

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

Meeting location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 29, 2016

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 25, 2016

Business

1. Resolution No. 2016-002: Adopting Fiscal Year 2017 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, 2016**

The Brownfield Redevelopment Authority met Tuesday, October 25, 2016 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, Kim Cosgrove, Tim Fauser, Brian Houser, David Leighton, Steven L. Marvin

MEMBERS ABSENT: C.J. Davis, Nanette Miller, Tonia Olson

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

Fauser moved, Leighton supported, to approve the regular meeting minutes of September 27, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

PUBLIC HEARING – 7:23 P.M.

APPROVE FISCAL YEAR 2016 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Cosgrove moved, Fauser supported to open the Public Hearing for the Fiscal Year 2017 Brownfield Redevelopment Authority Budget and its subset, Local Site Remediation Fund.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

There were no comments from the public.

Motion to Close Public Hearing – 7:23 p.m.

Cosgrove moved, Houser supported to close the Public Hearing.

A Voice Poll was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2016**

Cosgrove moved, Ammon supported, 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.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin

Absent: Davis, Miller, Olson

MOTION CARRIED

REVIEW OF OPEN SITES

Executive Director Haas reviewed the list of open sites with environmental issues as provided by environmental attorney Chuck Barbieri.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:27 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
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MEMORANDUM

Date: November 16, 2016

To: Delhi Township Brownfield Redevelopment Authority Board

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2017 Budget

The Fiscal Year 2017 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 subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 7, 2016. A public hearing was held October 25th and the budget was submitted to the Township for approval. The Township approved the budget on November 1, 2016. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2016-002, a resolution adopting the Fiscal Year ending December 31, 2017 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Site Remediation Fund.

DELHI CHARTER TOWNSHIP

BROWNFIELD REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2016-002

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2017
BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET AND ITS
SUBSET, LOCAL SITE REMEDIATION 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 29, 2016, at 7:00 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, 2016 and discussed the Budget at the Township Budget Workshop held on September 7, 2016; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 25, 2016 to submit the 2017 proposed budget attached hereto as Exhibit A to the Township Board for approval; and

WHEREAS, the Delhi Charter Township Board of Trustees approved the FY 2017 Brownfield Redevelopment Authority Budget on November 1, 2016.

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 2017 Brownfield Redevelopment Authority Budget and its subset, Local Site Remediation Fund, as itemized in the attached Exhibit A.
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 Exhibit A:

<u>BROWNFIELD REDEVELOPMENT AUTHORITY</u>		
12-31-16	Fund Balance	\$ 0
2017	Projected Revenue	0
2017	Projected Expenditures	<u>(0)</u>
12-31-17	Projected Fund Balance	\$ 0

<u>LOCAL SITE REMEDIATION FUND</u>		
12-31-16	Projected Fund Balance	\$ 329,088
2017	Projected Revenue	202,900
2017	Projected Expenditures	<u>(150,550)</u>
12-31-17	Projected Fund Balance	\$ 381,438

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 2017 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: 11/29/16

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 29th day of November, 2016.

Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibit A

LOCAL SITE REMEDIATION FUND SUMMARY

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