

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**Meeting location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, November 28, 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**

**Approval of Minutes: Regular Meeting of October 24, 2017**

**Business**

1. Resolution No. 2017-003: Adopting Fiscal Year 2018 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 24, 2017**

---

The Brownfield Redevelopment Authority met Tuesday, October 24, 2017 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:21 p.m.

**MEMBERS PRESENT:** Harry Ammon, Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Kim Cosgrove

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

**PUBLIC COMMENT:** None

**SET/ADJUST AGENDA**

---

There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

---

**Olson moved, Leighton supported, to approve the regular meeting minutes of September 26, 2017.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

**PUBLIC HEARING – YEAR 2018 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

---

**Fauser moved, Marvin supported to open the Public Hearing for the Fiscal Year 2018 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

Public Hearing opened at 7:22 p.m.

There were no comments from the public.

**Olson moved, Fauser supported to close the Public Hearing for the Fiscal Year 2018 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

A Voice Poll was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 24, 2017**

---

Public Hearing closed at 7:23 p.m.

**APPROVE FISCAL YEAR 2018 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

---

**Miller moved, Leighton supported, to approve the Fiscal Year 2018 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: Ammon, Fauser, Hayhoe, Houser, Leighton, Marvin, Miller, Olson

Absent: Cosgrove

**MOTION CARRIED**

**ADOPT RESOLUTION NO. 2017-002: AMENDING BROWNFIELD PLAN #4**

---

**Olson moved, Fauser supported, to adopt Resolution No. 2017-002, a resolution recommending the amendment of Brownfield Plan #4.**

Chuck Barbieri, environmental attorney, Foster Swift Collins & Smith, P.C. explained that in 2017, the Brownfield Redevelopment Authority (BRA) adopted Brownfield Plan #4 to ensure that the expenses incurred for testing and remediation at 2022 Cedar Street could eventually be reimbursed. The law states that no recovery of costs can occur without a Plan in place. Now that a developer for the property has been identified, the opportunity exists to amend the Plan to include the entire block of property on Cedar Street. The Plan, 21 years in length, allows for the developer to be reimbursed for the clean-up of soil and groundwater contamination, Due Care, a venting system, and soil management reporting during the first 15 years. Then, the BRA will have 5 years in which to reimburse itself for costs incurred – environmental testing, demolition, etc. At the end of the Plan, tax revenue will be deposited in the Local Brownfield Revolving Fund for a period of 5 years. Once approved, the Board of Trustees will notify local taxing jurisdictions and hold a Public Hearing on the Plan on November 21<sup>st</sup>, prior to its formal adoption.

Dave Van Haaren, Director of Economic Development at Triterra explained that the amended Plan addresses all contamination – metals, gasoline, soil, groundwater, and includes a passive vapor mitigation system to depressurize gas as it enters the proposed buildings.

Scott Gillespie, founder and owner, The Gillespie Company, reported that the site plan for Esker Square was submitted to Township officials. The building plans are approximately 85% complete. He reported that his experience working with the DDA and Township staff has been very positive.

Mr. Leighton questioned the ongoing costs of the vapor mitigation system. Mr. Van Haaren responded that there will be minimal annual costs for testing the system. Year one is incorporated in the Plan.

Ms. Miller asked for an explanation of the vapor mitigation system. Mr. Van Haaren responded that petroleum is in the ground at a depth of approximately 80 feet. Vapors could rise and intrude the building. A venting grid will be placed over the ground, piping the vapor into vents above the roofline where the environmental impact is negligible.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 24, 2017**

---

Mr. Leighton asked if new regulations for airborne contaminants were considered. Mr. Van Haaren responded that the vapor mitigation system is proactive to new regulation. The Michigan Department of Environmental Quality will add this additional screening requirement beginning in August. Baseline Environmental Assessments will also cover this in the future.

A Roll Call Vote was recorded as:

Ayes: Ammon, Fauser, Hayhoe, Houser, Leighton, Marvin, Miller, Olson

Absent: Cosgrove

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:38 p.m.

---

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**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: November 15, 2017

To: Delhi Township Brownfield Redevelopment Authority Board

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2018 Budget

The Fiscal Year 2018 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 12, 2017. A public hearing was held October 24<sup>th</sup> and the budget was submitted to the Township for approval. The Township approved the budget on November 8, 2017. Therefore, I offer the following recommended motion:

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2017-003, a resolution adopting the Fiscal Year ending December 31, 2018 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

**DELHI CHARTER TOWNSHIP**

**BROWNFIELD REDEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2017-003**

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2018  
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 Wednesday, November 28, 2017, at 7:30 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, 2017 and discussed the Budget at the Township Budget Workshop held on September 12, 2017; and

**WHEREAS**, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 24, 2017 to submit the 2018 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 2018 Brownfield Redevelopment Authority Budget on November 8, 2017.

**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 2018 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:

<b><u>BROWNFIELD REDEVELOPMENT AUTHORITY</u></b>		
12-31-17	Fund Balance	\$ 3,570
2018	Projected Revenue	40,040
2018	Projected Expenditures	<u>(10,050)</u>
12-31-18	Projected Fund Balance	\$ 33,560

<b><u>LOCAL BROWNFIELD REVOLVING FUND</u></b>		
12-31-17	Projected Fund Balance	\$ 246,723
2018	Projected Revenue	7,000
2018	Projected Expenditures	<u>(80,500)</u>
12-31-18	Projected Fund Balance	\$ 173,223

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 2018 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: 11/28/17**

---

Nanette Miller, Brownfield Redevelopment Authority Secretary

STATE OF MICHIGAN )  
  ) ss  
COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Secretary for the Brownfield Redevelopment Authority Board, Delhi Charter Township, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Brownfield Redevelopment Authority Board of said Township at a regular meeting held on the 27<sup>th</sup> day of November, 2017.

---

Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibits A and B



**BROWNFIELD FUND SUMMARY**

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Budget</b>
<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>

**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>