

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, October 25, 2015**

**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 27, 2016**

**Public Hearing – FY 2017 Downtown Development Authority Budget**

**Business**

1. Approve Fiscal Year 2017 Downtown Development Authority Budget
2. Approve 2017 Board Meeting Date Calendar

**Late Agenda Item**

3.

**Reports**

4. Executive Director
5. Farmers Market
6. Holt Non-Profit Coalition
7. Marketing Committee
8. Planning Commission
9. Supervisor
10. Treasurer
11. 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 27, 2016**

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The Downtown Development Authority met Tuesday, September 27, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Harry Ammon, Kim Cosgrove, C.J. Davis, Tim Fauser, Brian Houser  
David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** None

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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Late Agenda Item #4 was added: Cedar Lake Trailhead Park.

**APPROVAL OF MINUTES**

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**Olson moved, Marvin supported, to approve the regular meeting minutes of May 31, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

**Davis moved, Fauser supported, to approve the regular meeting minutes of August 30, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

**BUSINESS**

**FY 2017 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 25, 2016**

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Executive Director Haas reviewed his memorandum dated September 20, 2016. 2016 Budget Amendments have been incorporated into the 2017 Budget.

**Ammon moved, Olson supported, to set a public hearing for the proposed Fiscal Year 2017 DDA Budget to be held during the Tuesday, October 25, 2016 DDA Board Meeting.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Houser, Leighton, Marvin, Miller, Olson

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
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Absent: Cosgrove  
**MOTION CARRIED**

Kim Cosgrove entered the meeting at 7:06 p.m.

**RESOLUTION NO. 2016-004: PURCHASE OF PROPERTY AT 4410 HOLT ROAD**

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Mr. Haas reviewed his memorandum dated September 20, 2016 and the proposed purpose of the property. 50% of the purchase price and 50% of the building rehabilitation costs will be provided by the Township. The building will be maintained by the Township. Various questions were asked and answered regarding the potential uses of the building.

**Davis moved, Miller supported to adopt Resolution No. 2016-004, a resolution for the purchase of property located at 4410 Holt Road within the Charter Township of Delhi, Ingham County, Michigan, from Tara Arms Investors in the amount of \$80,000. It was further moved to authorize Executive Director Haas to execute the closing documents for the same.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Houser, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

**RESOLUTION NO. 2016-005: PURCHASE OF PROPERTY AT 2361 CEDAR STREET**

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Mr. Haas reviewed his memorandum dated September 20, 2016. All three tenants have agreed to vacate no later than March 1, 2017. One has already secured new rental space. The others are being assisted by the DDA in finding new space within the Township. Phase I and II Environmental Assessments have been completed. A Baseline Environmental Assessment and Due Care Plan have also been prepared.

**Houser moved, Fauser supported, to adopt Resolution No. 2016-005, a resolution for the purchase of property located at 2361 Cedar Street within the Township of Delhi, Ingham County, Michigan, from Vito J. Cicinelli and Rose Cicinelli, husband and wife, and Robert Delosch and Joann Delosch, husband and wife, in the amount of \$190,000. It was further moved to authorize Executive Director Haas to execute the closing documents for the same.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Houser, Leighton, Marvin, Miller, Olson

**MOTION CARRIED**

**CEDAR LAKE TRAILHEAD PARK**

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Mr. Haas reviewed his memorandum dated September 26, 2016. In order to affordably construct the Trailhead Park, grant funds will be necessary. Bob Ford will seek not only Michigan Department of Natural Resources grant funds, but potential community-based grants as well. Ms. Olson asked if other bids for services were solicited. Mr. Haas responded in the negative. Mr. Ford has a history with Delhi Township and has submitted successful grant applications on behalf of the Township in the past. Mr. Miller asked where the non-motorized

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trail would meet up with existing trail. Mr. Haas responded that new trail would need to be constructed and is currently planned to connect existing trail along Cedar Street with the Holt Road Trailhead Park. Eventually, the Cedar Lake Trailhead Park would also connect with non-motorized trail to the south into Mason. Mr. Marvin asked about the liability associated with a park with water access. Delhi Township will assume the liability. The Trailhead Park will be a No Swimming park with signs posted to that effect.

