



**ADA TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
ADA TOWNSHIP HALL – Assembly Hall
7330 Thornapple River Drive
Monday, March 25, 2024 Meeting
6:00 P.M.**

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of October 16, 2023 Meeting
4. Review and Approval of Payables
 - a. Reimbursement to Geld, LLC for Costs of Eligible Brownfield Activities
 - b. Ada Township Administrative and Operating Expenses
5. Staff/Board Member Comments
6. Set October, 2024 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.



**ADA TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF THE OCTOBER 16, 2023 MEETING**

DRAFT

A regular meeting of the Ada Township Brownfield Redevelopment Authority Board was held on Monday, October 16, 2023 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 8:02 a.m.

ROLL CALL

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

APPROVAL OF AGENDA

Moved by Dixon, supported by Killman, to approve the agenda as presented. Motion carried. (Later in the meeting, the agenda was amended to add the election of officers. *See below.)

APPROVAL OF MINUTES OF THE MARCH 20, 2023 MEETING

Moved by Dixon, supported by Moran, to approve the minutes as presented. Motion carried.

REVIEW AND APPROVAL OF PAYABLES

a. Reimbursement to Geld, LLC for Costs of Eligible Brownfield Activities

Moved by Moran, supported by Dixon, to approve reimbursement payment to Geld, LLC, in the amount of \$254,841.06. Motion carried.

b. Ada Township Administrative and Operating Expenses

Moved by Dixon, supported by Moran, to approve reimburse payment to Ada Township in the amount of \$1,750.00 for Administrative and Operating Expenses. Motion carried.

STAFF/BOARD MEMBER COMMENTS

There was discussion among the board members regarding the Brownfield program and the overall improvements in Ada and favorable comments were shared.

Moran mentioned that election of officers was tabled at the March meeting and possibly should amend the agenda to add that item. Following discussion by Brownfield members in attendance, *it was moved by Moran, supported by Dixon, to amend the agenda to include election of officers for 2024. (see below) Motion carried.

***ELECTION OF OFFICERS**

Moved by Dixon, supported by Moran, to elect officers for 2024 as stated below:

Chair – Kurt Killman

Vice-Chair – Kevin Moran

Secretary – Ken Dixon (staff note: it was determined after the meeting that a secretary position does not exist for the Brownfield Authority Board.)

Motion carried.

Said stated that it looks like we are coming close to the end with the Brownfield program and we may be looking at dissolution. There was board member discussion regarding the dissolution of current Brownfield program, the overall process of the program (activation vs. dormant, what areas/applications to consider), and whether there are needs for another program right now.

Township Manager Suchy informed that Kent County is now taking on a Brownfield program and that Ada could operate under Kent County's program. Suchy said the State is focusing on how to go about tackling the housing issue (any housing projects that seek Brownfield funds). There was additional discussion among the board members and Ada Staff regarding the options/benefits to work under Kent County vs. Ada Township's Brownfield. Suchy/Said will continue to check into this process and will advise if there are any additional findings.

Suchy also provided updates on: the new Ada Township Hall and potential location, the Covered Bridge Park (currently campaigning for funds), the pedestrian bridge from Legacy Park to Mosaic/Oxbow properties, overall funding for different projects, and the wayfinding signage presentation (includes 116 signs) is going before the Township Board for approval at the special board meeting on October 17, 2023.

The Brownfield Board discussed the next meeting date and agreed to March 18, 2024 for their next meeting.

PUBLIC COMMENT - none

ADJOURNMENT

Moved by Dixon, supported by Moran, to adjourn meeting at 8:35 a.m.

Jacqueline Smith
Ada Township Clerk

rs:eb



MEMORANDUM

Date: 03.18.2024

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 Brownfield Redevelopment Authority previously approved a Brownfield Plan for property which Geld LLC has been redeveloping. 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) for demolition and environmental due diligence on property in the approved redevelopment area.

