 30 North, Range 11 West
Suttons Bay Township, Leelanau County, Michigan

PRELIMINARY

PM: dmmc

DC: mmmm dmmc

CREATED: 02-24-2025

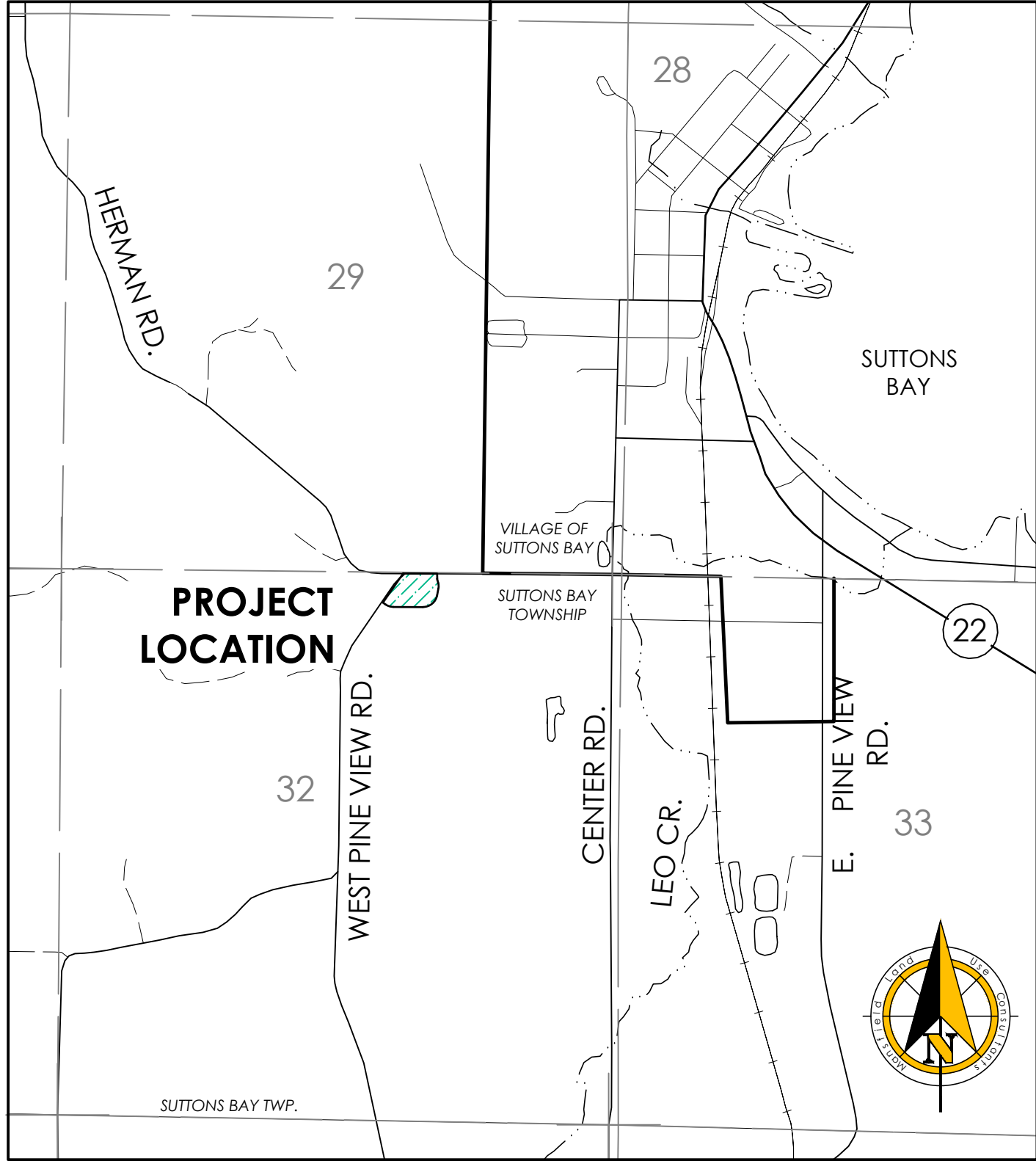
FOR NO: 25019

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VICINITY MAP

SCALE: 1"=1320' (1/4 MILE)



PROJECT DATA:

DEVELOPER: HOMESTRETCH NONPROFIT HOUSING CORPORATION
400 BOARDMAN AVE., SUITE 10
TRAVERSE CITY, MI 49684

CONTACT: JON STIMSON
PHONE: 231-947-6001
EMAIL: jon@homestretchhousing.org

SITE DATA:

ZONING: A-1, AGRICULTURAL
SETBACK FRONT: 40'
SETBACK SIDE: 15'
SETBACK REAR: 30'
LOT COVERAGE: 25%

PARCEL: 011-032-006-20
OWNER: PENINSULA HOUSING
PO BOX 555
SUTTONS BAY, MI 49682
ADDRESS: 926 S. HERMAN ROAD

LEGAL DESCRIPTION PARCEL A:

PART OF THE NORTHEAST QUARTER OF SECTION 32, T30N, R11W, SUTTONS BAY TOWNSHIP, LEECLANAU COUNTY, MICHIGAN DESCRIBED AS FOLLOWS:
 COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 606.99 FEET ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING; THENCE S89° 44' 10"E, 330.82 FEET ALONG THE NORTH LINE OF SECTION 32; THENCE S05° 55' 59"E, 49.55 FEET; THENCE 11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24"; AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE S1.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 25° 32' 52"; AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"W, 68.35 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 24"; AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"W, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52"; AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15"W, 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD; THENCE N34° 35' 00"E, 343.47 FEET ALONG THE CENTERLINE OF SOUTH PINE VIEW ROAD TO THE POINT OF BEGINNING.

TO SUBJECT TO AND TOGETHER WITH A 40-FOOT-VIDE-WINGRESS, EGRESS, AND UTILITY EASEMENT IN PART OF THE NORTHWEST QUARTER OF SECTION 32, T30N, R11W, SUTTONS BAY TOWNSHIP, LEEANLAU COUNTY, MICHIGAN WITH THE EASEMENT CENTERLINE BE DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 32; THENCE S89° 44' 10"E, 937.81 ALONG THE NORTH LINE OF SECTION 32 TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S00° 55' 59"E, 49.55 FEET; THENCE N11.13 FEET ALONG THE ARC OF A 45.00 FOOT RADIUS CURVE TO THE LEFT, HAVING AN INCLUDED ANGLE OF 14° 10' 24", AND THE LONG CHORD OF WHICH BEARS S08° 01' 11"E, 11.10 FEET; THENCE S15° 06' 23"E, 31.72 FEET; THENCE S15.28 FEET ALONG THE ARC OF A 115.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 25° 32' 32", AND THE LONG CHORD OF WHICH BEARS S02° 19' 57"E, 50.85 FEET; THENCE S10° 26' 29"N, 68.35 FEET; THENCE 195.09 FEET ALONG THE ARC OF A 140.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 79° 50' 24", AND THE LONG CHORD OF WHICH BEARS S50° 21' 41"N, 179.68 FEET; THENCE N89° 43' 07"W, 287.18 FEET; THENCE 79.42 FEET ALONG THE ARC OF A 133.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING AN INCLUDED ANGLE OF 34° 12' 52", AND THE LONG CHORD OF WHICH BEARS N72° 36' 41"W, 78.25 FEET; THENCE N55° 30' 15"W, 31.38 FEET TO THE CENTERLINE OF SOUTH PINE VIEW ROAD AND THE POINT OF ENDING OF EASEMENT CENTERLINE, EXCLUDING THE PUBLIC RIGHT-OF-WAYS FOR SOUTH PINE VIEW ROAD AND SOUTH HERMAN ROAD.

SUBJECT TO AND TOGETHER WITH A 10-FOOT-WIDE UTILITY EASEMENT ADJACENT TO AND OUTSIDE OF THE ABOVE DESCRIBED EASEMENT.



PLAN INDEX

- C1.0 COVER SHEET
- C1.1 NOTES SHEET
- C1.2 CIVIL DETAILS - SITE
- C2.0 EXISTING CONDITIONS PLAN
- C2.1 DEMOLITION PLAN
- C4.0 SITE & DIMENSION PLAN
- C5.0 GRADING & STORM PLAN
- C6.0 UTILITY PLAN
- L1.0 LANDSCAPE PLAN

[illegible]

PENINSULA HOUSING
 HERMAN ROAD PROPERTY HOUSING
 COVER SHEET
 SECTION 32, TOWN 30 NORTH, RANGE 11 WEST
 SUTTONS BAY TOWNSHIP, LEELENAU COUNTY, MICHIGAN

PRELIMINARY

P.M.:
DMC

DR.: MM	CKD.: DMC	CREATED: 1/22/2024
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JOB NO.: 26058

C1.0

GENERAL CONSTRUCTION NOTES:

1. MISS DIG
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 811 or 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS DIG" ALERT SYSTEM.
2. EXISTING UTILITIES
- EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS PIPE LINES, ELECTRIC CONDUITS, SEWERS AND WATER LINES, ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND "MISS DIG" AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. COST OF REPAIR FOR ANY DAMAGED UTILITY LINES THAT IS PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
3. PROTECTING UTILITIES
- SPECIAL CARE SHALL BE TAKEN IN EXCAVATING IN THE PROXIMITY OF ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL SECURE ASSISTANCE FROM THE APPROPRIATE UTILITY COMPANY IN LOCATING ITS LINES. THE CONTRACTOR SHALL ALSO PROVIDE SUPPORT FOR ANY UTILITY WITHIN THE EXCAVATION, PROVIDE PROPER COMPACTION UNDER ANY UNDERMINED UTILITY STRUCTURE AND, IF NECESSARY, INSTALL TEMPORARY SHEETING OR USE A TRENCH BOX TO MINIMIZE THE EXCAVATION. THE CONTRACTOR SHALL PROTECT AND SAVE HARMLESS FROM DAMAGE ALL UTILITIES, WHETHER PRIVATELY OR PUBLICLY OWNED, ABOVE OR BELOW GROUND SURFACE, WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION, AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL PROVIDE ADEQUATE SUPPORT FOR UTILITY POLES AS NECESSARY.
4. SAFETY
- THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFEGUARDS, SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
5. SOIL EROSION & SEDIMENTATION CONTROL
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AS AMENDED. THE SOIL EROSION MEASURES SHOWN ARE THE MINIMUM CONTROLS TO BE USED ON THIS PROJECT. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES TO PROTECT THE DISTURBED AREAS AND ADJACENT PROPERTIES FROM ACCELERATED EROSION AND SEDIMENTATION RESULTING FROM PROJECT CONSTRUCTION, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT. NO EXCAVATION WORK MAY PROCEED UNTIL THE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES ARE IN PLACE. ALL WORK MUST BE IN ACCORDANCE WITH THE APPROVED PERMIT FROM THE LEELANAU COUNTY SOIL EROSION AND SEDIMENTATION CONTROL OFFICE.
6. PROPERTY CORNERS
- EXISTING KNOWN PROPERTY CORNERS ARE IDENTIFIED ON THE PLANS. IF A PROPERTY CORNER IS DISTURBED DURING CONSTRUCTION IT SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE BY A PROFESSIONAL LAND SURVEYOR.
7. SURVEY DATUM
- ALL ELEVATIONS ARE BASED ON N.A.V.D., 1988, UNLESS OTHERWISE SPECIFIED.
8. RESTORATION WORK
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, FERTILIZED AND MULCHED. MULCH BLANKET SHALL BE INSTALLED IN AREAS AS DESIGNATED AND SHALL BE INCIDENTAL TO OTHER ITEMS. ALL EXCESS TOPSOIL WILL REMAIN WITHIN THE PROPERTY OWNER'S AREA. THE CONTRACTOR SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AT NO ADDITIONAL COST TO THE OWNER.
9. REMOVAL ITEMS
- THE CONTRACTOR SHALL RESTORE ALL LAWNS, LANDSCAPE PLANTINGS, SIDEWALKS, COMMERCIAL SIGNS, ETC., AS REQUIRED, UNLESS SPECIFICALLY NOTED FOR REMOVAL ON THE PLANS. ALL SIDEWALKS, DRIVES, CULVERTS, DRAINAGE STRUCTURES, ABOVE GRADE UTILITIES, IRRIGATION SYSTEM, ETC., SHALL BE PROTECTED. ALL SUCH ITEMS DAMAGED OR DESTROYED DURING CONSTRUCTION SHALL BE REMOVED AND REPLACED WITH NEW BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
10. CONSTRUCTION SIGNAGE & TRAFFIC CONTROL
- LOCAL TRAFFIC AND CONSTRUCTION SIGNAGE SHALL BE MAINTAINED AT ALL TIMES TO THE SATISFACTION OF THE OWNER.
11. DUST CONTROL
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTROLLING DUST ON THIS PROJECT THOUGH THE USE OF WATER TRUCKS OR DUST PALLIATIVE. PAYMENT FOR DUST CONTROL SHALL BE INCLUDED IN THE LUMP SUM CONTRACT AND SHALL NOT BE PAID SEPARATELY. DUST SHALL BE CONTINUOUSLY CONTROLLED TO THE SATISFACTION OF THE OWNER.
12. PROTECTIVE FENCE
- THE CONTRACTOR IS RESPONSIBLE FOR ALL SITE SECURITY. THE CONTRACTOR SHALL PROVIDE, INSTALL AND MAINTAIN A TEMPORARY PROTECTIVE SNOW FENCE AROUND ALL OPEN TRENCH EXCAVATIONS THAT ARE LEFT OPEN OVERNIGHT OR ANY OTHER UNSAFE AREAS ON SITE THAT REQUIRE PUBLIC PROTECTION.
13. EXCESS MATERIALS
- ALL EXCESS MATERIALS SHALL BE DISPOSED OF BY THE CONTRACTOR OFF OF THE SITE UNLESS OTHERWISE NOTED OR APPROVED BY THE OWNER. ALL REMOVALS AND TRANSPORTATION OF THE REMOVED MATERIALS SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS AND ALL LOCAL, STATE AND FEDERAL LAWS.
14. SAWCUTTING PAVEMENT
- SAWCUT EXISTING PAVEMENT FULL DEPTH TO THE LIMITS OF CONSTRUCTION OR AS DIRECTED BY THE ENGINEER. IF THE EDGE IS DAMAGED SUBSEQUENT TO SAWCUTTING, THE EDGE SHALL BE RECUT AT NO ADDITIONAL COST TO THE OWNER.
15. DEWATERING
- ANY REQUIRED DEWATERING FOR SITE WORK, INCLUDING THE USE OF STONE OR GRAVEL FOR DEWATERING PURPOSES, WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE LUMP SUM CONTRACT.
16. UTILITY SEPARATION
- MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION AND 1.5' VERTICAL SEPARATION BETWEEN ALL WATER MAINS AND SANITARY/STORM SEWERS. MEASUREMENTS ARE BETWEEN THE CLOSEST POINTS OF EACH PIPE.
17. RECYCLING
- THE CONTRACTOR IS ENCOURAGED TO RECYCLE ANY MATERIALS OR PRODUCTS THAT ARE REUSABLE OR CAPABLE OF BEING RECYCLED.
18. EXCAVATION FOR UTILITIES
- ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY, WHERE REQUIRED, SHALL INCLUDE THE USE OF TRENCH BOXES AND SHEETING DURING THE INSTALLATION TO PREVENT DAMAGE TO THE EXISTING ROADWAY AND UTILITIES. DEWATERING, IF REQUIRED, SHALL BE COMPLETED PER THE STANDARD DPW SPECIFICATIONS.

GENERAL GRADING CONSTRUCTION NOTES:

1. QUALITY OF WORK
- ALL CONSTRUCTION WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE CURRENT M.D.O.T. CONSTRUCTION STANDARDS AND SPECIFICATIONS.
2. SUBGRADE PREPARATION
- THE PRESENCE OF OTHER THAN GRANULAR MATERIALS IN THE SUBGRADE SOIL SHALL REQUIRE A FULL WIDTH, TWELVE INCH, GRANULAR SUB-BASE, M.D.O.T. CLASS II OR EQUIVALENT, PREPARED SUBGRADE WIDTH, DEPTH AND COMPACTION MUST BE REVIEWED AND/OR TESTED PRIOR TO PLACEMENT OF GRAVEL.
3. AGGREGATE BASE MATERIAL
- AGGREGATE BASE TO BE USED ON THE PROJECT MUST MEET SPECIFICATION FOR M.D.O.T. 22A AND MUST BE TESTED AND APPROVED PRIOR TO PLACEMENT. AGGREGATE BASE PLACEMENT MUST COMPLY WITH SECTION 3.01 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION. PREPARED AGGREGATE BASE WIDTH, DEPTH AND COMPACTION MUST BE REVIEWED AND TESTED PRIOR TO THE PLACEMENT OF BITUMINOUS SURFACE.
4. BITUMINOUS PAVEMENT (HMA)
- THE CONTRACTOR SHALL GIVE THE OWNER'S REPRESENTATIVE 48 HOURS NOTICE PRIOR TO PLACEMENT OF BITUMINOUS SURFACE. BITUMINOUS PAVING MUST BE PERFORMED IN ACCORDANCE WITH THE CURRENT M.D.O.T. STANDARD SPECIFICATIONS FOR CONSTRUCTION.
5. REMOVAL OF ORGANICS
- ALL TREES, STUMPS, BRUSH AND ROOTS THEREOF, SHALL BE ENTIRELY REMOVED FROM WITHIN THE SITE GRADING.
6. SITE GRADING
- ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED, FERTILIZED AND MULCHED AS SOON AS FEASIBLE. THE CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING GROUND COVER ON ALL AREAS DISTURBED BY CONSTRUCTION.
7. FIELD CHANGES
- ANY CHANGES IN SPECIFICATIONS OR CONSTRUCTION METHODS MUST BE REVIEWED AND APPROVED BY THE ENGINEER AND OWNER, AND MUST NOT CONFLICT WITH APPROVED PERMITS.
8. DRAINAGE
- EXISTING STORM DRAINAGE SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE, AS REQUIRED, ALL DRAINAGE CULVERTS OR STRUCTURES DAMAGED DURING CONSTRUCTION AND SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT. SEE THE PROPOSED GRADING PLAN FOR DETAILS ON CONSTRUCTION ITEMS.
9. ADJUSTMENTS
- THE CONTRACTOR SHALL ADJUST ALL UTILITY SURFACE ITEMS TO THE FINISH GRADES PRIOR TO PAVING.

GENERAL STORM SEWER CONSTRUCTION NOTES:

1. CONSTRUCTION STANDARDS
- ALL MATERIALS, CONSTRUCTION, METHODS, TESTING AND INSPECTION SHALL BE IN ACCORDANCE WITH THE CURRENT MDOT CONSTRUCTION STANDARDS UNLESS OTHERWISE SPECIFIED.
2. CONNECTIONS
- NO CONNECTIONS SHALL BE MADE TO SANITARY SEWERS.
3. STRUCTURE ADJUSTMENTS
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING CATCH BASIN AND/OR MANHOLE RIMS TO THE FINISH GRADE ELEVATIONS. THE LOCATIONS AND ELEVATIONS SHOWN ARE BASED UPON PLAN GRADES AND ARE SUBJECT TO CHANGE.
4. UTILITY SEPARATION
- ALL STORM SEWERS SHALL MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION AND 1.5' VERTICAL SEPARATION FROM WATER MAINS AND LEADS. MEASUREMENTS ARE BETWEEN THE CLOSEST POINTS OF EACH PIPE.

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Mansfield

Land Use Consultants

REV#	DATE	DRAWN	CHECKED	DESCRIPTION
01	04-30-26	MMW	DMC	SPR Submitted

PENINSULA HOUSING

HERMAN ROAD PROPERTY HOUSING

NOTES SHEET

SECTION 32, TOWN 30 NORTH, RANGE 11 WEST
SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN

PRELIMINARY

PAC

DMC

DR: MMW

CDR: DMC

CREATED: 4-22-2026

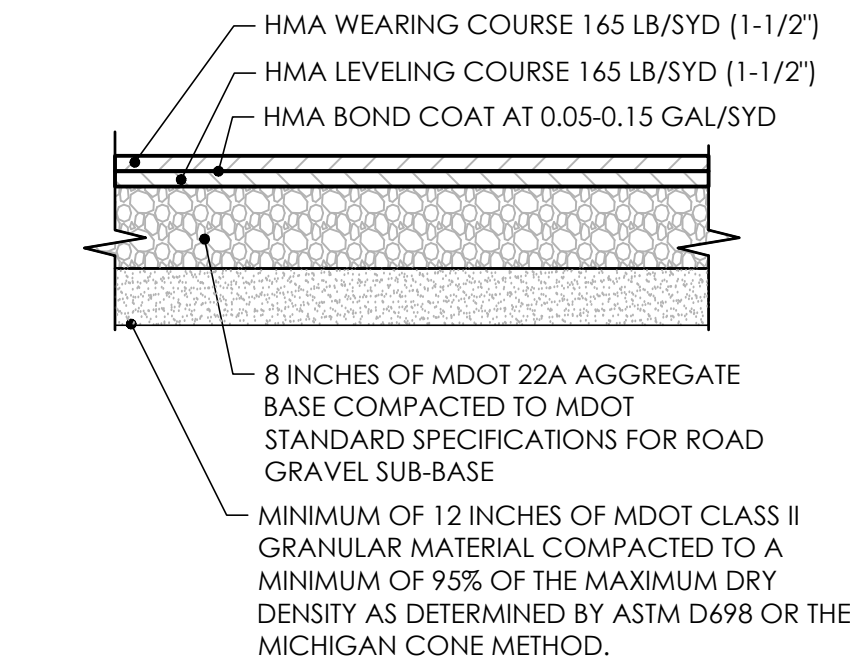
JOB NO:

26058

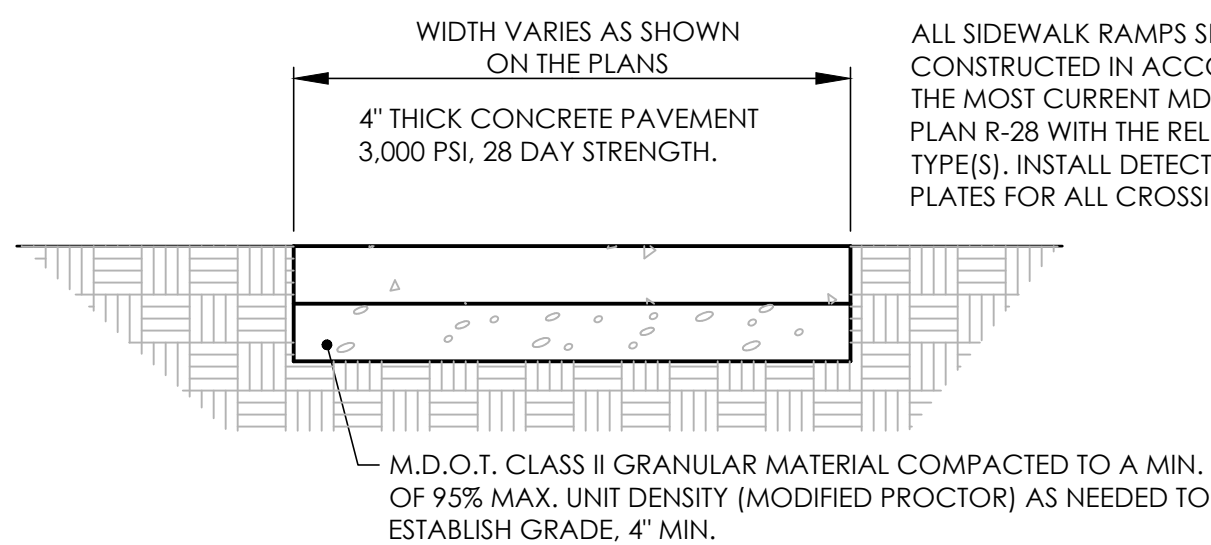
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BATA Board Agenda Packet
Page 130 of 203

