

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center Board Room

2074 Aurelius Road, Holt, MI

Tuesday, August 29, 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 June 27, 2017

Brownfield Meeting of June 27, 2017

Presentation – Cedar Street Block: Scott Gillespie, The Gillespie Company, LLC

Business

1. Approve Transfer/Development Agreement – 2000 Cedar, LLC
2. Revenue Sharing – Summer/Winter Tax 2016
3. Approve MCS Proposal – 4410 Holt Road
4. 2018 Budget – Review and Discussion
5. Change in October Meeting Date

Late Agenda Item

6.

Reports

7. Executive Director
8. Farmers Market
9. Marketing Committee
10. Planning Commission
11. Supervisor
12. Treasurer
13. 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 JUNE 27, 2017**

The Downtown Development Authority met Tuesday, June 27, 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: Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Brian Houser, Kim Cosgrove, 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, Leighton supported, to approve the regular meeting minutes of May 30, 2017.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

BUSINESS

REIMBURSE COSTS OF IMPROVEMENT AT 4495 HOLT ROAD

Executive Director Haas reviewed his memorandum dated June 15, 2017. Environmental Attorney Charles Barbieri, Foster, Swift, Collins & Smith, P.C., was present to explain that this Agreement serves as an interlocal Agreement between the Downtown Development Authority (DDA) and the Brownfield Redevelopment Authority (BRA) so that funds normally captured by the DDA would instead be captured by the BRA for the life of the Brownfield Plan.

Fauser moved, Hayhoe supported, to approve Delhi Charter Township Downtown Development Authority and Delhi Charter Township Brownfield Redevelopment Authority Agreement to Improve Land and Reimburse Costs of Improvement at 4495 Holt Road.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 27, 2017**

ADOPT RESOLUTION NO. 2017-003: PURCHASE OF PROPERTY AT 2064 CEDAR STREET

Executive Director Haas reviewed his memorandum dated June 15, 2017. This building will be used for storage by the Township until such time as the site is needed for redevelopment. Environmental tests are pending.

Leighton moved, Fauser supported, to adopt Resolution No. 2017-003, a resolution for the purchase of one (1) parcel of real property located at 2064 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan, in the amount of \$140,000.00. It was further moved to authorize Executive Director Haas to execute the closing documents for the same.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he is meeting with Jeff Blohm, Blohm Creative Partners, Dianne Byrum, Byrum & Fisk, and Tracy L.C. Miller, Director of Community Development, to discuss the marketing of the Realize Cedar project.

Holt Products, located at 1875 Walnut Street, has recently been abandoned and there are many environmental concerns at the site. The DDA is seeking ways in which some of these issues may be addressed in addition to the possibility of razing the building.

A Development Agreement for the DDA owned block on Cedar Street will likely be ready for review at the next DDA meeting.

The DDA has received the deed from DTN/Eyde Partnership for the lakefront property adjacent to our property on Cedar Street at the roundabout for the future Cedar Lake Park.

Work on the exterior at Tamarack House has begun.

Holt Farmers Market

Lori Underhill reported that the Food Frenzy was extremely well attended and received by the community. A second event is planned for September 13th.

Advertising & Marketing Committee

David Leighton reported that the Holt Now is experiencing competition from other electronic advertising opportunities. The Committee will be reviewing a web-based portal for use with the Volunteer Bureau.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 27, 2017**

Planning Commission

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

Supervisor

John Hayhoe reported the Capital Area District Library Board will not be signing a new Tax Sharing Agreement with the DDA. There is a ribbon cutting ceremony for Kazumi, a new restaurant located at 2457 Cedar Street on Thursday, June 29th. An emergency preparedness workshop was held at the Community Services Center. 28 podcasts with Holt Public Schools Superintendent David Hornak have been recorded. They are available online. The Trail from Big 10 Party Store to Jaycee Park is under construction. The new Kiwanis Park restroom pavilion is also under construction.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 27, 2017**

The Brownfield Redevelopment Authority met Tuesday, June 27, 2017 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:33 p.m.

MEMBERS PRESENT: Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Kim Cosgrove, Brian Houser, 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

Marvin moved, Hayhoe supported, to approve the regular meeting minutes of May 30, 2017.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

BUSINESS

REIMBURSE COSTS OF IMPROVEMENT AT 4495 HOLT ROAD

Ammon moved, Hayhoe supported, to approve the Delhi Charter Township Downtown Development Authority and Delhi Charter Township Brownfield Redevelopment Authority Agreement to Improve Land and Reimburse Costs of Improvement at 4495 Holt Road.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

BROWNFIELD REIMBURSEMENT AGREEMENT – 4495 HOLT ROAD

Environmental Attorney Charles Barbieri, Foster, Swift, Collins & Smith, P.C., explained that this is the standard Brownfield Reimbursement Agreement between the developer at the Brownfield Redevelopment Authority. The original developer intends to assign it to a different party, but the new entity is not in corporate form yet. The assignment can be addressed at a later meeting.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 27, 2017**

Leighton moved, Miller supported, to approve the Brownfield Redevelopment Agreement for Brownfield Plan No. 7 (4495 Holt Road) between Holt Road Investments, LLC and the Delhi Township Brownfield Redevelopment Authority.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Cosgrove, Houser, Olson

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:40 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

August 23, 2017

To: DDA Board

From: C. Howard Haas, Executive Director

Re: Transfer/Development Agreement – 2000 Cedar, LLC

Over the past two years, I have been meeting with various developers to gauge the interest in constructing a mixed use building on the Cedar Street property the DDA owns between Veterans Drive and Bond Avenue. I consider this block a key component in revitalizing the Cedar Street corridor.

Scott Gillespie, The Gillespie Company, LLC, has met with me on numerous occasions regarding his vision for this property. As you are aware, there are environmental concerns covering a large portion of the land. Before any building can take place, environmental remediation must occur. A Brownfield Plan for the project will be adopted at a future date.

Attorneys for the DDA and The Gillespie Company, LLC have drafted the attached Transfer/Development Agreement for your review and approval. A resolution for the sale of the property will be adopted prior to closing.

I therefore offer the following recommended motion:

I move to approve the Transfer/Development Agreement between the Delhi Township Downtown Development Authority and 2000 Cedar, LLC for the transfer of a 2.14 acre parcel of real property on Cedar Street between Veterans Drive and Bond Avenue.

TRANSFER / DEVELOPMENT AGREEMENT

This Transfer Agreement (with Development Restrictions) (this "Agreement") is entered into this ____ day of August, 2017 ("Effective Date"), by and between Delhi Township Downtown Development Authority, a Michigan downtown development authority, organized and operating under the Downtown Development Authority Act, M.C.L. § 125.1651, *et seq.*, as amended, whose address is 2045 Cedar Street, Holt, Michigan 48842 (the "DDA") and 2000 Cedar, LLC, a Michigan limited liability company, whose address is 329 South Washington Square, Suite 1, Lansing, Michigan 48933 ("Developer") (individually, a "Party," and collectively, the "Parties"), for the transfer by the DDA to Developer of a 2.14 acre parcel of real property located with the Charter Township of Delhi, Ingham County, Michigan, and legally described in Exhibit "A" attached (the "Property").

I. Property Transferred. Developer shall purchase and receive and the DDA shall sell the Property and, if any, all easements and all other interests and rights of the DDA which are appurtenant to the real estate, including, but not limited to, all right, title, and interest, if any, of the DDA in and to any land lying in street, road, or avenue in front of, within or adjacent to, or adjoining such land.

II. Purchase Price. The Property shall be purchased for the sum of One and 00/100 Dollar (\$1.00) (the "Purchase Price"). As additional consideration, Developer agrees to the Development provisions as contained in Paragraph IX below.

III. No Deposit. The DDA and Developer acknowledge and agree that no deposit is required.

IV. Closing and Possession. The closing of the sale described herein shall take place at the Lansing, Michigan office of Diversified National Title Agency, 500 E. Michigan Avenue, Suite 203, Lansing, Michigan 48912 (the "Title Agency"), which closing shall occur within sixty (60) days from the date that the contingencies contained herein are satisfied or waived. However, the Closing shall occur on or before January 30, 2018 (the "Closing"). At the Closing, the DDA shall transfer possession of the Property to Developer.

V. Property Taxes. The Property will be exempt from taxation (including special assessments) at the time of Closing. The Developer understands that the Property shall be placed on the appropriate tax rolls as is customary after the date of closing. The DDA shall pay all real property taxes, if any, on the Property prior to the date of the Closing. Developer shall be responsible for all real property taxes on the Property which become due on or after the date of the Closing.

