



ADA TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
Monday, October 17, 2022 Meeting
8:00 A.M.

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of March 21, 2022 Meeting
4. Review and Approval of Payables
 - a. Reimbursement to Geld, LLC for Costs of Eligibility Brownfield Activities
 - b. Ada Township Administrative and Operating Expenses
5. Staff/Board Member Comments
6. Set March, 2023 Meeting Date
7. Public Comment
8. Adjournment

Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Clerk, Jackie Smith, at jsmith@adatownshipmi.com or 616-676-9191 at least 24 hours prior to the meeting.



DRAFT

**ADA TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF THE MARCH 21, 2022 MEETING**

A regular meeting of the Ada Township Brownfield Redevelopment Authority Board was held on Monday, March 21, 2022 at 8:00 a.m., at the Ada Township Hall, Assembly Room, 7330 Thornapple River Dr., Ada MI.

CALL TO ORDER

Chair Killman, called the meeting to order at 8:01 a.m.

ROLL CALL

Members Present: Bowersox, Dixon, Killman, Norman
Members Absent: Leisman, Moran
Staff Present: Buckley, Said
Public Present: 0

TERMS OF OFFICE; ELECTION OF OFFICERS

Said stated that he researched the history of the Brownfield Board for the terms of office and its current officers and he wanted to update the information in an organized form, which will help address lapsed terms of appointments.

Said reviewed the Brownfield Authority terms and officers information with the Township Manager and Township Supervisor. Supervisor Leisman, with concurrence from the Township Board, made the following appointments to the Brownfield Redevelopment Authority Board, which were confirmed and approved by the Township Board at the March 14th meeting.

1-Year Terms (ending March 31, 2023): Mr. Terry Bowersox and Treasurer Kevin Moran
2-Year Terms (ending March 31, 2024): Mr. Kurt Killman and Supervisor Ross Leisman
3-Year Terms (ending March 31, 2025): Mr. Ken Dixon and Dr. Devin Norman
Township Staff appointment (for duration of position): Planning Direct John D. Said, AICP

Said stated that per the Bylaws, Article 5 Section 6, a Chair and a Vice Chair need to be appointed.

Moved by Norman, supported by Bowersox, to re-appoint Kurt Killman as Chair of the Brownfield Redevelopment Authority Board. Motion carried.

Moved by Killman, supported by Norman, to appoint Ken Dixon as Vice Chair of the Brownfield Redevelopment Authority Board. Motion carried.

REVIEW AND APPROVAL OF BYLAWS

Said referred to the revised copy of the Bylaws and discussed some of the proposed changes, including changes to appointment terms for Brownfield Authority Board members.

Moved by Dixon, supported by Killman, to recommend approval to the Township Board of the revised Bylaws as presented. Motion carried.

APPROVAL OF MINUTES OF THE OCTOBER 18, 2021 MEETING

Moved by Norman, supported by Bowersox, to approve the minutes as presented.
Motion carried.

REVIEW AND APPROVAL OF PAYABLES

- a. Reimbursement to Geld, LLC for Costs of Eligible Brownfield Activities**
- b. Ada Township Administrative and Operating Expenses**

Said summarized the memo included in the packet. He stated that the administration expenses that go to the Township was \$1,750.00 and a reimbursement amount scheduled to go to Geld, LLC, of \$40,123.02.

Moved by Killman, supported by Dixon, to approve reimbursement payment to Geld, LLC in the amount of \$40,123.02, and payment to the Township of \$1,750.00 for administrative services.
Motion carried.

REVIEW OF FISCAL YEAR 2022-23 BUDGET AND BROWNFIELD FINANCIAL INFORMATION

Said referred to the charts in the packet and went over the performance/projections in the Brownfield area for 2020, 2021 and 2022; with taxable property values going from \$11.9 million to \$13 million to \$17 million. Said stated that, based on these figures, the Brownfield area is very strong economically.

Norman asked if there were any major projects not included in the \$17+ million. Said explained that some projects were excluded at the time and that he was unsure of the state of completion for some of the projects. Said offered to check with Assessing to inquire about the established date of completion.

There was Board discussion regarding the potential of other monies available after the Geld reimbursement and some of the future possibilities of strategic redevelopment activities; the Brownfield members agreed to have continued discussions on what the Brownfield Board can do and what they are allowed to do.

