

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Holt Community Center**

**4410 Holt Road, Holt, MI**

**Tuesday, September 24, 2019**

**7:00 p.m.**

**AGENDA**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Comments from the Public**

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

**Set/Adjust Agenda**

**Approval of Minutes: Regular Meeting of August 27, 2019**

**Business**

1. FY 2020 DDA Budget – Set Public Hearing for October 29, 2019
2. Approve Proposal for Door Replacement at Holt Farmers Market

**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 AUGUST 27, 2019**

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The Downtown Development Authority met Tuesday, August 27, 2019 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, Rick Brown, Rita Craig, Tim Fauser, David Leighton, Sally Rae

**MEMBERS ABSENT:** John Hayhoe, Steven L. Marvin, Nanette Miller

**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 adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Craig moved, Fauser supported, to approve the regular meeting minutes of May 28, 2019.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Hayhoe, Marvin, Miller

**MOTION CARRIED**

**Fauser moved, Leighton supported, to approve the regular Brownfield meeting minutes of May 28, 2019.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Hayhoe, Marvin, Miller

**MOTION CARRIED**

**INFORMATIONAL MEETING FOR TAXING JURISDICTIONS**

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Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:03 pm and closed at 7:06 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College. There were no attendees at the informational meeting.

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON AUGUST 27, 2019**

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**BUSINESS**

**2020 BUDGET – PRELIMINARY REVIEW**

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Executive Director Haas and Deputy Director Underhill reviewed the proposed 2020 DDA Budget. The Township Board of Trustees will hold a Budget Workshop on September 10.

**REPORTS**

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**Executive Director**

Mr. Haas reported on his conversations with developers and potential buyers of the DDA owned 37 acres at Holt and Holloway Drive. Esker Square has obtained sufficient leases to start construction by mid-September. Several interested parties have been looking at the small building located at 2176 Cedar Street. Earthwork and environmental activities have begun on the MSUFCU site. Construction on a \$1M building will begin in late 2019 or early 2020 at 2361 Cedar. A ribbon cutting ceremony will be held on Wednesday, August 28 at 1:00 pm for the Esker Landing Park. The DDA will be installing fences on several of its properties on Cedar Street in the coming months.

**Farmer's Market**

Lori Underhill reported that the Market continues to be a very busy place. Board members are encouraged to come and shop on Fridays from 2:00 – 6:00 and on Saturdays from 9:00 – 2:00.

**Holt Fest 2019**

Ms. Underhill reported that the newly revamped Holt Fest was a success. The parade was larger than in past years and well attended. The various events and live musical acts taking place in Veterans Memorial Gardens and at Holt Farmers Market were well received and well attended. Food truck vendors reported a very successful day.

**Advertising & Marketing Committee**

Mr. Leighton reported that the Committee did not meet in August.

**Planning Commission**

Ms. Craig reported that the Planning Commission clarified her report on Berry Farms Subdivision. It will contain 118 lots of approximately 80 feet by 125 feet in dimension. A new building is being constructed on the SE corner of Jolly and Aurelius Roads. A new Dollar General store is planned for Eaton Rapid Road, just south of the Wendy's. Two Special Use Permits were approved for outdoor storage.

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON AUGUST 27, 2019**

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**Supervisor**

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

**Treasurer**

Ms. Rae reported that the Township audit of fiscal year 2018 is complete. DDA cash and investments for the month ending July 31, 2019 total \$3,666,036.

**Members**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**2019 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