**Fauser moved, Ammon supported, to approve the proposal from Bob Ford, Landscape Architects and Planners, Inc. for the Cedar Lake Grant Application and Funding Research in an amount not to exceed \$7,500.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Houser, Leighton, Miller, Olson

Nays: Marvin

**MOTION CARRIED**

## **REPORTS**

### **Executive Director**

Mr. Haas reported that in response to the negative publicity about DDAs in the press of late, an article and accompanying video for Our Town was created to explain Delhi Township DDA's purposes and practices.

Mr. Haas met with two additional developers regarding the DDA owned block on Cedar Street. Proposals will be submitted for Township approval.

The asphalt and concrete are being removed from the former Blind Bizz site at 2022 Cedar Street. The areas will be seeded for a more attractive appearance. The buildings located at 2040 Cedar Street will be razed by the end of 2016.

Plans are nearly ready for the China-based facility that will be located on 5 acres of DDA owned land at Holt Road and Holloway Drive.

Mr. Haas spoke with an IRS representative regarding the 501(c)(3) application for the Holt Non-Profit Coalition. A few minor changes are needed before it is approved.

### **Farmers Market**

Lori Underhill reported that the Farmers Market continues to thrive. Token sales are slightly lower than in past years due to individual vendors accepting Square payments.

### **Holt Non-Profit Coalition**

Ms. Underhill reported that the IRS has requested a few minor changes to the 501(c)(3) application.

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**Advertising & Marketing Committee**

There was no report.

**Planning Commission**

Ms. Olson reported that the Planning Commission approved the final site plan for Willoughby Estates. The Realize Cedar Plan will be open for public input.

**Supervisor**

Supervisor Davis reported this was his final meeting with the DDA Board as Township Supervisor. He thanked the Board members for their hard work and dedication.

**Treasurer**

Treasurer Cosgrove reported property tax disbursements were made to the taxing jurisdictions in late summer.

**Members**

Ms. Miller spoke of her concern regarding Cedar Street traffic. Mr. Haas responded that he had spoken with Lt. Hull and he reported that the data from the electronic speed signs show that 50% of vehicles are exceeding the speed limit by 20 miles per hour or more. Data for Holt Road is equal to or worse than the Cedar Street data. Ms. Miller also spoke about traffic and speeds in the area on Aurelius Road near the Holt Junior High School.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:38 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

October 19, 2016

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2017 Budget

The Fiscal Year 2017 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 7, 2016. At our September meeting, a public hearing was set for October 25<sup>th</sup>. The notice for the public hearing was published in the Holt Community News on Sunday, October 16<sup>th</sup>. The Township Board of Trustees held its public hearing on Tuesday, October 18<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 2017 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.**

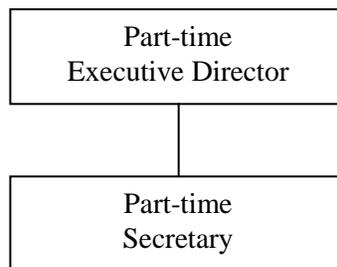
## Delhi Downtown Development Authority (248)

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 six departments in the DDA. They are:

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



Staffing Levels			
	2015	2016	2017
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**