VI. Acknowledgment and Disclaimer of Warranties. THE DDA DISCLOSES AND DEVELOPER ACKNOWLEDGES THAT THERE ARE RECOGNIZED ENVIRONMENTAL CONDITIONS ON THE PROPERTY AND THAT ANY AVAILABLE BASELINE ENVIRONMENTAL ASSESSMENTS HAVE BEEN PROVIDED TO THE DEVELOPER. THIS DISCLOSURE SATISFACTORILY DISCHARGES ANY DISCLOSURE NECESSARY BY DDA UNDER MCL 324.20116, MCL 324.20126(1)(c) OR OTHER APPLICABLE LAW.

VII. Environmental Matters.

(a) Definitions. For the purpose of this Agreement, "Environmental Law" shall mean any Federal, State, or local statutory or common laws relating to pollution or protection of the environment, including without limitation any common law of nuisance or trespass, and any law or regulation relating to emissions, discharges, releases or threatened release of pollutants, contaminants, chemicals, or industrial, toxic or hazardous substances or wastes into the environment (including without limitation, ambient air, surface water, groundwater, land surface or subsurface soil strata) or otherwise relating to the manufacture, processing, distribution, use, treatment, storage, disposal, transport or handling of pollutants, contaminants, chemicals, or industrial, toxic or hazardous substances or wastes.

For the purpose of this Agreement, "Hazardous Substance" means any waste (including "hazardous waste" as defined in the Comprehensive Environmental Response, Compensation & Liability Act of 1980, as amended, and "solid waste" as defined in the Resource Conservation & Recovery Act of 1976, as amended, and state counterpart laws thereto), substance, pollutant, contaminant, oil petroleum product, commercial product or other substance (a) which is listed, regulated or designated as toxic or hazardous (or words of similar meaning and regulatory effect), or with respect to which remedial obligations may be imposed, under any Environmental Law or (b) exposure to which may pose a health or safety hazard.

(b) Liability. It is hereby acknowledged that Developer does not assume any responsibility or liability that DDA may have as a result of the environmental condition of the Property that may be imposed upon DDA by any state, federal or local law, rule, regulation or ordinance (including, but without limitation, any requirement to report, assess, investigate, abate and/or remediate the Property), resulting from a release of a Hazardous Substance upon the Property during DDA's ownership or operation of the Property before closing. This provision is without prejudice to the DDA's position that it has had no responsibility or liability for environmental conditions, except for due care or continuing obligations as set forth in Environmental Law.

It is hereby acknowledged that the DDA does not assume any responsibility or liability that Developer may have as a result of the environmental condition of the Property that may be imposed upon Developer by any state, federal or local law, rule, regulation or ordinance (including, but without limitation, any requirement to report, assess, investigate, abate and/or remediate the Property), resulting from a release of a Hazardous Substance upon the Property during Developer's ownership or operation of the Property after closing. This provision is without prejudice to the Developer's position that it will have no responsibility or liability for environmental conditions, except for due care or continuing obligations as set forth in Environmental Law.

(c) Environmental Remediation. The DDA, through the Delhi Charter Township Brownfield Redevelopment Authority, has used multiple Environmental Consultants to conduct investigations and prepare initial Phase I and Phase II and other assessment reports regarding the environmental condition of the Site. As a result of these investigations, the Site has been deemed a "facility" as defined by Public Act 451 of 1994, MCL 324.20101. A Baseline Environmental Assessment pursuant to Part 201 shall be provided to Developer for review and submission by the

Developer to MDEQ. DDA also agrees to pay for an updated Phase I and Phase II Environmental Report covering the entire Site necessary to satisfy financing requirements.

Developer's obligation to close this transaction is expressly conditioned upon Developer's receipt of the MDEQ's acknowledgment of its receipt of the Baseline Environmental Assessment to be submitted to the MDEQ, pertaining to the Property. Any stated closing date for this transaction shall be extended to accommodate the receipt of said acknowledgment from the MDEQ. Developer shall have one hundred twenty (120) days from the date of the execution of this Agreement by both parties or sixty (60) days from receipt of the updated Phase I and Phase II Environmental Reports by Triterra Environmental Consultants (whichever is later), to conduct at Developer's sole expense, such additional environmental studies of the Property, and other studies to further evaluate conditions, broadly defined by federal, state and local law, and to determine whether the Property is suitable for the Development relative to soil quality, wetlands and unexcavated materials that may exist on the Property. To the extent such study is or has been performed, Developer will provide a copy of all reports or studies prepared pursuant to this subsection VII. (c) to DDA within fifteen (15) days of receipt and will advise the DDA if it is satisfied with the environmental condition of the Property or, to the extent Developer elects not to conduct such study, Developer shall have waived the right to do so. If, within one hundred twenty (120) days from execution or sixty (60) days from the receipt of the aforementioned Environmental Reports (whichever is later), the Developer determines that it is not satisfied with the condition of the Property, Developer may cancel this Agreement in writing, with no further liability or obligation by either party with regard to this Agreement. DDA and Developer agree to use their best efforts to facilitate, apply for and obtain all reasonably available Federal, State and other grants, funds, and assistance that may be available to the Site or the Project. Regardless of whether Developer does or does not conduct such a study, if no notice of cancellation is sent by Developer to DDA within one hundred twenty (120) days following execution of this Agreement or sixty (60) days from the receipt of the aforementioned Environmental Reports (whichever is later), the Developer agrees that it (subject to the remaining provisions of this section) has accepted the Property in its present condition "AS IS."

Following closing, the Developer shall take such remedial action as necessary to prepare the Site in an environmental condition that will allow the development as provided in this Agreement and shall respond and take such remedial action as may be mandated by the MDEQ to remove at or from the Site any Hazardous Substances discovered at the Site as a result of this investigation, subject to the DDA's assistance in securing funds to pay for or reimburse the Developer through the Brownfield Redevelopment Authority ("BRA") and the Michigan Economic Development Corporation ("MEDC"). If the Developer does not cancel this Agreement and closes on the Property, the Developer shall have unconditionally released the DDA from and against any and all liability, if any, the DDA may have to the Developer, both known and unknown, present and future, for "environmental damage," degradation, response, remediation and cleanup costs to the Property arising out of Environmental Laws or the presence of Hazardous Substances on, under, or about the Property at the date of Closing.

(d) Utility Improvements. The DDA, at no cost to itself, will request that the County/Township abandon existing sanitary and storm sewers that are not now being used or that the County/Township elects, at its sole discretion not to use in the future. The Developer shall be

responsible without any cost or expense to the Township/DDA for construction location and installation and any utilities for the Project, including connections or improvements to existing utility systems, within the boundaries of the site. Utilities include, but are not limited to, water, sanitary, sewer, storm drains, mains, electric, gas, telephone, cable, communications, fiber optic or other public utility lines owned by any public utility company, that may be necessary to construct, improve and support the Project on the Property. The Developer shall be responsible for obtaining any permits required for any such installation.

VIII. Inspections; Tests; the DDA's Provision of Documents. Developer or its agents, representatives and/or independent contractors, shall have the right and license to enter upon the Property upon reasonable advance notice to the DDA, for the purposes of making any and all survey, appraisals, explorations, soil test, inspections, environmental reports, wetlands and flood plain evaluations, water and perk tests, and the like, all of which inspections and approvals shall be completed within one hundred twenty (120) days from the Effective Date. Developer shall then have five (5) days after the expiration of the one hundred twenty (120) day inspection period to determine whether it is satisfied with the condition of the Property. In the event that Developer is not satisfied with the condition of the Property and so notifies the DDA as set forth herein, the Agreement shall terminate and except for any damage that Developer has caused to the Property as a result of its inspections, neither Party shall have any further liability or responsibility thereunder. Developer shall be responsible for and indemnify and hold harmless the DDA, including the DDA's attorneys' fees, from and against any property damage and/or personal injury as a result of any inspections. The DDA agrees to provide to Developer, within ten (10) days of the Effective Date, such reports and other documents in its possession, that the DDA is able to locate in its records and files after making a reasonable search, regarding the maintenance and condition of the Property.

IX. Development. DDA and the Developer agree that the transfer of the Property to Developer is subject to Developer's construction of the Project. The Project is defined as the redevelopment of the 2.14 acre parcel of real property located within the Charter Township of Delhi, Ingham County, Michigan and legally described in Exhibit A, attached hereto. The Project shall consist of the two-phase construction of two (2) three (3) story buildings with between 10,000 and 14,000 square feet of office/retail use on the first floor and between 20 to 30 residential units each as ultimately approved by the Township. It is understood that the Project time frame for Phase I shall start no later than July 1, 2018 and end approximately twelve (12) months thereafter. The Project time frame for Phase II shall be subject to market conditions but is estimated to commence on or about September 1, 2019 and end on or about August 31, 2020. Subsequent to conveyance of the Property to the Developer and until construction of the Project has been completed, the Developer shall make the reports in such detail and as such times as may reasonably be requested by the DDA as to the actual progress of the Developer with respect to the construction of the Project. Notwithstanding the above, it is agreed that in the event Developer does not break ground for the construction of the first three (3) story building, on or before July 1, 2018 (through no fault of the DDA, Charter Township of Delhi or Ingham County), then DDA shall have the right to terminate this Agreement upon providing the Developer with notice of its intent to terminate. Termination is subject to the DDA, at its expense, first performing Phase I, Phase II Assessments and Baseline Environmental Assessment or other due diligence as it decides is prudent and the Developer's, at its expense and upon DDA's subsequent notice of being satisfied with due

diligence, execution of a Warranty Deed transferring the Property to the DDA. At the Developer's cost, the Property shall be free from any mortgages or other encumbrances at the time that it is transferred to the DDA. In such event, this Agreement shall be of no further effect and neither Party shall have any further obligation or liability to the other (except for such provisions that otherwise survive under this Agreement).