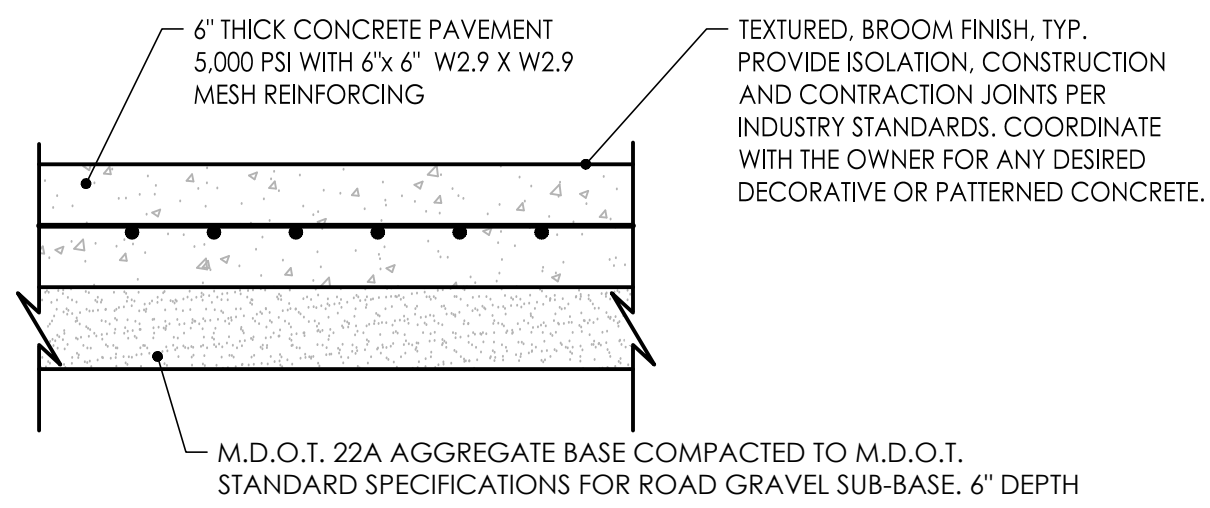
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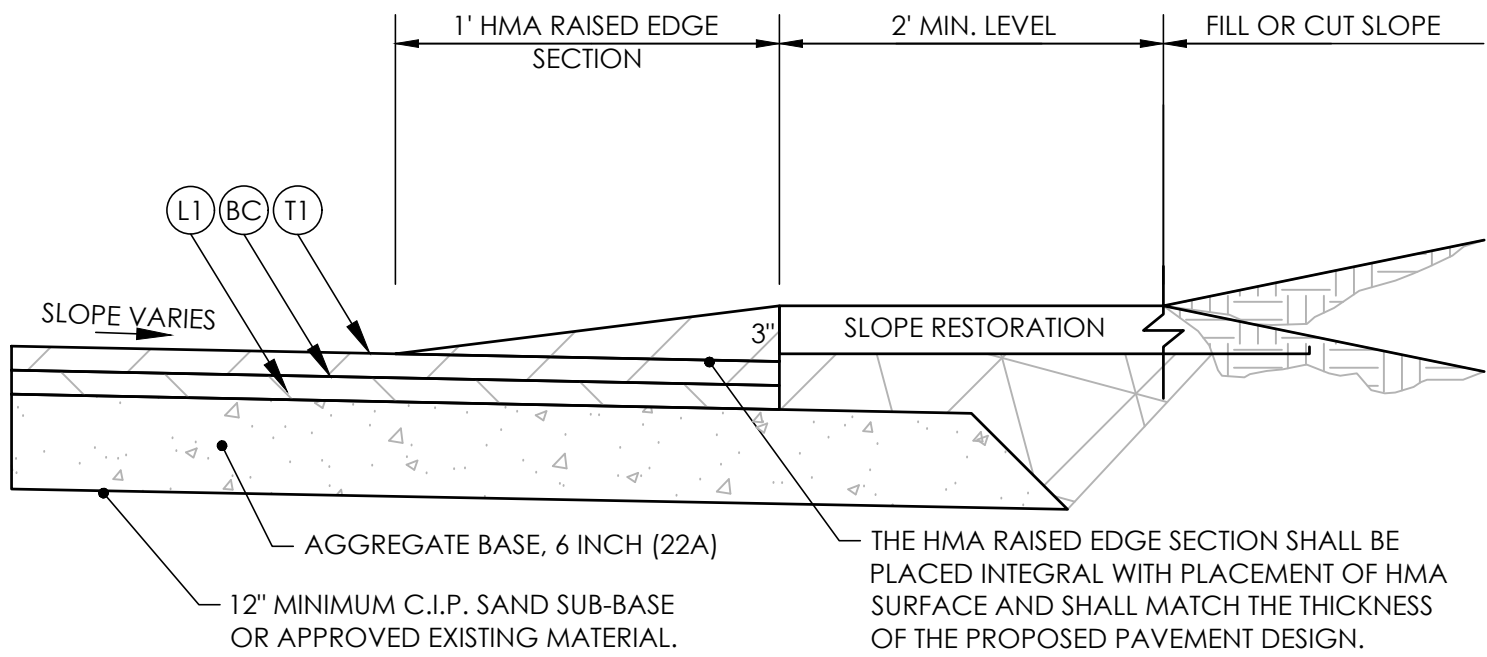
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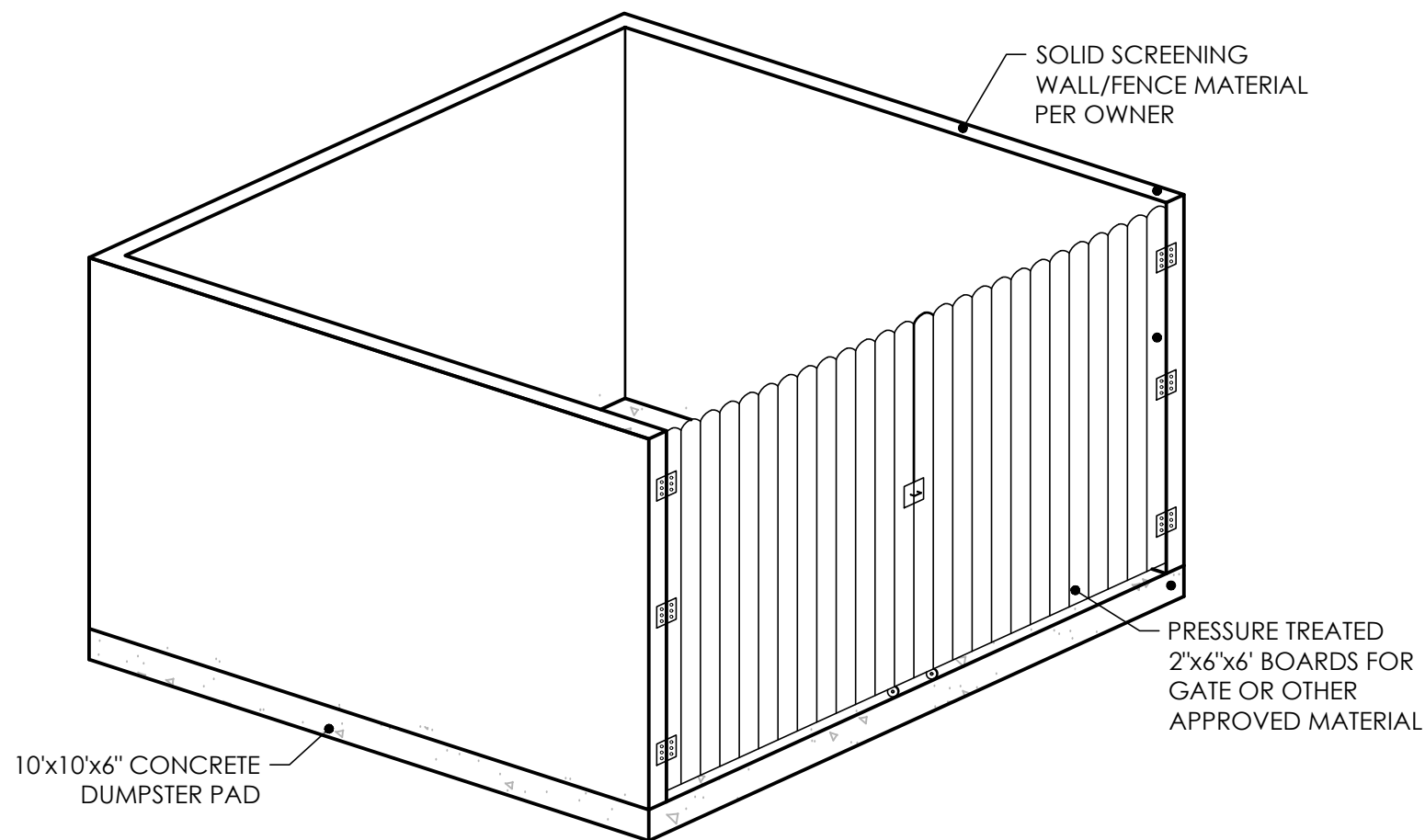
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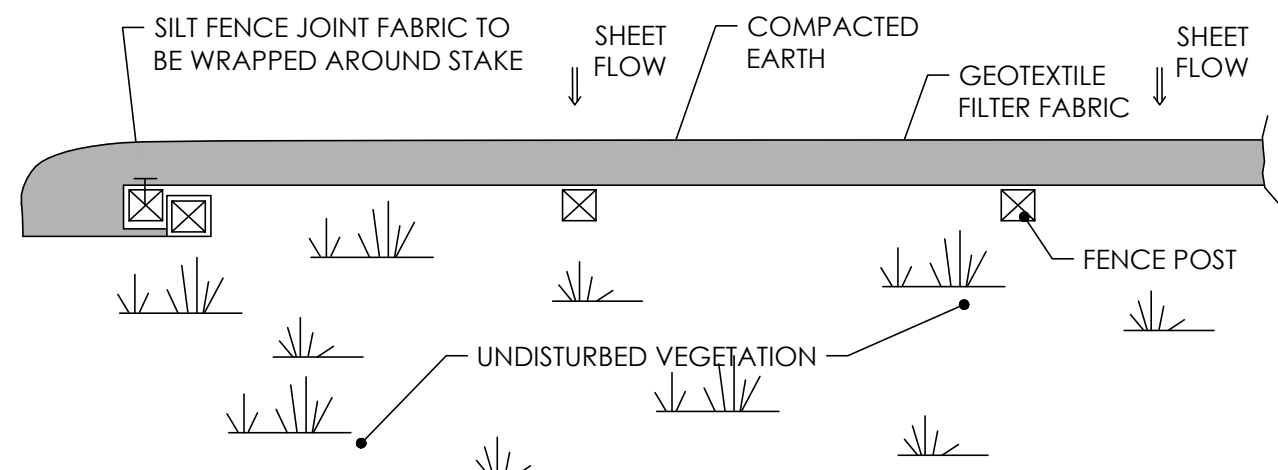
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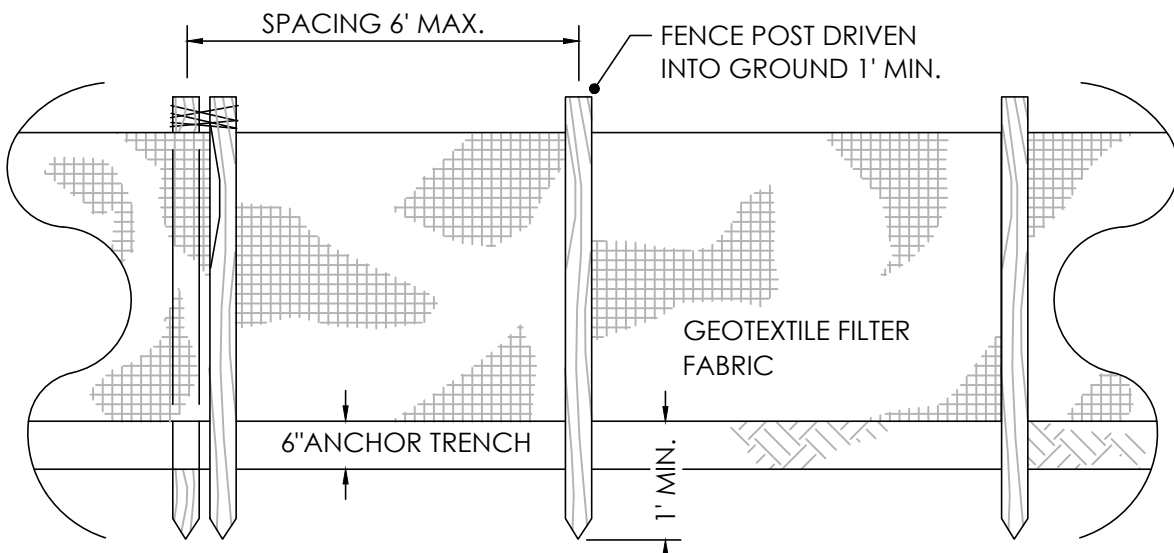
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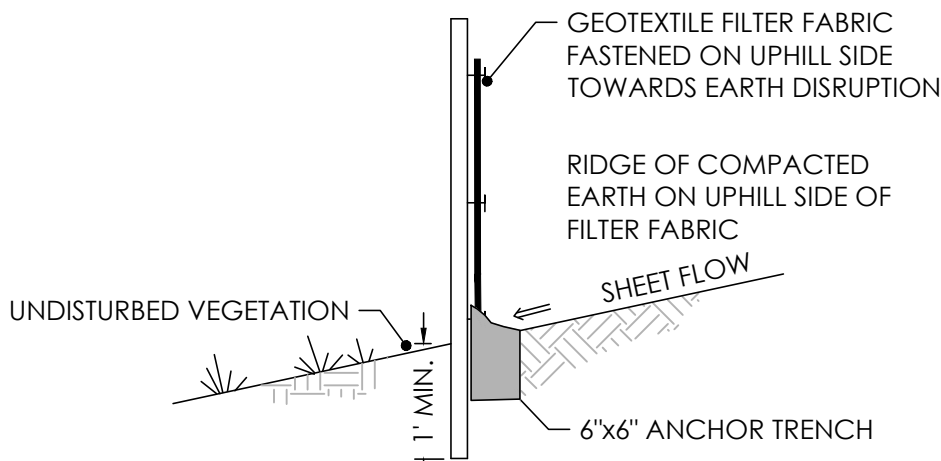
DUMPSTER SCREENING PAD
NO SCALE



PLAN VIEW



FRONT ELEVATION



SECTION VIEW

SILT FENCE DETAILS
NO SCALE

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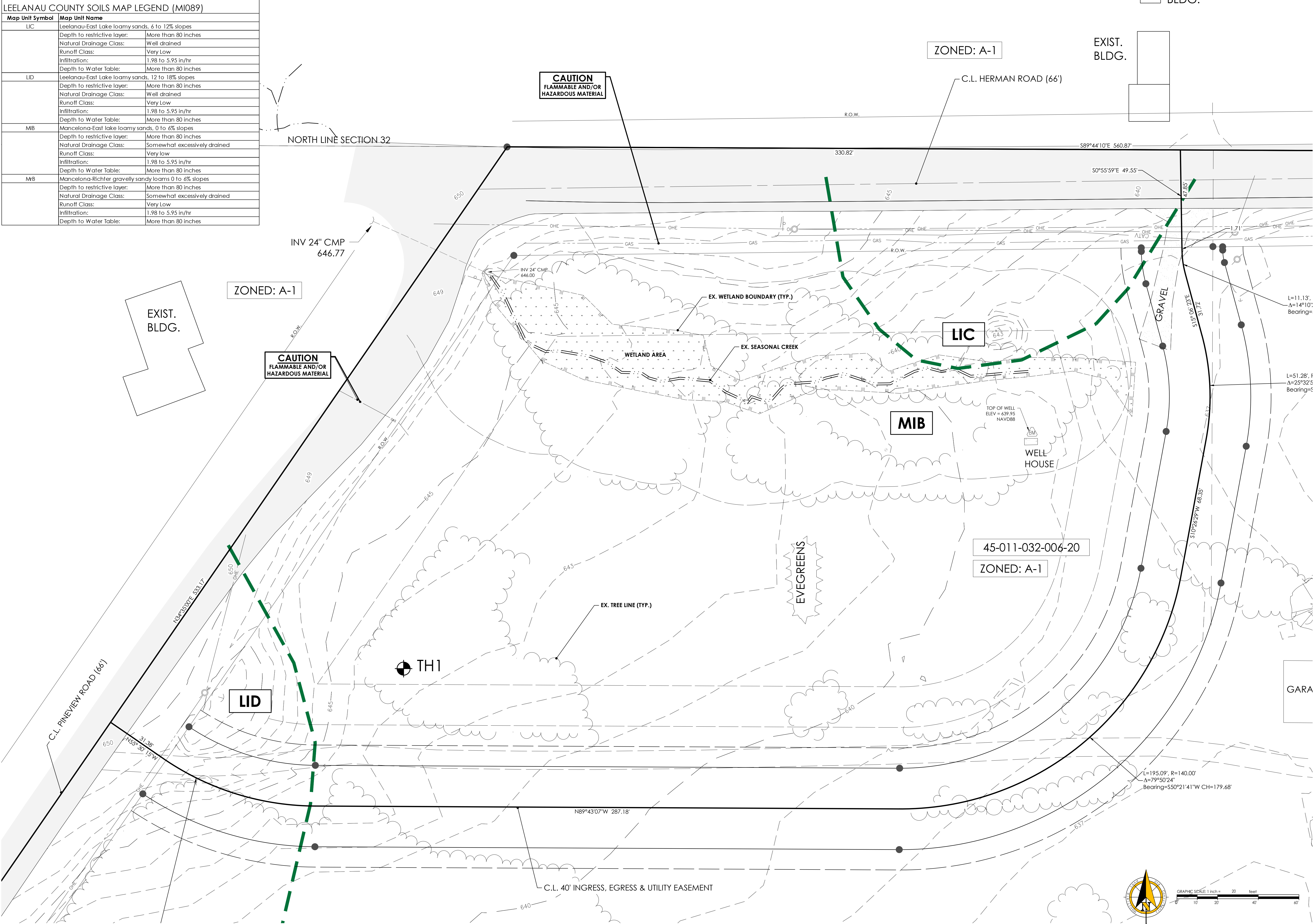
Mansfield
Land Use Consultants

REV#	DATE	DRAWN	CHECKED	DESCRIPTION
01	04-30-26	MMW	DMC	SPR submitted

PENINSULA HOUSING
HERMAN ROAD PROPERTY HOUSING
DETAIL SHEET
SECTION 32, TOWN 30 NORTH, RANGE 11 WEST
SUTTONS BAY TOWNSHIP, LEECLANAU COUNTY, MICHIGAN

PRELIMINARY	
PAC	DMC
DR:	MMW
CHK:	DMC
CREATED:	4-22-2026
FOR NO:	26058
C1.2	

LEELANAU COUNTY SOILS MAP LEGEND (MI089)		
Map Unit Symbol	Map Unit Name	
LIC	Leelanau-East Lake loamy sands, 6 to 12% slopes	
	Depth to restrictive layer:	More than 80 inches
	Natural Drainage Class:	Well drained
	Runoff Class:	Very Low
	Infiltration:	1.98 to 5.95 in/hr
	Depth to Water Table:	More than 80 inches
LID	Leelanau-East Lake loamy sands, 12 to 18% slopes	
	Depth to restrictive layer:	More than 80 inches
	Natural Drainage Class:	Well drained
	Runoff Class:	Very Low
	Infiltration:	1.98 to 5.95 in/hr
	Depth to Water Table:	More than 80 inches
MIB	Mancelona-East lake loamy sands, 0 to 6% slopes	
	Depth to restrictive layer:	More than 80 inches
	Natural Drainage Class:	Somewhat excessively drained
	Runoff Class:	Very low
	Infiltration:	1.98 to 5.95 in/hr
	Depth to Water Table:	More than 80 inches
MIB	Mancelona-Richter gravelly sandy loams 0 to 6% slopes	
	Depth to restrictive layer:	More than 80 inches
	Natural Drainage Class:	Somewhat excessively drained
	Runoff Class:	Very Low
	Infiltration:	1.98 to 5.95 in/hr
	Depth to Water Table:	More than 80 inches



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01	04-30-26						

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CDWC: DMC

CREATED: 4-22-2026

JOB NO:

26058

C2.0

PENINSULA HOUSING
HERMAN ROAD PROPERTY HOUSING
OVERALL EXISTING CONDITIONS PLAN
SECTION 32, TOWN 30 NORTH, RANGE 11 WEST
SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN

GRAPHIC SCALE: 1 inch = 20 feet

0

10

20

40

60

0

10

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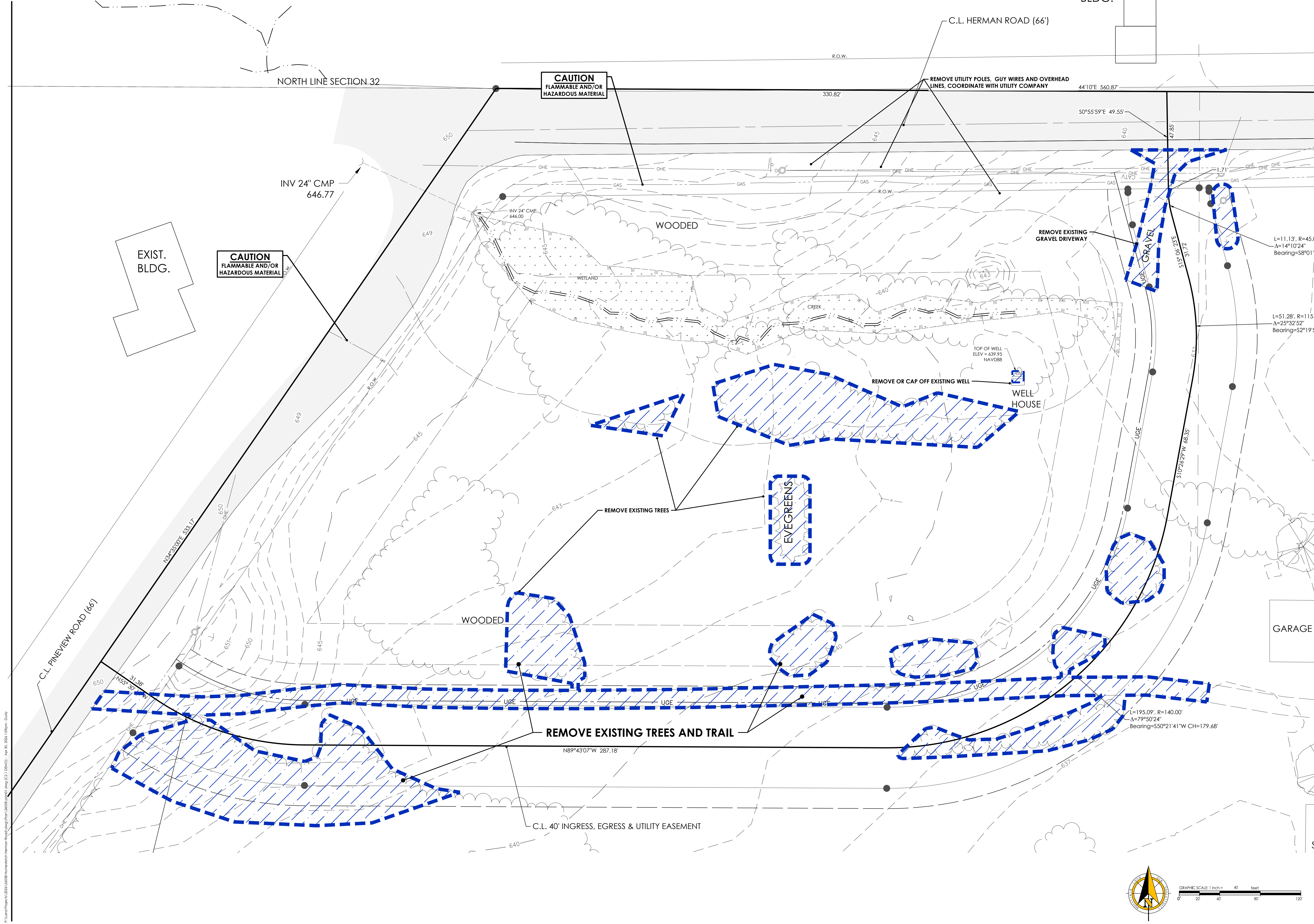
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P:\Land Projects\2023\2408 Herman Road Housing Demolition\Herman Road Housing Demolition.dwg (C2.0 DEMO) - Apr 30, 2024 1:59pm Dwyer

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Mansfield

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REV#	DATE	DRAWN	CHECKED	DESCRIPTION
01	04-30-26	MMW	DMC	SPR Submitted

PRELIMINARY

PAX: DMC

DR: MMW CKD: DMC

CREATED: 4-22-2026

JOB NO: 26058

C2.0

Peninsula Housing
Herman Road Property Housing
DEMOLITION PLAN

SECTION 32, TOWN 30 NORTH, RANGE 11 WEST
SUTTONS BAY TOWNSHIP, LEECLANAU COUNTY, MICHIGAN

0°

20°

40°

80°

120°

GRAPHIC SCALE: 1 inch = 40 feet

0

20

40

80

120

Feet

0

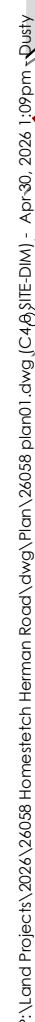
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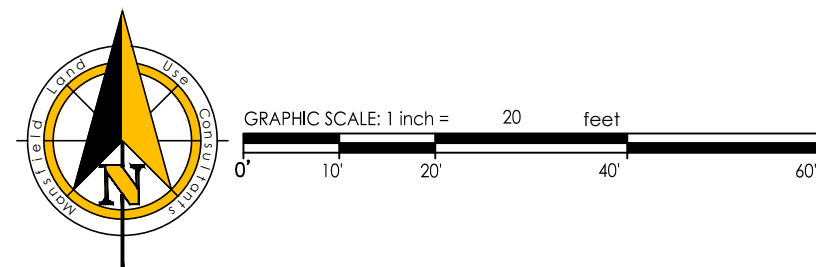
120

Feet



**ADDITIONAL INGRESS, EGRESS AND UTILITY
EASEMENT DETAIL FOR ROAD "A" AT HERMAN ROAD**
SCALE: 1"=20'

PARCEL AREA CALCULATIONS:
 3.19 ACRES GROSS
 2.24 ACRES NET
 0.56 ACRES (25%) LOT COVERAGE ALLOWED (NET) 0.09 ACRES (4.24%) LOT COVERAGE PROPOSED (NET)

[illegible]

BATA Board Agenda Packet
Page 134 of 203

Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
 Volume = CIA = $0.98 \times 0.21 \text{ in/hr} \times \text{acres} \times 172,800 \text{ unit conversion factor}$
 Soil Type: MIB Marcelona-East Lake Loamy Sands
 Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
 Infiltration = $2/12 \text{ ft (1 in)} \times 48 \text{ hours} \times \text{area sft} = \text{cft}$

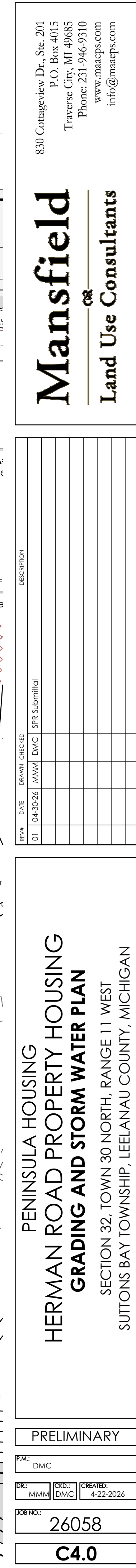
3260 sf pavement	hard surface	0.98	0.21	0.3044	172800	10825	+
1617 sf storm basin bottom	infiltration (sf)			1617		12936	-
				volume required		-2111	cf
				volume provided Basin 1		4266	cf
				volume required		-2111	cf
				volume retained on-site		4266	cf

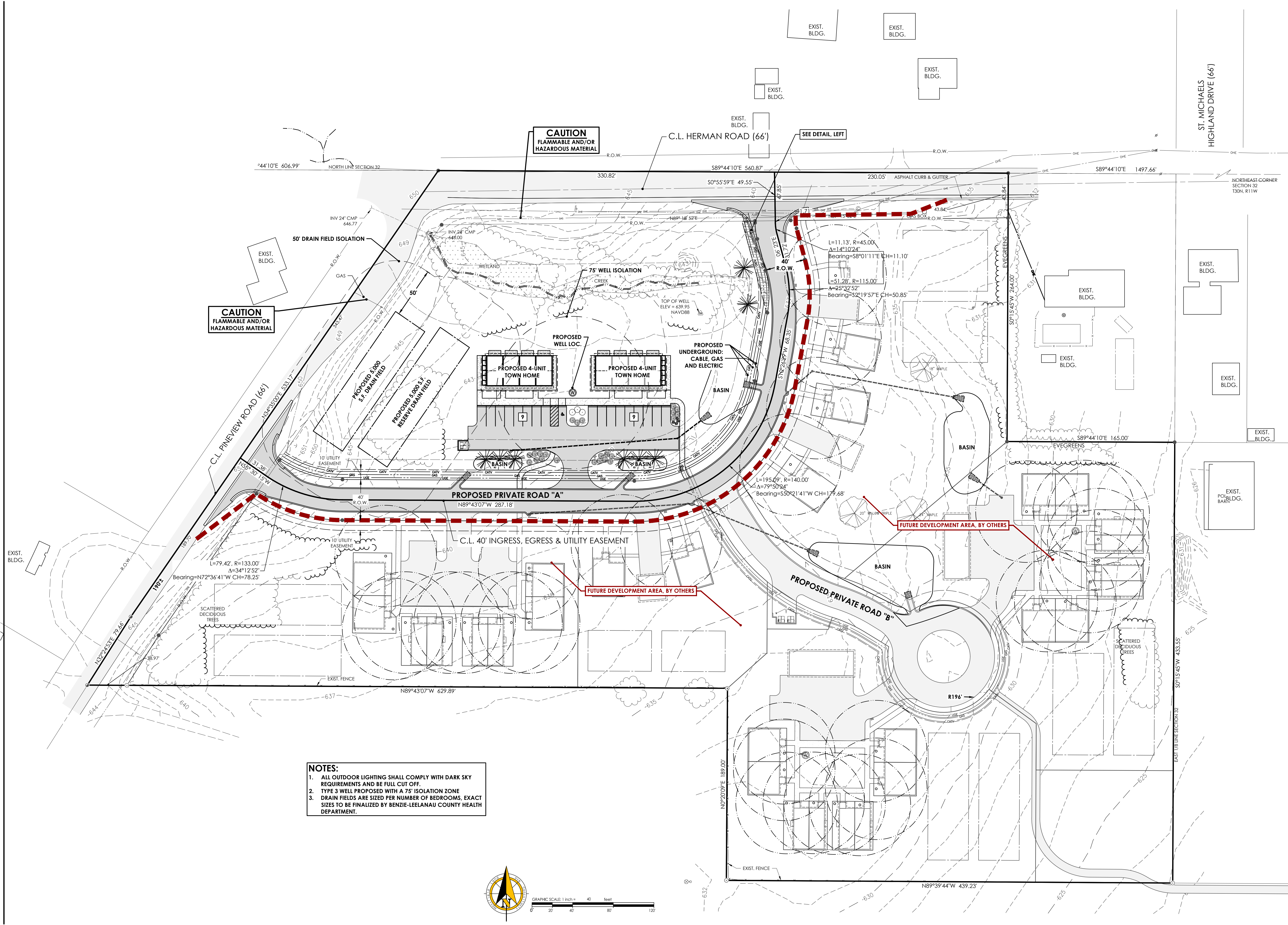
Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
 Volume = C_{IA} = 0.98 x 0.21 in/hr x ____ acres x 172,800 unit conversion factor
 Soil Type: MIB Marcelona-East Lake Loamy Sands
 Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
 Infiltration = 2/12 ft (1 in) x 48 hours x area sq ft = cft

2549 sf pavement	hard surface	0.98	0.21	0.0585	172800	2080	+
309 sf storm basin bottom	infiltration (sf)			309		2472	
				volume required		-392	cf
				volume provided Basin 1		459	cf
				volume required		-392	cf
				volume retained on-site		459	cf

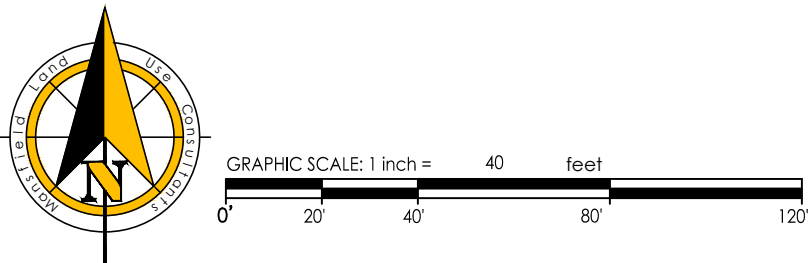
Rainfall Intensity for back-to-back 100-yr/24-hour events = 10.16 in/48hrs = 0.21 in/hr
 Volume = CIA = $0.98 \times 0.21 \text{ in/hr} \times \text{acres} \times 172,800 \text{ unit conversion factor}$
 Soil Type: MIB Marcelona-East Lake Loamy Sands
 Infiltration Volume Reduction: 2" per hour over the wetted area of containment.
 Infiltration = $2/12 \text{ ft (1 in)} \times 48 \text{ hours} \times \text{area sft} = \text{cft}$

1884 sf pavement	hard surface	0.98	0.21	0.0433	172800	1540	+
309 sf storm basin bottom	infiltration (sf)				309	2472	
					volume required	-932	cf
					volume provided Basin 1	459	cf
					volume required	-932	cf
					volume retained on-site	459	cf





NOTES:
1. ALL OUTDOOR LIGHTING SHALL COMPLY WITH DARK SKY REQUIREMENTS AND BE FULL CUT OFF.
2. TYPE 3 WELL PROPOSED WITH A 75' ISOLATION ZONE
3. DRAIN FIELDS ARE SIZED PER NUMBER OF BEDROOMS. EXACT SIZES TO BE FINALIZED BY BENZIE-LEELANAU COUNTY HEALTH DEPARTMENT.