**Informational Meeting for Taxing Jurisdictions**

**Pursuant to Recodified Tax Increment Financing Act 57 of 2018**

**August 27, 2019, 7:00 p.m.**

- Realize Cedar Project Completion – \$7M investment for the complete reconstruction of Cedar Street between Aurelius Road and Holt Road; geofencing campaign to assist businesses impacted by construction
- Esker Landing – \$1.3M investment in new park with water access for fishing, boat launch for kayakers and canoers, non-motorized trail extension from Cedar Street trail (to connect with Mason trail in the future) – DDA, Township, and Michigan Department of Natural Resources Trust Fund Grant funded. Ribbon Cutting ceremony on Wednesday, August 28 at 1:00 p.m.
- Received Michigan Department of Environment, Great Lakes and Energy (EGLE) Grant for Michigan State University Federal Credit Union site in the amount of \$370,000 for environmental clean-up. Construction began this month on the \$5.5M project.
- Environmental work for Esker Square, utilizing \$240,000 EGLE Grant
- Completion of demolition of former Happy's Motel at 2176 Cedar Street. Multiple interested parties in former tattoo building remaining on site.
- Sale of 2361 Cedar (former Hungry Howie's building) to Paul Back. Construction to begin late 2019 or early 2020 on \$1M project.
- Development of property underway on Park Lane, sold by the DDA in 2018. 1 of 2 homes has been constructed by Stacy Byers.
- Operation of Holt Farmers Market, one of the Township's most popular destinations – SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted
- Quarterly Newsletter focusing on Delhi Township businesses – Our Town
- Supported Township events: Music in the Garden, Holt Fest
- Housing Market Assessment



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

**MEMORANDUM**

Date: September 10, 2019

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: FY 2020 Budget – Set Public Hearing

The Fiscal Year 2020 Budget for the DDA has been prepared and is attached for your review. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 10, 2019.

The next step in the process is to schedule a public hearing for our regular meeting on October 29<sup>th</sup>. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Holt Community News* on Sunday, October 12, 2019.

**RECOMMENDED MOTION:**

**I move to set a Public Hearing for the proposed Fiscal Year 2020 DDA Budget to be held during the Tuesday, October 29, 2019 DDA Board Meeting.**

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

The Delhi Charter Township Downtown Development Authority will hold a public hearing on the proposed Fiscal Year 2020 Downtown Development Authority budget at the Holt Community Center, at 4410 Holt Road, Holt, MI on Tuesday, October 29, 2019 at 7:00 p.m. A copy of the budget is available for public inspection at the DDA office located at 4410 Holt Road, Holt, MI as of October 1, 2019.

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

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

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

Nanette Miller, DDA Board Secretary

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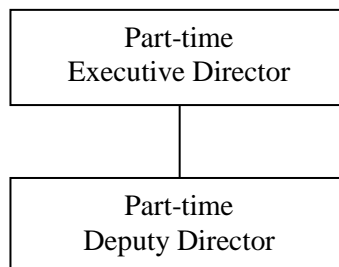
## **Delhi Downtown Development Authority (248)**

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, now recodified as Public Act 57 of 2018. 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			
	2018	2019	2020
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	2018 Actual	2019 Budget	2019 Projected	2020 Budget
<b>Revenues</b>				
Property Taxes	\$ 1,623,300	\$ 1,497,800	\$ 1,502,800	\$ 1,497,800
Grants	3,000	304,000	304,000	-
Interest and rentals	133,024	21,000	51,000	21,000
Intergovernmental	-	480,000	480,000	-
Other	4,056	16,500	11,420	11,420
<b>Total Revenues</b>	<b>1,763,380</b>	<b>2,319,300</b>	<b>2,349,220</b>	<b>1,530,220</b>
<b>Expenditures</b>				
Community and Economic Dev				
Administration	127,722	137,130	137,860	138,990
Marketing & Promotion	169,491	174,760	183,150	181,790
Other Functions	166,311	170,080	166,630	165,540
Infrastructure Projects	12,264	40,000	59,604	40,000
Capital Outlay	319,539	990,000	1,345,920	135,000
Development Capital Outlay/Improvements	5,546,697	1,125,000	1,496,620	225,000
Debt Service	89,325	-	-	-
<b>Total Expenditures</b>	<b>6,431,349</b>	<b>2,636,970</b>	<b>3,389,784</b>	<b>886,320</b>
<b>Other Financing Sources (Uses)</b>				
Sale of Assets	30,920	-	45,000	-
Transfer to DDA Debt Service Funds	(1,010,677)	(1,094,140)	(1,094,140)	(1,099,870)
<b>Total Other Financing Sources (Uses)</b>	<b>(979,757)</b>	<b>(1,094,140)</b>	<b>(1,049,140)</b>	<b>(1,099,870)</b>
<b>Revenues over (under) expenditures</b>	<b>(5,647,726)</b>	<b>(1,411,810)</b>	<b>(2,089,704)</b>	<b>(455,970)</b>
<b>Fund Balance, Beginning</b>	<b>9,472,122</b>	<b>3,824,396</b>	<b>3,824,396</b>	<b>1,734,692</b>
<b>Fund Balance, Ending</b>	<b>\$ 3,824,396</b>	<b>\$ 2,412,586</b>	<b>\$ 1,734,692</b>	<b>\$ 1,278,722</b>