<b>Description</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
<b>Revenues</b>				
Property Taxes	\$ 2,357,679	\$ 1,581,150	\$ 1,532,940	\$ 1,400,280
Grants	2,700	2,500	4,800	4,000
Interest and rentals	36,419	29,330	34,330	34,980
Intergovernmental	-	-	1,565,000	30,000
Other	13,089	7,820	15,820	15,820
<b>Total Revenues</b>	<b>2,409,887</b>	<b>1,620,800</b>	<b>3,152,890</b>	<b>1,485,080</b>
<b>Expenditures</b>				
Community and Economic Dev				
Administration	98,612	110,320	125,260	123,890
Marketing & Promotion	148,004	160,450	167,840	169,500
Other Functions	203,985	202,130	221,180	313,290
Infrastructure Projects	15,502	45,000	45,000	50,000
Capital Outlay	69,649	160,000	290,000	220,000
Development Capital Outlay/Improvements	-	-	406,700	320,000
Debt Service	163,487	164,190	204,790	87,850
<b>Total Expenditures</b>	<b>699,239</b>	<b>842,090</b>	<b>1,460,770</b>	<b>1,284,530</b>
<b>Other Financing Sources (Uses)</b>				
Sale of Assets	-	-	-	-
Bond/Loan Proceeds-Refunding			4,499,000	-
Payment to Escrow			(4,568,790)	-
Transfer to DDA Debt Service Funds	(1,296,640)	(778,750)	(693,500)	(701,510)
<b>Total Other Financing Sources (Uses)</b>	<b>(1,296,640)</b>	<b>(778,750)</b>	<b>(763,290)</b>	<b>(701,510)</b>
<b>Revenues over (under) expenditures</b>	<b>414,008</b>	<b>(40)</b>	<b>928,830</b>	<b>(500,960)</b>
<b>Fund Balance, Beginning</b>	<b>1,441,364</b>	<b>1,855,372</b>	<b>1,855,372</b>	<b>2,784,202</b>
<b>Fund Balance, Ending</b>	<b>\$ 1,855,372</b>	<b>\$ 1,855,332</b>	<b>\$ 2,784,202</b>	<b>\$ 2,283,242</b>

**DDA REVENUE**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 2,280,013	\$ 1,532,000	\$ 1,121,868	\$ 1,493,160	\$ 1,354,000
248-000.00-404.005	IFT/CFT CAPT TAX REV	63,605	41,500	30,804	31,780	38,280
248-000.00-445.000	DELQ TAX	12,666	7,000	5,646	7,000	7,000
248-000.00-445.005	DELINQ INTER & PENALTY	1,395	650	866	1,000	1,000
248-000.00-570.000	STATE GRANTS	2,700	2,500	1,300	4,800	4,000
248-000.00-581.000	INTERGOVERNMENTAL	-	-	-	1,565,000	30,000
248-000.00-664.000	INTEREST	7,481	4,000	3,278	5,000	5,000
248-000.00-669.020	COMM TOWER LEASE FEE	17,830	18,330	10,588	18,330	18,980
248-000.00-670.010	RENT-FARMERS MARKET	11,108	7,000	5,375	11,000	11,000
248-000.00-672.040	GREASE LOAN	3,160	1,320	660	1,320	1,320
248-000.00-673.000	SALE OF FIXED ASSETS	-	-	1	-	-
248-000.00-675.010	DONATIONS	-	-	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	5,454	2,500	6	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REV	4,474	4,000	8,042	12,000	12,000
248-000.00-698.020	BOND PROCEEDS	-	-	-	4,499,000	-
<b>Total</b>		<b>\$ 2,409,887</b>	<b>\$ 1,620,800</b>	<b>\$ 1,188,435</b>	<b>\$ 7,651,890</b>	<b>\$ 1,485,080</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 2017 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 2017 budget requests expenditures of \$123,890. The budget reflects one part-time Executive Director and one part-time Secretary.

**DDA ADMINISTRATION**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-728.00-703.005	PART TIME HELP	\$ 67,594	\$ 71,320	\$ 32,558	\$ 71,840	\$ 75,110
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	1,090	1,040	573	1,080	1,120
248-728.00-718.000	PENSION CONTRIBUTION	1,989	2,140	943	2,160	2,250
248-728.00-723.000	AUTOMOBILE EXPENSE ALLO	400	400	400	400	400
248-728.00-724.000	WORKERS COMP	247	310	88	310	340
248-728.00-726.000	OFFICE SUPPLIES	561	1,200	203	1,200	1,200
248-728.00-801.000	LEGAL FEES	6,822	15,000	5,686	15,000	15,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,428	1,570	545	1,470	1,470
248-728.00-803.000	POSTAGE	1,644	300	1	300	300
248-728.00-807.000	AUDIT FEES	2,112	2,100	2,503	2,500	2,700
248-728.00-818.000	CONTRACTUAL SERVICES	8,053	6,040	11,414	20,000	15,000
248-728.00-853.000	TELEPHONE/COMMUNICATIO	2,435	2,500	952	2,500	2,500
248-728.00-870.000	MILEAGE	440	300	-	400	400
248-728.00-902.005	PRINTING AND PUBLISHING	66	300	-	300	300
248-728.00-910.000	INSURANCE & BONDS	2,971	3,800	2,953	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	611	1,000	92	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	150	1,000	-	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-	-
<b>Total</b>		<b>\$ 98,612</b>	<b>\$ 110,320</b>	<b>\$ 58,911</b>	<b>\$ 125,260</b>	<b>\$ 123,890</b>