830 Cottageview Dr., Ste. 201
Traverse City, MI 49685
Phone: 231-946-9310
www.mansfield.com
info@mansfield.com

Mansfield

Land Use Consultants

REV#	DATE	DRAWN	CHECKED	MMW	DMC	SPR	Submittal
01	04-30-26						

PRELIMINARY

PAC: DMC

DK: MMW DMC

CREATED: 4-22-2026

JOB NO:

26058

C6.0

PENINSULA HOUSING

HERMAN ROAD PROPERTY HOUSING

UTILITY PLAN

SECTION 32, TOWN 30 NORTH, RANGE 11 WEST

SUTTONS BAY TOWNSHIP, LEELANAU COUNTY, MICHIGAN

BATA Board Agenda Packet
Page 136 of 203

1. CLEAN UP AND REMOVE FROM THE PLANTING AREAS WEEDS AND GRASSES, INCLUDING ROOTS, AND ANY MINOR ACCUMULATED DEBRIS AND RUBBISH BEFORE COMMENCING WORK.
2. REMOVE AND DISPOSE OF ALL SOIL IN PLANTING AREAS THAT CONTAINS ANY DELETERIOUS SUBSTANCE SUCH AS OIL, PLASTER, CONCRETE, GASOLINE, PAINT, SOLVENTS, ETC., REMOVING THE SOIL TO A MINIMUM DEPTH OF SIX (6) INCHES OR TO THE LEVEL OF DRYNESS IN THE AFFECTED AREAS. THE AFFECTED SOIL SHALL BE REPLACED WITH NATIVE OR IMPORTED SOIL AS REQUIRED.
3. FINISH GRADING ALL PLANTING AREAS TO A SMOOTH AND EVEN CONDITION, MAKING CERTAIN THAT NO WATER POCKETS OR IRREGULARITIES REMAIN. REMOVE AND DISPOSE OF ALL FOREIGN MATERIALS, CLODS AND ROCKS OVER 1 INCH IN DIAMETER WITHIN 3 INCHES OF SURFACE.
4. ALL PLANT MATERIALS SHALL BE HEALTHY, WELL DEVELOPED REPRESENTATIVES OF THEIR SPECIES OF VARIETIES, FREE FROM DISFIGUREMENT WITH WELL-DEVELOPED BRANCH AND ROOT SYSTEMS, AND SHALL BE FREE FROM ALL PLANT DISEASES AND INSECT INFESTATION.
5. ALL PLANT SUBSTITUTIONS WILL BE SUBJECT TO THE OWNER'S APPROVAL.
6. EACH PLANT SHALL BE PLANTED WITH ITS PROPORTIONATE AMOUNT OF SOIL AMENDMENT AND FERTILIZER. HAND SMOOTH PLANTING AREA AFTER PLANTING TO PROVIDE AN EVEN, SMOOTH, FINAL FINISH GRADE. TO AVOID DRYING OUT, PLANTINGS SHALL BE IMMEDIATELY WATERED AFTER PLANTING UNTIL THE ENTIRE AREA IS SOAKED TO THE FULL DEPTH OF EACH HOLE UNLESS OTHERWISE NOTED ON THE DRAWING.
7. MULCH ALL PLANTING BEDS WITH 3 INCHES OF SHREDDED BARK MULCH.
8. REMOVE ALL TAGS, LABELS, NURSERY STAKES AND TIES FROM ALL PLANT MATERIAL ONLY AFTER THE APPROVAL OF THE OWNER.
9. ALL PLANTS SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR. THE GUARANTEE PERIOD COMMENCES FROM THE TIME OF FINAL ACCEPTANCE BY THE OWNER. REPLACE AS SOON AS WEATHER PERMITS, ALL DEAD PLANTS NOT IN VIGOROUS CONDITION AS NOTED DURING THE MAINTENANCE PERIOD. SAID PLANTS SHALL BE MAINTAINED FOR A PERIOD OF 90 CALENDAR DAYS FROM THE REPLACEMENT DATE. PLANTS USED FOR REPLACEMENTS SHALL BE SAME KIND AND SIZE AS ORIGINALLY PLANTED. THEY SHALL BE FURNISHED, PLANTED AND FERTILIZED AS SPECIFIED AND GUARANTEED.
10. ALL DISTURBED AREAS SHALL BE TOP SOILED TO A DEPTH OF 4", SEEDED, FERTILIZED AND MOLDED MULCH BLANKETS SHALL BE USED AS NEEDED IN AREAS OF POTENTIAL EROSION PRIOR TO ESTABLISHMENT OF LAWN AREAS.

DUSTIN M. CHIRSTENSEN, LL.A.
LANDSCAPE ARCHITECT
NUMBER 3901001527

Maple, Red
(*Acer rubrum*)

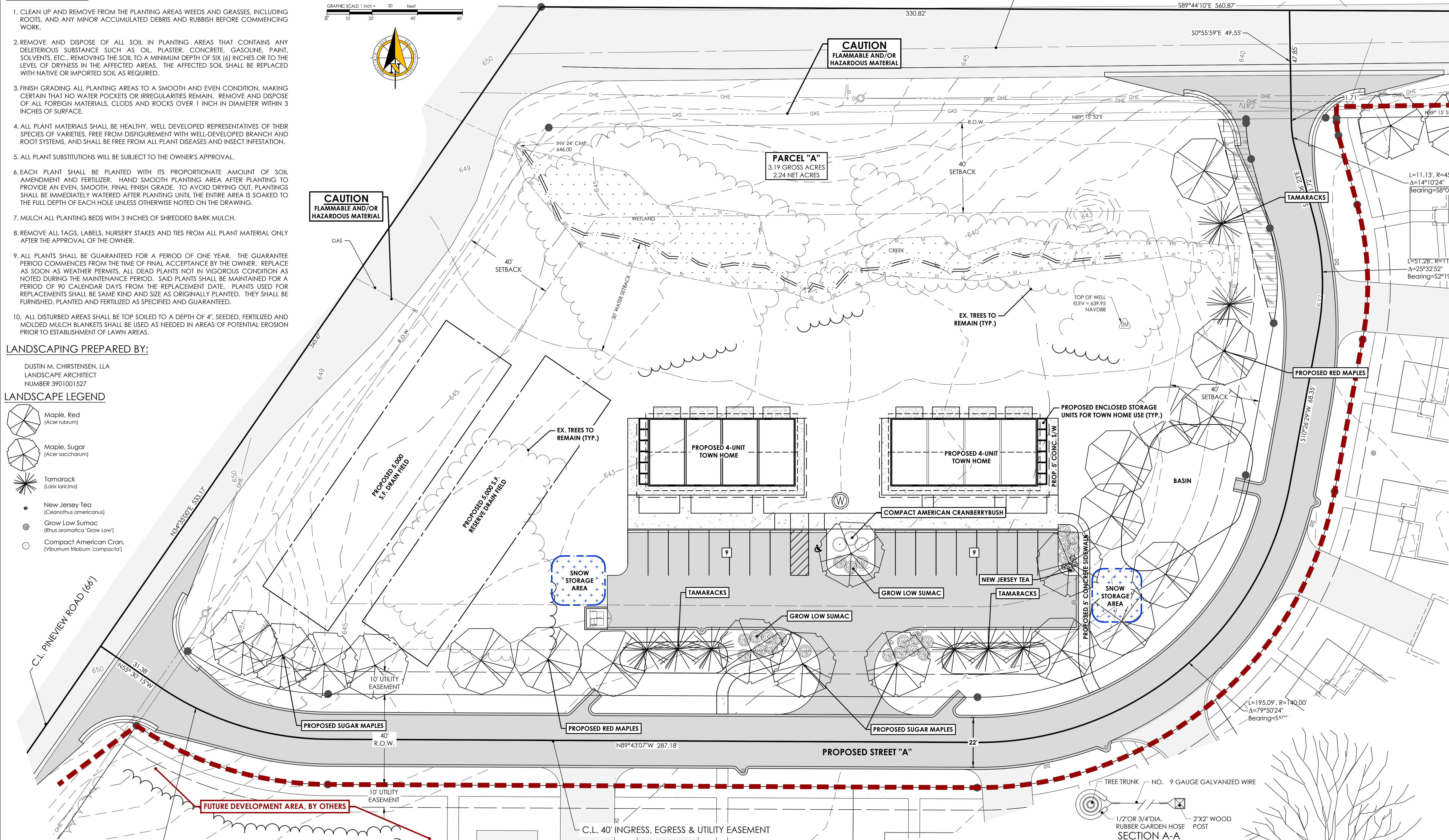
Maple, Sugar
(*Acer saccharum*)

Tamarack
(*Larix laricina*)

New Jersey Tea
(*Ceanothus americanus*)

Grow Low Sumac
(*Rhus aromatica* 'Grow Low')

Compact American Cran.
(*Viburnum trilobum* 'compacta')

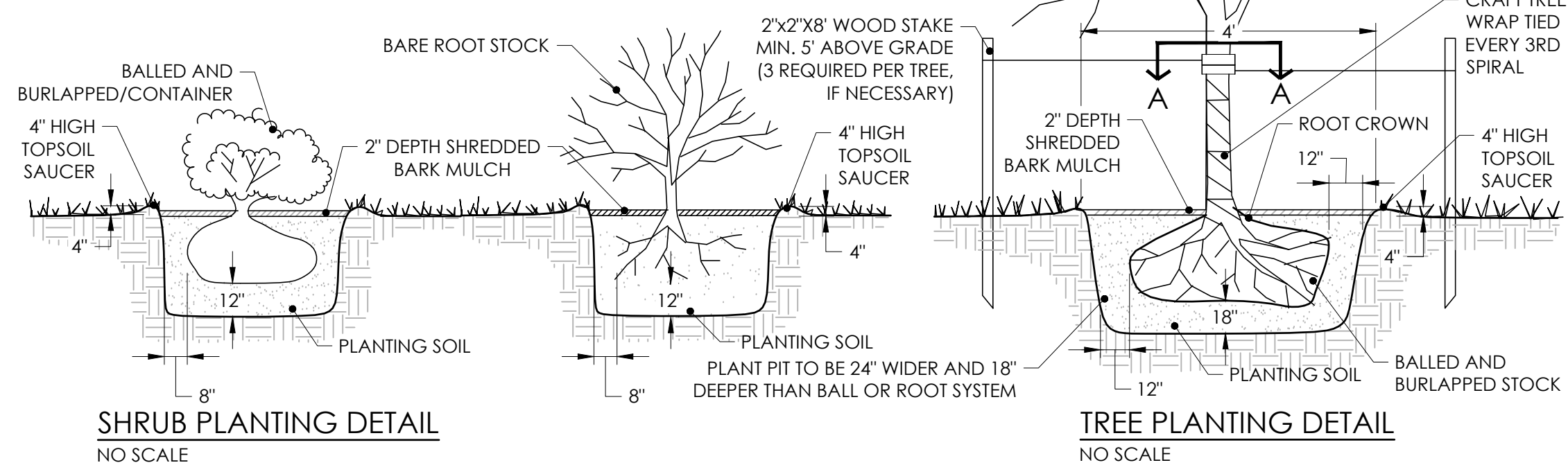


PLANT LIST			
TREES: COMMON NAME	BOTANICAL NAME	SIZE	ESTIMATED QUANTITY
MAPLE, RED	ACER RUBRUM	3" B&B	12
MAPLE, SUGAR	ACER SACCHARUM	3" B&B	9
TAMARACK	LARIX LARICINA	6" B&B	8
SHRUBS: COMMON NAME	BOTANICAL NAME	SIZE	ESTIMATED QUANTITY
NEW JERSEY TEA	CEANOTHUS AMER.	18" SPR.	4
GROW LOW SUMAC	RHUS AOR. GROW LOW	18" SPR.	23
COM. CRANBERRYBUSH	VIBURNUM TRI. COM.	30" HT.	3

STREET TREES: 1 TREE PER 30 L.F. REQUIRED		
HERMAN ROAD	10 TREES REQUIRED	10+ EXISTING TREES
PINEVIEW ROAD	9 TREES REQUIRED	9+ EXISTING TREES
PRIV. ROAD "A"	23 TREES REQUIRED	24 PROVIDED

INTERIOR PARKING LOT LANDSCAPING				
TREES REQUIRED	2	1 PER 16 SPACES (18)	2	PROVIDED
SHRUBS REQUIRED	6	1 PER 16 SPACES (18)	6	PROVIDED

PERMITER PARKING LOT LANDSCAPING				
TREES REQUIRED	10	1 PER 25' (240')	11	PROVIDED
SHRUBS REQUIRED	24	1 PER 10' (240')	24	PROVIDED



Tables

Table 1 – Summary of Eligible Costs
Act 381 Brownfield Plan
980 Herman Road Housing Development

EGLE Eligible Activities Costs and Schedule

EGLE Eligible Activities	Cost	Completion Season/Year
Department Specific Activities (Developer)	\$ 2,100	Prior to Brownfield Plan
<i>Baseline Environmental Assessment</i>	\$ 2,100	
EGLE Eligible Activities Subtotal	\$ 2,100	
Contingency (0%)	\$ -	
EGLE Eligible Activities Total Costs	\$ 2,100	

MSHDA Eligible Activities Costs and Schedule

MSHDA Eligible Activities	Cost	Completion Season/Year
Infrastructure and Safety Improvements to support housing (Developer)	\$ 1,411,000	2026-2028
<i>Roads (including soil management)</i>	\$ 375,000	
<i>Water</i>	\$ 380,000	
<i>Septic</i>	\$ 350,000	
<i>Electric</i>	\$ 141,000	
<i>Stormwater</i>	\$ 100,000	
<i>soft cost</i>	\$ 65,000	
Abatement (Developer)	\$ 30,000	2026-2027
<i>Asbestos and Lead (removal, air monitoring, and disposal)</i>	\$ 30,000	
Demolition (Developer)	\$ 99,750	
<i>Future Demolition - House</i>	\$ 90,000	2026-2027
<i>Demolition Incurred - Trailer</i>	\$ 9,750	2025
MSHDA Eligible Activities Subtotal	\$ 1,540,750	
Contingency (15%) (Developer)	\$ 229,650	
Interest Expense (5%)	\$ 1,015,750	
Brownfield Plan Preparation (LCBRA)	\$ -	
Work Plan Preparation (Developer)	\$ 15,000	
Brownfield Plan/Work Plan Implementation	\$ 5,000	
MSHDA Eligible Activities Total Costs	\$ 2,806,150	

Local Only Eligible Activities Costs and Schedule

Table 1 – Summary of Eligible Costs
 Act 381 Brownfield Plan
 980 Herman Road Housing Development

Local Only Eligible Activities	Cost	Completion Season/Year
Authority Administration Fee (5%)	\$ 92,859	
Local Only Eligible Activities Subtotal	\$ 92,859	
Contingency (0%)	\$ -	
Interest Expense	\$ -	
Brownfield Plan/Work Plan Preparation	\$ -	
Local Only Eligible Activities Total Costs	\$ 92,859	

Estimated Taxable Value (TV) Increase Rate: 3% increase per year

Plan Year	1	2	3	4	5	6	7	8	9	10
Calendar Year	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
*Base Taxable Value	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181
Future Taxable Value	\$ 72,000	\$ 74,160	\$ 76,385	\$ 78,676	\$ 81,037	\$ 83,468	\$ 85,972	\$ 88,551	\$ 91,207	\$ 93,944
Incremental Difference (New TV - Base TV)	\$ 4,819	\$ 6,979	\$ 9,204	\$ 11,495	\$ 13,856	\$ 16,287	\$ 18,791	\$ 21,370	\$ 24,026	\$ 26,763

School Capture	Millage Rate																			
State Education Tax (SET)	6.0000	\$ 29	\$ 42	\$ 55	\$ 69	\$ 83	\$ 98	\$ 113	\$ 128	\$ 144	\$ 161									
School Operating Tax*	16.8267	\$ 81	\$ 117	\$ 155	\$ 193	\$ 233	\$ 274	\$ 316	\$ 360	\$ 404	\$ 450									
School Total	22.8267	\$ 110	\$ 159	\$ 210	\$ 262	\$ 316	\$ 372	\$ 429	\$ 488	\$ 548	\$ 611									

Local Capture (Millages)	Millage Rate																			
County Road	0.4915	\$ 2	\$ 3	\$ 5	\$ 6	\$ 7	\$ 8	\$ 9	\$ 11	\$ 12	\$ 13									
County Seniors	0.3145	\$ 2	\$ 2	\$ 3	\$ 4	\$ 4	\$ 5	\$ 6	\$ 7	\$ 8	\$ 8									
Early Childhood	0.2000	\$ 1	\$ 1	\$ 2	\$ 2	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5	\$ 5									
BATA	0.4655	\$ 2	\$ 3	\$ 4	\$ 5	\$ 6	\$ 8	\$ 9	\$ 10	\$ 11	\$ 12									
Twp Allocation	0.5209	\$ 3	\$ 4	\$ 5	\$ 6	\$ 7	\$ 8	\$ 10	\$ 11	\$ 13	\$ 14									
Library	0.4920	\$ 2	\$ 3	\$ 5	\$ 6	\$ 7	\$ 8	\$ 9	\$ 11	\$ 12	\$ 13									
Sinking Fund	0.4607	\$ 2	\$ 3	\$ 4	\$ 5	\$ 6	\$ 8	\$ 9	\$ 10	\$ 11	\$ 12									
North Ed	2.8494	\$ 14	\$ 20	\$ 26	\$ 33	\$ 39	\$ 46	\$ 54	\$ 61	\$ 68	\$ 76									
County Allocation	3.2002	\$ 15	\$ 22	\$ 29	\$ 37	\$ 44	\$ 52	\$ 60	\$ 68	\$ 77	\$ 86									
Oper NH 26	1.1733	\$ 6	\$ 8	\$ 11	\$ 13	\$ 16	\$ 19	\$ 22	\$ 25	\$ 28	\$ 31									
Fire/Rescue Authority	3.1461	\$ 15	\$ 22	\$ 29	\$ 36	\$ 44	\$ 51	\$ 59	\$ 67	\$ 76	\$ 84									
Local Total	13.3141	\$ 65	\$ 93	\$ 123	\$ 153	\$ 184	\$ 217	\$ 250	\$ 285	\$ 320	\$ 356									

Non-Capturable Millages	Millage Rate																			
School Debt	0.4700	\$ 2	\$ 3	\$ 4	\$ 5	\$ 7	\$ 8	\$ 9	\$ 10	\$ 11	\$ 13									
Debt 2024	1.0600	\$ 5	\$ 7	\$ 10	\$ 12	\$ 15	\$ 17	\$ 20	\$ 23	\$ 25	\$ 28									
Non-Capturable Total	1.5300	\$ 7	\$ 11	\$ 14	\$ 18	\$ 21	\$ 25	\$ 29	\$ 33	\$ 37	\$ 41									

37.6708																				
Total Tax Increment Revenue (TIR) Available for Capture	\$ 175	\$ 252	\$ 333	\$ 415	\$ 501	\$ 589	\$ 679	\$ 772	\$ 868	\$ 967										

NOTES:
*Land values are not subject to Principal Residence
Exemption (PRE)
Winter 2025 & Summer 2026 Millage Rates

Estimated Taxable Value (TV) Increase Rate:

	Plan Year	22	23	24	25	26	27	28	29	30	Totals
	Calendar Year	2049	2050	2051	2052	2053	2054	2055	2056	2057	
	*Base Taxable Value	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	\$ 67,181	
	Future Taxable Value	\$ 133,941	\$ 137,959	\$ 142,098	\$ 146,361	\$ 150,752	\$ 155,275	\$ 159,933	\$ 164,731	\$ 169,673	
Incremental Difference (New TV - Base TV)		\$ 66,760	\$ 70,778	\$ 74,917	\$ 79,180	\$ 83,571	\$ 88,094	\$ 92,752	\$ 97,550	\$ 102,492	\$ -
School Capture	Millage Rate										
State Education Tax (SET)	6.0000	\$ 401	\$ 425	\$ 450	\$ 475	\$ 501	\$ 529	\$ 557	\$ 585	\$ 615	\$ 8,460
School Operating Tax*	16.8267	\$ 1,123	\$ 1,191	\$ 1,261	\$ 1,332	\$ 1,406	\$ 1,482	\$ 1,561	\$ 1,641	\$ 1,725	\$ 23,726
School Total	22.8267	\$ 1,524	\$ 1,616	\$ 1,710	\$ 1,807	\$ 1,908	\$ 2,011	\$ 2,117	\$ 2,227	\$ 2,340	\$ 32,186
Local Capture (Millages)	Millage Rate										
County Road	0.4915	\$ 33	\$ 35	\$ 37	\$ 39	\$ 41	\$ 43	\$ 46	\$ 48	\$ 50	\$ 693
County Seniors	0.3145	\$ 21	\$ 22	\$ 24	\$ 25	\$ 26	\$ 28	\$ 29	\$ 31	\$ 32	\$ 443
Early Childhood	0.2000	\$ 13	\$ 14	\$ 15	\$ 16	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20	\$ 282
BATA	0.4655	\$ 31	\$ 33	\$ 35	\$ 37	\$ 39	\$ 41	\$ 43	\$ 45	\$ 48	\$ 656
Twp Allocation	0.5209	\$ 35	\$ 37	\$ 39	\$ 41	\$ 44	\$ 46	\$ 48	\$ 51	\$ 53	\$ 734
Library	0.4920	\$ 33	\$ 35	\$ 37	\$ 39	\$ 41	\$ 43	\$ 46	\$ 48	\$ 50	\$ 694
Sinking Fund	0.4607	\$ 31	\$ 33	\$ 35	\$ 36	\$ 39	\$ 41	\$ 43	\$ 45	\$ 47	\$ 650
North Ed	2.8494	\$ 190	\$ 202	\$ 213	\$ 226	\$ 238	\$ 251	\$ 264	\$ 278	\$ 292	\$ 4,018
County Allocation	3.2002	\$ 214	\$ 227	\$ 240	\$ 253	\$ 267	\$ 282	\$ 297	\$ 312	\$ 328	\$ 4,512
Oper NH 26	1.1733	\$ 78	\$ 83	\$ 88	\$ 93	\$ 98	\$ 103	\$ 109	\$ 114	\$ 120	\$ 1,654
Fire/Rescue Authority	3.1461	\$ 210	\$ 223	\$ 236	\$ 249	\$ 263	\$ 277	\$ 292	\$ 307	\$ 322	\$ 4,436
Local Total	13.3141	\$ 889	\$ 942	\$ 997	\$ 1,054	\$ 1,113	\$ 1,173	\$ 1,235	\$ 1,299	\$ 1,365	\$ 18,774
Non-Capturable Millages	Millage Rate										
School Debt	0.4700	\$ 31	\$ 33	\$ 35	\$ 37	\$ 39	\$ 41	\$ 44	\$ 46	\$ 48	\$ 663
Debt 2024	1.0600	\$ 71	\$ 75	\$ 79	\$ 84	\$ 89	\$ 93	\$ 98	\$ 103	\$ 109	\$ 1,495
Non-Capturable Total	1.5300	\$ 102	\$ 108	\$ 115	\$ 121	\$ 128	\$ 135	\$ 142	\$ 149	\$ 157	\$ 2,157
37.6708											
Total Tax Increment Revenue (TIR) Available for Capture		\$ 2,413	\$ 2,558	\$ 2,708	\$ 2,862	\$ 3,020	\$ 3,184	\$ 3,352	\$ 3,526	\$ 3,704	\$ 50,959

NOTES:
*Land values are not subject to Principal Residence
Exemption (PRE)
Winter 2025 & Summer 2026 Millage Rates

Estimated Taxable Value (TV) Increase Rate: 3% increase per year

Plan Year	1	2	3	4	5	6	7	8	9	10
Calendar Year	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
* Base Taxable Value	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082
Future Taxable Value	\$ 1,008,000	\$ 1,038,240	\$ 3,085,387	\$ 3,177,949	\$ 3,273,287	\$ 3,371,486	\$ 3,472,630	\$ 3,576,809	\$ 3,684,114	\$ 3,794,637
Incremental Difference (New TV - Base TV)	\$ 921,918	\$ 952,158	\$ 2,999,305	\$ 3,091,867	\$ 3,187,205	\$ 3,285,404	\$ 3,386,548	\$ 3,490,727	\$ 3,598,032	\$ 3,708,555

School Capture	Millage Rate																				
State Education Tax (SET)	6.0000	\$	5,532	\$	5,713	\$	17,996	\$	18,551	\$	19,123	\$	19,712	\$	20,319	\$	20,944	\$	21,588	\$	22,251
School Operating Tax - PRE*	0.0000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
School Total	6.0000	\$	5,532	\$	5,713	\$	17,996	\$	18,551	\$	19,123	\$	19,712	\$	20,319	\$	20,944	\$	21,588	\$	22,251

Local Capture (millages)	Millage Rate																				
County Road	0.4915	\$	453	\$	468	\$	1,474	\$	1,520	\$	1,567	\$	1,615	\$	1,664	\$	1,716	\$	1,768	\$	1,823
County Seniors	0.3145	\$	290	\$	299	\$	943	\$	972	\$	1,002	\$	1,033	\$	1,065	\$	1,098	\$	1,132	\$	1,166
Early Childhood	0.2000	\$	184	\$	190	\$	600	\$	618	\$	637	\$	657	\$	677	\$	698	\$	720	\$	742
BATA	0.4655	\$	429	\$	443	\$	1,396	\$	1,439	\$	1,484	\$	1,529	\$	1,576	\$	1,625	\$	1,675	\$	1,726
Twp Allocation	0.5209	\$	480	\$	496	\$	1,562	\$	1,611	\$	1,660	\$	1,711	\$	1,764	\$	1,818	\$	1,874	\$	1,932
Library	0.4920	\$	454	\$	468	\$	1,476	\$	1,521	\$	1,568	\$	1,616	\$	1,666	\$	1,717	\$	1,770	\$	1,825
Sinking Fund	0.4607	\$	425	\$	439	\$	1,382	\$	1,424	\$	1,468	\$	1,514	\$	1,560	\$	1,608	\$	1,658	\$	1,709
North Ed	2.8494	\$	2,627	\$	2,713	\$	8,546	\$	8,810	\$	9,082	\$	9,361	\$	9,650	\$	9,946	\$	10,252	\$	10,567
County Allocation	3.2002	\$	2,950	\$	3,047	\$	9,598	\$	9,895	\$	10,200	\$	10,514	\$	10,838	\$	11,171	\$	11,514	\$	11,868
Oper NH 26	1.1733	\$	1,082	\$	1,117	\$	3,519	\$	3,628	\$	3,740	\$	3,855	\$	3,973	\$	4,096	\$	4,222	\$	4,351
Fire/Rescue Authority	3.1461	\$	2,900	\$	2,996	\$	9,436	\$	9,727	\$	10,027	\$	10,336	\$	10,654	\$	10,982	\$	11,320	\$	11,667
Local MillageTotal	13.3141	\$	12,275	\$	12,677	\$	39,933	\$	41,165	\$	42,435	\$	43,742	\$	45,089	\$	46,476	\$	47,905	\$	49,376

Non-Capturable Millages	Millage Rate																				
School Debt	0.4700	\$	433	\$	448	\$	1,410	\$	1,453	\$	1,498	\$	1,544	\$	1,592	\$	1,641	\$	1,691	\$	1,743
Debt 2024	1.0600	\$	977	\$	1,009	\$	3,179	\$	3,277	\$	3,378	\$	3,483	\$	3,590	\$	3,700	\$	3,814	\$	3,931
Non-Capturable Total	1.5300	\$	1,411	\$	1,457	\$	4,589	\$	4,731	\$	4,876	\$	5,027	\$	5,181	\$	5,341	\$	5,505	\$	5,674

37.6708																				
Total Tax Increment Revenue (TIR) Available for Capture	\$	17,806	\$	18,390	\$	57,929	\$	59,717	\$	61,558	\$	63,455	\$	65,408	\$	67,420	\$	69,493	\$	71,627

NOTES:
*Homes are anticipated to be Principal Residence Exempt (PRE)
Winter 2025 & Summer 2026 Millage Rates

Table 2 – Total Captured Incremental Taxes Schedule - Table 2B FOR SALE ONLY

Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Estimated Taxable Value (TV) Increase Rate:

Plan Year	11	12	13	14	15	18	19	20	21
Calendar Year	2038	2039	2040	2041	2042	2045	2046	2047	2048
* Base Taxable Value	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082
Future Taxable Value	\$ 3,908,476	\$ 4,025,730	\$ 4,146,502	\$ 4,270,897	\$ 4,399,024	\$ 4,806,933	\$ 4,951,141	\$ 5,099,675	\$ 5,252,665
Incremental Difference (New TV - Base TV)	\$ 3,822,394	\$ 3,939,648	\$ 4,060,420	\$ 4,184,815	\$ 4,312,942	\$ 4,720,851	\$ 4,865,059	\$ 5,013,593	\$ 5,166,583

