

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**Meeting location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, October 25, 2015**

**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**

**Approval of Minutes: Regular Meeting of September 27, 2016**

**Public Hearing – Fiscal Year 2017 Brownfield Redevelopment Authority Budget**

**Business**

1. Approve Fiscal Year 2017 Brownfield Redevelopment Authority Budget
2. Review of Open Sites

**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, 2016**

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The Brownfield Redevelopment Authority met Tuesday, September 27, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:39 p.m.

**MEMBERS PRESENT:** Harry Ammon, Kim Cosgrove, C.J. Davis, Tim Fauser, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

**PUBLIC COMMENT:** None

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Miller moved, Olson supported, to approve the regular meeting minutes of May 31, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**BUSINESS**

**FY 2017 BROWNFIELD BUDGET: SET PUBLIC HEARING FOR OCTOBER 25, 2016**

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Executive Director Haas reviewed his memorandum dated September 20, 2016. He explained that the fund balance of the Local Site Remediation Revolving Fund is used for exploration and remediation of potential Brownfield sites.

**Olson moved, Marvin supported, to set a Public Hearing for the proposed Fiscal Year 2017 Brownfield Redevelopment Authority Budget to be held during the Tuesday, October 25, 2016 Brownfield Redevelopment Authority Meeting.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Houser, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2016**

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**INTRODUCTION OF MDEQ BROWNFIELD COORDINATOR – JANET MICHALUK**

Chairperson Leighton introduced Janet Michaluk, Michigan Department of Environmental Quality Brownfield Coordinator for the Lansing District. Ms. Michaluk explained that she serves as a resource to communities located within 8 counties, including Ingham. She is a former environmental consultant. Ms. Cosgrove asked if she works more in the compliance area or advocacy. Ms. Michaluk replied that she is a liaison between communities and the MDEQ departments and divisions. She can help steer questions and problems to the appropriate area.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:51 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
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October 19, 2016

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2017 Budget

The Fiscal Year 2016 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 7, 2016. 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 16<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 2017 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Site Remediation Fund, and to submit it to the Township Board of Trustees for approval.**

**Local Site Remediation Fund (643 Fund):** The Delhi Charter Township 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 Site Remediation 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 Site Remediation Fund.

The primary purpose of the Local Site Remediation 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 Site Remediation 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 Site Remediation Fund can capture revenue for 5 years.

<u>Plan</u>	<u>Capture Years</u>
Brownfield Plan #1 (Woodland Lakes)	2013-2017
Brownfield Plan #2 (2350 Cedar)	2015-2018

For 2017, tax capture of \$202,900 is anticipated along with \$150,550 of expenditures.

**LOCAL SITE REMEDIATION FUND SUMMARY**

	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
<b>Revenues</b>				
Taxes	\$ 189,971	\$ 204,000	\$ 198,580	\$ 202,900
<b>Total Revenue</b>	<b>189,971</b>	<b>204,000</b>	<b>198,580</b>	<b>202,900</b>
<b>Expenditures</b>				
Community and Economic Developmt Administration	44,162	20,350	35,460	30,550
Remediation	104,587	85,000	60,050	120,000
<b>Total Expenditures</b>	<b>148,749</b>	<b>105,350</b>	<b>95,510</b>	<b>150,550</b>
<b>Other Financing Sources (Uses)</b>				
Transfer In from Brownfield Fund	9,948	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>9,948</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues over (under) expenditures</b>	<b>51,170</b>	<b>98,650</b>	<b>103,070</b>	<b>52,350</b>
<b>Fund Balance, Beginning</b>	<b>174,848</b>	<b>226,018</b>	<b>226,018</b>	<b>329,088</b>
<b>Fund Balance, Ending</b>	<b>\$ 226,018</b>	<b>\$ 324,668</b>	<b>\$ 329,088</b>	<b>\$ 381,438</b>

