

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Holt Community Center**

**4410 Holt Road, Holt, MI**

**Tuesday, October 30, 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 September 25, 2018**

**Presentation – Esker Landing Park – Todd Sneathen, Hubbell, Roth & Clark, Inc.**

**Public Hearing – FY 2019 Downtown Development Authority Budget**

**Business**

1. Approve Amendment No. 1 to Esker Landing: Design Engineering Services Agreement
2. Approve HRC Esker Landing Park Proposal for Construction Engineering Services
3. Approve Fiscal Year 2019 Downtown Development Authority Budget
4. Approve 2019 Board Meeting Date Calendar

**Late Agenda Item**

5.

**Reports**

6. Executive Director
7. Farmers Market
8. Marketing Committee
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 SEPTEMBER 25, 2018**

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The Downtown Development Authority met Tuesday, September 25, 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, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson, Sally Rae

**MEMBERS ABSENT:** Kim Cosgrove, Tim Fauser

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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There were no changes to the agenda.

**APPROVAL OF MINUTES**

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**Miller moved, Ammon supported, to approve the regular meeting minutes of August 28, 2018.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove, Fauser

**MOTION CARRIED**

**BUSINESS**

**TRANSFER OF 2045 CEDAR STREET**

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**Rae moved, Miller supported, 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.**

Executive Director Haas reported that the Delhi Division of the Ingham County Sheriff's Office has moved in to the space formerly occupied by the DDA. Transferring the ownership of this property to the Township includes all the costs associated with the operation of the building.

A Roll Call Vote was recorded as:

Ayes: Ammon, Hayhoe, Leighton, Marvin, Miller, Olson, Rae

Absent: Cosgrove, Fauser

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 25, 2018**

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**PURCHASE OF 2176 CEDAR STREET**

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**Leighton moved, Ammon supported, 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.**

The DDA was made aware that the Pullums were interested in selling the property. The DDA realtor approached the owners to discuss the sale. An offer was made and accepted. The motel will be closed and the property held for future development.

A Roll Call Vote was recorded as:

Ayes: Ammon, Hayhoe, Leighton, Marvin, Miller, Olson, Rae

Absent: Cosgrove, Fauser

**MOTION CARRIED**

**FY 2019 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 30, 2018**

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**Ammon moved, Marvin supported, 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.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove, Fauser

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. Haas reported DTN Management may be building more apartments on their property off Holt Road. The owner of the Dakkota building on Holloway Drive expressed interest in the DDA property at Holt Road and Holloway Drive, north of his current building. Mr. Haas responded that he would like to wait to develop that property until the new McLaren hospital begins construction. The DDA and Township will meet with Michigan Economic Development Corporation and Lansing Economic Area Partnership to discuss the development of an Industrial zoned property. The Gillespie Company continues to meet with potential tenants for Esker Square.

**Farmers Market**

Lori Underhill reported that the Market is doing well during the Realize Cedar construction. The 5<sup>th</sup> Food Frenzy event was on Wednesday, September 12<sup>th</sup>.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 25, 2018**

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**Advertising & Marketing Committee**

David Leighton reported that the Committee discussed the successful Geofencing campaign for the businesses on Cedar Street. This may be a program that could be expanded to additional Delhi Township businesses in the future.

**Planning Commission**

Tonia Olson reported that the Planning Commission met to discuss the rezoning of a piece of property on Gilbert Road for potential future development.

**Supervisor**

John Hayhoe reported on sidewalk discussions the Township had with a local neighborhood. The Safe Routes to School grant will provide and/or complete sidewalks near school buildings. The grant provides for the construction costs. The Township will pay all engineering costs. The Township purchased Grovenburg United Methodist Church (adjacent to the POTW Plant). The building will be retained for a possible new precinct voting location. The new Delhi Township website was launched and provides a much easier interface for computer and mobile devices.

**Treasurer**

There was no report.

