

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Holt Community Center**

**4410 Holt Road, Holt, MI**

**Tuesday, October 29, 2019**

**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 24, 2019**

**Public Hearing – Fiscal Year 2020 Brownfield Redevelopment Authority Budget**

**Business**

1. Approve Fiscal Year 2020 Brownfield Redevelopment Authority Budget

**Late Agenda Item**

- 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  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

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The Brownfield Redevelopment Authority met Tuesday, September 24, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:38 p.m.

**MEMBERS PRESENT:** Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin

**MEMBERS ABSENT:** Harry Ammon, David Leighton, Nanette Miller, Sally Rae

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

**PUBLIC COMMENT:** None

**Set/Adjust Agenda:** There were no changes to the agenda.

**BUSINESS**

**FY 2020 BROWNFIELD BUDGET – SET PUBLIC HEARING FOR OCTOBER 29, 2019**

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**Craig moved, Fauser supported, to set a Public Hearing for the proposed Fiscal Year 2020 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 29, 2019 Brownfield Redevelopment Authority Meeting.**

A Public Hearing Notice will be published in the *Holt Community News* on October 12, 2019.

A Roll Call Vote was recorded as:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
4410 HOLT ROAD, HOLT, MI 48842  
TELEPHONE (517) 699-3866  
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October 16, 2019

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2020 Budget

The Fiscal Year 2020 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 10, 2019. At our September meeting, a public hearing was set for October 29<sup>th</sup>. The notice for the public hearing was published in the *Holt Community News* on Sunday, October 13<sup>th</sup>. The Township Board of Trustees will hold its public hearing on Wednesday, November 5<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 2020 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.**

**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 2020 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. Reimbursement of costs related to the remediation of property at 2313 Cedar Street (referred to as Brownfield #8).
5. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2020, tax capture of \$376,070 is anticipated along with \$372,480 of expenditures.

## BROWNFIELD FUND SUMMARY

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
<b>Revenues</b>				
Taxes	<u>\$ 77,935</u>	<u>\$ 229,300</u>	<u>\$ 254,560</u>	<u>\$ 376,070</u>
<b>Total Revenue</b>	<b>77,935</b>	<b>229,300</b>	<b>254,560</b>	<b>376,070</b>
<b>Expenditures</b>				
Community and Economic Dev				
Brownfield-Administration	15,400	20,300	20,320	20,320
Remediation	<u>51,435</u>	<u>177,800</u>	<u>227,650</u>	<u>352,160</u>
<b>Total Expenditures</b>	<b>66,835</b>	<b>198,100</b>	<b>247,970</b>	<b>372,480</b>
<b>Revenues over (under) expenditures</b>	<b>11,100</b>	<b>31,200</b>	<b>6,590</b>	<b>3,590</b>
<b>Fund Balance, Beginning</b>	<u>46</u>	<u>11,146</u>	<u>11,146</u>	<u>17,736</u>
<b>Fund Balance, Ending</b>	<u><u>\$ 11,146</u></u>	<u><u>\$ 42,346</u></u>	<u><u>\$ 17,736</u></u>	<u><u>\$ 21,326</u></u>

**Brownfield**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
243-000.00-403.040	CURR PROP TAX-BRWNFLD #4	\$ -	\$ 25,000	\$ -	\$ 5,200	\$ 5,200	
243-000.00-403.060	CUR PROP TAX-BRNFLD # 6	75,200	191,500	153,726	234,310	355,650	
243-000.00-403.070	CUR PROP TAX-BRNFLD #7	2,734	12,800	9,333	12,120	12,290	
243-000.00-403.0xx	CUR PROP TAX-BRNFLD #8				2,930	2,930	
243-000.00-699.065	TRANSFER IN FROM DELHI DDA	-	-	-	-	-	
<b>Total</b>		<b>\$ 77,935</b>	<b>\$ 229,300</b>	<b>\$ 163,060</b>	<b>\$ 254,560</b>	<b>\$ 376,070</b>	