The source of funding for reimbursement of these costs is annual tax increment revenues collected by the Authority. The Authority received TIF revenues from the December 2023 property tax collection totaling \$69,719.18, from the following sources:

Kent County, Jail Millage	\$ 17,158.66
Kent County, Senior Millage	\$ 11,369.41
Kent County, Veterans Millage	\$ 1,136.80
Kent County, Zoo/Museum Millage	\$ 9,563.86
Kent County, Child Development Millage:	\$ 5,477.62
Kent District Library Millage:	\$ 25,012.83
Total Revenue:	\$ 69,719.18
54,866.27	

The total revenue collected increased by 27.07% (\$14,852.91) from the \$54,866.27 amount collected in the December 2023 tax collection cycle.

\$1,750 of the amount collected will be retained by the Authority to pay for administrative and operating costs of the Authority, which include the following:

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

Almost the entire amount of the remaining amount (\$65,790.03 out of \$ 69,719.18) will be remitted to Geld LLC pursuant to the 2018 Reimbursement Agreement, and fulfills the Township's obligation as it pertains to that agreement.

Attached is an invoice in the amount of \$1,750 from Ada Township for providing administrative services for the period from July 1, 2023, through March 31, 2024.

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

Attached is a table showing the history of reimbursement payments to Geld, LLC, interest charges on the balance and the remaining balance to be paid.

All Records
Special Population: DDA/LDFA Parcels
Winter, 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: 115	FH PUBLIC SCHOOL	80,735.40	0.00	80,735.40
TAXABLE VALUE: 22,964,301	FH PUBLIC OPER	193,739.20	0.00	193,739.20
BASE VALUE: 2,221,551	COUNTY JAIL	17,328.65	17,158.66	169.99
CAPTURED VALUE: 22,739,020	COUNTY SENIOR	11,482.05	11,369.41	112.64
PRE/MBT TAXABLE: 1,598,800	COUNTY VETERANS	1,148.06	1,136.80	11.26
NON PRE/MBT TAXABLE: 21,365,501	COUNTY ZOO/MUS	9,658.61	9,563.86	94.75
PRE/MBT CAPTURED: 1,598,800	COUNTY CHILD DEV	5,531.89	5,477.62	54.27
NON PRE/MBT CAPTURED: 21,140,220	KENT DIST LIBRAR	25,260.63	25,012.83	247.80
COM. PERS. TAXABLE: 1,598,800	ADA TWP OPER	20,394.40	0.00	20,394.40
IND. PERS. TAXABLE: 0	ADA TWP FIRE/POL	32,149.90	0.00	32,149.90
SPEC. ACT PERS. TAXABLE: 0	ADA LANDS/PARK	14,644.13	0.00	14,644.13
	ADA TWP TRAILS	34,239.56	0.00	34,239.56
	DDA	45,016.71	0.00	45,016.71
	SCHOOL OPER FC	0.00	0.00	0.00
	TOTALS----->	491,329.19	69,719.18	421,610.01
COM. PERS. CAPTURED: 1,598,800	-----CAPTURED TAXES BREAKDOWN-----			
IND. PERS. CAPTURED: 0		POSITIVE CAPTURE	NEGATIVE CAPTURE	
SPEC. ACT PERS. CAPTURED: 0				

	POSITIVE CAPTURE	NEGATIVE CAPTURE
FH PUBLIC SCHOOL	0.00	0.00
FH PUBLIC OPER	0.00	0.00
COUNTY JAIL	17,158.66	0.00
COUNTY SENIOR	11,369.41	0.00
COUNTY VETERANS	1,136.80	0.00
COUNTY ZOO/MUS	9,563.86	0.00
COUNTY CHILD DEV	5,477.62	0.00
KENT DIST LIBRAR	25,012.83	0.00
ADA TWP OPER	0.00	0.00
ADA TWP FIRE/POL	0.00	0.00
ADA LANDS/PARK	0.00	0.00
ADA TWP TRAILS	0.00	0.00
DDA	0.00	0.00
SCHOOL OPER FC	0.00	0.00
TOTALS----->	69,719.18	0.00

