

**DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING**

**Meeting Location – Holt Community Center
4410 Holt Rd, Holt, MI
Tuesday, October 29, 2024**

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 24, 2024

Public Hearing – FY 2025 Brownfield Redevelopment Authority Budget

Business

1. Approve Fiscal Year 2025 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 24, 2024**

The Brownfield Redevelopment Authority met Tuesday, September 24, 2024, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:23 p.m.

MEMBERS PRESENT: Harry Ammon, Rita Craig, Mike Dunckel, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Jon Breier, Tim Fauser, Jon Hayhoe

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Cassie Butler, DDA Administrative Secretary, Lori Underhill

PUBLIC COMMENT: None

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

BUSINESS

FY 2025 BROWNFIELD BUDGET – SET PUBLIC HEARING FOR OCTOBER 29, 2024

Craig moved, Leighton supported, to set a Public Hearing for the proposed Fiscal Year 2025 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 29, 2024, Brownfield Redevelopment Authority Meeting.

A Public Hearing Notice will be published in the *Holt Community News* on October 6, 2024.

A Roll Call Vote was recorded as:

Ayes: Ammon, Craig, Dunckel, Leighton, Miller, Rae

Nays: None

Absent : Breier, Fauser, Hayhoe

MOTION CARRIED

Limited Comments

None

ADJOURNMENT

The meeting was adjourned at 7:26 p.m.

Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
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October 21, 2024

To: Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2025 Budget

The Fiscal Year 2025 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 10, 2024. At our September meeting, a public hearing was set for October 29th. The notice for the public hearing was published in the *Lansing State Journal* on Sunday, October 6th. The Township Board of Trustees held its public hearing on Tuesday, October 15th. 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 2025 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.

Brownfield Redevelopment Authority Fund

The primary purpose of the Brownfield Redevelopment Authority is to assist in financing environmental assessment, remediation, and other environmental response activities as authorized by Public Act 381, as amended.

Delhi Charter Township currently has four Brownfields:

- Esker Square (referred to as Brownfield #4).
- Willoughby Estates (referred to as Brownfield #6).
- 4495 Holt Road (referred to as Brownfield #7).
- 2313 Cedar Street (referred to as Brownfield #8).

Summary

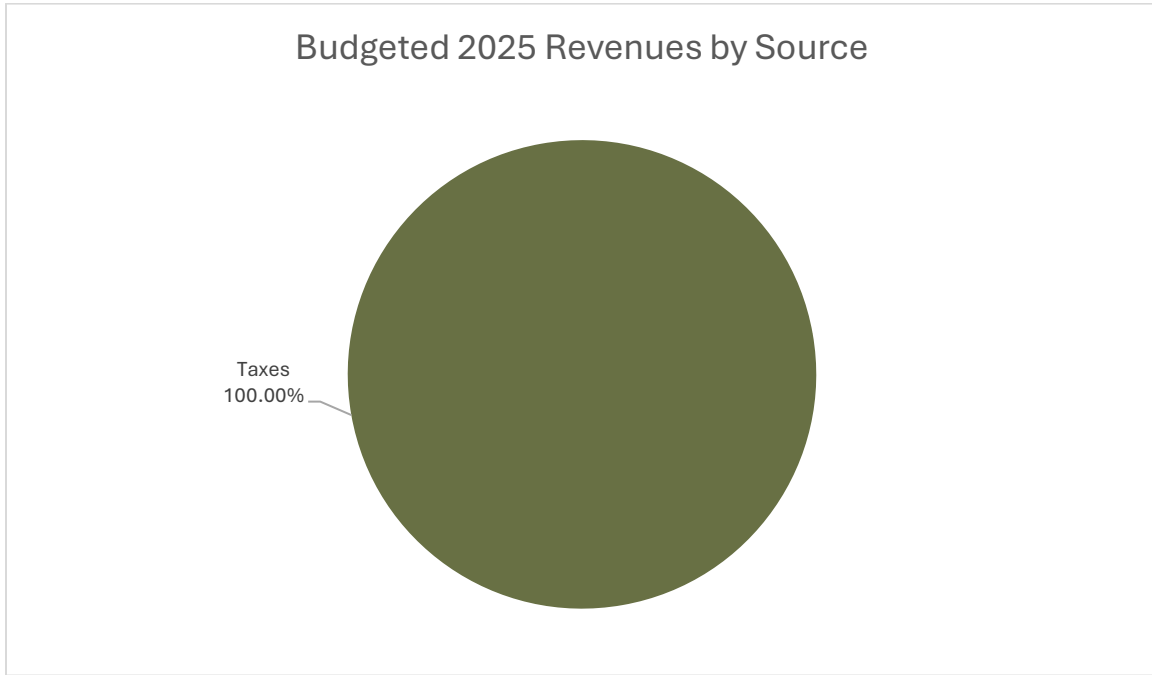
In 2025, we are budgeting \$599,973 for revenue and \$587,300 for expenditures. When compared to the 2024 Original Budget, revenues are expected to increase by \$82,313 (15.9%) and expenditures are expected to increase by \$81,170 (16.0%).

