

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Holt Community Center

4410 Holt Road, Holt, MI

Tuesday, September 25, 2018

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 August 28, 2018

Business

1. Transfer of 2045 Cedar Street
2. Purchase of 2176 Cedar Street
3. FY 2019 DDA Budget – Set Public Hearing for October 30, 2018

Late Agenda Item

4.

Reports

5. Executive Director
6. Farmers Market
7. Marketing Committee
8. Volunteer Bureau
9. Planning Commission
10. Supervisor
11. Treasurer
12. 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 AUGUST 28, 2018**

The Downtown Development Authority met Tuesday, August 28, 2018 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Kim Cosgrove, Tim Fauser, John Hayhoe, David Leighton, Sally Rae

MEMBERS ABSENT: Steven L. Marvin, Nanette Miller, Tonia Olson

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no changes to the agenda.

Chairperson Leighton and Executive Director Haas welcomed returning member Sally Rae to the DDA Board.

APPROVAL OF MINUTES

Leighton moved, Cosgrove supported, to approve the regular meeting minutes of April 24, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin, Miller Olson

MOTION CARRIED

Fauser moved, Hayhoe supported, to approve the Brownfield meeting minutes of April 24, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin, Miller Olson

MOTION CARRIED

INTRODUCTION

Lt. Eric Jungel and Deputy Andy Duling were present from the Ingham County Sheriff's Office – Delhi Division. Lt. Jungel thanked the DDA Board for the additional space in the former DDA building. He also highlighted some of the activities the deputies are engaged in around the Township and in the schools. Dep. Duling is the new Business Officer and will be making the rounds to the local businesses.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 28, 2018**

UPDATE – REALIZE CEDAR & ESKER LANDING

Todd Sneathen, Hubbell, Roth & Clark, Inc. was present to update the Board on the Realize Cedar construction. There are approximately 2 months remaining in the road related work on Cedar Street. To date the west side of Cedar Street is complete – storm and sanitary sewers were replaced, electrical wiring has been placed, and new curb and gutter and driveway approaches have been installed. The intersection at Holt Road and Cedar Street was completely rebuilt after replacing some pipes deep in the ground. The east side of Cedar Street is now being updated. Following this work, the intersection at Cedar Street and Aurelius Road will be closed for reconstruction. Finally, new traffic signals will be placed. The project continues to move along smoothly, on schedule, and on budget.

The plans for Esker Landing were submitted to the Michigan Department of Natural Resources for their review. The park includes a paved parking lot, pathway, restroom building, bridge across the drain, and an ADA accessible kayak launch and fishing pier. Plans to dredge a portion of the north end Cedar Lake have been added in addition to lighting and landscaping by the roundabout. Ingham County has requested the Township submit their proposal to connect this Park to new trail to the south, eventually connecting with the Hayhoe Trail in Mason.

BUSINESS

ESKER SQUARE SANITARY SEWER CONSTRUCTION

Fauser moved, Hayhoe supported, to approve the expenditures for the construction of the Esker Square sanitary sewer as written by Leavitt & Starck Excavating, Inc. in the amount of \$198,700.00 and construction engineering costs as written by Hubbell, Roth & Clark, Inc. in the amount of \$22,850.00. Upon completion of the project, it is understood that the DDA will be reimbursed in full by the Delhi Township Sanitary Sewer Fund.

Executive Director Haas reviewed his memorandum dated August 22, 2018 and the accompanying memo from Township Manager John Elsinga describing the funding of this project.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Rae

Absent: Marvin, Miller, Olson

MOTION CARRIED

4410 HOLT ROAD BASEMENT WATERPROOFING

Rae moved, Fauser supported, to award the bid for the sub-floor drainage system for 4410 Holt Road to Ayers Basement Systems in the amount of \$11,789.09, plus a 10% contingency of \$1,789.90.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Rae

Absent: Marvin, Miller, Olson

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 28, 2018**

REPORTS

Executive Director

Mr. Haas reported that a geofencing campaign will be launched to help businesses impacted by the Realize Cedar construction. The DDA closed on the land swap with DTN Management last week. MSU Federal Credit Union is in the due diligence phase of the building project for 2313 Cedar Street. They will wait to submit a Brownfield Plan for the site until after they receive approval from the Delhi Township Planning Commission for the construction of their new branch. Smokehouse BBQ is opening a location on Cedar Street. Quality Dairy received the necessary approvals to renovate their Cedar Street location and add a drive-thru lane. Esker Square is securing financing and tenants for their project.

Farmers Market

Lori Underhill reported that the Market is doing well during the Realize Cedar construction. A 5th Food Frenzy event is scheduled for Wednesday, September 12 from 5-8pm.

Advertising & Marketing Committee

Lori Underhill reported that the Committee discussed the Geofencing campaign for the businesses on Cedar Street.

Volunteer Bureau

Volunteer Bureau Coordinator Melanie McNamara was introduced to the Board. She reported on her meetings with stakeholders to date.

Planning Commission

There was no report.

Supervisor

John Hayhoe reported that Farm Bureau Insurance is moving into the building formerly occupied by Holt-Dimondale Agency. Byrum Ace Hardware hosted a grand opening event this summer. Laux Construction is building a new facility on their Cedar Street property.

Treasurer

The 2017 audit was completed in May. The 2019 budget process is underway.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 28, 2018**

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:49 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

Date: September 17, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Transfer of 2045 Cedar Street

In 2003, the DDA purchased the former Eagles property located at 2045. The partially burned structure was completely renovated to house both the DDA offices as well as the Ingham County Sheriff's Office – Delhi Division. In 2016, the DDA Board authorized the purchase of the building located at 4410 Holt Road. The building has since been renovated and as of August 7, 2018, has become the new home for the DDA offices. Our former office space at 2045 Cedar Street has been renovated to house the Detectives of the ICSO Delhi Division. Since the DDA is no longer housed at the Cedar Street, building, we would like to transfer ownership of the property to the Township.

I have asked our attorney to draft a resolution for the transfer of this property and have attached it for your review and approval. I therefore offer the following recommended motion:

I move to adopt Resolution No. 2018-003, a resolution for the transfer of the former Delhi Charter Township Downtown Development Authority property located at 2045 Cedar Street by Quit Claim Deed to the Charter Township of Delhi, and authorize Executive Director C. Howard Haas to execute the deed for the same.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

RESOLUTION NO. 2018-003

**A RESOLUTION FOR THE TRANSFER OF THE FORMER DELHI
CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
PROPERTY LOCATED AT 2045 CEDAR STREET BY QUIT CLAIM
DEED TO THE CHARTER TOWNSHIP OF DELHI**

At a regular meeting of the Delhi Charter Township Downtown Development Authority Board of Trustees (the "Board") held at the Township Hall, 2074 Aurelius Road, Holt, Michigan 48842 on the 25th day of September, 2018.

PRESENT:

ABSENT:

The following Preamble and Resolution were offered by _____ and supported by _____.

WHEREAS, the Delhi Charter Township Downtown Development Authority (the "Delhi DDA") owns real property located at 2045 Cedar Street within the Township of Delhi, Ingham County, Michigan (the "DDA Property") which served as their administrative offices, and the Delhi DDA recently relocated their offices to property located at 4410 Holt Road within the Charter Township of Delhi, Ingham County, Michigan; and

WHEREAS, the Charter Township of Delhi (the "Delhi Township") has expressed an interest in acquiring the DDA Property; and

WHEREAS, the Board has determined that the DDA Property is no longer necessary for Delhi DDA purposes; and

WHEREAS, the Board has determined that it would be in the best interests of the Delhi DDA to transfer the DDA Property to Delhi Township by execution of a Quit Claim Deed, a copy of which Quit Claim Deed is attached hereto and made a part hereof as Exhibit "A", thereby transferring the property to Delhi Township; and

WHEREAS, the Board desires to authorize and direct C. Howard Haas, the Executive Director of the Delhi DDA, to execute the Quit Claim Deed substantially in the form as Exhibit "A", to make any revisions to the Quit Claim Deed not inconsistent with this resolution, and to take any

other action necessary to transfer the DDA Property to Delhi Township as provided in this resolution, subject to the review and approval by Delhi DDA's legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board has determined that the DDA Property is no longer necessary for Delhi DDA purposes and that it would be in the best interests of the Delhi DDA to transfer the DDA Property to Delhi Township by the execution of a Quit Claim Deed, a copy of which Quit Claim Deed is attached hereto and made a part hereof as Exhibit "A", thereby transferring the property to Delhi Township.