Said stated that he would have an expanded conversation with the Brownfield Board at the State level for their technical guidance. Norman mentioned that the city of Portage has a Brownfield that captures the funds and could be a possible contact for Said.

PUBLIC COMMENT

Said shared that the Master Plan project was underway and he encouraged the Brownfield members to stay engaged and feel free to reach out to him with any questions.

The Brownfield Board agreed to a tentative date of October 17, 2022, for the next meeting.

ADJOURNMENT

Moved by Norman, supported by Killman, to adjourn meeting at 8:28 a.m.

Jacqueline Smith
Ada Township Clerk

rs:eb



MEMORANDUM

Date: 10.04.22

TO: Ada Township Brownfield Redevelopment Authority Board
FROM: John D. Said AICP, Director of Planning
RE: Reimbursement to Geld, LLC for Eligible Brownfield Activities

The Ada Township Redevelopment Authority previously approved a Brownfield Plan for property which has and will be redeveloped by Geld, LLC. The Authority also entered into an agreement with Geld, LLC which provides for reimbursement by the Authority to Geld, LLC an amount up to \$927,985.40 that has been expended by Geld, LLC for demolition and environmental due diligent on property in the approved redevelopment area.

The funding source for reimbursement of these costs is the annual tax increment revenue collected by the Authority. The Township Treasurer's Office will disburse to the Authority tax increment revenues collected in both the July and December, 2021 property tax billings. The Authority received TIF revenues from the July, 2022 property tax collecting totaling \$ 193,382.26 from the following sources:

Kent Intermediate School District (including KISD enhancement)	\$ 93,308.28
Grand Rapids Community College	\$ 29,279.21
<u>Kent County, Operating Millage</u>	<u>\$ 70,794.77</u>
<u>Total</u>	<u>\$ 193,382.26</u>

Authority Administrative Expenses	\$ 1,750.00
<u>Amount available for reimbursement</u>	<u>\$ 191,632.26</u>

Of the total \$ 193,382.26 collected in TIF revenues, \$1,750 will be retained by the Authority to pay for its administrative and operating costs, consisting of the following:

- Staff support services provided by the Authority to the Township.
- Use of Township office space and equipment.
- Building utility services and costs of building maintenance and upkeep.

Attached is an invoice in the amount of \$1,750 from Ada Township for providing the above-referenced services for the first half of the current fiscal year. The remaining balance of the collected taxes in the amount of \$ 191,632.26 is to be remitted to Geld, LLC pursuant to the 2018 Reimbursement Agreement. The cumulative reimbursement amounts may allow for completion of payments to Geld by the end of the upcoming fiscal year.

Approval of both the Township payment for administrative services to the Authority, and the reimbursement payment to Geld, LLC are respectfully requested.



Invoice

Date	Invoice #
9/29/2022	2022-26

Bill To
Ada Twp Brownfield Redevelopment Aut

Remit To:
Ada Township Treasurer's Office P O Box 370 Ada, MI 49301

P.O. No.	Terms
	Net 30

Description	Qty	Rate	Amount
<p>Cost of providing administrative and operations support services to the Ada township Brownfield Redevelopment Authority including the following:</p> <ol style="list-style-type: none"> 1. Staff support services in budget preparation, preparation of Authority Board meeting agendas and minutes, review and processing of request for reimbursement of eligible expenses on sites within the approved Brownfield Plan area. 2. Staff support services in collection and disbursement of tax increment revenues. 3. Staff support services for accounting and financial reporting. 4. Use of Township office space and equipment, including phone, desktop computer, furniture, photocopier. 5. Building utility services and cost of building maintenance and upkeep. 	1	1,750.00	1,750.00

	Balance Due	\$1,750.00
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GELD LLC
TIF Projection

Real Property Improvements⁽¹⁾

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Base TV (2016)	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551	\$2,221,551
TV after Improvement ⁽²⁾	\$2,221,551	\$3,168,074	\$5,008,009	\$8,178,734	\$11,918,505	\$13,230,344	\$17,352,047	\$0	\$0	\$0	\$0	\$0
Total Incremental Taxable	\$0	\$946,523	\$4,309,833	\$7,975,802	\$11,711,718	\$13,022,644	\$17,137,493	\$0	\$0	\$0	\$0	\$0