Account #	Description and Calculation	Calcs	2016 Budget	2016 Projected	2017 Request
	<b>DDA ADMINISTRATION</b>				
<b>728-703.005</b>	<b>Part Time Help</b>		71,320	71,840	75,110
	<b>Year 2016</b>				
	Director \$4,000 mo x 12 mo	48,000			
	Secretary Gr 5, Step 4, 360 hrs @19.434/hr	6,696			
	Secretary Gr 5, Step 5, 840 hrs @20.406/hr	17,141			
	Total	71,837			
	<b>Year 2017</b>				
	Director \$4,000 mo x 12 mo	48,000			
	Secretary Gr 6, Step 5, 1200 hrs @22.595/hr	27,114			
	Total	75,114			
<b>728-715.000</b>	<b>Social Security/Medicare</b>		1,040	1,080	1,120
	<b>Year 2016</b>				
	71,837 wages x .0145 + 400 auto exp *.0765	1,073			
	<b>Year 2017</b>				
	75,114 wages x .0145 + 400 auto exp *.0765	1,120			
<b>728-718.000</b>	<b>Pension Contribution</b>		2,140	2,160	2,250
	<b>Year 2016</b>				
	71,837 wages x 3%	2,156			
	<b>Year 2017</b>				
	75,114 wages x 3%	2,253			
<b>728-723.000</b>	<b>Automobile Expense Allowance</b>		400	400	400
	<b>Year 2016</b> for A. McFadyen as fill-in Exec Dir	400			
	<b>Year 2017</b> for A. McFadyen as fill-in Exec Dir	400			
<b>728-724.000</b>	<b>Workers Comp</b>		310	310	340
	Year 2016: 71,882 x .0045 =	323			
	Year 2017: 75,114 x .0045 =	338			
<b>728-726.000</b>	<b>Office Supplies</b>		1,200	1,200	1,200
	<b>Year 2016</b>	1,200			
	<b>Year 2017</b>	1,200			
<b>728-801.000</b>	<b>Legal Fees</b> (land sales, contracts, general)		15,000	15,000	15,000
	<b>Year 2016</b>	15,000			
	<b>Year 2017</b>	15,000			
<b>728-802.005</b>	<b>Dues &amp; Subscriptions</b>		1,570	1,470	1,470
	<b>Year 2016</b>				
	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			

Account #	Description and Calculation	Calcs	2016 Budget	2016 Projected	2017 Request
	<b>Year 2017</b>				
	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>	<b>Postage</b>		300	300	300
	Year 2016	300			
	Year 2017	300			
<b>728-807.000</b>	<b>Audit Fees</b>		2,100	2,500	2,700
	Year 2016	2,502			
	Year 2017	2,700			
<b>728.818.000</b>	<b>Contractual Services - Encompass, Rose Pest, ACD.net</b>		6,040	20,000	15,000
	Year 2016: surveying & design services	20,000			
	Year 2017	15,000			
<b>728-853.000</b>	<b>Telephone/Communications -TDS, Haas Cell, Metronet</b>		2,500	2,500	2,500
	Year 2016	2,500			
	Year 2017	2,500			
<b>728-870.000</b>	<b>Mileage</b>		300	400	400
	Year 2016	400			
	Year 2017	400			
<b>728-902.005</b>	<b>Printing &amp; Publishing</b>		300	300	300
	Year 2016 -Business cards, legal postings	300			
	Year 2017	300			
<b>728-910.000</b>	<b>Insurance &amp; Bonds</b>		3,800	3,800	3,800
	Year 2016	3,800			
	Year 2017	3,800			
<b>728-956.000</b>	<b>Miscellaneous</b>		1,000	1,000	1,000
	Year 2016	1,000			
	Year 2017	1,000			
<b>728-960.000</b>	<b>Education &amp; Training</b>		1,000	1,000	1,000
	Year 2016 - MEDA, MSU, Mid-America Dev Conf	1,000			
	Year 2017 - MEDA, MSU, Mid-America Dev Conf	1,000			
<b>TOTAL ADMINISTRATION EXPENDITURES</b>			<b>110,320</b>	<b>125,260</b>	<b>123,890</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 2017 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* and other business enhancements such as Biz Buzz
3. Promote community events
4. Encourage community beautification with the placement of public art and murals.