2. The Board authorizes and directs C. Howard Haas, the Executive Director of the Delhi DDA, to execute the Quit Claim Deed substantially in the form as Exhibit "A", to make any revisions to the Quit Claim Deed not inconsistent with this resolution, and to take any other action necessary to transfer the DDA Property to Delhi Township as provided in this resolution, subject to the review and approval by Delhi DDA's legal counsel.

3. 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:

This Resolution is declared adopted this 25th day of September, 2018.

Nanette Miller, Secretary

EXHIBIT "A"

QUIT CLAIM DEED

Delhi Township Downtown Development Authority a/k/a Delhi Charter Township Downtown Development Authority, a Michigan downtown development authority, organized and operating under the Downtown Development Authority, MCL 125.1651, *et seq.*, as amended, whose address is 4410 Holt Road, Holt, Michigan 48842 (the "Grantor") quit claims to Delhi Charter Township, a Michigan charter township organized and operating under the Charter Township Act, MCL 42.1, *et seq.*, as amended, whose address is 2074 Aurelius Road, Holt, Michigan 48842 (collectively, the "Grantee"), for the transfer by the Grantor to the Grantee of real property located at 2045 Cedar Street within the Charter Township of Delhi, County of Ingham, and State of Michigan, legally described as follows:

LOTS 42, 43 & PT LOT 38 SUPERVISORS PLAT NO. 6 OF DELHI, BEG @ COR BETW LOTS 43 & 44 ON CEDAR ST R/W, TH S54°26'51"W 132 FT TO SW COR LOT 43, TH N88°58'02"W 78.60 FT, TH N03°08'35"E 1.79 FT, TH N86°02'25"W 77.25 FT TO W LN LOT 38, TH N04°06'45"E 177.12 FT TO NW COR LOT 42, TH S86°02'25"E 186.03 FT TO NE COR LOT 42, TH S34°04'18"E ALG CEDAR ST R/W 115.40 FT TO POB, SEC 14 T3N R2W. (NEW FOR 2004: COMB OF 14-376-017, -028 & -029)

Tax Parcel No. 33-25-05-14-376-054 (the "Property")

for the consideration of Zero and 00/100 Dollars (\$0.00).

The Grantor grants to the Grantee the right to make all permitted divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

The Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act, MCL 286.471, *et seq.*, as amended.

This transaction is exempt from real estate transfer tax pursuant to MCL 207.505(h)(i) and MCL 207.526(h)(i).

GRANTOR:

**Delhi Township Downtown Development
Authority a/k/a Delhi Charter Township
Downtown Development Authority, a
Michigan downtown development
authority**

Dated: _____

By: _____

C. Howard Haas

Its: Executive Director

Acknowledged by me in _____, County, Michigan, this ____ day of _____, 2018, by C. Howard Haas, Executive Director, Delhi Township Downtown Development Authority a/k/a Delhi Charter Township Downtown Development Authority, a Michigan downtown development authority

_____(signature)

_____(printed)

Notary Public, _____County, Michigan

My Commission Expires: _____

Acting in the County of _____

When Recorded Return	Send Subsequent Tax Bills	Prepared By (Without Opinion):
Grantee	Grantee	Gordon W. VanWieren, Jr., Esq. Thrun Law Firm, P.C. P.O. Box 2575 East Lansing, MI 48826-2575



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

MEMORANDUM

Date: September 17, 2018

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Purchase of Property Located at 2176 Cedar Street

Earlier this month, I received word from Delhi Township Community Development that the owner of Happy's Inn was interesting in selling the property located at 2176 Cedar Street. I made an offer to purchase that was accepted by the owner. I have made arrangements with Triterra to conduct a Phase I Environmental Site Assessment of the property. I have also contracted with Wolverine Engineers and Surveyor's Inc. to conduct a survey of the property. Pending the outcome of the ESA and survey, we will close on the property. I have asked our attorney to draft a resolution and warranty deed for your review. I therefore offer the following recommended motion:

I move to adopt Resolution No. 2018-004, a resolution for the purchase of real property located at 2176 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan from Russell T. Pullum and Lavonne Pullum, husband and wife, contingent upon the review of all current leases, the results of the Environmental Assessment, and property survey.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

RESOLUTION NO. 2018-004

**A RESOLUTION FOR THE PURCHASE OF REAL PROPERTY
LOCATED AT 2176 CEDAR STREET WITHIN THE CHARTER
TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN FROM
RUSSELL T. PULLUM AND LAVONNE PULLUM, HUSBAND AND WIFE**

At a regular meeting of the Delhi Charter Township Downtown Development Authority Board of Trustees (the "Board") held at the Holt Community Center, 4410 Holt Road, Holt, Michigan 48842 on the 25th day of September, 2018.

PRESENT:

ABSENT:

The following Preamble and Resolution were offered by _____ and supported by _____.

WHEREAS, the Delhi Charter Township Downtown Development Authority (the "Delhi DDA") has investigated the purchase of real property from Russell T. Pullum and Lavonne Pullum, husband and wife, which real property is located at 2176 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan (the "Property") and more fully described in the Buy and Sell Agreement for Office, Commercial, Industrial and Multi-Family Property, a copy of which is attached hereto and made a part hereof as Attachment "1" (the "Buy and Sell Agreement"); and

WHEREAS, the Board has determined that it is in the best interests of the Delhi DDA to purchase the Property; and

WHEREAS, the Board desires to confirm the purchase of the Property upon the terms and conditions contained in the Buy and Sell Agreement and to authorize and direct that C. Howard Haas, the Executive Director of the Delhi DDA, or his designee, to make any revisions to the Buy and Sell Agreement not inconsistent with this resolution, and to take any other action

necessary to purchase the Property upon the terms and conditions contained in the Buy and Sell Agreement, subject to review and approval by Delhi DDA's legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby determines that it is in the best interests of the Delhi DDA to purchase the Property upon the terms and conditions contained in the Buy and Sell Agreement.

2. The Board confirms the purchase of the Property upon the terms and conditions contained in the Buy and Sell Agreement and authorizes and directs C. Howard Haas, the Executive Director of the Delhi DDA, or his designee, to make any revisions to the Buy and Sell Agreement not inconsistent with this resolution and to take any other action necessary to purchase the Property upon the terms and conditions contained in the Buy and Sell Agreement, subject to review and approval by Delhi DDA's legal counsel.

3. 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:

This Resolution is declared adopted this 25th day of September, 2018.

Nanette Miller, Secretary



**GREATER LANSING ASSOCIATION OF REALTORS®
BUY AND SELL AGREEMENT
FOR OFFICE, COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY PROPERTY**

Date: September 6th 20 18 ☐ a.m. / ☐ p.m.

