

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Holt Community Center

4410 Holt Road, Holt, MI

Tuesday, October 29, 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 September 24, 2019

Public Hearing – FY 2020 Downtown Development Authority Budget

Business

1. Approve Fiscal Year 2020 Downtown Development Authority Budget
2. Approve 2020 Board Meeting Date Calendar

Late Agenda Item

- 3.

Reports

4. Executive Director
5. Farmers Market
6. Marketing Committee
7. Planning Commission
8. Supervisor
9. Treasurer
10. Members

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

The Downtown Development Authority met Tuesday, September 24, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin

MEMBERS ABSENT: Harry Ammon, David Leighton, Nanette Miller, Sally Rae

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

PUBLIC COMMENT: Mike Hamilton, 4541 Sycamore, spoke regarding the condition of the water at Esker Landing Park. He encouraged the members of the DDA Board to discuss this with the Ingham County Drain Commissioner when the new sections of the Holt to Mason Trail are constructed.

SET/ADJUST AGENDA

Two late agenda items were added:
Late Agenda Item #3: Approval of 2176 Cedar Renovation Bid
Late Agenda Item #4: Transfer of 1684 Cedar Street

APPROVAL OF MINUTES

Craig moved, Marvin supported, to approve the regular meeting minutes of August 27, 2019.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Leighton, Miller, Rae

MOTION CARRIED

BUSINESS

FY 2020 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 29, 2019

Craig moved, Marvin supported, 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.

A Public Hearing Notice will be published in the *Holt Community News* on October 12, 2019.

A Roll Call Vote was recorded as follows:
Ayes: Brown, Craig, Fauser, Hayhoe, Marvin
Absent: Ammon, Leighton, Miller, Rae

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

APPROVE PROPOSAL FOR DOOR REPLACEMENT AT HOLT FARMERS MARKET

Hayhoe moved, Craig supported, 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.

Clear overhead doors will help attract more customers to the Market especially during the winter months when the doors are closed.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

MOTION CARRIED

APPROVAL OF 2176 CEDAR RENOVATION BID

Marvin moved, Brown supported, to approve the bid from Kyle Taylor Builder to renovate 2176 Cedar in the amount of \$37,000.00.

Executive Director Haas reviewed his memorandum dated September 24, 2019. This renovation will prepare the building for a potential tenant. Additional work will still be required. Some of this will be at the expense of the tenant.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

MOTION CARRIED

TRANSFER OF 1694 CEDAR STREET

Craig moved, Fauser supported, to adopt Resolution No. 2019-001, a resolution for the transfer of the former Delhi Charter Township Downtown Development Authority property located at 1694 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.

Since the construction of the new park is complete, it is time for the Township to take ownership of the property.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

REPORTS

Executive Director

Mr. Haas reported that Blohm Creative Partners presented on the success of the Realize Cedar and Holt Farmers Market geofencing campaigns at the Holt Alliance meeting earlier this month. He hopes more local businesses will take advantage of this new and relatively inexpensive form of advertising. The DDA and BRA budgets were presented to the Township Board of Trustees at the Budget Workshop, held on September 10th. Discussions regarding the landscaping of the Cedar Street roundabout have taken place. Formal proposals will be forthcoming. Final details are being negotiated for the sale of the 37-acre parcel at Holt Road and Holloway Drive.

Farmer's Market

Lori Underhill reported that the Market saw record token sales in August and September. The final Food Frenzy was held on September 11th and attendance was down from previous events. However, the Hero Run was on the same night and the weather forecast wasn't the greatest. The Market will be hosting classes with the MSU Extension on food preparation and preserving.

Advertising & Marketing Committee

There was no report.

Planning Commission

Ms. Craig reported that the Planning Commission approved a change in zoning for the Little Caesar's property on Cedar Street. The M-99 Speedway station will be razed and completely rebuilt.

Supervisor

Supervisor Hayhoe reported that Holt Family Practice will be moving into the former Family Video building on Aurelius Road. A new restaurant, Sticky's, recently opened in the building next to Zaytoon. Gravity Smokehouse BBQ is now open and doing very well. He encouraged Board members to support these new local establishments. The Holt Alliance has been busy this summer with ribbon cutting ceremonies. Several more are scheduled in the coming weeks. The Township Board of Trustees held its annual Budget Workshop on September 10th. The Township budget is in excellent shape.

Treasurer

Ms. Underhill reported that DDA cash and investments for the month ending August 31, 2019 total \$4,126,283.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

Members

Mr. Haas thanked the MSU Journalism student for attending the meeting.

