

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING
Meeting Location – Community Services Center
2074 Aurelius Road, Holt, MI
Tuesday, September 27, 2022

Immediately Following DDA Board Meeting

AGENDA

Call to Order

Roll Call

Set/Adjust Agenda

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 June 28, 2022

Business

1. FY 2023 Brownfield Budget – Set Public Hearing for October 25, 2022
- 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 JUNE 28, 2022**

The Brownfield Redevelopment Authority met Tuesday, June 28, 2022 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:38 p.m.

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

MEMBERS ABSENT: Rita Craig, David Leighton, 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.

BUSINESS

FIRST AMENDMENT TO AGREEMENT IN SUPPORT OF BROWNFIELD CONTRACT – ESKER SQUARE

Rae moved, Ammon supported, to approve the First Amendment to Agreement in Support of Brownfield Contract between 2000 Cedar, LLC, Triterra, and the Delhi Charter Township Brownfield Redevelopment Authority. I further authorize the Executive Director to execute the Amendment to the Brownfield Contract.

Chuck Barbieri, Foster, Swift, Collins & Smith, P.C. offered background on the history of the Esker Square project. The developer is seeking to begin construction on the second concurrently with the first. Each building requires contaminated soil removal and a Vapor Mitigation System (VMS). A Brownfield Grant was secured to defray costs associated with the first building. The Amendment seeks to add an additional two years and \$250,000 to the Brownfield Grant to defray the costs for the second building. This will extend the Brownfield Grant contract until June 19, 2025 for a grand total of \$499,000.

Brownfield Plan #4 for Esker Square will need to be amended at some point to account for the Brownfield Grant funds. The Grant will reduce the amount that will need to be reimbursed to the developer and shorten the length of the Brownfield Plan. This means that the Brownfield Redevelopment Authority will capture its costs that much sooner.

A Roll Call Vote was recorded as:

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

Absent: Craig, Leighton, Marvin

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:46 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
FACSIMILE (517) 699-3878
www.delhidda.com

September 19, 2022

To: Delhi Township Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: FY 2023 Budget – Set Public Hearing

The Fiscal Year 2023 Budget for the Brownfield Redevelopment Authority has been prepared and is attached for your review. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 13, 2022.

The next step in the process is to schedule a public hearing for our regular meeting on October 25th. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Holt Community News* on Sunday, October 9, 2022.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2023 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 25, 2022 Brownfield Redevelopment Authority Meeting.

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
Notice of Budget Public Hearing**

The Delhi Charter Township Brownfield Redevelopment Authority will hold a public hearing on the proposed Fiscal Year 2023 Brownfield Redevelopment Authority budget at the Community Services Center, at 2074 Aurelius Road, Holt, MI on Tuesday, October 25, 2022 at 7:30 p.m. A copy of the budget is available for public inspection at the DDA office located at 4410 Holt Road, Holt, MI as of October 1, 2022.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA).

The DDA Board will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (5) working days notice to the Delhi Township Clerk.

Individuals with disabilities requiring auxiliary aids or services should contact the Delhi Township Clerk by writing or calling the following: Evan Hope, Delhi Township Clerk, Community Services Center, 2074 Aurelius Road, Holt, MI 48842. Phone (517) 694-2135. This notice complies with MCL 141.436 and MCL 211.24e.

Nanette Miller, DDA Board Secretary

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 2023 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 2023, tax capture of \$427,540 is anticipated along with \$419,960 of expenditures. For 2024, tax capture of \$453,000 is anticipated along with \$444,420 of expenditures. For 2025, tax capture of \$464,000 is anticipated along with \$455,195 of expenditures. Changes in tax capture revenue is due to increases in the taxable values of the properties. Accordingly, increases in expenditures for reimbursements to developers is expected.

