

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-75, the DDA Board will conduct its May 26, 2020 meeting remotely. To access the remote meeting visit: <https://us02web.zoom.us/j/87092713382?pwd=SjEvQ1h3ZmhPamp4UituempScEhQdz09> and enter password 208363, or visit zoom.us (Meeting ID 870 9271 3382)

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, August 25, 2020
7:00 p.m.
AGENDA**

Call to Order

Roll Call

Protocol for Comments from the Public during Virtual Meetings

To ensure the integrity and productiveness of the DDA Board meeting while using virtual/web meetings, the following guidelines will be followed: 1. All participants except the Board will be kept on mute until such time that public comments are appropriate; 2. Comments shall be limited to 90 seconds; 3. To comment on an agenda item during that item, select the "raise hand" feature located on your Zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute; 4. General Comments will be limited to the end of the meeting only. To make a general comment, select the "raise hand" feature located on your Zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any DDA related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of July 28, 2020

Business

1. Back to Business Program Update – Blohm Creative Partners
2. Holt Farmers Market Update – Chuck Grinnell, Market Manager
3. Adopt Code of Ethics and Conflict of Interest Policy
4. 2021 Budget – Preliminary Review

Late Agenda Item

5.

Reports

6. Executive Director
7. Deputy Director
8. Marketing Committee
9. Planning Commission
10. Supervisor
11. Treasurer
12. Members

Limited Comments

Please see "Protocol for Comments from the Public during Virtual Meetings" at beginning of the Agenda for instructions on how to make a general comment.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 28, 2020**

The Downtown Development Authority, pursuant to the Governor's Executive Order to Stay Home, Stay Safe" and Executive Order 2020-75, conducted its regular Tuesday, July 28, 2020 meeting remotely. Vice Chairperson Fauser called the meeting to order at 7:00 p.m.

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

MEMBERS ABSENT: Harry Ammon, David Leighton, Nanette Miller

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

Delhi Township IT Director, Tristan Knowlton, read the Protocol for Comments from the Public during Virtual Meetings to the audience.

SET/ADJUST AGENDA There were no adjustments to the agenda.

APPROVAL OF MINUTES

Rae moved, Marvin supported, to approve the regular meeting minutes of June 30, 2020.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

BUSINESS

2176 CEDAR STREET PARKING LOT – ENGINEERING SERVICES PROPOSAL

Rae moved, Craig supported, to approve the Proposal for Professional Engineering Services for the Cedar Street Municipal Parking Lot from Hubbell, Roth & Clark, Inc. in the amount of \$4,780.00.

Executive Director Haas reviewed his memorandum dated July 20, 2020. Hubbell, Roth & Clark, Inc. will review the site and present its recommendations for turning a portion of the site at 2176 Cedar Street into a municipal parking lot. The lot will chiefly serve the business to be located in the former tattoo building and as overflow parking for Township events. No overnight parking will be permitted.

Nancy Romig, 4168 Watson, spoke in favor of more municipal parking in the Cedar Street area. She asked if the public would be permitted to park in the lot and if the lot would be fenced.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 28, 2020**

ESKER LANDING TO DALLAS AVENUE TRAIL REPAIR – ENGINEERING SERVICES PROPOSAL

Craig moved, Fauser supported, to approve the Proposal for Professional Engineering Services for the Cedar Street Trail from Esker Landing to Dallas Avenue from Hubbell, Roth & Clark, Inc. in the amount of \$9,720.00.

Mr. Haas reviewed his memorandum dated July 20, 2020. Todd Sneathen, Hubbell, Roth & Clark, Inc. explained that this section of trail was built approximately 15 years ago and is showing signs of age. He discussed the options available for the repair. HRC will present its recommendation on how best to restore the trail.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

4410 HOLT ROAD CONCRETE REPAIR

Craig moved, Marvin supported, to approve the Estimate for Services for Concrete Sidewalks, Porch Repairs, and Railings at 4410 Holt Road from Able Concrete in the amount of \$14,590.00.

