

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, May 30, 2017

7:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Comments from the Public

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of January 31, 2017

Business

1. Approve Tax Sharing Agreement with Capital Area Transportation Authority (CATA)
2. Approve Tax Sharing Agreement with Lansing Community College (LCC)
3. Adopt Resolution No. 2017-002: 2017 New Bond Issuance
4. Demolition of 2361 Cedar – MCS Excavating LLC
5. Hubbell, Roth & Clark, Inc. Proposal: Cedar Lake Trailhead Park
- 6.

Late Agenda Item

- 7.

Reports

8. Executive Director
9. Farmers Market
10. Marketing Committee
11. Planning Commission
12. Supervisor
13. Treasurer
14. Members

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2017**

The Downtown Development Authority met Tuesday, January 31, 2017 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Kim Cosgrove, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Brian Houser, Steven L. Marvin, Tonia Olson

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Miller moved, Fauser supported, to approve the regular meeting minutes of November 29, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

Fauser moved, Leighton supported, to approve the Brownfield regular meeting minutes of November 29, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

BUSINESS

REALIZE CEDAR ENGINEERING AND OVERSIGHT PROPOSAL

Community Development Director Tracy Miller offered background on the Realize Cedar project. This is a proposal for design engineering so construction costs can be determined. Hubbell, Roth & Clark, Inc. (HRC) was asked to submit this proposal because of their involvement with the project from its inception, giving them unique insight on how all the potential improvements are interrelated and their feasibility given the Township's current infrastructure. Todd Sneathen, HRC, indicated their plan would be completed by summer 2017. Ms. Miller stated that implementation of the plan would take place during the 2018 construction season.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2017**

Fauser moved, Miller supported, to approve the Proposal for Professional Engineering Services for the Realize Cedar – Corridor Redesign Phase I project from Hubbell, Roth & Clark, Inc. in the amount of \$193,000.00.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

AWARD BID FOR CEDAR STREET TO TRAILHEAD PARK SIDEWALK

Tracy Miller explained that this sidewalk would connect the current Trailhead Park on Holt Road at the former Sam Corey Senior Center site to the future, proposed Trailhead Park located near the roundabout on Cedar Street. By keeping the construction of this sidewalk separate from the larger park project, the Township has more flexibility for construction within a residential neighborhood. This project will be engineering by HRC as it is constructed, working with the individual property owners impacted. It will be a 5 foot sidewalk built within the road right of way. Three bids were received with Kamminga & Roodvoets, Inc. (K & R) as the low bidder. K & R was the contractor for the RAM Trail, built in 2016.

Leighton moved, Fauser supported, to award the bid to construct the sidewalk on Cedar Street to the Trailhead Park to Kamminga & Roodvoets, Inc. (K & R) in the amount of \$117,773.00 and authorized HRC to notify the contractor on behalf of the DDA.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

ADOPT RESOLUTION NO. 2017-001: MDNR TRUST FUND GRANT APPLICATION

At the suggestion of Landscape Architects and Planners, a resolution of support from the DDA should be part of the Michigan Department of Natural Resources Trust Fund Grant application to construct the Trailhead Park located near the roundabout on Cedar Street.

Hayhoe moved, Miller supported, to adopt Resolution No. 2017-001, a resolution approving the Department of Natural Resources Michigan Natural Resources Trust Fund Grant Application.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2017**

NOMINATION AND ELECTION OF 2017 DDA BOARD OFFICERS

Hayhoe moved, Miller supported, to nominate the following as DDA officers for calendar year 2017: Chairperson: David Leighton; Vice-Chairperson: Tim Fauser; Secretary: Nanette Miller; Treasurer: Kim Cosgrove.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Houser, Marvin, Olson

MOTION CARRIED

REPORTS

Executive Director

Executive Director Haas reported that an additional Underground Storage Tank was found at the Holt Auto Clinic site. It was drained and removed. The submission of the MDNR Trust Fund Grant application is moving forward. Results should be known in early October. A developer interested in DDA property on Holt/Holloway Drive experienced some financial issues. Two other developers are also interested in the property.

