

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING
Meeting Location – Holt Community Center
4410 Holt Road, Holt, MI
Tuesday, September 25, 2018
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 FOUR (4) MINUTES.

Set/Adjust Agenda

Business

1. FY 2019 Brownfield Budget – Set Public Hearing for October 30, 2018
- 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
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

MEMORANDUM

Date: September 17, 2018

To: Delhi Township Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: FY 2019 Budget – Set Public Hearing

The Fiscal Year 2019 Budget for the Brownfield Redevelopment Authority has been prepared and is attached for your review. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 11, 2018.

The next step in the process is to schedule a public hearing for our regular meeting on October 30th. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Holt Community News* on Sunday, October 7, 2018.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2019 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 30, 2018 Brownfield Redevelopment Authority Meeting.

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
Notice of Budget Public Hearing**

The Delhi Charter Township Brownfield Redevelopment Authority will hold a public hearing on the proposed Fiscal Year 2019 Brownfield Redevelopment Authority budget and its subset, Local Brownfield Revolving Fund, at the Holt Community Center, at 4410 Holt Road, Holt, MI on Tuesday, October 30, 2018 at 7:45 p.m. A copy of the budget is available for public inspection at the Delhi Township Downtown Development Authority office located at 2045 North Cedar Street, Holt, MI as of October 1, 2018.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA).

The DDA Board will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (5) working days notice to the Delhi Township Clerk.

Individuals with disabilities requiring auxiliary aids or services should contact the Delhi Township Clerk by writing or calling the following: Evan Hope, Delhi Township Clerk, Community Services Center, 2074 Aurelius Road, Holt, MI 48842. Phone (517) 694-2135. This notice complies with MCL 141.436 and MCL 211.24e.

Nanette Miller, DDA Board Secretary

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 2019 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. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2019, tax capture of \$229,300 is anticipated along with \$198,100 of expenditures.

BROWNFIELD FUND SUMMARY

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues				
Taxes	<u>\$ 8,616</u>	<u>\$ 40,040</u>	<u>\$ 78,230</u>	<u>\$ 229,300</u>
Total Revenue	8,616	40,040	78,230	229,300
Expenditures				
Community and Economic Dev				
Brownfield-Administration	8,570	10,050	15,300	20,300
Remediation	<u>-</u>	<u>-</u>	<u>50,200</u>	<u>177,800</u>
Total Expenditures	8,570	10,050	65,500	198,100
Revenues over (under) expenditures	46	29,990	12,730	31,200
Fund Balance, Beginning	<u>-</u>	<u>46</u>	<u>46</u>	<u>12,776</u>
Fund Balance, Ending	<u><u>\$ 46</u></u>	<u><u>\$ 30,036</u></u>	<u><u>\$ 12,776</u></u>	<u><u>\$ 43,976</u></u>

BROWNFIELD REDEVELOPMENT AUTHORITY REVENUES

		2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
243-000.00-403.040	CURR TAXES-BRNFLD # 4	\$ -	\$ -	\$ -	\$ -	\$ 25,000
243-000.00-403.060	CURR TAXES-BRNFLD # 6	8,616	38,400	30,164	75,200	191,500
243-000.00-403.070	CURR TAXES-BRNFLD #7	-	1,640	-	3,030	12,800
243-000.00-699.065	TRANS IN FROM DELHI DDA	-	-	-	-	-
Total		\$ 8,616	\$ 40,040	\$ 30,164	\$ 78,230	\$ 229,300

DEPT 733.00 BROWNFIELD ADMINISTRATION

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
243-733.00-801.000	LEGAL FEES	\$ 8,570	\$ 10,000	\$ 7,333	\$ 15,000	\$ 20,000
243-733.00-807.000	AUDIT FEES	-	-	241	250	250
243-733.00-902.000	PUBLISHING/LEGAL NOTICE	-	50	-	50	50
243-733.00-910.000	INSURANCE & BONDS	-	-	-	-	-
243-733.00-956.000	MISCELLANEOUS	-	-	-	-	-
243-733.00-995.000	INTEREST	-	-	-	-	-
243-733.00-999.001	TRANSFER OUT	-	-	-	-	-
Total		\$ 8,570	\$ 10,050	\$ 7,574	\$ 15,300	\$ 20,300

DEPT 734.00 REMED PLANS

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
243-734.00-957.006	REMED PYMTS-PLAN #6, WILE	\$ -	\$ -	\$ 21,035	\$ 50,200	\$ 166,500
243-734.00-957.007	REMED PYMT-PLAN #7, 4495 t	-	-	-	-	11,300
Total		\$ -	\$ -	\$ 21,035	\$ 50,200	\$ 177,800

Local Brownfield Revolving Fund (643 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.

<u>Plan</u>	<u>Capture Years</u>
Brownfield Plan #2 (2350 Cedar)	2015-2018 (Tax year 2018 is collected in 2019)

For 2019, tax capture of \$6,000 is anticipated along with \$70,250 of expenditures.

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues				
Taxes	\$ 199,483	\$ 7,000	\$ 5,030	\$ 6,000
Other Revenue	12,630	-	21,035	-
Total Revenue	212,113	7,000	26,065	6,000
Expenditures				
Community and Economic Developmt Administration	188,324	70,500	120,250	70,250
Remediation	3,350	10,000	-	-
Total Expenditures	191,674	80,500	120,250	70,250
Revenues over (under) expenditures	20,439	(73,500)	(94,185)	(64,250)
Fund Balance, Beginning	287,204	307,643	307,643	213,458
Fund Balance, Ending	\$ 307,643	\$ 234,143	\$ 213,458	\$ 149,208

LOCAL BROWNFIELD REVOLVING FUND REVENUE

		2017	2018	YTD	2018	2019
		Activity	Budget	06/30/2018	Projected	Requested
643-000.00-403.005	CURRENT PROPERTY TAXES-	\$ 192,410	\$ -	\$ -	\$ -	\$ -
643-000.00-403.020	CURRENT PROP TAXES-2350	6,411	7,000	3,185	5,030	6,000
643-000.00-403.030	CURRENT PROP TAXES-BROV	662	-	-	-	-
643-000.00-570.000	STATE GRANTS	-	-	21,035	21,035	-
643-000.00-687.000	REFUNDS/REBATE/REIMBURSE	12,630	-	-	-	-
643-000.00-699.001	TRANSFER IN	-	-	-	-	-
Total		\$ 212,113	\$ 7,000	\$ 24,220	\$ 26,065	\$ 6,000

DEPT 735.00 LOCAL SITE REMEDIATION

GL Number	Description	2017	2018	YTD	2018	2019
		Activity	Budget	06/30/2018	Projected	Requested
643-735.00-801.000	LEGAL FEES	\$ 25,837	\$ 20,000	\$ 7,333	\$ 20,000	\$ 20,000
643-735.00-807.000	AUDIT FEES	468	500	241	250	250
643-735.00-818.000	CONTRACTUAL SERVICES	162,018	50,000	95,465	100,000	50,000
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	-	-	-	-	-
643-735.00-935.001	SITE REMEDIATION	3,350	10,000	-	-	-
643-735.00-956.000	MISCELLANEOUS	-	-	-	-	-
643-735.00-960.000	EDUCATION & TRAINING	-	-	-	-	-
Total		\$ 191,674	\$ 80,500	\$ 103,039	\$ 120,250	\$ 70,250