1. **PURCHASER'S OFFER.** The Undersigned: Delhi Charter Township DDA and
spouse or other (hereinafter called the PURCHASER), hereby offers to buy from SELLER through
the following property located in the City/Township of Delhi, County of
Ingham State of Michigan, commonly known as 2176 Cedar St and legally
described as: Lots 22&23, Exc. SW 6.5 ft THF, Decamps Sub.
(hereinafter called the Property), subject to existing building and use restrictions, zoning ordinances and easements, if any,
and under the following terms and conditions.
 2. **PURCHASE PRICE.** The purchase price for the Property is Two Hundred Thousand
(\$ 200,000) Dollars, subject to performance by SELLER of the closing obligations specified in Section 14
below.
 3. **TERMS OF PAYMENT.** Terms of payment shall be as indicated by "X" below. (Other unmarked terms of purchase do not
apply.)
 - ☒ **CASH.** The PURCHASER shall pay the full purchase price to the SELLER upon execution and delivery of a warranty
deed.
 - ☐ **NEW MORTGAGE.** The PURCHASER shall pay the full purchase price to the SELLER upon execution and delivery
of a warranty deed and contingent upon the PURCHASER's ability to obtain a _____-year mortgage in the amount
of \$ _____ bearing interest at a rate no greater than _____% per annum. The
PURCHASER shall apply for the mortgage loan within ten (10) business days after SELLER'S acceptance hereof
and accept it promptly if tendered. If PURCHASER does not deliver to SELLER on or before
_____, 20_____, proof that PURCHASER has accepted a mortgage
commitment, SELLER may thereafter treat this contingency as not having been satisfied and terminate this
Agreement by written notice to PURCHASER.
 - ☐ **CONTRACT.** The PURCHASER agrees to pay the full purchase price to the SELLER pursuant to the terms and
conditions stated in a Greater Lansing Association of REALTOR®S® land contract (Latest Revision). The Land
Contract shall provide for a down payment of \$ _____ and payment of the balance of
\$ _____ in _____ installments of \$ _____ or
more, at PURCHASER's option, including interest at the rate of _____% per annum. Interest shall
commence on the date of closing. In addition:
 - ☐ The principal and interest shall be due and payable in full (balloon) on or before _____ years
after closing date.
 - ☐ 1/12 of SELLER's estimate of annual real estate taxes shall be payable by PURCHASER each month by:
_____ add back (_____); or
_____ escrow
 - ☐ All real estate taxes shall be payable when due by PURCHASER.
- SELLER understands that consummation of the sale or transfer of the Property shall not relieve the SELLER
of any liability that SELLER may have under any mortgage(s) or prior contract(s) to which the Property is
subject, unless otherwise agreed to by the lender or required by law or regulation.**
- ☐ **MORTGAGE ASSUMPTION.** The parties acknowledge that the Property is subject to a first mortgage in favor of
_____ with an unpaid balance of approximately \$ _____
as of _____, 20____ (the "Mortgage"). Upon execution and delivery of a warranty deed and
contingent upon PURCHASER's ability to assume the Mortgage, PURCHASER shall pay to SELLER at closing the
difference between the unpaid balance on the Mortgage and the purchase price (approximately
\$ _____) on the date of closing. PURCHASER shall within ten (10) business days after
SELLER's acceptance hereof apply for assumption of the Mortgage and shall pay all fees and expenses charged by
the Mortgagee in connection with the assumption of the Mortgage. At closing, PURCHASER shall assume and
agree to pay the Mortgage, shall hold SELLER harmless therefrom and shall reimburse the SELLER for any funds
held in escrow on the date of closing for payment of future taxes and/or insurance premiums. If PURCHASER is
notified that PURCHASER will not be permitted to assume the Mortgage, PURCHASER shall deliver written notice of
such notification to SELLER no later than forty-eight (48) hours after receipt of notification. Failure of PURCHASER
to notify SELLER within the time required shall constitute a default under this Agreement. **SELLER understands**

that consummation of the sale or transfer of the PROPERTY shall not relieve the SELLER of any liability that SELLER may have under the Mortgage, unless otherwise agreed to by the lender or required by law or regulations.

CONTRACT ASSUMPTION. The parties acknowledge that SELLER is purchasing the PROPERTY from _____ by Land Contract, the current unpaid balance of which is estimated at \$ _____. Upon execution of an assignment of the vendee's interest in the Land Contract and contingent upon PURCHASER's ability to assume the Land Contract, PURCHASER shall pay to SELLER at closing the difference between the unpaid balance on the land contract and the purchase price, approximately \$ _____, as of the date of closing. If the Land Contract requires consent of the vendor for assumption of the vendee's interest, PURCHASER shall within ten (10) business days after SELLER's acceptance hereof apply for the vendor's consent and shall pay all fees and expenses charged by the vendor in connection with the assumption of the Land Contract. At closing, PURCHASER shall assume and agree to perform all of the obligations of the vendee under the Land Contract and shall hold SELLER harmless therefrom and shall reimburse the SELLER for any funds held in escrow on the date of closing for payment of future taxes and/or insurance premiums. If PURCHASER is notified that PURCHASER will not be permitted to assume the Land Contract, PURCHASER shall deliver written notice of such notification to SELLER no later than forty-eight (48) hours after receipt of notification. Failure of PURCHASER to notify SELLER within the time required shall constitute a default under this Agreement. **SELLER understands that consummation of the sale or transfer of the Property shall not relieve the SELLER of any liability that the SELLER may have for the underlying land contract, as well as any mortgages to which the Property is subject, unless otherwise agreed to by the vendor or lender or required by law or regulation.**

4. **SURVEY.** A ☒ new _____ recertified _____ ALTA _____ existing survey, showing all easements of record shall be paid for by ☒ PURCHASER _____ SELLER.
5. **CLOSING ADJUSTMENTS.** The following adjustments shall be made between the parties as of the close of business on the closing date. PURCHASER shall receive a credit or assume responsibility, as the case may be, for amounts attributable to time periods following the closing date:
 - a. Prepaid rent and additional rent (as defined in this paragraph);
 - b. Interest of any existing indebtedness assumed by PURCHASER;
 - c. Charges for any transferable service contracts assigned to PURCHASER described on Exhibit C;
 - d. Prepaid insurance and utility deposits;
 - e. Security deposits; and
 - f. Other: _____

If any tenant is in default in the payment of rent on the closing date, SELLER shall retain the claim for and right to collect such rent. If any tenants are required to pay percentage rent, escalation charges for real estate taxes, operating expenses, cost-of-living adjustments or other charges of a similar nature ("additional rent") and any additional rent that is collected by PURCHASER after closing attributable in whole or in part to any period prior to closing, shall be paid back to SELLER. Exceptions: None

6. SPECIAL ASSESSMENTS/TAXES.

- a. Special assessments which are or become a lien on the Property on or before date of closing of this Agreement shall be paid by SELLER. All existing deferred special assessments which will become a lien on the Property after the date of closing of this Agreement shall be paid by PURCHASER. Exceptions: None
- b. TAXES will be treated as if they cover the Calendar Year in which they are first billed. TAXES first billed in years prior to year of Closing will be paid by SELLER without proration. TAXES which are first billed in the year of Closing will be prorated so that SELLER will pay taxes from the first of the year to Closing Date and BUYER will pay taxes for the balance of year, including day of Closing. If any bill for taxes is not issued as of the date of Closing, the then current taxable value and tax rate and any administrative fee will be substituted and prorated.
7. **TITLE INSURANCE.** At SELLER's expense, SELLER shall provide PURCHASER with a standard ALTA owner's policy of title insurance in the amount of the purchase price, effective as of the date of closing. A commitment to issue such policy insuring marketable title vested in PURCHASER, including a tax status report, shall be made available for PURCHASER's inspection within five (5) business days prior to the date of closing. Exceptions: None

8. **CONVEYANCE.** Upon performance by PURCHASER of the closing obligations specified in Section 15 below, SELLER shall convey the Property to PURCHASER by warranty deed, land contract or assignment, as specified in Section 3 above. Exceptions: None

9. WARRANTIES OF SELLER. Except as otherwise provided or acknowledged in this Agreement, SELLER represents and warrants to PURCHASER as follows:

- a. SELLER's interest in the Property shall be transferred to PURCHASER on the closing date, free from liens, encumbrances, claims of others, unless otherwise specified herein.
- b. Performance of the obligations of SELLER under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to SELLER or the Property.
- c. There is no litigation or proceeding pending, or to the SELLER's knowledge threatened, against or involving the SELLER or Property, and the SELLER does not know or have reason to know of any ground for any such litigation or proceeding, which could have a material adverse impact on PURCHASER or PURCHASER's title to and use of the Property, either before or after closing.
- d. SELLER shall continue to operate the Property in the ordinary course of business and maintain the Property in its current condition and repair during the interim period between the acceptance of this Agreement and the closing date.
- e. If a statement(s) of income and expense with respect to the operation of the Property is(are) attached as Exhibit A, such statement(s) is(are) accurate for the period(s) designated.
- f. Information concerning written leases and any tenancies not arising out of written leases set forth on Exhibit B is accurate as of this date, and there are no leases or tenancies with respect to the Property, except as set forth in Exhibit B (the "Leases").
 1. All of the Leases are in full force and effect; no party is in default thereunder, and no leases have been modified, amended or extended;
 2. No renewal or extension options have been granted;
 3. No tenant has an option to purchase the Property;
 4. The rents set forth are being collected on a current basis and there are no arrearages in excess of one month;
 5. There are no security deposits; and
 6. No real estate brokerage commission will be payable under any existing arrangement upon exercise of any option or other right to extend or renew the term of any lease or purchase of the Property.
- g. If a schedule of service, maintenance, supply or management contracts ("Service Contracts") is attached as Exhibit C, the Exhibit lists all the Service Contracts currently in effect (and their length) with respect to the Property.
- h. With respect to Underlying land contracts or mortgages, the sale will not accelerate indebtedness, increase interest rates, or impose penalties and sanctions on the PURCHASER.
- i. SELLER is without personal knowledge as to the presence of any toxic or hazardous substances or any underground storage tanks on the Property.
- j. SELLER has informed PURCHASER of any latent defects that may exist on the Property.
- k. Exceptions: None