Millages⁽³⁾

Ada Twp Operating	0.8736	0.8736	0.8371	0.8371	0.8935	0.8935	0.8881	0.8881	0.8881	0.8881	0.8881	0.8881
Ada Twp Fire/Pol	0.9500	0.9500	0.8787	0.8787	0.9379	0.9379	1.4000	1.4000	1.4000	1.4000	1.4000	1.4000
Ada Twp Parks & Land	0.6500	0.6500	0.6012	0.6012	0.6416	0.6416	0.6377	0.6377	0.6377	0.6377	0.6377	0.6377
Kent Co Jail/Senior	1.2893	1.2893	1.2786	1.2703	1.2605	1.2487	1.2546	1.2546	1.2546	1.2546	1.2546	1.2546
Kent Co Vet	0.0500	0.0500	0.0495	0.0491	0.0487	0.0482	0.0500	0.0500	0.0500	0.0500	0.0500	0.0500
Kent Co Zoo/Museum	0.4400	0.4381	0.4363	0.4335	0.4301	0.4261	0.4206	0.4206	0.4206	0.4206	0.4206	0.4206
Kent Co Child Development	0.0000	0.0000	0.2500	0.2484	0.2464	0.2441	0.2409	0.2409	0.2409	0.2409	0.2409	0.2409
Kent District Library	1.2800	1.2800	1.2733	1.2681	1.2581	1.2484	1.2355	1.2355	1.2355	1.2355	1.2355	1.2355
KISD	4.7903	4.7903	5.6485	5.6113	5.5684	5.5157	5.4470	5.4470	5.4470	5.4470	5.4470	5.4470
GRCC	1.7865	1.7865	1.7716	1.7606	1.7472	1.7307	1.7085	1.7085	1.7085	1.7085	1.7085	1.7085
Kent County	4.2803	4.2803	4.2803	4.2571	4.2243	4.1850	4.1310	4.1310	4.1310	4.1310	4.1310	4.1310
State Education Tax (SET)	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000
School Operating	18.0000	18.0000	18.0000	17.9184	17.8467	17.7824	17.6614	17.6614	17.6614	17.6614	17.6614	17.6614
FH Public School	8.7000	8.7000	7.8974	7.6444	7.6401	7.08452	7.0315	7.0315	7.0315	7.0315	7.0315	7.0315
Ada Twp Trails	0.4744	0.4744	0.4546	0.4546	0.4853	1.5000	1.5000	1.5000	1.5000	1.5000	1.5000	1.5000
Yearly Incremental Tax	49.5644	49.5625	49.6551	49.2308	49.2288	49.4868	49.6068	49.6068	49.6068	49.6068	49.6068	49.6068

Yearly Incremental Tax

Ada Twp Operating	\$0	\$0	\$3,607.76	\$6,677	\$10,464	\$11,636	\$15,220	\$0	\$0	\$0	\$0	\$0
Ada Twp Fire/Pol	\$0	\$0	\$3,787.05	\$7,008	\$10,984	\$12,214	\$23,992	\$0	\$0	\$0	\$0	\$0
Ada Twp Parks & Land	\$0	\$0	\$2,591.07	\$4,795	\$7,514	\$8,355	\$10,929	\$0	\$0	\$0	\$0	\$0
Kent Co Jail/Senior	\$0	\$0	\$5,510.55	\$10,132	\$14,763	\$16,261	\$21,501	\$0	\$0	\$0	\$0	\$0
Kent Co Vet	\$0	\$0	\$213.34	\$392	\$570	\$628	\$857	\$0	\$0	\$0	\$0	\$0
Kent Co Zoo/Museum	\$0	\$0	\$1,880.38	\$3,458	\$5,037	\$5,549	\$7,208	\$0	\$0	\$0	\$0	\$0
Kent Co Child Development	\$0	\$0	\$1,077.46	\$1,981	\$2,886	\$3,179	\$4,128	\$0	\$0	\$0	\$0	\$0
Kent District Library	\$0	\$0	\$5,487.71	\$10,098	\$14,735	\$16,257	\$21,173	\$0	\$0	\$0	\$0	\$0
KISD	\$0	\$0	\$24,335.47	\$44,755	\$65,216	\$71,829	\$93,348	\$0	\$0	\$0	\$0	\$0
GRCC	\$0	\$0	\$7,635.30	\$14,042	\$20,463	\$22,538	\$29,279	\$0	\$0	\$0	\$0	\$0
Kent County	\$0	\$0	\$18,447.38	\$33,954	\$49,474	\$54,500	\$70,795	\$0	\$0	\$0	\$0	\$0
State Education Tax (SET)	\$0	\$0	\$25,859.00	\$47,855	\$70,270	\$78,136	\$102,825	\$0	\$0	\$0	\$0	\$0
School Operating	\$0	\$0	\$77,576.99	\$142,914	\$209,016	\$231,574	\$302,672	\$0	\$0	\$0	\$0	\$0
FH Public School	\$0	\$0	\$34,036.48	\$60,970	\$89,479	\$92,259	\$120,502	\$0	\$0	\$0	\$0	\$0
Ada Twp Trails	\$0	\$0	\$1,959.25	\$3,626	\$5,684	\$19,534	\$25,706	\$0	\$0	\$0	\$0	\$0
Total Increment	\$0	\$0	\$214,005.19	\$392,655	\$576,554	\$644,449	\$850,136	\$0	\$0	\$0	\$0	\$0