Review the table below to learn how this budget will impact fund balance.

Name	FY2023 Actual	FY2024 Original Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Beginning Fund Balance:	\$95,336.67	\$139,392.36	\$139,392.36	\$149,286.45	\$161,959.93	\$175,232.72
Revenues						
Taxes	\$439,566.07	\$517,660.00	\$536,194.09	\$599,973.48	\$615,572.79	\$627,884.25
Total Revenues:	\$439,566.07	\$517,660.00	\$536,194.09	\$599,973.48	\$615,572.79	\$627,884.25
Expenditures						
Operating Expenditures	\$395,510.38	\$506,130.00	\$526,300.00	\$587,300.00	\$602,300.00	\$614,300.00
Total Expenditures:	\$395,510.38	\$506,130.00	\$526,300.00	\$587,300.00	\$602,300.00	\$614,300.00
Total Revenues	\$44,055.69	\$11,530.00	\$9,894.09	\$12,673.48	\$13,272.79	\$13,584.25
Less Expenditures:						
Ending Fund Balance:	\$139,392.36	\$150,922.36	\$149,286.45	\$161,959.93	\$175,232.72	\$188,816.97



Revenues



Name	Account Number	FY2023 Actual	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Revenue Source						
Taxes						
CURR PROP TAX-BRNFLD #4	243-000.00-403.040	\$22,449.17	\$95,987.87	\$145,546.51	\$149,330.72	\$152,317.33
CURRENT PROP TAXES-BRNFLD # 6	243-000.00-403.060	\$384,547.19	\$403,673.39	\$416,450.81	\$427,278.53	\$435,824.10
CURRENT PROP TAXES-BRNFLD #7	243-000.00-403.070	\$11,295.23	\$11,984.25	\$12,488.09	\$12,812.78	\$13,069.04
CURR PROP TAX-BRNFLD #8	243-000.00-403.080	\$21,274.48	\$24,548.58	\$25,488.07	\$26,150.76	\$26,673.78
Total Taxes:		\$439,566.07	\$536,194.09	\$599,973.48	\$615,572.79	\$627,884.25
Total Revenue Source:		\$439,566.07	\$536,194.09	\$599,973.48	\$615,572.79	\$627,884.25



Brownfield Administration

Summary

Purpose or Objective of this Department:

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.

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.

Activities of this Department

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 conducted 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.

Year 2025 Goals

The Authority may conduct 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.

Current Projects

Specific projects undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the 2025 Budget include:

- Reimbursement of costs related to the remediation of property at Esker Square (referred to as Brownfield #4).
- Reimbursement of costs related to the remediation of property at Willoughby Estates (referred to as Brownfield #6).
- Reimbursement of costs related to the remediation of property at 4495 Holt Road (referred to as Brownfield #7).
- Reimbursement of costs related to the remediation of property at 2313 Cedar Street (referred to as Brownfield #8).
- Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.



Resources Needed

The 2025 budget requests \$587,300 in expenditures. The 2026 and the 2027 forecast request \$602,300 and \$614,300, respectively.

