

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING
Meeting Location – Community Services Center
2074 Aurelius Road, Holt, MI
Tuesday, October 26, 2021

Immediately Following DDA Board Meeting

AGENDA

Call to Order

Roll Call

Set/Adjust Agenda

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.

Approval of Minutes: Regular Meeting Minutes of September 28, 2021

Public Hearing – FY 2022 Brownfield Redevelopment Authority Budget

Business

1. Approve Fiscal Year 2022 Brownfield Redevelopment Authority Budget
- 2.

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

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 28, 2021**

The Brownfield Redevelopment Authority met Tuesday, September 28, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:36 p.m.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, David Leighton

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.

BUSINESS

FY 2022 BROWNFIELD BUDGET – SET PUBLIC HEARING FOR OCTOBER 26, 2021

Rae moved, Miller supported, to set a Public Hearing for the proposed Fiscal Year 2022 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 26, 2021 Brownfield Redevelopment Authority Meeting.

A Public Hearing Notice will be published in the *Holt Community News* on October 10, 2021.

A Voice Poll Vote was recorded as: All Ayes

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:38 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
FACSIMILE (517) 699-3878
www.delhidda.com

October 21, 2021

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2022 Budget

The Fiscal Year 2022 Budget for the Brownfield Redevelopment Authority and its subset, Local Site Remediation Fund, has been prepared and its initial review took place at our regular August meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 14, 2021. At our September meeting, a public hearing was set for October 26th. The notice for the public hearing was published in the *Holt Community News* on Sunday, October 10th. The Township Board of Trustees held its public hearing on Tuesday, October 19th. Following our public hearing, it is my recommendation that the Brownfield Redevelopment Authority Board formally approve the budget.

RECOMMENDED MOTION:

I move to approve the Fiscal Year 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, and to submit it to the Township Board of Trustees for approval.

Local Brownfield Revolving Fund (242 Fund): The Delhi Charter Township Local Brownfield Revolving Fund (formerly Local Site Remediation Fund) is a separate legal entity operating in conformity with Delhi Charter Township's policies and procedures. The Fund is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Local Brownfield Revolving Fund was created pursuant to Public Act 381 of 1996, as amended. The Delhi Charter Township Brownfield Redevelopment Authority adopted Resolution No. 2001-002 on October 23, 2001 which authorized the existence of the Local Brownfield Revolving Fund.

The primary purpose of the Local Brownfield Revolving Fund is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. The membership of the Board of Directors is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Local Brownfield Revolving Fund may carry out its activities throughout Delhi Township. The objectives are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Resources/Uses: After final reimbursement of Brownfield properties, the Local Brownfield Revolving Fund can capture revenue for 5 years. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles.

For 2022, tax capture of \$0 is anticipated along with \$1,170 of expenditures. For 2023, tax capture of \$0 is anticipated along with \$1,775 of expenditures. For 2024, tax capture of \$0 is anticipated along with \$1,780 of expenditures.

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

LOCAL BROWNFIELD REVOLVING FUND REVENUE

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
242-000.00-403.000	CURR TAXES-AD VAL.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
242-000.00-572.000	STATE GRANTS	195,697	-	-	-	50,000	-	-	-
242-000.00-699.001	TRANSFER IN	-	-	-	-	-	-	-	-
Total		\$ 195,697	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -

DEPT 735.00 LOCAL SITE REMEDIATION

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
242-735.00-801.000	LEGAL FEES	\$ 7,970	\$ 10,000	\$ 5,456	\$ 10,000	\$ -	\$ -	\$ -	\$ -
242-735.00-801.000-DE	LEGAL FEES	3,977	5,000	-	-	-	-	-	-
242-735.00-807.000	AUDIT FEES	211	220	213	220	220	225	230	
242-735.00-818.000	CONTRACTUAL SERVICE	4,665	20,000	843	1,500	1,500	1,500	1,500	1,500
242-735.00-818.000-DE	CONTRACTUAL SERVICE	12,745	-	-	50,000	-	-	-	-
242-735.00-902.000	PUBLISHING/LEGAL NOTI	65	50	-	50	50	50	50	50
242-735.00-935.001	SITE REMEDIATION	-	-	-	-	-	-	-	-
Total		\$ 29,632	\$ 35,270	\$ 6,512	\$ 61,770	\$ 1,770	\$ 1,775	\$ 1,780	

Brownfield Redevelopment Authority Fund (243 Fund): The Delhi Charter Township Brownfield Redevelopment Authority is a separate legal identity operating in conformity with Delhi Charter Township's policies and procedures. The Brownfield Redevelopment Authority is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Brownfield Redevelopment Authority was created pursuant to Public Act 381 of 1996, as amended. Resolution No. 2001-167, adopted by Delhi Charter Township Board of Trustees on September 4, 2001 authorizes its existence.

