

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, October 24, 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 September 26, 2017**

**Public Hearing – FY 2018 Downtown Development Authority Budget**

**Business**

1. Approve Fiscal Year 2018 Downtown Development Authority Budget
2. Approve 2018 Board Meeting Date Calendar

**Late Agenda Item**

- 3.

**Reports**

4. Executive Director
5. Farmers Market
6. Marketing Committee
7. Planning Commission
8. Supervisor
9. Treasurer
10. 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 SEPTEMBER 26, 2017**

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The Downtown Development Authority met Tuesday, September 26, 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:** Harry Ammon, Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Kim Cosgrove, Steven L. Marvin

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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Jacob McCormick, Holt-Delhi Historical Society, was present to thank the DDA for their support and assistance in producing the "In Their Own Words: Our World War II Veterans Remember" DVD. Each DDA Board Member received their own copy of the DVD.

**APPROVAL OF MINUTES**

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**Olson moved, Ammon supported, to approve the regular meeting minutes of August 1, 2017.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**BUSINESS**

**FY 2018 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 24, 2017**

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**Olson moved, Miller supported, to set a public hearing for the proposed Fiscal Year 2018 DDA Budget to be held during the Tuesday, October 24, 2017 DDA Board Meeting.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Fauser, Hayhoe, House, Leighton, Miller, Olson

Absent: Cosgrove, Marvin

**MOTION CARRIED**

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 26, 2017**

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**REPORTS**

**Executive Director**

Mr. Haas reported on the Township Budget workshop held September 12. He has hired a company to remove the 140 + tree stumps from the corner of Cedar and Hancock to make the property marketable for commercial use. Fill dirt will be brought in to level out the lot. Ayles Tree Service trimmed the tree at 2064 Cedar that was encroaching on the neighboring property's roof. A local orthodontist is looking to build a new office on a site that will require rezoning. Meetings have been held with Cedar Street business owners regarding driveway closures for the Realize Cedar project. The money the DDA spent for environmental testing on the Esker Square site will be reimbursed via the new Brownfield Plan after The Gillespie Company is reimbursed for their remediation costs. There has been excellent response to the news story by WLNS about recent and future development projects in Holt. The Esker Square announcement was widely viewed and shared via Facebook.

**Holt Farmers Market**

Ms. Underhill reported that the second Food Frenzy, held September 13<sup>th</sup>, was very well attended and received.

**Advertising & Marketing Committee**

Mr. Leighton reported that Blohm Creative Partners has established a Marketing and Messaging Plan for Realize Cedar. The Committee discussed holding a training session for Township officials and employees about Realize Cedar. The HoltNow Facebook page is garnering consistent interest.

**Planning Commission**

Ms. Olson reported the Planning Commission has not met since the last DDA meeting.

**Supervisor**

John Hayhoe reported that the Maker's Expo and Beer Tasting will be held on September 30<sup>th</sup> in Veterans Memorial Gardens. He has participated in 40 weekly podcasts with Holt Public Schools Superintendent Dr. David Hornak.

**Treasurer**

In the absence of the Treasurer, there was no report.

**Members**

None.

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 26, 2017**

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**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:17 p.m.

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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](http://www.delhidda.com)

October 18, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2018 Budget

The Fiscal Year 2018 Budget for the DDA has been prepared and its initial review took place at our regular September meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 12, 2017. At our September meeting, a public hearing was set for October 24<sup>th</sup>. The notice for the public hearing was published in the Holt Community News on Sunday, October 8<sup>th</sup>. The Township Board of Trustees held its public hearing on Tuesday, October 17<sup>th</sup>. Following our public hearing, it is my recommendation that the DDA Board formally approve the budget.

**RECOMMENDED MOTION:**

**I move to approve the Fiscal Year 2018 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.**

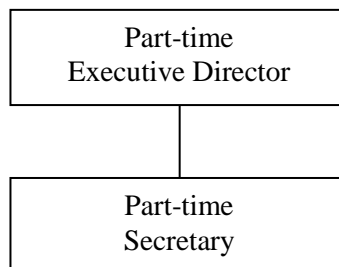
## Delhi Downtown Development Authority (248)

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
<b>Revenues</b>				
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
<b>Total Revenues</b>	<b>1,932,452</b>	<b>1,485,080</b>	<b>1,523,520</b>	<b>1,495,420</b>
<b>Expenditures</b>				
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
<b>Total Expenditures</b>	<b>1,146,266</b>	<b>1,284,530</b>	<b>1,515,820</b>	<b>7,724,170</b>
<b>Other Financing Sources (Uses)</b>				
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)
<b>Total Other Financing Sources (Uses)</b>	<b>738,774</b>	<b>(701,510)</b>	<b>6,086,230</b>	<b>(1,011,210)</b>
<b>Revenues over (under) expenditures</b>	<b>1,524,960</b>	<b>(500,960)</b>	<b>6,093,930</b>	<b>(7,239,960)</b>
<b>Fund Balance, Beginning</b>	<b>1,855,372</b>	<b>3,380,332</b>	<b>3,380,332</b>	<b>9,474,262</b>
<b>Fund Balance, Ending</b>	<b>\$ 3,380,332</b>	<b>\$ 2,879,372</b>	<b>\$ 9,474,262</b>	<b>\$ 2,234,302</b>