Holt Non-Profit Coalition

Ms. Underhill reported that a Board meeting will be held in the spring.

Holt Farmers Market

The Market is open from 9-2 year round.

Advertising & Marketing Committee

David Leighton reported that the Committee is working toward connecting community needs with volunteers for various projects and events with a mind to hiring an individual to facilitate the Volunteer Bureau. The HoltNow! social media campaign is producing lots of interest.

Planning Commission

In the absence of Ms. Olson, there was no report.

Supervisor

John Hayhoe distributed event calendars to the Board. Weekly podcasts with the Delhi Township Supervisor and Holt Public Schools Superintendent are being produced and shared throughout the community. Many families will be moving in to the apartment development Prestwick Village. A Mobil gas station will be constructed at the corner of Holt and Aurelius

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2017**

Roads. The aviation company Pratt & Whitney plans to move into a facility on Holloway Drive. Delhi Township is currently leading the area in new housing starts.

Treasurer

There was no report.

Members

Nanette Miller asked how the increase in Township housing is impacting the School of Choice Program. Kim Cosgrove responded that Holt Public Schools lost a significant number of students following the 2008 decline in the economy. The district still has lots of space for new families. School of Choice spots are very limited at the Junior High and High School levels. As new residents continue to move into the community, the number of School of Choice spots will decrease.

Limited Comments

None.

Unless needed, the February and March DDA Board meetings will be canceled. There is a change of date and venue for the April meeting. It will be held on Tuesday, April 18th at 7:00 p.m. in the DDA Conference Room.

ADJOURNMENT

The meeting was adjourned at 7:41 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

May 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Tax Sharing Agreement Between the DDA and CATA

At its April 19, 2017 meeting, the Capital Area Transportation Authority (CATA) Board of Directors approved the Tax Sharing Agreement between the DDA and CATA. This Tax Sharing Agreement shall replace the existing agreement approved in 2004. For the years 2017 through the end of 2035, the DDA will retain 40% of the captured tax revenue and the remaining 60% shall be paid to CATA.

As this Tax Sharing Agreement must also be approved by the DDA, I offer the following recommended motion:

Recommended Motion: I move to approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Capital Area Transportation Authority.

**SECOND TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY AND
CAPITAL AREA TRANSPORTATION AUTHORITY**

THIS AGREEMENT made as of the ____ day of _____, 2017, by and between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 2045 Cedar Street, Holt, Michigan 48842 (the “DDA”) and CAPITAL AREA TRANSPORTATION AUTHORITY, whose address is 4615 Tranter Street, Lansing, Michigan 48910 (the “CATA”), and acknowledged and agreed to by Delhi Charter Township, whose address is 2074 Aurelius Road, Holt, Michigan 48842.

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987 pursuant to PA 1975 No. 197 (MCL 125.1651 *et seq*) (the “Act”); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing jurisdictions which are authorized to levy taxes on the property within the downtown district (“Development Area”); and

WHEREAS, CATA is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “...to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the Development Area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into this Second Tax Sharing Agreement;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Downtown Development and Tax Increment Financing Plan.** The DDA Development Plan and Tax Increment Financing Plan, as amended (Exhibit A), is acknowledged and agreed by CATA to be the Plan and the Development Area to which the Agreement pertains, and that the activities and

projects described therein are eligible for funding in whole or in part by taxes and revenues resulting from the assessed valuation and tax revenue captured by the DDA.