**Members**

Nanette Miller asked about a potential development on Hogsback Road.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:37 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
4410 HOLT ROAD, HOLT, MI 48842  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

October 23, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Amendment No. 1 to Esker Landing Design Engineering Services

In January of this year, we approved a proposal from Hubbell, Roth & Clark, Inc. for design engineering services for Cedar Lake Park (now name Esker Landing). After an initial review of the plans and estimated construction budget, we asked HRC to include additional landscaping and lighting to the park. This work was not included in their initial proposal. Therefore, HRC has submitted the attached amendment for our review and approval.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve Amendment No. 1 for Esker Landing Design Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$14,600.00.**

**PRINCIPALS**

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

**CONTROLLER**

Donna M. Martin

**SENIOR ASSOCIATES**

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

**ASSOCIATES**

Marshall J. Grazioli  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane M. Graham  
Aaron A. Uranga  
Salvatore Conigliaro  
Melissa A. Coatta  
Michael P. Darga  
Brian K. Davies  
Matthew G. Slicker  
James J. Surhigh  
Trevor S. Wagenmaker

**HUBBELL, ROTH & CLARK, INC.**

STREET: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842

PHONE: 517-694-7760

WEBSITE: hrcengr.com

**OTHER OFFICE LOCATIONS**

Bloomfield Hills  
Detroit  
Grand Rapids  
Howell  
Jackson  
Kalamazoo  
Lansing

October 23, 2018

Delhi Charter Township Downtown Development Authority  
2045 Cedar St.  
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services  
Engineering Design Services Amendment  
Esker Landing Park

HRC Job No. 20160766

Dear Mr. Haas:

We appreciate the opportunity to provide professional engineering services to the Delhi Township DDA. Hubbell, Roth & Clark, Inc. (HRC) is submitting this amendment for providing additional design services for the Esker Landing Park project formerly known as Cedar Lake Trailhead park

**Statement of Understanding**

HRC has completed the design of the new Esker Landing Park and are preparing to move proceed with the public bidding process. Under the DDA's original professional engineering services agreement, HRC has worked closely with the DDA and the Township to review and design the amenities proposed at the new park. As part of discussions early in the project design phase, it was requested that HRC design additional project amenities which included street lighting along the new park drive and parking lot and planned landscaping at the entrance to the park. This work was not included in our original project scope so, as discussed, we are requesting additional funds.

Based on the added design elements and associated costs to complete this work, HRC is requesting an amendment for an additional estimated time and materials fee of **\$14,600.**

We sincerely appreciate your consideration for this amendment to our original design proposal. If you have any questions or require any additional information, please contact the undersigned at (248) 454-6363.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd Sneathen, P.E.  
Vice President

/tjs

pc: Delhi; Ms. Tracy Miller  
HRC; File

Accepted By:

Downtown Development Authority:

\_\_\_\_\_  
Date



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
4410 HOLT ROAD, HOLT, MI 48842  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

October 23, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Esker Landing Construction Engineering Services

The design phase of Esker Landing has been completed and the plans are ready for bid. This process will begin in November. Based on the current estimate of construction costs, Hubbell, Roth & Clark, Inc. has prepared a Proposal for Construction Engineering Services for the project. It is attached for your review.

**RECOMMENDED MOTION:**

**I move to approve the Proposal for Construction Engineering Services for Esker Landing Park from Hubbell, Roth & Clark, Inc. in the amount of \$159,700.00.**

**PRINCIPALS**

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

**CONTROLLER**

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Brian K. Davies  
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Grand Rapids  
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Jackson  
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Lansing

October 23, 2018

Delhi Charter Township Downtown Development Authority  
2045 Cedar St.  
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Construction Engineering Services  
Esker Landing Park

HRC Job No. 20160766

Dear Mr. Haas:

We appreciate the opportunity to continue to provide professional engineering services for Esker Landing Park project. Hubbell, Roth & Clark, Inc. (HRC) is submitting this proposal for providing construction engineering services to bid and construct the Esker Landing Park.