**LOCAL SITE REMEDIATION FUND REVENUES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
643-000.00-403.005	CURR TAXES-BRWNFLD #1	\$ 188,221	\$ 196,000	\$ 152,814	\$ 190,760	\$ 195,300
643-000.00-403.020	CURR TAX-BROWNFLD #2	1,654	7,600	5,910	7,300	7,600
643-000.00-403.030	CURR TAX-BROWNFIELD #3	96	400	344	520	-
643-000.00-699.001	TRANSFER IN	9,948	-	-	-	-
<b>Total</b>		<b>\$ 199,919</b>	<b>\$ 204,000</b>	<b>\$ 159,067</b>	<b>\$ 198,580</b>	<b>\$ 202,900</b>

**LOCAL SITE REMEDIATION FUND EXPENDITURES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
643-735.00-801.000	LEGAL FEES	\$ 43,819	\$ 20,000	\$ 12,166	\$ 35,000	\$ 30,000
643-735.00-807.000	AUDIT FEES	274	300	455	460	500
643-735.00-818.000	CONTRACTUAL SERVICES	68,527	60,000	21,600	60,000	60,000
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	69	50	-	50	50
643-735.00-935.001	SITE REMEDIATION	36,060	25,000	-	-	60,000
643-735.00-956.000	MISCELLANEOUS	-	-	-	-	-
643-735.00-960.000	EDUCATION & TRAINING	-	-	-	-	-
<b>Total</b>		<b>\$ 148,749</b>	<b>\$ 105,350</b>	<b>\$ 34,221</b>	<b>\$ 95,510</b>	<b>\$ 150,550</b>



**OPEN SITES FOR DELHI DDA**

PROPERTIES	STATUS	UNFINISHED ITEMS
1. 4410 Holt	Phase I performed by Tri Terra: No recognized environmental conditions (RECs). Eligible to be innocent purchaser	DDA purchase and reuse?
2. 2022 Cedar (Blind Bizz)	BEA, DCCP performed by PB; Brownfield Plan IV adopted in September 2014; contamination delineated by PB in 2015	Development needs to begin by 2019 to allow recapture of incurred expenses. Some demolition of concrete is scheduled on Blind Bizz and adjacent properties. Payment for concrete demolition from Local Site Remediation Revolving Fund (LSRRF) is being considered.
3. 2040 Cedar (Holt Auto Clinic)	BEA, DCCP performed by SME. MDEQ sent 7-18-16 letter to Holt Auto Clinic asking about due care compliance.	Building demolition needed. Use of LSRRF monies for this demolition is being considered. Delineation evaluation by Adam Heft will begin in mid-October.
4. 4136 and 4184 Willoughby (Willoughby Road)	BEA, DCCP performed by AKT Peerless for Township; property transferred to DDA which has liability protection under MCL 324.20126(3)(a); MCL 324.21323a(3)(a); property sold to Developer; Brownfield Plan IV adopted; Developer performed BEA, DCCP and is reportedly following DCCP to build apartment complex	Project underway; future reimbursement requests by Developer expected. Grant of about \$21,000 provided by LEAP should be paid to LSRRF during first year of tax capture (maybe 2017).
5. 1694 Cedar, 1600 Cedar, Cedar Lake (Nyeholt, Ironguard, DTN)	PB prepared BEA, DCCP for 1694 Cedar and 1600 Cedar; Phase I and II for Cedar Lake parcel by PB showed no need for BEA; future trailhead park planned	Received updated proposal from DLZ for Trailhead Park; soil cover likely needed; possible MDNR trust fund grant request is due by April 2017.

<p>6. 2313 Cedar (Former Marathon)</p>	<p>Property transferred from Township which acquired through foreclosure. Liability protection for DDA under MCL 324.20126(3)(a); MCL 324.21323a(3)(a). Building demolished. Phase I conducted by PB, and Phase II work and DCCP by PM.</p>	<p>Contamination may still require further delineation</p>
<p>7. 2361 Cedar</p>	<p>Property to be acquired. Tri Terra has performed Phase I showing onsite and offsite RECs. Tri Terra performed Phase II and prepared BEA and Due Care Plan.</p>	<p>BEA submitted to and acknowledged by MDEQ. DDA is acquiring on or about October 12, 2016.</p>

BEA = Baseline Environmental Assessment, DCCP = Due Care Compliance Plan