Mr. Haas explained that the sidewalks and porch at the DDA offices are in need of repair. The steps do not currently meet code. Delhi Township Maintenance Supervisor solicited bids for the repair work. Able Concrete submitted the low bid. The work will be conducted over the weekend so as to minimize the impact during regular business hours.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

BACK TO BUSINESS PROGRAM UPDATE

Catherine Ferland, Blohm Creative Partners, reported that since the program's approval and launch in mid-May, 81 businesses have contacted the DDA to participate. 14 campaigns are complete, 30 are still in progress. Others are waiting to launch until later this year. BCP continues to follow up with those businesses that expressed interest, but have yet to respond to staff inquiries. Detailed analytics are shared with the DDA and each business owner to show the effectiveness of the campaigns. Businesses have seen increased traffic to their websites, and calls from interested customers. Feedback from business owners has been very positive.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 28, 2020**

REPORTS

Executive Director

Mr. Haas reported that he has attended several Zoom meetings with Lansing Economic Area Partnership and Michigan Economic Development Corporation regarding businesses interested in property in the Township. There appears to be increased interest by realtors and businesses in many Township properties recently. Mr. Haas attributes this to the construction of the new hospital. The Esker Square property has not been looking very nice lately, so the Township's contractor will be mowing and cleaning it up. The property owner will be billed for the work.

Deputy Director

Ms. Underhill reported that the Holt Farmers Market set a record last week in the number of customers and number of token sales. DDA Staff will meet with the Township Manager and Accounting Technician this week to review the proposed 2021 budget. This year, the Township is including a 3 year forecast for the budget. Approximately \$3M in 2019 Tax Year Revenue Sharing disbursements were sent in mid-July to Ingham County, Capital Area District Library, Capital Area Transportation Authority, Lansing Community College, and Delhi Township.

Advertising & Marketing Committee

There was no report.

Planning Commission

Planning Commission representative Rita Craig reported a Special Use Permit was approved for an apartment development on Aurelius Road, south of Doncaster. The developer, in response to feedback from the Public Hearing, reduced the number of buildings. The final site plan was approved for Kona Ice on Willoughby Road. The site will include a multi-tenant building in addition to housing the offices for Kona Ice.

Supervisor

Township Supervisor Hayhoe reported that Township Hall is closed on Fridays through July. MSUFCU opened last week. Construction of the Red Oaks development is moving along nicely. This development provides for \$600,000 in sewer connection fees to the Township. He also reported on some business closures and new businesses opening soon.

Treasurer

DDA Treasurer Sally Rae reported the total cash and investments as of June 30, 2020 was \$8,215,054.00

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 28, 2020**

Members

None.

Limited Comments

None.

ADJOURNMENT

Fauser moved, Craig supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

The meeting was adjourned at 7:33 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

FACSIMILE (517) 699-3878

www.delhidda.com

August 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Code of Ethics and Conflict of Interest Policy

After several months of discussion, the Delhi Township Board of Trustees adopted a Code of Ethics and Conflict of Interest Policy at their August 18, 2020 meeting. The Township Attorney has drafted a similar policy for our adoption and use.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to adopt the Code of Ethics and Conflict of Interest Policy, effective August 25, 2020.

DELHI DDA DOWNTOWN DEVELOPMENT AUTHORITY

CODE OF ETHICS AND CONFLICT OF INTEREST

I. Statement of Purpose

Every citizen in the Downtown Development Authority (the “DDA”) is entitled to have complete confidence in the integrity of the process of local government. Each representative of the people of the DDA, whether elected or appointed, paid or unpaid, serving on a board, committee, commission or as an employee, shares the responsibility for earning and retaining the public’s trust. The DDA’s public officials must faithfully discharge the duties of their office in the best interest of the DDA, recognizing the public interest must be primary and their behavior above reproach. Even the appearance of a public official’s personal gain or benefit at the expense of the DDA may undermine the public’s confidence in the fairness of the process of DDA government.

The provisions of this policy are intended to provide guidance to the public officials of the DDA by establishing standards of conduct, both expected and prohibited. The public officials of the DDA are expected to comply with both the requirements of this Policy and applicable Michigan law, including, but not limited to, the Contracts Of Public Servants With Public Entities Act, PA 317 of 1968 (MCL 15.321 *et seq*); Standards Of Conduct For Public Officers And Employees Act, PA 196 of 1973 (MCL 15.341 *et seq*); and Section 7 of the Charter DDA Act, PA 359 of 1947 (MCL 42.7) as amended.

II. Definitions

Benefit	Anything reasonably regarded as a monetary or financial gain or advantage, including any gain or advantage to any other person in whose welfare the public official has a direct and substantial interest. A public official has a direct and substantial interest in the welfare of the official’s family members and employer.
Business	A sole proprietorship, partnership, firm, corporation, holding company, receivership, trust, unincorporated association, or any other entity recognized by law.
Conflict of Interest	A “conflict of interest” arises anytime one’s actions as a public official may have a deferential, monetary or financial impact on said official or his or her family, as opposed to the public at large, or when the independence of one’s actions as a public official could in any way be compromised by the individual’s outside interests.
Employee	Any person listed on the payroll of the DDA, whether part or full time.