**DDA Revenue**

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019	2020
			Amended Budget		PROJECTED	REQUESTED
248-000.00-403.005	CURR PROP TAXES-AD VAL.	\$ 1,585,884	\$ 1,466,800	\$ 1,279,848	\$ 1,466,800	\$ 1,466,800
248-000.00-404.005	IFT/CFT CAPTURED TAX REV	21,451	23,000	14,057	23,000	23,000
248-000.00-445.000	DELQ TAX	13,034	7,000	8,230	12,000	7,000
248-000.00-445.005	DELINQT INTER & PENALTY	2,929	1,000	307	1,000	1,000
248-000.00-570.000	STATE GRANTS	3,000	304,000	-	304,000	-
248-000.00-581.000	INTERGOVERNMENTAL REV	-	480,000	480,000	480,000	-
248-000.00-664.000	INTEREST	125,583	10,000	26,257	40,000	10,000
248-000.00-670.010	RENT-FARMERS MARKET	7,442	11,000	4,438	11,000	11,000
248-000.00-672.040	GREASE LOAN	-	-	1,960	3,920	3,920
248-000.00-673.000	SALE OF FIXED ASSETS	30,920	-	45,000	45,000	-
248-000.00-686.643	REIMB FROM LSR FUND	-	-	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMB	-	2,500	2,222	2,500	2,500
248-000.00-694.000	MISCELLANEOUS REVENUE	4,056	14,000	1,353	5,000	5,000
<b>Total</b>		<b>\$ 1,794,300</b>	<b>\$ 2,319,300</b>	<b>\$ 1,863,673</b>	<b>\$ 2,394,220</b>	<b>\$ 1,530,220</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 2020 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 2020 budget requests expenditures of \$138,990.

#### DEPT 728.00 DDA ADMINISTRATION

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019	2020
			Amended Budget		PROJECTED	REQUESTED
248-728.00-703.005	PART TIME HELP	\$ 76,170	\$ 79,290	\$ 37,855	\$ 79,290	\$ 80,970
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	1,104	1,150	549	1,150	1,180
248-728.00-718.000	PENSION CONTRIBUTION	2,285	2,380	1,136	2,380	2,430
248-728.00-724.000	WORKERS COMP	200	360	116	360	370
248-728.00-726.000	OFFICE SUPPLIES	3,760	1,200	252	1,200	1,200
248-728.00-801.000	LEGAL FEES	17,245	20,000	8,505	20,000	20,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,279	1,470	545	1,470	1,470
248-728.00-803.000	POSTAGE	59	150	3	100	100
248-728.00-807.000	AUDIT FEES	2,651	2,730	2,567	3,010	2,870
248-728.00-818.000	CONTRACTUAL SERVICES	16,964	20,000	9,780	20,000	20,000
248-728.00-853.000	TELEPHONE/COMMUNICATIO	1,964	1,900	1,006	2,000	2,000
248-728.00-870.000	MILEAGE	529	400	-	500	500
248-728.00-902.005	PRINTING AND PUBLISHING	82	300	-	100	100
248-728.00-910.000	INSURANCE & BONDS	3,070	3,800	3,379	3,800	3,800
248-728.00-956.000	MISCELLANEOUS	359	1,000	974	1,500	1,000
248-728.00-960.000	EDUCATION & TRAINING	-	1,000	-	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-	-
<b>Total</b>		<b>\$ 127,722</b>	<b>\$ 137,130</b>	<b>\$ 66,666</b>	<b>\$ 137,860</b>	<b>\$ 138,990</b>