2. **Tax Sharing and Reduction of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act, it is agreed that for the nineteen (19) year period commencing in 2017 through 2035 (the "Capture Period"), the DDA will retain forty percent (40%) of the assessed/taxable valuation which would have been captured but for this Agreement and CATA will retain sixty percent (60%), (i.e., the DDA will continue to retain 40% of the captured tax revenue and the remaining 60% shall be paid to CATA). The DDA will not capture any CATA tax revenue after 2036.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2017 (actually in advance of the 2017 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

3. **Plan Amendments.** The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) may from time to time amend the Plan as they deem appropriate pursuant to the Act; provided, however, no such amendment shall have the effect of modifying the provisions of paragraph 2 relating to tax sharing without the consent of CATA.

4. **Former Agreement.** This Second Tax Capture Agreement supersedes paragraph 2 of the Tax Capture Agreement dated February 10, 2004, between the parties, such that the DDA will not retain any CATA tax revenue for the Capture Period under the First Agreement.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

**DELHI CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY**, a public body
corporation

By: _____
C. Howard Haas
Its: Executive Director

AND:

**CAPITAL AREA TRANSPORTATION
AUTHORITY**

By: _____
Douglas Lecato
Its: Vice-Chair

Sandra Draggoo
Its: CEO/Executive Director

**ACKNOWLEDGMENT AND AGREEMENT
OF DELHI CHARTER TOWNSHIP**

Delhi Charter Township herewith acknowledges that its Township Board, its governing body and the “governing body of the municipality” as defined in the Act, has certain oversight authority over the Delhi Charter Township Downtown Development Authority and its development and tax increment financing plan. Delhi Charter Township, by execution of this Agreement, covenants and agrees to be bound by the terms of this Agreement, and that no modification or amendment of the Development of Tax Increment Financing Plan relating to the tax sharing provisions of Paragraph 2 above shall be adopted without the consent of the Capital Area Transportation Authority.

DELHI CHARTER TOWNSHIP, a Michigan
municipal corporation,

By: _____
John Hayhoe
Its: Supervisor

Exhibit A

Charter Township of Delhi

Ordinance No. 80.5

December 1, 2015

CHARTER TOWNSHIP OF DELHI

ORDINANCE NO. 80.5

AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN

Original Adoption – July 21, 1987

1st Amendment Adoption – December 1, 1987

2nd Amendment Adoption – February 6, 1990

3rd Amendment Adoption – May 20, 1997

4th Amendment Adoption – October 21, 2003

5TH AMENDMENT

APPROVED & ADOPTED BY TOWNSHIP BOARD

ON DECEMBER 1, 2015

**CHARTER TOWNSHIP OF DELHI
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 80.5**

PREAMBLE

The following amendments to the existing Development Plan and Tax Increment Financing Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the "Authority"). Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the "Act") (MCL 125.1664 and MCL 125.1667), the following amendments (the "Plan Amendments") modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$12.5 million

2. LED Message Display Board.

The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$25,000.00

3. Acquisition of Properties.

The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township's place-making goals to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1 million

4. Decorative Street Lighting.

The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion:	2016 through duration of Plans
Estimated cost:	\$1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.

PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]

AN ESTIMATE OF THE COST OF THE DEVELOPMENT, A STATEMENT OF THE PROPOSED METHOD OF FINANCING THE DEVELOPMENT, AND THE ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.

PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]

PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES, INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 [42 U.S.C. SECTIONS 4601, ET SEQ].

Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

EFFECTIVE DATE.

This ordinance shall become effective immediately upon its final adoption and publication as required by law.

Ayes: Sweet, Warfield, Davis, Harmon, Hayhoe

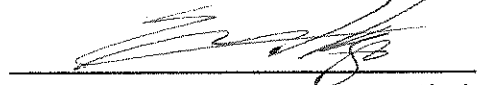
Nays: None

Absent: Hope, Ketchum

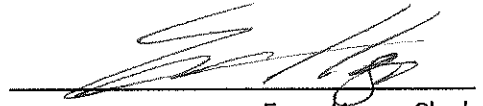
Adopted by the Delhi Charter Township Board of Trustees at a regular meeting held on the 1st of December, 2015.