Immediate Family Member	<ol style="list-style-type: none">1. A public servant's spouse or domestic partner, or2. A public servant's relative by marriage, lineal descent, or adoption who receives, directly or indirectly, more than one-half of his or her support from the public servant, or from whom the public servant receives, directly or indirectly, more than one-half of his or her support; or3. An individual claimed by a public servant or a public servant's spouse as a dependent under the United States Internal Revenue Code, being 26 USC 1 et seq.
Family Member	A spouse, domestic partner, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild.
Gift	A voluntary transfer of property (including money) or the conferral of a benefit having monetary or financial value, unless consideration of equal or greater value is received by the donor.
Official Action	<p>Includes:</p> <ol style="list-style-type: none">1. Any affirmative act, including making a recommendation within the scope of a public official's duties; and2. Any failure to act when the public official is under a duty to act.
Public Official	"Public officials" of the DDA include all members of the DDA Board, members of all other boards, committees and commissions of the DDA, the DDA Director and all other DDA employees and appointees.
Relative	A person who is related to a public servant as spouse or as any of the following, whether by marriage, blood or adoption: parent, child, brother, sister, uncle, aunt, nephew, niece, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, brother-in-law, or sister-in-law.
DDA	The Downtown Development Authority of Delhi

III. Standards of Conduct

1. **Disclosure of Confidential Information.** A public official shall not divulge to an unauthorized person confidential information acquired in the course of public service in advance of the time prescribed for its release to the public.
2. **Suppression of Information for Personal Gain.** A public official shall not, for personal gain or benefit, suppress or attempt to suppress public documents or information otherwise available to the general public.
3. **Mischaracterization of Opinions.** A public official shall not represent their view or their personal opinion as being that of the DDA.
4. **Internet and E-mail Use.** The provisions of Policy No. 110, pertaining to internet and e-mail use, applies to Public Officials of the DDA.
5. **Public Employment for Personal Gain.** A public official shall not use the personnel, property or other resources of the DDA, or the prestige of their office, for personal benefit or gain.
6. **Gifts and Gratuities.** A public official shall not solicit or accept a gift or a loan of money, goods, or other thing of value which is intended to influence the way the public official performs official duties. This rule shall not be construed to prohibit political campaign contributions made in accordance with applicable Michigan statutes.
7. **Prohibition of Certain Private Business Transactions.** A public official shall not engage in a business transaction in which they may profit from their official position or authority, or benefit financially from confidential information which the public official has or may obtain by reason of that position or authority.
8. **Incompatible Offices or Employment.** A public official shall not engage in, accept, or continue employment when that employment is incompatible or in conflict with the public official's discharge of official duties or may impair the independence of judgment or actions in the performance of those duties. This rule does not apply and the public official may participate in official action if:
 - a. The requisite quorum for official action would not be available without the participation of the public official; and
 - b. The public official is not paid for working more than twenty-five (25) hours per week for the DDA; and

- c. The public official promptly discloses on the public record of the official action any personal, financial, business or employment interest the official may have in a decision; and
 - d. The official action does not concern a contract in which the public official has a financial interest.
9. **Solicitation of Contracts.** A public official shall not be a party to, directly or indirectly, or solicit a contract between the DDA and the public official, a business entity of which the public official is an employee, partner, or member, a trust of which the public official is a beneficiary, or with any corporation in which the public official is a director, officer, employee or stockholder with ownership of more than one percent (1%) of the outstanding stock or a present value in excess of Twenty-Five Thousand and no/100 Dollars (\$25,000.00).

A public official must promptly disclose to the DDA Board any interest in the contract for the public record, and the contract must be approved by a vote of at least two-thirds (2/3) of the members of the Board without the vote of the public official making the disclosure. In the event a 2/3 quorum cannot be satisfied, the public official may be counted for a quorum and vote on a contract, if the benefit to the public official is less than Two Hundred Fifty and no/100 Dollars (\$250.00) and less than five percent (5%) of the public cost of the contract, and the public official files a sworn affidavit to that effect as part of the public proceedings regarding the official action to be taken.

