



City of Plymouth
Brownfield Redevelopment Authority
Meeting Minutes
June 29, 2023 – 9:00 a.m.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

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1. CALL TO ORDER

- a. Chair Colleen Pobur called the meeting to order at 9:00 a.m.
Present: Chair Pobur, Members Nancy Anderson, Steve Anderson, John Buzuvis, Alan Deal, Paul Sincock
Excused: John Townsend

Also present: Finance Director John Scanlon

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE MEETING MINUTES

Sincock offered a motion, seconded by N. Anderson, to approve the minutes of the of the January 24, 2023 meeting.

MOTION PASSED

4. APPROVAL OF THE AGENDA

Sincock offered a motion, seconded by Buzuvis, to approve the agenda for June 29, 2023.

MOTION PASSED

5. BOARD MEMBER COMMENTS

There were no board member comments.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

- a. Proposed 2022-23 Brownfield Budget Amendments

The following motion was offered by Sincock and seconded by S. Anderson.

WHEREAS Actual patterns of departmental expenditures occur differently than originally projected in the 2022-23 Brownfield Redevelopment Authority Budget as adopted in May of 2022; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The Brownfield Redevelopment Authority budget amendments require the approval of the Brownfield Redevelopment Authority and the City Commission.

NOW, THEREFORE, BE IT RESOLVED that the 2022-2023 Brownfield Redevelopment Authority budget is hereby amended as indicated in the detailed line-item Budget Adjustment Summary through March 31, 2023, which is made a part of this resolution.

BE IT FURTHER RESOLVED that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective June 29, 2023.

**BUDGET ADJUSTMENT SUMMARY
FOURTH QUARTER - FY 22-23**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BROWNFIELD OPER FUND REV: #254							
Property Taxes	365,480	-	-	-	4,450	4,450	369,930
Contrib. & Other	210	-	-	-	-	-	210
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	365,690	-	-	-	4,450	4,450	370,140
BROWNFIELD OPER FUND EXP: #254							
Administration	36,550	-	-	-	-	-	36,550
Site Remediation	328,930	-	-	-	-	-	328,930
Contrib. & Other	-	-	-	-	-	-	-
Contingency	210	-	-	-	4,450	4,450	4,660
TOTAL EXPENDITURES	365,690	-	-	-	4,450	4,450	370,140
BROWNFIELD SITE REM FUND REV: #255							
Federal/State Grants	-	-	-	-	100,000	100,000	100,000
Contrib. & Other	50	-	-	-	-	-	50
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	50	-	-	-	100,000	-	100,050
BROWNFIELD SITE REM FUND REV: #255							
Capital Improvements	-	-	-	-	100,000	100,000	100,000
Miscellaneous	50	-	-	-	-	-	50
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	50	-	-	-	100,000	100,000	100,050

MOTION PASSED

b. Proposed 2023-24 Brownfield Budget

The following motion was offered by S. Anderson and seconded by Deal.

WHEREAS The 2023-2024 Brownfield Redevelopment Authority Budget was presented to the City Commission by the City Manager on April 6, 2023; and

WHEREAS Public Act 381 of 1996 requires the Brownfield Redevelopment Authority to adopt a budget annually and forward their approved budget to the City Commission for final adoption; and

WHEREAS The Board of the Brownfield Redevelopment Authority did review the proposed budget on June 29, 2023 and noted changes, if any;

NOW THEREFORE, BE IT RESOLVED that the Board of the Brownfield Redevelopment Authority of the City of Plymouth hereby adopts the proposed fiscal year 2023-2024 budget as proposed, with amendments if any, as shown in the enclosed attachment.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of the Brownfield Redevelopment Authority hereby directs the City Manager to submit the proposed budget to the City Commission for inclusion in the overall city budget.

MOTION PASSED

8. OTHER MATTERS

There were no other matters before the board.

9. ADJOURNMENT

A motion to adjourn was offered at 9:51 a.m. by N. Anderson and seconded by Sincock.

MOTION PASSED