*Total Debt Non-Capturable

*Total Debt Non-Capturable	\$0	\$0	-\$35,995.73	(\$64,596)	(\$95,162)	(\$111,793)	(\$146,209)	\$0	\$0	\$0	\$0	\$0
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Total DDA Captured Local Taxes

Total DDA Captured Local Taxes	\$0	\$0	-\$9,985.88	(\$18,480)	(\$28,963)	(\$32,205)	(\$50,141)	\$0	\$0	\$0	\$0	\$0
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Total Annual Non-Capturable Incremental State Taxes

Total Annual Non-Capturable Incremental State Taxes	\$0	\$0	-\$103,435.99	(\$190,768)	(\$279,286)	(\$309,710)	(\$405,497)	\$0	\$0	\$0	\$0	\$0
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Total Annual Capturable BF Incremental Local Taxes

Total Annual Capturable BF Incremental Local Taxes	\$0	\$0	\$64,587.59	\$118,811	\$173,143	\$190,741	\$248,290	\$0	\$0	\$0	\$0	\$0
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Total Yearly Capturable Incremental Taxes

Total Yearly Capturable Incremental Taxes	\$0	\$0	\$64,587.59	\$118,811	\$173,143	\$190,741	\$248,290	\$0	\$0	\$0	\$0	\$0
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Local Admin Fee

Local Admin Fee	\$0	\$0	-\$3,500.00	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	\$0	\$0	\$0	\$0	\$0
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Revolving Fund Capture

Revolving Fund Capture	\$0	\$0	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Eligible Activities	\$0	\$0	\$981,048	\$923,509	\$840,526	\$697,719	\$520,687	\$286,933	\$298,410	\$310,347	\$322,761	\$335,671
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Local Tax Reimbursement	\$0	\$0	\$61,087.59	\$115,311	\$189,643	\$187,241	\$244,790	\$0	\$0	\$0	\$0	\$0
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State Tax Reimbursement	\$0	\$0	\$0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Unreimbursed Eligible Activities	\$0	\$0	\$919,960.81	\$808,198	\$670,883	\$510,477	\$275,897	\$286,933	\$298,410	\$310,347	\$322,761	\$335,671
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Interest at 4%	\$0	\$0	\$3,547.90	\$32,328	\$26,835	\$10,210	\$11,036	\$11,477	\$11,936	\$12,414	\$12,910	\$13,427
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Total Yearly Incremental Taxes for Reimbursement	\$0	\$0	\$61,087.59	\$115,311	\$169,643	\$187,241	\$244,790	\$0	\$0	\$0	\$0	\$0
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Cumulative Capturable Incremental Taxes	\$0	\$0	\$61,087.59	\$176,398	\$346,041	\$533,282	\$778,072	\$778,072	\$778,072	\$778,072	\$778,072	\$778,072
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⁽¹⁾ Land increment will be captured but TIF projections only show Improvements capture for ease of reference.

