

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING
Meeting location –Community Services Center
2074 Aurelius Road, Holt, MI
Tuesday, November 28, 2023
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 24, 2023

Business

1. Resolution No. 2023-001: Adopting Fiscal Year 2024 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 24, 2023**

The Brownfield Redevelopment Authority met Tuesday, October 24, 2023, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:18 p.m.

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

MEMBERS ABSENT: Harry Ammon, Nanette Miller

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.

APPROVAL OF MINUTES

Craig moved, Fauser supported, to approve the regular meeting minutes of September 26, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Miller

MOTION CARRIED

BUSINESS

PUBLIC HEARING – FISCAL YEAR 2024 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Rae moved, Fauser supported, to open the Public Hearing for the Fiscal Year 2024 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

Public Hearing opened at 7:20 p.m.

There were no comments from the public.

Fauser moved, Hayhoe supported, to close the Public Hearing for the Fiscal Year 2024 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

Public Hearing closed at 7:21 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 24, 2023**

APPROVE FISCAL YEAR 2024 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Fauser moved, Hayhoe supported, 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.

A Roll Call Vote was recorded as:

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

Absent: Ammon, Miller

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

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

Nanette Miller, Secretary

/dv

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 21, 2023

To: Delhi Township Brownfield Redevelopment Authority Board of Directors

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 2024 Budgets

The Fiscal Year 2024 Budget for the Brownfield Redevelopment Authority, and its subset, Local Brown 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 12, 2023. A public hearing was held October 24th and the budget was submitted to the Township for approval. The Township approved the budget on November 21, 2023. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2023-001, a resolution adopting the Fiscal Year ending December 31, 2024, Delhi Charter Township Brownfield Redevelopment Authority, and its subset, Local Brown Revolving Fund Budgets.

DELHI CHARTER TOWNSHIP

BROWNFIELD REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2023-001

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2024
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 28, 2023, at _____ 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 7, 2023 and discussed the Budget at the Township Budget Workshop held on September 12, 2023; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 24, 2023 to submit the 2024 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 2024 Brownfield Redevelopment Authority Budget on November 21, 2023.

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 2024 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

12-31-23	Fund Balance	\$ 103,707
2024	Projected Revenue	517,660
2024	Projected Expenditures	<u>(506,130)</u>
12-31-24	Projected Fund Balance	\$ 115,237

LOCAL BROWNFIELD REVOLVING FUND

12-31-23	Projected Fund Balance	\$ 286,757
2024	Projected Revenue	0
2024	Projected Expenditures	<u>(1,770)</u>
12-31-24	Projected Fund Balance	\$ 284,987

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 2024 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: 11/28/23

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 28th day of November, 2023.

Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibits A and B

BROWNFIELD FUND SUMMARY

	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Forecast	2026 Forecast
Revenues						
Taxes	<u>416,940.28</u>	<u>427,540.00</u>	<u>439,800.00</u>	<u>517,660.00</u>	<u>531,680.00</u>	<u>547,640.00</u>
Total Revenue	<u>416,940.28</u>	<u>427,540.00</u>	<u>439,800.00</u>	<u>517,660.00</u>	<u>531,680.00</u>	<u>547,640.00</u>
Expenditures						
Community and Economic Dev						
Brownfield-Administration	11,697.66	20,270.00	20,270.00	20,270.00	20,270.00	20,270.00
Remediation	<u>384,114.06</u>	<u>399,690.00</u>	<u>411,160.00</u>	<u>485,860.00</u>	<u>501,495.00</u>	<u>517,070.00</u>
Total Expenditures	<u>395,811.72</u>	<u>419,960.00</u>	<u>431,430.00</u>	<u>506,130.00</u>	<u>521,765.00</u>	<u>537,340.00</u>
Revenues over (under) expenditures	21,128.56	7,580.00	8,370.00	11,530.00	9,915.00	10,300.00
Fund Balance, Beginning	<u>74,208.11</u>	<u>95,336.67</u>	<u>95,336.67</u>	<u>103,706.67</u>	<u>115,236.67</u>	<u>125,151.67</u>
Fund Balance, Ending	<u><u>95,336.67</u></u>	<u><u>102,916.67</u></u>	<u><u>103,706.67</u></u>	<u><u>115,236.67</u></u>	<u><u>125,151.67</u></u>	<u><u>135,451.67</u></u>

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Forecast	2026 Forecast
Revenues						
Grants	200,017.12	100,000.00	100,000.00		-	-
Other Revenue	-	-	-	-	-	-
Total Revenue	200,017.12	100,000.00	100,000.00	-	-	-
Expenditures						
Community and Economic Developmt Administration	204,876.87	101,770.00	123,270.00	1,770.00	1,770.00	1,770.00
Remediation	-	-	-	-	-	-
Total Expenditures	204,876.87	101,770.00	123,270.00	1,770.00	1,770.00	1,770.00
Revenues over (under) expenditures	(4,859.75)	(1,770.00)	(23,270.00)	(1,770.00)	(1,770.00)	(1,770.00)
Fund Balance, Beginning	<u>314,886.89</u>	<u>310,027.14</u>	<u>310,027.14</u>	<u>286,757.14</u>	<u>284,987.14</u>	<u>283,217.14</u>
Fund Balance, Ending	<u>310,027.14</u>	<u>308,257.14</u>	<u>286,757.14</u>	<u>284,987.14</u>	<u>283,217.14</u>	<u>281,447.14</u>