

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**  
**Meeting Location – Community Services Center**  
**2074 Aurelius Road, Holt, MI**  
**Tuesday, October 25, 2022**

**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 27, 2022**

**Public Hearing – FY 2023 Brownfield Redevelopment Authority Budget**

### **Business**

1. Approve Fiscal Year 2023 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 27, 2022**

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The Brownfield Redevelopment Authority met Tuesday, September 27, 2022 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:30 p.m.

**MEMBERS PRESENT:** Rita Craig, Tim Fauser, Steven L. Marvin, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon, Rick Brown, John Hayhoe, 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.

**APPROVAL OF MINUTES**

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**Rae moved, Craig supported, to approve the regular meeting minutes of June 28, 2022.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Ammon, Brown, Hayhoe, Leighton

**MOTION CARRIED**

**BUSINESS**

**FY 2023 BROWNFIELD BUDGET – SET PUBLIC HEARING FOR OCTOBER 25, 2022**

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**Craig moved, Marvin supported, to set a Public Hearing for the proposed Fiscal Year 2023 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 25, 2022 Brownfield Redevelopment Authority Meeting.**

A Public Hearing Notice will be published in the *Holt Community News* on October 9, 2022.

A Roll Call Vote was recorded as:

Ayes: Craig, Fauser, Marvin, Miller, Rae

Nays: None

Absent: Ammon, Brown, Hayhoe, Leighton

**MOTION CARRIED**

**Limited Comments**

None.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2022**

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**ADJOURNMENT**

The meeting was adjourned at 7:35 p.m.

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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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October 20, 2022

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2023 Budget

The Fiscal Year 2023 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 September meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 13, 2022. At our September meeting, a public hearing was set for October 25<sup>th</sup>. The notice for the public hearing was published in the *Holt Community News* on Sunday, October 9<sup>th</sup>. The Township Board of Trustees held its public hearing on Tuesday, October 18<sup>th</sup>. 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 2023 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.**

**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 2023 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 2023, tax capture of \$427,540 is anticipated along with \$419,960 of expenditures. For 2024, tax capture of \$453,000 is anticipated along with \$444,420 of expenditures. For 2025, tax capture of \$464,000 is anticipated along with \$455,195 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.

ACCOUNT ID	BROWNFIELD REDEVELOPMENT AUTHORITY	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
REVENUES						\$0	
243-000.00-403.040	CURR PROP TAX-BRWNFLD #4	\$6,027	\$6,000	\$5,940	\$5,600	\$25,000	\$30,000
243-000.00-403.060	CURRENT PROP TAXES-BRNFLD # 6	\$372,800	\$375,800	\$379,900	\$389,600	\$395,000	\$400,000
243-000.00-403.070	CURRENT PROP TAXES-BRNFLD #7	\$10,830	\$10,980	\$11,120	\$11,470	\$12,000	\$12,500
243-000.00-403.080	CURR PROP TAX-BRNFLD #8	\$9,120	\$19,700	\$20,030	\$20,870	\$21,000	\$21,500
	<b>Total Revenues</b>	<b>\$398,776</b>	<b>\$412,480</b>	<b>\$416,990</b>	<b>\$427,540</b>	<b>\$453,000</b>	<b>\$464,000</b>
						\$0	
EXPENDITURES							
BROWNFIELD ADMINISTRATION							
243-733.00-801.000	LEGAL FEES	\$10,750	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
243-733.00-807.000	AUDIT FEES	\$210	\$220	\$220	\$220	\$220	\$220
243-733.00-902.000	PUBLISHING/LEGAL NOTICES	\$40	\$50	\$50	\$50	\$50	\$50
	<b>Total BROWNFIELD ADMINISTRATION</b>	<b>\$11,002</b>	<b>\$20,270</b>	<b>\$20,270</b>	<b>\$20,270</b>	<b>\$20,270</b>	<b>\$20,270</b>
REMEDIATION PLANS							
243-734.00-964.004	REMEDIATION PYMT #4-ESKER SQUARE	\$0	\$5,710	\$5,670	\$5,320	\$23,700	\$28,500
243-734.00-964.006	REMEDIATION PYMT #6-WILBY ESTATES	\$347,800	\$350,810	\$354,900	\$364,580	\$370,000	\$375,000
243-734.00-964.007	REMEDIATION PYMT #7-4495 HOLT	\$9,330	\$9,480	\$9,620	\$9,970	\$10,500	\$11,000
243-734.00-964.008	REMEDIATION PYMT #8-MSUFCU	\$10,160	\$18,730	\$19,030	\$19,820	\$19,950	\$20,425
	<b>Total REMEDIATION PLANS</b>	<b>\$367,283</b>	<b>\$384,730</b>	<b>\$389,220</b>	<b>\$399,690</b>	<b>\$424,150</b>	<b>\$434,925</b>
	<b>Total Expenditures</b>	\$378,285	\$405,000	\$409,490	\$419,960	\$444,420	\$455,195
	Revenues over(under) expenditures	\$20,491	\$7,480	\$7,500	\$7,580	\$8,580	\$8,805
	Beginning Fund Balance	\$53,717	\$74,208	\$74,208	\$81,708	\$89,288	\$97,868
	Ending Fund Balance	\$74,208	\$81,688	\$81,708	\$89,288	\$97,868	\$106,673

**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 2023, tax capture of \$0 is anticipated along with \$101,770 of expenditures. An amendment to the existing Michigan Department of Environment, Great Lakes & Energy Brownfield Grant provides the revenue for this fund. Revenue and expenditures beyond 2023 depends upon the construction progress of Esker Square (Brownfield Plan #4). Minimum forecasted expenditures for 2024 and 2025 \$1,770 to cover audit and environmental investigation costs.

ACCOUNT ID	LOCAL BROWNFIELD REVOLVING FUND	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
REVENUES						\$0	\$0
242-000.00-572.000	STATE GRANTS	\$16,350	\$0	\$100,000	\$100,000	\$0	\$0
Total Revenues		\$16,355	\$0	\$100,000	\$100,000	\$0	\$0
						\$0	\$0
EXPENDITURES							
242-735.00-801.000	LEGAL FEES	\$10,000	\$0	\$0	\$0		
242-735.00-807.000	AUDIT FEES	\$210	\$220	\$0	\$220	\$220	\$220
242-735.00-818.000	CONTRACTUAL SERVICES	\$850	\$1,500	\$3,000	\$1,500	\$1,500	\$1,500
242-735.00-818.000-DEQGRANT	CONTRACTUAL SERVICES	\$16,350	\$0	\$100,000	\$100,000	\$0	\$0
242-735.00-902.000	PUBLISHING/LEGAL NOTICES	\$40	\$50	\$0	\$50	\$50	\$50
Total Expenditures		\$27,451	\$1,770	\$103,000	\$101,770	\$1,770	\$1,770

Revenues over (under) expenditures	\$ (11,096)	\$ (1,770)	\$ (3,000)	\$ (1,770)	\$ (1,770)	\$ (1,770)
Beginning Fund Balance	\$325,983	\$314,887	\$314,887	\$311,887	\$310,117	\$308,347
Ending Fund Balance	\$314,887	\$313,117	\$311,887	\$310,117	\$308,347	\$306,577