### **Resources Needed**

The attached year 2017 budget requests expenditures of \$169,500.

**DDA MARKETING AND PROMOTION**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-729.00-703.005	PART TIME HELP	\$ 33,459	\$ 32,330	\$ 18,369	\$ 37,780	\$ 39,310
248-729.00-715.000	SOCIAL SECURITY/MEDICARE	2,560	2,480	1,405	2,890	3,010
248-729.00-724.000	WORKERS COMP INSUR	76	140	74	170	180
248-729.00-884.000	DDA ADVERTISING	82,394	96,000	26,708	96,000	96,000
248-729.00-885.000	HOLT HOMETOWN FESTIVAL	-	-	-	-	-
248-729.00-888.000	FARMERS MARKET	16,666	13,000	4,093	13,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	2,686	2,500	1,138	4,000	4,000
248-729.00-956.000	MISCELLANEOUS	10,165	14,000	3,544	14,000	14,000
<b>Total</b>		<b>\$ 148,004</b>	<b>\$ 160,450</b>	<b>\$ 55,331</b>	<b>\$ 167,840</b>	<b>\$ 169,500</b>

Account No.	Description	Calcs	2016 Budget	2016 Projected	2017 Request
	<b>MARKETING AND PROMOTION</b>				
729-703.005	<b>Part Time Help</b>		32,330	37,780	39,310
	<b>Year 2016</b>				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 13.014/hr	4,061			
	Farmers Mkt Maint - Grade E, Step 2 - 156 hrs @ 13.014/hr	2,030			
	Market Manager - Grade 8, Step 2: 1300 hrs @ 24.383/hr	31,698			
	<b>Total</b>	<b>37,789</b>			
	<b>Year 2017</b>				
	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			
	<b>Total</b>	<b>39,312</b>			
729-715.000	<b>SS/Medicare</b>		2,480	2,890	3,010
	Year 2016: 37,789 wages x 0.0765	2,891			
	Year 2017: 39,312 wages x 0.0765	3,007			
729-724.000	<b>Workers Comp</b>		140	170	180
	Year 2016: 37,789 wages x 0.0045	170			
	Year 2017: 39,312 wages x 0.0045	177			
729-884.000	<b>Advertising</b>		96,000	96,000	96,000
	<b>Year 2016</b>				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5,000	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			
	Business Seminars - \$10,000	10,000			
	<b>Total</b>	<b>96,000</b>			
	<b>Year 2017</b>				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5,000	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			
	Business Seminars - \$10,000	10,000			
	<b>Total</b>	<b>96,000</b>			
729-888.000	<b>Farmers Market</b>		13,000	13,000	13,000
	<b>Year 2016</b>				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	<b>Total</b>	<b>13,000</b>			
	<b>Year 2017</b>				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	<b>Total</b>	<b>13,000</b>			
729-888.002	<b>Double Up Bucks</b>		2,500	4,000	4,000
	<b>Year 2016</b>	4,000			
	<b>Year 2017</b>	4,000			
729-956.000	<b>Miscellaneous</b>		14,000	14,000	14,000
	<b>Year 2016</b>				
	Web hosting and maintenance - \$6000	6,000			
	ESRI contract, other miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	<b>Total</b>	<b>14,000</b>			
	<b>Year 2017</b>				
	Web hosting/maintenance to 501(c)(6) - \$6,000	6,000			
	ESRI contract, other miscellaneous	3,000			
	Seed money to Holt Non-Profit Coalition	5,000			
	<b>Total</b>	<b>14,000</b>			
	<b>TOTAL MARKETING AND PROMOTION</b>		<b>160,450</b>	<b>167,840</b>	<b>169,500</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 2017 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 2017 budget requests expenditures of \$50,000.

