

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

Meeting location – Holt Community Center

4410 Holt Road, Holt, MI

Tuesday, November 26, 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 October 29, 2019

Business

1. Resolution No. 2019-001: Adopting Fiscal Year 2020 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 29, 2019**

The Brownfield Redevelopment Authority met Tuesday, October 29, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:58 p.m.

MEMBERS PRESENT: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Steven L. Marvin

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.

APPROVAL OF MINUTES

Craig moved, Leighton supported, to approve the regular meeting minutes of September 24, 2019.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin

MOTION CARRIED

BUSINESS

PUBLIC HEARING – YEAR 2020 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Public Hearing opened at 8:00 p.m.

There were no comments from the public.

Public Hearing closed at 8:01 p.m.

APPROVE FISCAL YEAR 2020 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Ammon moved, Fauser supported, 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.

A Roll Call Vote was recorded as:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Miller, Rae

Absent: Marvin

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 29, 2019**

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

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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Date: November 19, 2019

To: Delhi Township Brownfield Redevelopment Authority Board

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the printed name.

Re: Adoption of Fiscal Year 2020 Budget

The Fiscal Year 2020 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 10, 2019. A public hearing was held October 29th and the budget was submitted to the Township for approval. The Township approved the budget on November 5, 2019. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2019-001, a resolution adopting the Fiscal Year ending December 31, 2020 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
RESOLUTION NO. 2019-001
ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2020
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 Tuesday, November 26, 2018, 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, 2019 and discussed the Budget at the Township Budget Workshop held on September 10, 2019; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 29, 2019 to submit the 2020 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 2020 Brownfield Redevelopment Authority Budget on November 5, 2019.

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 2020 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:

<u>BROWNFIELD REDEVELOPMENT AUTHORITY</u>		
12-31-19	Fund Balance	\$ 17,586
2020	Projected Revenue	376,070
2020	Projected Expenditures	<u>(372,480)</u>
12-31-20	Projected Fund Balance	\$ 21,176

<u>LOCAL BROWNFIELD REVOLVING FUND</u>		
12-31-19	Projected Fund Balance	\$ 148,289
2020	Projected Revenue	390,000
2020	Projected Expenditures	<u>(430,330)</u>
12-31-20	Projected Fund Balance	\$ 107,959

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 2020 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: 11/26/19

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 26th day of November, 2019.

Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibits A and B

BROWNFIELD FUND SUMMARY

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues				
Taxes	\$ 77,935	\$ 229,300	\$ 251,630	\$ 376,070
Total Revenue	77,935	229,300	251,630	376,070
Expenditures				
Community and Economic Dev				
Brownfield-Administration	15,400	20,300	20,320	20,320
Remediation	51,435	177,800	224,870	352,160
Total Expenditures	66,835	198,100	245,190	372,480
Revenues over (under) expenditures	11,100	31,200	6,440	3,590
Fund Balance, Beginning	46	11,146	11,146	17,586
Fund Balance, Ending	\$ 11,146	\$ 42,346	\$ 17,586	\$ 21,176

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

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