Resources Generated

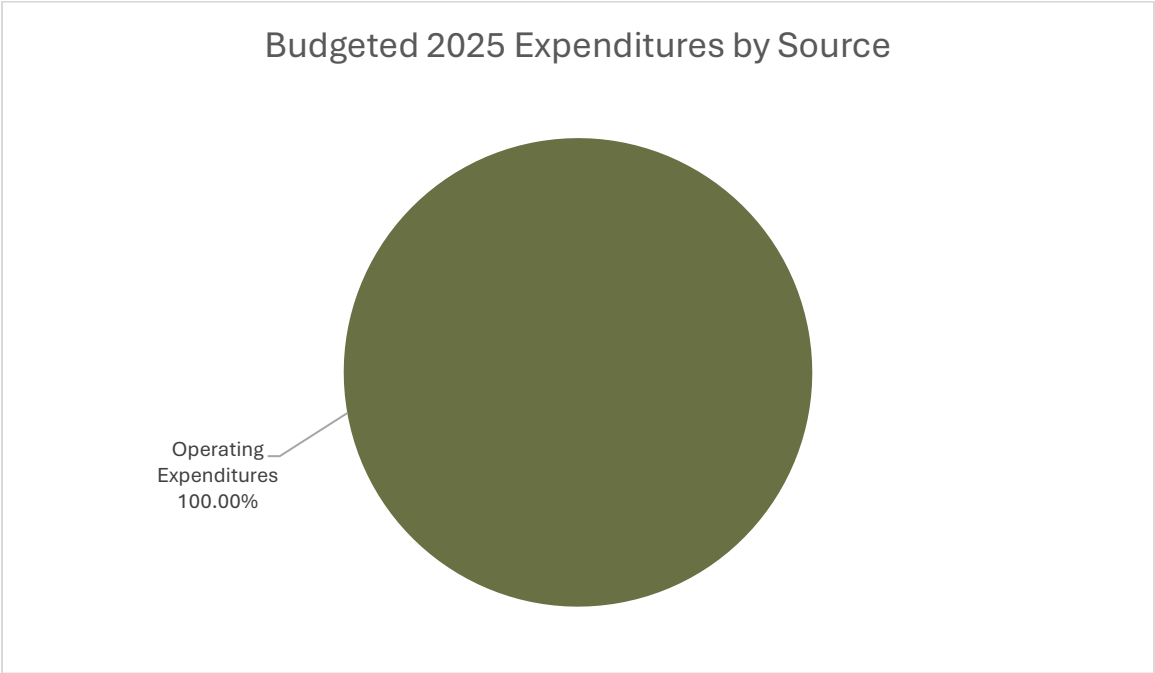
For 2025, tax capture of \$599,974 is anticipated. Forecasting to 2026, we anticipate a tax capture of \$615,573. Finally, forecasting to 2027, we anticipate a tax capture of \$627,884. Changes in tax capture revenues are due to increases in the taxable value of the properties. Accordingly, increases in expenditures for reimbursements to developers are expected.

Detailed Budgeted Expenditures

Name	Account Number	FY2023 Actual	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Expense Objects						
LEGAL FEES	243-733.00-801.000	\$5,737.20	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
AUDIT FEES	243-733.00-807.000	\$220.00	\$250.00	\$250.00	\$250.00	\$250.00
PUBLISHING/LEGAL NOTICES	243-733.00-902.000	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
REMEDATION PYMT #4-ESKER SQUARE	243-734.00-964.004	\$0.00	\$92,000.00	\$139,000.00	\$142,000.00	\$145,000.00
REMEDATION PYMT #6-WILBY ESTATES	243-734.00-964.006	\$359,547.19	\$379,000.00	\$392,000.00	\$403,000.00	\$411,000.00
REMEDATION PYMT #7-4495 HOLT	243-734.00-964.007	\$9,795.23	\$11,000.00	\$11,000.00	\$12,000.00	\$12,000.00
REMEDATION PYMT #8-MSUFCU	243-734.00-964.008	\$20,210.76	\$24,000.00	\$25,000.00	\$25,000.00	\$26,000.00
Total Expense Objects:		\$395,510.38	\$526,300.00	\$587,300.00	\$602,300.00	\$614,300.00



Summary of Expenditures by Expense Type



Name	FY2023 Actual	FY2024 Original Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Expenditures						
Operating Expenditures	\$395,510.38	\$506,130.00	\$526,300.00	\$587,300.00	\$602,300.00	\$614,300.00
Total Expenditures:	\$395,510.38	\$506,130.00	\$526,300.00	\$587,300.00	\$602,300.00	\$614,300.00



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 Public Act 381, as amended.

