

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**  
**Meeting Location – Community Services Center**  
**2074 Aurelius Road, Holt, MI**  
**Tuesday, September 26, 2017**  
**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 2018 Brownfield Budget – Set Public Hearing for October 24, 2017
2. Approve MCS Excavating LLC Bid – Demolition of 1875 Walnut
- 3.
- 4.

### **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 18, 2017

To: Delhi Township Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: FY 2018 Budget – Set Public Hearing

The Fiscal Year 2018 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 12, 2017.

The next step in the process is to schedule a public hearing for our regular meeting on October 24<sup>th</sup>. 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 8, 2017.

**RECOMMENDED MOTION:**

**I move to set a Public Hearing for the proposed Fiscal Year 2018 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 24, 2017 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 2018 Brownfield Redevelopment Authority budget and its subset, Local Brownfield Revolving Fund, at the Community Services Center, Multipurpose Room, at 2074 North Aurelius Road, Holt, MI on Tuesday, October 24, 2017 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, 2017.

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 2018 Budget include:

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

For 2018, tax capture of \$40,040 is anticipated along with \$10,050 of expenditures.

## BROWNFIELD FUND SUMMARY

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>				
Taxes	\$ -	\$ -	\$ 8,620	\$ 40,040
<b>Total Revenue</b>	<u>-</u>	<u>-</u>	<u>8,620</u>	<u>40,040</u>
<b>Expenditures</b>				
Community and Economic Dev				
Brownfield-Administration	-	-	5,050	10,050
Remediation	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>5,050</u>	<u>10,050</u>
<b>Other Financing Sources (Uses)</b>				
Transfer out to LSR Fund	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Revenues over (under) expenditures</b>	-	-	3,570	29,990
<b>Fund Balance, Beginning</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,570</u>
<b>Fund Balance, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,570</u>	<u>\$ 33,560</u>

**BROWNFIELD REVENUE**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
243-000.00-403.060	CURR TAXES-BRNFLD # 6	\$ -	\$ -	\$ -	\$ 8,620	\$ 38,400
243-000.00-403.070	CURR TAXES-BRNFLD #7	-	-	-	-	1,640
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,620</b>	<b>\$ 40,040</b>

**BROWNFIELD ADMINISTRATION**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
243-733.00-801.000	LEGAL FEES	\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000
243-733.00-807.000	AUDIT FEES	-	-	-	-	-
243-733.00-902.000	PUBLISH/LEGAL NOTICES	-	-	-	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	-	-	-	-	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,050</b>	<b>\$ 10,050</b>

**BROWNFIELD REMEDIATION**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
243-734.00-957.006	REMEDIATION PLAN #6, WILBY RD	\$ -	\$ -	\$ -	\$ -	\$ -
243-734.00-957.007	REMEDIATION PLAN #7, 4495 HOLT	-	-	-	-	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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

For 2018, tax capture of \$7,000 is anticipated along with \$80,500 of expenditures.

**LOCAL BROWNFIELD REVOLVING FUND SUMMARY**

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Budget</b>
<b>Revenues</b>				
Taxes	\$ 198,581	\$ 202,900	\$ 200,020	\$ 7,000
<b>Total Revenue</b>	<b>198,581</b>	<b>202,900</b>	<b>200,020</b>	<b>7,000</b>
<b>Expenditures</b>				
Community and Economic Developmt Administration	110,824	30,550	230,500	70,500
Remediation	26,572	120,000	10,000	10,000
<b>Total Expenditures</b>	<b>137,396</b>	<b>150,550</b>	<b>240,500</b>	<b>80,500</b>
<b>Other Financing Sources (Uses)</b>				
Transfer In from Brownfield Fund	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues over (under) expenditures</b>	<b>61,185</b>	<b>52,350</b>	<b>(40,480)</b>	<b>(73,500)</b>
<b>Fund Balance, Beginning</b>	<b>226,018</b>	<b>287,203</b>	<b>287,203</b>	<b>246,723</b>
<b>Fund Balance, Ending</b>	<b>\$ 287,203</b>	<b>\$ 339,553</b>	<b>\$ 246,723</b>	<b>\$ 173,223</b>



**LOCAL BROWNFIELD REVOLVING FUND**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
643-000.00-403.005	CURR PROP TAX-AD VAL.	\$ 190,758	\$ 195,300	\$ 149,184	\$ 192,950	\$ -
643-000.00-403.020	CURR PROP TAX-2350 CEDAR	7,300	7,600	5,501	6,410	7,000
643-000.00-403.030	CURR PROP TAX-BRNFD #3	523	-	662	660	-
643-000.00-699.001	TRANSFER IN	-	-	-	-	-
<b>Total</b>		<b>\$ 198,581</b>	<b>\$ 202,900</b>	<b>\$ 155,348</b>	<b>\$ 200,020</b>	<b>\$ 7,000</b>

**LOCAL BROWNFIELD REVOLVING FUND SITE REMEDIATION EXPENDITURES**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
643-735.00-801.000	LEGAL FEES	\$ 33,828	\$ 30,000	\$ 10,698	\$ 30,000	\$ 20,000
643-735.00-807.000	AUDIT FEES	455	500	468	500	500
643-735.00-818.000	CONTRACTUAL SERVICES	76,468	60,000	19,125	200,000	50,000
643-735.00-902.000	PUBLISH/LEGAL NOTICES	73	50	-	-	-
643-735.00-935.001	SITE REMEDIATION	26,572	60,000	3,350	10,000	10,000
643-735.00-956.000	MISCELLANEOUS	-	-	-	-	-
<b>Total</b>		<b>\$ 137,396</b>	<b>\$ 150,550</b>	<b>\$ 33,641</b>	<b>\$ 240,500</b>	<b>\$ 80,500</b>



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

September 18, 2017

To: BRA Board

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the "From:" line.

Re: Demolition of 1875 Walnut

As you are aware, the facilities at 1875 Walnut were abandoned. The Township has been meeting with the property owner regarding the clean-up of the site and eventual demolition of the structures. The Phase I and Phase II environmental studies have been completed.

At our request, MCS Excavating LLC submitted the attached bid for the demolition of all the structures and parking lot. The bid included the installation of top soil and grass seed.

The Local Brownfield Revolving Fund will be used as the source of funding for this project.

**Recommended Motion:**

**I move to approve the bid from MCS Excavating LLC for the demolition of structures and parking lot at 1875 Walnut in the amount of \$93,500.00.**

# MCS EXCAVATING LCC

4696 Tolland St Holt MI 48842

(517) 694.1718 Fax (517) 694.8621

mcsdig.matt@hotmail.com

Proposal submitted to Delhi DDA	Phone Fax Email
Street	Date 7-3-17
city, state, and zip code	Job location Holt Product 1875 Walnut
Contact Lori	Save As

We hereby submit specifications and estimates for:

## PRICE INCLUDES

Demo & disposal of building

Removal of concrete foundation (note: heavy duty concrete floor & loading docks)

Removal of old asphalt parking lot

Fill & compact voids from footings

Install topsoil & seed

## NOT INCLUDED

Building survey

Removal of hazardous materials (asbestos, paint, tanks, tires)

Permits

Utility disconnects

Total: \$93,500.00

We propose hereby to furnish material and labor - complete in accordance with above specifications

\_\_\_\_\_  
Matt Childers, MCS Excavating LLC

### Acceptance of Proposal

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

**Accepted:**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.

**MCS EXCAVATING**

**517.694.1718**