**Statement of Understanding**

HRC has completed the design of the new Esker Landing Park and are preparing to move forward with the public bidding process. Under the original design engineering services letter dated January 30, 2018, we have completed the necessary engineering services which included submitting plans and reviewing and incorporating comments from both the Ingham County Department of Roads and the Ingham County Drain office. We have also worked with the MDNR trust fund grant coordinator and received final approval to proceed with bidding the project. We are currently entering the bidding and construction phase of the project which HRC has been asked to provide construction engineering services

Bids are planned to be opened on this project at the end of November. The current estimate of construction costs on the Esker Landing Park project is \$1,184,000. Upon receipt of bids, we will review and discuss the bid pricing and provide a recommendation of the scope of work to be awarded for the construction contract.

Construction engineering costs are highly dependent on the contractor. Their efficiency, staffing, and scheduling are dependent on the weather, unforeseen conditions, subcontractor availability, etc. We have incorporated all available information into this proposal. But it is subject to change. Once bids are received and a contract executed, we will review the proposed schedule from the Contractor and inform the Township and DDA of any foreseeable issues. We will also provide frequent updates to your office and will update the Township and DDA Boards monthly, or as requested.

**CONSTRUCTION ENGINEERING SERVICES**

<b><u>Tasks</u></b>	<b><u>Proposal</u></b>
Layout	\$12,300
Materials Testing (SME)	\$11,300
Observation and Field Engineering	\$87,000
Construction Engineering and Administration	\$49,100
<b>Total</b>	<b>\$159,700</b>



**Layout:** HRC will stake elements of work one time. Should the contractor damage the staking or require additional staking due to his sequencing or operations, we will seek compensation from the contractor to pay for these costs. However, the DDA would compensate HRC for this work then deduct or negotiate these costs from the contractor.

**Materials Testing:** SME will provide testing services for all materials on the project. This includes: trench compaction, subbase and base compaction, asphalt compaction and extraction, and concrete density.

**Observation and Field Engineering:** HRC will provide on-site field engineer(s) to monitor the Contractors work and provide daily updates of the progress of the work. Our observer will complete all the necessary project documentation for the DDA, Township, Ingham County Department of Roads, and Drain Office.

**Construction Engineering and Administration:** The remainder of the budget is allocated towards administering the overall construction activities including the bidding, shop drawing and material certification review, pay application processing, MDNR trust fund grant submittals. punch lists, project oversight, and routine updates to the DDA and Township,

**Summary:** HRC is proposing a Construction Engineering Services budget of \$159,700. As this is highly dependent on the contractor, we will provide updates periodically throughout the construction process.

We sincerely appreciate our long-standing relationship and your consideration of this proposal. If you have any questions or require any additional information, please contact the undersigned at (517) 294-6193.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd Sneathen, P.E.  
Vice President

/tjs

pc: Delhi; Ms. Tracy Miller  
HRC; File

Accepted By:

Downtown Development Authority:

---

Date



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

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TELEPHONE (517) 699-3866

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

October 23, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2019 Budget

The Fiscal Year 2019 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 11, 2018. At our September meeting, a public hearing was set for October 30<sup>th</sup>. The notice for the public hearing was published in the Holt Community News on Sunday, October 7<sup>th</sup>. The Township Board of Trustees will hold its public hearing on Wednesday, November 7<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 2019 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.**

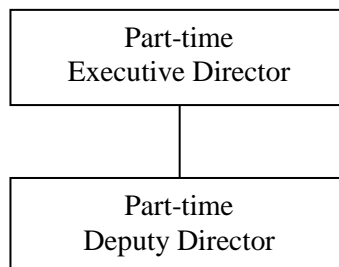
## Delhi Downtown Development Authority (248)

