

1. 8:00 P.M. Brownfield Redevelopment Meeting Agenda (PDF)

Documents:

[BROWNFIELD AGENDA 11-30-21.PDF](#)

2. 11-30-21 Brownfield Agenda Packet (PDF)

Documents:

[11-30-21 BROWNFIELD PACKET WEB.PDF](#)

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

Meeting location –Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 30, 2021

Immediately following DDA Board Meeting

AGENDA

Call to Order

Roll Call

Comments from the Public

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN TWO (2) MINUTES.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of October 26, 2021

Business

1. Resolution No. 2021-001: Adopting Fiscal Year 2022 Brownfield Redevelopment Authority Budget

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

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Adjournment

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 26, 2021**

The Brownfield Redevelopment Authority met Tuesday, October 26, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 8:00 p.m.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, Steven L. Marvin

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, DDA Deputy Director

PUBLIC COMMENT: None

Set/Adjust Agenda: There were no changes to the agenda.

APPROVAL OF MINUTES

Rae moved, Craig supported, to approve the regular meeting minutes of September 28, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin

MOTION CARRIED

BUSINESS

PUBLIC HEARING – YEAR 2022 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Fauser moved, Miller supported, to open the Public Hearing for the Fiscal Year 2022 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

Public Hearing opened at 8:01 p.m.

There were no comments from the public.

Craig moved, Fauser supported, to close the Public Hearing for the Fiscal Year 2022 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

Public Hearing closed at 8:02 p.m.

APPROVE FISCAL YEAR 2022 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Fauser moved, Leighton supported, to approve the Fiscal Year 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 26, 2021**

**Brownfield Revolving Fund, and to submit it to the Township Board of Trustees
for approval.**

A Roll Call Vote was recorded as:

Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Miller, Rae

Absent: Ammon, Marvin

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842
TELEPHONE (517) 699-3866
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www.delhidda.com

Date: November 8, 2021

To: Delhi Township Brownfield Redevelopment Authority Board

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the printed name.

Re: Adoption of Fiscal Year 2022 Budget

The Fiscal Year 2022 Budget for the Brownfield Redevelopment Authority and its subset, Local Brownfield Revolving Fund, has been prepared and its initial review took place at our regular August meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 14, 2021. A public hearing was held October 26th and the budget was submitted to the Township for approval. The Township approved the budget on November 2, 2021. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2021-001, a resolution adopting the Fiscal Year ending December 31, 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

DELHI CHARTER TOWNSHIP

BROWNFIELD REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2021-001

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2022
BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET AND ITS
SUBSET, LOCAL BROWNFIELD REVOLVING FUND**

At a regular meeting of the Brownfield Redevelopment Authority Board of the Charter Township of Delhi, Ingham County, held at the Community Services Center, 2074 Aurelius Road, Holt, MI 48842, on Tuesday, November 30, 2021, at 7:45 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

WHEREAS, Delhi Township Resolution No. 2001-167 established the Brownfield Redevelopment Authority pursuant to Act 381, Public Acts of Michigan, 1996; and

WHEREAS, the Uniform Budgeting and Accounting Act (Michigan Public Act 2 of 1968, as amended) requires, among other things:

- A. That the Authority shall prepare and approve a budget for the operation of the Authority
- B. That the responsibility for the budget be designated
- C. That the budget includes revenue (by source) and expenditures (by budgetary centers) for the most recently completed fiscal year, estimated revenues and expenditures for the current fiscal year, and estimated revenues and expenditures for the ensuing fiscal year; and
- D. That the budget include amounts of surplus or deficit that have accumulated from prior years, current year, and estimated surplus or deficits for the budget year; and
- E. That the Township pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service, or capital project funds;

WHEREAS, the Brownfield Redevelopment Authority Director submitted its proposed budget on September 1, 2021 and discussed the Budget at the Township Budget Workshop held on September 14, 2021; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 26, 2021 to submit the 2022 proposed budget attached hereto as Exhibits A and B to the Township Board for approval; and

WHEREAS, the Delhi Charter Township Board of Trustees approved the FY 2022 Brownfield Redevelopment Authority Budget on November 2, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNFIELD REDEVELOPMENT AUTHORITY BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Brownfield Redevelopment Authority Board adopts the FY 2022 Brownfield Redevelopment

Authority Budget and its subset, Local Brownfield Revolving Fund, as itemized in the attached Exhibits A and B.

2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.
3. This budget shall be finally adopted by the Brownfield Redevelopment Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;
4. The following of accumulated surpluses is approved as outlined in Exhibits A and B:

BROWNFIELD REDEVELOPMENT AUTHORITY

12-31-21	Fund Balance	\$ 64,057
2022	Projected Revenue	412,480
2022	Projected Expenditures	<u>(405,000)</u>
12-31-22	Projected Fund Balance	\$ 71,537

LOCAL BROWNFIELD REVOLVING FUND

12-31-21	Projected Fund Balance	\$ 314,214
2022	Projected Revenue	0
2022	Projected Expenditures	<u>(1,770)</u>
12-31-22	Projected Fund Balance	\$ 312,444

5. The Township shall approve subsequent amendments to this budget made by the Brownfield Redevelopment Authority Board that make a net increase or decrease in 2022 Estimated Use of Fund Balance. All other amendments made by the Brownfield Redevelopment Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/30/21

Nanette Miller, Brownfield Redevelopment Authority Secretary

BROWNFIELD FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Taxes	\$ 376,878	\$ 385,870	\$ 395,300	\$ 412,480	\$ 413,050	\$ 414,600
Total Revenue	376,878	385,870	395,300	412,480	413,050	414,600
Expenditures						
Community and Economic Dev						
Brownfield-Administration	9,806	20,270	15,270	20,270	20,280	20,280
Remediation	343,475	358,730	369,690	384,730	384,730	384,730
Total Expenditures	353,281	379,000	384,960	405,000	405,010	405,010
Revenues over (under) expenditures	23,597	6,870	10,340	7,480	8,040	9,590
Fund Balance, Beginning	30,120	53,717	53,717	64,057	71,537	79,577
Fund Balance, Ending	\$ 53,717	\$ 60,587	\$ 64,057	\$ 71,537	\$ 79,577	\$ 89,167

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Grants	\$ 195,697	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Other Revenue	-	-	-	-	-	-
Total Revenue	195,697	-	50,000	-	-	-
Expenditures						
Community and Economic Developmt						
Administration	29,632	15,270	60,270	270	275	280
Remediation	-	20,000	1,500	1,500	1,500	1,500
Total Expenditures	29,632	35,270	61,770	1,770	1,775	1,780
Revenues over (under) expenditures	166,065	(35,270)	(11,770)	(1,770)	(1,775)	(1,780)
Fund Balance, Beginning	159,919	325,984	325,984	314,214	312,444	310,669
Fund Balance, Ending	\$ 325,984	\$ 290,714	\$ 314,214	\$ 312,444	\$ 310,669	\$ 308,889