The primary purpose of the Brownfield Redevelopment Authority is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. All activities of the Authority are carried out in conformance with adopted Brownfield Redevelopment Plans under supervision of the Board of Directors of the Authority. The membership of the Board of Directors of the Brownfield Redevelopment Authority is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Authority may carry out its activities throughout Delhi Township. The objectives of the Authority are outlined in the most recently adopted Brownfield Redevelopment Plan and are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Specific projects undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the 2021 Budget include:

1. Reimbursement of costs related to the remediation of property at Esker Square (referred to as Brownfield #4).
2. Reimbursement of costs related to the remediation of property at Willoughby Estates (referred to as Brownfield #6).
3. Reimbursement of costs related to the remediation of property at 4495 Holt Road (referred to as Brownfield #7).
4. Reimbursement of costs related to the remediation of property at 2313 Cedar Street (referred to as Brownfield #8).
5. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2022, tax capture of \$412,480 is anticipated along with \$405,000 of expenditures. For 2023, tax capture of \$413,050 is anticipated along with \$405,010 of expenditures. For 2024, tax capture of \$414,600 is anticipated along with \$405,010 of expenditures. Changes in tax capture revenue is due to increases in the taxable values of the properties. Accordingly, increases in expenditures for reimbursements to developers is expected.

BROWNFIELD FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Taxes	<u>\$ 376,878</u>	<u>\$ 385,870</u>	<u>\$ 395,300</u>	<u>\$ 412,480</u>	<u>\$ 413,050</u>	<u>\$ 414,600</u>
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	<u>343,475</u>	<u>358,730</u>	<u>369,690</u>	<u>384,730</u>	<u>384,730</u>	<u>384,730</u>
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	<u>30,120</u>	<u>53,717</u>	<u>53,717</u>	<u>64,057</u>	<u>71,537</u>	<u>79,577</u>
Fund Balance, Ending	<u>\$ 53,717</u>	<u>\$ 60,587</u>	<u>\$ 64,057</u>	<u>\$ 71,537</u>	<u>\$ 79,577</u>	<u>\$ 89,167</u>

BROWNFIELD REDEVELOPMENT AUTHORITY REVENUE

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-000.00-403.040	CURR TAX-BRWNFLD #4	\$ 5,352	\$ 5,880	\$ 4,699	\$ 6,000	\$ 6,000	\$ 6,050	\$ 6,100	
243-000.00-403.060	CURR TAX-BRNFLD # 6	358,072	362,560	289,718	371,600	375,800	376,000	376,500	
243-000.00-403.070	CURR TAX-BRNFLD #7	11,886	10,510	8,401	10,700	10,980	11,000	11,500	
243-000.00-403.080	CURR TAX-BRNFLD #8	1,568	6,920	4,765	7,000	19,700	20,000	20,500	
Total		\$ 376,878	\$ 385,870	\$ 307,583	\$ 395,300	\$ 412,480	\$ 413,050	\$ 414,600	

DEPT 733.00 BROWNFIELD ADMINISTRATION

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-733.00-801.000	LEGAL FEES	\$ 9,531	\$ 20,000	\$ 5,456	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	
243-733.00-807.000	AUDIT FEES	211	220	213	220	220	230	230	
243-733.00-902.000	PUBLISHING/LEGAL NOTI	65	50	-	50	50	50	50	
243-733.00-956.000	MISCELLANEOUS	-	-	-	-	-	-	-	
Total Appropriations:		\$ 9,806	\$ 20,270	\$ 5,669	\$ 15,270	\$ 20,270	\$ 20,280	\$ 20,280	

DEPT 734.00 REMED PLANS

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-734.00-964.004	REMED PYMT #4-ESKER	\$ -	\$ 5,590	\$ -	\$ 5,730	\$ 5,710	\$ 5,710	\$ 5,710	
243-734.00-964.006	REMED PYMT #6-WILBY E	333,089	337,560	-	346,650	350,810	350,810	350,810	
243-734.00-964.007	REMED PYMT #7-4495 HC	10,386	9,010	-	9,230	9,480	9,480	9,480	
243-734.00-964.008	REMED PYMT #8-MSUFCL	-	6,570	1,328	8,080	18,730	18,730	18,730	
Total		\$ 343,475	\$ 358,730	\$ 1,328	\$ 369,690	\$ 384,730	\$ 384,730	\$ 384,730	