X. Economic Development / DDA's Obligations. Developer and DDA each agree to use commercially reasonable efforts to pursue reasonably available support for the Project including, but not limited to, PA Act 381, Brownfield Tax Increment Financing ("T.I.F."), Michigan Economic Development Corporation – Community Revitalization Program ("CRP"); Michigan Department of Environmental Quality ("MDEQ") Brownfield Redevelopment Grant and Loans. If any of the above approvals are not given or met prior to Closing (i) the Parties may waive that condition and proceed to Closing; (ii) the Parties may, without amending this Agreement, but in writing extend the date for Closing until such approvals can be obtained and/or steps completed; or (iii) Developer may terminate this Agreement in writing, with no further liability or obligation by either Party with regard to this Agreement.

DDA also agrees that it will:

(a) Assist, at no third party cost, in obtaining a commercial anchor tenant for Developer's Project.

(b) Prepare or arrange preparation of a Brownfield Plan that Developer can submit the Brownfield Plan to the governing board in accordance with Public Act 381 of 1996, M.C.L. § 125.2651, *et seq.*, as amended.

(c) Assist, at no third party cost, Developer in obtaining Delhi Charter Township approvals required for Developer's project.

(d) Subject to approval from the Michigan Economic Development Corporation ("MEDC"), assist Developer with all other reasonably available incentives relating to the Property.

(e) Participate in the cost of branding and marketing the Project, the total amount of which shall not exceed \$1,900.00.

XI. Attorney's Opinion. Developer acknowledges that the DDA has recommended that Developer retain an attorney to pass on the marketability of the title to the Property and to review the details of the sale before the Closing.

XII. Special Assessments. Special assessments which are or become a lien on the Property before the Closing shall be paid by the DDA. Special assessments which become a lien on the Property on or after the Closing shall be paid by Developer.

XIII. Title Insurance and Survey. Within ten (10) days of the Effective Date of this Agreement, the DDA shall obtain from the Title Agency, at the DDA's expense, a commitment for a policy of title insurance, without standard exceptions, in the amount of the Purchase Price (the

"Title Commitment"). Developer, in its reasonable discretion, shall determine whether all matters of title are satisfactory within thirty (30) days of Developer's receipt of the Title Commitment (the "Inspection Period"). If Developer reasonably objects to any matters of title and Developer so notifies the DDA in writing of such objection (the "Objection Notice") before the expiration of the Inspection Period, then the DDA shall have ten (10) days from the date the DDA receives the Objection Notice to either: (1) remedy the title defects described in the Objection Notice and obtain and deliver to Developer the revised Title Commitment which reflects that all such defects have been remedied; or (2) notify Developer and the Title Agency that the DDA is unable or unwilling to remedy the defects, in which event Developer shall, at its option, within ten (10) days after receipt of such notice from the DDA, either terminate this Agreement (subject to those obligations which by their terms survive termination) or waive Developer's title objections, and proceed to the Closing, subject to satisfaction or waiver of Developer's other pre-Closing contingencies. The DDA shall use its best efforts to cure any Objections. If Developer proceeds to the Closing, all exceptions set forth in the Title Commitment shall be deemed "Permitted Exceptions." The Title Commitment shall be accompanied by copies of all recorded exceptions to title referred to therein. At the Closing, the Title Agency shall deliver to Developer a satisfactorily "marked up" Title Commitment. The Title Insurance Policy to be issued pursuant to the marked up Title Commitment shall contain such endorsements as Developer may reasonably require.

The DDA has provided, at its expense, a current ALTA survey of the Property, prepared by a licensed Michigan land surveyor or civil engineer (the Survey), containing an accurate metes and bounds description and certification of the acreage of the Property, and identifying the location of all structures, easements, rights-of-way, improvements and encroachments thereon. The Survey shall be certified to Developer, DDA and the Title Company. The Survey shall otherwise be in a form that enables the Title Company to insure over standard survey exceptions. Developer shall have said sixty (60) days to review the same and provide notice to the DDA of any objections ("Survey Defects"). The DDA shall elect within ten (10) days after receipt of the notice of Survey Defects to notify Developer in writing whether the DDA elects to cure the Survey Defects (the "Survey Cure Notice"). The DDA shall use its best efforts to cure any Survey Defects. If the DDA gives Developer such written notice that the DDA elects to cure, the DDA shall have Thirty (30) days from the date of receipt by the DDA of the written notice from Developer of Survey Defects to cure such Survey Defects (the "Survey Cure Period"). If the DDA gives Developer notice that it declines to cure or does not give Developer timely written notice that the DDA elects to cure the Survey Defects, then the DDA shall be deemed and construed to have elected not to cure any of the Survey Defects. If the DDA elects not to cure any Survey Defect, Developer may either (a) elect to close on the Property subject to any Survey Defects not then cured (in which even such defects shall be deemed waived and accepted by the Developer) or in the alternative (b) Developer may terminate this Agreement by giving notice to the DDA within ten (10) days after the later of (i) receipt of written notice from DDA that it elects not to cure the Survey Defects; or (ii) expiration of the Survey Cure Period. If no notice of termination by the Developer is given to the DDA in writing within the time provided in the preceding sentence, then Developer agrees that it has accepted the Property with all Survey Defects.

XIV. Warranty Deed. At the Closing, the DDA shall deliver to Developer a warranty deed for the Property. The Property shall be delivered to the Developer on the Closing date free from all liens, encumbrances, claims of others, special assessments, taxes or otherwise. However,

the warranty deed shall be subject to the Permitted Exceptions. The warranty deed shall clearly state on the face thereof that the recording of said deed is exempt from State transfer tax by reason of 1966 PA 134 as amended; M.C.L. 207.505(h)(i) and 1932 PA 330 as amended M.C.L. 207.526(h)(i).

XV. Conditions Precedent. In addition to any other conditions stated in this Agreement, the obligations of the Developer to close are further conditioned on all of the following separate conditions precedent being met or extinguished, unless waived in writing: (i) DDA submission of an Owner's Policy of Title Insurance as required herein; (ii) Developers receipt of MDEQ approval as provided herein; (iii) The Developer's completion of its due diligence review of the site, Project, Survey, Title Work, easements, restrictions, environmental, approvals and all other matters that impact the Developer's intended development and use of the Property, which shall be satisfactory to Developer in its sole and absolute discretion within one hundred twenty (120) days of the Effective Date or sixty (60) days from receipt of the Environmental Reports (whichever is later); (iv) Developer's receipt of the required public support as provided herein; and (v) Developer's receipt of all required governmental approvals as provided herein.

XVI. Development of Project. Except for the development requirements provided in Paragraph IX, above, the Parties acknowledge that as costs, product demands and market conditions change, development and use of the Project may be modified to meet current conditions, costs, constraints and demands. Any substantive changes to the Project must be reviewed and approved, in writing, by the DDA and the Township Community Development Department. If Phase II of the Project is delayed, Developer shall maintain the Property in good condition pending its subsequent development.

XVII. Time of Essence. Time is of the essence with respect to all dates and times set forth in this Agreement.

XVIII. Closing Costs. At the Closing, the DDA shall pay the costs of preparation of the warranty deed, title policy, transfer tax (if any), updated Phase I and Phase II Environmental Reports and updated ALTA Survey acceptable to Developer's Lender and any attorneys' fees incurred by the DDA. At the Closing, Developer shall pay the costs of recording the warranty deed, attorneys' fees incurred on behalf of Developer, and inspection costs initiated by Developer. The DDA and Developer shall each pay one-half (1/2) of the Closing fee charged by the Title Company to close this transaction.

XIX. Notices. All notices required or given under this Agreement shall be in writing and either delivered personally or mailed by regular mail addressed to the Parties at their addresses specified above. Mailed notices shall be effective upon mailing.

XX. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and shall be deemed to supersede and cancel any other agreement between the Parties relating to the transactions herein contemplated. Each Party acknowledges that no representation, inducement or condition not set forth herein has been made or relied upon by either Party.

XXI. Amendments. This Agreement may be amended or modified only by a document in writing executed by each of the Parties.

XXII. Successors and Assigns. This Agreement shall bind and benefit the Parties and their respective successors and assigns.

XXIII. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

XXIV. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument.