10. **Prohibited Representation.** A public official of the DDA shall not represent:
- a. Any person, group or other entity before the body of which the public official is a member.
 - b. Any person, group or other entity before the DDA Board.
11. **Misuse of Public Position to Obtain Information.** Public officials of the DDA shall not use their positions to obtain official information about any person or entity for any other purpose than the performance of official duties. This section shall not be construed to prohibit a public official from obtaining information which is available to the general public.
12. **Preferential Treatment.** All DDA activities shall be conducted fairly and impartially. DDA public officials shall not for any reason show favoritism in carrying out the DDA's business. No public official shall use their employment or position to secure or attempt to secure advantages, privileges, exceptions or preferential treatment for themselves or others, directly or indirectly.

13. Avoidance of Appearance of Impropriety. To avoid the appearance and risk of impropriety, a DDA public official or employee shall not take any official action that is likely to affect the economic interests of:

- a. The public official;
- b. Immediate Family Members, Family Members, Relatives;
- c. An outside client;
- d. A member of the official's household;
- e. The employer of the official, or the official's spouse, parent or child;
- f. A business entity in which the official or family member has a financial interest;
- g. A person with whom the public official has a relationship which is sufficiently close or antagonistic so as to impede the official's ability to make an unbiased decision.

IV. Recusal and Disclosure

From the time a conflict with these Standards of Conduct is or should have been recognized, the public official shall:

1. Immediately refrain from further participation in the matter, including discussion with any persons likely to consider the matter; and
2. Promptly disclose to the appropriate DDA Board committee, commission or supervisor, in the case of an employee, the nature and extent of the conflict.

A public official's disclosure of the conflict of interest shall be made either orally on the record at or before a meeting of the DDA Board, committee or commission involved or in a writing filed with the DDA Clerk. That disclosure must include, at a minimum:

1. The identities of all involved parties;
2. The nature of any monetary or financial interest;

3. The terms of any contract or arrangement between the parties and the DDA;
4. A narrative description of the conflict.

A public official who is recorded as present shall vote on all questions to be decided by the board, commission, committee, or body unless recusal is required by law or this Code and Policy. In all other instances, said official's participation may be excused only by the consent of two-thirds (2/3) of the other members present.

V. Procedure for Questions or Complaints

Any person who believes there has been a violation of, or who would like an advisory opinion regarding the interpretation of, the provisions of this policy shall transmit their written question or complaint to the DDA Director. The Delhi Township Human Resources Director shall substitute for the Director in the event the Director is the subject of the complaint or reason for requesting an advisory opinion. The Director or Human Resources Director may then consult with the attorney as necessary. Every effort shall be made to achieve resolution of a complaint or the rendering of an advisory opinion within thirty (30) days of its submission.

VI. Violation, Penalty

Violation of this Policy by a non-elected DDA public official shall constitute grounds for discipline, dismissal or removal from appointed office unless otherwise governed by statute or contract.

VII. Revisions

The DDA may, from time to time, revise this policy. The policy may also be repealed by the DDA Board.

Adopted _____, 2020
Delhi Downtown Development Authority

**Delhi Charter Township
Downtown Development Authority
Budget Indicators**

Ongoing Goals

- Facilitate redevelopment of DDA owned parcels (Cedar & Hancock, Cedar & North); actively recruit end users and support development
- Fund infrastructure improvement and rehabilitation programs identified by the Township and DDA Board as supporting the continued tax base growth and development within the District
- Provide bond payments for the Non-Motorized Trail, Realize Cedar, and other projects
- Provide business enhancement, promotion, and support through efforts such as Biz Buzz
- Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building. Develop additional uses for Market facilities
- Promote community events such as Holt Fest and the Farmers Market Food Frenzy events
- Apply for all applicable state and federal grants via DDA/Holt Non Profit Coalition to promote place making and enhance livability of Township residents
- Participate in Holt Non Profit Coalition for Farmers' Market, *Our Town* publication, Volunteer Bureau, and other community events and activities as Board of Directors member
- Continue to prepare and distribute *Our Town* publication electronically via HoltNow website and grow reader base; transition from quarterly to monthly publication supported by advertising sales
- Encourage community beautification with the placement of additional public art and murals
- Work with Township staff to enhance Trailhead Parks

2020 and Beyond Objectives

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties
- Finalize Cedar Street roundabout beautification
- Expand Esker Landing parking lot and construct pavilion
- Install pedestrian crosswalk signal on Cedar Street at Delhi Commerce Drive
- Expand Holt Farmers' Market building, replace roof
- Install Electric Vehicle Charging stations
- Rehabilitate 2176 Cedar for end user (restaurant)
- Locate land for future commercial/industrial growth
- Further triangle area development
- Other activities as identified