Account #	Description and Calculation	Calcs	2019 Budget	2019 Projected	2020 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		79,290	79,290	80,970
	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			
	Year 2020				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 5, 1200 hrs @ \$25.388/hr	30,466			
	Deputy Director Pay	2,500			
	Total	80,966			
728-715.000	Social Security/Medicare		1,150	1,150	1,180
	Year 2019				
	79,285 wages x .0145	1,150			
	Year 2020				
	80,966 wages x .0145	1,174			
728-718.000	Pension Contribution		2,380	2,380	2,430
	Year 2019				
	79,285 wages x 3%	2,379			
	Year 2020				
	80,966 wages x 3%	2,429			
728-724.000	Workers Comp		360	360	370
	Year 2019: 79,285 x .0045 =	358			
	Year 2019: 80,966 x .0045=	364			
728-726.000	Office Supplies		1,200	1,200	1,200
	Year 2019	1,200			
	Year 2020	1,200			
728-801.000	Legal Fees (land sales, contracts, general)		20,000	20,000	20,000
	Year 2019	20,000			
	Year 2020	20,000			
728-802.005	Dues & Subscriptions		1,470	1,470	1,470
	Year 2019	1470			
	Year 2020	1470			
728-803.000	Postage		150	100	100
	Year 2019	100			
	Year 2020	100			
728-807.000	Audit Fees		2,730	3,010	2,870
	Year 2019	3,010			
	Year 2020	2,870			
728.818.000	Contractual Services - Encompass, Rose Pest, ACD.net		20,000	20,000	20,000
	Year 2019	20,000			
	Year 2020	20,000			
728-853.000	Telephone/Communications - ACD.net, Haas Cell		1,900	2,000	2,000
	Year 2019	2,000			
	Year 2020	2,000			
728-870.000	Mileage		400	500	500
	Year 2019	500			
	Year 2020	500			
728-902.005	Printing & Publishing		300	100	100
	Year 2019	100			
	Year 2020	100			
728-910.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2019	3,800			
	Year 2020	3,800			
728-956.000	Miscellaneous		1,000	1,500	1,000
	Year 2019	1,500			
	Year 2020	1,000			
728-960.000	Education & Training		1,000	1,000	1,000
	Year 2019 - MEDA, MSU, Mid-America Dev Conf	1,000			
	Year 2020 - MEDA, MSU, Mid-America Dev Conf	1,000			
	TOTAL ADMINISTRATION EXPENDITURES		137,130	137,860	138,990

## 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 2020 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 2020 budget requests expenditures of \$181,790.

### DEPT 729.00 DDA MARKETING & PROMOTION

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019	2020
			Amended Budget		PROJECTED	REQUESTED
248-729.00-703.005	PART TIME HELP	\$ 43,751	\$ 44,180	\$ 21,427	\$ 44,540	\$ 47,900
248-729.00-715.000	SOCIAL SECURITY/MEDICARE	3,347	3,380	1,639	3,410	3,670
248-729.00-724.000	WORKERS COMP INSUR	215	200	125	200	220
248-729.00-884.000	DDA ADVERTISING	94,759	96,000	40,790	96,000	96,000
248-729.00-888.000	FARMERS MARKET	15,230	13,000	10,059	18,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	2,154	4,000	438	3,000	3,000
248-729.00-956.000	MISCELLANEOUS	10,035	14,000	7,352	18,000	18,000
<b>Total</b>		<b>\$ 169,491</b>	<b>\$ 174,760</b>	<b>\$ 81,830</b>	<b>\$ 183,150</b>	<b>\$ 181,790</b>