**DDA INFRASTRUCTURE**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-731.00-933.000	STREETSCAPE REPR & MAIN	\$ 11,034	\$ 15,000	\$ 1,300	\$ 15,000	\$ 15,000
248-731.00-956.000	MISCELLANEOUS	4,468	10,000	-	10,000	10,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	-	20,000	-	20,000	25,000
<b>Total</b>		<b>\$ 15,502</b>	<b>\$ 45,000</b>	<b>\$ 1,300</b>	<b>\$ 45,000</b>	<b>\$ 50,000</b>

Account #	Description	2016 Budget	2016 Projected	2017 Request
	<b>Infrastructure Projects</b>			
731-933.000	Streetscape Repair & Maintenance	15,000	15,000	15,000
731-956.000	Miscellaneous	10,000	10,000	10,000
731-974.010	Non-Motorized Pathways	20,000	20,000	25,000
	Sign for Trailhead Park			
	Planting beds			
	<b>TOTAL INFRASTRUCTURE</b>	<b>45,000</b>	<b>45,000</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 2017 Goals**

1. Provide for on-going maintenance within the DDA District.
2. Provide bond payments for the Non-Motorized Trail.
3. Provide bond payments for the 2016 DDA Development Bonds

### **Resources Needed**

The attached year 2017 budget requests expenditures of \$313,290.

**DDA OTHER FUNCTIONS**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 16,434	\$ 17,770	\$ 17,770	\$ 17,800
248-850.00-921.030	UTILITIES - WATER	1,783	1,770	2,290	2,410
248-850.00-921.035	UTILITIES - SEWER	1,550	950	2,130	2,240
248-850.00-921.040	UTILITIES - ELECTRIC	19,884	22,820	22,820	23,960
248-850.00-921.045	UTILITIES - GAS	4,849	7,140	5,000	5,250
248-850.00-930.000	BUILDING MAINT & REPAIRS	1,235	4,000	4,000	4,000
248-850.00-956.000	MISCELLANEOUS	1,300	-	-	-
248-850.00-964.000	TAX ADJUST TO CO/TWP	-	10,000	10,000	10,000
248-850.00-967.025	DDA PROP-DRAIN/TAX/SAD	33,968	16,780	27,820	20,000
248-850.00-969.016	COMM & ECON DEVELOP	-	-	8,450	227,630
248-850.00-999.105	TRAN OUT-G.F. LOAN PYMT	122,984	120,900	120,900	-
<b>Total</b>		<b>\$ 203,985</b>	<b>\$ 202,130</b>	<b>\$ 221,180</b>	<b>\$ 313,290</b>

Account #	Description	Explanation and/or Calculations	2016 Budget	2016 Projected	2017 Request
	<b>DDA Other Functions</b>				
818.000	Contractual Services	1. Rubbish Removal	17,770	17,770	17,800
		2016: 1,575.00			
		2017: 1,590.00			
		2. Fire Extinguisher Service			
		2016: 40.00			
		2017: 40.00			
		3. Security System			
		2016: 550.00			
		2017: 550.00			
		4. HVAC Preventive Maintenance Contract			
		2016: 2,020.00			
		2017: 2,080.00			
		5. Generator Maintenance			
		2016: 760.00			
		2017: 840.00			
		6. Cleaning Service			
		2016: 12,700.00			
		2017: 12,700.00			
921.030	Utilities - Water	2016: 2,290.00	1,770	2,290	2,410
		2017: Project a 5% increase ove 2,410.00			
921.035	Utilities - Sewer	2016: 2,130.00	950	2,130	2,240
		2017: Project a 5% increase ove 2,240.00			
921.040	Utilities - Electricity	2016: 22,820.00	22,820	22,820	23,960
		2017: Project a 10% increase ov 23,960.00			
921.045	Utilities - Gas	2016: 5,000.00	7,140	5,000	5,250
		2017: Project a 10% increase ov 5,250.00			
930.000	Building Maintenance & Repairs	1. Janitorial Supplies	4,000	4,000	4,000
		2016: 1,000.00			
		2017: 1,000.00			
		2. Fertilizer/Landscaping			
		2016: 1,500.00			
		2017: 1,500.00			
		3. Security System Repairs			
		2016: 500.00			
		2017: 500.00			
		4. HVAC Repairs			
		2016: 1,000.00			
		2017: 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		16,780	27,820	20,000
969.016	Community & Econ Development	Non-Motorized Trail Bond Pmt to Twp 118,810		8,450	227,630
		2016 Development Bond Pmt to Twp 108,820			
999.105	Non-Motorized Trail Bond Pmt to Twp	Principal & Interest	120,900	120,900	
		<b>Other Functions Total</b>	<b>202,130</b>	<b>221,180</b>	<b>313,290</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 2017 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 2017 budget requests expenditures of \$220,000.