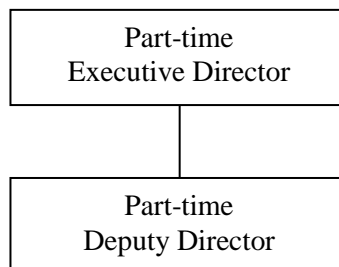
Delhi Downtown Development Authority (248)

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 (eliminated for 2021: absorbed by Administration & Infrastructure)
- Capital Outlay
- 2016 DDA Development
- 2017 DDA Development
- Debt Service



Staffing Levels			
	2019	2020	2021
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	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues						
Property Taxes	\$ 1,853,598	\$1,497,800	\$1,962,580	\$1,960,960	\$1,999,870	\$2,039,560
Grants	302,000	-	2,000	2,000	2,000	2,000
Interest and rentals	63,413	21,000	43,690	14,500	17,500	17,500
Intergovernmental	480,000	-	-			
Other	11,854	11,420	2,000	2,000	3,000	3,000
Total Revenues	2,710,865	1,530,220	2,010,270	1,979,460	2,022,370	2,062,060
Expenditures						
Community and Economic Dev						
Administration	144,806	138,990	139,590	181,720	183,820	185,930
Marketing & Promotion	185,392	181,790	384,590	187,630	188,760	189,920
Other Functions	138,078	165,540	154,100	-	-	-
Infrastructure Projects	28,705	40,000	40,000	160,450	157,840	155,230
Capital Outlay	1,264,662	135,000	270,000	150,000	100,000	100,000
Development Capital Outlay/Improvements	449,448	225,000	688,720	325,000	325,000	305,000
Debt Service	-	-	-	-	-	-
Total Expenditures	2,211,091	886,320	1,677,000	1,004,800	955,420	936,080
Other Financing Sources (Uses)						
Sale of Assets	45,000	-	1,200,000			
Transfer to DDA Debt Service Funds	(1,094,105)	(1,099,870)	(1,099,870)	(1,105,810)	(1,119,700)	(1,128,630)
Total Other Financing Sources (Uses)	(1,049,105)	(1,099,870)	100,130	(1,105,810)	(1,119,700)	(1,128,630)
Revenues over (under) expenditures	(549,331)	(455,970)	433,400	(131,150)	(52,750)	(2,650)
Fund Balance, Beginning	3,824,396	3,275,065	3,275,065	3,708,465	3,577,315	3,524,565
Fund Balance, Ending	\$ 3,275,065	\$2,819,095	\$3,708,465	\$3,577,315	\$3,524,565	\$3,521,915

DDA REVENUE

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
			Amended Budget					
248-000.00-403.005	CURRENT PROPERTY TAXES-AD VAL.	\$ 1,826,273	\$ 1,466,800	\$ 1,381,369	\$ 1,945,020	\$ 1,945,460	\$ 1,984,370	\$ 2,024,060
248-000.00-404.005	IFT/CFT CAPTURED TAX REVENUE	17,463	23,000	8,726	12,060	10,000	10,000	10,000
248-000.00-445.000	DELQ TAX	9,359	7,000	2,133	5,000	5,000	5,000	5,000
248-000.00-445.005	DELINQUENT INTEREST & PENALTY	504	1,000	167	500	500	500	500
248-000.00-570.000	STATE GRANTS	302,000	-	2,000	2,000	2,000	2,000	2,000
248-000.00-581.000	INTERGOV REVENUE	480,000	-	-	-	-	-	-
248-000.00-664.000	INTEREST	53,416	10,000	16,055	24,000	7,500	7,500	7,500
248-000.00-670.010	RENT-FARMERS MARKET	9,998	11,000	2,319	4,000	7,000	10,000	10,000
248-000.00-672.040	GREASE LOAN	3,921	3,920	15,683	15,690	-	-	-
248-000.00-673.000	SALE OF CAPITAL ASSETS	45,000	-	1,200,000	1,200,000	-	-	-
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	4,427	2,500	-	1,000	1,000	1,000	1,000
248-000.00-694.000	MISCELLANEOUS REVENUE	3,506	5,000	170	1,000	1,000	2,000	2,000
Total		\$ 2,755,865	\$ 1,530,220	\$ 2,628,622	\$ 3,210,270	\$ 1,979,460	\$ 2,022,370	\$ 2,062,060

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, DDA property maintenance and projects, utility payments, and tax adjustments.