Account No.	Description	Calcs	2019 Budget	2019 Projected	2020 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		44,180	44,540	47,900
	Year 2019				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 14.978/hr	4,680			
	Farmers Mkt Maint - Grade E, Step 2 - 180 hrs @ 14.978/hr	2,700			
	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	44,540			
	Year 2020				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 15.352/hr	4,790			
	Farmers Mkt Maint - Grade E, Step 2 - 180 hrs @ 15.352/hr	2,770			
	Market Manager - Grade 8, Step 4 - 1340 hrs @ 30.098/hr	40,340			
	Total	47,900			
729-715.000	SS/Medicare		3,380	3,410	3,670
	Year 2019: 44,540 wages x 0.0765	3,410			
	Year 2020: 47,900 wages x 0.0765	3,670			
729-724.000	Workers Comp		200	200	220
	Year 2019: 44,540 wages x 0.0045	200			
	Year 2020: 47,900 wages x 0.0045	220			
729-884.000	Advertising		96,000	96,000	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			
	Year 2020				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5000	5,000			
	Music in the Garden - \$6,000	6,000			
	Cooperative Event Advertising w/Twp - \$12,000	12,000			
	Holt Hometown Festival - \$8,000	8,000			
	Misc - \$10,000	10,000			
	Total	96,000			
729-888.000	Farmers Market		13,000	18,000	13,000
	Year 2019				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$12,000	12,000			
	Total	18,000			
	Year 2020				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	Total	13,000			
729-888.002	Double Up Bucks		4,000	3,000	3,000
	Year 2019	3,000			
	Year 2020	3,000			
729-956.000	Miscellaneous		14,000	18,000	18,000
	Year 2019				
	Web hosting and maintenance	5,000			
	Miscellaneous	1,000			
	Seed money to Holt Non-Profit Coalition	12,000			
	Total	18,000			
	Year 2020				
	Web hosting/maintenance	5,000			
	Miscellaneous	1,000			
	Seed money to Holt Non-Profit Coalition	12,000			
	Total	18,000			
	TOTAL MARKETING AND PROMOTION		174,760	183,150	181,790



## 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 2020 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 2020 budget requests expenditures of \$40,000.

### DEPT 731.00 DDA INFRASTRUCTURE PROJECTS

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019		2020
			Amended	Budget		PROJECTED	REQUESTED	
248-731.00-933.000	STREETSCAPE REPR & MAIN	\$ 2,600	\$	10,000	\$ 2,308	\$ 10,000	\$	10,000
248-731.00-933.010	SIDEWALK REPAIR & MAINT	-		-	-	-		-
248-731.00-956.000	MISCELLANEOUS	4,989		5,000	-	5,000		5,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	4,675		25,000	-	25,000		25,000
248-731.00-978.010	GREASE TRAP LOAN-CHARLA	-		-	19,604	19,604		-
Total		\$ 12,264	\$	40,000	\$ 21,912	\$ 59,604	\$	40,000

## DDA OTHER FUNCTIONS (850)

### Purpose

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

### Activities

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

### Year 2020 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 2020 budget requests expenditures of \$165,540.

### DEPT 850.00 OTHER FUNCTIONS

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019		2020
			Amended Budget			PROJECTED		REQUESTED
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 10,010	\$ 8,500	\$	2,317	\$ 5,600	\$	6,600
248-850.00-921.030	UTILITIES - WATER	1,259	1,200		479	1,200		1,200
248-850.00-921.035	UTILITIES - SEWER	917	1,200		761	1,200		1,200
248-850.00-921.040	UTILITIES - ELECTRIC	12,680	9,000		2,299	8,000		8,000
248-850.00-921.045	UTILITIES - GAS	5,336	3,550		2,158	4,000		4,000
248-850.00-930.000	BUILDING MAINTENANCE & R	38	2,000		26	2,000		2,000
248-850.00-956.000	MISCELLANEOUS	-	-		-	-		-
248-850.00-964.000	TAX ADJUSTMENTS TO COUN	-	10,000		-	10,000		10,000
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAX	19,351	20,000		-	20,000		20,000
248-850.00-969.016	COMMUNITY AND ECON DEVE	116,720	114,630		7,315	114,630		112,540
<b>Total</b>		<b>\$ 166,311</b>	<b>\$ 170,080</b>	<b>\$</b>	<b>15,355</b>	<b>\$ 166,630</b>	<b>\$</b>	<b>165,540</b>