10. WARRANTIES OF PURCHASER. Except as otherwise provided in this Agreement, PURCHASER represents and warrants to SELLER as follows:

- a. PURCHASER is fully familiar with the physical condition of the Property and agrees to accept the Property "as is" and "with all faults" in their condition as of the date of this agreement, subject to reasonable use, wear and tear between the date of this Agreement and the closing date. Further:

_____ This offer is contingent upon a satisfactory inspection of the Property, at PURCHASER's expense, by a licensed contractor and/or inspector of PURCHASER's choice no later than _____ business days after SELLER's acceptance hereof. Upon SELLER's acceptance, PURCHASER shall have the right to enter upon the Property during reasonable business hours for purposes of inspections and tests; provided, however, that such inspections and testing shall not unreasonably interfere with the rights of SELLER, as well as tenants in possession, and shall not cause physical damage to the Property. If PURCHASER is not satisfied with the results of the inspection, SELLER shall have _____ days in which to cure any stated defects found upon inspection. If SELLER fails to cure such defects within said period, upon receipt of written notice delivered to SELLER, this Buy and Sell Agreement shall be null and void, and PURCHASER's earnest money will be returned to PURCHASER.

- ☒ I/we hereby acknowledge that you, as Broker/Sales Associate have recommended to me/us that I/we retain a licensed contractor and/or inspector of my/our choice to inspect the Property. I/we hereby declare that contrary to such recommendation, I/we do not desire to obtain an inspection of the Property.
- b. The performance of the obligations of PURCHASER under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to PURCHASER.
 - c. There is no litigation or proceeding pending, or to PURCHASER's knowledge threatened, against or involving PURCHASER, and PURCHASER does not know or have reason to know of any ground for any such litigation or proceeding, which could have an adverse impact on SELLER or SELLER's interests under this Agreement.
 - d. In entering into this Agreement, PURCHASER has not relied upon any written or verbal representations made by SELLER or any representative of SELLER, including any real estate agent, regarding the Property or any aspect of this transaction, which are not expressly set forth in this Agreement.
 - e. Exceptions: _____

- 11. DAMAGE TO PROPERTY.** If between the date of this Agreement and the closing date, all or any part of the Property is damaged by fire or natural elements or other causes beyond SELLER's control which cannot be repaired prior to the closing date, or any part of the Property is taken pursuant to any power of eminent domain, SELLER shall immediately notify PURCHASER of such occurrence, and SELLER/PURCHASER may terminate this Agreement by written notice to the other within fifteen (15) days after the date of damage or notice of taking. If either SELLER or PURCHASER exercises the right to terminate this Agreement under this Section 11, any earnest money deposit shall be returned to PURCHASER and this Agreement shall be null and void. If neither elects to terminate this Agreement, there shall be no reduction of the purchase price and at closing SELLER shall assign to PURCHASER whatever rights SELLER may have with respect to any insurance proceeds or eminent domain award.
- 12. CLOSING.** Sale shall be closed as promptly as practical after all necessary documents have been prepared; however, if title defect(s) exist(s) and SELLER is notified of same in writing, 30 days from such notice shall be allowed SELLER to cure such defect(s), in default of which this Agreement shall terminate, but in any event not later than Nov 15, 2018, unless otherwise agreed to in writing between PURCHASER and SELLER. If sale is not closed by that date, this Agreement shall become void.
- 13. POSSESSION.** SELLER shall grant to PURCHASER possession of the Property upon completion of the closing, subject to all existing leases and rights of tenants in possession, which leases are more fully described in the attached Exhibit B.
- 14. SELLER'S CLOSING OBLIGATIONS.** At closing, SELLER shall deliver the following to PURCHASER:
- A warranty deed, land contract or assignment of land contract, as specified in Section 3 of this Agreement;
 - A bill of sale of any Personal Property (attached in Exhibit D);
 - An assignment by SELLER of SELLER's interest in all leases which shall contain an assumption by PURCHASER of SELLER's obligations arising after the closing, together with the original or a true copy of each lease;
 - An assignment of SELLER's rights under any Service Contracts shown in Exhibit C, which are assignable by their terms and which PURCHASER wishes to assume, together with an original or true copy of each Service Contract assigned;
 - A notice to any tenants advising the tenants of the sale and directing that future payments be made to PURCHASER; and
 - Any other documents required by this Agreement to be delivered by SELLER.
- 15. PURCHASER'S CLOSING OBLIGATIONS.** At closing, PURCHASER shall deliver to SELLER the following:
- The cash portion of the purchase price specified in Section 3 above, in the form of U.S. currency, certified check(s), certified money order(s), or cashier's check(s) as adjusted by the apportionments and assignments in accordance with this Agreement;
 - The assumption by PURCHASER of the obligations of SELLER under the Leases and other contracts; and
 - Any other documents required by this Agreement to be delivered by PURCHASER.
- 16. NOTICES.** Any notice required or permitted by this Agreement shall be sufficient if in writing and either delivered personally or by regular mail addressed to the parties at their addresses specified in the proximity of their signatures below, and any notices given by mail shall be deemed to have been given as of the day following the date of posting.
- 17. ADDITIONAL ACTS.** PURCHASER and SELLER agree to execute and deliver such additional documents and to perform such additional acts as may become necessary to effectuate the transfers contemplated by this Agreement.
- 18. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties with respect to the sale of the Property. All contemporaneous or prior negotiations have been merged into this Agreement. This Agreement may be modified or amended only by written instrument signed by the parties of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
- 19. PURCHASER'S DEPOSIT.** PURCHASER herewith deposits \$ 2000 evidencing PURCHASER's good faith, said deposit to be deposited in Trans Nation Title upon acceptance (REALTOR® BROKER) trust account, in accordance with current State of Michigan licensing regulations, and apply as part of the purchase price. If this offer is not accepted, or title is not marketable or insurable, or if the terms of purchase are contingent upon ability to finance the Property as specified in Section 3 above, or any other contingencies as specified, which cannot be met, this deposit will be refunded forthwith. In the event of default by the PURCHASER all deposits made hereunder may be forfeited as liquidated damages at SELLER's election; or alternatively, SELLER may retain such deposits as partial payment of the purchase price and pursue his/her legal or equitable remedies hereunder against PURCHASER. If there is default by either party and the deposit is forfeited, the deposit will be transferred to the Listing Broker's trust account for distribution.
- 20. CREDIT REPORTS.** PURCHASER consents that, if not otherwise prohibited, the REALTOR® may give SELLER information about PURCHASER contained in a credit report which may be furnished to REALTOR® by PURCHASER or by a reporting agency.
- 21. ADVICE OF COUNSEL.**

☒ Any evidence of title and supporting documents are to be examined by the attorney herein named: Delhi Charter Township DDA Attorney; or _____
 I/We hereby acknowledge that you, as Broker, have recommended to me/us that I/we retain an attorney to pass upon the marketability of the title to the above mentioned Property, to review the details of the sale, and to ascertain whether or not the details in the sale of the above mentioned Property have been strictly adhered to, before the transaction is closed. I/We hereby declare that contrary to such recommendations, **I/WE DO NOT DESIRE TO RETAIN AN ATTORNEY.**

22. MEDIATION. PURCHASER and SELLER agree that any dispute related to this Agreement shall be submitted to mediation. The mediation shall be according to the NATIONAL ASSOCIATION OF REALTORS® (NAR) rules and procedures of the Dispute Resolution System. If the parties cannot reach a binding agreement in mediation, they have the right to use other legal remedies. PURCHASER and SELLER acknowledge receipt of the NAR brochure briefly describing the mediation system.