First Reading: November 17, 2015
First Publication: November 22, 2015
Second Reading: December 01, 2015
Section Publication: December 06, 2015


C.J. Davis, Supervisor


Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 80.5, duly adopted by the Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, on the 1st day of December, 2015.


Evan Hope, Clerk



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

May 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Tax Sharing Agreement Between the DDA and LCC

At its May 15, 2017 meeting, the Lansing Community College (LCC) Board of Trustees approved the Tax Sharing Agreement between the DDA and LCC. This Tax Sharing Agreement shall replace the existing agreement approved in 2004. For the years 2017 through the end of 2035, the DDA will retain 40% of the captured tax revenue and the remaining 60% shall be paid to LCC.

As this Tax Sharing Agreement must also be approved by the DDA, I offer the following recommended motion:

Recommended Motion: I move to approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Lansing Community College.

**TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY AND LANSING COMMUNITY COLLEGE**

THIS TAX SHARING AGREEMENT made as of the ____ day of _____, 2017, by and between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 2045 Cedar Street, Holt, Michigan 48842 (the “DDA”) and LANSING COMMUNITY COLLEGE, whose address is 500 N. Washington Square, Lansing, Michigan 48833 (“LCC”), and acknowledged and agreed to by Delhi Charter Township, whose address is 2074 Aurelius Road, Holt, Michigan 48842.

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987 pursuant to PA 1975 No. 197 (MCL 125.1651 *et seq*) (the “Act”); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing jurisdictions which are authorized to levy taxes on the property within the downtown district (“Development Area”); and

WHEREAS, LCC is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “...to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the Development Area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into this Tax Sharing Agreement (the “agreement”).

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. **Downtown Development and Tax Increment Financing Plan.** The DDA has adopted its Development Plan and Tax Increment Financing Plan, as amended (Exhibit A) (the “Plan”), in accordance with Act 197, which sets forth the plans, projects, and improvements to be undertaken by the DDA in the Development Area, the taxes and revenues resulting from the assessed valuation and tax revenue captured by

the DDA from properties located within the Development Area, and authorizes the DDA to enter into tax sharing agreements with affected tax jurisdictions. LCC acknowledges receipt of the DDA Plan.

2. **Tax Sharing and Reduction of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act and subject to paragraph 3 of this Agreement, it is agreed that for the period commencing in 2017 through and including 2035, the DDA will retain forty percent (40%) of the assessed/taxable valuation which would have been captured but for this Agreement and the LCC will retain sixty percent (60%), i.e., the DDA will continue to retain 40% of the captured tax revenue and the remaining 60% shall be paid to LCC.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2017 (actually in advance of the 2017 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

3. **Plan Amendments.** The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) (the "Township") may from time to time amend the Plan as they deem appropriate pursuant to the Act. No such amendment shall have the effect of modifying the provisions of paragraph 2 relating to the sharing of tax increment revenues as set forth in this Agreement; provided, however, that if the term of the DDA Plan is extended beyond 2035 by action of the DDA and the Township, the terms of this Agreement for the sharing of tax increment revenues shall also be extended automatically and without further action by the DDA or LCC, unless the DDA and LCC agree otherwise in writing.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

**DELHI CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY**, a public body
corporate

By: _____
Howard Haas
Its: Executive Director

AND:

LANSING COMMUNITY COLLEGE

By: _____
Lisa Webb Sharpe
Its: Vice President for Finance, Administration and
Advancement

**ACKNOWLEDGMENT AND AGREEMENT
OF DELHI CHARTER TOWNSHIP**

Delhi Charter Township herewith acknowledges that its Township Board, its governing body and the “governing body of the municipality” as defined in the Act, has certain oversight authority over the Delhi Charter Township Downtown Development Authority and its development and tax increment financing plan. Delhi Charter Township, by execution of this Agreement, covenants and agrees to be bound by the terms of this Agreement, and that no modification or amendment of the Development of Tax Increment Financing Plan relating to the tax sharing provisions of Paragraph 2 above shall be adopted without the consent of Lansing Community College.

