

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**Meeting location –Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, November 30, 2021**

**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 TWO (2) MINUTES.

**Set/Adjust Agenda**

**Approval of Minutes: Regular Meeting of October 26, 2021**

**Business**

1. Resolution No. 2021-001: Adopting Fiscal Year 2022 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 26, 2021**

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The Brownfield Redevelopment Authority met Tuesday, October 26, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 8:00 p.m.

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

**MEMBERS ABSENT:** Harry Ammon, 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**

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**Rae moved, Craig supported, to approve the regular meeting minutes of September 28, 2021.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin

**MOTION CARRIED**

**BUSINESS**

**PUBLIC HEARING – YEAR 2022 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

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**Fauser moved, Miller supported, to open the Public Hearing for the Fiscal Year 2022 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

Public Hearing opened at 8:01 p.m.

There were no comments from the public.

**Craig moved, Fauser supported, to close the Public Hearing for the Fiscal Year 2022 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

Public Hearing closed at 8:02 p.m.

**APPROVE FISCAL YEAR 2022 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

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**Fauser moved, Leighton supported, to approve the Fiscal Year 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 26, 2021**

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**Brownfield Revolving Fund, and to submit it to the Township Board of Trustees  
for approval.**

A Roll Call Vote was recorded as:

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

Absent: Ammon, Marvin

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:03 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  
FACSIMILE (517) 699-3878  
www.delhidda.com

Date: November 8, 2021

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 2022 Budget

The Fiscal Year 2022 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 August meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 14, 2021. A public hearing was held October 26<sup>th</sup> and the budget was submitted to the Township for approval. The Township approved the budget on November 2, 2021. Therefore, I offer the following recommended motion:

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2021-001, a resolution adopting the Fiscal Year ending December 31, 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.**

**DELHI CHARTER TOWNSHIP**

**BROWNFIELD REDEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2021-001**

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2022  
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 30, 2021, at 7:45 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, 2021 and discussed the Budget at the Township Budget Workshop held on September 14, 2021; and

**WHEREAS**, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 26, 2021 to submit the 2022 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 2022 Brownfield Redevelopment Authority Budget on November 2, 2021.

**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 2022 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:

**BROWNFIELD REDEVELOPMENT AUTHORITY**

12-31-21	Fund Balance	\$ 64,057
2022	Projected Revenue	412,480
2022	Projected Expenditures	<u>(405,000)</u>
12-31-22	Projected Fund Balance	\$ 71,537

**LOCAL BROWNFIELD REVOLVING FUND**

12-31-21	Projected Fund Balance	\$ 314,214
2022	Projected Revenue	0
2022	Projected Expenditures	<u>(1,770)</u>
12-31-22	Projected Fund Balance	\$ 312,444

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 2022 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: 11/30/21**

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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 30<sup>th</sup> day of November, 2021.

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Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibits A and B

**BROWNFIELD FUND SUMMARY**

	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>
<b>Revenues</b>						
Taxes	<u>\$ 376,878</u>	<u>\$ 385,870</u>	<u>\$ 395,300</u>	<u>\$ 412,480</u>	<u>\$ 413,050</u>	<u>\$ 414,600</u>
<b>Total Revenue</b>	<b>376,878</b>	<b>385,870</b>	<b>395,300</b>	<b>412,480</b>	<b>413,050</b>	<b>414,600</b>
<b>Expenditures</b>						
Community and Economic Dev						
Brownfield-Administration	9,806	20,270	15,270	20,270	20,280	20,280
Remediation	<u>343,475</u>	<u>358,730</u>	<u>369,690</u>	<u>384,730</u>	<u>384,730</u>	<u>384,730</u>
<b>Total Expenditures</b>	<b>353,281</b>	<b>379,000</b>	<b>384,960</b>	<b>405,000</b>	<b>405,010</b>	<b>405,010</b>
<b>Revenues over (under) expenditures</b>	<b>23,597</b>	<b>6,870</b>	<b>10,340</b>	<b>7,480</b>	<b>8,040</b>	<b>9,590</b>
<b>Fund Balance, Beginning</b>	<u><b>30,120</b></u>	<u><b>53,717</b></u>	<u><b>53,717</b></u>	<u><b>64,057</b></u>	<u><b>71,537</b></u>	<u><b>79,577</b></u>
<b>Fund Balance, Ending</b>	<u><b>\$ 53,717</b></u>	<u><b>\$ 60,587</b></u>	<u><b>\$ 64,057</b></u>	<u><b>\$ 71,537</b></u>	<u><b>\$ 79,577</b></u>	<u><b>\$ 89,167</b></u>



**LOCAL BROWNFIELD REVOLVING FUND SUMMARY**

	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>
<b>Revenues</b>						
Grants	\$ 195,697	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>195,697</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
Community and Economic Developmt						
Administration	29,632	15,270	60,270	270	275	280
Remediation	-	20,000	1,500	1,500	1,500	1,500
<b>Total Expenditures</b>	<b>29,632</b>	<b>35,270</b>	<b>61,770</b>	<b>1,770</b>	<b>1,775</b>	<b>1,780</b>
<b>Revenues over (under) expenditures</b>	<b>166,065</b>	<b>(35,270)</b>	<b>(11,770)</b>	<b>(1,770)</b>	<b>(1,775)</b>	<b>(1,780)</b>
<b>Fund Balance, Beginning</b>	<b>159,919</b>	<b>325,984</b>	<b>325,984</b>	<b>314,214</b>	<b>312,444</b>	<b>310,669</b>
<b>Fund Balance, Ending</b>	<b>\$ 325,984</b>	<b>\$ 290,714</b>	<b>\$ 314,214</b>	<b>\$ 312,444</b>	<b>\$ 310,669</b>	<b>\$ 308,889</b>