23. NOTICE OF HAZARDOUS WASTES OR SUBSTANCES AND UNDERGROUND STORAGE TANKS. There are numerous federal, state and local laws and regulations in existence which are intended to control and/or correct environmental contamination. These laws and regulations may expose owners, tenants and other users of property to liability for damages and/or clean-up costs occasioned by environmental contamination regardless of fault and regardless of when in time the contamination may have occurred. The costs associated with the clean-up of environmental contamination can be very substantial. Accordingly, it is prudent for each party to a real estate transaction to seek legal and/or technical counsel from professionals experienced in such matters so that each may be better apprised of their respective rights and responsibilities with respect to environmental issues. Neither real estate Broker nor any of its real estate Agents possesses the expertise necessary to assess environmental risks or to determine the presence of environmental contamination. Therefore, the above named REALTOR® does not make independent investigations as to environmental contamination with respect to any property. The above named REALTOR® has no knowledge and makes no representations regarding the presence or non-presence, now or in the past, of hazardous wastes or substances, or of underground storage tanks on the Property the subject of this Agreement nor with respect to any environmental conditions affecting the Property.

The term "hazardous wastes or substances," as used in this NOTICE may include, but are not limited to, petroleum based products, paints and solvents, leads, cyanide, DDT, printing inks, acids, pesticides, ammonium compounds, asbestos, PCBs and other chemical products. Hazardous wastes or substances and underground storage tanks may be present on all types of real property and this NOTICE is therefore meant to apply to any transaction involving any type of real property, whether improved or unimproved.

24. ENVIRONMENTAL DISCLOSURE. PURCHASER hereby acknowledges receipt of environmental disclosure statement/report. Yes ___ No ☒

25. ACCEPTANCE OF OFFER. PURCHASER grants REALTOR® named above until Sept 11, 2018 to obtain SELLER's written acceptance or Counter Offer of this Agreement after which this Agreement shall become null and void.

26. OTHER PROVISIONS.

Subject to Delhi Charter Township DDA Board and Attorney approval.
 Subject to satisfactory environmental borings and studies at buyers expense.
Seller to follow all environmental studies once offer accepted.
Subject to approval of any current Leases.

27. RECEIPT OF COPY. By signing below, PURCHASER acknowledges receipt of a copy of this Agreement.

WITNESSES TO PURCHASER:

[Signature]

PURCHASER:

By: *[Signature]*

By: C. Howard Haas

Date Sept 16, 2018

(NOTE: Please sign as you wish your name to appear on final papers.)

PURCHASER's Address: 4410 Holt Rd, Holt, MI 48842

PURCHASER's social security number or federal identification number: 38-6019639

28. SELLER'S ACCEPTANCE/REJECTION

Date Sept 10, 2018

☒ The above offer is hereby accepted - Seller to provide list of All items to be removed from property.

____ SELLER gives the REALTOR® until _____ a.m./p.m.

____, to obtain PURCHASER's written acceptance of this Counter Offer, if any.

____ The above offer is hereby rejected.

WITNESSES TO SELLER:

SELLER:

By: _____

By: _____

(NOTE: Please sign as you wish your name to appear on final papers.)

SELLER'S Address: _____

SELLER'S social security number or federal identification number: _____

29. PURCHASER'S RECEIPT OF ACCEPTANCE. By signing below, PURCHASER acknowledges receipt of a SELLER'S acceptance of PURCHASER's offer. If the acceptance was subject to changes from PURCHASER's offer, the PURCHASER agrees to accept those changes, all other terms and conditions remaining unchanged.

Date: 9-12-18, 2018

WITNESSES TO PURCHASER:

PURCHASER:

By: _____

By: _____

30. SELLER'S RECEIPT OF ACCEPTANCE. By signing below, SELLER acknowledges receipt of a copy of PURCHASER's acceptance, or in the event of a Counter Offer, acceptance of said Counter Offer.

Date: _____, 20____

WITNESSES TO SELLER:

SELLER:

By: _____

By: _____

31. LIST OF EXHIBITS.

____ Exhibit A - Statement of Income and Expenses
____ Exhibit C - Service Contracts
____ Other - _____

____ Exhibit B - Leases and Tenancies
____ Exhibit D - List of Personal Property
____ Other _____

DISCLAIMER: This form is provided by the Greater Lansing Association of REALTORS® solely for the use of its Members. Those who use this form are expected to review both the form and the details of the particular transaction to ensure that each section of this form is appropriate for the transaction. The Greater Lansing Association of REALTORS® is not responsible for the use or misuse of this form, for misrepresentation, or warranties made in connection with this form.



Exclusive Buyer Agency Contract (Short Form – Traditional Agency)



U

Brokerage Firm: Real Estate One 1st ("Broker")
 REALTOR®: Ray Kruch
 REALTOR®'s Email Address: Rkruch@sbcglobal.net
 REALTOR®'s Phone # 517-881-5871 REALTOR®'s Facsimile # _____
 Buyer(s): Delhi Charter Township DDA ("Buyer")
 Buyer's Home Address: _____ Buyer's Phone # _____
 Buyer's Email Address: _____ Buyer's Facsimile # _____

1. **PURPOSE:** Buyer has employed the services of Broker as Buyer's exclusive agent to assist Buyer in purchasing real estate. **Broker shall be compensated by the seller or the listing broker.** Buyer acknowledges that Broker is not acting as an attorney, tax advisor, surveyor, appraiser, environmental expert or structural or mechanical engineer, and that Buyer should contact professionals on these matters.
2. **TERM/CANCELLATION:** This Agreement is entered into this 6 day of Sept, 2018. This Agreement shall expire on Dec 31, 2018. This Agreement may be cancelled only by the mutual consent of the parties in writing.
3. **CONFIDENTIAL INFORMATION:** Broker will preserve any confidential information obtained during another agency relationship or in a prior or pending transaction or business relationship.
4. **CONFLICT OF INTEREST (BUYERS):** Buyer acknowledges that Broker may represent other Buyers desirous of purchasing property similar to the desired property.
5. **CONFLICT OF INTEREST (SELLERS):** In the event Buyer elects to make a bona fide offer on real property listed by Broker, Broker shall act as disclosed dual agent of both Buyer and the seller pursuant to a written agreement.
6. **NON-DISCRIMINATION:** It is agreed by Broker and Buyer, parties to this Agreement, that as required by law, discrimination because of religion, race, color, national origin, age, sex, disability, familial status or marital status by said parties in respect to the purchase of the desired property is prohibited.
7. **ELECTRONIC COMMUNICATIONS:** The parties agree that this agreement, any modification of this agreement and any written communication in connection with this agreement may be delivered by electronic mail or by fax via the contact information set forth above. Any such communication shall be deemed delivered at the time it is sent or transmitted.
8. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties, and any prior agreements, whether oral or written, have been merged and integrated into this Agreement.
9. **OTHER:** Buyer to pay 3% of sale price for sales fee of 2176 Cedar St, Holt MI
10. **RECEIPT:** Buyer has read this Agreement and acknowledges receipt of a completed copy of this Agreement.

Ray Kruch
(REALTOR®)

[Signature]
(Buyer)

For: Real Estate One 1st
(Brokerage Firm)

(Buyer)

Date: _____

Date: _____

Disclaimer: This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

These are copyrighted forms and the use by nonmembers is prohibited. InstantFORMS

WARRANTY DEED

Russell T. Pullum and Lavonne Pullum, husband and wife, whose address is 2174 Cedar Street, Holt, Michigan 48842 (the "Grantors") convey and warrant to Delhi Charter Township Downtown Development Authority, a Michigan downtown development authority, organized and operating under the Downtown Development Authority, MCL 125.1651, *et seq.*, as amended, whose address is 4410 Holt Road, Holt, Michigan 48842 (the "Grantee") real property located at 2176 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan, and legally described as follows:

(DP 427 428) LOTS 22 & 23; EXC SW 6.5 FT THF, DECAMP'S SUB

Property Identification No. 33-25-05-14-302-011

for the consideration of Two Hundred Thousand and 00/100 Dollars (\$200,000.00).

This conveyance is subject to all restrictions of record.

