

1. Brownfield Redevelopment Authority Agenda (PDF)

Join Zoom Meeting

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Meeting ID: 818 5473 3360

Passcode: 748183

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Documents:

[BROWNFIELD AGENDA 9-29-20 TWP WEBSITE.PDF](#)

2. Brownfield Redevelopment Authority Packet (PDF)

Documents:

[BROWNFIELD PACKET 9-29-20 TWP WEBSITE.PDF](#)

Pursuant to the Governor’s Order to “Stay Home, Stay Safe” and Executive Order 2020-154, the Brownfield Redevelopment Authority Board will conduct its September 29, 2020, meeting remotely. To access the remote meeting, please visit:

<https://us02web.zoom.us/j/81854733360?pwd=SzFGN1VleEQ4Q1hVaHhHaU1IT2hjdz09>

and enter password 748183 or visit zoom.us (meeting ID 818 5473 3360)

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Protocol for Comment from the Public during Virtual Meetings

To ensure the integrity and productiveness of the DDA Board meeting while using virtual/web meetings, the following guidelines will be followed:

1. All participants except the Board will be kept on mute until such time that public comments are appropriate;
2. Comments shall be limited to 90 seconds;
3. To comment on an agenda item during that item, select the “raise hand” feature located on your Zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute;
4. General Comments will be limited to the end of the meeting only. To make a general comment, select the “raise hand” feature located on your Zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any DDA related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

You may also submit your comments in writing via email prior to the meeting. Please send to:

dda@delhitownship.com.

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-154, the BRA Board will conduct its September 29, 2020 meeting remotely. To access the remote meeting visit: <https://us02web.zoom.us/j/81854733360?pwd=SzFGN1VleEQ4Q1hVaHhHaU1IT2hjdz09> and enter password 748183, or visit zoom.us (Meeting ID 818 5473 3360)

Immediately Following DDA Board Meeting

AGENDA

Call to Order

Roll Call

Protocol for Comments from the Public during Virtual Meetings

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Set/Adjust Agenda

Business

1. FY 2021 Brownfield Budget – Set Public Hearing for October 27, 2020
- 2.

Limited Comments

Please see "Protocol for Comments from the Public during Virtual Meetings" at beginning of the Agenda for instructions on how to make a general comment.

Adjournment

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-154, the Brownfield Redevelopment Authority Board will conduct its September 29, 2020, meeting remotely. To access the remote meeting, please visit:

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and enter password 748183 or visit zoom.us (meeting ID 818 5473 3360)

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Immediately Following DDA Board Meeting

AGENDA

Call to Order

Roll Call

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Adjournment



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
4410 HOLT ROAD, HOLT, MI 48842
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

Date: September 16, 2020

To: Delhi Township Brownfield Redevelopment Authority Board Members

From: C. Howard Haas, Executive Director

Re: FY 2021 Budget – Set Public Hearing

The Fiscal Year 2021 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 8, 2020.

The next step in the process is to schedule a public hearing for our regular meeting on October 27th. 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 11, 2020.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2021 Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund, to be held during the Tuesday, October 27, 2020 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 2021 Brownfield Redevelopment Authority budget and its subset, Local Brownfield Revolving Fund, at a remote meeting to be held on Tuesday, October 27, 2020 at 7:30 p.m. A copy of the budget is available for public inspection at the Delhi Township Downtown Development Authority office located at 4410 Holt Road, Holt, MI as of October 1, 2020.

To access the remote meeting, please visit:

<https://us02web.zoom.us/j/82570475259?pwd=VzhGMnJUd3RkenRqNS9nc0NQYTBJUT09>

and enter passcode 712530 or visit zoom.us (meeting ID 825 7047 5259)

Meeting ID: 825 7047 5259

Passcode: 712530

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Meeting ID: 825 7047 5259

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 2021 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 2021, tax capture of \$385,870 is anticipated along with \$379,000 of expenditures. For 2022, tax capture of \$393,590 is anticipated along with \$386,710 of expenditures. For 2023, tax capture of \$401,460 is anticipated along with \$394,570 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.