DELHI CHARTER TOWNSHIP, a Michigan municipal corporation,

By: _____
John Hayhoe
Its: Supervisor

*Instrument prepared by:
Gordon W. VanWieren, Jr.
THRUN LAW FIRM, P.C.
2900 West Road, Ste. 400
East Lansing, MI 48823-6368
517-484-8000*

Exhibit A



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
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FACSIMILE (517) 699-3878
www.delhidda.com

May 23, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: New Bond Issuance

The Realize Cedar project is in its design phase with the anticipation of construction beginning in 2018. To finance this phase of the project, the DDA is requesting the Township issue bonds in which the DDA will make the principal and interest payments. Tom Traciak, H. J. Umbaugh and Associates, has reviewed the DDA's finances following the negotiation of new tax sharing agreements with Delhi Township, Ingham County, Capital Area Transportation Authority, and Lansing Community College, to come up with the amount to bond.

The Township Board of Trustees will adopt a resolution at their June 6, 2017 meeting to issue the new bonds. We expect the bond closing and the receipt of the bond sales to take place in early August.

To that end, I have asked Township Attorney Mike Gresens to prepare a resolution to issue new bonds in a principal amount not to exceed \$6.75 million.

Recommended Motion: I move to adopt Resolution No. 2017-002, a resolution to issue new bonds in a principal amount not to exceed \$6.75 million.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION NO. 2017-002**

**A RESOLUTION TO ISSUE NEW BONDS IN A PRINCIPAL
AMOUNT NOT TO EXCEED \$6.75 MILLION**

At a regular meeting of the Board of Directors of the Delhi Charter Township Downtown Development Authority, Ingham County, Michigan, held in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, on Tuesday, the 30th day of May, 2017, at 7:00 o'clock, p.m.

Present:

Absent:

The following resolution was offered by _____ and supported by _____.

WHEREAS, the Charter Township of Delhi (the "Township"), pursuant to the Downtown Development Authority Act, Act 197, Michigan Public Acts, 1975, as amended (hereinafter the "DDA Act"), has established the Delhi Charter Township Downtown Development Authority (hereinafter the "Authority" or the "DDA") for the purpose of developing and improving lands, infrastructure and improvements within the DDA to promote economic and employment growth within the Township; and

WHEREAS, a Development Plan and Tax Increment Financing Plan (the "Plan") for an area coterminous with the boundaries of the Authority's downtown district (the "Development Area") has previously been approved by the Board of Directors and the Township's Board of Trustees (the "Township Board"); and

WHEREAS, the Plan authorizes the Authority to acquire and construct certain improvements and undertake certain projects to carry out the purposes for which the Authority was established within the Development Area, including, but not limited to, certain road, right-of-way, streetscape and corridor improvements, including related sidewalk, pathway, railway, utility, infrastructure, signage, and landscaping improvements, as well as all other necessary and related improvements, and engineering, bond issuance and financing costs, all as authorized and contemplated by the DDA's Plan (collectively, the "Improvements"); and

WHEREAS, the Board of Directors proposes to finance all or a portion of the cost of the Improvements through the issuance of bonds by the Township pursuant to Section 16(1) of the DDA Act in a principal amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000) of Downtown Development Bonds (General Obligation - Limited Tax) (the "Township Bonds"); and

WHEREAS, the Board of Directors deems it advisable to request that the Township Board issue the Township Bonds in a principal amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000) to finance all or a portion of the Authority's share of the costs of acquiring and constructing the Improvements; and

WHEREAS, the Board of Directors desires to irrevocably pledge to the Township for the repayment of the Township Bonds tax increment revenues captured by the DDA, as well as other available DDA revenues, in an amount sufficient to pay the principal of and interest on the Township Bonds as the same shall become due, all as described in the schedule of estimate of anticipated tax increment revenues and other revenue available for payment of principal and interest on bonds that is attached hereto and incorporated herein as **Attachment A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY THAT:

1. It is hereby determined by the Board of Directors that it is necessary, desirable, and within the scope of the Plan to proceed with the acquisition and construction of the Improvements.