The Grantors grant to the Grantee the right to make all permitted divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

The Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act, MCL 286.471, *et seq.*, as amended.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

GRANTORS:

**RUSSELL T. PULLUM AND LAVONNE
PULLUM, husband and wife**

Dated: _____, 2018

By: _____
Russell T. Pullum

Dated: _____, 2018

By: _____
Lavonne Pullum

Acknowledged by me in Ingham County, Michigan, this _____ day of _____, 2018 by
Russelol T. Pullum and Lavonne Pullum, husband and wife.

_____(signature)
_____(printed)
Notary Public, _____ County, Michigan
My Commission Expires: _____
Acting in the County of _____

When Recorded Return To:	Send Subsequent Tax Bills To:	Prepared By (Without Opinion of Title):
Grantee	Grantee	Gordon W. VanWieren, Jr., Esq. Thrun Law Firm, P.C. P.O. Box 2575 East Lansing, MI 48826-2575

w:\wdsystem\wddocs\cliedoc\3457\1\01426742.docx



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

MEMORANDUM

Date: September 17, 2018

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: FY 2019 Budget – Set Public Hearing

The Fiscal Year 2019 Budget for the DDA has been prepared and is attached for your review. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 11, 2018.

The next step in the process is to schedule a public hearing for our regular meeting on October 30th. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Holt Community News* on Sunday, October 7, 2018.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2019 DDA Budget to be held during the Tuesday, October 30, 2018 DDA Board Meeting.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Notice of Budget Public Hearing**

The Delhi Charter Township Downtown Development Authority will hold a public hearing on the proposed Fiscal Year 2019 Downtown Development Authority budget at the Holt Community Center, at 4410 Holt Road, Holt, MI on Tuesday, October 30, 2018 at 7:00 p.m. A copy of the budget is available for public inspection at the DDA office located at 2045 North Cedar Street, Holt, MI as of October 1, 2018.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA).

The DDA Board will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (5) working days notice to the Delhi Township Clerk.

Individuals with disabilities requiring auxiliary aids or services should contact the Delhi Township Clerk by writing or calling the following: Evan Hope, Delhi Township Clerk, Community Services Center, 2074 Aurelius Road, Holt, MI 48842. Phone (517) 694-2135. This notice complies with MCL 141.436 and MCL 211.24e.

Nanette Miller, DDA Board Secretary

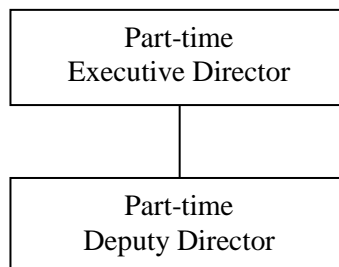
Delhi Downtown Development Authority (248)

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			
	2017	2018	2019
Executive Director	0.60	0.60	0.60
Deputy Director	0.60	0.60	0.60
Total	1.20	1.20	1.20

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues				
Property Taxes	\$ 1,511,334	\$ 1,456,600	\$ 1,458,800	\$ 1,497,800
Grants	3,000	4,000	4,000	304,000
Interest and rentals	61,166	19,000	78,000	21,000
Intergovernmental	-	-	-	400,000
Other	11,615	15,820	12,500	16,500
Total Revenues	1,587,115	1,495,420	1,553,300	2,239,300
Expenditures				
Community and Economic Dev				
Administration	143,614	144,670	136,110	137,130
Marketing & Promotion	152,004	172,740	173,110	174,760
Other Functions	189,478	196,930	196,740	170,080
Infrastructure Projects	22,034	50,000	40,000	40,000
Capital Outlay	145,435	220,000	410,000	810,000
Development Capital Outlay/Improvements	841,411	6,850,000	6,750,000	225,000
Debt Service	946,331	89,830	89,830	-
Total Expenditures	2,440,306	7,724,170	7,795,790	1,556,970
Other Financing Sources (Uses)				
Sale of Assets	-	-	-	-
Bond/Loan Proceeds	6,750,000	-	-	-
Payment to Escrow	-	-	-	-
Transfer to DDA Debt Service Funds	194,981	(1,011,210)	(1,011,210)	(1,094,140)
Total Other Financing Sources (Uses)	6,944,981	(1,011,210)	(1,011,210)	(1,094,140)
Revenues over (under) expenditures	6,091,790	(7,239,960)	(7,253,700)	(411,810)
Fund Balance, Beginning	3,380,332	9,472,122	9,472,122	2,218,422
Fund Balance, Ending	\$ 9,472,122	\$ 2,232,162	\$ 2,218,422	\$ 1,806,612

DOWNTOWN DEVELOPMENT AUTHORITY REVENUE

		2017	2018	YTD	2018	2019
		Activity	Budget	06/30/2018	Projected	Requested
248-000.00-403.005	CURRENT PROP TAXES	\$ 1,474,983	\$ 1,426,000	\$ 1,078,976	\$ 1,426,000	\$ 1,466,800
248-000.00-404.005	IFT/CFT CAPTURED TAX REV	28,836	22,600	15,898	22,600	23,000
248-000.00-445.000	DELQ TAX	6,010	7,000	6,354	9,000	7,000
248-000.00-445.005	DELINQ INTER & PENALTY	1,506	1,000	1,042	1,200	1,000
248-000.00-570.000	STATE GRANTS	3,000	4,000	3,000	4,000	304,000
248-000.00-581.000	INTERGOVERNMENTAL REV	-	-	-	-	400,000
248-000.00-664.000	INTEREST	51,694	8,000	53,070	70,000	10,000
248-000.00-670.010	RENT-FARMERS MARKET	9,472	11,000	3,468	8,000	11,000
248-000.00-672.040	GREASE LOAN	699	1,320	-	-	-
248-000.00-673.000	SALE OF FIXED ASSETS	-	-	920	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	2,866	2,500	-	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REV	8,050	12,000	1,633	10,000	14,000
248-000.00-698.020	BOND PROCEEDS	6,750,000	-	-	-	-
248-000.00-698.050	BOND PREMIUM	194,981	-	-	-	-
Total		\$ 8,532,096	\$ 1,495,420	\$ 1,164,360	\$ 1,553,300	\$ 2,239,300

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 Deputy Director, plus other administrative costs such as legal fees, education, insurance, office supplies, and building maintenance.

Year 2019 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 2019 budget requests expenditures of \$137,130.

DEPT 728.00 DDA ADMINISTRATION

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-728.00-703.005	PART TIME HELP	\$ 71,017	\$ 75,890	\$ 34,266	\$ 78,390	\$ 79,290
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	1,109	1,130	497	1,140	1,150
248-728.00-718.000	PENSION CONTRIBUTION	2,107	2,280	1,028	2,360	2,380
248-728.00-723.000	AUTOMOBILE EXPENSE ALLO	400	400	-	-	-
248-728.00-724.000	WORKERS COMP	179	340	84	360	360
248-728.00-726.000	OFFICE SUPPLIES	527	1,200	296	1,200	1,200
248-728.00-801.000	LEGAL FEES	16,379	30,000	10,986	20,000	20,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,221	1,470	545	1,470	1,470
248-728.00-803.000	POSTAGE	26	300	34	150	150
248-728.00-807.000	AUDIT FEES	2,574	2,660	2,651	2,660	2,730
248-728.00-818.000	CONTRACTUAL SERVICES	41,232	20,000	4,309	20,000	20,000
248-728.00-853.000	TELEPHONE/COMMUNICATIO	2,515	2,500	858	1,880	1,900
248-728.00-870.000	MILEAGE	392	400	-	400	400
248-728.00-902.005	PRINTING AND PUBLISHING	-	300	-	300	300
248-728.00-910.000	INSURANCE & BONDS	2,938	3,800	3,070	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	802	1,000	152	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	197	1,000	-	1,000	1,000
Total		\$ 143,614	\$ 144,670	\$ 58,775	\$ 136,110	\$ 137,130