WITNESSES:

**Delhi Township Downtown Development
Authority, a Michigan downtown development**

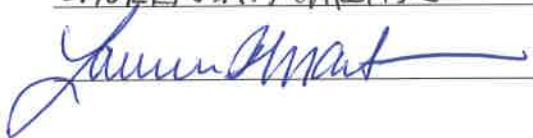
By: _____

Its: _____

Dated: August ____, 2017

WITNESSES:

**2000 Cedar, LLC,
a Michigan limited liability company**

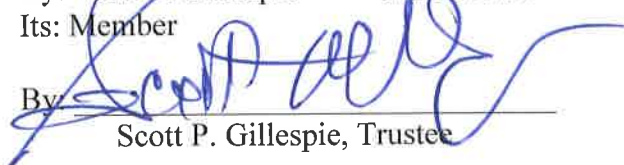
LAUREN A. MARTIN


By: The Gillespie Company, L.L.C.

Its: Manager

By: Scott P. Gillespie Trust u/a/d 9/9/04

Its: Member

By: 
Scott P. Gillespie, Trustee

Dated: August 1, 2017

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

Real property located within the Charter Township of Delhi, Ingham County, Michigan, legally described as follows:

Lot 14, 15, 16, 17, 18, 19 and 20, of Supervisor's Plat No. 6, Township of Delhi Charter, Ingham County, Michigan, according to the recorded Plat thereof, as recorded in Liber 11, Page(s) 34, Ingham County Records.

ALSO

Lot 66, of Arlington Park and a parcel of land lying Easterly of and adjacent to the South 120 feet of the Easterly line of Lot 20, of Supervisor's Plat No. 6, being a subdivision of the Southwest ¼ of Section 14 and the Northwest ¼ of Section 23, T3N, R2W, according to the recorded Plat thereof, as recorded in Liber 11, Page(s) 34, Ingham County Records, said parcel of land being 50 feet as measured in the Northeasterly and Southwesterly direction and 120 feet as measured in the Northwesterly and Southeasterly direction and being a part of the former Lansing and Jackson Railway Company right of way, Township of Delhi Charter, Ingham County, Michigan, according to the recorded Plat thereof, as recorded in Liber 7, Page(s) 32, Ingham County Records.

Parcel Identification Nos. _____ (the "Property")

15322:00021:3115024-1

DDA Summer/Winter Tax 2016				
	Capt'd Sum & Win DDA Adv & IFT	Delinquent Capt'd from Ing Cty	Total	60% Due Entities
Ingham County Voted - Winter	\$581,484.18	\$23,453.27	\$604,937.45	\$362,962.47
Ingham County Operating - Summer	\$1,026,841.18	\$23,085.29	\$1,049,926.47	\$629,955.88
CADL	\$246,284.90	\$9,933.31	\$256,218.21	\$153,730.93
CATA	\$474,740.26	\$19,147.82	\$493,888.08	\$296,332.85
Lansing Community College	\$601,077.70	\$24,243.25	\$625,320.95	\$375,192.57
Delhi Twp Operating	\$678,581.45	\$27,369.04	\$705,950.49	\$423,570.29
TOTAL	\$3,609,009.67	\$127,231.98	\$3,736,241.65	
TOTAL to Disburse				\$2,241,744.99



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

August 23, 2017

To: DDA Board

From: C. Howard Haas, Executive Director

Re: Earthwork for parking lot at 4410 Holt Rd

In December 2016, the DDA acquired the property located at 4410 Holt Road. We purchased this property with the intention of using it as a community center with meeting space for the public. An expansion of the parking area for this building is required.

At our request, MCS Excavating LLC submitted the attached bid for earthwork required to expand the parking lot at the rear of the building. Upon completion of this work, bids for the asphalt work will be solicited.

Recommended Motion:

I move to approve the bid from MCS Excavating LLC for earthwork at 4410 Holt Road in preparation for the new parking lot.

MCS EXCAVATING LCC

4696 Tolland St Holt MI 48842

(517) 694.1718 Fax (517) 694.8621

mcsdig.matt@hotmail.com

Proposal submitted to Delhi DDA	Phone Fax Email
Street	Date 7-31-17
city, state, and zip code	Job location 4410 Holt Rd Community Cent
Contact Lori	Save As

We hereby submit specifications and estimates for:

PRICE INCLUDES

Prep for new parking lot

Haul excess dirt off site approx. 1,600 yards

Removal of existing asphalt & concrete curb

Prep for new concrete curbs

Install & compact 8" of 21aa crush concrete on subbase

Install soil & erosion measures

NOT INCLUDED

Any permits

Testing staking or engineering

Concrete or asphalt placement

Landscaping

Removal of unstable soils

All trees to stay on site

Total: \$24,000.00

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**
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TELEPHONE (517) 699-3866
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www.delhidda.com

August 23, 2017

To: DDA Board

From: Lori Underhill

Re: 2017 Projected and 2018 Budget

Over the past two months, I have been working on finalizing the 2017 Projected and 2018 Budgets. As this is the first opportunity for the Board to review it, I offer the following highlights:

The Township completed a review of all administration positions as they compare to other government entities of similar size. Pay classifications and rates have been adjusted to reflect the outcome of that study, effective January 1, 2018.

DDA Fund Summary

Capture from taxing jurisdictions shifted from 60% to 40% for the 2016 tax year, resulting in a decrease in revenue.

Cell tower leases were sold in 2017

Administration (728)

Increase for 2017 due in large part to fees paid to Byrum & Fisk for Realize Cedar Bonding

Other Functions (850)

2016 DDA Development Bond payment moved

Development Capital Outlay/Improvements (903.05 & 903.17)

2016 and 2017 Bond expenditures. We anticipate spending most of the 2017 Realize Cedar Bond proceeds in 2018.

Debt Service (905)

2016 was the final year for two land contracts. 2018 is the final year for the 2003 bond payments.

Brownfield (243)

Plan #6 provides nominal tax revenue in 2017, increasing as construction continues.

Plan #7 will start tax revenue capture in 2018. Each plan provides administrative costs to cover legal fees.

Local Brownfield Revolving Fund (643)

Final year of capture for Plan #2 is in 2018. Must use funds judiciously until Plans 6 and 7 are completed.

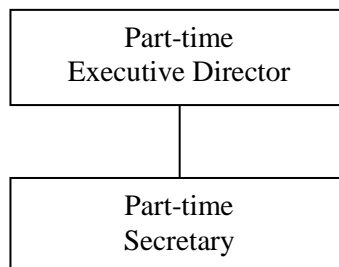
Delhi Downtown Development Authority (248)

The Delhi Township Downtown Development Authority (DDA) has a separate legal identity but operates in conformity with many of the Township's policies and procedures. The DDA is reported in the Township's financial statements as a discretely presented component unit.

PURPOSE OF THIS FUND: The DDA was organized pursuant to Township Ordinance No. 80 and Act 197 of the Public Acts of 1975, as amended. The primary purpose of the DDA is to provide for the ongoing maintenance, promotion, security, and continued operation of the DDA District. A Board of Directors appointed by the Township Board governs the DDA. This DDA's mission is as follows: to promote economic development through business attraction/retention programs and works to foster investment within the DDA District. It strives to increase the Township's tax base and strengthen the local economy while maintaining those qualities that make Delhi Township a desirable place to live and work.

There are eight departments in the DDA. They are:

- Administration
- Marketing and Promotion
- Infrastructure
- Other Functions
- Capital Outlay
- 2016 DDA Development
- 2017 DDA Development
- Debt Service



Staffing Levels			
	2016	2017	2018
Executive Director	0.60	0.60	0.60
Secretary	0.60	0.60	0.60
Total	1.20	1.20	1.20

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Property Taxes	\$ 1,533,141	\$ 1,400,280	\$ 1,484,700	\$ 1,456,600
Grants	4,800	4,000	4,000	4,000
Interest and rentals	332,508	34,980	19,000	19,000
Intergovernmental	42,025	30,000		
Other	19,978	15,820	15,820	15,820
Total Revenues	1,932,452	1,485,080	1,523,520	1,495,420
Expenditures				
Community and Economic Dev				
Administration	121,906	123,890	158,770	144,670
Marketing & Promotion	138,405	169,500	169,500	172,740
Other Functions	200,214	313,290	213,570	196,930
Infrastructure Projects	13,234	50,000	50,000	50,000
Capital Outlay	224,072	220,000	220,000	220,000
Development Capital Outlay/Improvements	244,362	320,000	615,630	6,850,000
Debt Service	204,073	87,850	88,350	89,830
Total Expenditures	1,146,266	1,284,530	1,515,820	7,724,170
Other Financing Sources (Uses)				
Sale of Assets	2,001	-	-	-
Bond/Loan Proceeds	5,998,998	-	6,944,980	-
Payment to Escrow	(4,483,538)	-	-	-
Transfer to DDA Debt Service Funds	(778,687)	(701,510)	(858,750)	(1,011,210)
Total Other Financing Sources (Uses)	738,774	(701,510)	6,086,230	(1,011,210)
Revenues over (under) expenditures	1,524,960	(500,960)	6,093,930	(7,239,960)
Fund Balance, Beginning	1,855,372	3,380,332	3,380,332	9,474,262
Fund Balance, Ending	\$ 3,380,332	\$ 2,879,372	\$ 9,474,262	\$ 2,234,302