Account #	Description	Explanation and/or Calculations	2019 Budget	2019 Proj	2020 Request
	DDA Other Functions				
818.000	Contractual Services	1. Rubbish Removal	8,500	5,600	6,600
		2019: 600.00			
		2020: 660.00			
		2. Cleaning Service			
		2019: 5,000.00			
		2020: 6,000.00			
921.030	Utilities - Water	2019: 1,200.00	1,200	1,200	1,200
		2020: 1,200.00			
921.035	Utilities - Sewer	2019: 1,200.00	1,200	1,200	1,200
		2020: 1,200.00			
921.040	Utilities - Electricity	2019: 8,000.00	9,000	8,000	8,000
		2020: 8,000.00			
921.045	Utilities - Gas	2019: 4,000.00	3,550	4,000	4,000
		2020: 4,000.00			
930.000	Building Maintenance & Repairs		2,000	2,000	2,000
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	2019 NMT Bond Pmt to Twp 114,630	114,630	114,630	112,540
		2020 NMT Bond Pmt to Twp 112,540			
		Other Functions Total	170,080	166,630	165,540

## 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 2020 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 2020 budget requests expenditures of \$135,000.

#### DEPT 903.00 CAPITAL OUTLAY-DDA

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019	2020
			Amended Budget		PROJECTED	REQUESTED
248-903.00-971.000	CAPITAL OUTLAY-LAND	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
248-903.00-971.010	LAND HELD FOR RESALE	206,501	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	-	10,000	-	-	10,000
248-903.00-971.137	ESKER LANDING PARK	113,038	880,000	465,726	1,345,920	25,000
<b>Total</b>		<b>\$ 319,539</b>	<b>\$ 990,000</b>	<b>\$ 465,726</b>	<b>\$ 1,345,920</b>	<b>\$ 135,000</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 2020 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 2020 budget requests expenditures of \$225,000.

#### DEPT 903.05 2016 DDA DEVELOPMENT

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget			
248-903.05-818.000	CONTRACTUAL SERVICES	\$ 22,459	\$ -	\$ -	\$ -	\$ -
248-903.05-956.000	MISCELLANEOUS	1,470	-	-	-	-
248-903.05-970.000	CAPITAL OUTLAY	283,452	225,000	-	225,000	225,000
<b>Total</b>		<b>\$ 307,381</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</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 was finalized in June 2019.

### Resources Needed

The attached year 2020 budget requests expenditures of \$0.

#### DEPT 903.17 2017 DDA DEVELOPMENT

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget			
248-903.17-818.000	CONTRACTUAL SERVICES	\$ 5,239,317	\$ 900,000	\$ 648,826	\$ 1,271,620	\$ -
248-903.17-970.000	CAPITAL OUTLAY	-	-	-	-	-
Total		\$ 5,239,317	\$ 900,000	\$ 648,826	\$ 1,271,620	\$ -

## 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 2020 budget requests expenditures of \$1,099,870.

#### DEPT 905.00 DEBT SERVICE

GL Number	Description	2018 Activity	06/30/2019	YTD As Of 06/30/2019	2019	2020
			Amended Budget		PROJECTED	REQUESTED
248-905.00-991.300	PRINCIPAL PAYMT-2003 DDA BC	\$ 85,000	\$ -	\$ -	\$ -	\$ -
248-905.00-995.300	INTEREST PAYMT-2003 DDA BOI	3,825	-	-	-	-
248-905.00-999.000	PAYING AGENT FEES	500	-	-	-	-
248-905.00-999.220	TRANSFER OUT-392 2008 DDA B	617,623	-	-	-	-
248-905.00-999.391	TRANS OUT-2016 DDA REF BONI	71,984	773,850	35,992	773,850	780,610
248-905.00-999.395	TRANS OUT-2016 DDA DEV BON	108,026	107,240	20,867	107,240	106,210
248-905.00-999.397	TRANS OUT-2017 DDA REALIZE (	213,044	213,050	106,272	213,050	213,050
<b>Total</b>		<b>\$ 1,100,001</b>	<b>\$ 1,094,140</b>	<b>\$ 163,130</b>	<b>\$ 1,094,140</b>	<b>\$ 1,099,870</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>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	71,984	773,850	773,850	780,610
<b>Total Expenditures</b>	<b>71,984</b>	<b>773,850</b>	<b>773,850</b>	<b>780,610</b>
<b>Revenues over (under) expenditures</b>	<b>(71,984)</b>	<b>(773,850)</b>	<b>(773,850)</b>	<b>(780,610)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	71,981	773,850	773,850	780,610
<b>Total other financing sources (uses)</b>	<b>71,981</b>	<b>773,850</b>	<b>773,850</b>	<b>780,610</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	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
391-000.00-699.065	TRANSFER IN FROM DELHI DDA	\$ 71,984	\$ 773,850		\$ 35,992	\$ 773,850	\$ 780,610
<b>Total</b>		<b>\$ 71,984</b>	<b>\$ 773,850</b>		<b>\$ 35,992</b>	<b>\$ 773,850</b>	<b>\$ 780,610</b>