**DEPT 733.00 BROWNFIELD ADMINISTRATION**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
243-733.00-801.000	LEGAL FEES	\$ 15,118	\$ 20,000	\$ 5,379	\$ 20,000	\$ 20,000	
243-733.00-807.000	AUDIT FEES	241	250	233	270	270	
243-733.00-902.000	PUBLISHING/LEGAL NOTICES	41	50	-	50	50	
243-733.00-956.000	MISCELLANEOUS	-	-	-	-	-	
<b>Total</b>		<b>\$ 15,400</b>	<b>\$ 20,300</b>	<b>\$ 5,612</b>	<b>\$ 20,320</b>	<b>\$ 20,320</b>	

**DEPT 734.00 REMEDIATION PLANS**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
243-734.00-957.004	REMEDIATION PLAN #4, ESKER SQ					4,940	4,940
243-734.00-957.006	REMEDIATION PLAN #6, WILBY RD	50,200	166,500	-	209,310	333,650	
243-734.00-957.007	REMEDIATION PLAN #7, 4495 HOLT	1,234	11,300	-	10,620	10,790	
243-734.00-957.008	REMEDIATION PLAN #8, MSUFUCU				2,780	2,780	
<b>Total</b>		<b>\$ 51,434</b>	<b>\$ 177,800</b>	<b>\$ -</b>	<b>\$ 227,650</b>	<b>\$ 352,160</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. Since Brownfield Plans #1, #2, and #3 have completed their respective 5 year terms, no tax capture is anticipated for 2020. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles. In 2018 and 2019, the Brownfield Redevelopment Authority received grant funds to assist in environmental clean-up from the Michigan Department of Environment, Great Lakes, and Energy for Brownfield Plans #4 and #8 in the amounts of \$249,000 and \$370,000, respectively.

For 2020, tax capture of \$0 is anticipated along with \$390,000 of expenditures.

**LOCAL BROWNFIELD REVOLVING FUND SUMMARY**

	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
<b>Revenues</b>				
Taxes	\$ 4,426	\$ 6,000	\$ 6,000	\$ -
Other Revenue	27,806	-	200,000	390,000
<b>Total Revenue</b>	<b>32,232</b>	<b>6,000</b>	<b>206,000</b>	<b>390,000</b>
<b>Expenditures</b>				
Community and Economic Developmt Administration	127,256	70,250	270,330	430,330
Remediation	-	-	-	-
<b>Total Expenditures</b>	<b>127,256</b>	<b>70,250</b>	<b>270,330</b>	<b>430,330</b>
<b>Revenues over (under) expenditures</b>	<b>(95,024)</b>	<b>(64,250)</b>	<b>(64,330)</b>	<b>(40,330)</b>
<b>Fund Balance, Beginning</b>	<b>307,643</b>	<b>212,619</b>	<b>212,619</b>	<b>148,289</b>
<b>Fund Balance, Ending</b>	<b>\$ 212,619</b>	<b>\$ 148,369</b>	<b>\$ 148,289</b>	<b>\$ 107,959</b>



**Brownfield Local Remediation Fund**

**06/30/2019**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
643-000.00-403.020	CURR PROP TAX-2350 CEDAR PL	\$ 4,426	\$ 6,000		\$ 4,237	\$ 6,000	\$ -
643-000.00-570.000	STATE GRANTS	27,806	-		3,944	200,000	390,000
643-000.00-687.000	REFUNDS/REBATE/REIMBURSEM	-	-		-	-	-
643-000.00-699.001	TRANSFER IN	-	-		-	-	-
<b>Total</b>		<b>\$ 32,232</b>	<b>\$ 6,000</b>		<b>\$ 8,180</b>	<b>\$ 206,000</b>	<b>\$ 390,000</b>

**DEPT 735.00 LOCAL SITE REMEDIATION**

**06/30/2019**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
643-735.00-801.000	LEGAL FEES	\$ 14,632	\$ 20,000		\$ 5,379	\$ 20,000	\$ 20,000
643-735.00-801.000-DI	LEGAL FEES	1,596	-		1,084	10,000	30,000
643-735.00-807.000	AUDIT FEES	241	250		233	280	280
643-735.00-818.000	CONTRACTUAL SERVICES	105,571	50,000		46,230	50,000	20,000
643-735.00-818.000-DI	CONTRACTUAL SERVICES	5,175	-		3,140	190,000	360,000
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	41	-		-	50	50
<b>Total</b>		<b>\$ 127,256</b>	<b>\$ 70,250</b>		<b>\$ 56,066</b>	<b>\$ 270,330</b>	<b>\$ 430,330</b>