DDA REVENUE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 1,488,675	\$ 1,354,000	\$ 1,052,202	\$ 1,450,000	\$ 1,426,000
248-000.00-404.005	IFT/CFT CAPT TAX REV	34,704	38,280	21,887	26,700	22,600
248-000.00-445.000	DELQ TAX	8,046	7,000	2,552	7,000	7,000
248-000.00-445.005	DELINQ INTER & PENALTY	1,716	1,000	297	1,000	1,000
248-000.00-570.000	STATE GRANTS	4,800	4,000	3,000	4,000	4,000
248-000.00-581.000	INTERGOVERNMENTAL REV	42,025	30,000	-	-	-
248-000.00-664.000	INTEREST	9,547	5,000	5,379	8,000	8,000
248-000.00-669.020	COMM TOWER LEASE FEE	311,962	18,980	-	-	-
248-000.00-670.010	RENT-FARMERS MARKET	10,999	11,000	4,609	11,000	11,000
248-000.00-672.040	GREASE LOAN	1,320	1,320	660	1,320	1,320
248-000.00-673.000	SALE OF FIXED ASSETS	2,001	-	-	-	-
248-000.00-675.010	DONATIONS	-	-	-	-	-
248-000.00-686.643	REIMB FROM LSR FUND	-	-	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	6	2,500	1,724	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REV	18,652	12,000	5,747	12,000	12,000
248-000.00-695.050	OTHER FINANCING SOURCE	-	-	-	-	-
248-000.00-698.020	BOND PROCEEDS	5,998,998	-	-	6,750,000	-
248-000.00-698.050	BOND PREMIUM	-	-	-	194,980	-
Total		\$ 7,933,451	\$ 1,485,080	\$ 1,098,057	\$ 8,468,500	\$ 1,495,420

DDA ADMINISTRATION (728)

Purpose

To provide leadership in promoting economic development through business attraction/retention programs and work to foster investment within the DDA District.

Activities

Expenditures in this activity include costs relating to the part-time Executive Director and part-time Secretary, plus other administrative costs such as legal fees, education, insurance, office supplies, and building maintenance.

Year 2018 Goals

1. Continue to provide leadership in the ongoing maintenance, promotion, and continued operation of the DDA District.
2. Continue striving to increase the Township's tax base and strengthen the local economy while maintaining those qualities that make Delhi Township a desirable place to live and work.

Resources Needed

The attached year 2018 budget requests expenditures of \$144,670. The budget reflects one part-time Executive Director and one part-time Secretary.

DDA ADMINISTRATION

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-728.00-703.005	PART TIME HELP	\$ 70,122	\$ 75,110	\$ 31,588	\$ 75,110	\$ 75,890
248-728.00-715.000	SOCIAL SEC/MEDICARE	1,118	1,120	537	1,120	1,130
248-728.00-718.000	PENSION CONTRIBUTION	2,069	2,250	924	2,250	2,280
248-728.00-723.000	AUTO EXP ALLOWANCE	400	400	400	400	400
248-728.00-724.000	WORKERS COMP	177	340	83	340	340
248-728.00-726.000	OFFICE SUPPLIES	638	1,200	205	1,200	1,200
248-728.00-801.000	LEGAL FEES	11,809	15,000	6,354	15,000	30,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,163	1,470	545	1,470	1,470
248-728.00-803.000	POSTAGE	2	300	-	300	300
248-728.00-807.000	AUDIT FEES	2,503	2,700	2,574	2,580	2,660
248-728.00-818.000	CONTRACTUAL SERVICES	20,062	15,000	33,103	50,000	20,000
248-728.00-853.000	TELEPHONE/COMM	2,387	2,500	1,020	2,500	2,500
248-728.00-870.000	MILEAGE	355	400	-	400	400
248-728.00-902.005	PRINTING AND PUBLISHING	72	300	-	300	300
248-728.00-910.000	INSURANCE & BONDS	2,953	3,800	2,938	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	178	1,000	455	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	268	1,000	197	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	5,629	-	-	-	-
Total		\$ 121,906	\$ 123,890	\$ 80,923	\$ 158,770	\$ 144,670

Account #	Description and Calculation	Calcs	2017 Budget	2017 Projected	2018 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		75,110	75,110	75,890
	Year 2017				
	Director \$4,000/mo x 12 mo	48,000			
	Secretary Gr 6, Step 5, 1200 hrs @22.595/hr	27,114			
	Total	75,114			
	Year 2018				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 4, 1200 hrs @ 23.240/hr	27,888			
	Total	75,888			
728-715.000	Social Security/Medicare		1,120	1,120	1,130
	Year 2017				
	75,114 wages x .0145 + 400 auto exp x .0765	1,120			
	Year 2018				
	75,888 wages x .0145 + 400 auto exp x .0765	1,131			
728-718.000	Pension Contribution		2,250	2,250	2,280
	Year 2017				
	75,114 wages x 3%	2,253			
	Year 2018				
	75,888 wages x 3%	2,276			
728-723.000	Automobile Expense Allowance		400	400	400
	Year 2017 for A. McFadyen as fill-in Exec Dir	400			
	Year 2018 for A. McFadyen as fill-in Exec Dir	400			
728-724.000	Workers Comp		340	340	340
	Year 2017: 75,114 x .0045 =	338			
	Year 2018: 75,888 x .0045=	341			
728-726.000	Office Supplies		1,200	1,200	1,200
	Year 2017	1,200			
	Year 2018	1,200			
728-801.000	Legal Fees (land sales,contracts, general)		15,000	15,000	30,000
	Year 2017	15,000			
	Year 2018	15,000			
728-802.005	Dues & Subscriptions		1,470	1,470	1,470
	Year 2017				
	Michigan Economic Developers Association	270			
	Mid America Economic Development Council	300			
	Lansing Regional Chamber of Commerce	415			
	Holt Business Alliance	130			
	Wall Street Journal	350			
	Total	1,465			
	Year 2018				

Account #	Description and Calculation	Calcs	2017 Budget	2017 Projected	2018 Request
	Michigan Economic Developers Association	270			
	Mid America Economic Development Council	300			
	Lansing Regional Chamber of Commerce	415			
	Holt Business Alliance	130			
	Wall Street Journal	350			
	Total	1,465			
728-803.000	Postage		300	300	300
	Year 2017	300			
	Year 2018	300			
728-807.000	Audit Fees		2,700	2,580	2,660
	Year 2017	2,580			
	Year 2018	2,660			
728.818.000	Contractual Services - Encompass, Rose Pest, ACD.net		15,000	50,000	20,000
	Year 2017	50,000			
	Year 2018	20,000			
728-853.000	Telephone/Communications -TDS, Haas Cell, Metronet		2,500	2,500	2,500
	Year 2017	2,500			
	Year 2018	2,500			
728-870.000	Mileage		400	400	400
	Year 2017	400			
	Year 2018	400			
728-902.005	Printing & Publishing		300	300	300
	Year 2017	300			
	Year 2018	300			
728-910.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2017	3,800			
	Year 2018	3,800			
728-956.000	Miscellaneous		1,000	1,000	1,000
	Year 2017	1,000			
	Year 2018	1,000			
728-960.000	Education & Training		1,000	1,000	1,000
	Year 2017 - MEDA, MSU, Mid-America Dev Conf	1,000			
	Year 2018 - MEDA, MSU, Mid-America Dev Conf	1,000			
TOTAL ADMINISTRATION EXPENDITURES			123,890	158,770	144,670

DDA MARKETING & PROMOTION (729)

Purpose

To promote and market the Township as an attractive place to live and do business.

Activities

Expenditures in this activity include costs relating to local business advertising, promoting businesses via the DDA newsletter *Our Town*, and supporting the Farmers' Market.

Year 2018 Goals

1. Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
2. Provide business promotion and support through electronic publication of *Our Town*, *HoltNow*, and other enhancements
3. Promote community events
4. Encourage community beautification with the placement of public art and murals

Resources Needed

The attached year 2018 budget requests expenditures of \$172,740.