Note: for 2021, portions of the Other Functions (850) budget were added to Administration due to the State of Michigan eliminating 850 from its chart of accounts.

Year 2021 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 2021 budget requests expenditures of \$181,720, an increase of \$42,730 from the 2020 budget. The increase is due to the addition of several line items from the 850 Other Functions budget which is being eliminated by the State of Michigan. The 2022 forecast is \$183,820 and the 2023 forecast is \$185,930. The forecasts take into account slight increases in employee compensation as typically adopted by the Board of Trustees each January.

DEPT 728.00 DDA ADMINISTRATION

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
248-728.00-703.005	PART TIME HELP	\$ 80,823	\$ 80,970	\$ 38,508	\$ 80,970	\$ 81,400	\$ 83,030	\$ 84,700
248-728.00-715.000	SOCIAL SECURITY/MEDICARE	1,172	1,180	558	1,180	1,180	1,210	1,240
248-728.00-718.000	PENSION CONTRIBUTION	2,425	2,430	1,155	2,430	2,450	2,500	2,550
248-728.00-724.000	WORKERS COMP	232	370	108	370	370	380	390
248-728.00-726.000	OFFICE SUPPLIES	866	1,200	358	800	1,000	1,000	1,000
248-728.00-801.000	LEGAL FEES	34,327	20,000	6,988	20,000	20,000	20,000	20,000
248-728.00-802.005	DUES AND SUBSCRIPTIONS	1,308	1,470	555	1,470	1,470	1,500	1,500
248-728.00-803.000	POSTAGE	34	100	4	50	50	50	50
248-728.00-807.000	AUDIT FEES	3,007	2,870	2,316	2,320	2,350	2,400	2,450
248-728.00-818.000	CONTRACTUAL SERVICES	12,861	20,000	13,913	21,600	25,700	26,000	26,300
248-728.00-853.000	TELEPHONE/COMMUNICATIONS	2,490	2,000	1,454	2,900	2,950	2,950	2,950
248-728.00-870.000	MILEAGE	632	500	-	400	500	500	500
248-728.00-902.005	PRINTING AND PUBLISHING	36	100	-	100	100	100	100
248-728.00-910.000	INSURANCE & BONDS	3,379	3,800	2,610	3,800	3,800	3,800	3,800
248-728.00-921.030	UTILITIES - WATER	-	-	-	-	1,200	1,200	1,200
248-728.00-921.035	UTILITIES - SEWER	-	-	-	-	1,200	1,200	1,200
248-728.00-921.040	UTILITIES - ELECTRIC	-	-	-	-	8,000	8,000	8,000
248-728.00-921.045	UTILITIES - GAS	-	-	-	-	4,000	4,000	4,000
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS					2,000	2,000	2,000
248-728.00-956.000	MISCELLANEOUS	1,105	1,000	272	1,000	1,000	1,000	1,000
248-728.00-960.000	EDUCATION & TRAINING	110	1,000	-	200	1,000	1,000	1,000
248-850.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP					5,000	5,000	5,000
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD					15,000	15,000	15,000
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-	-	-	-
Total		\$ 144,806	\$ 138,990	\$ 68,799	\$ 139,590	\$ 181,720	\$ 183,820	\$ 185,930