**DDA REVENUE**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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	-
<b>Total</b>		<b>\$ 7,933,451</b>	<b>\$ 1,485,080</b>	<b>\$ 1,098,057</b>	<b>\$ 8,468,500</b>	<b>\$ 1,495,420</b>



## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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	-	-	-	-
<b>Total</b>		<b>\$ 121,906</b>	<b>\$ 123,890</b>	<b>\$ 80,923</b>	<b>\$ 158,770</b>	<b>\$ 144,670</b>

Account #	Description and Calculation	Calcs	2017 Budget	2017 Projected	2018 Request
	DDA ADMINISTRATION				
<b>728-703.005</b>	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			
<b>728-715.000</b>	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			
<b>728-718.000</b>	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			
<b>728-723.000</b>	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			
<b>728-724.000</b>	Workers Comp		340	340	340
	Year 2017: 75,114 x .0045 =	338			
	Year 2018: 75,888 x .0045=	341			
<b>728-726.000</b>	Office Supplies		1,200	1,200	1,200
	Year 2017	1,200			
	Year 2018	1,200			
<b>728-801.000</b>	Legal Fees (land sales,contracts, general)		15,000	15,000	30,000
	Year 2017	15,000			
	Year 2018	15,000			
<b>728-802.005</b>	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			
<b>728-803.000</b>	Postage		300	300	300
	Year 2017	300			
	Year 2018	300			
<b>728-807.000</b>	Audit Fees		2,700	2,580	2,660
	Year 2017	2,580			
	Year 2018	2,660			
<b>728.818.000</b>	Contractual Services - Encompass, Rose Pest, ACD.net		15,000	50,000	20,000
	Year 2017	50,000			
	Year 2018	20,000			
<b>728-853.000</b>	Telephone/Communications -TDS, Haas Cell, Metronet		2,500	2,500	2,500
	Year 2017	2,500			
	Year 2018	2,500			
<b>728-870.000</b>	Mileage		400	400	400
	Year 2017	400			
	Year 2018	400			
<b>728-902.005</b>	Printing & Publishing		300	300	300
	Year 2017	300			
	Year 2018	300			
<b>728-910.000</b>	Insurance & Bonds		3,800	3,800	3,800
	Year 2017	3,800			
	Year 2018	3,800			
<b>728-956.000</b>	Miscellaneous		1,000	1,000	1,000
	Year 2017	1,000			
	Year 2018	1,000			
<b>728-960.000</b>	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			
<b>TOTAL ADMINISTRATION EXPENDITURES</b>			<b>123,890</b>	<b>158,770</b>	<b>144,670</b>

## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		<b>\$ 138,405</b>	<b>\$ 169,500</b>	<b>\$ 66,743</b>	<b>\$ 169,500</b>	<b>\$ 172,740</b>

Account No.	Description	Calcs	2017 Budget	2017 Projected	2018 Request
	MARKETING AND PROMOTION				
<b>729-703.005</b>	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			
<b>729-715.000</b>	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			
<b>729-724.000</b>	Workers Comp		180	180	190
	Year 2017: 39,312 wages x 0.0045	177			
	Year 2018: 42,306 wages x 0.0045	190			
<b>729-884.000</b>	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			
<b>729-888.000</b>	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			
<b>729-888.002</b>	Double Up Bucks		4,000	4,000	4,000
	Year 2017	4,000			
	Year 2018	4,000			
<b>729-956.000</b>	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			
	<b>TOTAL MARKETING AND PROMOTION</b>		<b>169,500</b>	<b>169,500</b>	<b>172,740</b>

## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		<b>\$ 13,234</b>	<b>\$ 50,000</b>	<b>\$ 22,781</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

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

## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		<b>\$ 200,214</b>	<b>\$ 313,290</b>	<b>\$ 37,450</b>	<b>\$ 213,570</b>	<b>\$ 196,930</b>

Account #	Description	Explanation and/or Calculations	2017 Budget	2017 Projected	2018 Request
	<b>DDA Other Functions</b>				
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			
		<b>Other Functions Total</b>	<b>204,470</b>	<b>213,570</b>	<b>196,930</b>

## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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	-	-	-	-	-
<b>Total</b>		<b>\$ 224,072</b>	<b>\$ 220,000</b>	<b>\$ 450</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>

