

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**Meeting location –Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, November 29, 2022**

**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 25, 2022**

**Business**

1. Resolution No. 2022-001: Adopting Fiscal Year 2023 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**

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2022**

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The Brownfield Redevelopment Authority met Tuesday, October 25, 2022 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:47 p.m.

**MEMBERS PRESENT:** Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin

**MEMBERS ABSENT:** Harry Ammon, Nanette Miller, Sally Rae

**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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**Craig moved, Leighton supported, to approve the regular meeting minutes of September 27, 2022.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Miller, Rae

**MOTION CARRIED**

**BUSINESS**

**PUBLIC HEARING – FISCAL YEAR 2023 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

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**Craig moved, Leighton supported, to open the Public Hearing for the Fiscal Year 2023 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

Public Hearing opened at 7:48 p.m.

There were no comments from the public.

**Leighton moved, Hayhoe supported, to close the Public Hearing for the Fiscal Year 2023 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

Public Hearing closed at 7:49 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2022**

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**APPROVE FISCAL YEAR 2023 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

**Fauser moved, Hayhoe supported, 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.**

A Roll Call Vote was recorded as:

Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Marvin

Absent: Ammon, Miller, Rae

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:50 p.m.

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Nanette Miller, Secretary

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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

Date: November 7, 2022

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 2023 Budget

The Fiscal Year 2023 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 September meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 13, 2022. A public hearing was held October 25<sup>th</sup> and the budget was submitted to the Township for approval. The Township approved the budget on November 1, 2022. Therefore, I offer the following recommended motion:

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2022-001, a resolution adopting the Fiscal Year ending December 31, 2023 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

**DELHI CHARTER TOWNSHIP**

**BROWNFIELD REDEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2022-001**

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2023  
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 29, 2022, at 7:20 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, 2022 and discussed the Budget at the Township Budget Workshop held on September 13, 2022; and

**WHEREAS**, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 25, 2022 to submit the 2023 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 2023 Brownfield Redevelopment Authority Budget on November 1, 2022.

**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 2023 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**

12-31-22	Fund Balance	\$ 81,708
2023	Projected Revenue	427,540
2023	Projected Expenditures	<u>(419,960)</u>
12-31-23	Projected Fund Balance	\$ 89,288

**LOCAL BROWNFIELD REVOLVING FUND**

12-31-22	Projected Fund Balance	\$ 311,887
2023	Projected Revenue	100,000
2023	Projected Expenditures	<u>(101,770)</u>
12-31-23	Projected Fund Balance	\$ 310,117

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 2023 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: 11/29/22**

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Nanette Miller, Brownfield Redevelopment Authority Secretary



**BROWNFIELD REDEVELOPMENT AUTHORITY FUND SUMMARY**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Projected</b>	<b>2023 Budget</b>	<b>2024 Forecast</b>	<b>2025 Forecast</b>
<b>Revenues</b>						
Taxes	<u>\$ 398,776</u>	<u>\$ 412,480</u>	<u>\$ 416,990</u>	<u>\$ 427,540</u>	<u>\$ 453,000</u>	<u>\$ 464,000</u>
<b>Total Revenue</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>
<b>Expenditures</b>						
Community and Economic Dev						
Brownfield-Administration	11,002	20,270	20,270	20,270	20,270	20,270
Remediation	<u>367,283</u>	<u>384,730</u>	<u>389,220</u>	<u>399,690</u>	<u>424,150</u>	<u>434,925</u>
<b>Total Expenditures</b>	<b>378,285</b>	<b>405,000</b>	<b>409,490</b>	<b>419,960</b>	<b>444,420</b>	<b>455,195</b>
<b>Revenues over (under) expenditures</b>	<b>20,491</b>	<b>7,480</b>	<b>7,500</b>	<b>7,580</b>	<b>8,580</b>	<b>8,805</b>
<b>Fund Balance, Beginning</b>	<u><b>53,717</b></u>	<u><b>74,208</b></u>	<u><b>74,208</b></u>	<u><b>81,708</b></u>	<u><b>89,288</b></u>	<u><b>97,868</b></u>
<b>Fund Balance, Ending</b>	<u><b>\$ 74,208</b></u>	<u><b>\$ 81,688</b></u>	<u><b>\$ 81,708</b></u>	<u><b>\$ 89,288</b></u>	<u><b>\$ 97,868</b></u>	<u><b>\$ 106,673</b></u>



**LOCAL BROWNFIELD REVOLVING FUND SUMMARY**

	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Projected</b>	<b>2023 Budget</b>	<b>2024 Forecast</b>	<b>2025 Forecast</b>
<b>Revenues</b>						
Grants	\$ 16,355		\$ 100,000	\$ 100,000	\$ -	\$ -
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>16,355</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
Community and Economic Developmt						
Administration	27,451	1,770	103,000	101,770	1,770	1,770
Remediation	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>27,451</b>	<b>1,770</b>	<b>103,000</b>	<b>101,770</b>	<b>1,770</b>	<b>1,770</b>
<b>Revenues over (under) expenditures</b>	<b>(11,096)</b>	<b>(1,770)</b>	<b>(3,000)</b>	<b>(1,770)</b>	<b>(1,770)</b>	<b>(1,770)</b>
<b>Fund Balance, Beginning</b>	<b>325,983</b>	<b>314,887</b>	<b>314,887</b>	<b>311,887</b>	<b>310,117</b>	<b>308,347</b>
<b>Fund Balance, Ending</b>	<b>\$ 314,887</b>	<b>\$ 313,117</b>	<b>\$ 311,887</b>	<b>\$ 310,117</b>	<b>\$ 308,347</b>	<b>\$ 306,577</b>