DDA Admin (728) Backup

Account #	Description and Calculation	Calcs	2020 Budget	2020 Projected	2021 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		80,970	80,970	81,400
	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			
	Year 2021				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 5, 1200 hrs @ \$25.743/hr	30,892			
	Deputy Director Pay	2,500			
	Total	81,392			
728-715.000	Social Security/Medicare		1,180	1,180	1,180
	Year 2020				
	80,966 wages x .0145	1,174			
	Year 2021				
	81,392 wages x .0145	1,180			
728-718.000	Pension Contribution		2,430	2,430	2,450
	Year 2020				
	80,966 wages x 3%	2,429			
	Year 2021				
	81,392 wages x 3%	2,442			
728-724.000	Workers Comp		370	370	370
	Year 2020: 80,966 x .0045 =	364			
	Year 2019: 81,392 x .0045=	366			
728-726.000	Office Supplies		1,200	800	1,000
	Year 2020	800			
	Year 2021	1,000			
728-801.000	Legal Fees (land sales, contracts, general)		20,000	20,000	20,000
	Year 2020	20,000			
	Year 2021	20,000			
728-802.005	Dues & Subscriptions		1,470	1,470	1,470
	Year 2020	1470			
	Year 2021	1470			
728-803.000	Postage		100	50	50
	Year 2020	50			
	Year 2021	50			
728-807.000	Audit Fees		2,870	2,320	2,350
	Year 2020	2,320			
	Year 2021	2,350			
728-818.000	Contractual Services - Encompass, Rose Pest, ACD.net, Zoom meetings, trash, cleaning		20,000	21,600	25,700
	Year 2020	20,000			
	Year 2021 (add Other Functions 850)	25,700			
728-853.000	Telephone/Communications - ACD.net, Haas Cell		2,000	2,900	2,950
	Year 2020	2,900			
	Year 2021	2,950			
728-870.000	Mileage		500	400	500
	Year 2020	400			
	Year 2021	500			
728-902.005	Printing & Publishing		100	100	100
	Year 2020	100			
	Year 2021	100			
728-910.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2020	3,800			
	Year 2021	3,800			
728-921.030	Utilities - Water (from Other Functions 850)				1,200
728-921.035	Utilities - Sewer (from Others Functions 850)				1,200
728-921.040	Utilities - Electricity (from Other Functions 850)				8,000
728-921.045	Utilities - Gas (from Other Functions 850)				4,000
728-930.000	Building Maintenance & Repairs (from Other Functions 850)				2,000
728-956.000	Miscellaneous		1,000	1,000	1,000
	Year 2020	1,000			
	Year 2021	1,000			
728-960.000	Education & Training		1,000	200	1,000
	Year 2020 - MEDA, MSU, Mid-America Dev Conf	200			
	Year 2021 - MEDA, MSU, Mid-America Dev Conf	1,000			
728-964.000	Tax Adjustments to Co/Twp (from Other Functions 850)				5,000
728-967.025	DDA Prop-Drain/Tax/Assessments (from Other Functions 850)				15,000
	TOTAL ADMINISTRATION EXPENDITURES		138,990	139,590	181,720

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 2021 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. Support the Holt Volunteer Bureau
5. Encourage community beautification with the placement of public art and murals

Resources Needed

The attached year 2021 budget requests expenditures of \$187,630, an increase of \$5,840 over the 2020 budget. A step increase in pay will be implemented for 3 Farmers Market employees in 2021. The 2022 forecast is \$188,760 and the 2023 forecast is \$189,920. The forecasts take into account slight increases in employee compensation as typically adopted by the Board of Trustees each January.

DEPT 729.00 DDA MARKETING & PROMOTION

GL Number	Description	2019 Activity	06/30/2020		YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
			Amended	Budget					
248-729.00-703.005	PART TIME HELP	\$ 46,644	\$	47,900	\$ 22,941	\$ 50,500	\$ 51,780	\$ 52,820	\$ 53,880
248-729.00-715.000	SOCIAL SECURITY/MEDICARE	3,568		3,670	1,755	3,860	3,970	4,050	4,140
248-729.00-724.000	WORKERS COMP INSUR	251		220	118	230	240	250	260
248-729.00-884.000	DDA ADVERTISING	95,794		96,000	57,010	296,000	97,640	97,640	97,640
248-729.00-885.000	HOLT HOMETOWN FESTIVAL	-		-	-	-	-	-	-
248-729.00-888.000	FARMERS MARKET	20,105		13,000	3,604	13,000	13,000	13,000	13,000
248-729.00-888.002	DOUBLE UP BUCKS	2,026		3,000	160	3,000	3,000	3,000	3,000
248-729.00-956.000	MISCELLANEOUS	17,004		18,000	3,200	18,000	18,000	18,000	18,000
Total		\$ 185,393	\$	181,790	\$ 88,789	\$ 384,590	\$ 187,630	\$ 188,760	\$ 189,920

