

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING**

**Meeting Location – Community Services Center
2074 Aurelius Road, Holt, MI
Tuesday, October 24, 2023**

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.

Approval of Minutes: Regular Meeting Minutes of September 26, 2023

Public Hearing – FY 2024 Brownfield Redevelopment Authority Budget

Business

1. Approve Fiscal Year 2024 Brownfield Redevelopment Authority Budget
- 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 26, 2023**

The Brownfield Redevelopment Authority met Tuesday, September 26, 2023, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:18 p.m.

MEMBERS PRESENT: Jon Breier, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, David Leighton

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, DDA Deputy Director, Doreen Viney, DDA Administrative Secretary

PUBLIC COMMENT: None

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

BUSINESS

FY 2024 BROWNFIELD BUDGET – SET PUBLIC HEARING FOR OCTOBER 24, 2023

Craig moved, Miller supported, to set a Public Hearing for the proposed Fiscal Year 2024 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 24, 2023, Brownfield Redevelopment Authority Meeting.

A Public Hearing Notice will be published in the *Holt Community News* on October 8, 2023.

A Roll Call Vote was recorded as:

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

Nays: None

Absent: Ammon, Leighton

MOTION CARRIED

Reports

Executive Director

Mr. Haas stated new Brownfield laws will help to recoup costs to obtain contaminated property. Mr. Barbieri will disseminate this information and report back to the Board.

Limited Comments

None

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 26, 2023**

ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Nanette Miller, Secretary

/dv

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
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TELEPHONE (517) 699-3866
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October 18, 2023

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the "From:" line.

Re: Approval of Fiscal Year 2024 Budget

The Fiscal Year 2024 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 August meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 12, 2023. At our September meeting, a public hearing was set for October 24th. The notice for the public hearing was published in the *Holt Community News* on Sunday, October 8th. The Township Board of Trustees held its public hearing on Tuesday, October 17th. 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 2024 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.

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 2024, tax capture of \$0 is anticipated along with \$1,770 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 2024 depend upon the construction progress of Esker Square (Brownfield Plan #4). Minimum forecasted expenditures for 2025 and 2026 \$1,770 to cover audit and environmental investigation costs.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
Revenue Source							
GRANTS AND REVENUE SHARING							
STATE GRANTS	242-000.00-572.000	\$100,000.00	\$100,000.00	\$100,000.00			
Total GRANTS AND REVENUE SHARING:		\$100,000.00	\$100,000.00	\$100,000.00			
Total Revenue Source:		\$100,000.00	\$100,000.00	\$100,000.00			

Expenditures							
LOCAL SITE REMEDIATION							
OPERATING EXPENDITURES							
LEGAL FEES	242-735.00-801.000-DEQGRANT			\$2,000.00			
AUDIT FEES	242-735.00-807.000	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00
CONTRACTUAL SERVICES	242-735.00-818.000	\$1,500.00	\$1,500.00	\$21,000.00	\$1,500.00	\$1,500.00	\$1,500.00
CONTRACTUAL SERVICES	242-735.00-818.000-DEQGRANT	\$100,000.00	\$100,000.00	\$100,000.00			
PUBLISHING/LEGAL NOTICES	242-735.00-902.000	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Total OPERATING EXPENDITURES:		\$101,770.00	\$101,770.00	\$123,270.00	\$1,770.00	\$1,770.00	\$1,770.00
Total LOCAL SITE REMEDIATION:		\$101,770.00	\$101,770.00	\$123,270.00	\$1,770.00	\$1,770.00	\$1,770.00
Total Expenditures:		\$101,770.00	\$101,770.00	\$123,270.00	\$1,770.00	\$1,770.00	\$1,770.00

Net of Revenues and Expenditures		(\$1,770.00)	(\$1,770.00)	(\$23,270.00)	(\$1,770.00)	(\$1,770.00)	(\$1,770.00)
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Fund Balance Analysis		
2023 Beginning Fund Balance	\$	310,027.14
Net Revenue (Expenditure)	\$	(1,770.00)
2023 Budgeted Ending Fund Balance	\$	308,257.14
2023 Beginning Fund Balance	\$	310,027.14
Net Revenue (Expenditure)	\$	(23,270.00)
2023 Projected Ending Fund Balance	\$	286,757.14
2024 Projected Beginning Fund Balance	\$	286,757.14
Net Revenue (Expenditure)	\$	(1,770.00)
2024 Projected Ending Fund Balance	\$	284,987.14