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	NORMAL	03/31/2024 (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREAS	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-402.000	TAXES- ADA TOWNSHIP	258,342.00		326,310.24	69,719.18	(67,968.24)	126.31
Total Dept 000.000		258,342.00		326,310.24	69,719.18	(67,968.24)	126.31
Dept 023.000 - INTEREST & RENTS							
243-023.000-665.016	INTEREST - BANK	0.00		362.21	0.00	(362.21)	100.00
Total Dept 023.000 - INTEREST & RENTS		0.00		362.21	0.00	(362.21)	100.00
TOTAL REVENUES		258,342.00		326,672.45	69,719.18	(68,330.45)	126.45
Expenditures							
Dept 276.000 - BROWNFIELD REDEVELOPMENT							
243-276.000-870.000	ADMIN EXPENSES	3,500.00		0.00	0.00	3,500.00	0.00
243-276.000-974.000	IMPROVEMENTS	254,842.00		254,841.06	0.00	0.94	100.00
Total Dept 276.000 - BROWNFIELD REDEVELOPMENT		258,342.00		254,841.06	0.00	3,500.94	98.64
TOTAL EXPENDITURES		258,342.00		254,841.06	0.00	3,500.94	98.64
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		258,342.00		326,672.45	69,719.18	(68,330.45)	126.45
TOTAL EXPENDITURES		258,342.00		254,841.06	0.00	3,500.94	98.64
NET OF REVENUES & EXPENDITURES		0.00		71,831.39	69,719.18	(71,831.39)	100.00

GELD, LLC REIMBURSEMENT HISTORY AND PROJECTIONS

03-15-23

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected
Interest Rate	4%	4%	4%	4%	2%	2%	2%	2%	2%	2%	2%
Projected Tax Increment											
Growth Rate						7.1%	7.1%	19.3%	19.3%	7.8%	7.8%
Tax Year	2018	2019		2020		2021		2022		2023	
Reimbursement Date	Mar-19	Oct-19	Mar-20	Oct-20	Mar-21	Oct-21	Mar-22	Oct-22	Mar-23	Oct-23	Mar-24
Beginning Balance	\$ 981,048	\$ 919,962	\$ 847,361	\$ 839,999	\$ 723,398	\$ 694,393	\$ 484,028	\$ 448,745	\$ 261,601	\$ 211,101	\$ (67,814)
Reimbursement	\$ 61,086	\$ 91,000	\$ 24,309	\$ 133,401	\$ 36,239	\$ 147,116	\$ 40,123	\$ 191,632	\$ 53,116	\$ 281,026	\$ 42,159
Interest for prior 6 months	\$ -	\$ 18,399	\$ 16,947	\$ 16,800	\$ 7,234	\$ 6,944	\$ 4,840	\$ 4,487	\$ 2,616	\$ 2,111	\$ (678)
Ending Balance	\$ 919,962	\$ 847,361	\$ 839,999	\$ 723,398	\$ 694,393	\$ 484,028	\$ 448,745	\$ 261,601	\$ 211,101	\$ (67,814)	\$ (110,651)

CHECK REQUISITION

To: Ada Township Clerk

From: Gina Olszewski, Deputy Treasurer

Date: 3/18/2024

Amount of Check: \$ 65,790⁰³

Check #: _____

For: Brownfield Reimbursement

Processed by: _____

Check needed by: next warrant

Date Processed: _____

Payable to: Geld

Address: 7575 E Fulton

City, ST, Zip: Ada MI 49355-0001

Please return to the Treasurer's Office to: Gina Olszewski, Deputy Treasurer

Please mail with all other checks



Invoice

Date	Invoice #
3/19/2024	2024-04

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
--	--------------------	-------------------