DDA MARKETING AND PROMOTION

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-729.00-703.005	PART TIME HELP	\$ 37,807	\$ 39,310	\$ 17,963	\$ 39,310	\$ 42,310
248-729.00-715.000	SOCIAL SEC/MEDICARE	2,892	3,010	1,374	3,010	3,240
248-729.00-724.000	WORKERS COMP INSUR	166	180	86	180	190
248-729.00-884.000	DDA ADVERTISING	76,147	96,000	30,618	91,000	96,000
248-729.00-888.000	FARMERS MARKET	8,429	13,000	13,340	18,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	4,164	4,000	654	4,000	4,000
248-729.00-956.000	MISCELLANEOUS	8,799	14,000	2,708	14,000	14,000
Total		\$ 138,405	\$ 169,500	\$ 66,743	\$ 169,500	\$ 172,740

Account No.	Description	Calcs	2017 Budget	2017 Projected	2018 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		39,310	39,310	42,310
	Year 2017				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 13.274/hr	4,141			
	Farmers Mkt Maint - Grade E, Step 2 - 156 hrs @ 13.274/hr	2,071			
	Market Manager - Grade 8, Step 3: 650 hrs @ 24.871/hr	16,166			
	Market Manager - Grade 8, Step 4: 650 hrs @ 26.052/hr	16,934			
	Total	39,312			
	Year 2018				
	Farmers Mkt Asst - Grade E, Step 1 - 312 hrs @ 13.98/hr	4,362			
	Farmers Mkt Maint - Grade E, Step 1 - 156 hrs @ 13.98/hr	2,181			
	Market Manager - Grade 8, Step 4: 1300 hrs @ 27.51/hr	35,763			
	Total	42,306			
729-715.000	SS/Medicare		3,010	3,010	3,240
	Year 2017: 39,312 wages x 0.0765	3,007			
	Year 2018: 42,306 wages x 0.0765	3,236			
729-724.000	Workers Comp		180	180	190
	Year 2017: 39,312 wages x 0.0045	177			
	Year 2018: 42,306 wages x 0.0045	190			
729-884.000	Advertising		96,000	91,000	96,000
	Year 2017				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5000	5,000			
	Music in the Garden - \$6,000	6,000			
	Cooperative Event Advertising w/Twp - \$12,000	12,000			
	Holt Hometown Festival - \$8,000	8,000			
	Misc - \$10,000	5,000			
	Total	91,000			
	Year 2018				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5000	5,000			
	Music in the Garden - \$6,000	6,000			
	Cooperative Event Advertising w/Twp - \$12,000	12,000			
	Holt Hometown Festival - \$8,000	8,000			
	Misc - \$10,000	10,000			
	Total	96,000			
729-888.000	Farmers Market		13,000	18,000	13,000
	Year 2017				
	Promotion - \$6,000 website redesign	11,000			
	Bldg Maint - \$7,000	7,000			
	Total	18,000			
	Year 2018				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	Total	13,000			
729-888.002	Double Up Bucks		4,000	4,000	4,000
	Year 2017	4,000			
	Year 2018	4,000			
729-956.000	Miscellaneous		14,000	14,000	14,000
	Year 2017				
	Web hosting and maintenance	6,000			
	Miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	Total	14,000			
	Year 2018				
	Web hosting/maintenance	6,000			
	Miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	Total	14,000			
	TOTAL MARKETING AND PROMOTION		169,500	169,500	172,740

DDA INFRASTRUCTURE (731)

Purpose

To build and improve physical structures such as streetscapes and sidewalks in the DDA District that create both a safe and attractive environment.

Activities

Expenditures in this activity are for street, sidewalk, landscaping, and other physical improvements.

Year 2018 Goals

1. Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the DDA District.
2. Work with Community Development to enhance Non-Motorized Trail and Trailhead Parks.

Resources Needed

The attached year 2018 budget requests expenditures of \$50,000.

DDA INFRASTRUCTURE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-731.00-933.000	STREETSCAPE REPR/MAINT	\$ 2,632	\$ 15,000	\$ 1,300	\$ 5,000	\$ 15,000
248-731.00-956.000	MISCELLANEOUS	5,000	10,000	-	5,000	10,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	5,602	25,000	21,481	40,000	25,000
Total		\$ 13,234	\$ 50,000	\$ 22,781	\$ 50,000	\$ 50,000

Account #	Description	2017 Budget	2017 Projected	2018 Request
	Infrastructure Projects			
731-933.000	Streetscape Repair & Maintenance	15,000	5,000	15,000
731-956.000	Miscellaneous	10,000	5,000	10,000
731-974.010	Non-Motorized Pathways	25,000	40,000	25,000
	Sign for Trailhead Park			
	Planting beds			
	TOTAL INFRASTRUCTURE	50,000	50,000	50,000

DDA OTHER FUNCTIONS (850)

Purpose

To account for DDA building and equipment maintenance, utility payments.

Activities

Expenditures in this activity are for DDA property maintenance and projects, utility payments, and tax adjustments.

Year 2018 Goals

1. Provide for on-going maintenance within the DDA District.
2. Provide bond payments for the Non-Motorized Trail.

Resources Needed

The attached year 2018 budget requests expenditures of \$196,930.

DDA OTHER FUNCTIONS

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 15,640	\$ 17,800	\$ 5,722	\$ 17,800	\$ 17,900
248-850.00-921.030	UTILITIES - WATER	2,605	2,410	2,205	3,500	2,520
248-850.00-921.035	UTILITIES - SEWER	2,699	2,240	1,714	2,130	1,400
248-850.00-921.040	UTILITIES - ELECTRIC	19,849	23,960	7,843	23,960	18,690
248-850.00-921.045	UTILITIES - GAS	3,293	5,250	2,892	5,700	5,700
248-850.00-930.000	BUILDING MAINT & REPAIRS	220	4,000	7,670	11,670	4,000
248-850.00-956.000	MISCELLANEOUS	-	-	-	-	-
248-850.00-956.100	BROWNFIELD ADMIN	-	-	-	-	-
248-850.00-964.000	TAX ADJ TO COUNTY/TWP	-	10,000	-	10,000	10,000
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	26,570	20,000	-	20,000	20,000
248-850.00-969.016	COMMUNITY & ECON DEV	8,442	227,630	9,405	-	-
248-850.00-999.105	TRANS OUT-G.F. LOAN PAY	120,894	-	-	118,810	116,720
Total		\$ 200,214	\$ 313,290	\$ 37,450	\$ 213,570	\$ 196,930

Account #	Description	Explanation and/or Calculations	2017 Budget	2017 Projected	2018 Request
	DDA Other Functions				
818.000	Contractual Services	1. Rubbish Removal	17,800	17,800	17,900
		2017: 1,590.00			
		2018: 1,590.00			
		2. Fire Extinguisher Service			
		2017: 40.00			
		2018: 40.00			
		3. Security System			
		2017: 550.00			
		2018: 550.00			
		4. HVAC Preventive Maintenance Contract			
		2017: 2,080.00			
		2018: 2,150.00			
		5. Generator Maintenance			
		2017: 840.00			
		2018: 870.00			
		6. Cleaning Service			
		2017: 12,700.00			
		2018: 12,700.00			
921.030	Utilities - Water	2017: 3,500.00	2,410	3,500	2,520
		2018: 2,522.00			
921.035	Utilities - Sewer	2017: 2,240.00	2,240	2,130	1,400
		2018: 1,400.00			
921.040	Utilities - Electricity	2017: 23,960.00	23,960	23,960	18,690
		2018: 18,690.00			
921.045	Utilities - Gas	2017: 5,250.00	5,250	5,700	5,700
		2018: 5,700.00			
930.000	Building Maintenance & Repairs	1. Janitorial Supplies	4,000	11,670	4,000
		2017: 1,000.00			
		2018: 1,000.00			
		2. Fertilizer/Landscaping			
		2017: 1,500.00			
		2018: 1,500.00			
		3. Security System Repairs			
		2017: 500.00			
		2018: 500.00			
		4. HVAC Repairs			
		2017: 1,000.00			
		2018: 1,000.00			
964.000	Tax Adjustments to Co/Twp	MTT & BOR Adjustments	10,000	10,000	10,000
967.025	DDA Prop-Drain/Tax/Assessments		20,000	20,000	20,000
969.016	Community & Econ Development	2017 Non-Motorized Trail Bond Pmt to Twp 118,810	118,810	118,810	116,720
		2018 Non-Motorized Trail Bond Pmt to Twp 116,720			
		Other Functions Total	204,470	213,570	196,930

DDA CAPITAL OUTLAY (903)

Purpose

To purchase and redevelop underutilized properties in the DDA District.

Activities

Expenditures in this activity are for purchasing, improving and rehabilitating property.

Year 2018 Goals

1. Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.

Resources Needed

The attached year 2018 budget requests expenditures of \$220,000.