2. The Board of Directors hereby irrevocably pledges to the Township for the repayment of the Township Bonds tax increment revenues captured by the DDA, as described in **Attachment A**, as well as other available DDA revenues, in an amount sufficient to pay the principal of and interest on the Township Bonds as the same shall become due.

3. The Board of Directors hereby requests that the Township issue its Downtown Development Bonds (General Obligation - Limited Tax) in a principal amount not to exceed Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000), in order to provide funds sufficient to finance all or a portion of the Authority's share of the cost of the Improvements, as well as related financing costs.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

Ayes:

Nays:

Absent:

Resolution declared adopted.

Nanette Miller, Secretary

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Secretary of the Board of Directors of the Delhi Charter Township Downtown Development Authority, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of the proceedings taken by the Board of Directors at a regular meeting held on the 30th day of May, 2017.

IN WITNESS WHEREOF, I have hereby affixed by official signature this 30th day of May, 2017.

Nanette Miller, Secretary

ATTACHMENT A

DDA Revenue and Bond Payments
2015 - 2035
Assumes All Voting Jurisdictions Participate

CURRENT PROPERTY TAXES AD VAL.	2,183,626	2,192,867	2,181,834	2,200,013	1,403,160	1,384,000	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800	1,468,800
NET OF CAPITALIZED TAX REVENUE	78,800	63,000	63,000	63,000	31,700	38,200	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500
DEBT TAX	12,843	10,784	10,784	12,858	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
DELINQUENT INTEREST & PENALTY	2,272	1,313	2,233	1,395	1,000	1,000	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650
INTERGOVERNMENTAL					1,555,000	30,000															
BOND PROCEEDS	47,358	129,377	120,109	52,208	54,900	54,900	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650	39,650
OTHER	2,271,140	2,337,244	2,357,228	2,409,896	7,657,890	1,485,000	1,555,000	1,555,000	1,555,000	1,517,940	1,517,940	1,517,940	1,455,055	1,455,055	1,455,055	1,455,055	1,455,055	1,455,055	1,455,055	1,455,055	1,455,055
Total Tax Revenue	50	50	50	50	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
LC Capital																					
Bond Expenses																					
2003 Bond Principal (DDA/CSO B199)	68,000	70,000	70,000	75,000	80,000	80,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
2003 Bond Interest (DDA/CSO B199)	21,825	19,348	16,638	13,834	10,750	7,350	3,530														
LC Principal (2010 Capital)	35,416	37,572	39,861	42,288	44,870																
LC Interest (2010 Capital)	1,477	9,320	7,032	4,504	2,000																
LC Principal (2012 Capital)																					
LC Interest (2012 Capital)																					
2008 Bond Principal (Cash 1995 DDA/NEOBS)	485,403	469,387	468,882	508,887	539,800	582,380	585,870														
2008 Bond Interest	60,158	281,851	275,825	297,822	333,120	46,250	22,750														
2010 Bond Principal (Inv B1)	27,882	22,028	14,724	10,000																	
2010 Bond Interest (Inv B1)	0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
2013 Bond Principal (NMT)	0	0	38,538	22,984	20,000	18,810	16,720	14,530	12,540	10,450	7,000	5,280	2,620								
2013 Bond Interest (NMT)	0	0	38,538	22,984	20,000	18,810	16,720	14,530	12,540	10,450	7,000	5,280	2,620								
2016 DDA Dev Bond Principal																					
2016 DDA Dev Bond Interest																					
2016 DDA Dev Bond Expenses																					
2016 Refunding Bond Principal																					
2016 Refunding Bond Interest																					
2016 Refunding Bond Expenses																					
2015 Refunding Bond Payment to Escrow	1,175	1,225	1,249	748	4,693,490	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
2015 Refunding Bond Expenses	16,190				1,500																
New Bond																					
Total Bond Expenses	1,400,178	1,418,781	1,582,786	1,583,111	6,003,130	1,336,880	1,004,200	886,210	889,240	1,028,710	1,028,980	1,046,310	1,047,550	1,047,550	1,047,550	1,047,550	1,047,550	1,047,550	1,047,550	1,047,550	1,047,550
Revenue over/under Bond Payments	873,861	817,235	774,432	826,775	1,648,760	148,000	351,400	358,390	355,700	488,230	477,860	471,530	470,380	1,345,905	1,347,875	1,344,855	1,347,575	1,345,295	1,348,185	1,346,005	1,345,505
Operating Expenses (less debt service)	888,580	605,405	571,121	412,767	718,530	678,060	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Revenue over/under expenses	(122,619)	310,248	203,311	414,008	928,830	(90,060)	51,400	58,390	55,700	(110,770)	(22,140)	(28,470)	(29,620)	845,905	847,875	844,855	847,575	845,295	848,185	846,005	845,505
Fund Balance Begin	1,048,823	527,205	1,238,053	1,441,364	1,855,372	2,784,202	2,283,242	2,334,542	2,384,032	2,449,792	2,438,022	2,418,882	2,398,512	2,358,002	3,204,807	4,052,782	4,897,637	5,745,212	6,580,507	7,433,892	8,284,767
Fund Balance End	527,205	1,238,053	1,441,364	1,855,372	2,784,202	2,283,242	2,334,542	2,384,032	2,449,792	2,438,022	2,418,882	2,398,512	2,358,002	3,204,807	4,052,782	4,897,637	5,745,212	6,580,507	7,433,892	8,284,767	9,134,302