School Capture	Millage Rate																		
State Education Tax (SET)	6.0000	\$	22,934	\$	23,638	\$	24,363	\$	25,109	\$	25,878	\$	28,325	\$	29,190	\$	30,082	\$	30,999
School Operating Tax - PRE*	0.0000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
School Total	6.0000	\$	22,934	\$	23,638	\$	24,363	\$	25,109	\$	25,878	\$	28,325	\$	29,190	\$	30,082	\$	30,999

Local Capture (millages)	Millage Rate																		
County Road	0.4915	\$	1,879	\$	1,936	\$	1,996	\$	2,057	\$	2,120	\$	2,320	\$	2,391	\$	2,464	\$	2,539
County Seniors	0.3145	\$	1,202	\$	1,239	\$	1,277	\$	1,316	\$	1,356	\$	1,485	\$	1,530	\$	1,577	\$	1,625
Early Childhood	0.2000	\$	764	\$	788	\$	812	\$	837	\$	863	\$	944	\$	973	\$	1,003	\$	1,033
BATA	0.4655	\$	1,779	\$	1,834	\$	1,890	\$	1,948	\$	2,008	\$	2,198	\$	2,265	\$	2,334	\$	2,405
Twp Allocation	0.5209	\$	1,991	\$	2,052	\$	2,115	\$	2,180	\$	2,247	\$	2,459	\$	2,534	\$	2,612	\$	2,691
Library	0.4920	\$	1,881	\$	1,938	\$	1,998	\$	2,059	\$	2,122	\$	2,323	\$	2,394	\$	2,467	\$	2,542
Sinking Fund	0.4607	\$	1,761	\$	1,815	\$	1,871	\$	1,928	\$	1,987	\$	2,175	\$	2,241	\$	2,310	\$	2,380
North Ed	2.8494	\$	10,892	\$	11,226	\$	11,570	\$	11,924	\$	12,289	\$	13,452	\$	13,862	\$	14,286	\$	14,722
County Allocation	3.2002	\$	12,232	\$	12,608	\$	12,994	\$	13,392	\$	13,802	\$	15,108	\$	15,569	\$	16,045	\$	16,534
Oper NH 26	1.1733	\$	4,485	\$	4,622	\$	4,764	\$	4,910	\$	5,060	\$	5,539	\$	5,708	\$	5,882	\$	6,062
Fire/Rescue Authority	3.1461	\$	12,026	\$	12,395	\$	12,774	\$	13,166	\$	13,569	\$	14,852	\$	15,306	\$	15,773	\$	16,255
Local MillageTotal	13.3141	\$	50,892	\$	52,453	\$	54,061	\$	55,717	\$	57,423	\$	62,854	\$	64,774	\$	66,751	\$	68,788

Non-Capturable Millages	Millage Rate																		
School Debt	0.4700	\$	1,797	\$	1,852	\$	1,908	\$	1,967	\$	2,027	\$	2,219	\$	2,287	\$	2,356	\$	2,428
Debt 2024	1.0600	\$	4,052	\$	4,176	\$	4,304	\$	4,436	\$	4,572	\$	5,004	\$	5,157	\$	5,314	\$	5,477
Non-Capturable Total	1.5300	\$	5,848	\$	6,028	\$	6,212	\$	6,403	\$	6,599	\$	7,223	\$	7,444	\$	7,671	\$	7,905

37.6708																			
Total Tax Increment Revenue (TIR) Available for Capture	\$	73,826	\$	76,091	\$	78,423	\$	80,826	\$	83,301	\$	91,179	\$	93,964	\$	96,833	\$	99,788	

NOTES:
*Homes are anticipated to be Principal Residence Exempt (PRE)
Winter 2025 & Summer 2026 Millage Rates

Estimated Taxable Value (TV) Increase Rate:

	Plan Year	22	23	24	25	26	27	28	29	30	Totals
	Calendar Year	2049	2050	2051	2052	2053	2054	2055	2056	2057	
	*Base Taxable Value	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	\$ 86,082	
	Future Taxable Value	\$ 5,410,245	\$ 5,572,552	\$ 5,739,729	\$ 5,911,921	\$ 6,089,279	\$ 6,271,957	\$ 6,460,116	\$ 6,653,919	\$ 6,853,537	
Incremental Difference (New TV - Base TV)		\$ 5,324,163	\$ 5,486,470	\$ 5,653,647	\$ 5,825,839	\$ 6,003,197	\$ 6,185,875	\$ 6,374,034	\$ 6,567,837	\$ 6,767,455	\$ -
School Capture	Millage Rate										
State Education Tax (SET)	6.0000	\$ 31,945	\$ 32,919	\$ 33,922	\$ 34,955	\$ 36,019	\$ 37,115	\$ 38,244	\$ 39,407	\$ 40,605	\$ 791,534
School Operating Tax - PRE*	0.0000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School Total	6.0000	\$ 31,945	\$ 32,919	\$ 33,922	\$ 34,955	\$ 36,019	\$ 37,115	\$ 38,244	\$ 39,407	\$ 40,605	\$ 791,534
Local Capture (millages)	Millage Rate										
County Road	0.4915	\$ 2,617	\$ 2,697	\$ 2,779	\$ 2,863	\$ 2,951	\$ 3,040	\$ 3,133	\$ 3,228	\$ 3,326	\$ 64,840
County Seniors	0.3145	\$ 1,674	\$ 1,725	\$ 1,778	\$ 1,832	\$ 1,888	\$ 1,945	\$ 2,005	\$ 2,066	\$ 2,128	\$ 41,490
Early Childhood	0.2000	\$ 1,065	\$ 1,097	\$ 1,131	\$ 1,165	\$ 1,201	\$ 1,237	\$ 1,275	\$ 1,314	\$ 1,353	\$ 26,384
BATA	0.4655	\$ 2,478	\$ 2,554	\$ 2,632	\$ 2,712	\$ 2,794	\$ 2,880	\$ 2,967	\$ 3,057	\$ 3,150	\$ 61,410
Twp Allocation	0.5209	\$ 2,773	\$ 2,858	\$ 2,945	\$ 3,035	\$ 3,127	\$ 3,222	\$ 3,320	\$ 3,421	\$ 3,525	\$ 68,718
Library	0.4920	\$ 2,619	\$ 2,699	\$ 2,782	\$ 2,866	\$ 2,954	\$ 3,043	\$ 3,136	\$ 3,231	\$ 3,330	\$ 64,906
Sinking Fund	0.4607	\$ 2,453	\$ 2,528	\$ 2,605	\$ 2,684	\$ 2,766	\$ 2,850	\$ 2,937	\$ 3,026	\$ 3,118	\$ 60,777
North Ed	2.8494	\$ 15,171	\$ 15,633	\$ 16,110	\$ 16,600	\$ 17,106	\$ 17,626	\$ 18,162	\$ 18,714	\$ 19,283	\$ 375,899
County Allocation	3.2002	\$ 17,038	\$ 17,558	\$ 18,093	\$ 18,644	\$ 19,211	\$ 19,796	\$ 20,398	\$ 21,018	\$ 21,657	\$ 422,178
Oper NH 26	1.1733	\$ 6,247	\$ 6,437	\$ 6,633	\$ 6,835	\$ 7,044	\$ 7,258	\$ 7,479	\$ 7,706	\$ 7,940	\$ 154,784
Fire/Rescue Authority	3.1461	\$ 16,750	\$ 17,261	\$ 17,787	\$ 18,329	\$ 18,887	\$ 19,461	\$ 20,053	\$ 20,663	\$ 21,291	\$ 415,041
Local MillageTotal	13.3141	\$ 70,886	\$ 73,047	\$ 75,273	\$ 77,566	\$ 79,927	\$ 82,359	\$ 84,865	\$ 87,445	\$ 90,103	\$ 1,756,427
Non-Capturable Millages	Millage Rate										
School Debt	0.4700	\$ 2,502	\$ 2,579	\$ 2,657	\$ 2,738	\$ 2,822	\$ 2,907	\$ 2,996	\$ 3,087	\$ 3,181	\$ 62,003
Debt 2024	1.0600	\$ 5,644	\$ 5,816	\$ 5,993	\$ 6,175	\$ 6,363	\$ 6,557	\$ 6,756	\$ 6,962	\$ 7,174	\$ 139,838
Non-Capturable Total	1.5300	\$ 8,146	\$ 8,394	\$ 8,650	\$ 8,914	\$ 9,185	\$ 9,464	\$ 9,752	\$ 10,049	\$ 10,354	\$ 201,841
37.6708											
Total Tax Increment Revenue (TIR) Available for Capture		\$ 102,831	\$ 105,966	\$ 109,195	\$ 112,521	\$ 115,946	\$ 119,475	\$ 123,109	\$ 126,852	\$ 130,707	\$ 2,547,960

NOTES:
*Homes are anticipated to be Principal Residence Exempt (PRE)
Winter 2025 & Summer 2026 Millage Rates

Table 2 – Total Captured Incremental Taxes Schedule - Table 2C MULTIFAMILY ONLY
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Estimated Rental Revenue Increase Rate: 1.5% increase per year										
Plan Year	1	2	3	4	5	6	7	8	9	10
Calendar Year	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
*Base Taxable Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future Taxable Value	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Incremental Difference (New TV - Base TV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Payment in Lieu of Taxes (PILOT)	PILOT %										
Rental Revenue Projected:		\$ 102,978	\$ 104,523	\$ 106,091	\$ 107,682	\$ 109,297	\$ 110,937	\$ 112,601	\$ 114,290	\$ 116,004	\$ 117,744
PILOT TIR Anticipated	0.0600	\$ 6,179	\$ 6,271	\$ 6,365	\$ 6,461	\$ 6,558	\$ 6,656	\$ 6,756	\$ 6,857	\$ 6,960	\$ 7,065
Local PILOT Total		\$ 6,179	\$ 6,271	\$ 6,365	\$ 6,461	\$ 6,558	\$ 6,656	\$ 6,756	\$ 6,857	\$ 6,960	\$ 7,065

School Capture	Millage Rate										
State Education Tax (SET)	6.0000	\$ 984	\$ 999	\$ 1,014	\$ 1,029	\$ 1,044	\$ 1,060	\$ 1,076	\$ 1,092	\$ 1,109	\$ 1,125
School Operating Tax*	16.8267	\$ 2,760	\$ 2,801	\$ 2,843	\$ 2,886	\$ 2,929	\$ 2,973	\$ 3,018	\$ 3,063	\$ 3,109	\$ 3,156
School Total	22.8267	\$ 3,744	\$ 3,800	\$ 3,857	\$ 3,915	\$ 3,974	\$ 4,033	\$ 4,094	\$ 4,155	\$ 4,218	\$ 4,281

Local Capture (millages)	Millage Rate										
County Road	0.4915	\$ 81	\$ 82	\$ 83	\$ 84	\$ 86	\$ 87	\$ 88	\$ 89	\$ 91	\$ 92
County Seniors	0.3145	\$ 52	\$ 52	\$ 53	\$ 54	\$ 55	\$ 56	\$ 56	\$ 57	\$ 58	\$ 59
Early Childhood	0.2000	\$ 33	\$ 33	\$ 34	\$ 34	\$ 35	\$ 35	\$ 36	\$ 36	\$ 37	\$ 38
BATA	0.4655	\$ 76	\$ 77	\$ 79	\$ 80	\$ 81	\$ 82	\$ 83	\$ 85	\$ 86	\$ 87
Twp Allocation	0.5209	\$ 85	\$ 87	\$ 88	\$ 89	\$ 91	\$ 92	\$ 93	\$ 95	\$ 96	\$ 98
Library	0.4920	\$ 81	\$ 82	\$ 83	\$ 84	\$ 86	\$ 87	\$ 88	\$ 90	\$ 91	\$ 92
Sinking Fund	0.4607	\$ 76	\$ 77	\$ 78	\$ 79	\$ 80	\$ 81	\$ 83	\$ 84	\$ 85	\$ 86
North Ed	2.8494	\$ 467	\$ 474	\$ 481	\$ 489	\$ 496	\$ 503	\$ 511	\$ 519	\$ 526	\$ 534
County Allocation	3.2002	\$ 525	\$ 533	\$ 541	\$ 549	\$ 557	\$ 565	\$ 574	\$ 583	\$ 591	\$ 600
Oper NH 26	1.1733	\$ 192	\$ 195	\$ 198	\$ 201	\$ 204	\$ 207	\$ 210	\$ 214	\$ 217	\$ 220
Fire/Rescue Authority	3.1461	\$ 516	\$ 524	\$ 532	\$ 540	\$ 548	\$ 556	\$ 564	\$ 573	\$ 581	\$ 590
Local MillageTotal	13.3141	\$ 2,184	\$ 2,216	\$ 2,250	\$ 2,283	\$ 2,318	\$ 2,352	\$ 2,388	\$ 2,424	\$ 2,460	\$ 2,497

Non-Capturable Millages	Millage Rate										
School Debt	0.4700	\$ 77	\$ 78	\$ 79	\$ 81	\$ 82	\$ 83	\$ 84	\$ 86	\$ 87	\$ 88
Debt 2024	1.0600	\$ 174	\$ 176	\$ 179	\$ 182	\$ 185	\$ 187	\$ 190	\$ 193	\$ 196	\$ 199
Non-Capturable Total	1.5300	\$ 251	\$ 255	\$ 259	\$ 262	\$ 266	\$ 270	\$ 274	\$ 279	\$ 283	\$ 287

37.6708

Total Tax Increment Revenue (TIR) Available for Capture

\$ 5,928

\$ 6,017

\$ 6,107

\$ 6,198

\$ 6,291

\$ 6,386

\$ 6,482

\$ 6,579

\$ 6,677

\$ 6,778

NOTES:
*Rental Units are not subject to Principal Residence
Exemption (PRE)
Winter 2025 & Summer 2026 Millage Rates

Millage rates are estimated based off of anticipated PILOT

Table 2 – Total Captured Incremental Taxes Schedule - Table 2C MULTIFAMILY ONLY
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Estimated Rental Revenue Increase Rate:												
	Plan Year	11	12	13	14	15	16	17	18	19	20	21
Calendar Year		2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
*Base Taxable Value		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Future Taxable Value		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Incremental Difference (New TV - Base TV)	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Payment in Lieu of Taxes (PILOT)	PILOT %											
Rental Revenue Projected:		\$ 119,510	\$ 121,303	\$ 123,122	\$ 124,969	\$ 126,844	\$ 128,746	\$ 130,678	\$ 132,638	\$ 134,627	\$ 136,647	\$ 138,696
PILOT TIR Anticipated	0.0600	\$ 7,171	\$ 7,278	\$ 7,387	\$ 7,498	\$ 7,611	\$ 7,725	\$ 7,841	\$ 7,958	\$ 8,078	\$ 8,199	\$ 8,322
Local PILOT Total		\$ 7,171	\$ 7,278	\$ 7,387	\$ 7,498	\$ 7,611	\$ 7,725	\$ 7,841	\$ 7,958	\$ 8,078	\$ 8,199	\$ 8,322

School Capture	Millage Rate											
State Education Tax (SET)	6.0000	\$ 1,142	\$ 1,159	\$ 1,177	\$ 1,194	\$ 1,212	\$ 1,230	\$ 1,249	\$ 1,268	\$ 1,287	\$ 1,306	\$ 1,325
School Operating Tax*	16.8267	\$ 3,203	\$ 3,251	\$ 3,300	\$ 3,349	\$ 3,399	\$ 3,450	\$ 3,502	\$ 3,555	\$ 3,608	\$ 3,662	\$ 3,717
School Total	22.8267	\$ 4,345	\$ 4,410	\$ 4,476	\$ 4,544	\$ 4,612	\$ 4,681	\$ 4,751	\$ 4,822	\$ 4,895	\$ 4,968	\$ 5,043

Local Capture (millages)	Millage Rate											
County Road	0.4915	\$ 94	\$ 95	\$ 96	\$ 98	\$ 99	\$ 101	\$ 102	\$ 104	\$ 105	\$ 107	\$ 109
County Seniors	0.3145	\$ 60	\$ 61	\$ 62	\$ 63	\$ 64	\$ 64	\$ 65	\$ 66	\$ 67	\$ 68	\$ 69
Early Childhood	0.2000	\$ 38	\$ 39	\$ 39	\$ 40	\$ 40	\$ 41	\$ 42	\$ 42	\$ 43	\$ 44	\$ 44
BATA	0.4655	\$ 89	\$ 90	\$ 91	\$ 93	\$ 94	\$ 95	\$ 97	\$ 98	\$ 100	\$ 101	\$ 103
Twp Allocation	0.5209	\$ 99	\$ 101	\$ 102	\$ 104	\$ 105	\$ 107	\$ 108	\$ 110	\$ 112	\$ 113	\$ 115
Library	0.4920	\$ 94	\$ 95	\$ 96	\$ 98	\$ 99	\$ 101	\$ 102	\$ 104	\$ 105	\$ 107	\$ 109
Sinking Fund	0.4607	\$ 88	\$ 89	\$ 90	\$ 92	\$ 93	\$ 94	\$ 96	\$ 97	\$ 99	\$ 100	\$ 102
North Ed	2.8494	\$ 542	\$ 551	\$ 559	\$ 567	\$ 576	\$ 584	\$ 593	\$ 602	\$ 611	\$ 620	\$ 629
County Allocation	3.2002	\$ 609	\$ 618	\$ 628	\$ 637	\$ 647	\$ 656	\$ 666	\$ 676	\$ 686	\$ 697	\$ 707
Oper NH 26	1.1733	\$ 223	\$ 227	\$ 230	\$ 234	\$ 237	\$ 241	\$ 244	\$ 248	\$ 252	\$ 255	\$ 259
Fire/Rescue Authority	3.1461	\$ 599	\$ 608	\$ 617	\$ 626	\$ 636	\$ 645	\$ 655	\$ 665	\$ 675	\$ 685	\$ 695
Local MillageTotal	13.3141	\$ 2,534	\$ 2,572	\$ 2,611	\$ 2,650	\$ 2,690	\$ 2,730	\$ 2,771	\$ 2,813	\$ 2,855	\$ 2,898	\$ 2,941

Non-Capturable Millages	Millage Rate											
School Debt	0.4700	\$ 89	\$ 91	\$ 92	\$ 94	\$ 95	\$ 96	\$ 98	\$ 99	\$ 101	\$ 102	\$ 104
Debt 2024	1.0600	\$ 202	\$ 205	\$ 208	\$ 211	\$ 214	\$ 217	\$ 221	\$ 224	\$ 227	\$ 231	\$ 234
Non-Capturable Total	1.5300	\$ 291	\$ 296	\$ 300	\$ 305	\$ 309	\$ 314	\$ 318	\$ 323	\$ 328	\$ 333	\$ 338

37.6708												
Total Tax Increment Revenue (TIR) Available for Capture	\$	6,879	\$ 6,983	\$ 7,087	\$ 7,194	\$ 7,301	\$ 7,411	\$ 7,522	\$ 7,635	\$ 7,749	\$ 7,866	\$ 7,984

NOTES:
*Rental Units are not subject to Principal Residence
Exemption (PRE)
Winter 2025 & Summer 2026 Millage Rates

Millage rates are estimated based off of anticipated PILOT

Table 2 – Total Captured Incremental Taxes Schedule - Table 2C MULTIFAMILY ONLY
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Estimated Rental Revenue Increase Rate:											
Plan Year	22	23	24	25	26	27	28	29	30	Totals	
Calendar Year	2049	2050	2051	2052	2053	2054	2055	2056	2057		
*Base Taxable Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Future Taxable Value	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Incremental Difference (New TV - Base TV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment in Lieu of Taxes (PILOT)	PILOT %										
Rental Revenue Projected:		\$ 140,777	\$ 142,889	\$ 145,032	\$ 147,207	\$ 149,415	\$ 151,657	\$ 153,932	\$ 156,241	\$ 158,584	
PILOT TIR Anticipated	0.0600	\$ 8,447	\$ 8,573	\$ 8,702	\$ 8,832	\$ 8,965	\$ 9,099	\$ 9,236	\$ 9,374	\$ 9,515	\$ 231,939
Local PILOT Total		\$ 8,447	\$ 8,573	\$ 8,702	\$ 8,832	\$ 8,965	\$ 9,099	\$ 9,236	\$ 9,374	\$ 9,515	\$ 231,939
School Capture	Millage Rate										
State Education Tax (SET)	6.0000	\$ 1,345	\$ 1,366	\$ 1,386	\$ 1,407	\$ 1,428	\$ 1,449	\$ 1,471	\$ 1,493	\$ 1,516	\$ 36,942
School Operating Tax*	16.8267	\$ 3,773	\$ 3,830	\$ 3,887	\$ 3,945	\$ 4,004	\$ 4,064	\$ 4,125	\$ 4,187	\$ 4,250	\$ 103,602
School Total	22.8267	\$ 5,118	\$ 5,195	\$ 5,273	\$ 5,352	\$ 5,432	\$ 5,514	\$ 5,597	\$ 5,680	\$ 5,766	\$ 140,544
Local Capture (millages)	Millage Rate										
County Road	0.4915	\$ 110	\$ 112	\$ 114	\$ 115	\$ 117	\$ 119	\$ 121	\$ 122	\$ 124	\$ 3,026
County Seniors	0.3145	\$ 71	\$ 72	\$ 73	\$ 74	\$ 75	\$ 76	\$ 77	\$ 78	\$ 79	\$ 1,936
Early Childhood	0.2000	\$ 45	\$ 46	\$ 46	\$ 47	\$ 48	\$ 48	\$ 49	\$ 50	\$ 51	\$ 1,231
BATA	0.4655	\$ 104	\$ 106	\$ 108	\$ 109	\$ 111	\$ 112	\$ 114	\$ 116	\$ 118	\$ 2,866
Twp Allocation	0.5209	\$ 117	\$ 119	\$ 120	\$ 122	\$ 124	\$ 126	\$ 128	\$ 130	\$ 132	\$ 3,207
Library	0.4920	\$ 110	\$ 112	\$ 114	\$ 115	\$ 117	\$ 119	\$ 121	\$ 122	\$ 124	\$ 3,029
Sinking Fund	0.4607	\$ 103	\$ 105	\$ 106	\$ 108	\$ 110	\$ 111	\$ 113	\$ 115	\$ 116	\$ 2,836
North Ed	2.8494	\$ 639	\$ 648	\$ 658	\$ 668	\$ 678	\$ 688	\$ 699	\$ 709	\$ 720	\$ 17,544
County Allocation	3.2002	\$ 718	\$ 728	\$ 739	\$ 750	\$ 762	\$ 773	\$ 785	\$ 796	\$ 808	\$ 19,703
Oper NH 26	1.1733	\$ 263	\$ 267	\$ 271	\$ 275	\$ 279	\$ 283	\$ 288	\$ 292	\$ 296	\$ 7,224
Fire/Rescue Authority	3.1461	\$ 705	\$ 716	\$ 727	\$ 738	\$ 749	\$ 760	\$ 771	\$ 783	\$ 795	\$ 19,370
Local MillageTotal	13.3141	\$ 2,985	\$ 3,030	\$ 3,075	\$ 3,122	\$ 3,168	\$ 3,216	\$ 3,264	\$ 3,313	\$ 3,363	\$ 81,973
Non-Capturable Millages	Millage Rate										
School Debt	0.4700	\$ 105	\$ 107	\$ 109	\$ 110	\$ 112	\$ 114	\$ 115	\$ 117	\$ 119	\$ 2,894
Debt 2024	1.0600	\$ 238	\$ 241	\$ 245	\$ 249	\$ 252	\$ 256	\$ 260	\$ 264	\$ 268	\$ 6,526
Non-Capturable Total	1.5300	\$ 343	\$ 348	\$ 353	\$ 359	\$ 364	\$ 370	\$ 375	\$ 381	\$ 386	\$ 9,420
37.6708											
Total Tax Increment Revenue (TIR) Available for Capture		\$ 8,103	\$ 8,225	\$ 8,348	\$ 8,474	\$ 8,601	\$ 8,730	\$ 8,861	\$ 8,994	\$ 9,129	\$ 222,517

NOTES:

*Rental Units are not subject to Principal Residence
Exemption (PRE)
Winter 2025 & Summer 2026 Millage Rates

Millage rates are estimated based off of anticipated PILOT

Table 2 – Total Captured Incremental Taxes Schedule - Table 2D SUMMARY (LAND+FOR SALE+MULTIFAMILY)
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Estimated Taxable Value (TV) Increase Rate: 3% increase per year

Plan Year	1	2	3	4	5	6	7	8	9	10
Calendar Year	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
*Base Taxable Value	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263
Future Taxable Value	\$ 1,080,000	\$ 1,112,400	\$ 3,161,772	\$ 3,256,625	\$ 3,354,324	\$ 3,454,954	\$ 3,558,602	\$ 3,665,360	\$ 3,775,321	\$ 3,888,581
Incremental Difference (New TV - Base TV)	\$ 926,737	\$ 959,137	\$ 3,008,509	\$ 3,103,362	\$ 3,201,061	\$ 3,301,691	\$ 3,405,339	\$ 3,512,097	\$ 3,622,058	\$ 3,735,318

School Capture	Millage Rate																				
State Education Tax (SET)	6.0000	\$	6,545	\$	6,754	\$	19,065	\$	19,649	\$	20,251	\$	20,870	\$	21,508	\$	22,165	\$	22,841	\$	23,537
School Operating Tax*	16.8267	\$	2,841	\$	2,919	\$	2,998	\$	3,079	\$	3,162	\$	3,247	\$	3,334	\$	3,423	\$	3,513	\$	3,606
School Total	22.8267	\$	9,385	\$	9,672	\$	22,063	\$	22,729	\$	23,413	\$	24,118	\$	24,842	\$	25,587	\$	26,354	\$	27,143

Local Capture	Millage Rate																				
County Road	0.4915	\$	536	\$	553	\$	1,562	\$	1,610	\$	1,659	\$	1,710	\$	1,762	\$	1,816	\$	1,871	\$	1,928
County Seniors	0.3145	\$	343	\$	354	\$	999	\$	1,030	\$	1,061	\$	1,094	\$	1,127	\$	1,162	\$	1,197	\$	1,234
Early Childhood	0.2000	\$	218	\$	225	\$	635	\$	655	\$	675	\$	696	\$	717	\$	739	\$	761	\$	785
BATA	0.4655	\$	508	\$	524	\$	1,479	\$	1,524	\$	1,571	\$	1,619	\$	1,669	\$	1,720	\$	1,772	\$	1,826
Twp Allocation	0.5209	\$	568	\$	586	\$	1,655	\$	1,706	\$	1,758	\$	1,812	\$	1,867	\$	1,924	\$	1,983	\$	2,043
Library	0.4920	\$	537	\$	554	\$	1,563	\$	1,611	\$	1,661	\$	1,711	\$	1,764	\$	1,818	\$	1,873	\$	1,930
Sinking Fund	0.4607	\$	503	\$	519	\$	1,464	\$	1,509	\$	1,555	\$	1,602	\$	1,651	\$	1,702	\$	1,754	\$	1,807
North Ed	2.8494	\$	3,108	\$	3,207	\$	9,054	\$	9,331	\$	9,617	\$	9,911	\$	10,214	\$	10,526	\$	10,847	\$	11,178
County Allocation	3.2002	\$	3,491	\$	3,602	\$	10,169	\$	10,480	\$	10,801	\$	11,132	\$	11,472	\$	11,822	\$	12,183	\$	12,554
Oper NH 26	1.1733	\$	1,280	\$	1,321	\$	3,728	\$	3,842	\$	3,960	\$	4,081	\$	4,206	\$	4,334	\$	4,467	\$	4,603
Fire/Rescue Authority	3.1461	\$	3,432	\$	3,541	\$	9,997	\$	10,303	\$	10,619	\$	10,943	\$	11,278	\$	11,622	\$	11,977	\$	12,342
Local Total	13.3141	\$	14,523	\$	14,986	\$	42,305	\$	43,602	\$	44,937	\$	46,312	\$	47,727	\$	49,184	\$	50,684	\$	52,229

Non-Capturable Millages	Millage Rate																				
School Debt	0.4700	\$	513	\$	529	\$	1,493	\$	1,539	\$	1,586	\$	1,635	\$	1,685	\$	1,736	\$	1,789	\$	1,844
Debt 2024	1.0600	\$	1,156	\$	1,193	\$	3,368	\$	3,471	\$	3,578	\$	3,687	\$	3,800	\$	3,916	\$	4,035	\$	4,158
Non-Capturable Total	1.5300	\$	1,669	\$	1,722	\$	4,862	\$	5,011	\$	5,164	\$	5,322	\$	5,485	\$	5,652	\$	5,824	\$	6,002

37.6708																				
Total Tax Increment Revenue (TIR) Available for Capture	\$	23,909	\$	24,659	\$	64,368	\$	66,330	\$	68,350	\$	70,429	\$	72,569	\$	74,771	\$	77,039	\$	79,372

NOTES:

*Land values are not subject to Principal Residence Exemption (PRE), Home Values are anticipated to be PRE Winter 2025 & Summer 2026 Millage Rates