DDA CAPITAL OUTLAY

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-903.00-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.00-970.000	CAPITAL OUTLAY	-	-	-	-	-
248-903.00-971.000	CAPITAL OUTLAY-LAND	224,072	210,000	450	210,000	210,000
248-903.00-971.010	LAND HELD FOR RESALE	-	-	-	-	-
248-903.00-971.132	LAND - 1600 N CEDAR ST	-	-	-	-	-
248-903.00-971.133	SENIOR CENTER-2108 CEDAR	-	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150 CED.	-	10,000	-	10,000	10,000
248-903.00-971.135	SYCAMORE TRAIL	-	-	-	-	-
Total		\$ 224,072	\$ 220,000	\$ 450	\$ 220,000	\$ 220,000

DDA DEVELOPMENT (903.05)

Purpose

To purchase and redevelop underutilized properties along the Cedar Street Corridor and downtown triangle area.

Activities

New taxable bonds were issued in the amount of \$1.5 Million in August 2016 in an effort to purchase, improve and rehabilitate property along the Cedar Street Corridor and downtown triangle area.

Year 2018 Goals

1. Identify under or inappropriately utilized sites along the Cedar Street Corridor and downtown triangle area and assist in the development of these sites.

Resources Needed

The attached year 2018 budget requests expenditures of \$450,000.

DDA 2016 DEVELOPMENT

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-903.05-818.000	CONTRACTUAL SERVICES	\$ -	\$ 60,000	\$ 186,638	\$ 300,000	\$ 300,000
248-903.05-970.000	CAPITAL OUTLAY	197,362	260,000	-	-	150,000
248-903.05-992.000	BONDING EXPENSE	47,000	-	-	-	-
Total		\$ 244,362	\$ 320,000	\$ 186,638	\$ 300,000	\$ 450,000

DDA DEVELOPMENT (903.17)

Purpose

To facilitate the construction of the Realize Cedar Project.

Activities

New limited tax bonds were issued in the amount of \$6.75 Million in August 2017 to facilitate the construction of the Realize Cedar Project.

Year 2018 Goals

1. Redesign and reconstruct Cedar Street.

Resources Needed

The attached year 2018 budget requests expenditures of \$6,400,000.

2017 DDA DEVELOPMENT (Realize Cedar)

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-903.17-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 200,000	\$ 400,000
248-903.17-970.000	CAPITAL OUTLAY	-	-	-	-	6,000,000
248-903.17-992.000	BONDING EXPENSE	-	-	-	115,630	-
Total		\$ -	\$ -	\$ -	\$ 315,630	\$ 6,400,000

DDA DEBT SERVICE (905)

Purpose

To account for bond principal and interest due in the current year.

Activities

Expenditures in this activity are for the following bonds:

1. 2003 DDA Bonds issued for the construction of the DDA/ICSD building at 2045 Cedar Street.
2. 2008 DDA Bonds issued for Cedar Heights & Delhi NE/Depot Street infrastructure projects, construction of a new senior center, Holt/Aurelius corner landscaping, and sidewalks and lighting along Holt Road. These expenditures are accounted for through a transfer out to Fund 392. These bonds were refunded in 2016 at a cost savings of \$320,000.
3. 2016 Refunding bonds issued to replace 2008 DDA bonds maturing from 2019 to 2024.
4. 2016 Development bonds issued to facilitate growth within the DDA District.
5. 2017 Development bonds issued to facilitate the Realize Cedar project.

Resources Needed

The attached year 2018 budget requests expenditures of \$1,101,040.

DDA DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
248-905.00-991.120	REF DEBT PYMT TO ESCROW AGENT	\$ 4,483,537	\$ -	\$ -	\$ -	\$ -
248-905.00-991.300	PRINC PYMT-2003 DDA BONDS	80,000	80,000	-	80,000	85,000
248-905.00-991.320	PRINC PYMT-2040 CEDAR LAND CONTR	44,863	-	-	-	-
248-905.00-991.340	PRINC PYMT-2052 CEDAR LAND CONTR	25,000	-	-	-	-
248-905.00-992.000	BONDING EXPENSE	40,199	-	-	-	-
248-905.00-995.300	INTER PYMT-2003 DDA BONDS	10,745	7,350	3,673	7,350	3,830
248-905.00-995.320	INTER PYMT-2040 CEDAR LAND CONTR	2,029	-	-	-	-
248-905.00-995.340	INTER PYMT-2052 CEDAR LAND CONTR	938	-	-	-	-
248-905.00-999.000	PAYING AGENT FEES	300	500	150	1,000	1,000
248-905.00-999.220	TRANS OUT-392 2008 DDA BONDS	778,687	609,130	23,125	609,130	618,130
248-905.00-999.230	TRANS OUT-393 2010 DDA REFUNDING BOND	-	-	-	-	-
248-905.00-999.391	TRANS OUT-2016 DDA REF BONDS	-	92,380	56,387	92,380	72,000
248-905.00-999.395	TRANS OUT-2016 DDA DEV BONDS	-	-	21,660	108,820	108,030
248-905.00-999.397	TRANS OUT-2017 DDA DEV BONDS	-	-	-	48,420	213,050
Total		\$ 5,466,297	\$ 789,360	\$ 104,994	\$ 947,100	\$ 1,101,040

DDA 2016 REFUNDING BOND DEBT SERVICE FUND SUMMARY (391)
2017-2024 (8 YEARS)

This bond was issued in 2016 to defease the callable portion of the 2008 DDA Bonds. The 2008 Bonds funded the following six projects in the DDA district: reconstruction of Cedar St. from Dallas to Holbrook, infrastructure for Cedar Hts. neighborhood, infrastructure for Delhi NE/Depot St. area, sidewalks and lighting along Holt Rd. from Thorburn to Aspen Lakes, construction of Senior Citizens' Center, and landscaping corner of Holt & Aurelius Rds. The revenue for 90% of the bond payments comes from the Downtown Development authority, with the remaining portion paid by the Sewer Fund.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	-	92,380	92,380	72,000
Total Expenditures	-	92,380	92,380	72,000
Revenues over (under) expenditures	-	(92,380)	(92,380)	(72,000)
Other financing sources (uses)				
Transfer from DDA	-	92,380	92,380	72,000
Total other financing sources (uses)	-	92,380	92,380	72,000
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2016 DDA REFUNDING BOND REVENUE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
391-000.00-699.065	TRANS IN FROM DELHI DDA	\$ -	\$ 92,380	\$ 56,387	\$ 92,380	\$ 72,000
Total		-	\$ 92,380	\$ 56,387	\$ 92,380	\$ 72,000

2016 DDA REFUNDING BONDS

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
391-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
391-905.00-995.000	INTEREST	-	92,380	56,387	92,380	72,000
Total		\$ -	\$ 92,380	\$ 56,387	\$ 92,380	\$ 72,000

DDA 2008 BOND DEBT SERVICE FUND SUMMARY (392)
2008-2018

This bond was issued in 2008 to fund the following six projects in the DDA district: reconstruction of Cedar St. from Dallas to Holbrook, infrastructure for Cedar Hts. neighborhood, infrastructure for Delhi NE/Depot St. area, sidewalks and lighting along Holt Rd. from Thorburn to Aspen Lakes, construction of Senior Citizens' Center, and landscaping corner of Holt & Aurelius Rds. The revenue for 90% of the bond payments comes from the Downtown Development authority, with the remaining portion paid by the Sewer Fund.

The original maturity of the bond series was 2024. In 2016 the bonds maturing from 2019 through 2024 were called.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	778,687	609,130	609,130	618,130
Total Expenditures	778,687	609,130	609,130	618,130
Revenues over (under) expenditures	(778,687)	(609,130)	(609,130)	(618,130)
Other financing sources (uses)				
Transfer from DDA	778,687	609,130	609,130	618,130
Total other financing sources (uses)	778,687	609,130	609,130	618,130
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

2008 DDA DEBT SERVICE REVENUE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
392-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 778,687	\$ 609,130	\$ 23,125	\$ 609,130	\$ 618,130
Total		\$ 778,687	\$ 609,130	\$ 23,125	\$ 609,130	\$ 618,130

2008 DDA DEBT RETIREMENT

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
392-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
392-905.00-991.000	PRINCIPAL	539,880	562,380	-	562,380	593,870
392-905.00-995.000	INTEREST	238,357	46,250	23,125	46,250	23,760
392-905.00-998.000	PAYING AGENT FEES	450	500	-	500	500
Total		\$ 778,687	\$ 609,130	\$ 23,125	\$ 609,130	\$ 618,130

2016 DDA DEVELOPMENT BOND DEBT SERVICE FUND SUMMARY (395)
2017-2035 (19 YEARS)

This bond was issued in 2016 to fund various improvements to land, buildings, and infrastructure. The revenue for bond payments will come from DDA captured tax revenue.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>8,442</u>	<u>108,820</u>	<u>108,820</u>	<u>108,030</u>
Total Expenditures	8,442	108,820	108,820	108,030
Revenues over (under) expenditures	(8,442)	(108,820)	(108,820)	(108,030)
Other financing sources (uses)				
Transfer from DDA	<u>8,442</u>	<u>108,820</u>	<u>108,820</u>	<u>108,030</u>
Total other financing sources (uses)	8,442	108,820	108,820	108,030
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

2016 DDA DEVELOPMENT BONDS

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
395-000.00-581.000	INTERGOVERNMENTAL REV	\$ 8,442	\$ 108,820	\$ -	\$ -	\$ -
395-000.00-699.065	TRANS IN FROM DELHI DDA	-	-	21,660	108,820	108,030
Total		8,442	108,820	21,660	108,820	108,030

2016 DDA DEVELOPMENT BONDS DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
395-905.00-991.000	PRINCIPAL	\$ -	\$ 65,000	\$ -	\$ 65,000	\$ 65,000
395-905.00-995.000	INTEREST	7,942	43,320	21,660	43,320	42,530
395-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500
Total		\$ 8,442	\$ 108,820	\$ 21,660	\$ 108,820	\$ 108,030

2017 DDA DEVELOPMENT BOND DEBT SERVICE FUND SUMMARY (397)
2017-2035 (19 years)

This bond was issued in 2017 to fund the implementation of the Realize Cedar Project. The revenue for bond payments will come from DDA captured tax revenue.