BROWNFIELD FUND SUMMARY

| | 2019 | 2020 | 2020 | 2021 | 2022 | 2023 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Actual | Budget | Projected | Budget | Forecast | Forecast |
| Revenues | | | | | | |
| Taxes | <u>\$ 247,878</u> | <u>\$ 376,070</u> | <u>\$ 376,900</u> | <u>\$ 385,870</u> | <u>\$ 393,590</u> | <u>\$ 401,460</u> |
| Total Revenue | 247,878 | 376,070 | 376,900 | 385,870 | 393,590 | 401,460 |
| Expenditures | | | | | | |
| Community and Economic Dev | | | | | | |
| Brownfield-Administration | 8,706 | 20,320 | 20,270 | 20,270 | 20,270 | 20,280 |
| Remediation | <u>220,198</u> | <u>352,160</u> | <u>350,050</u> | <u>358,730</u> | <u>366,440</u> | <u>374,290</u> |
| Total Expenditures | 228,904 | 372,480 | 370,320 | 379,000 | 386,710 | 394,570 |
| Revenues over (under) expenditures | 18,974 | 3,590 | 6,580 | 6,870 | 6,880 | 6,890 |
| Fund Balance, Beginning | <u>11,146</u> | <u>30,120</u> | <u>30,120</u> | <u>36,700</u> | <u>43,570</u> | <u>50,450</u> |
| Fund Balance, Ending | <u>\$ 30,120</u> | <u>\$ 33,710</u> | <u>\$ 36,700</u> | <u>\$ 43,570</u> | <u>\$ 50,450</u> | <u>\$ 57,340</u> |

BROWNFIELD AUTHORITY REVENUE

| GL Number | Description | 2019 Activity | 06/30/2020 | | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
|--------------------|-----------------------|-------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|-------------------|------------------|
| | | | Amended Budget | | | | | | |
| 243-000.00-403.040 | PROP TAX-BRWNFLD #4 | \$ 1,178 | \$ 5,200 | \$ 4,020 | \$ 5,350 | \$ 5,880 | \$ 6,000 | \$ 6,120 | |
| 243-000.00-403.060 | PROP TAXES-BRNFLD # 6 | 234,582 | 355,650 | 275,974 | 358,090 | 362,560 | 369,810 | 377,210 | |
| 243-000.00-403.070 | PROP TAXES-BRNFLD #7 | 12,118 | 12,290 | 9,505 | 11,890 | 10,510 | 10,720 | 10,930 | |
| 243-000.00-403.080 | PROP TAX-BRNFLD #8 | - | 2,930 | - | 1,570 | 6,920 | 7,060 | 7,200 | |
| Total | | \$ 247,878 | \$ 376,070 | \$ 289,499 | \$ 376,900 | \$ 385,870 | \$ 393,590 | \$ 401,460 | |

DEPT 733.00 BROWNFIELD ADMINISTRATION

| GL Number | Description | 2019 Activity | 06/30/2020 | | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
|--------------------|--------------------------|-----------------|-------------------|-----------------|-------------------------|-------------------|-------------------|------------------|------------------|
| | | | Amended Budget | | | | | | |
| 243-733.00-801.000 | LEGAL FEES | \$ 8,414 | \$ 20,000 | \$ 4,204 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | |
| 243-733.00-807.000 | AUDIT FEES | 273 | 270 | 211 | 220 | 220 | 220 | 230 | |
| 243-733.00-902.000 | PUBLISHING/LEGAL NOTICES | 18 | 50 | - | 50 | 50 | 50 | 50 | |
| 243-733.00-956.000 | MISCELLANEOUS | - | - | - | - | - | - | - | |
| Total | | \$ 8,706 | \$ 20,320 | \$ 4,414 | \$ 20,270 | \$ 20,270 | \$ 20,270 | \$ 20,280 | |

DEPT 734.00 REMEDIATION PLANS

| GL Number | Description | 2019 Activity | 06/30/2020 | | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
|--------------------|--------------------------|-------------------|-------------------|-------------|-------------------------|-------------------|-------------------|-------------------|------------------|
| | | | Amended Budget | | | | | | |
| 243-734.00-957.004 | REMED PYMT #4-ESKER SQL | \$ - | \$ 4,940 | \$ - | \$ 5,080 | \$ 5,590 | \$ 5,700 | \$ 5,810 | |
| 243-734.00-957.006 | REMED PYMTS-PLAN #6, WIL | 209,580 | 333,650 | - | 333,090 | 337,560 | 344,810 | 352,210 | |
| 243-734.00-957.007 | REMED PYMT-PLAN #7, 4495 | 10,618 | 10,790 | - | 10,390 | 9,010 | 9,220 | 9,430 | |
| 243-734.00-957.008 | REMED PYMT #8-MSUFCU | - | 2,780 | - | 1,490 | 6,570 | 6,710 | 6,840 | |
| Total | | \$ 220,198 | \$ 352,160 | \$ - | \$ 350,050 | \$ 358,730 | \$ 366,440 | \$ 374,290 | |

Local Brownfield Revolving Fund (643 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. Since Brownfield Plans #1, #2, and #3 have completed their respective 5 year terms, no tax capture is anticipated for 2020. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles. In 2018 and 2019, the Brownfield Redevelopment Authority received grant funds to assist in environmental clean-up from the Michigan Department of Environment, Great Lakes, and Energy for Brownfield Plans #4 and #8 in the amounts of \$249,000 and \$370,000, respectively.