Updated to reflect FY 2015 audited figures

Ingrem Co Debt Trn CATS & LDC remain at 40% capex from 2015 and beyond
CADL at 40% capex until 2021; 25% until 2024; 0% 2025-2035

Bond proceeds from refunding 2008 bonds, new 2016 DDA Development bonds, bond expenditures for escrow and property purchases



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

May 23, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Demolition of 2361 Cedar

In October 2016, the DDA acquired the property located at 2361 Cedar Street. We purchased this property with the intention of demolishing it as it is in poor condition and serves as a blight along our main business corridor. As of early May, all tenants have vacated the premises and relocated. An asbestos survey has been completed to determine the extent of material for abatement.

At our request, MCS Excavating LLC submitted the attached bid for the demolition of the structures in the amount of \$59,200.00. Upon completion, topsoil and grass seed will be installed and concrete barriers placed along the property line. MCS has been our preferred contractor for demolition work over the past several years.

Recommended Motion:

I move to approve the bid from MCS Excavating LLC for demolition of the structures at 2361 Cedar Street in the amount of \$59,200.00 and authorize the Executive Director to execute the same.

MCS EXCAVATING LCC

4696 Tolland St Holt MI 48842

(517) 694.1718 Fax (517) 694.8621

mcsdig.matt@hotmail.com

Proposal submitted to DDA	Phone Fax Email
Street	Date 5-22-17
city, state, and zip code	Job location 2361 Cedar St.
Contact Lori	Save As

We hereby submit specifications and estimates for:

PRICE INCLUDES

Demo & disposal of building

Remove foundation

Backfill & compact voids with sand

Removal of asphalt

Install topsoil & seed

Install concrete bumper blocks

NOT INCLUDED

Asbestos survey

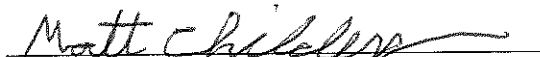
Removal of hazardous materials (asbestos, tanks, tires, paint)

Permits

Utility disconnects

Total: \$59,200.00

We propose hereby to furnish material and labor - complete in accordance with above specifications


Matt Childers, MCS Excavating LLC

Acceptance of Proposal

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

Accepted:

Date: _____

By: _____

Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.