**DDA CAPITAL OUTLAY**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-903.00-970.000	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.00-971.000	CAPITAL OUTLAY-LAND	-	150,000	140,022	280,000	210,000
248-903.00-971.010	LAND HELD FOR RESALE	64,339	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150 CED.	5,310	10,000	-	10,000	10,000
<b>Total</b>		<b>\$ 69,649</b>	<b>\$ 160,000</b>	<b>\$ 140,022</b>	<b>\$ 290,000</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 2017 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 2017 budget requests expenditures of \$320,000.

2016 DDA Development

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
248-903.05-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
248-903.05-970.000	CAPITAL OUTLAY	-	-	-	300,000	260,000
248-903.05-992.000	BONDING EXPENSE	-	-	-	46,700	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 406,700</b>	<b>\$ 320,000</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/Sheriff office building.
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.

### **Resources Needed**

The attached year 2017 budget requests expenditures of \$789,360.

DDA DEBT SERVICE DDA DEBT SERVICE

GL Number	Description	2015 Activity	2016 Budget	YTD 06/30/2016	2016 Projected	2017 Requested
248-905.00-991.120	REF DEBT PYMT TO ESCROW	\$ -	\$ -	\$ -	\$ 4,568,790	\$ -
248-905.00-991.300	PRINC-2003 DDA BONDS	75,000	80,000	-	80,000	80,000
248-905.00-991.320	PRINC PAYMENT-2040 CEDAR L	42,288	44,870	22,100	44,870	-
248-905.00-991.340	PRINC -2052 CEDAR LAND CON	25,000	25,000	12,500	25,000	-
248-905.00-992.000	BONDING EXPENSE	-	-	-	40,700	-
248-905.00-995.300	INTEREST -2003 DDA BONDS	13,858	10,750	5,373	10,750	7,350
248-905.00-995.320	INTER -2040 CEDAR LAND CON	4,604	2,030	1,346	2,030	-
248-905.00-995.340	INTER -2052 CEDAR LAND CON	2,438	940	656	940	-
248-905.00-999.000	PAYING AGENT FEES	300	600	150	500	500
248-905.00-999.220	TRANS OUT-392 2008 DDA BONI	766,258	778,750	119,179	693,500	609,130
248-905.00-999.230	TRANS OUT-393 2010 DDA REFL	530,381	-	-	-	-
248-905.00-999.391	TRANS OUT-2016 REF BONDS	-	-	-	-	92,380
<b>Total</b>		<b>\$ 1,460,127</b>	<b>\$ 942,940</b>	<b>\$ 161,303</b>	<b>\$ 5,467,080</b>	<b>\$ 789,360</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>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	-	-	-	92,380
<b>Total Expenditures</b>	-	-	-	<b>92,380</b>
<b>Revenues over (under) expenditures</b>	-	-	-	<b>(92,380)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	-	-	-	92,380
<b>Total other financing sources (uses)</b>	-	-	-	<b>92,380</b>
<b>Fund Balance, Beginning</b>	-	-	-	-
<b>Fund Balance, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2016 DDA REFUNDING BOND

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
391-000.00-699.065	TRANS IN FROM DELHI DDA	\$ -	\$ -	\$ -	\$ -	\$ 92,380
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 92,380</b>