**2016 DDA REFUNDING DEBT SERVICE**

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended Budget				
391-905.00-991.000	PRINCIPAL	\$ -	\$ 701,850		\$ -	\$ 701,850	\$ 719,850
391-905.00-995.000	INTEREST	71,984	72,000		35,992	72,000	60,760
<b>Total</b>		<b>\$ 71,984</b>	<b>\$ 773,850</b>		<b>\$ 35,992</b>	<b>\$ 773,850</b>	<b>\$ 780,610</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>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	<u>108,026</u>	<u>107,240</u>	<u>107,240</u>	<u>106,210</u>
<b>Total Expenditures</b>	<b>108,026</b>	<b>107,240</b>	<b>107,240</b>	<b>106,210</b>
<b>Revenues over (under) expenditures</b>	<b>(108,026)</b>	<b>(107,240)</b>	<b>(107,240)</b>	<b>(106,210)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	<u>108,026</u>	<u>107,240</u>	<u>107,240</u>	<u>106,210</u>
<b>Total other financing sources (uses)</b>	<b>108,026</b>	<b>107,240</b>	<b>107,240</b>	<b>106,210</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**

GL Number	Description	06/30/2019				
		2018 Activity	Amended Budget	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
395-000.00-581.000	INTERGOVERNMENTAL REV	\$ -	\$ -	\$ -	\$ -	\$ -
395-000.00-699.065	TRANS IN FROM DELHI DDA	108,026	107,240	20,867	107,240	106,210
<b>Total</b>		<b>\$ 108,026</b>	<b>\$ 107,240</b>	<b>\$ 20,867</b>	<b>\$ 107,240</b>	<b>\$ 106,210</b>

**2016 DDA DEVELOPMENT DEBT SERVICE**

GL Number	Description	06/30/2019				
		2018 Activity	Amended Budget	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
395-905.00-991.000	PRINCIPAL	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	\$ 65,000
395-905.00-995.000	INTEREST	42,526	41,740	20,867	41,740	40,710
395-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500
<b>Total</b>		<b>\$ 108,026</b>	<b>\$ 107,240</b>	<b>\$ 20,867</b>	<b>\$ 107,240</b>	<b>\$ 106,210</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>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projected</b>	<b>2020 Budget</b>
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Debt Service	<u>213,044</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>
<b>Total Expenditures</b>	<b>213,044</b>	<b>213,050</b>	<b>213,050</b>	<b>213,050</b>
<b>Revenues over (under) expenditures</b>	<b>(213,044)</b>	<b>(213,050)</b>	<b>(213,050)</b>	<b>(213,050)</b>
<b>Other financing sources (uses)</b>				
Transfer from DDA	<u>213,044</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>
<b>Total other financing sources (uses)</b>	<b>213,044</b>	<b>213,050</b>	<b>213,050</b>	<b>213,050</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>

**REALIZE CEDAR REVENUE**

GL Number	Description	06/30/2019				
		2018 Activity	Amended Budget	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
397-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050
<b>Total</b>		<b>\$ 213,044</b>	<b>\$ 213,050</b>	<b>\$ 106,272</b>	<b>\$ 213,050</b>	<b>\$ 213,050</b>