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			
	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
<b>Revenues</b>				
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
<b>Total Revenues</b>	<b>1,587,115</b>	<b>1,495,420</b>	<b>1,553,300</b>	<b>2,239,300</b>
<b>Expenditures</b>				
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	87,645	89,830	89,830	-
<b>Total Expenditures</b>	<b>1,581,620</b>	<b>7,724,170</b>	<b>7,795,790</b>	<b>1,556,970</b>
<b>Other Financing Sources (Uses)</b>				
Sale of Assets	-	-	-	-
Bond/Loan Proceeds	6,944,981	-	-	-
Payment to Escrow	-	-	-	-
Transfer to DDA Debt Service Funds	(858,686)	(1,011,210)	(1,011,210)	(1,094,140)
<b>Total Other Financing Sources (Uses)</b>	<b>6,086,295</b>	<b>(1,011,210)</b>	<b>(1,011,210)</b>	<b>(1,094,140)</b>
<b>Revenues over (under) expenditures</b>	<b>6,091,790</b>	<b>(7,239,960)</b>	<b>(7,253,700)</b>	<b>(411,810)</b>
<b>Fund Balance, Beginning</b>	<b>3,380,332</b>	<b>9,472,122</b>	<b>9,472,122</b>	<b>2,218,422</b>
<b>Fund Balance, Ending</b>	<b>\$ 9,472,122</b>	<b>\$ 2,232,162</b>	<b>\$ 2,218,422</b>	<b>\$ 1,806,612</b>

**DOWNTOWN DEVELOPMENT AUTHORITY REVENUE**

		<b>2017</b>	<b>2018</b>	<b>YTD</b>	<b>2018</b>	<b>2019</b>
		<b>Activity</b>	<b>Budget</b>	<b>06/30/2018</b>	<b>Projected</b>	<b>Requested</b>
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	-	-	-	-
<b>Total</b>		<b>\$ 8,532,096</b>	<b>\$ 1,495,420</b>	<b>\$ 1,164,360</b>	<b>\$ 1,553,300</b>	<b>\$ 2,239,300</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 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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 143,614</b>	<b>\$ 144,670</b>	<b>\$ 58,775</b>	<b>\$ 136,110</b>	<b>\$ 137,130</b>

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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 152,004</b>	<b>\$ 172,740</b>	<b>\$ 59,242</b>	<b>\$ 173,110</b>	<b>\$ 174,760</b>

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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 22,034</b>	<b>\$ 50,000</b>	<b>\$ 1,300</b>	<b>\$ 40,000</b>	<b>\$ 40,000</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 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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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	-	-	-
<b>Total</b>		<b>\$ 189,478</b>	<b>\$ 196,930</b>	<b>\$ 26,755</b>	<b>\$ 196,740</b>	<b>\$ 170,080</b>

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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 145,435</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ 410,000</b>	<b>\$ 810,000</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 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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 223,551</b>	<b>\$ 450,000</b>	<b>\$ 188,011</b>	<b>\$ 350,000</b>	<b>\$ 225,000</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.

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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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	-	-	-	-
<b>Total</b>		<b>\$ 617,859</b>	<b>\$ 6,400,000</b>	<b>\$ 571,255</b>	<b>\$ 6,400,000</b>	<b>\$ -</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. 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**

<b>GL Number</b>	<b>Description</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>		<b>\$ 946,331</b>	<b>\$ 1,101,040</b>	<b>\$ 177,567</b>	<b>\$ 1,101,040</b>	<b>\$ 1,094,140</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>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Projected</b>	<b>2019 Budget</b>
<b>Revenues</b>	<b>\$ 92,379</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Debt Service	92,379	72,000	72,000	773,850
<b>Total Expenditures</b>	<b>92,379</b>	<b>72,000</b>	<b>72,000</b>	<b>773,850</b>
<b>Revenues over (under) expenditures</b>	<b>-</b>	<b>(72,000)</b>	<b>(72,000)</b>	<b>(773,850)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	92,379	72,000	72,000	773,850
<b>Total other financing sources (uses)</b>	<b>92,379</b>	<b>72,000</b>	<b>72,000</b>	<b>773,850</b>
<b>Fund Balance, Beginning</b>	<b>-</b>	<b>92,379</b>	<b>-</b>	<b>-</b>
<b>Fund Balance, Ending</b>	<b>\$ 92,379</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**2016 DDA REFUNDING BOND REVENUE**