**2016 DDA REFUNDING BOND EXPENDITURES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>YTD 06/30/2016</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
391-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
391-905.00-995.000	INTEREST	-	-	-	-	92,380
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 92,380</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>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	<u>766,258</u>	<u>778,750</u>	<u>693,500</u>	<u>609,130</u>
<b>Total Expenditures</b>	<b>766,258</b>	<b>778,750</b>	<b>693,500</b>	<b>609,130</b>
<b>Revenues over (under) expenditures</b>	<b>(766,258)</b>	<b>(778,750)</b>	<b>(693,500)</b>	<b>(609,130)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	<u>766,258</u>	<u>778,750</u>	<u>693,500</u>	<u>609,130</u>
<b>Total other financing sources (uses)</b>	<b>766,258</b>	<b>778,750</b>	<b>693,500</b>	<b>609,130</b>
<b>Fund Balance, Beginning</b>	-	-	-	-
<b>Fund Balance, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2008 DDA DEBT RETIREMENT REVENUES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
392-000.00-664.000	INTEREST	\$ -	\$ -	\$ -	\$ -
392-000.00-699.065	TRANS IN FROM DELHI DDA	766,258	778,750	693,500	609,130
<b>Total</b>		<b>\$ 766,258</b>	<b>\$ 778,750</b>	<b>\$ 693,500</b>	<b>\$ 609,130</b>

**2008 DDA DEBT RETIREMENT FUND EXPENDITURES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Requested</b>
392-905.00-956.000	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -
392-905.00-991.000	PRINCIPAL	508,387	539,890	539,880	562,380
392-905.00-995.000	INTEREST	257,422	238,360	153,120	46,250
392-905.00-998.000	PAYING AGENT FEES	450	500	500	500
<b>Total</b>		<b>\$ 766,258</b>	<b>\$ 778,750</b>	<b>\$ 693,500</b>	<b>\$ 609,130</b>

**2016 DDA DEVELOPMENT BOND DEBT SERVICE FUND SUMMARY (395)  
2017-2035 (38 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>2015 Actual</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
<b>Intergovernmental Revenue</b>	\$ -	\$ -	\$ 8,450	\$ 108,820
<b>Revenues</b>	-	-	<b>8,450</b>	<b>108,820</b>
<b>Expenditures</b>				
Debt Service	-	-	8,450	108,820
<b>Total Expenditures</b>	-	-	<b>8,450</b>	<b>108,820</b>
<b>Revenues over (under) expenditures</b>	-	-	-	-
<b>Other financing sources (uses)</b>				
	-	-	-	-
<b>Total other financing sources (uses)</b>	-	-	-	-
<b>Fund Balance, Beginning</b>	-	-	-	-
<b>Fund Balance, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**2016 DDA DEVELOPMENT BONDS DEBT SERVICE REVENUES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
395-000.00-581.000	INTERGOVERNMENTAL REV	\$ -	\$ -	\$ 8,450	\$ 108,820
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,450</b>	<b>\$ 108,820</b>

**2016 DDA DEVELOPMENT BONDS DEBT SERVICE EXPENDITURES**

<b>GL Number</b>	<b>Description</b>	<b>2015 Activity</b>	<b>2016 Budget</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
395-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ 65,000
395-905.00-995.000	INTEREST	-	-	7,950	43,320
395-905.00-999.000	PAYING AGENT FEES	-	-	500	500
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,450</b>	<b>\$ 108,820</b>



**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 2017

Please note the schedule for 2017 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 31, 2017 (5<sup>th</sup> Tuesday)

February 28, 2017 (4<sup>th</sup> Tuesday)

March 28, 2017 (4<sup>th</sup> Tuesday)

April 25, 2017 (4<sup>th</sup> Tuesday)

May 30, 2017 (5<sup>th</sup> Tuesday)

June 27, 2017 (4<sup>th</sup> Tuesday)

July 25, 2017 (4<sup>th</sup> Tuesday)

August 29, 2017 (5<sup>th</sup> Tuesday)

September 26, 2017 (4<sup>th</sup> Tuesday)

October 31, 2017 (5<sup>th</sup> Tuesday)

November 28, 2017 (4<sup>th</sup> Tuesday)

December 2017 – no meeting

**Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2017.**