Multifamily is anticipated to pursue a PILOT which is included for capture based on estimated values

Estimated Taxable Value (TV) Increase Rate:											
	Plan Year	22	23	24	25	26	27	28	29	30	Totals
	Calendar Year	2049	2050	2051	2052	2053	2054	2055	2056	2057	
	*Base Taxable Value	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ 153,263	\$ -
	Future Taxable Value	\$ 5,544,186	\$ 5,710,512	\$ 5,881,827	\$ 6,058,282	\$ 6,240,031	\$ 6,427,231	\$ 6,620,048	\$ 6,818,650	\$ 7,023,209	\$ -
	Incremental Difference (New TV - Base TV)	\$ 5,390,923	\$ 5,557,249	\$ 5,728,564	\$ 5,905,019	\$ 6,086,768	\$ 6,273,968	\$ 6,466,785	\$ 6,665,387	\$ 6,869,946	\$ -
School Capture	Millage Rate										
State Education Tax (SET)	6.0000	\$ 33,691	\$ 34,709	\$ 35,757	\$ 36,837	\$ 37,948	\$ 39,093	\$ 40,272	\$ 41,485	\$ 42,735	\$ 836,936
School Operating Tax*	16.8267	\$ 4,896	\$ 5,020	\$ 5,148	\$ 5,278	\$ 5,411	\$ 5,547	\$ 5,686	\$ 5,829	\$ 5,975	\$ 127,328
School Total	22.8267	\$ 38,587	\$ 39,729	\$ 40,905	\$ 42,114	\$ 43,359	\$ 44,640	\$ 45,958	\$ 47,314	\$ 48,710	\$ 964,263
Local Capture	Millage Rate										
County Road	0.4915	\$ 2,760	\$ 2,843	\$ 2,929	\$ 3,018	\$ 3,109	\$ 3,202	\$ 3,299	\$ 3,398	\$ 3,501	\$ 68,559
County Seniors	0.3145	\$ 1,766	\$ 1,819	\$ 1,874	\$ 1,931	\$ 1,989	\$ 2,049	\$ 2,111	\$ 2,175	\$ 2,240	\$ 43,869
Early Childhood	0.2000	\$ 1,123	\$ 1,157	\$ 1,192	\$ 1,228	\$ 1,265	\$ 1,303	\$ 1,342	\$ 1,383	\$ 1,424	\$ 27,898
BATA	0.4655	\$ 2,614	\$ 2,693	\$ 2,774	\$ 2,858	\$ 2,944	\$ 3,033	\$ 3,124	\$ 3,219	\$ 3,316	\$ 64,932
Twp Allocation	0.5209	\$ 2,925	\$ 3,013	\$ 3,104	\$ 3,198	\$ 3,295	\$ 3,394	\$ 3,496	\$ 3,602	\$ 3,710	\$ 72,660
Library	0.4920	\$ 2,763	\$ 2,846	\$ 2,932	\$ 3,021	\$ 3,112	\$ 3,206	\$ 3,302	\$ 3,402	\$ 3,504	\$ 68,629
Sinking Fund	0.4607	\$ 2,587	\$ 2,665	\$ 2,746	\$ 2,828	\$ 2,914	\$ 3,002	\$ 3,092	\$ 3,185	\$ 3,281	\$ 64,263
North Ed	2.8494	\$ 16,000	\$ 16,483	\$ 16,981	\$ 17,494	\$ 18,022	\$ 18,565	\$ 19,125	\$ 19,701	\$ 20,295	\$ 397,461
County Allocation	3.2002	\$ 17,970	\$ 18,513	\$ 19,072	\$ 19,648	\$ 20,240	\$ 20,851	\$ 21,480	\$ 22,127	\$ 22,794	\$ 446,394
Oper NH 26	1.1733	\$ 6,588	\$ 6,787	\$ 6,992	\$ 7,203	\$ 7,421	\$ 7,645	\$ 7,875	\$ 8,112	\$ 8,357	\$ 163,663
Fire/Rescue Authority	3.1461	\$ 17,666	\$ 18,200	\$ 18,749	\$ 19,315	\$ 19,898	\$ 20,498	\$ 21,116	\$ 21,753	\$ 22,408	\$ 438,847
Local Total	13.3141	\$ 74,761	\$ 77,020	\$ 79,346	\$ 81,742	\$ 84,208	\$ 86,748	\$ 89,364	\$ 92,057	\$ 94,830	\$ 1,857,174
Non-Capturable Millages	Millage Rate										
School Debt	0.4700	\$ 2,639	\$ 2,719	\$ 2,801	\$ 2,886	\$ 2,973	\$ 3,062	\$ 3,155	\$ 3,250	\$ 3,348	\$ 65,560
Debt 2024	1.0600	\$ 5,952	\$ 6,132	\$ 6,317	\$ 6,508	\$ 6,704	\$ 6,906	\$ 7,115	\$ 7,329	\$ 7,550	\$ 147,859
Non-Capturable Total	1.5300	\$ 8,591	\$ 8,851	\$ 9,118	\$ 9,393	\$ 9,677	\$ 9,969	\$ 10,269	\$ 10,579	\$ 10,897	\$ 213,418
37.6708											
Total Tax Increment Revenue (TIR) Available for Capture		\$ 113,348	\$ 116,749	\$ 120,251	\$ 123,856	\$ 127,567	\$ 131,388	\$ 135,322	\$ 139,371	\$ 143,540	\$ 2,821,437

NOTES:

*Land values are not subject to Principal Residence Exemption (PRE), Home Values are anticipated to be PRE Winter 2025 & Summer 2026 Millage Rates

Multifamily is anticipated to pursue a PILOT which is included for capture based on estimated values

Table 3 – Estimated Reimbursement Schedule
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

Developer & BRA Maximum Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	34.2%	\$ 959,731	\$ -	\$ 959,731
Local	65.8%	\$ 1,848,519	\$ -	\$ 1,848,519
TOTAL				
EGLE	0.1%	\$ 2,100	\$ -	\$ 2,100
MEDC	0.0%	\$ -	\$ -	\$ -
MSHDA	99.9%	\$ 2,806,150	\$ -	\$ 2,806,150

Estimated Total
Years of Plan: 30

Estimated Capture	
Administrative Fees	\$ 92,859
State Brownfield Redevelopment Fund	\$ 317,701
Local Brownfield Revolving Fund	\$ -

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
Total State Incremental Revenue	\$ 9,385	\$ 9,672	\$ 22,063	\$ 22,729	\$ 23,413	\$ 24,118	\$ 24,842	\$ 25,587	\$ 26,354	\$ 27,143	\$ 27,955	\$ 28,790	\$ 29,649	\$ 30,532	\$ 31,442
State Brownfield Redevelopment Fund (50% of SET)	\$ 3,272	\$ 3,377	\$ 9,532	\$ 9,825	\$ 10,125	\$ 10,435	\$ 10,754	\$ 11,082	\$ 11,420	\$ 11,769	\$ 12,127	\$ 12,496	\$ 12,876	\$ 13,267	\$ 13,670
State TIR Available for Reimbursement	\$ 6,113	\$ 6,296	\$ 12,531	\$ 12,904	\$ 13,288	\$ 13,682	\$ 14,088	\$ 14,505	\$ 14,934	\$ 15,374	\$ 15,828	\$ 16,294	\$ 16,773	\$ 17,265	\$ 17,772
Total Local Incremental Revenue	\$ 14,523	\$ 14,986	\$ 42,305	\$ 43,602	\$ 44,937	\$ 46,312	\$ 47,727	\$ 49,184	\$ 50,684	\$ 52,229	\$ 53,820	\$ 55,458	\$ 57,144	\$ 58,880	\$ 60,668
BRA Administrative Fee (5%)	\$ 726	\$ 749	\$ 2,115	\$ 2,180	\$ 2,247	\$ 2,316	\$ 2,386	\$ 2,459	\$ 2,534	\$ 2,611	\$ 2,691	\$ 2,773	\$ 2,857	\$ 2,944	\$ 3,033
Local TIR Available for Reimbursement	\$ 13,797	\$ 14,237	\$ 40,190	\$ 41,422	\$ 42,690	\$ 43,996	\$ 45,340	\$ 46,725	\$ 48,150	\$ 49,618	\$ 51,129	\$ 52,685	\$ 54,287	\$ 55,936	\$ 57,635
Total State & Local TIR Available	\$ 19,910	\$ 20,533	\$ 52,721	\$ 54,326	\$ 55,978	\$ 57,678	\$ 59,428	\$ 61,230	\$ 63,084	\$ 64,992	\$ 66,957	\$ 68,978	\$ 71,059	\$ 73,202	\$ 75,407

DEVELOPER	Beginning Balance															
Reimbursement Balance	\$ 2,808,250	\$ 2,788,340	\$ 2,767,807	\$ 2,715,087	\$ 2,660,761	\$ 2,604,783	\$ 2,547,105	\$ 2,487,676	\$ 2,426,446	\$ 2,363,362	\$ 2,298,370	\$ 2,231,414	\$ 2,162,435	\$ 2,091,376	\$ 2,018,174	\$ 1,942,768

EGLE Environmental Costs	\$ 2,100	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement		\$ 718	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement		\$ 1,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total EGLE Reimbursement Balance		\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MSHDA Costs	\$ 2,806,150	\$ 2,806,150	\$ 2,788,340	\$ 2,767,807	\$ 2,715,087	\$ 2,660,761	\$ 2,604,783	\$ 2,547,105	\$ 2,487,676	\$ 2,426,446	\$ 2,363,362	\$ 2,298,370	\$ 2,231,414	\$ 2,162,435	\$ 2,091,376	\$ 2,018,174
State Tax Reimbursement		\$ 5,396	\$ 6,296	\$ 12,531	\$ 12,904	\$ 13,288	\$ 13,682	\$ 14,088	\$ 14,505	\$ 14,934	\$ 15,374	\$ 15,828	\$ 16,294	\$ 16,773	\$ 17,265	\$ 17,772
Local Tax Reimbursement		\$ 12,415	\$ 14,237	\$ 40,190	\$ 41,422	\$ 42,690	\$ 43,996	\$ 45,340	\$ 46,725	\$ 48,150	\$ 49,618	\$ 51,129	\$ 52,685	\$ 54,287	\$ 55,936	\$ 57,635
Total MSHDA Reimbursement Balance		\$ 2,788,340	\$ 2,767,807	\$ 2,715,087	\$ 2,660,761	\$ 2,604,783	\$ 2,547,105	\$ 2,487,676	\$ 2,426,446	\$ 2,363,362	\$ 2,298,370	\$ 2,231,414	\$ 2,162,435	\$ 2,091,376	\$ 2,018,174	\$ 1,942,768

Total Annual Developer Reimbursement		\$ 19,910	\$ 20,533	\$ 52,721	\$ 54,326	\$ 55,978	\$ 57,678	\$ 59,428	\$ 61,230	\$ 63,084	\$ 64,992	\$ 66,957	\$ 68,978	\$ 71,059	\$ 73,202	\$ 75,407
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LOCAL BROWNFIELD REVOLVING FUND

LBRF Deposits *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Capture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LBRF Capture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed is not estimated to be pursued.

Table 3 – Estimated Reimbursement Schedule
Act 381 Brownfield Plan
980 Herman Road Housing Development,
Suttons Bay, MI

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	TOTAL
Total State Incremental Revenue	\$ 32,377	\$ 33,340	\$ 34,330	\$ 35,349	\$ 36,398	\$ 37,477	\$ 38,587	\$ 39,729	\$ 40,905	\$ 42,114	\$ 43,359	\$ 44,640	\$ 45,958	\$ 47,314	\$ 48,710	\$ 964,263
State Brownfield Redevelopment Fund (50% of SI)	\$ 14,085	\$ 14,512	\$ 14,952	\$ 15,405	\$ 15,871	\$ 16,351	\$ 16,845	\$ 17,355	\$ 17,879	\$ 18,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 317,701
State TIR Available for Reimbursement	\$ 18,292	\$ 18,828	\$ 19,379	\$ 19,945	\$ 20,527	\$ 21,126	\$ 21,742	\$ 22,375	\$ 23,026	\$ 23,696	\$ 43,359	\$ 44,640	\$ 45,958	\$ 47,314	\$ 48,710	\$ 646,562
Total Local Incremental Revenue	\$ 62,509	\$ 64,405	\$ 66,357	\$ 68,366	\$ 70,436	\$ 72,566	\$ 74,761	\$ 77,020	\$ 79,346	\$ 81,742	\$ 84,208	\$ 86,748	\$ 89,364	\$ 92,057	\$ 94,830	\$ 1,857,174
BRA Administrative Fee (5%)	\$ 3,125	\$ 3,220	\$ 3,318	\$ 3,418	\$ 3,522	\$ 3,628	\$ 3,738	\$ 3,851	\$ 3,967	\$ 4,087	\$ 4,210	\$ 4,337	\$ 4,468	\$ 4,603	\$ 4,742	\$ 92,859
Local TIR Available for Reimbursement	\$ 59,384	\$ 61,184	\$ 63,039	\$ 64,948	\$ 66,914	\$ 68,938	\$ 71,023	\$ 73,169	\$ 75,379	\$ 77,655	\$ 79,998	\$ 82,411	\$ 84,895	\$ 87,454	\$ 90,089	\$ 1,764,315
Total State & Local TIR Available	\$ 77,676	\$ 80,012	\$ 82,417	\$ 84,893	\$ 87,441	\$ 90,064	\$ 92,764	\$ 95,544	\$ 98,405	\$ 101,351	\$ 123,357	\$ 127,051	\$ 130,853	\$ 134,768	\$ 138,798	\$ 2,410,877
DEVELOPER																
Reimbursement Balance	\$ 1,865,092	\$ 1,785,079	\$ 1,702,662	\$ 1,617,769	\$ 1,530,328	\$ 1,440,264	\$ 1,347,500	\$ 1,251,956	\$ 1,153,551	\$ 1,052,200	\$ 928,843	\$ 801,793	\$ 670,939	\$ 536,171	\$ 397,373	\$ -
EGLE Environmental Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 692
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408
Total EGLE Reimbursement Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100
MSHDA Costs	\$ 1,942,768	\$ 1,865,092	\$ 1,785,079	\$ 1,702,662	\$ 1,617,769	\$ 1,530,328	\$ 1,440,264	\$ 1,347,500	\$ 1,251,956	\$ 1,153,551	\$ 1,052,200	\$ 928,843	\$ 801,793	\$ 670,939	\$ 536,171	
State Tax Reimbursement	\$ 18,292	\$ 18,828	\$ 19,379	\$ 19,945	\$ 20,527	\$ 21,126	\$ 21,742	\$ 22,375	\$ 23,026	\$ 23,696	\$ 43,359	\$ 44,640	\$ 45,958	\$ 47,314	\$ 48,710	\$ 645,845
Local Tax Reimbursement	\$ 59,384	\$ 61,184	\$ 63,039	\$ 64,948	\$ 66,914	\$ 68,938	\$ 71,023	\$ 73,169	\$ 75,379	\$ 77,655	\$ 79,998	\$ 82,411	\$ 84,895	\$ 87,454	\$ 90,089	\$ 1,762,933
Total MSHDA Reimbursement Balance	\$ 1,865,092	\$ 1,785,079	\$ 1,702,662	\$ 1,617,769	\$ 1,530,328	\$ 1,440,264	\$ 1,347,500	\$ 1,251,956	\$ 1,153,551	\$ 1,052,200	\$ 928,843	\$ 801,793	\$ 670,939	\$ 536,171	\$ 397,373	\$ 2,408,777
Total Annual Developer Reimbursement	\$ 77,676	\$ 80,012	\$ 82,417	\$ 84,893	\$ 87,441	\$ 90,064	\$ 92,764	\$ 95,544	\$ 98,405	\$ 101,351	\$ 123,357	\$ 127,051	\$ 130,853	\$ 134,768	\$ 138,798	\$ 2,410,877
LOCAL BROWNFIELD REVOLVING FUND																
LBRF Deposits *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LBRF Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed is not estimated to be pursued.

Appendix 1

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Resolutions and Notices Pending

Appendix 2

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Development and Reimbursement Agreement Pending

Appendix 3

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Resolutions and Notices Pending

Appendix 4

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Resolutions and Notices Pending

Appendix 5

HOUSING NEEDS ASSESSMENT

Northern Michigan



BOWEN
NATIONAL
RESEARCH

2023

TABLE OF CONTENTS

- I. Introduction
- II. Executive Summary
- III. Regional Overview and Study Areas
- IV. Demographic Analysis
- V. Economic Analysis
- VI. Housing Supply Analysis
- VII. Housing Gap/Demand Estimates
- VIII. Community Input Results and Analysis
 - Addendum A – Field Survey of Conventional Rentals
 - Addendum B – Non-Conventional Rental Survey
 - Addendum C – County Overview (Antrim)
 - Addendum D – County Overview (Benzie)
 - Addendum E – County Overview (Charlevoix)
 - Addendum F – County Overview (Emmet)
 - Addendum G – County Overview (Grand Traverse)
 - Addendum H – County Overview (Kalkaska)
 - Addendum I – County Overview (Leelanau)
 - Addendum J – County Overview (Manistee)
 - Addendum K – County Overview (Missaukee)
 - Addendum L – County Overview (Wexford)
 - Addendum M – Community Input Results
 - Addendum N – Qualifications
 - Addendum O – Glossary

Note: For-Sale housing data may be provided upon request.

Population by migration (previous residence one year prior to survey) for years 2016-2020 is shown in the following table:

		Population by Migration					
		Same House	Different House in Same County	Different County In Same State	Different State	Moved from Abroad	Total
Antrim	Number	20,571	949	1,297	269	25	23,111
	Percent	89.0%	4.1%	5.6%	1.2%	0.1%	100.0%
Benzie	Number	16,072	526	606	296	39	17,539
	Percent	91.6%	3.0%	3.5%	1.7%	0.2%	100.0%
Charlevoix	Number	23,267	1,290	1,180	197	23	25,957
	Percent	89.6%	5.0%	4.5%	0.8%	0.1%	100.0%
Emmet	Number	28,887	2,086	1,457	374	10	32,814
	Percent	88.0%	6.4%	4.4%	1.1%	0.0%	100.0%
Grand Traverse	Number	79,147	6,530	4,529	1,717	49	91,972
	Percent	86.1%	7.1%	4.9%	1.9%	0.1%	100.0%
Kalkaska	Number	15,654	726	913	236	40	17,569
	Percent	89.1%	4.1%	5.2%	1.3%	0.2%	100.0%
Leelanau	Number	19,052	756	1,152	479	30	21,469
	Percent	88.7%	3.5%	5.4%	2.2%	0.1%	100.0%
Manistee	Number	21,846	1,169	1,031	357	29	24,432
	Percent	89.4%	4.8%	4.2%	1.5%	0.1%	100.0%
Missaukee	Number	12,797	1,060	749	222	45	14,873
	Percent	86.0%	7.1%	5.0%	1.5%	0.3%	100.0%
Wexford	Number	28,640	1,739	1,985	562	32	32,958
	Percent	86.9%	5.3%	6.0%	1.7%	0.1%	100.0%
Region	Number	265,933	16,831	14,899	4,709	322	302,694
	Percent	87.9%	5.6%	4.9%	1.6%	0.1%	100.0%
Michigan	Number	8,547,712	767,152	366,898	140,137	43,728	9,865,627
	Percent	86.6%	7.8%	3.7%	1.4%	0.4%	100.0%

Source: U.S. Census Bureau, 2016-2020 American Community Survey; ESRI; Urban Decision Group; Bowen National Research

As the preceding illustrates, nearly nine-tenths (87.9%) of PSA (Northern Michigan Region) residents remained in the same house year over year. This represents a marginally less transient population than the state, where 86.6% of the population remained in the same house year over year. Among all Northern Michigan Region residents, 5.6% moved within the same county, 4.9% moved from a different county within the state, and 1.6% moved from a different state. Although migration data for each county in the PSA is generally similar, it appears Missaukee and Grand Traverse counties are the most transient within the PSA, as 14.0% and 13.9% of their respective populations changed residences from the previous year. By contrast, Benzie County is the least transient county, with only 8.4% of the population changing residences year over year.

While a very high share of individuals remaining in the same house year over year and a limited amount of migration into an area may indicate a lack of housing options or job opportunities within a market, an unusually high share of transiency in an area can also indicate potential housing and economic issues within a market. The housing supply of the PSA is examined in detail in Section VI of this report.

Migration patterns address where people *move* to and from. For the purposes of this analysis, the Census Bureau's Population Estimates Program (PEP) is considered the most reliable source for the total *volume* of domestic migration. To evaluate migration *flows* between counties and mobility patterns by age and income at the county level, we use the U.S. Census Bureau's migration estimates published by the American Community Survey (ACS) for 2021 (latest year available). It is important to note that while county administrative boundaries are likely imperfect reflections of commuter sheds, moving across a county boundary is often an acceptable distance to make a meaningful difference in a person's local housing and labor market environment. The data provided by the PEP is intended to provide general insight regarding the contributing factors of population change (natural increase, domestic migration, and international migration), and as such, gross population changes within this data should not be compared among other tables which may be derived from alternate data sources such as the Decennial Census or American Community Survey.

The following table illustrates the cumulative change in total population for the counties of the PSA (Northern Michigan Region) between April 2010 and July 2020.

Estimated Components of Population Change by County for the PSA (Northern Michigan Region) April 1, 2010 to July 1, 2020								
Area	Population		Change*		Components of Change			
	2010	2020	Number	Percent	Natural Increase	Domestic Migration	International Migration	Net Migration
Antrim County	23,577	23,449	-128	-0.5%	-865	705	52	757
Benzie County	17,519	17,852	333	1.9%	-599	947	-7	940
Charlevoix County	25,955	26,105	150	0.6%	-516	368	322	690
Emmet County	32,696	33,342	646	2.0%	-580	1,112	143	1,255
Grand Traverse County	86,988	93,592	6,604	7.6%	576	5,733	304	6,037
Kalkaska County	17,147	18,003	856	5.0%	-158	947	71	1,018
Leelanau County	21,711	21,743	32	0.1%	-765	689	118	807
Manistee County	24,747	24,738	-9	-0.1%	-1,240	1,089	152	1,241
Missaukee County	14,851	15,152	301	2.0%	120	107	80	187
Wexford County	32,730	33,743	1,013	3.1%	426	520	85	605
Region	297,921	307,719	9,798	3.3%	-3,601	12,217	1,320	13,537

Source: U.S. Census Bureau, Population Division, October 2021

*Includes residuals of -20 (Antrim), -8 (Benzie), -24 (Charlevoix), -29 (Emmet), -9 (Grand Traverse), -4 (Kalkaska), -10 (Leelanau), -10 (Manistee), -6 (Missaukee), -18 (Wexford), and -138 (Region Total), representing the change that cannot be attributed to any specific demographic component

Based on the preceding data, the population increase within the PSA (Northern Michigan Region) from 2010 to 2020 was primarily the result of domestic migration. While natural decrease (more deaths than births) had a negative influence (3,601 decrease) on the PSA population between 2010 and 2020, significant domestic migration (12,217) and international migration (1,320) resulted in population growth of 3.3% within the region, or an increase of 9,798 people.

Among the 10 counties within the PSA, only three counties had a natural increase (more births than deaths) from 2010 to 2020. These include the counties of Grand Traverse (576), Wexford (426), and Missaukee (120). Conversely, the largest natural decrease occurred within Manistee County (1,240 decrease) during this time period. While natural increase is a function of multiple demographic factors such as population age, domestic migration is typically affected by housing and economic factors such as the availability and quality of housing and employment opportunities. Although each county in the PSA benefited from domestic migration to varying degrees from 2010 to 2020, the largest influx of domestic in-migrants occurred within Grand Traverse County (5,733). While international migration typically comprises a much smaller share of the total population change in a given area, it is interesting to note the degree to which this component influenced the population change within Charlevoix County. With international migration comprising nearly half (46.7%) of the total net migration within Charlevoix County, this was a critical component in the moderate population increase (0.6%) in the county from 2010 to 2020.

The following table details the shares of domestic in-migration by three select age cohorts for each county of the PSA (Northern Michigan Region) from 2017 to 2021.

PSA (Northern Michigan Region) by County Domestic County Population In-Migrants by Age, 2017 to 2021						
Area	Share by Age			Median Age in Years		
	1 to 24 Years	25 to 64 Years	65+ Years	In-State Migrants	Out-of-state Migrants	Existing Population
Antrim County	39.0%	48.3%	12.7%	29.8	41.1	52.0
Benzie County	20.2%	55.5%	24.3%	37.6	64.7	50.6
Charlevoix County	31.9%	55.9%	12.3%	34.0	41.2	49.4
Emmet County	31.8%	54.8%	13.4%	30.7	57.7	46.1
Grand Traverse County	36.2%	50.8%	13.0%	30.0	39.8	43.3
Kalkaska County	26.0%	66.3%	7.7%	28.7	36.2	43.9
Leelanau County	34.8%	53.1%	12.1%	37.0	51.2	54.9
Manistee County	27.5%	63.1%	9.5%	41.3	31.9	49.7
Missaukee County	39.6%	53.0%	7.5%	28.0	31.1	43.0
Wexford County	31.9%	56.3%	11.8%	34.0	43.9	42.5
Region Average*	31.9%	55.7%	12.4%	33.1	43.9	47.5

Source: U.S. Census Bureau, 2021 5-Year ACS Estimates (S0701); Bowen National Research

*Average (mean) of shares and medians for individual counties, does not represent actual regional data

The ACS five-year estimates from 2017 to 2021 in the preceding table illustrates that, *on average*, 55.7% of in-migrants to the PSA (Northern Michigan Region) counties were between the ages of 25 and 64, while 31.9% were less than 25 years of age, and 12.4% were ages 65 and older. The counties with the largest shares of in-migrants under the age of 25 include Missaukee County (39.6%), Antrim County (39.0%), and Grand Traverse County (36.2%). Conversely, the counties with the largest shares of in-migrants ages 65 and older include Benzie County (24.3%), Emmet County (13.4%), and Grand Traverse County (13.0%). Within the region, and *on average*, the median age of in-state migrants (33.1 years) and out-of-state migrants (43.9 years) is typically less than the existing population (47.5 years). Among the individual counties, in-state migrants to Missaukee County are the youngest (28.0 years), while in-state migrants to Manistee County are the oldest (41.3 years). Although out-of-state migrants are typically older than in-state migrants in most of the PSA counties, such migrants to Benzie County have the highest median age (64.7 years) within the PSA.

To further illustrate migration patterns for the counties within the PSA (Northern Michigan Region), the following table summarizes the *intra-regional* migration data among the 10 PSA counties.

PSA (Northern Michigan Region) by County Intra-Regional Net Migration, 2015 to 2019											
County	Antrim County	Benzie County	Charlevoix County	Emmet County	Grand Traverse County	Kalkaska County	Leelanau County	Manistee County	Missaukee County	Wexford County	Region Net
Antrim County	-	0	-85	28	173	-47	12	-13	-6	-14	48
Benzie County	0	-	0	5	-167	0	-18	-83	0	-43	-306
Charlevoix County	85	0	-	196	-101	32	0	0	0	11	223
Emmet County	-28	-5	-196	-	40	-12	-12	4	0	57	-152
Grand Traverse County	-173	167	101	-40	-	25	126	-16	-43	-76	71
Kalkaska County	47	0	-32	12	-25	-	-9	0	-12	90	71
Leelanau County	-12	18	0	12	-126	9	-	0	-2	-1	-102
Manistee County	13	83	0	-4	16	0	0	-	7	-7	108
Missaukee County	6	0	0	0	43	12	2	-7	-	-312	-256
Wexford County	14	43	-11	-57	76	-90	1	7	312	-	295

Source: U.S. Census Bureau, 2019 5-Year American Community Survey; Bowen National Research

As the preceding illustrates, six counties within the PSA (Northern Michigan Region) benefited from intra-regional migration from 2015 to 2019. These include the counties of Wexford (295), Charlevoix (223), Manistee (108), Grand Traverse (71), Kalkaska (71), and Antrim (48). On the contrary, the intra-regional migration was negative for the counties of Benzie (-306), Missaukee (-256), Emmet (-152), and Leelanau (-102) during this time period. Among individual county exchanges, the net gains of Wexford from Missaukee (312), Charlevoix from Emmet (196), and Antrim from Grand Traverse (173) are among the top individual net increases within the region. It is also noteworthy that there are a number of specific instances where county to county migration is statistically non-existent within the PSA.

While the data contained in the previous pages illustrates the overall net migration trends of the counties of the PSA (Northern Michigan Region) and gives perspective about the general location where these individuals migrate to and from, it is also important to understand the income levels of in-migrants as it directly relates to affordability of housing. The table on page IV-33 illustrates the income distribution by mobility status of in-migrants for each county in the region.

The map on the following page illustrates the *intra-regional* net migration based on data from the American Community Survey (2015-2019).