Account #	Description and Calculation	Calcs	2018 Budget	2018 Projected	2019 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		75,890	78,390	79,290
	Year 2018				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 4, 1200 hrs @ 23.240/hr	27,888			
	Deputy Directory Pay	2,500			
	Total	78,388			
	Year 2019				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 4, 900 hrs @ 23.728/hr	21,355			
	Admin Sec Gr 6, Step 5, 300 hrs @ 24.769/hr	7,430			
	Deputy Director Pay	2,500			
	Total	79,285			
728-715.000	Social Security/Medicare		1,130	1,140	1,150
	Year 2018				
	78,388 wages x .0145	1,137			
	Year 2019				
	79,285 wages x .0145	1,150			
728-718.000	Pension Contribution		2,280	2,360	2,380
	Year 2018				
	78,388 wages x 3%	2,352			
	Year 2019				
	79,285 wages x 3%	2,379			
728-723.000	Automobile Expense Allowance		400	0	0
728-724.000	Workers Comp		340	360	360
	Year 2018: 78,388 x .0045 =	353			
	Year 2019: 79,285 x .0045=	358			
728-726.000	Office Supplies		1,200	1,200	1,200
	Year 2018	1,200			
	Year 2019	1,200			
728-801.000	Legal Fees (land sales, contracts, general)		30,000	20,000	20,000
	Year 2018	20,000			
	Year 2019	20,000			
728-802.005	Dues & Subscriptions		1,470	1,470	1,470
	Year 2018	1470			
	Year 2019	1470			
728-803.000	Postage		300	150	150
	Year 2018	150			
	Year 2019	150			
728-807.000	Audit Fees		2,660	2,660	2,730
	Year 2018	2,660			
	Year 2019	2,730			
728.818.000	Contractual Services - Encompass, Rose Pest, ACD.net		20,000	20,000	20,000
	Year 2018	20,000			
	Year 2019	20,000			
728-853.000	Telephone/Communications -TDS, Haas Cell, Metronet		1,880	1,880	1,900
	Year 2017	1,880			
	Year 2018	1,900			
728-870.000	Mileage		400	400	400
	Year 2018	400			
	Year 2019	400			
728-902.005	Printing & Publishing		300	300	300
	Year 2018	300			
	Year 2019	300			
728-910.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2018	3,800			
	Year 2019	3,800			
728-956.000	Miscellaneous		1,000	1,000	1,000
	Year 2018	1,000			
	Year 2019	1,000			
728-960.000	Education & Training		1,000	1,000	1,000
	Year 2018 - MEDA, MSU, Mid-America Dev Conf	1,000			
	Year 2019 - MEDA, MSU, Mid-America Dev Conf	1,000			
	TOTAL ADMINISTRATION EXPENDITURES		144,050	136,110	137,130

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 2019 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 2019 budget requests expenditures of \$174,760.

DEPT 729.00 DDA MARKETING & PROMOTION

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-729.00-703.005	PART TIME HELP	\$ 39,181	\$ 42,310	\$ 21,324	\$ 42,640	\$ 44,180
248-729.00-715.000	SOCIAL SECURITY/MEDICARE	2,997	3,240	1,631	3,270	3,380
248-729.00-724.000	WORKERS COMP INSUR	176	190	90	200	200
248-729.00-884.000	DDA ADVERTISING	78,010	96,000	28,513	96,000	96,000
248-729.00-888.000	FARMERS MARKET	20,621	13,000	4,814	13,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	2,740	4,000	254	4,000	4,000
248-729.00-956.000	MISCELLANEOUS	8,279	14,000	2,615	14,000	14,000
Total		\$ 152,004	\$ 172,740	\$ 59,242	\$ 173,110	\$ 174,760

Account No.	Description	Calcs	2018 Budget	2018 Projected	2019 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		42,310	42,640	44,180
	Year 2018				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 14.67/hr	4,580			
	Farmers Mkt Maint - Grade E, Step 2 - 156 hrs @ 14.67/hr	2,290			
	Market Manager - Grade 8, Step 3: 1300 hrs @ 27.51/hr	35,770			
	Total	42,640			
	Year 2019				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 14.978/hr	4,680			
	Farmers Mkt Maint - Grade E, Step 2 - 156 hrs @ 14.978/hr	2,340			
	Market Manager - Grade 8, Step 3: 800 hrs @ 28.088/hr	22,470			
	Market Manager - Grade 8, Step 4: 500 hrs @ 29.364/hr	14,690			
	Total	44,180			
729-715.000	SS/Medicare		3,240	3,270	3,380
	Year 2018: 42,640 wages x 0.0765	3,270			
	Year 2019: 44,180 wages x 0.0765	3,380			
729-724.000	Workers Comp		190	200	200
	Year 2018: 42,640 wages x 0.0045	200			
	Year 2019: 44,180 wages x 0.0045	200			
729-884.000	Advertising		96,000	96,000	96,000
	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			
	Year 2019				
	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	13,000	13,000
	Year 2018				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	Total	13,000			
	Year 2019				
	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 2018	4,000			
	Year 2019	4,000			
729-956.000	Miscellaneous		14,000	14,000	14,000
	Year 2018				
	Web hosting and maintenance	6,000			
	Miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	Total	14,000			
	Year 2019				
	Web hosting/maintenance	6,000			
	Miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	Total	14,000			
	TOTAL MARKETING AND PROMOTION		172,740	173,110	174,760

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 2019 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 2019 budget requests expenditures of \$40,000.

DEPT 731.00 DDA INFRASTRUCTURE PROJECTS

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-731.00-933.000	STREETSCAPE REPR & MAIN	2,600	15,000	1,300	10,000	10,000
248-731.00-956.000	MISCELLANEOUS	-	10,000	-	5,000	5,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	19,434	25,000	-	25,000	25,000
Total		\$ 22,034	\$ 50,000	\$ 1,300	\$ 40,000	\$ 40,000

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 2019 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 2019 budget requests expenditures of \$170,080.

DEPT 850.00 OTHER FUNCTIONS

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 13,164	\$ 17,900	\$ 5,569	\$ 17,900	\$ 8,500
248-850.00-921.030	UTILITIES - WATER	3,632	2,520	770	2,520	1,200
248-850.00-921.035	UTILITIES - SEWER	3,352	1,400	587	1,400	1,200
248-850.00-921.040	UTILITIES - ELECTRIC	16,771	18,690	7,316	18,000	9,000
248-850.00-921.045	UTILITIES - GAS	4,764	5,700	4,155	6,200	3,550
248-850.00-930.000	BUILDING MAINT & REPAIRS	8,429	4,000	-	4,000	2,000
248-850.00-964.000	TAX ADJUSTMT TO CO/TWP	-	10,000	-	10,000	10,000
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	20,557	20,000	-	20,000	20,000
248-850.00-969.016	COMM AND ECON DEV	118,810	-	8,360	116,720	114,630
248-850.00-999.105	TRANS OUT-G.F. LOAN PAY	-	116,720	-	-	-
Total		\$ 189,478	\$ 196,930	\$ 26,755	\$ 196,740	\$ 170,080

Account #	Description	Explanation and/or Calculations	2018 Budget	2018 Proj	2019 Request
	DDA Other Functions				
818.000	Contractual Services	1. Rubbish Removal	17,900	17,900	8,500
		2018: 1,590.00			
		2019: 500.00			
		2. Fire Extinguisher Service			
		2018: 40			
		2019: 0			
		3. Security System			
		2018: 550			
		2019: 0			
		4. HVAC Prev Maint Contract			
		2018: 2,150.00			
		2019: 0.00			
		5. Generator Maintenance			
		2018: 870			
		2019: 0			
		6. Cleaning Service			
		2018: 12,700.00			
		2019: 8,000.00			
921.030	Utilities - Water	2018: 2,520.00	2,520	2,520	1,200
		2019: 1,200.00			
921.035	Utilities - Sewer	2018: 2,240.00	1,400	1,400	1,200
		2019: 1,200.00			
921.040	Utilities - Electricity	2018: 18,690.00	18,690	18,000	9,000
		2019: 9,000.00			
921.045	Utilities - Gas	2018: 6,200.00	5,700	6,200	3,550
		2019: 3,550.00			
930.000	Building Maintenance & Repairs	1. Janitorial Supplies	4,000	4,000	2,000
		2018: 1,000.00			
		2019: 500.00			
		2. Fertilizer/Landscaping			
		2018: 1,500.00			
		2019: 1,500.00			
		3. Security System Repairs			
		2018: 500			
		2019: 0			
		4. HVAC Repairs			
		2018: 1,000.00			
		2019: 0.00			
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	2018 NMT Bond Pmt to Twp 116,720	116,720	116,720	114,630
		2019 NMT Bond Pmt to Twp 114,630			
		Other Functions Total	196,930	196,740	170,080

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 2019 Goals

1. Identify under or inappropriately utilized sites within the DDA District and assist in the development of these sites.
2. Construction of Esker Landing Park.