MCS EXCAVATING

517.694.1718



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

May 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: HRC Proposal for Professional Services – Cedar Lake Trailhead Park

Hubbell, Roth & Clark, Inc. has been working with Delhi Township staff to look for cost savings in the design and construction of Cedar Lake Park. HRC has prepared the attached Proposal for Professional Services Value Engineering and Concept Review. This proposal covers Phase I of the project. Phase 2 will include further refining the project scope, details, and drawings, and will come as a separate proposal later this year. The Park will be constructed in 2018, hopefully utilizing MDNR Grant funds in addition to DDA funding.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Services Value Engineering and Concept Review for Cedar Lake Trailhead Park from Hubbell, Roth & Clark, Inc. in the amount of \$5,500.



PRINCIPALS

Daniel W. Mitchell
Nancy M. D. Faught
Keith D. McCormack
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton
Charles E. Hart

SENIOR ASSOCIATES

Gary J. Tressel
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan
Thomas G. Maxwell

ASSOCIATES

Marvin A. Olane
Marshall J. Grazioli
Donna M. Martin
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickle
Jane Graham
Todd J. Sneathen
Aaron A. Uranga
Salvatore Conigliaro

HUBBELL, ROTH & CLARK, INC.
OFFICE: 2101 Aurelius Road, Suite 2A
Holt, MI 48842
PHONE: 517.694.7760
WEBSITE: www.hrcengr.com
EMAIL: info@hrcengr.com

May 24, 2017

DDA-Delhi Charter Township
2045 N. Cedar Street, Ste. 2
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Cedar Lake Trailhead Park
Proposal For Professional Services
Value Engineering and Concept Review

HRC Job No. 20160766

Dear Mr. Haas:

In accordance with your request, Hubbell, Roth & Clark, Inc. is pleased to submit this proposal for providing professional services for the Cedar Lake Trailhead Park project. Our proposal is based on our discussions on May 22, 2017 and the concept plan dated July 21, 2016 prepared by DLZ. It is our understanding that you would like HRC to review this plan for possible ways to reduce costs. However, we are not limited to this layout. All possible solutions are still open to achieve the DDA's goals for the use of this property at a more economically feasible cost. We recommend addressing this issue in two (2) phases. Phase 1 would be to evaluate the site and prepare a concept sketch. The sketch would be very rough but depict the elements and layout of our proposed solutions. Based on this effort, an updated estimate of costs would be prepared and presented for discussion. Our costs for this effort are as follows:

<u>HRC Tasks</u>	<u>Proposed Costs</u>
Gather site data including a site walk	\$2,000
Concept sketch(es)	\$1,500
Updated estimates of costs	\$1,000
Meeting to discuss	\$1,000
Total	\$5,500

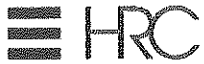
If at any point in this process, we determine that costs savings are not possible, we will immediately inform you and stop work. However, based on our initial review, we are confident that a modified design will yield a lower total cost.

Phase 2 would include further refining the project scope, details, and drawings. Exact scope and costs will be presented under separate cover at a later date.

Summary: HRC is proposing a Phase I budget of \$5,500.

We are prepared to begin work immediately and have our tasks completed within one month of your authorization and receipt of the site data you have related to existing easements and other site features.

We sincerely appreciate our long standing relationship and your consideration of this proposal. If you have any questions or require any additional information, please contact the undersigned.



HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

Mr. Howard Haas
May 24, 2017
HRC Job Number 20160766
Page 2 of 2

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in cursive script that reads "James F. Burton".

James F. Burton, P.E.
Vice President

pc: Delhi; Ms. Tracy Miller
HRC; T. Sneathen, File

Accepted By Downtown Development Authority:

Date