## **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**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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	-	-	-	-
<b>Total</b>		<b>\$ 244,362</b>	<b>\$ 320,000</b>	<b>\$ 186,638</b>	<b>\$ 300,000</b>	<b>\$ 450,000</b>

## **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)**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 315,630</b>	<b>\$ 6,400,000</b>

## **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
<b>Total</b>		<b>\$ 5,466,297</b>	<b>\$ 789,360</b>	<b>\$ 104,994</b>	<b>\$ 947,100</b>	<b>\$ 1,101,040</b>

**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.

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	-	92,380	92,380	72,000
<b>Total Expenditures</b>	-	<b>92,380</b>	<b>92,380</b>	<b>72,000</b>
<b>Revenues over (under) expenditures</b>	-	<b>(92,380)</b>	<b>(92,380)</b>	<b>(72,000)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	-	92,380	92,380	72,000
<b>Total other financing sources (uses)</b>	-	<b>92,380</b>	<b>92,380</b>	<b>72,000</b>
<b>Fund Balance, Beginning</b>	-	-	-	-
<b>Fund Balance, Ending</b>	<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
<b>Total</b>		<b>-</b>	<b>\$ 92,380</b>	<b>\$ 56,387</b>	<b>\$ 92,380</b>	<b>\$ 72,000</b>

**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
<b>Total</b>		<b>\$ -</b>	<b>\$ 92,380</b>	<b>\$ 56,387</b>	<b>\$ 92,380</b>	<b>\$ 72,000</b>

**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.

	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 Projected</b>	<b>2018 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	<u>778,687</u>	<u>609,130</u>	<u>609,130</u>	<u>618,130</u>
<b>Total Expenditures</b>	<b>778,687</b>	<b>609,130</b>	<b>609,130</b>	<b>618,130</b>
<b>Revenues over (under) expenditures</b>	<b>(778,687)</b>	<b>(609,130)</b>	<b>(609,130)</b>	<b>(618,130)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	<u>778,687</u>	<u>609,130</u>	<u>609,130</u>	<u>618,130</u>
<b>Total other financing sources (uses)</b>	<b>778,687</b>	<b>609,130</b>	<b>609,130</b>	<b>618,130</b>
<b>Fund Balance, Beginning</b>	-	-	-	-
<b>Fund Balance, Ending</b>	<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
<b>Total</b>		<b>\$ 778,687</b>	<b>\$ 609,130</b>	<b>\$ 23,125</b>	<b>\$ 609,130</b>	<b>\$ 618,130</b>

**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
<b>Total</b>		<b>\$ 778,687</b>	<b>\$ 609,130</b>	<b>\$ 23,125</b>	<b>\$ 609,130</b>	<b>\$ 618,130</b>

**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.

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

**2016 DDA DEVELOPMENT BONDS**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		<b>8,442</b>	<b>108,820</b>	<b>21,660</b>	<b>108,820</b>	<b>108,030</b>

**2016 DDA DEVELOPMENT BONDS DEBT SERVICE**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		<b>\$ 8,442</b>	<b>\$ 108,820</b>	<b>\$ 21,660</b>	<b>\$ 108,820</b>	<b>\$ 108,030</b>

**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.

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

**2017 DDA DEVELOPMENT BONDS**

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

**2017 DDA DEVELOPMENT BONDS DEBT SERVICE**

<b>GL Number</b>	<b>Description</b>	<b>2016 Activity</b>	<b>2017 Budget</b>	<b>YTD 06/30/2017</b>	<b>2017 Projected</b>	<b>2018 Requested</b>
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
<b>Total</b>		\$ -	\$ -	\$ -	\$ 48,420	\$ 213,050



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

October 18, 2016

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – Year 2018

Please note the schedule for 2018 DDA Board Meeting Dates.

All meetings will be held on the last Tuesday of each month at 7:00 p.m. in the Community Services Center Board Room, 2074 Aurelius Road, Holt, MI.

January 30, 2018 (5<sup>th</sup> Tuesday)

February 27, 2018 (4<sup>th</sup> Tuesday)

March 27, 2018 (4<sup>th</sup> Tuesday)

April 24, 2018 (4<sup>th</sup> Tuesday)

May 29, 2018 (5<sup>th</sup> Tuesday)

June 26, 2018 (4<sup>th</sup> Tuesday)

July 31, 2018 (5<sup>th</sup> Tuesday)

August 28, 2018 (4<sup>th</sup> Tuesday)

September 25, 2018 (4<sup>th</sup> Tuesday)

October 30, 2018 (5<sup>th</sup> Tuesday)

November 27, 2018 (4<sup>th</sup> Tuesday)

December 2018 – no meeting

**Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2018.**