ACCOUNT ID	BROWNFIELD REDEVELOPMENT AUTHORITY	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
REVENUES						\$0	
243-000.00-403.040	CURR PROP TAX-BRWNFLD #4	\$6,027	\$6,000	\$5,940	\$5,600	\$25,000	\$30,000
243-000.00-403.060	CURRENT PROP TAXES-BRNFLD # 6	\$372,800	\$375,800	\$379,900	\$389,600	\$395,000	\$400,000
243-000.00-403.070	CURRENT PROP TAXES-BRNFLD #7	\$10,830	\$10,980	\$11,120	\$11,470	\$12,000	\$12,500
243-000.00-403.080	CURR PROP TAX-BRNFLD #8	\$9,120	\$19,700	\$20,030	\$20,870	\$21,000	\$21,500
	Total Revenues	\$398,776	\$412,480	\$416,990	\$427,540	\$453,000	\$464,000
						\$0	
EXPENDITURES							
BROWNFIELD ADMINISTRATION							
243-733.00-801.000	LEGAL FEES	\$10,750	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
243-733.00-807.000	AUDIT FEES	\$210	\$220	\$220	\$220	\$220	\$220
243-733.00-902.000	PUBLISHING/LEGAL NOTICES	\$40	\$50	\$50	\$50	\$50	\$50
	Total BROWNFIELD ADMINISTRATION	\$11,002	\$20,270	\$20,270	\$20,270	\$20,270	\$20,270
REMEDIATION PLANS							
243-734.00-964.004	REMEDIATION PYMT #4-ESKER SQUARE	\$0	\$5,710	\$5,670	\$5,320	\$23,700	\$28,500
243-734.00-964.006	REMEDIATION PYMT #6-WILBY ESTATES	\$347,800	\$350,810	\$354,900	\$364,580	\$370,000	\$375,000
243-734.00-964.007	REMEDIATION PYMT #7-4495 HOLT	\$9,330	\$9,480	\$9,620	\$9,970	\$10,500	\$11,000
243-734.00-964.008	REMEDIATION PYMT #8-MSUFCU	\$10,160	\$18,730	\$19,030	\$19,820	\$19,950	\$20,425
	Total REMEDIATION PLANS	\$367,283	\$384,730	\$389,220	\$399,690	\$424,150	\$434,925
	Total Expenditures	\$378,285	\$405,000	\$409,490	\$419,960	\$444,420	\$455,195
	Revenues over(under) expenditures	\$20,491	\$7,480	\$7,500	\$7,580	\$8,580	\$8,805
	Beginning Fund Balance	\$53,717	\$74,208	\$74,208	\$81,708	\$89,288	\$97,868
	Ending Fund Balance	\$74,208	\$81,688	\$81,708	\$89,288	\$97,868	\$106,673

Local Brownfield Revolving Fund (242 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. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles.

For 2023, tax capture of \$0 is anticipated along with \$101,770 of expenditures. An amendment to the existing Michigan Department of Environment, Great Lakes & Energy Brownfield Grant provides the revenue for this fund. Revenue and expenditures beyond 2023 depends upon the construction progress of Esker Square (Brownfield Plan #4). Minimum forecasted expenditures for 2024 and 2025 \$1,770 to cover audit and environmental investigation costs.

ACCOUNT ID	LOCAL BROWNFIELD REVOLVING FUND	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
REVENUES						\$0	\$0
242-000.00-572.000	STATE GRANTS	\$16,350	\$0	\$100,000	\$100,000	\$0	\$0
Total Revenues		\$16,355	\$0	\$100,000	\$100,000	\$0	\$0
						\$0	\$0
EXPENDITURES							
242-735.00-801.000	LEGAL FEES	\$10,000	\$0	\$0	\$0		
242-735.00-807.000	AUDIT FEES	\$210	\$220	\$0	\$220	\$220	\$220
242-735.00-818.000	CONTRACTUAL SERVICES	\$850	\$1,500	\$3,000	\$1,500	\$1,500	\$1,500
242-735.00-818.000-DEQGRANT	CONTRACTUAL SERVICES	\$16,350	\$0	\$100,000	\$100,000	\$0	\$0
242-735.00-902.000	PUBLISHING/LEGAL NOTICES	\$40	\$50	\$0	\$50	\$50	\$50
Total Expenditures		\$27,451	\$1,770	\$103,000	\$101,770	\$1,770	\$1,770

Revenues over (under) expenditures \$ (11,096) \$ (1,770) \$ (3,000) \$ (1,770) \$ (1,770) \$ (1,770)

Beginning Fund Balance \$325,983 \$314,887 \$314,887 \$311,887 \$310,117 \$308,347

Ending Fund Balance \$314,887 \$313,117 \$311,887 \$310,117 \$308,347 \$306,577