V. ECONOMIC ANALYSIS

A. INTRODUCTION

The need for housing within a given geographic area is influenced by the number of households choosing to live there. Although the number of households in the subject area at any given time is a function of many factors, one of the primary reasons for residency is job availability. In this section, the workforce and employment trends that affect the PSA (Northern Michigan Region) and the 10 PSA counties are examined and compared to the state of Michigan and the United States.

An overview of the Northern Michigan Region workforce is provided through several overall metrics: employment by industry, wages by occupation, total employment, unemployment rates, and in-place employment trends. We also evaluated notable economic and infrastructure developments and the potential for significant closures or layoffs in the area (WARN Notices).

B. WORKFORCE ANALYSIS

The PSA has an employment base of nearly 180,000 individuals within a broad range of employment sectors. The primary industries of significance within the PSA include health care & social assistance, retail trade, and accommodation & food services. Each industry within the PSA requires employees of varying skills and education levels. There is a broad range of typical wages within the PSA based on occupation. The following evaluates key economic metrics within the Northern Michigan Region. It should be noted that based on the availability of various economic data metrics, some information is presented only for select geographic areas, which may include the PSA (Northern Michigan Region), the 10 PSA counties, the Northwest Lower Peninsula of Michigan Nonmetropolitan Area, and/or the state of Michigan, depending upon the availability of such data.

Employment by Industry

The following tables illustrate the distribution of employment by industry sector for the various study areas (note that the top three industry groups by share for each geographic area are in red).

NAICS Group	Employment by Industry					
	Antrim	Benzie	Charlevoix	Emmet	Grand Traverse	Kalkaska
Agriculture, Forestry, Fishing & Hunting	115 (1.6%)	26 (0.5%)	27 (0.2%)	73 (0.3%)	191 (0.3%)	40 (0.7%)
Mining	27 (0.4%)	9 (0.2%)	2 (0.0%)	2 (0.0%)	122 (0.2%)	142 (2.4%)
Utilities	8 (0.1%)	25 (0.5%)	106 (0.8%)	22 (0.1%)	141 (0.2%)	15 (0.3%)
Construction	315 (4.4%)	329 (6.1%)	749 (5.4%)	1,796 (6.2%)	3,294 (4.3%)	464 (7.9%)
Manufacturing	757 (10.5%)	322 (6.0%)	1,881 (13.5%)	1,542 (5.3%)	5,229 (6.9%)	419 (7.1%)
Wholesale Trade	187 (2.6%)	157 (2.9%)	280 (2.0%)	337 (1.2%)	2,563 (3.4%)	249 (4.2%)
Retail Trade	939 (13.0%)	690 (12.8%)	1,633 (11.7%)	3,955 (13.6%)	11,293 (14.8%)	752 (12.7%)
Transportation & Warehousing	100 (1.4%)	117 (2.2%)	304 (2.2%)	194 (0.7%)	1,298 (1.7%)	92 (1.6%)
Information	106 (1.5%)	42 (0.8%)	148 (1.1%)	348 (1.2%)	1,372 (1.8%)	74 (1.3%)
Finance & Insurance	222 (3.1%)	187 (3.5%)	246 (1.8%)	522 (1.8%)	2,098 (2.7%)	587 (9.9%)
Real Estate & Rental & Leasing	355 (4.9%)	166 (3.1%)	322 (2.3%)	524 (1.8%)	1,297 (1.7%)	57 (1.0%)
Professional, Scientific & Technical Services	218 (3.0%)	138 (2.6%)	417 (3.0%)	883 (3.0%)	3,991 (5.2%)	482 (8.2%)
Management of Companies & Enterprises	11 (0.2%)	126 (2.3%)	3 (0.0%)	8 (0.0%)	76 (0.1%)	0 (0.0%)
Administrative, Support, Waste Management & Remediation Services	210 (2.9%)	43 (0.8%)	953 (6.9%)	495 (1.7%)	1,331 (1.7%)	42 (0.7%)
Educational Services	689 (9.5%)	385 (7.1%)	953 (6.9%)	1,407 (4.8%)	3,016 (4.0%)	349 (5.9%)
Health Care & Social Assistance	730 (10.1%)	791 (14.6%)	1,667 (12.0%)	7,479 (25.7%)	22,664 (29.7%)	824 (14.0%)
Arts, Entertainment & Recreation	343 (4.7%)	178 (3.3%)	540 (3.9%)	2,949 (10.1%)	2,244 (2.9%)	110 (1.9%)
Accommodation & Food Services	768 (10.6%)	736 (13.6%)	1,709 (12.3%)	3,485 (12.0%)	7,970 (10.4%)	428 (7.2%)
Other Services (Except Public Administration)	397 (5.5%)	302 (5.6%)	841 (6.0%)	1,858 (6.4%)	3,223 (4.2%)	252 (4.3%)
Public Administration	686 (9.5%)	620 (11.5%)	1,064 (7.7%)	1,167 (4.0%)	2,316 (3.0%)	499 (8.4%)
Non-classifiable	57 (0.8%)	22 (0.4%)	56 (0.4%)	58 (0.2%)	585 (0.8%)	29 (0.5%)
Total	7,240 (100.0%)	5,411 (100.0%)	13,901 (100.0%)	29,104 (100.0%)	76,314 (100.0%)	5,906 (100.0%)

Source: 2010 Census; ESRI; Urban Decision Group; Bowen National Research

Note: Since this survey is conducted of establishments and not of residents, some employees may not live within each market. These employees, however, are included in our labor force calculations because their places of employment are located within each market.

(Continued)

NAICS Group	Employment by Industry					
	Leelanau	Manistee	Missaukee	Wexford	Region	Michigan
Agriculture, Forestry, Fishing & Hunting	261 (2.7%)	80 (0.7%)	126 (3.5%)	98 (0.6%)	1,037 (0.6%)	18,094 (0.4%)
Mining	61 (0.6%)	34 (0.3%)	11 (0.3%)	6 (0.0%)	416 (0.2%)	6,059 (0.1%)
Utilities	25 (0.3%)	25 (0.2%)	121 (3.4%)	78 (0.5%)	566 (0.3%)	14,450 (0.3%)
Construction	561 (5.7%)	439 (4.1%)	225 (6.3%)	537 (3.2%)	8,709 (4.9%)	163,027 (3.6%)
Manufacturing	404 (4.1%)	1,488 (13.9%)	351 (9.9%)	3,978 (23.4%)	16,371 (9.1%)	513,197 (11.2%)
Wholesale Trade	179 (1.8%)	200 (1.9%)	231 (6.5%)	320 (1.9%)	4,703 (2.6%)	193,695 (4.2%)
Retail Trade	991 (10.1%)	1,529 (14.2%)	546 (15.3%)	2,787 (16.4%)	25,115 (14.0%)	576,665 (12.6%)
Transportation & Warehousing	132 (1.3%)	125 (1.2%)	124 (3.5%)	377 (2.2%)	2,863 (1.6%)	95,658 (2.1%)
Information	122 (1.2%)	91 (0.8%)	35 (1.0%)	435 (2.6%)	2,773 (1.5%)	91,050 (2.0%)
Finance & Insurance	279 (2.8%)	255 (2.4%)	52 (1.5%)	386 (2.3%)	4,834 (2.7%)	168,540 (3.7%)
Real Estate & Rental & Leasing	258 (2.6%)	148 (1.4%)	53 (1.5%)	232 (1.4%)	3,412 (1.9%)	95,407 (2.1%)
Professional, Scientific & Technical Services	425 (4.3%)	293 (2.7%)	105 (2.9%)	665 (3.9%)	7,617 (4.3%)	295,491 (6.5%)
Management of Companies & Enterprises	0 (0.0%)	3 (0.0%)	0 (0.0%)	0 (0.0%)	227 (0.1%)	8,827 (0.2%)
Administrative, Support, Waste Management & Remediation Services	619 (6.3%)	148 (1.4%)	18 (0.5%)	183 (1.1%)	4,042 (2.3%)	111,717 (2.4%)
Educational Services	604 (6.1%)	493 (4.6%)	456 (12.8%)	1,482 (8.7%)	9,834 (5.5%)	378,891 (8.3%)
Health Care & Social Assistance	607 (6.2%)	1,547 (14.4%)	367 (10.3%)	1,969 (11.6%)	38,645 (21.6%)	765,165 (16.7%)
Arts, Entertainment & Recreation	967 (9.8%)	227 (2.1%)	25 (0.7%)	262 (1.5%)	7,845 (4.4%)	139,513 (3.1%)
Accommodation & Food Services	2,106 (21.4%)	2,028 (18.9%)	198 (5.6%)	1,558 (9.2%)	20,986 (11.7%)	398,782 (8.7%)
Other Services (Except Public Administration)	465 (4.7%)	477 (4.4%)	185 (5.2%)	794 (4.7%)	8,794 (4.9%)	270,042 (5.9%)
Public Administration	724 (7.4%)	1,078 (10.0%)	326 (9.1%)	833 (4.9%)	9,313 (5.2%)	238,652 (5.2%)
Non-classifiable	47 (0.5%)	28 (0.3%)	8 (0.2%)	24 (0.1%)	914 (0.5%)	30,131 (0.7%)
Total	9,837 (100.0%)	10,736 (100.0%)	3,563 (100.0%)	17,004 (100.0%)	179,016 (100.0%)	4,573,053 (100.0%)

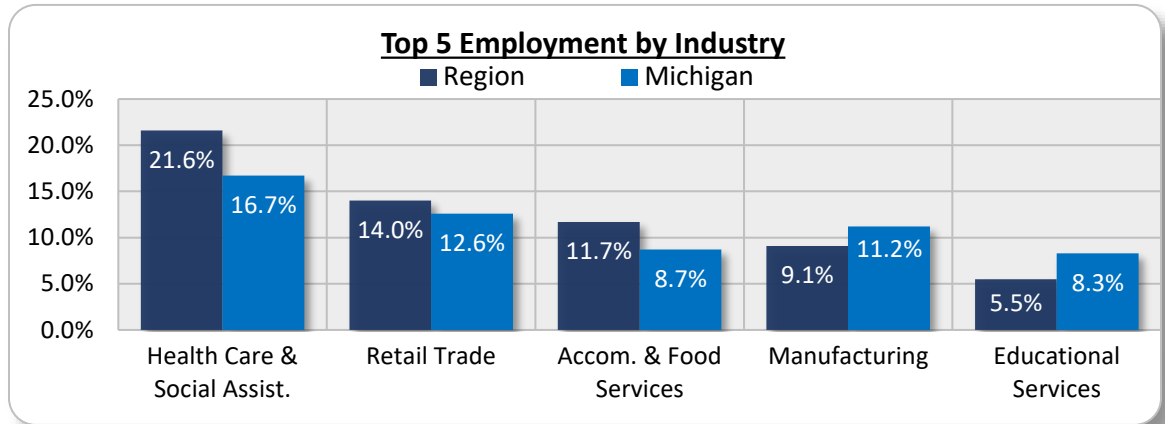
Source: 2010 Census; ESRI; Urban Decision Group; Bowen National Research

Note: Since this survey is conducted of establishments and not of residents, some employees may not live within each market. These employees, however, are included in our labor force calculations because their places of employment are located within each market.

The labor force within the PSA (Northern Michigan Region) is based primarily in three sectors: Health Care & Social Assistance (21.6%), Retail Trade (14.0%), and Accommodation & Food Services (11.7%). Combined, these three job sectors represent nearly one-half (47.3%) of the PSA employment base, which is a greater concentration of employment within the top three sectors compared to the top three sectors in the state (40.5%). Areas with a heavy concentration of employment within a limited number of industries can be more vulnerable to economic downturns with greater fluctuations in unemployment rates and total employment. While Health Care & Social Assistance represents over one-fifth (21.6%) of the employment base and is the largest sector by employment in the PSA, this sector is generally less susceptible to economic fluctuations. Retail Trade and Accommodation & Food Services are the next largest sectors in the PSA and are comparably more susceptible to economic downturns. In addition, these two sectors typically have occupations with lower wages, which contributes to the demand for more affordable housing alternatives.

Among the individual counties within the PSA, Grand Traverse (42.6%), Emmet (16.3%), and Wexford (9.5%) counties comprise the three largest shares of the total PSA labor force. While the respective shares of the labor force comprised by the three largest industries in Antrim (34.1%), Kalkaska (36.6%), and Charlevoix (37.8%) counties likely indicate a more diversified labor force in terms of sector concentration, over one-half of the labor force in Grand Traverse (54.9%), Wexford (51.4%), and Emmet (51.3%) counties are within the top three sectors. With Health Care & Social Assistance comprising one of the top three sectors in eight counties, Retail Trade in nine counties, and Accommodation & Food Services in seven counties, it is not surprising that these are the top three sectors of employment in the region. However, there are some notable distinctions in the top three sectors for a number of the PSA counties. These include Manufacturing in Antrim (10.5%), Charlevoix (13.5%), and Wexford (23.4%) counties, Finance & Insurance in Kalkaska County (9.9%), Educational Services in Missaukee County (12.8%), and Arts, Entertainment & Recreation in Leelanau County (9.8%). These variations in the labor force within individual counties illustrate that, while many similarities exist among the counties within the region, each county has a unique combination of employment by sector which affects wages. As such, each county within the region requires a labor force of varying skills and education levels, and these factors will affect housing affordability in each area of the PSA.

The following graph illustrates the distribution of employment by job sector for the five largest employment sectors in the PSA (Northern Michigan Region) and the state of Michigan:



Employment Characteristics and Trends

The Northern Michigan Region is located in the Northwest Lower Peninsula of Michigan Nonmetropolitan Area. Typical wages by job category for the Northwest Lower Peninsula of Michigan Nonmetropolitan Area are compared with those of Michigan in the following table:

Typical Wage by Occupation Type		
Occupation Type	Northwest Lower Peninsula of Michigan Nonmetropolitan Area	Michigan
Management Occupations	\$91,990	\$113,510
Business and Financial Occupations	\$65,380	\$77,000
Computer and Mathematical Occupations	\$66,230	\$84,750
Architecture and Engineering Occupations	\$76,160	\$85,590
Community and Social Service Occupations	\$49,050	\$50,160
Art, Design, Entertainment and Sports Medicine Occupations	\$44,600	\$54,780
Healthcare Practitioners and Technical Occupations	\$82,610	\$87,310
Healthcare Support Occupations	\$32,620	\$32,380
Protective Service Occupations	\$47,770	\$50,470
Food Preparation and Serving Related Occupations	\$29,580	\$29,580
Building and Grounds Cleaning and Maintenance Occupations	\$32,420	\$32,420
Personal Care and Service Occupations	\$30,800	\$33,790
Sales and Related Occupations	\$38,970	\$44,270
Office and Administrative Support Occupations	\$39,060	\$41,970
Construction and Extraction Occupations	\$48,230	\$54,910
Installation, Maintenance and Repair Occupations	\$47,800	\$52,220
Production Occupations	\$38,960	\$43,300
Transportation and Moving Occupations	\$37,560	\$40,370

Source: U.S. Department of Labor, Bureau of Statistics

Most annual blue-collar salaries range from \$29,580 to \$49,050 within the Northwest Lower Peninsula of Michigan Nonmetropolitan Area. White-collar jobs, such as those related to professional positions, management and medicine, have an average salary of \$76,474. Average wages within the area are typically lower (10.5%) than the overall average state wages. While white-collar professions in the study area typically earn 17.4% less than those within Michigan, blue-collar wages are 7.9% less than the average state wages. Within the Northwest Lower Peninsula of Michigan Nonmetropolitan Area, wages by occupation vary widely and are reflective of a diverse job base that covers a wide range of industry sectors and job skills, as well as diverse levels of education and experience. Because employment is distributed among a variety of professions with diverse income levels, there are likely a variety of housing needs by affordability level. As a significant share of the labor force within the PSA is contained within health care, retail trade, and accommodation and food services, many workers in the area have typical wages generally ranging between \$30,000 and \$35,000 annually, likely contributing to the need for lower to mid-priced housing product in the region.

In an effort to better understand how area wages by occupation affect housing affordability, the median and lower quartile (often comparable to entry level position wages) annual wages for the top 35 occupations by share of total employment within the Northwest Lower Peninsula of Michigan Nonmetropolitan Area were compiled from the Michigan Department of Technology, Management and Budget. It should be noted that this nonmetropolitan area includes all 10 counties contained within the PSA (Northern Michigan Region) and does not contain any counties outside the PSA. While the wages for any given occupation likely vary between counties in the region, and other factors such as employee experience and individual employer compensation can influence wages, the wages by occupation illustrated in the following table are considered typical of this region and are useful in determining housing affordability by occupation. While this data does not include every possible occupation and wage within each sector, the occupations included in the following table represent slightly over one-half (51.7%) of the total employment in the statistical area in 2022. Based on the lower quartile and median annual wages, the maximum affordable monthly rent and home price for each occupation was calculated.

The following table summarizes the wages and housing affordability for the top 35 occupations by labor force share in the Northwest Lower Peninsula of Michigan Nonmetropolitan Area for 2022.

Wages and Housing Affordability for Top 35 Occupations by Share of Labor Force (Northwest Lower Peninsula of Michigan Nonmetropolitan Area)								
Occupation Sector, Title & Wages*					Housing Affordability**			
Sector Group (Code)	Labor Force Share	Occupation Title	Annual Wages		Max. Monthly Rent		Max. Purchase Price	
			Lower Quartile	Median	Lower Quartile	Median	Lower Quartile	Median
Sales and Related Occupations (41)	3.8%	Retail Salespersons	\$26,540	\$30,170	\$664	\$754	\$88,467	\$100,567
	3.1%	Cashiers	\$23,300	\$26,840	\$583	\$671	\$77,667	\$89,467
	1.0%	Sales Representatives, Wholesale	\$41,240	\$59,360	\$1,031	\$1,484	\$137,467	\$197,867
	0.9%	First-Line Supervisors, Retail	\$34,740	\$43,100	\$869	\$1,078	\$115,800	\$143,667
Food Preparation/ Serving (35)	3.2%	Fast Food/Counter Workers	\$23,980	\$26,870	\$600	\$672	\$79,933	\$89,567
	2.7%	Waiters and Waitresses	\$23,380	\$29,860	\$585	\$747	\$77,933	\$99,533
	1.5%	Cooks, Restaurant	\$28,470	\$31,720	\$712	\$793	\$94,900	\$105,733
	1.0%	First-Line Supervisors, Food Prep	\$30,520	\$35,740	\$763	\$894	\$101,733	\$119,133
	0.9%	Bartenders	\$22,870	\$29,470	\$572	\$737	\$76,233	\$98,233
Office and Administrative Support (43)	2.4%	Office Clerks, General	\$30,900	\$38,210	\$773	\$955	\$103,000	\$127,367
	1.5%	Customer Service Reps	\$29,620	\$36,130	\$741	\$903	\$98,733	\$120,433
	1.2%	Bookkeeping/Auditing Clerks	\$33,520	\$40,080	\$838	\$1,002	\$111,733	\$133,600
	1.2%	Secretaries/Administrative Assts.	\$32,160	\$37,910	\$804	\$948	\$107,200	\$126,367
	0.9%	Receptionists/Information Clerks	\$28,770	\$31,280	\$719	\$782	\$95,900	\$104,267
	0.8%	Medical Secretaries	\$31,770	\$37,150	\$794	\$929	\$105,900	\$123,833
	0.8%	First-Line Supervisors, Office	\$43,420	\$52,760	\$1,086	\$1,319	\$144,733	\$175,867
Transportation Material Moving (53)	2.3%	Stockers/Order Fillers	\$28,490	\$30,660	\$712	\$767	\$94,967	\$102,200
	1.5%	Heavy/Tractor-Trailer Drivers	\$43,620	\$47,600	\$1,091	\$1,190	\$145,400	\$158,667
	1.3%	Laborers and Material Movers	\$29,700	\$33,360	\$743	\$834	\$99,000	\$111,200
	0.8%	Light Truck Drivers	\$31,370	\$42,810	\$784	\$1,070	\$104,567	\$142,700
Production/ Manufacturing (51)	0.7%	First-Line Supervisors, Product.	\$47,130	\$58,550	\$1,178	\$1,464	\$157,100	\$195,167
Education, Training, and Library (25)	0.9%	Elementary School Teachers	\$48,310	\$61,390	\$1,208	\$1,535	\$161,033	\$204,633
	0.9%	Teaching Assistants	\$27,310	\$29,520	\$683	\$738	\$91,033	\$98,400
Healthcare (29, 31)	3.0%	Registered Nurses	\$63,140	\$76,430	\$1,579	\$1,911	\$210,467	\$254,767
	1.3%	Nursing Assistants	\$33,050	\$36,890	\$826	\$922	\$110,167	\$122,967
	0.7%	Medical Assistants	\$35,000	\$37,280	\$875	\$932	\$116,667	\$124,267
Management (11)	2.7%	General/Operations Managers	\$48,830	\$74,940	\$1,221	\$1,874	\$162,767	\$249,800
Business/ Finance (13)	0.8%	Accountants/Auditors	\$50,310	\$60,650	\$1,258	\$1,516	\$167,700	\$202,167
Installation/ Maintenance/ Repair (49)	1.3%	Maintenance/Repair Workers	\$32,010	\$38,870	\$800	\$972	\$106,700	\$129,567
Bldg./Grounds Maintenance (37)	1.5%	Landscaping/Groundskeeping	\$30,350	\$35,360	\$759	\$884	\$101,167	\$117,867
	1.4%	Janitors/Cleaners	\$28,140	\$31,580	\$704	\$790	\$93,800	\$105,267
	1.0%	Maids/Housekeeping	\$25,870	\$29,330	\$647	\$733	\$86,233	\$97,767
Construction/ Extraction (47)	1.1%	Construction Laborers	\$36,430	\$39,480	\$911	\$987	\$121,433	\$131,600
	0.9%	Carpenters	\$37,300	\$46,710	\$933	\$1,168	\$124,333	\$155,700
	0.7%	Electricians	\$36,710	\$45,720	\$918	\$1,143	\$122,367	\$152,400

Source: Michigan Department of Technology, Management & Budget, 2022 Wage Rates by Industry and Occupation (OEWS)

*Annual wages listed are at the lower 25th percentile (quartile) and median level for each occupation

**Housing Affordability is the maximum monthly rent or total for-sale home price a household can reasonably afford based on stated wages.

As the preceding table illustrates, the lower quartile of wage earners (often comparable to entry level positions) in over two-thirds (68.6%, or 24) of the occupations listed earn \$35,000 or less annually. With an annual income of \$35,000, a single-income household can reasonably afford rent of \$875 per month or a home at the purchase price of approximately \$117,000. It should be noted that many of the occupations within retail sales, food services, and support positions within a number of sectors earn significantly less than this amount. When the wages for each occupation are increased to their respective median wage, over three-fifths (62.9%, or 22) of the occupations listed earn \$40,000 or less annually. At \$40,000 annually, a single-income household can reasonably afford rent of \$1,000 per month or a home at the purchase price of approximately \$133,000.

In order to understand the overall affordability of housing in each county as it relates to the wages of the listed occupations, the maximum monthly rent and maximum purchase price based on the median wages for each occupation was compared to the Fair Market Rent (FMR) of a two-bedroom unit and the median list price of the available for-sale homes in each county. A table illustrating the FMR for various bedroom types in each county is included in Section VI (page VI-25) of this report. Similarly, data for the available inventory of for-sale housing in each county, which includes median list price, is included in Section VI (page VI-38).

The following table summarizes the housing affordability in each county of the PSA for the top 35 occupations listed at their respective *median* wages. Note that typical housing for each tenure (rent and own) that is considered to be *unaffordable* for the specified occupation and county is denoted by an “**X**”, while *affordable* housing is denoted by a “**✓**”. In addition, occupations for which typical rental and for-sale housing is unaffordable in each of the 10 counties of the PSA are illustrated in **red** text.

**Housing Affordability at Median Wage by Occupation by County at Fair Market Rent/Median Sale Price
(Northwest Lower Peninsula of Michigan Nonmetropolitan Area)**

Occupation Title	Antrim		Benzie		Charlevoix		Emmet		Grand Traverse		Kalkaska		Leelanau		Manistee		Missaukee		Wexford	
	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own	Rent	Own
Retail Salespersons	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cashiers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sales Representatives, Wholesale	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
First-Line Supervisors, Retail	✓	X	✓	X	✓	X	✓	X	X	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Fast Food/Counter Workers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Waiters and Waitresses	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cooks, Restaurant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
First-Line Supervisors, Food Prep	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	X	X	✓	X	✓	✓
Bartenders	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Office Clerks, General	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Customer Service Reps	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	X	X	✓	X	✓	✓
Bookkeeping/Auditing Clerks	✓	X	X	X	✓	X	✓	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Secretaries/Administrative Assts.	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Receptionists/Information Clerks	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Medical Secretaries	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
First-Line Supervisors, Office	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Stockers/Order Fillers	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Heavy/Tractor-Trailer Drivers	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Laborers and Material Movers	X	X	X	X	X	X	X	X	X	X	✓	X	X	X	X	X	X	X	X	X
Light Truck Drivers	✓	X	✓	X	✓	X	✓	X	X	X	✓	X	✓	X	✓	X	✓	X	✓	✓
First-Line Supervisors, Product.	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Elementary School Teachers	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Teaching Assistants	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Registered Nurses	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Nursing Assistants	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Medical Assistants	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
General/Operations Managers	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Accountants/Auditors	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Maintenance/Repair Workers	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Landscaping/Groundskeeping	✓	X	X	X	✓	X	X	X	X	X	✓	X	X	X	X	X	✓	X	✓	✓
Janitors/Cleaners	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maids/Housekeeping	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Construction Laborers	✓	X	X	X	✓	X	✓	X	X	X	✓	X	X	X	✓	X	✓	X	✓	✓
Carpenters	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓
Electricians	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	X	✓	✓

Source: Michigan Department of Technology, Management & Budget, 2022 Wage Rates by Industry and Occupation (OEWS); Bowen National Research

Note: In terms of the development pipeline, we only included residential rental units that are confirmed as planned or under construction. Conversely, we have excluded projects that have not secured financing, are under preliminary review, or have not established a specific project concept (e.g., number of units, rents, target market, etc.). Any vacant housing units are accounted for in the Balanced Market portion of our demand estimates.

The following table summarizes the Northern Michigan Region's **rental housing gap estimates (number of units needed)** by the various income segments. The largest overall housing gaps are shown in **red**. It should be noted that details on the calculations and specific rent and income levels for each affordability level are provided in the individual county chapters that are included as addendums to this report.

Northern Michigan Region						
Rental Housing Gap Estimates (2022-2027)						
Number of Units Needed by AMHI Level						
County		≤ 50% AMHI	51%-80% AMHI	81%-120% AMHI	121%+ AMHI	Total
						Number Of Units Region's Share
Antrim		114	114	66	27	321 3.6%
Benzie		129	50	26	9	214 2.4%
Charlevoix		334	215	120	61	730 8.3%
Emmet		380	226	115	144	865 9.8%
Grand Traverse		2,358	733	288	190	3,569 40.5%
Kalkaska		284	149	62	16	511 5.8%
Leelanau		212	90	61	19	382 4.3%
Manistee		262	142	87	34	525 6.0%
Missaukee		179	99	45	13	336 3.8%
Wexford		762	370	172	56	1,360 15.4%
Region Total	Units	5,014	2,188	1,042	569	8,813
	Share	56.9%	24.8%	11.8%	6.5%	100.0%

Source: Bowen National Research
AMHI – Area Median Household Income

Based on the preceding demand estimates, it is clear that there is some level of rental housing demand among all household income levels within the Northern Michigan Region. **Overall, there is a housing gap of 8,813 rental units in the region over the five-year projection period.** The region's largest rental gap by affordability level is for product affordable to households earning up to 50% of Area Median Household Income (AMHI), with an overall gap of 5,014 units representing well over half of the region's overall rental housing gap. There is a notable overall rental housing gap of 2,188 units affordable at 51% to 80% of AMHI, representing nearly one-quarter of the region's overall rental housing gap. Despite the large need for more affordable rentals, the entire region has noteworthy gaps for moderate and higher-end rentals, particularly within Emmet, Grand Traverse and Wexford counties. Grand Traverse County has an overall rental housing gap of 3,569

units, representing 40.5% of the region's overall rental housing gap. Notable rental housing gaps also exist in the counties of Wexford (1,360 units, 15.4% of region's total), Emmet (865 units, 9.8% of region's total), Charlevoix (730 units, 8.3% of region's total), Manistee (525 units, 6.0% of region's total), and Kalkaska (511 units, 5.8% of region's total). Without a notable addition of new rental product, the area will not meet the housing needs of its current residents or the growing and changing housing needs of the market.

Based on the demographics of the market, including projected household growth estimates and projected changes in household compositions (e.g., household size, ages, etc.), it appears that approximately one-quarter to one-third of the demand for new rental housing could be specifically targeted to meet the needs of area seniors (age 65 and older), though projects could be built to meet the housing needs of both seniors and families concurrently. For general-occupancy projects, a unit mix of around 25% to 35% one-bedroom units, 40% to 60% two-bedroom units, and 10% to 20% three-bedroom units should be the *general* goal for future rental housing. Given the lack of three-bedroom rental units in this market, there may be an opportunity to develop a larger share of these units. Senior-oriented projects should consider unit mixes closer to 50% for both one- and two-bedroom units each. Additional details of the area's rental housing supply are included in Section VI and may serve as a guide for future rental housing development design decisions.