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

**2016 DDA REFUNDING BOND EXPENDITURES**

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

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

**2008 DEBT RETIREMENT FUND REVENUE**

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

**2008 DEBT RETIREMENT FUND EXPENDITURES**

<b>DEPT 905.00 DEBT SERVICE</b>		<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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	-
<b>Total</b>		<b>\$ 609,075</b>	<b>\$ 618,130</b>	<b>\$ 11,877</b>	<b>\$ 618,130</b>	<b>\$ -</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>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Projected</b>	<b>2019 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	<u>108,819</u>	<u>108,030</u>	<u>108,030</u>	<u>107,240</u>
<b>Total Expenditures</b>	<b>108,819</b>	<b>108,030</b>	<b>108,030</b>	<b>107,240</b>
<b>Revenues over (under) expenditures</b>	<b>(108,819)</b>	<b>(108,030)</b>	<b>(108,030)</b>	<b>(107,240)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	<u>108,819</u>	<u>108,030</u>	<u>108,030</u>	<u>107,240</u>
<b>Total other financing sources (uses)</b>	<b>108,819</b>	<b>108,030</b>	<b>108,030</b>	<b>107,240</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 BOND REVENUE**

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

**2016 DDA DEVELOPMENT BONDS**

		<b>2017</b>	<b>2018</b>	<b>YTD</b>	<b>2018</b>	<b>2019</b>
		<b>Activity</b>	<b>Budget</b>	<b>06/30/2018</b>	<b>Projected</b>	<b>Requested</b>
<b>DEPT 905.00 DEBT SERVICE</b>						
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
<b>Total</b>		<b>108,819</b>	<b>108,030</b>	<b>21,263</b>	<b>108,030</b>	<b>107,240</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>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 Projected</b>	<b>2019 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	48,413	213,050	213,050	213,050
<b>Total Expenditures</b>	<b>48,413</b>	<b>213,050</b>	<b>213,050</b>	<b>213,050</b>
<b>Revenues over (under) expenditures</b>	<b>(48,413)</b>	<b>(213,050)</b>	<b>(213,050)</b>	<b>(213,050)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	48,413	213,050	213,050	213,050
<b>Total other financing sources (uses)</b>	<b>48,413</b>	<b>213,050</b>	<b>213,050</b>	<b>213,050</b>
<b>Fund Balance, Beginning</b>	-	0	-	-
<b>Fund Balance, Ending</b>	<u><u>\$ 0</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**2017 REALIZE CEDAR BOND REVENUE**

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

**2017 REALIZE CEDAR BOND EXPENDITURES**

<b>DEPT 905.00 DEBT SERVICE</b>	<b>2017 Activity</b>	<b>2018 Budget</b>	<b>YTD 06/30/2018</b>	<b>2018 Projected</b>	<b>2019 Requested</b>
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
<b>Total</b>	<b>48,413</b>	<b>213,050</b>	<b>106,272</b>	<b>213,050</b>	<b>213,050</b>





**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

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

October 23, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – 2019

Please note the schedule for 2019 DDA Board Meeting Dates.

All meetings will be held on the last Tuesday of each month at 7:00 p.m. in the Holt Community Center Board Room, 4410 Holt Road, Holt, MI. Brownfield Redevelopment Authority meetings will immediately follow the DDA meeting, if needed.

January 29, 2019 (5<sup>th</sup> Tuesday)

February 26, 2019 (4<sup>th</sup> Tuesday)

March 26, 2019 (4<sup>th</sup> Tuesday)

April 30, 2019 (5<sup>th</sup> Tuesday)

May 28, 2019 (4<sup>th</sup> Tuesday)

June 25, 2019 (4<sup>th</sup> Tuesday)

July 30, 2019 (5<sup>th</sup> Tuesday)

August 27, 2019 (4<sup>th</sup> Tuesday)

September 24, 2019 (4<sup>th</sup> Tuesday)

October 29, 2019 (5<sup>th</sup> Tuesday)

November 26, 2019 (4<sup>th</sup> Tuesday)

December 2019 – no meeting

**Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2019.**