

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

Meeting location –Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 25, 2025

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 28, 2025

Business

1. Resolution No. 2025-002: Adopting Fiscal Year 2026 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 28, 2025**

The Brownfield Redevelopment Authority met Tuesday, October 28, 2025, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 6:19 p.m.

MEMBERS PRESENT: Kenneth Bachman, Jon Breier, Rita Craig, Mike Dunckel, Tim Fauser, David Leighton, Eddie Montemayor

MEMBERS ABSENT: Nanette Miller

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

PUBLIC COMMENT: None

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

APPROVAL OF MINUTES

Craig moved, Dunckel supported, to approve the regular meeting minutes of September 30, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

MOTION CARRIED

BUSINESS

PUBLIC HEARING – FISCAL YEAR 2026 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Dunckel moved, Bachman supported, to open the Public Hearing for the Fiscal Year 2026 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

MOTION CARRIED

Public Hearing opened at 6:21 p.m.

There were no comments from the public.

Dunckel moved, Fauser supported, to close the Public Hearing for the Fiscal Year 2026 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

MOTION CARRIED

Public Hearing closed at 6:22 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 28, 2025**

APPROVE FISCAL YEAR 2026 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Dunckel moved, Leighton supported, to approve the Fiscal Year 2026 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: Bachman, Breier, Craig, Dunckel, Fauser, Leighton, Montemayor.

Absent: Miller

MOTION CARRIED

ADOPT RESOLUTION NO. 2025-001: BROWNFIELD PLAN #9 (ELKHORN PASS)

Craig moved, Fauser supported, to adopt Resolution No. 2025-001, a resolution recommending the adoption of Brownfield Plan #9.

A Roll Call Vote was recorded as:

Ayes: Bachman, Breier, Craig, Dunckel, Fauser, Leighton, Montemayor.

Absent: Miller

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY**

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Date: November 20, 2025

To: Delhi Township Brownfield Redevelopment Authority Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2026 Budgets

The Fiscal Year 2026 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 September meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 9, 2025. A public hearing was held October 28th, and the budget was submitted to the Township for approval. The Township approved the budget on November 18, 2025. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2025-002, a resolution adopting the Fiscal Year ending December 31, 2026, Delhi Charter Township Brownfield Redevelopment Authority Budget, and its subset, Local Brownfield Revolving Fund.

DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
RESOLUTION NO. 2025-002
ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2026
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 25, 2025, at 6:30 pm.

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;
- F. Specifically related to the Brownfield Redevelopment Authority Budget, the Authority shall prepare and approve a budget for the operation of the Authority; and

WHEREAS, the Brownfield Redevelopment Authority Director submitted its proposed budget on September 2, 2025 and discussed the Budget at the Township Budget Workshop held on September 9, 2025; and

WHEREAS, the Brownfield Redevelopment Authority Board made a motion at its regular meeting held October 28, 2025 to submit the 2026 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 2026 Brownfield Redevelopment Authority Budget on November 18, 2025.

WHEREAS, the Township Board desires to approve the Fiscal Year 2026 Budget for the following funds:

- Local Brownfield Revolving Fund numbered 242 (*Exhibit A*)
- Brownfield Redevelopment Authority Fund numbered 243 (*Exhibit B*)

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNFIELD REDEVELOPMENT AUTHORITY BOARD OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Delhi Charter Township Board approved the Fiscal Year 2026 Brownfield Redevelopment Authority Budget as itemized in the attached Exhibits A and B.
2. The following itemization of accumulated surpluses/use of surpluses are accepted:

	Local Brownfield Revolving Fund	Brownfield Redevelopment Authority Fund
01/01/2025 Fund Balance	\$256,581.46	\$106,443.03
2025 Projected Revenue & Other Sources	\$36,058.73	\$647,055.77
2025 Projected Expenditures & Other Uses	\$9,525.50	\$630,909.47
12/31/2025 Projected Fund Balance	\$283,114.69	\$122,589.33
2026 Budgeted Revenue & Other Sources	\$0.00	\$661,553.53
2026 Budgeted Expenditures & Other Uses	\$1,860.00	\$645,184.22
12/31/2026 Estimated Fund Balance	\$281,254.69	\$138,958.64

3. This acceptance is for an "Activity" budget, and acceptance is made based on the total of the line items in each budget activity.
4. These budgets 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.
5. The Brownfield Redevelopment Authority Director is designated as responsible for the Brownfield Redevelopment Authority Budget and is hereby authorized to make budgetary transfers between activity budgets in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting. 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.
6. The Township shall approve subsequent amendments to this budget made by the Brownfield Redevelopment Authority Board that make a net increase or decrease in 2026 Estimated Use of Fund Balance.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/25/25

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 25th day of November, 2025.

Nanette Miller, Brownfield Redevelopment Authority Secretary

Attachment - Exhibits A and B

Exhibit A – Local Brownfield Revolving Fund

Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Beginning Fund Balance:	\$285,564.39	\$256,581.46	\$256,581.46	\$283,114.69	\$281,254.69	\$279,384.69
Revenues						
Grants and Revenue Sharing	\$25,811.91	\$10,000.00	\$36,058.73	\$0.00	\$0.00	\$0.00
Total Revenues:	\$25,811.91	\$10,000.00	\$36,058.73	\$0.00	\$0.00	\$0.00
Expenditures						
Local Site Remediation	\$54,794.84	\$11,800.00	\$9,525.50	\$1,860.00	\$1,870.00	\$1,880.00
Total Expenditures:	\$54,794.84	\$11,800.00	\$9,525.50	\$1,860.00	\$1,870.00	\$1,880.00
Total Revenues	(\$28,982.93)	(\$1,800.00)	\$26,533.23	(\$1,860.00)	(\$1,870.00)	(\$1,880.00)
Less Expenditures:						
Ending Fund Balance:	\$256,581.46	\$254,781.46	\$283,114.69	\$281,254.69	\$279,384.69	\$277,504.69

Exhibit B – Brownfield Redevelopment Authority Fund

Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Beginning Fund Balance:	\$139,392.36	\$106,443.03	\$106,443.03	\$122,589.33	\$138,958.64	\$155,532.98
Revenues						
Taxes	\$536,503.04	\$599,973.48	\$647,055.77	\$661,553.53	\$675,446.16	\$688,955.09
Total Revenues:	\$536,503.04	\$599,973.48	\$647,055.77	\$661,553.53	\$675,446.16	\$688,955.09
Expenditures						
Brownfield Administration	\$15,375.22	\$20,300.00	\$20,355.00	\$20,370.00	\$20,380.00	\$20,390.00
Remediation Plans	\$554,077.15	\$567,000.00	\$610,554.47	\$624,814.22	\$638,491.82	\$651,791.67
Total Expenditures:	\$569,452.37	\$587,300.00	\$630,909.47	\$645,184.22	\$658,871.82	\$672,181.67
Total Revenues Less Expenditures:	(\$32,949.33)	\$12,673.48	\$16,146.30	\$16,369.31	\$16,574.34	\$16,773.42
Ending Fund Balance:	\$106,443.03	\$119,116.51	\$122,589.33	\$138,958.64	\$155,532.98	\$172,306.40