For 2021, tax capture of \$0 is anticipated along with \$35,270 of expenditures, decreases of \$390,000 and \$395,060 from the 2020 budget. The large decreases are due to the anticipated completion of 2 State of Michigan grants during 2020. For 2022, tax capture of \$0 is anticipated along with \$20,270 of expenditures. For 2023, tax capture of \$0 is anticipated along with \$20,280 of expenditures.

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

| | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget | 2022 Forecast | 2023 Forecast |
|---|--------------------------|--------------------------|---------------------------|-------------------------|--------------------------|--------------------------|
| Revenues | | | | | | |
| Taxes | \$ 4,237 | \$ - | | \$ - | | |
| Other Revenue | <u>55,129</u> | <u>390,000</u> | <u>390,000</u> | | | |
| Total Revenue | 59,366 | 390,000 | 390,000 | - | - | - |
| Expenditures | | | | | | |
| Community and Economic Developmt | | | | | | |
| Administration | 13,469 | 50,330 | 35,270 | 15,270 | 10,270 | 10,270 |
| Remediation | <u>98,596</u> | <u>380,000</u> | <u>380,000</u> | <u>20,000</u> | <u>10,000</u> | <u>10,000</u> |
| Total Expenditures | 112,065 | 430,330 | 415,270 | 35,270 | 20,270 | 20,270 |
| Revenues over (under) expenditures | (52,699) | (40,330) | (25,270) | (35,270) | (20,270) | (20,270) |
| Fund Balance, Beginning | <u>212,618</u> | <u>159,919</u> | <u>159,919</u> | <u>134,649</u> | <u>99,379</u> | <u>79,109</u> |
| Fund Balance, Ending | <u>\$ 159,919</u> | <u>\$ 119,589</u> | <u>\$ 134,649</u> | <u>\$ 99,379</u> | <u>\$ 79,109</u> | <u>\$ 58,839</u> |

LOCAL BROWNFIELD REVOLVING FUND REVENUE

| GL Number | Description | 2019 Activity | 06/30/2020 | | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
|--------------------|-------------------------------|------------------|-------------------|-----------------|-------------------------|-------------------|-------------------|------------------|------------------|
| | | | Amended Budget | | | | | | |
| 643-000.00-403.020 | PROP TAXES-2350 CEDAR PLAN #2 | \$ 4,237 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 643-000.00-570.000 | STATE GRANTS | 55,129 | 390,000 | 4,277 | 390,000 | - | - | - | - |
| Total | | \$ 59,366 | \$ 390,000 | \$ 4,277 | \$ 390,000 | \$ - | \$ - | \$ - | \$ - |

DEPT 735.00 LOCAL SITE REMEDIATION

| GL Number | Description | 2019 Activity | 06/30/2020 | | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
|-----------------------|--------------------------|-------------------|-------------------|------------------|-------------------------|-------------------|-------------------|------------------|------------------|
| | | | Amended Budget | | | | | | |
| 643-735.00-801.000 | LEGAL FEES | \$ 8,454 | \$ 20,000 | \$ 4,204 | \$ 20,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| 643-735.00-801.000-DE | LEGAL FEES | 4,724 | 30,000 | 2,948 | 15,000 | 5,000 | - | - | - |
| 643-735.00-807.000 | AUDIT FEES | 273 | 280 | 211 | 220 | 220 | 220 | 230 | |
| 643-735.00-818.000 | CONTRACTUAL SERVICES | 48,230 | 20,000 | 3,930 | 20,000 | 20,000 | 10,000 | 10,000 | |
| 643-735.00-818.000-DE | CONTRACTUAL SERVICES | 50,366 | 360,000 | 4,444 | 360,000 | - | - | - | |
| 643-735.00-902.000 | PUBLISHING/LEGAL NOTICES | 18 | 50 | - | 50 | 50 | 50 | 50 | |
| Total | | \$ 112,065 | \$ 430,330 | \$ 15,736 | \$ 415,270 | \$ 35,270 | \$ 20,270 | \$ 20,280 | |