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 2024 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 2024, tax capture of \$517,660 is anticipated along with \$506,130 of expenditures. For 2025, tax capture of \$531,680 is anticipated along with \$521,765 of expenditures. For 2026, tax capture of \$547,640 is anticipated along with \$537,340 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.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
Revenue Source							
TAXES							
CURR PROP TAX-BRWFLD #4	243-000.00-403.040	\$5,600.00	\$5,600.00	\$22,620.00	\$81,580.00	\$82,530.00	\$85,010.00
CURRENT PROP TAXES-BRNFLD # 6	243-000.00-403.060	\$389,600.00	\$389,600.00	\$385,200.00	\$399,960.00	\$411,960.00	\$424,320.00
CURRENT PROP TAXES-BRNFLD #7	243-000.00-403.070	\$11,470.00	\$11,470.00	\$11,350.00	\$11,840.00	\$12,190.00	\$12,560.00
CURR PROP TAX-BRNFLD #8	243-000.00-403.080	\$20,870.00	\$20,870.00	\$20,630.00	\$24,280.00	\$25,000.00	\$25,750.00
Total TAXES:		\$427,540.00	\$427,540.00	\$439,800.00	\$517,660.00	\$531,680.00	\$547,640.00
Total Revenue Source:		\$427,540.00	\$427,540.00	\$439,800.00	\$517,660.00	\$531,680.00	\$547,640.00

Expenditures							
BROWNFIELD ADMINISTRATION							
OPERATING EXPENDITURES							
LEGAL FEES	243-733.00-801.000	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
AUDIT FEES	243-733.00-807.000	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00
PUBLISHING/LEGAL NOTICES	243-733.00-902.000	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Total OPERATING EXPENDITURES:		\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00
Total BROWNFIELD ADMINISTRATION:		\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00	\$20,270.00
REMEDIATION PLANS							
OPERATING EXPENDITURES							
REMEDIATION PYMT #4-ESKER SQUARE	243-734.00-964.004	\$5,320.00	\$5,320.00	\$21,490.00	\$77,500.00	\$79,825.00	\$82,200.00
REMEDIATION PYMT #6-WILBY ESTATES	243-734.00-964.006	\$364,580.00	\$364,580.00	\$360,220.00	\$374,960.00	\$386,960.00	\$399,320.00
REMEDIATION PYMT #7-4495 HOLT	243-734.00-964.007	\$9,970.00	\$9,970.00	\$9,850.00	\$10,340.00	\$10,960.00	\$11,060.00
REMEDIATION PYMT #8-MSUFCU	243-734.00-964.008	\$19,820.00	\$19,820.00	\$19,600.00	\$23,060.00	\$23,750.00	\$24,490.00
Total OPERATING EXPENDITURES:		\$399,690.00	\$399,690.00	\$411,160.00	\$485,860.00	\$501,495.00	\$517,070.00
Total REMEDIATION PLANS:		\$399,690.00	\$399,690.00	\$411,160.00	\$485,860.00	\$501,495.00	\$517,070.00
Total Expenditures:		\$419,960.00	\$419,960.00	\$431,430.00	\$506,130.00	\$521,765.00	\$537,340.00

Net of Revenues and Expenditures		\$7,580.00	\$7,580.00	\$8,370.00	\$11,530.00	\$9,915.00	\$10,300.00
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Fund Balance Analysis	
2023 Beginning Fund Balance	\$ 95,336.67
Net Revenue (Expenditure)	\$ 7,580.00
2023 Budgeted Ending Fund Balance	\$ 102,916.67
2023 Beginning Fund Balance	\$ 95,336.67
Net Revenue (Expenditure)	\$ 8,370.00
2023 Projected Ending Fund Balance	\$ 103,706.67
2024 Projected Beginning Fund Balance	\$ 103,706.67
Net Revenue (Expenditure)	\$ 11,530.00
2024 Projected Ending Fund Balance	\$ 115,236.67