It is critical to understand that these estimates represent potential units of demand by targeted income level. The actual number of rental units that can be supported will ultimately be contingent upon a variety of factors including the location of a project, proposed features (i.e., rents, amenities, bedroom type, unit mix, square footage, etc.), product quality, design (i.e., townhouse, single-family homes, or garden-style units), management and marketing efforts. As such, each household income segment outlined in this section may be able to support more or less than the number of units shown in the rental housing gap estimates table. The potential number of units of support should be considered a general guideline to residential development planning.

3. For-Sale Housing Gap Estimates

This section of the report addresses the gap for for-sale housing alternatives in the Northern Michigan Region. Like the rental housing demand analysis, the for-sale housing analysis considers individual household income segments and corresponding housing price ranges.

Naturally, there are cases where a household can afford a higher down payment to purchase a more expensive home. There are also cases in which a household purchases a less expensive home although they could afford a higher purchase price. The actual support for new housing will ultimately be based on a variety of product factors such as price points, square footage, amenities, design, quality of finishes, and location. Considering these variations, this broad analysis provides the basis in which to estimate the *potential* demand of new for-sale housing within the PSA.

There are a variety of market factors that impact the demand for new homes within an area. In particular, area and neighborhood perceptions, quality of school districts, socioeconomic characteristics, mobility patterns, demolition and revitalization efforts, and availability of existing homes all play a role in generating new home sales. Support can be both internal (households moving within the market) and external (households new to the market).

Overall, we have considered the following specific sources of demand for new for-sale housing in each of the 10 subject counties in the PSA (Northern Michigan Region).

- Household Growth
- Units Required for a Balanced Market
- Replacement of Substandard Housing
- External (Outside County) Commuter Support
- Replacement of Severe Cost Burdened Housing
- Step-Down Support

New Household Growth

In this report, owner household growth projections from 2022 to 2027 are based on ESRI estimates. This projected growth was evaluated for each of the targeted income segments. It should be noted that changes in the number of households within a specific income segment do not necessarily mean that households are coming to or leaving the market, but instead, many of these households are likely to experience income growth or loss that would move them into a higher or lower income segment. Furthermore, should additional for-sale housing become available, either through new construction or conversion of rental units, demand for new for-sale housing could increase.

Units Required for a Balanced Market

Typically, a healthy for-sale housing market should have approximately 2% to 3% of its inventory vacant or available for purchase. Such vacancies allow for inner-market mobility, such as households upsizing or downsizing due to changes in family composition or income, and for people to move into the market. When markets have too few vacancies, housing prices often escalate at an abnormal rate, homes can get neglected, and potential homebuyers can leave a market. Conversely, an excess of homes can lead to stagnant or declining home prices, property neglect, or lead to such homes being converted to rentals. For the purposes of this analysis, we have assumed up to a 3.0% vacancy rate for a balanced market and accounted for for-sale housing units currently available for purchase in the market.

Replacement of Substandard Housing

Demand for new units as replacement housing takes into consideration that while some properties are adequately maintained and periodically updated, a portion of the existing stock reaches a point of functional obsolescence over time and needs to be replaced. This comes in the form of either units that are substandard (lacking complete plumbing or are overcrowded) or units expected to be removed from the housing stock through demolitions. American Community Survey 2016-2020 estimates of owner households living in substandard housing were used in our analysis. This share has been adjusted among lower and higher income households.

External Market Support

Market support can originate from households *not* currently living in the market but that commute into it for work on a regular basis. As a result, we have considered potential support for housing in the subject market from people commuting into the subject counties from outside the counties. These people represent potential future residents that may move to the market if adequate, desirable, and marketable housing was developed in the area. For the purposes of this analysis, we have used demand ratios generally between 20% to 40% (slightly lower than rental demand ratios) to estimate the demand that could originate from outside of the selected counties.

Severe Cost Burdened Households

Households paying in excess of 50% of their income toward housing costs are considered severe housing cost burdened. This is an excessive cost to households, requiring replacement housing that is more affordable to the most affected households. We have used American Community Survey 2016-2020 five-year estimates of severe cost burdened households in our analysis.

Step-Down Support

It is not uncommon for households of a certain income level (typically higher income households) to purchase a home at a lower price point despite the fact they can afford a higher priced home. Using housing cost and income data reported by American Community Survey, we have applied a portion of this step-down support to lower income demand estimates.

Note: In terms of the development pipeline, we only included for-sale residential units currently in the development pipeline that are planned or under construction and do not have a confirmed buyer, such as a condominium unit or a spec home, in our demand estimates. Conversely, we have excluded single-family home lots that may have been platted or are being developed, as such lots do not represent actual housing *units* that are available for purchase. Any vacant housing units are accounted for in the Balanced Market portion of our demand estimates.

The following table summarizes the Northern Michigan Region's **for-sale housing gap estimates (number of units needed or could be supported)** by the various income segments following HUD guidelines. The largest overall housing gaps are shown in **red**. It should be noted that details on the calculations and specific price points and income levels for each affordability level are provided in the individual county chapters that are included as addendums to this report.

Northern Michigan Region						
For-Sale Housing Gap Estimates (2022-2027)						
Number of Units Needed by AMHI Level						
County		≤ 50% AMHI	51%-80% AMHI	81%-120% AMHI	121%+ AMHI	Total
						Number Of Units Region's Share
Antrim		265	239	504	442	1,450 6.5%
Benzie		349	251	378	316	1,294 5.8%
Charlevoix		173	282	648	525	1,628 7.3%
Emmet		552	462	856	635	2,505 11.2%
Grand Traverse		1,798	1,384	2,569	2,041	7,792 34.7%
Kalkaska		353	220	313	271	1,157 5.2%
Leelanau		498	383	581	491	1,953 8.7%
Manistee		158	247	525	447	1,377 6.1%
Missaukee		279	167	246	211	903 4.0%
Wexford		639	454	705	598	2,396 10.7%
Region Totals	Units	5,064	4,089	7,325	5,977	22,455
	Share	22.6%	18.2%	32.6%	26.6%	100.0%

Source: Bowen National Research
AMHI – Area Median Household Income

As illustrated in the preceding table, there is an overall regional for-sale housing gap of approximately 22,455 units over the five-year projection period. The largest for-sale housing gap by affordability level is for product affordable to households earning between 81% and 120% of Area Median Household Income (AMHI). This particular affordability level has a for-sale housing gap of 7,325 units, which represents nearly one-third (32.6%) of the overall region's for-sale housing gap. The remaining affordability gaps also have relatively large levels of need, with housing gaps ranging from 4,089 units affordable at 51% to 80% of AMHI to 5,977 units affordable at 121% or more of AMHI. Grand Traverse County has an overall for-sale housing gap of 7,792 units, representing over one-third (34.7%) of the region's overall for-sale housing gap. The counties of Emmet, Leelanau, and Wexford also have for-sale housing gaps over 1,900, each representing close to 10% of the overall region's for-sale housing gap. The limited inventory of for-sale product limits opportunities for renters seeking to enter the homebuyer market, homebuyers coming from outside the region, or seniors seeking to downsize. The region will not benefit from the various growth opportunities and be unable to meet the needs of its current residents without additional housing.