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	-	-	48,420	213,050
Total Expenditures	-	-	48,420	213,050
Revenues over (under) expenditures	-	-	(48,420)	(213,050)
Other financing sources (uses)				
Transfer from DDA	-	-	48,420	213,050
Total other financing sources (uses)	-	-	48,420	213,050
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2017 DDA DEVELOPMENT BONDS

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
397-000.00-581.000	INTERGOVERNMENTAL REV	\$ -	\$ -	\$ -	\$ -	\$ -
397-000.00-699.065	TRANS IN FROM DELHI DDA	-	-	-	-	-
Total		-	-	-	-	-

2017 DDA DEVELOPMENT BONDS DEBT SERVICE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
397-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
397-905.00-995.000	INTEREST	-	-	-	48,420	212,550
397-905.00-999.000	PAYING AGENT FEES	-	-	-	-	500
Total		\$ -	\$ -	\$ -	\$ 48,420	\$ 213,050

Brownfield Redevelopment Authority Fund (243 Fund): The Delhi Charter Township Brownfield Redevelopment Authority is a separate legal identity operating in conformity with Delhi Charter Township's policies and procedures. The Brownfield Redevelopment Authority is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Brownfield Redevelopment Authority was created pursuant to Public Act 381 of 1996, as amended. Resolution No. 2001-167, adopted by Delhi Charter Township Board of Trustees on September 4, 2001 authorizes its existence.

The primary purpose of the Brownfield Redevelopment Authority is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. All activities of the Authority are carried out in conformance with adopted Brownfield Redevelopment Plans under supervision of the Board of Directors of the Authority. The membership of the Board of Directors of the Brownfield Redevelopment Authority is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Authority may carry out its activities throughout Delhi Township. The objectives of the Authority are outlined in the most recently adopted Brownfield Redevelopment Plan and are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Specific projects undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the 2018 Budget include:

1. Reimbursement of costs related to the remediation of property at Willoughby Estates (referred to as Brownfield #6).
2. Reimbursement of costs related to the remediation of property at 4495 Holt Road (referred to as Brownfield #7).
3. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2018, tax capture of \$40,040 is anticipated along with \$10,050 of expenditures.

BROWNFIELD FUND SUMMARY

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ -	\$ -	\$ 8,620	\$ 40,040
Total Revenue	-	-	8,620	40,040
Expenditures				
Community and Economic Dev				
Brownfield-Administration	-	-	5,050	10,050
Remediation	-	-	-	-
Total Expenditures	-	-	5,050	10,050
Other Financing Sources (Uses)				
Transfer out to LSR Fund	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Revenues over (under) expenditures	-	-	3,570	29,990
Fund Balance, Beginning	-	-	-	3,570
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,570</u>	<u>\$ 33,560</u>

BROWNFIELD REVENUE

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
243-000.00-403.060	CURR TAXES-BRNFLD # 6	\$ -	\$ -	\$ -	\$ 8,620	\$ 38,400
243-000.00-403.070	CURR TAXES-BRNFLD #7	-	-	-	-	1,640
Total		\$ -	\$ -	\$ -	\$ 8,620	\$ 40,040

BROWNFIELD ADMINISTRATION

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
243-733.00-801.000	LEGAL FEES	\$ -	\$ -	\$ -	\$ 5,000	\$ 10,000
243-733.00-807.000	AUDIT FEES	-	-	-	-	-
243-733.00-902.000	PUBLISH/LEGAL NOTICES	-	-	-	50	50
243-733.00-910.000	INSURANCE & BONDS	-	-	-	-	-
243-733.00-956.000	MISCELLANEOUS	-	-	-	-	-
243-733.00-995.000	INTEREST	-	-	-	-	-
243-733.00-999.001	TRANSFER OUT	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ 5,050	\$ 10,050

BROWNFIELD REMEDIATION

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
243-734.00-957.006	REMEDIATION PLAN #6, WILBY RD	\$ -	\$ -	\$ -	\$ -	\$ -
243-734.00-957.007	REMEDIATION PLAN #7, 4495 HOLT	-	-	-	-	-
Total		\$ -	\$ -	\$ -	\$ -	\$ -

Local Brownfield Revolving Fund (643 Fund): The Delhi Charter Township Local Brownfield Revolving Fund (formerly Local Site Remediation Fund) is a separate legal entity operating in conformity with Delhi Charter Township’s policies and procedures. The Fund is reported in the Township’s financial statements as a discretely presented component unit.

Purposes of the Fund: The Local Brownfield Revolving Fund was created pursuant to Public Act 381 of 1996, as amended. The Delhi Charter Township Brownfield Redevelopment Authority adopted Resolution No. 2001-002 on October 23, 2001 which authorized the existence of the Local Brownfield Revolving Fund.

The primary purpose of the Local Brownfield Revolving Fund is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. The membership of the Board of Directors is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Local Brownfield Revolving Fund may carry out its activities throughout Delhi Township. The objectives are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township’s tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are “abandoned” as defined by Michigan law and facilitate their redevelopment.

Resources/Uses: After final reimbursement of Brownfield properties, the Local Brownfield Revolving Fund can capture revenue for 5 years.

<u>Plan</u>	<u>Capture Years</u>
Brownfield Plan #2 (2350 Cedar)	2015-2018

For 2018, tax capture of \$7,000 is anticipated along with \$80,500 of expenditures.

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues				
Taxes	\$ 198,581	\$ 202,900	\$ 200,020	\$ 7,000
Total Revenue	198,581	202,900	200,020	7,000
Expenditures				
Community and Economic Developmt				
Administration	110,824	30,550	230,500	70,500
Remediation	26,572	120,000	10,000	10,000
Total Expenditures	137,396	150,550	240,500	80,500
Other Financing Sources (Uses)				
Transfer In from Brownfield Fund	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Revenues over (under) expenditures	61,185	52,350	(40,480)	(73,500)
Fund Balance, Beginning	226,018	287,203	287,203	246,723
Fund Balance, Ending	\$ 287,203	\$ 339,553	\$ 246,723	\$ 173,223

LOCAL BROWNFIELD REVOLVING FUND

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
643-000.00-403.005	CURR PROP TAX-AD VAL.	\$ 190,758	\$ 195,300	\$ 149,184	\$ 192,950	\$ -
643-000.00-403.020	CURR PROP TAX-2350 CEDAR	7,300	7,600	5,501	6,410	7,000
643-000.00-403.030	CURR PROP TAX-BRNFD #3	523	-	662	660	-
643-000.00-699.001	TRANSFER IN	-	-	-	-	-
Total		\$ 198,581	\$ 202,900	\$ 155,348	\$ 200,020	\$ 7,000

LOCAL BROWNFIELD REVOLVING FUND SITE REMEDIATION EXPENDITURES

GL Number	Description	2016 Activity	2017 Budget	YTD 06/30/2017	2017 Projected	2018 Requested
643-735.00-801.000	LEGAL FEES	\$ 33,828	\$ 30,000	\$ 10,698	\$ 30,000	\$ 20,000
643-735.00-807.000	AUDIT FEES	455	500	468	500	500
643-735.00-818.000	CONTRACTUAL SERVICES	76,468	60,000	19,125	200,000	50,000
643-735.00-902.000	PUBLISH/LEGAL NOTICES	73	50	-	-	-
643-735.00-935.001	SITE REMEDIATION	26,572	60,000	3,350	10,000	10,000
643-735.00-956.000	MISCELLANEOUS	-	-	-	-	-
Total		\$ 137,396	\$ 150,550	\$ 33,641	\$ 240,500	\$ 80,500



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

August 23, 2017

To: DDA Board

From: Lori Underhill

Re: Change in October Meeting Date

Our regular October meeting date falls on Halloween this year. I propose we change the October meeting to the week prior, Tuesday, October 24th.

Recommended Motion:

I move that the regular October DDA meeting be changed from October 31st to October 24th.