**REALIZE CEDAR DEBT SERVICE**

GL Number	Description	06/30/2019				
		2018 Activity	Amended Budget	YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
397-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -
397-905.00-995.000	INTEREST	212,544	212,550	106,272	212,550	212,550
397-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500
<b>Total</b>		<b>\$ 213,044</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

FACSIMILE (517) 699-3878

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

Date: September 10, 2019

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Door Replacement at Holt Farmers Market

Attached for your review is a proposal from Overhead Door Company of Lansing for the replacement of the 4 large garage style doors on the front of Holt Farmers Market. We propose to replace the solid dark green doors with insulated clear glass. The glass doors will allow people walking or driving by during the winter months to see the activity taking place at the Market, thereby increasing Market traffic. These new doors are compatible with the existing garage door openers. Overhead Door will remove and dispose of the old doors.

**I move to approve the proposal from Overhead Door Company of Lansing for the replacement of 4 doors at Holt Farmers Market in the amount of \$16,992.00.**

# Overhead Door Company Of Lansing

Overhead Door Co. of Lansing  
2045 E. M-78  
East Lansing, MI 48823  
Telephone: (517) 332-1133  
Fax: (517) 339-1799

A WOMEN OWNED COMPANY

The Genuine. The Original.



Proposal #: 1-5346

PROPOSAL SUBMITTED TO: Delhi Township					Date 4/23/2019		Attention Chuck			
STREET					Job Name Replace Doors on Farm Market					
City			State	Zip Code	Job Location 2150 Cedar Street Holt, MI. 48842					
Phone Number			Fax Number		Job Phone					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	JAMB TYPE	
1	4	521	12'2"	10'1"	12' 0"	10' 0"	Existing Ops	18" In.	Steel	

FURNISH AND INSTALL per the Spec and Drawings Provided:

The above sized 521 series sectional door(s), as manufactured by the Overhead Door Corporation. Door standard features to include the following:

Sections will be constructed using 204R1 clear anodized rails and stiles extruded from 6063-T6 aluminum, .050 anodized aluminum panels. 2 5/8" center stiles, 3 1/2" end stiles, 2 1/8" intermediate rails, and up to 3 3/4" top rails and up to 4 1/2" bottom rails. Hinges and fixtures will be galvanized steel.

Item #1 Above (4) 12' x 10 Doors to have included:

- 1/2" Clear Insulated tempered Glass in the Bottom Sections ONLY.
- 1/2" Insulated Clear Glass in the remaining (4) sections.
- The top sections are to be prepared for Drawbar Motor Operation.
- Tracks are to be 2" continuous angle mounted standard lift track with 12" radius horizontals.
- The Springs shafts are to be 1" Solid Shafts in lieu of the hollow tube style.
- Perimeter weather seals.
- Operation to be by the existing drawbar motor operators that are already in place.
- The Doors finish can be either the standard aluminum with a clear anodized finish or they can be provided with a white finish.
- OHD of Lansing to take down the existing doors complete and dispose of.

THE UPDATED COST FOR ALL (4) DOORS TO BE INSTALLED ONTO YOUR PROPERLY PREPARED OPENINGS AS QUOTED ABOVE IS \$16,992.00

The OPITIONAL COST for us to provide the doors with a special color powder coated finish if you would like WOULD BE AN ADD PER DOOR OF \$750.00 x 4 = \$3000.00

Either way you decide to proceed the lead time is 3 - 4 weeks for us to get the doors to us once an order has been placed.

Thanks Chuck,

We hereby propose to complete in accordance with above specification, for the sum of:

**Sixteen Thousand Nine Hundred Ninety Two Dollars and No Cents**

**\$16,992.00**

Signature

Michael Bartkowiak

Direct Dial:

**TERMS AND CONDITIONS**

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. The Seller shall be entitled to full and final payment on the Purchase Order. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: \_\_\_\_\_

Signature

Title

Date of Acceptance