ADJOURNMENT

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

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

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www.delhidda.com

October 16, 2109

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2020 Budget

The Fiscal Year 2020 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 10, 2019. At our September meeting, a public hearing was set for October 29th. The notice for the public hearing was published in the Holt Community News on Sunday, October 13th. The Township Board of Trustees will hold its public hearing on Wednesday, November 5th. 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 2020 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

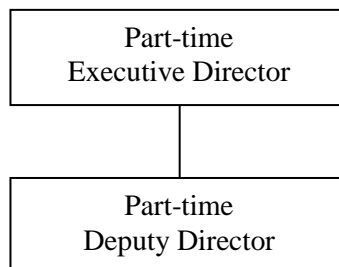
Delhi Downtown Development Authority (248)

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, 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
Revenues				
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
Total Revenues	1,763,380	2,319,300	2,349,220	1,530,220
Expenditures				
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	-	-	-
Total Expenditures	6,431,349	2,636,970	3,389,784	886,320
Other Financing Sources (Uses)				
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)
Total Other Financing Sources (Uses)	(979,757)	(1,094,140)	(1,049,140)	(1,099,870)
Revenues over (under) expenditures	(5,647,726)	(1,411,810)	(2,089,704)	(455,970)
Fund Balance, Beginning	9,472,122	3,824,396	3,824,396	1,734,692
Fund Balance, Ending	\$ 3,824,396	\$ 2,412,586	\$ 1,734,692	\$ 1,278,722

DDA Revenue

GL Number	Description	2018 Activity	06/30/2019		YTD As Of 06/30/2019	2019 PROJECTED	2020 REQUESTED
			Amended	Budget			
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
Total		\$ 1,794,300	\$ 2,319,300		\$ 1,863,673	\$ 2,394,220	\$ 1,530,220

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

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

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
Total		\$ 169,491	\$ 174,760	\$ 81,830	\$ 183,150	\$ 181,790

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 PROJECTED	2020 REQUESTED
			Amended	Budget			
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
Total		\$ 166,311	\$ 170,080	\$	15,355	\$ 166,630	\$	165,540

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
Total		\$ 319,539	\$ 990,000	\$ 465,726	\$ 1,345,920	\$ 135,000

DDA DEVELOPMENT (903.05)

Purpose

To purchase and redevelop underutilized properties along the Cedar Street Corridor and downtown triangle area.

Activities

New taxable bonds were issued in the amount of \$1.5 Million in August 2016 in an effort to purchase, improve and rehabilitate property along the Cedar Street Corridor and downtown triangle area.

Year 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
Total		\$ 307,381	\$ 225,000	\$ -	\$ 225,000	\$ 225,000

DDA DEVELOPMENT (903.17)

Purpose

To facilitate the construction of the Realize Cedar Project.

Activities

New limited tax bonds were issued in the amount of \$6.75 Million in August 2017 to facilitate the construction of the Realize Cedar Project.

The Realize Cedar Construction 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
Total		\$ 1,100,001	\$ 1,094,140	\$ 163,130	\$ 1,094,140	\$ 1,099,870

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.

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	71,984	773,850	773,850	780,610
Total Expenditures	71,984	773,850	773,850	780,610
Revenues over (under) expenditures	(71,984)	(773,850)	(773,850)	(780,610)
Other financing sources (uses)				
Transfer from DDA	71,981	773,850	773,850	780,610
Total other financing sources (uses)	71,981	773,850	773,850	780,610
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<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
Total		\$ 71,984	\$ 773,850		\$ 35,992	\$ 773,850	\$ 780,610

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
Total		\$ 71,984	\$ 773,850		\$ 35,992	\$ 773,850	\$ 780,610

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.

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>108,026</u>	<u>107,240</u>	<u>107,240</u>	<u>106,210</u>
Total Expenditures	108,026	107,240	107,240	106,210
Revenues over (under) expenditures	(108,026)	(107,240)	(107,240)	(106,210)
Other financing sources (uses)				
Transfer from DDA	<u>108,026</u>	<u>107,240</u>	<u>107,240</u>	<u>106,210</u>
Total other financing sources (uses)	108,026	107,240	107,240	106,210
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

2016 DDA DEVELOPMENT BOND REVENUE

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
Total		\$ 108,026	\$ 107,240	\$ 20,867	\$ 107,240	\$ 106,210

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
Total		\$ 108,026	\$ 107,240	\$ 20,867	\$ 107,240	\$ 106,210

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.

	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Debt Service	<u>213,044</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>
Total Expenditures	213,044	213,050	213,050	213,050
Revenues over (under) expenditures	(213,044)	(213,050)	(213,050)	(213,050)
Other financing sources (uses)				
Transfer from DDA	<u>213,044</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>
Total other financing sources (uses)	213,044	213,050	213,050	213,050
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<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
Total		\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050

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
Total		\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

October 16, 2019

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – 2020

Please note the schedule for 2020 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 28, 2020 (4th Tuesday)

February 25, 2020 (4th Tuesday)

March 31, 2020 (5th Tuesday)

April 28, 2020 (4th Tuesday)

May 26, 2020 (4th Tuesday)

June 30, 2020 (5th Tuesday)

July 28, 2020 (4th Tuesday)

August 25, 2020 (4th Tuesday)

September 29, 2020 (5th Tuesday)

October 27, 2020 (4th Tuesday)

November 24, 2020 (4th Tuesday)

December 2020 – no meeting

Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2020.