



PLAINFIELD CHARTER TOWNSHIP

COMMUNITY DEVELOPMENT DEPARTMENT

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MEMO

TO: Cameron Van Wyngarden, Township Superintendent

FROM: Elizabeth Curcio, Planner

DATE: May 6, 2026

RE: Mid-year Budget Amendment and Loan to Brownfield Redevelopment Authority

This is a request for the Township Board to approve a resolution authorizing a mid-year budget amendment to the General Fund and a \$20,000 loan to the Plainfield Charter Township Brownfield Redevelopment Authority (PCTBRA). A copy of the resolution is attached.

The PCTBRA is seeking to contract with Fishbeck to provide income-monitoring and compliance services for workforce housing projects, including Coit Flats and the 1303 Post Drive development. As background information, projects utilizing Brownfield Tax Increment Financing (TIF) are required to maintain a portion of units as affordable to households earning no more than 120% of the area median income, and to annually report tenant incomes and rental rates to the State.

To ensure compliance is completed accurately and in a timely manner, staff recommends utilizing Fishbeck, who has experience with compliance and state reporting requirements. The first year of compliance is the most intensive, and both projects are expected to begin leasing this spring/summer. The cost of these services is \$10,000 per project for the first year. Because TIF revenues are limited in the early years of a project, the BRA does not yet have sufficient funds to cover these upfront costs. The Township is therefore being asked to provide a \$20,000 loan to the BRA to cover initial compliance expenses. These costs are eligible for reimbursement through future TIF revenues, and the PCTBRA anticipates repaying the Township once sufficient revenues are generated. Since this cost was not anticipated at the time of budget approval in 2025, a mid-year budget amendment, approved through a resolution, is recommended.

This cost has been included in the drafted 2026 BRA budget. The budget, including the loan, has been reviewed and approved by the PCTBRA and is presented for Township Board approval as a separate action item.

Recommendation

Staff recommends that the Township Board approve the resolution authorizing a mid-year budget amendment and a \$20,000 loan to the PCTBRA.

Suggested Motion

"I move that the Township Board approve the resolution authorizing a mid-year General Fund budget amendment and a \$20,000 loan to the Plainfield Charter Township Brownfield Redevelopment Authority as presented."

Attachments