Resources Needed

The attached year 2019 budget requests expenditures of \$810,000.

DEPT 903.00 CAPITAL OUTLAY-DDA

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-903.00-971.000	CAPITAL OUTLAY-LAND	\$ 145,435	\$ 210,000	\$ -	\$ 100,000	\$ 100,000
248-903.00-971.134	FARMERS MARKET-2150 CED,	-	10,000	-	10,000	10,000
248-903.00-971.137	ESKER LANDING PARK	-	-	-	300,000	700,000
Total		\$ 145,435	\$ 220,000	\$ -	\$ 410,000	\$ 810,000

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 2019 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 2019 budget requests expenditures of \$225,000.

DEPT 903.05 2016 DDA DEVELOPMENT

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-903.05-818.000	CONTRACTUAL SERVICES	\$ 223,551	\$ 300,000	\$ 188,011	\$ 50,000	\$ -
248-903.05-970.000	CAPITAL OUTLAY	-	150,000	-	300,000	225,000
Total		\$ 223,551	\$ 450,000	\$ 188,011	\$ 350,000	\$ 225,000

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.

The Realize Cedar Construction should end by December 31, 2018.

Resources Needed

The attached year 2019 budget requests expenditures of \$0.

DEPT 903.17 2017 DDA DEVELOPMENT

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-903.17-818.000	CONTRACTUAL SERVICES	\$ 502,334	\$ 400,000	\$ 571,255	\$ 6,400,000	\$ -
248-903.17-970.000	CAPITAL OUTLAY	-	6,000,000	-	-	-
248-903.17-992.000	BONDING EXPENSE	115,525	-	-	-	-
Total		\$ 617,859	\$ 6,400,000	\$ 571,255	\$ 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. 2016 Refunding bonds issued to replace 2008 DDA bonds maturing from 2019 to 2024.
2. 2016 Development bonds issued to facilitate growth within the DDA District.
3. 2017 Development bonds issued to facilitate the Realize Cedar project.

Resources Needed

The attached year 2019 budget requests expenditures of \$1,094,140.

DEPT 905.00 DEBT SERVICE

GL Number	Description	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
248-905.00-991.300	PRINC-2003 DDA BONDS	\$ 80,000	\$ 85,000	\$ -	\$ 85,000	\$ -
248-905.00-995.300	INTER-2003 DDA BONDS	7,345	3,830	1,913	3,830	-
248-905.00-999.000	PAYING AGENT FEES	300	1,000	250	1,000	-
248-905.00-999.220	TR OUT-392 2008 DDA BDS	609,075	618,130	11,877	618,130	-
248-905.00-999.391	TR OUT-2016 DDA REF BDS	92,379	72,000	35,992	72,000	773,850
248-905.00-999.395	TR OUT-2016 DDA DEV BDS	108,819	108,030	21,263	108,030	107,240
248-905.00-999.397	TR OUT-2017 REALIZE CEDAR	48,413	213,050	106,272	213,050	213,050
Total		\$ 946,331	\$ 1,101,040	\$ 177,567	\$ 1,101,040	\$ 1,094,140

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.

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues	\$ 92,379	\$ -	\$ -	\$ -
Expenditures				
Debt Service	92,379	72,000	72,000	773,850
Total Expenditures	92,379	72,000	72,000	773,850
Revenues over (under) expenditures	-	(72,000)	(72,000)	(773,850)
Other financing sources (uses)				
Transfer from DDA	92,379	72,000	72,000	773,850
Total other financing sources (uses)	92,379	72,000	72,000	773,850
Fund Balance, Beginning	-	92,379	-	-
Fund Balance, Ending	\$ 92,379	\$ -	\$ -	\$ -

2016 DDA REFUNDING BOND REVENUE

	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
391-000.00-699.065 TRANS IN FROM DELHI DDA	92,379	72,000	35,992	72,000	773,850
Total	92,379	72,000	35,992	72,000	773,850

2016 DDA REFUNDING BOND EXPENDITURES

DEPT 905.00 DEBT SERVICE	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
391-905.00-991.000 PRINCIPAL	-	-	-	-	701,850
391-905.00-995.000 INTEREST	92,379	72,000	35,992	72,000	72,000
Total	92,379	72,000	35,992	72,000	773,850

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.

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues	\$ 609,075	\$ -	\$ -	\$ -
Expenditures				
Debt Service	609,075	618,130	618,130	-
Total Expenditures	609,075	618,130	618,130	-
Revenues over (under) expenditures	-	(618,130)	(618,130)	-
Other financing sources (uses)				
Transfer from DDA	778,687	618,130	618,130	-
Total other financing sources (uses)	778,687	618,130	618,130	-
Fund Balance, Beginning	-	778,687	-	-
Fund Balance, Ending	\$ 778,687	\$ -	\$ -	\$ -

2008 DEBT RETIREMENT FUND REVENUE

REVENUE		2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
392-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 609,075	\$ 618,130	\$ 11,877	\$ 618,130	\$ -
Total		\$ 609,075	\$ 618,130	\$ 11,877	\$ 618,130	\$ -

2008 DEBT RETIREMENT FUND EXPENDITURES

DEPT 905.00 DEBT SERVICE		2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
392-905.00-991.000	PRINCIPAL	\$ 562,375	\$ 593,870	\$ -	\$ 593,870	\$ -
392-905.00-995.000	INTEREST	46,250	23,760	11,877	23,760	-
392-905.00-998.000	PAYING AGENT FEES	450	500	-	500	-
Total		\$ 609,075	\$ 618,130	\$ 11,877	\$ 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.

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>108,819</u>	<u>108,030</u>	<u>108,030</u>	<u>107,240</u>
Total Expenditures	108,819	108,030	108,030	107,240
Revenues over (under) expenditures	(108,819)	(108,030)	(108,030)	(107,240)
Other financing sources (uses)				
Transfer from DDA	<u>108,819</u>	<u>108,030</u>	<u>108,030</u>	<u>107,240</u>
Total other financing sources (uses)	108,819	108,030	108,030	107,240
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 BOND REVENUE

		2017	2018	YTD	2018	2019
		Activity	Budget	06/30/2018	Projected	Requested
395-000.00-699.065	TRANS IN FROM DELHI DDA	108,819	108,030	21,263	108,030	107,240
Total		108,819	108,030	21,263	108,030	107,240

2016 DDA DEVELOPMENT BONDS

		2017	2018	YTD	2018	2019
		Activity	Budget	06/30/2018	Projected	Requested
DEPT 905.00 DEBT SERVICE						
395-905.00-991.000	PRINCIPAL	65,000	65,000	-	65,000	65,000
395-905.00-995.000	INTEREST	43,319	42,530	21,263	42,530	41,740
395-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500
Total		108,819	108,030	21,263	108,030	107,240

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.

	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	48,413	213,050	213,050	213,050
Total Expenditures	48,413	213,050	213,050	213,050
Revenues over (under) expenditures	(48,413)	(213,050)	(213,050)	(213,050)
Other financing sources (uses)				
Transfer from DDA	48,413	213,050	213,050	213,050
Total other financing sources (uses)	48,413	213,050	213,050	213,050
Fund Balance, Beginning	-	0	-	-
Fund Balance, Ending	<u><u>\$ 0</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

2017 REALIZE CEDAR BOND REVENUE

	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
397-000.00-699.065 TRANS IN FROM DELHI DDA	48,413	213,050	106,272	213,050	213,050
Total	48,413	213,050	106,272	213,050	213,050

2017 REALIZE CEDAR BOND EXPENDITURES

DEPT 905.00 DEBT SERVICE	2017 Activity	2018 Budget	YTD 06/30/2018	2018 Projected	2019 Requested
397-905.00-991.000 PRINCIPAL	-	-	-	-	-
397-905.00-995.000 INTEREST	48,413	212,550	106,272	212,550	212,550
397-905.00-999.000 PAYING AGENT FEES	-	500	-	500	500
Total	48,413	213,050	106,272	213,050	213,050