Summary

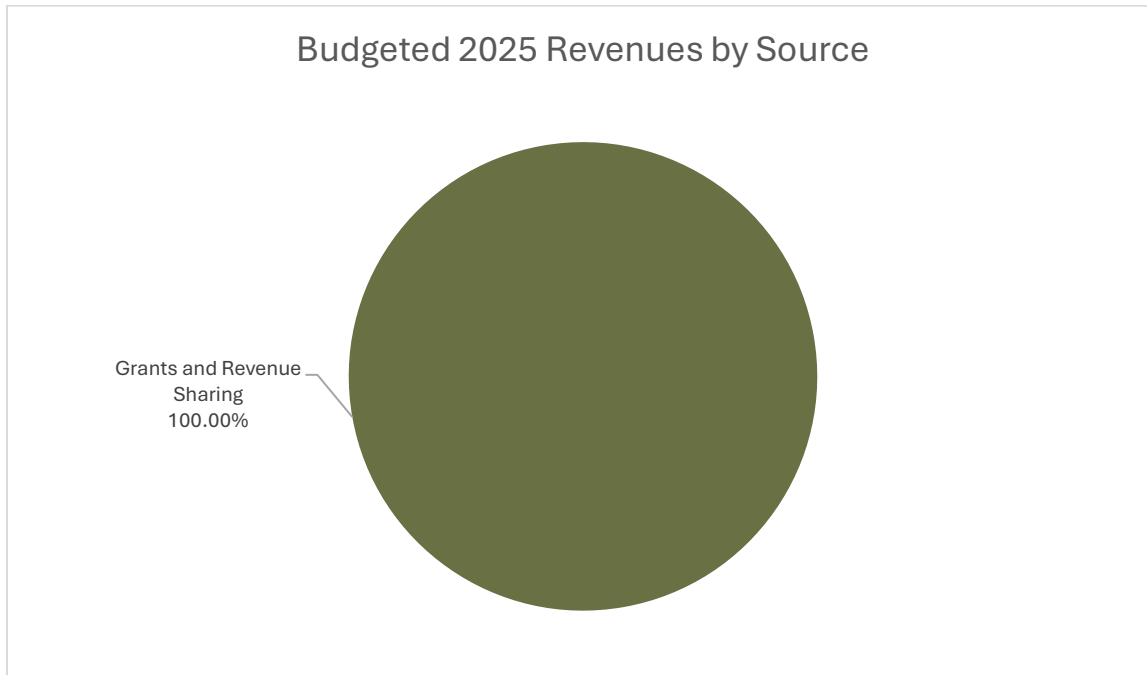
In 2025, we are budgeting \$10,000 for revenue and \$11,800 for expenditures. When compared to the 2024 Original Budget, revenues are expected to increase by \$10,000 and expenditures are expected to increase by \$10,030 (566.7%).

Review the table below to learn how this budget will impact fund balance.

Name	FY2023 Actual	FY2024 Original Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Beginning Fund Balance:	\$310,027.14	\$285,564.39	\$285,564.39	\$283,764.39	\$281,964.39	\$280,164.39
Revenues						
Grants and Revenue Sharing	\$167,352.95	\$0.00	\$100,000.00	\$10,000.00	\$0.00	\$0.00
Total Revenues:	\$167,352.95	\$0.00	\$100,000.00	\$10,000.00	\$0.00	\$0.00
Expenditures						
Operating Expenditures	\$191,815.70	\$1,770.00	\$101,800.00	\$11,800.00	\$1,800.00	\$1,800.00
Total Expenditures:	\$191,815.70	\$1,770.00	\$101,800.00	\$11,800.00	\$1,800.00	\$1,800.00
Total Revenues Less Expenditures:	-\$24,462.75	-\$1,770.00	-\$1,800.00	-\$1,800.00	-\$1,800.00	-\$1,800.00
Ending Fund Balance:	\$285,564.39	\$283,794.39	\$283,764.39	\$281,964.39	\$280,164.39	\$278,364.39



Revenues



Name	Account Number	FY2023 Actual	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Revenue Source						
Grants and Revenue Sharing						
STATE GRANTS	242-000.00-572.000	\$167,352.95	\$100,000.00	\$10,000.00	\$0.00	\$0.00
Total Grants and Revenue Sharing:		\$167,352.95	\$100,000.00	\$10,000.00	\$0.00	\$0.00
Total Revenue Source:		\$167,352.95	\$100,000.00	\$10,000.00	\$0.00	\$0.00



Local Site Remediation

Summary

Purpose or Objective of this Department:

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.

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.

Activities of this Department

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.