⁽²⁾ Assumes new taxable values based on proposed build out, plus 1% annual increases for inflation thereafter

⁽³⁾ Assumes millage rate remains the same

*Indicates Non-Capturable Millages

All Records
Special Population: DDA/LDFA Parcels
Summer, Real & Personal Property
DDA/LDFA Chosen: BROWNFIELD 2018, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
-----DDA/LDFA: BROWNFIELD 2018-----		-----DDA/LDFA: BROWNFIELD 2018-----		
TOTAL PARCELS:	108	FH PUBLIC SCHOOL	61,092.87	61,092.87
		FH PUBLIC OPER	142,677.65	142,677.65
TAXABLE VALUE:	17,352,047	KENT ISD	94,476.46	1,168.18
BASE VALUE:	2,221,551	GRCC	29,645.77	366.56
CAPTURED VALUE:	17,137,493	STATE ED TAX	104,112.18	104,112.18
		KENT COUNTY	71,681.09	886.32
PRE/MBT TAXABLE:	1,864,000	SCHOOL OPER FC	0.00	0.00
NON PRE/MBT TAXABLE:	15,488,047	MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	503,686.02	310,303.76
PRE/MBT CAPTURED:	1,864,000	-----CAPTURED TAXES BREAKDOWN-----		
NON-PRE/MBT CAPTURED:	15,273,493		POSITIVE CAPTURE	NEGATIVE CAPTURE
COM. PERS. TAXABLE:	1,864,000	FH PUBLIC SCHOOL	0.00	0.00
IND. PERS. TAXABLE:	0	FH PUBLIC OPER	0.00	0.00
SPEC. ACT PERS. TAXABLE:	0	KENT ISD	93,308.28	0.00
COM. PERS. CAPTURED:	1,864,000	GRCC	29,279.21	0.00
IND. PERS. CAPTURED:	0	STATE ED TAX	0.00	0.00
SPEC. ACT PERS. CAPTURED:	0	KENT COUNTY	70,794.77	0.00
		SCHOOL OPER FC	0.00	0.00
		MILLAGE SPECIALS	0.00	0.00
		TOTALS----->	193,382.26	0.00

All Records
Special Population: DDA/LDFA Parcels
Summer, Real & Personal Property
DDA/LDFA Chosen: BROWNFIELD 2018, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION	TAX HEADING	TAX BILLED	CAPTURED TAX	NET TOTAL
SCHOOL: 41110, DDA/LDFA: BROWNFIELD 2018		SCHOOL: 41110, DDA/LDFA: BROWNFIELD 2018		
TOTAL PARCELS: 108	FH PUBLIC SCHOOL	61,092.87	0.00	61,092.87
TAXABLE VALUE: 17,352,047	FH PUBLIC OPER	142,677.65	0.00	142,677.65
BASE VALUE: 2,221,551	KENT ISD	94,476.46	93,308.28	1,168.18
CAPTURED VALUE: 17,137,493	GRCC	29,645.77	29,279.21	366.56
PRE/MBT TAXABLE: 1,864,000	STATE ED TAX	104,112.18	0.00	104,112.18
NON PRE/MBT TAXABLE: 15,488,047	KENT COUNTY	71,681.09	70,794.77	886.32
PRE/MBT CAPTURED: 1,864,000	SCHOOL OPER FC	0.00	0.00	0.00
NON PRE/MBT CAPTURED: 15,273,493	TOTALS----->	503,686.02	193,382.26	310,303.76
-----CAPTURED TAXES BREAKDOWN-----				
		POSITIVE CAPTURE	NEGATIVE CAPTURE	
COM. PERS. TAXABLE: 1,864,000	FH PUBLIC SCHOOL	0.00	0.00	
IND. PERS. TAXABLE: 0	FH PUBLIC OPER	0.00	0.00	
SPEC. ACT PERS. TAXABLE: 0	KENT ISD	93,308.28	0.00	
COM. PERS. CAPTURED: 1,864,000	GRCC	29,279.21	0.00	
IND. PERS. CAPTURED: 0	STATE ED TAX	0.00	0.00	
SPEC. ACT PERS. CAPTURED: 0	KENT COUNTY	70,794.77	0.00	
	SCHOOL OPER FC	0.00	0.00	
	TOTALS----->	193,382.26	0.00	