Appendix 6



FRONT VIEW



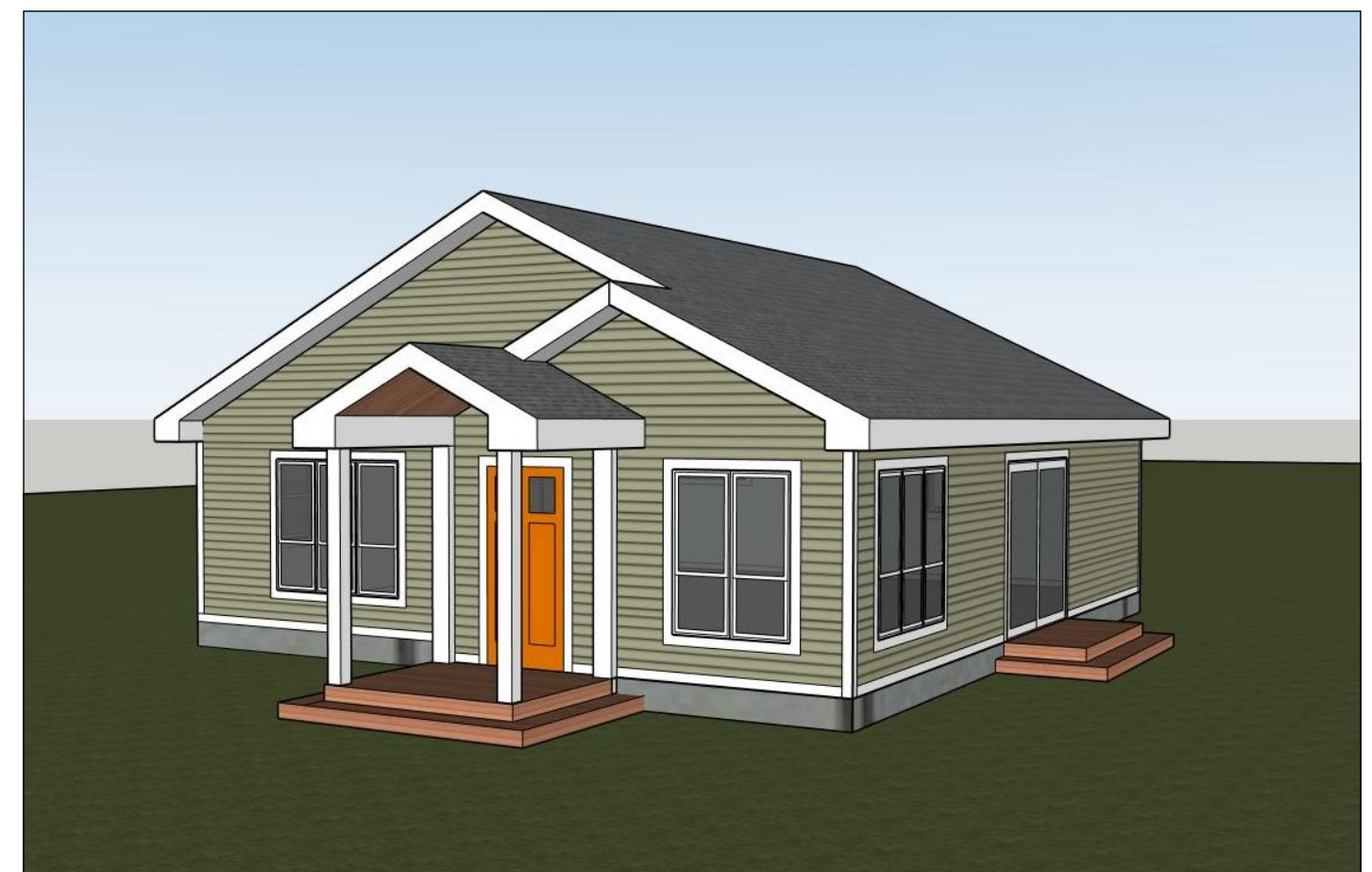
REAR VIEW



SIDE VIEW



SIDE VIEW



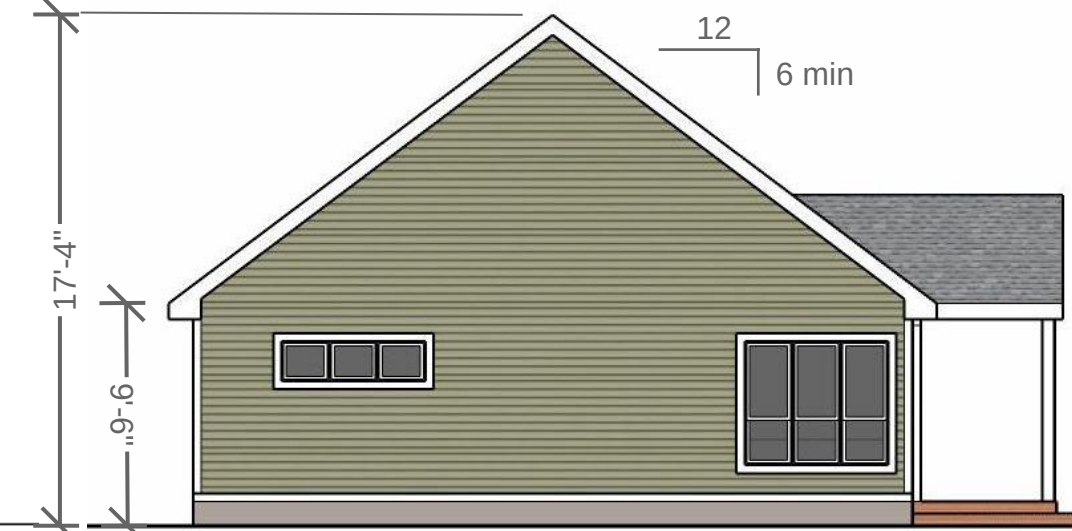
THREE BEDROOM SINGLE FAMILY HOME



FRONT VIEW



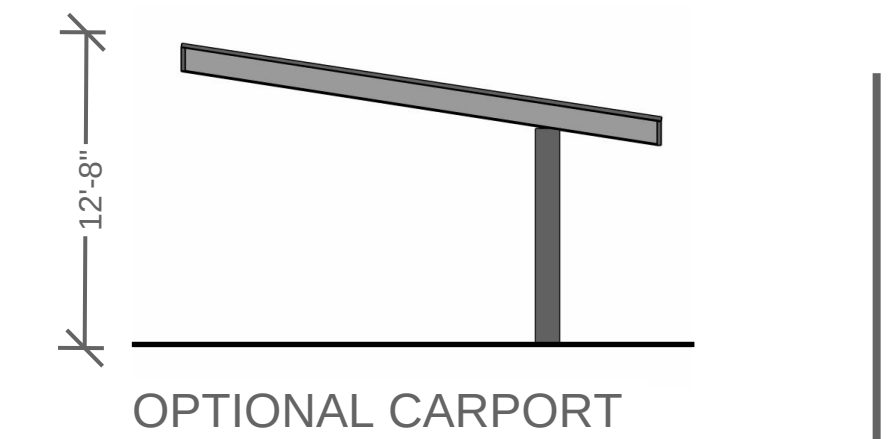
REAR VIEW



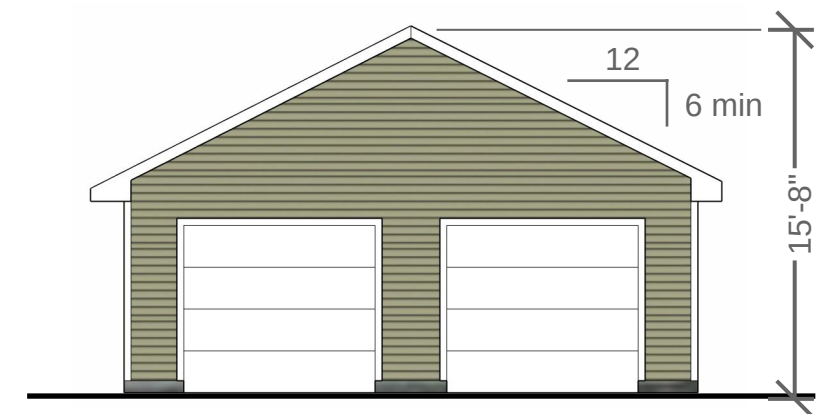
SIDE VIEW



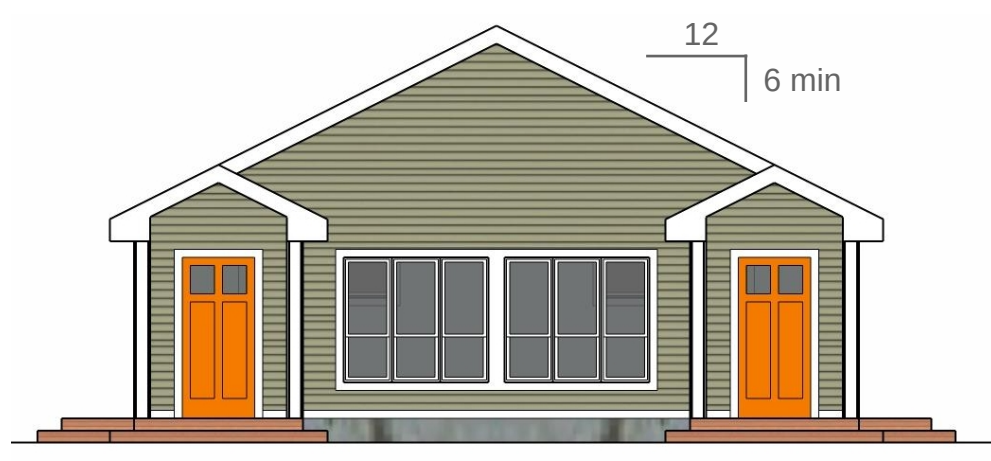
TWO BEDROOM DUPLEX HOME



OPTIONAL CARPORT



OPTIONAL GARAGE



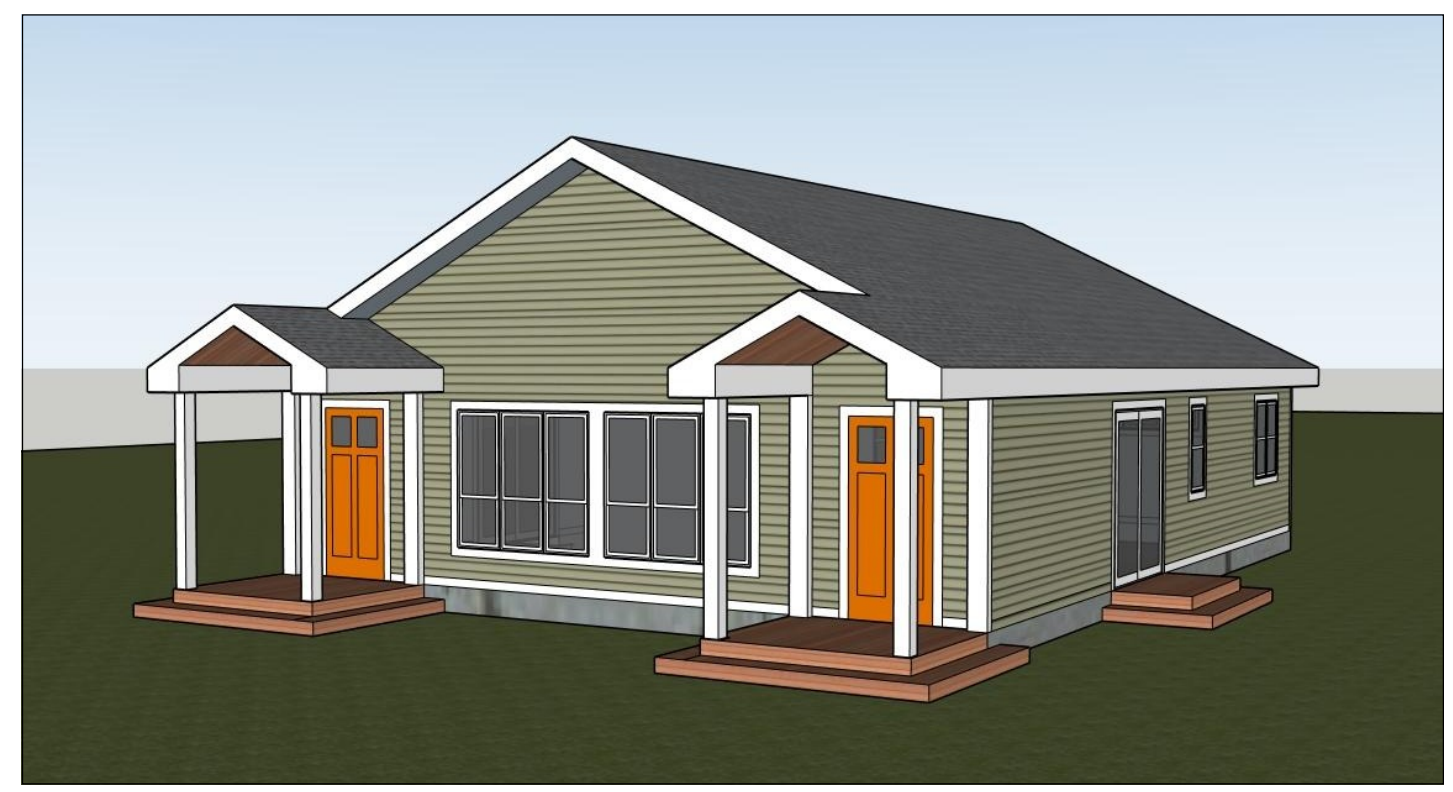
FRONT VIEW



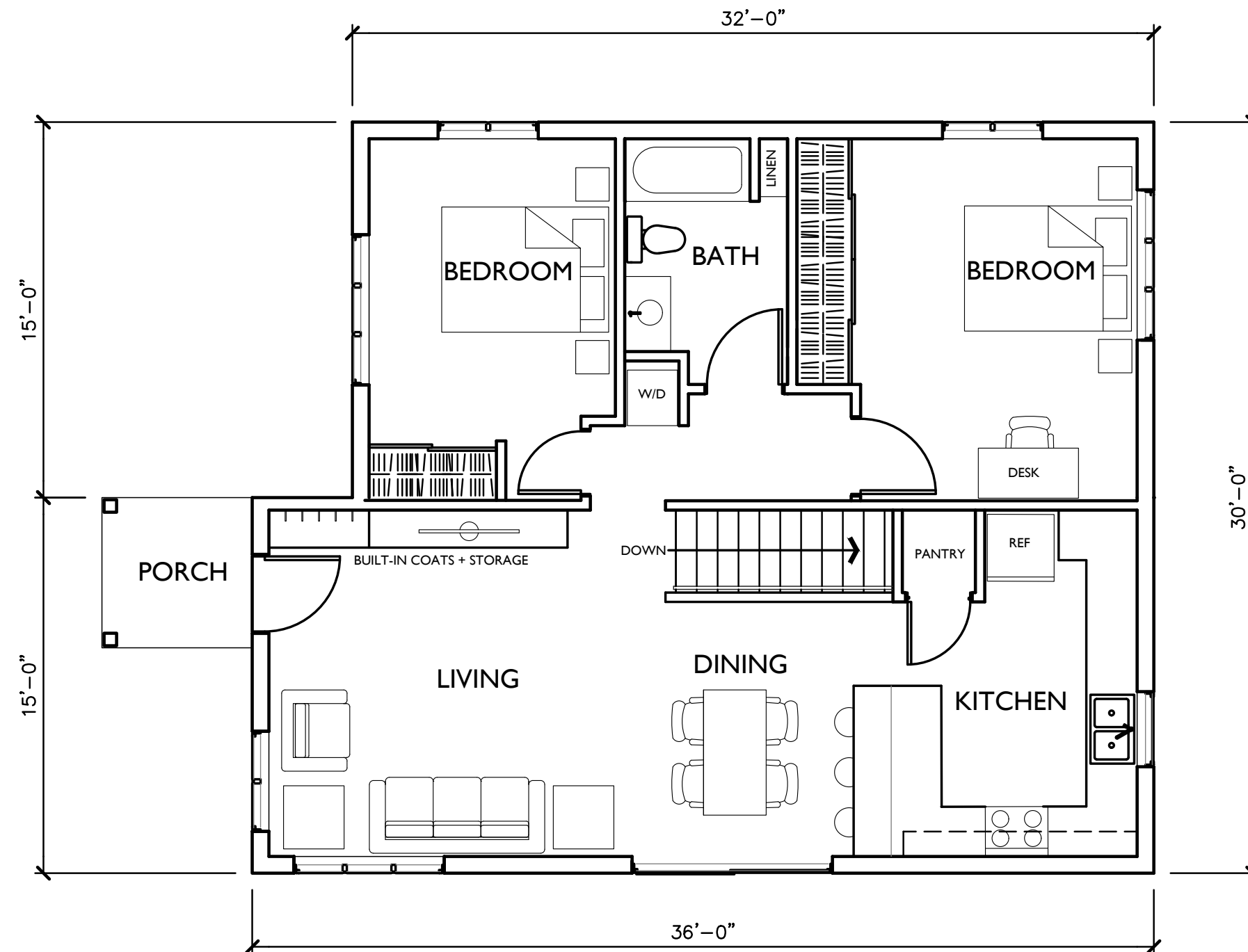
REAR VIEW

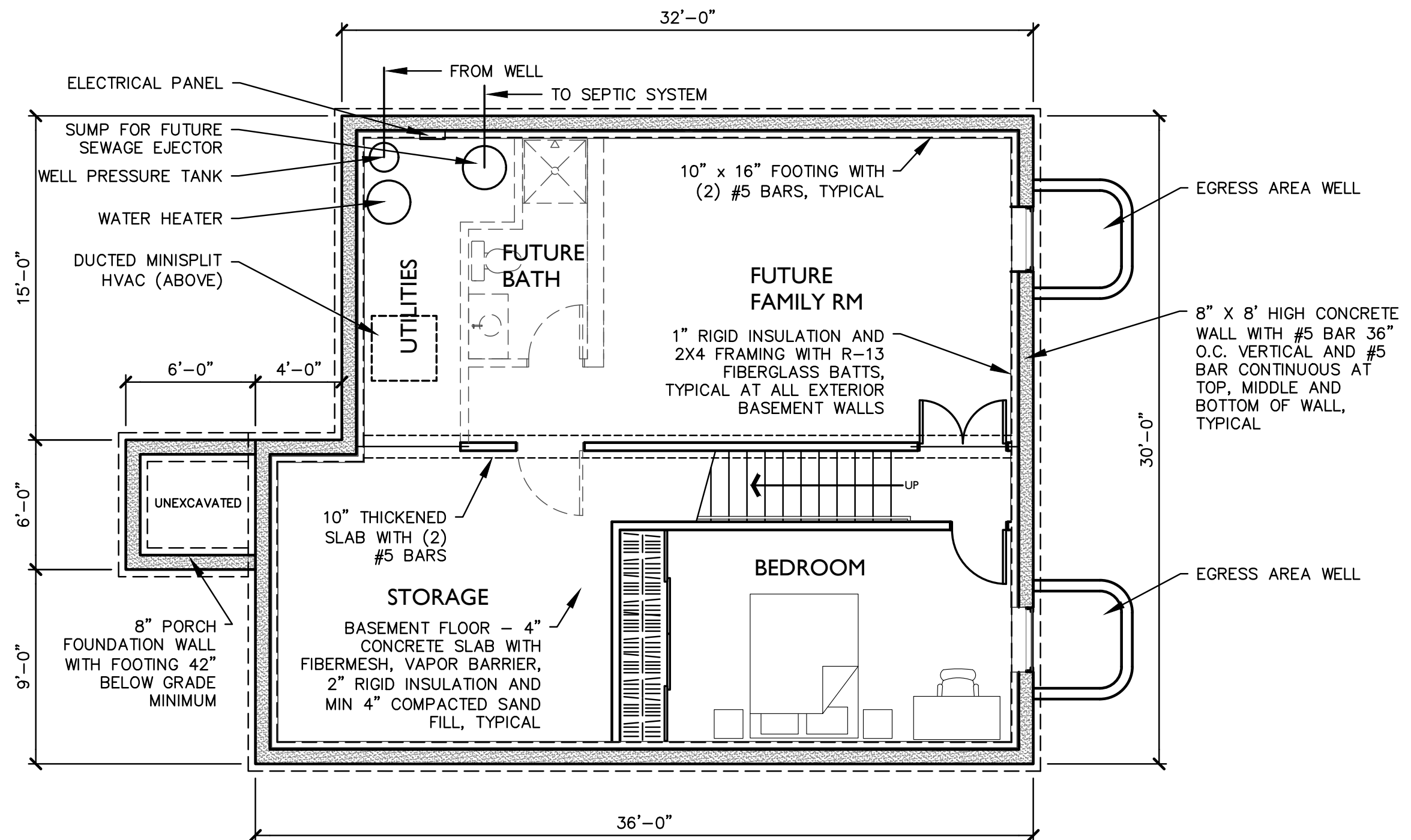


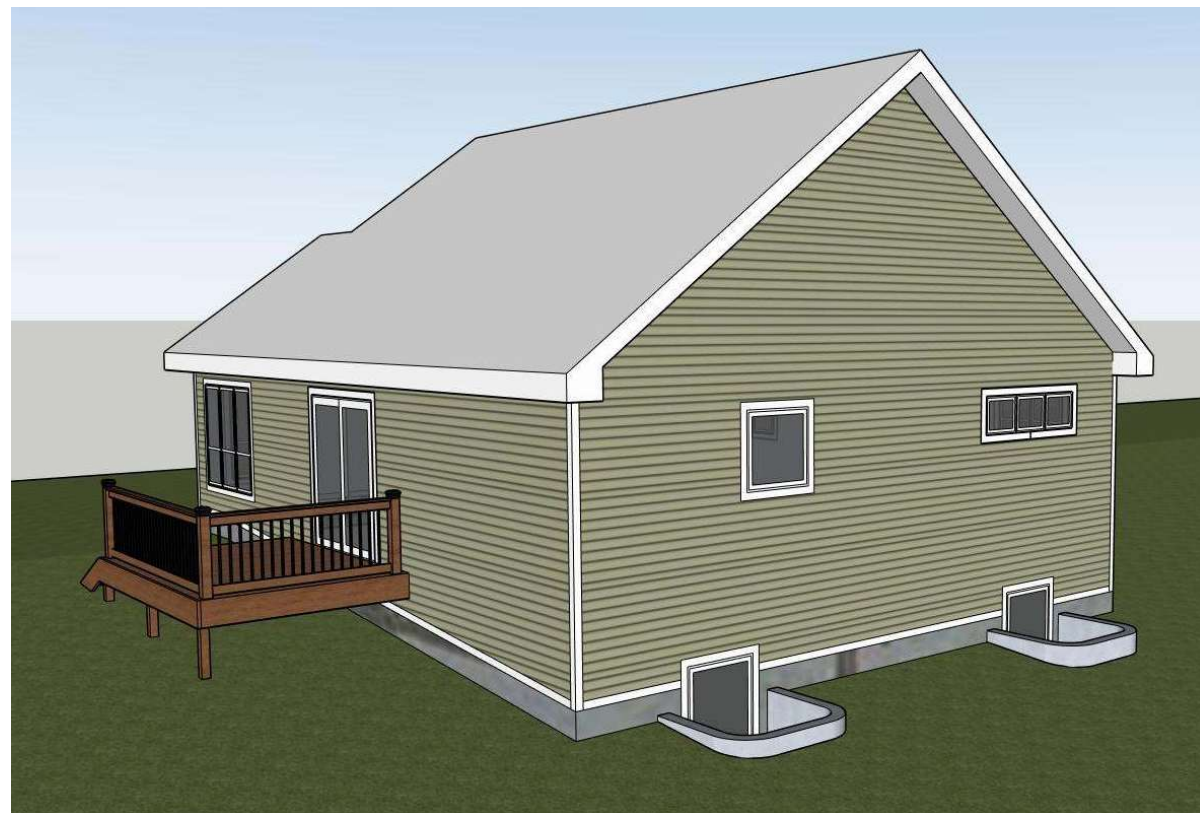
SIDE VIEW



ONE BEDROOM DUPLEX HOME

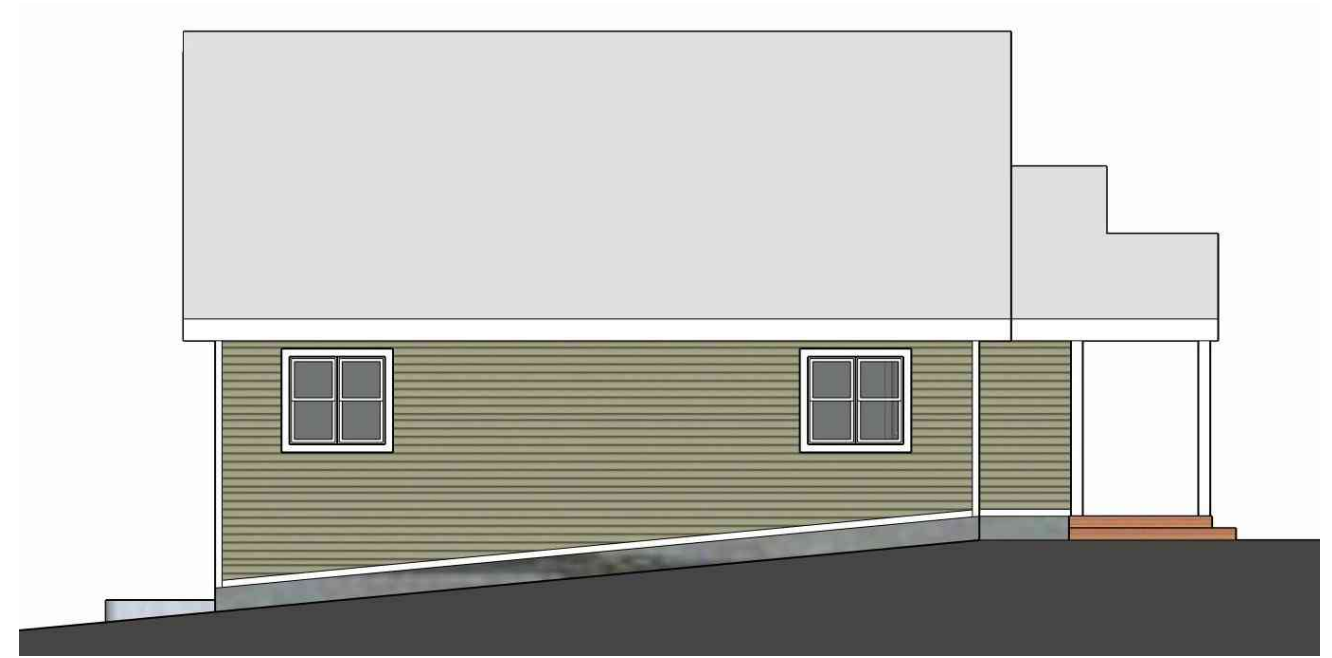








FRONT



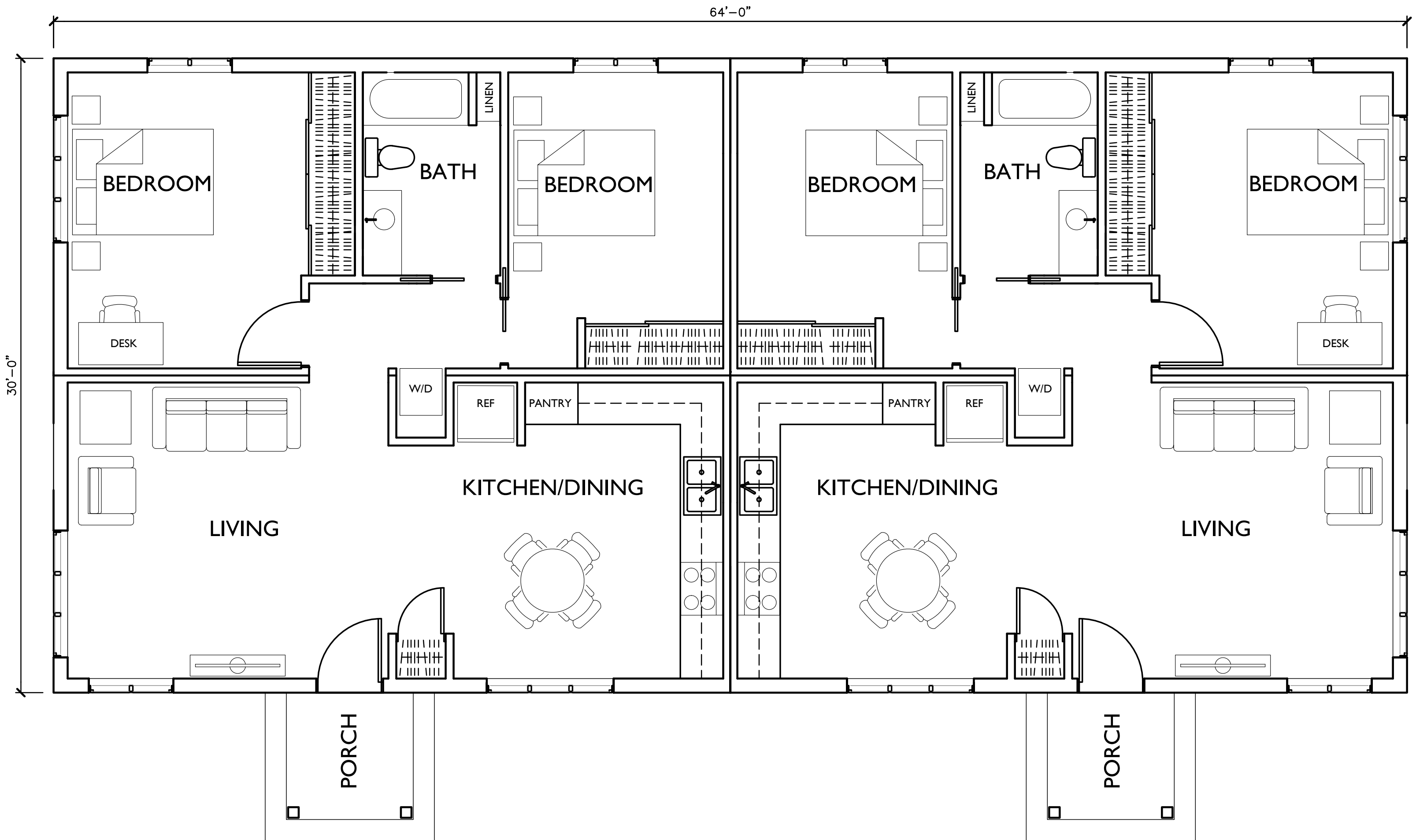
SIDE

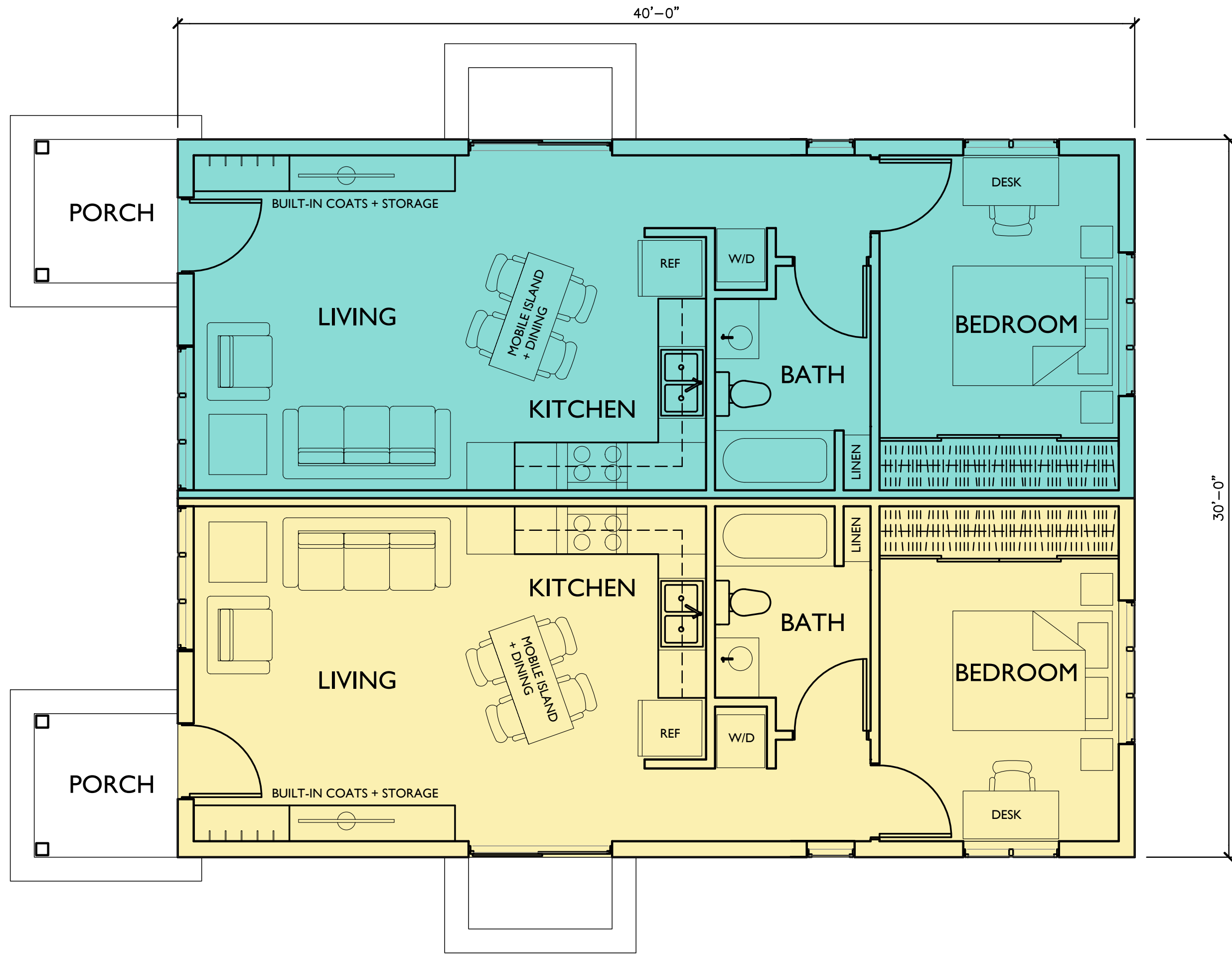


REAR



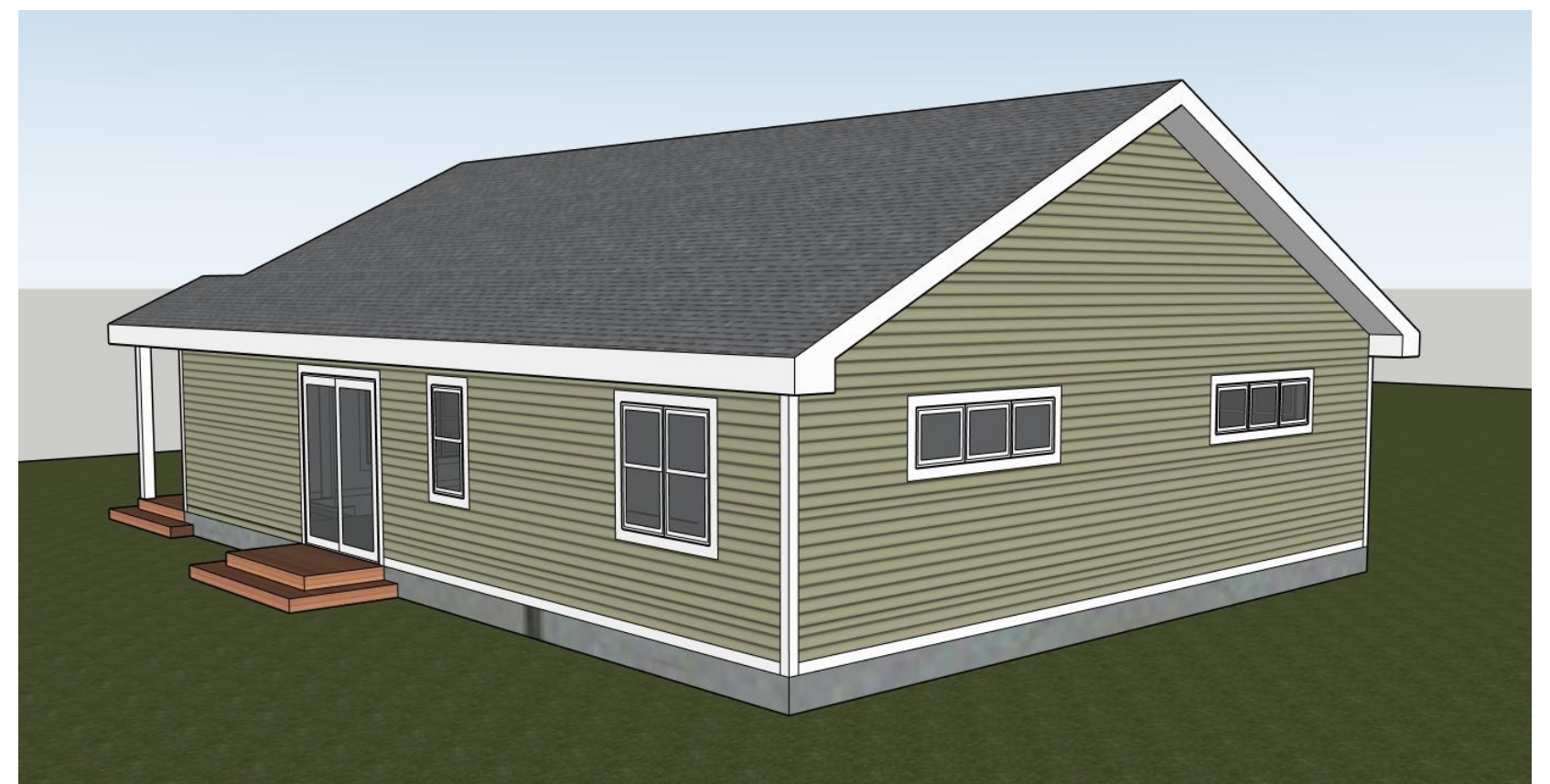
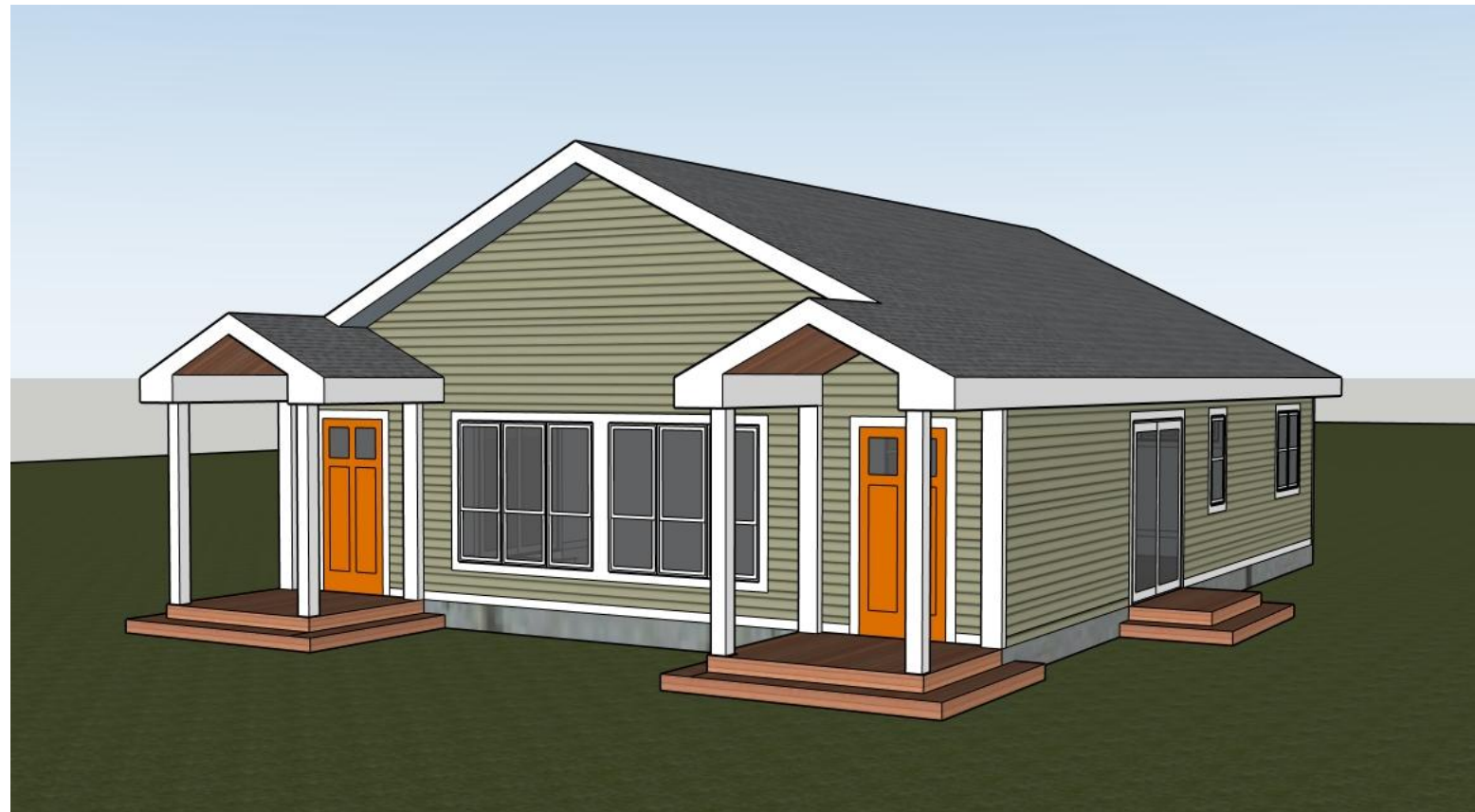
SIDE





UNIT A
600 SF

UNIT B
600 SF



1/4" = 1'-0"

PENINSULA HOUSING
COMMUNITY LAND TRUST

Leelanau County, Michigan
25 April 2025

FLOOR PLAN
1 BEDROOM DUPLEX

IN•FORM architecture

123 Devisser Place Kalamazoo, MI 49007 ©2025
BATA Board Agenda Packet
Page 194 of 203



Two Public Finance Tools to Enable Housing

1. Housing Tax Increment Financing
2. PILOT (Payment in Lieu of Taxes)



Elementary School Teacher

Average Salary
\$61,650

Max Housing Budget
\$1,541 / mo

Median cost to own a home in Leelanau County
\$4,961/mo

Median cost to own a home in Benzie County
\$2,520/mo



Emergency Medical Services (EMS)

Average Salary
\$35,720

Max Housing Budget
\$893 / mo

Median cost to rent in Benzie County

\$1350/mo

Median cost to rent home in Leelanau County

\$2500/mo



Household Income & Affordability

\$25,000 yr	\$600/mo rent	Large subsidy needed in all markets
\$50,000/yr	\$1,250/mo rent	Moderate subsidy + flexible zoning or older housing
\$75,000/yr	\$1,875/mo \$250k mortgage	Flexible zoning + minimal to moderate subsidy*
\$100,000/yr	\$2,500/mo \$300k mortgage	Viable in most markets with moderately flexible zoning*.

Few properties in this price range exist in Leelanau

*amount of subsidy is dependent on local market specifics

Brownfield TIF / Housing TIF

Tax Increment Finance (TIF) is a flexible funding source that allows local communities to assist with certain eligible development expenses. As of 2023, the State authorized this option for housing development, regardless of property's environmental conditions.

Capture State + Local Tax

Brownfield TIF for housing captures new tax increment from development to reimburse eligible costs. Existing tax revenue is not captured.

It is possible to capture both local and state tax increment, but the local unit does not have to rely on the state for every development.

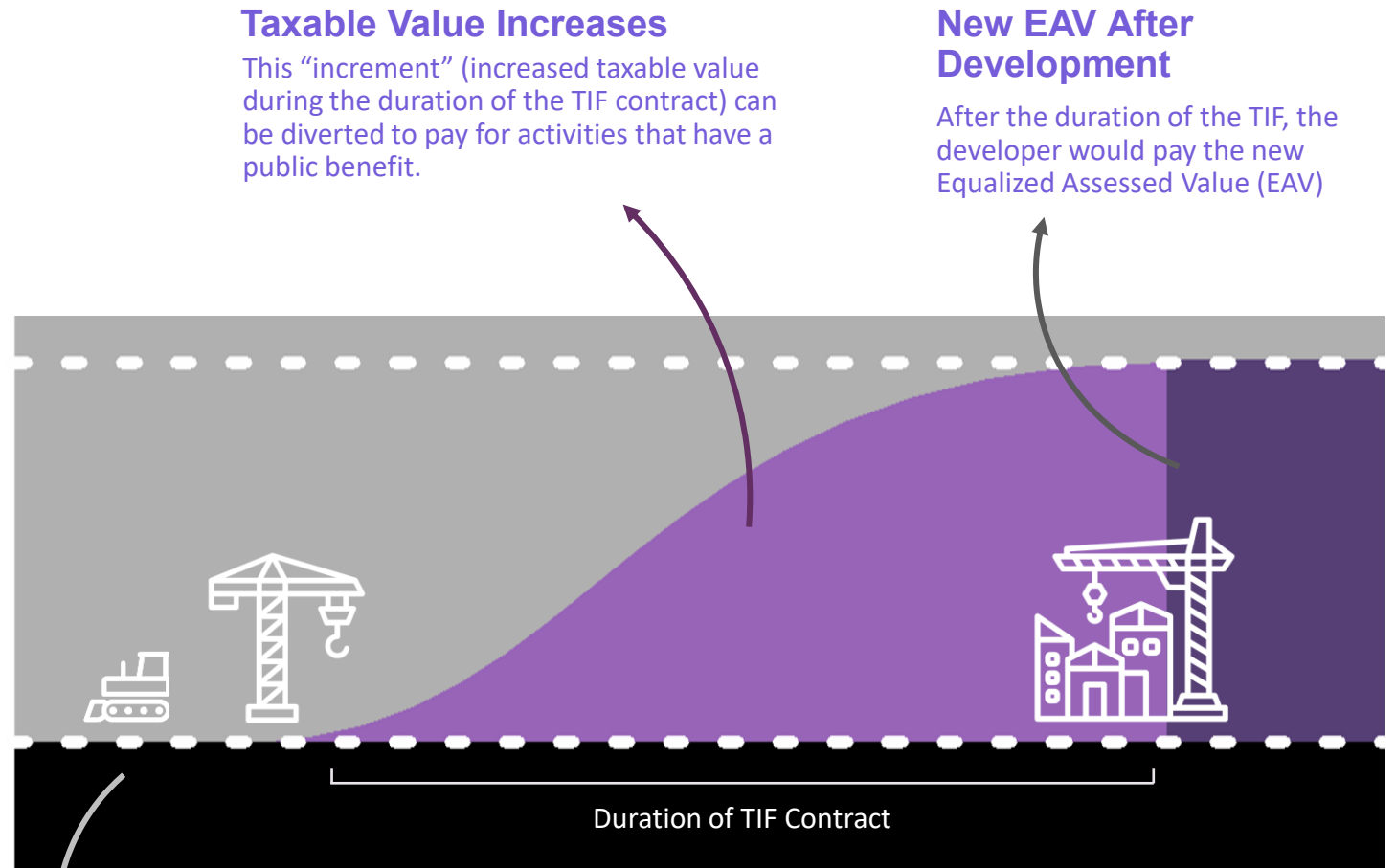
Next Steps

Align TIF policy with a specific housing strategy. Be clear about the conditions for use and expectations, such as affordability and long-term or year-round housing restrictions.



What is Tax Increment Financing?

Tax increment Financing (TIF) is a procedure that allows municipalities to “capture” the additional, or incremental, taxes from property as it increases in value. Property owners continue to pay taxes as usual, but a portion of the money is diverted to pay for development activities that have a public benefit. These activities are items that a new project would not be able to otherwise support financially.



Baseline EAV

The developer would pay the baseline Equalized Assessed Value (EAV) to Taxing District throughout the duration of the TIF contract.

Currently,
Peninsula Housing
school parcel is
not taxed.

PILOT: Payment In Lieu of Taxes

A Payment in Lieu of Tax (PILOT) allows a local community to replace traditional property taxes with a negotiated payment based on a percentage of the rent from a housing development.

It allows a municipality to collect revenue from a project but not as much as the tax rate would have otherwise required.

Reduce Tax Obligations and Rent

A PILOT can reduce monthly rents by anywhere from \$200 - \$450 per month, depending on the way the incentive is used by the developer.

Next Steps

Create a policy specifying when and how often a community is willing to use this tool, setting income ceilings based on local needs and clearly communicating expectations to potential developers.



Housing Tools in Action



Housing TIF Projects

- ✓ Bellaire Lofts #136 units (Bellaire)
- ✓ Maple Block project-200 units (Petoskey)
- ✓ Ida Tompkins Building-12 Units (Traverse City)
- ✓



PILOT policies for Workforce Housing

- ✓ Both Village of Northport and Leelanau Township have adopted PILOT ordinances.
- ✓ PILOT has been widely used to enable Attainable Housing in Grand Traverse County and throughout the State.

**Bay Area Transportation Authority
Board of Directors**

August 13, 2026 Board Meeting Minutes Excerpt

1. Guest Presentation

a. Suttons Bay Housing Tax Increment Financing (TIF) Update

Susan Leithauser presented information on a proposed affordable housing development in Suttons Bay. She represents Peninsula Housing, a nonprofit housing organization, that recently purchased approximately 11 acres on Herman Road with plans to develop 38 affordable workforce housing units. The estimated project cost is slightly more than \$10 million, with an approximately \$4 million funding gap that the organization is seeking to address through Tax Increment Financing (TIF). Ms. Leithauser asked the Board to consider whether BATA could accommodate the additional demand for service associated with 38 homes without receiving the tax revenue that would otherwise be generated by the development. Under the proposed TIF structure, incremental tax revenues would be distributed to the developer to reimburse eligible project expenses over a 30-year period, like a Brownfield TIF Plan. Referring to Appendix A in the Board packet, she noted that the estimated tax revenue is somewhat high. She stated that based on a hypothetical scenario in which the development was constructed without a TIF, BATA would receive approximately \$1,500 annually in tax revenue at full build-out, anticipated in 2030.

Peninsula Housing is currently consulting with all entities that would be impacted by the proposed tax distribution. As a stretch goal, the organization requested that BATA consider signing a letter of support for the project within the next month. A sample letter was included in the Board's packet. The Board agreed to consider and discuss a proposed letter of support at its regular meeting on September 24, 2026.