Year 2025 Goals

The Local Brownfield Revolving Fund may conduct 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 Needed

The 2025 budget requests \$11,800 in expenditures. The 2026 and the 2027 forecast request \$1,800 each year to cover audit and environmental investigation costs. Additional expenditures beyond 2025 depend upon the construction progress of Esker Square (Brownfield Plan #4).

Resources Generated

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. An amendment to the existing Michigan Department of Environment, Great Lakes & Energy Brownfield Grant provides the revenue for this fund. Revenues beyond 2025 depend upon the construction progress of Esker Square (Brownfield Plan #4).

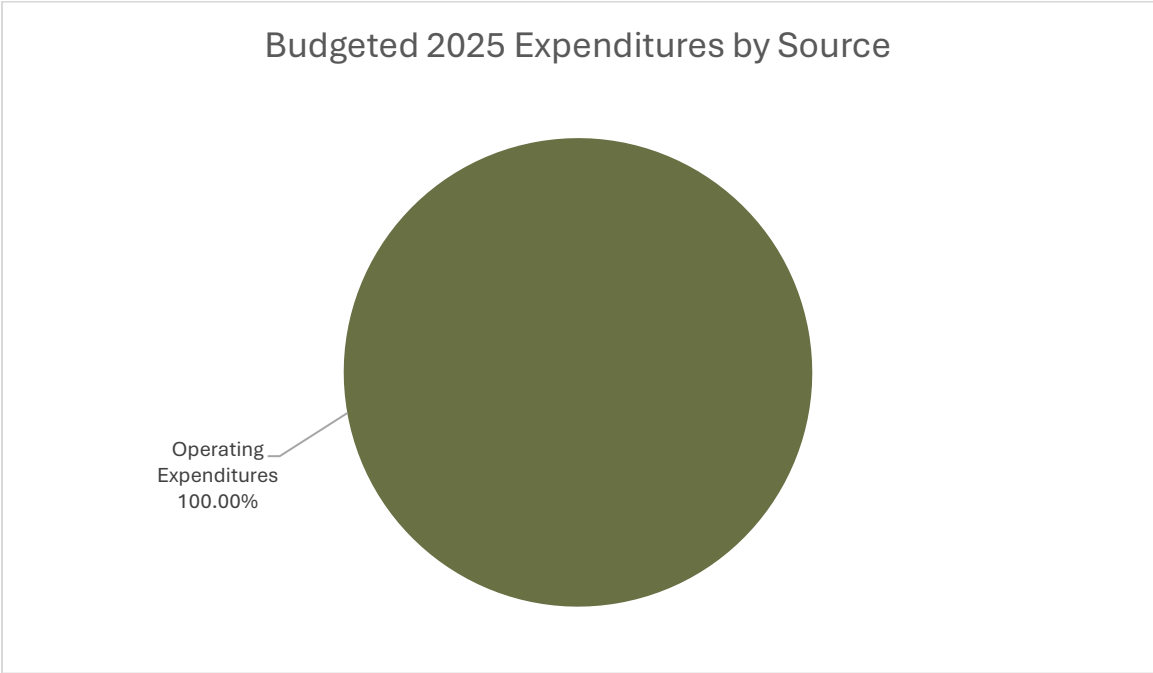


Detailed Budgeted Expenditures

Name	Account Number	FY2023 Actual	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Expense Objects						
LEGAL FEES	242-735.00-801.000-DEQGRANT	\$2,209.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
AUDIT FEES	242-735.00-807.000	\$220.00	\$250.00	\$250.00	\$250.00	\$250.00
CONTRACTUAL SERVICES	242-735.00-818.000	\$24,242.75	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
CONTRACTUAL SERVICES	242-735.00-818.000-DEQGRANT	\$165,143.95	\$98,000.00	\$8,000.00	\$0.00	\$0.00
PUBLISHING/LEGAL NOTICES	242-735.00-902.000	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
Total Expense Objects:		\$191,815.70	\$101,800.00	\$11,800.00	\$1,800.00	\$1,800.00



Summary of Expenditures by Expense Type



Name	FY2023 Actual	FY2024 Original Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
Expenditures						
Operating Expenditures	\$191,815.70	\$1,770.00	\$101,800.00	\$11,800.00	\$1,800.00	\$1,800.00
Total Expenditures:	\$191,815.70	\$1,770.00	\$101,800.00	\$11,800.00	\$1,800.00	\$1,800.00