DDA Marketing (729) Backup

Account No.	Description	Calcs	2020 Budget	2020 Projected	2021 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		47,900	50,500	51,780
	Year 2020				
	Farmers Mkt Asst - Grade E, Step 2 - 312 hrs @ 15.352/hr	4,790			
	Farmers Mkt Maint - Grade E, Step 2 - 350 hrs @ 15.352/hr	5,373			
	Market Manager - Grade 8, Step 4: 1340 hrs @30.098/hr	40,340			
	Total	50,503			
	Year 2021				
	Farmers Mkt Asst - Grade E, Step 3 - 312 hrs @ 16.30/hr	5,090			
	Farmers Mkt Maint - Grade E, Step 3 - 300 hrs @ 16.30/hr	4,890			
	Market Manager - Grade 8, Step 4 - 670 hrs @ 30.519/hr	20,450			
	Market Manager - Grade 8, Step 5 - 670 hrs @ 31.856/hr	21,350			
	Total	51,780			
729-715.000	SS/Medicare		3,670	3,860	3,970
	Year 2020: 50,503 wages x 0.0765	3,860			
	Year 2021: 51,780 wages x 0.0765	3,970			
729-724.000	Workers Comp		220	230	240
	Year 2020: 50,503 wages x 0.0045	230			
	Year 2021: 51,780 wages x 0.0045	240			
729-884.000	Advertising		96,000	296,000	97,640
	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			
	Misc - \$18,000	18,000			
	Back to Business Program	200,000			
	Total	296,000			
	Year 2021				
	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			
	Music Licensing	1,640			
	Misc - \$10,000	10,000			
	Total	97,640			
729-888.000	Farmers Market		13,000	13,000	13,000
	Year 2020				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	Total	13,000			
	Year 2021				
	Promotion - \$6,000	6,000			
	Bldg Maint - \$7,000	7,000			
	Total	13,000			
729-888.002	Double Up Bucks		3,000	3,000	3,000
	Year 2020	3,000			
	Year 2021	3,000			
729-956.000	Miscellaneous		18,000	18,000	18,000
	Year 2020				
	Web hosting and maintenance	5,000			
	Miscellaneous	1,000			
	Seed money to Holt Non-Profit Coalition	12,000			
	Total	18,000			
	Year 2021				
	Web hosting/maintenance	5,000			
	Miscellaneous	1,000			
	Seed money to Holt Non-Profit Coalition	12,000			
	Total	18,000			
	TOTAL MARKETING AND PROMOTION		181,790	384,590	187,630

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.

Note: for 2021, portions of the Other Functions (850) budget were added to Administration due to the State of Michigan eliminating 850 from its chart of accounts.

Year 2021 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.
3. Provide bond payments for the Non-Motorized Trail.

Resources Needed

The attached year 2021 budget requests expenditures of \$160,450, an increase of \$120,450 over the 2020 budget. This increase is due to the addition of a line item from the 850 Other Functions budget which is being eliminated by the State of Michigan. The forecast for 2022 is \$157,840 and the forecast for 2023 is \$155,230.

DEPT 731.00 DDA INFRASTRUCTURE PROJECTS

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
248-731.00-933.000	STREETSCAPE REPR & MAINTENANCE	\$ 3,757	\$ 10,000	\$ 1,300	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
248-731.00-956.000	MISCELLANEOUS	5,345	5,000	-	5,000	5,000	5,000	5,000
248-731.00-974.010	NON-MOTORIZED PATHWAYS	-	25,000	-	25,000	10,000	10,000	10,000
248-731.00-978.010	GREASE TRAP LOAN TO CHARLAR	19,604	-	-	-	-	-	-
Total		\$ 28,705	\$ 40,000	\$ 1,300	\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000

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 2021 Goals

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

This was removed from the State of Michigan chart of accounts for 2021. Expenditures moved to Administration (728) and Infrastructure (731).

Resources Needed

The attached year 2021 budget requests expenditures of \$0.

DEPT 850.00 DDA OTHER FUNCTIONS

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
			Amended Budget					
248-850.00-818.000	CONTRACTUAL SERVICES	\$ 5,089	\$ 6,600	\$ 1,809	\$ 5,160			
248-850.00-921.030	UTILITIES - WATER	835	1,200	240	1,200			
248-850.00-921.035	UTILITIES - SEWER	1,429	1,200	445	1,200			
248-850.00-921.040	UTILITIES - ELECTRIC	5,207	8,000	2,328	8,000			
248-850.00-921.045	UTILITIES - GAS	3,396	4,000	2,070	4,000			
248-850.00-930.000	BUILDING MAINTENANCE & REPAIRS	26	2,000	-	2,000			
248-850.00-956.000	MISCELLANEOUS	-	-	-	-			
248-850.00-964.000	TAX ADJUSTMENTS TO COUNTY/TWP	-	10,000	-	5,000			
248-850.00-967.025	DDA PROPERTIES-DRAIN/TAXES/SAD	7,465	20,000	24	15,000			
248-850.00-969.016	COMMUNITY AND ECON DEVELOPMENT	114,630	112,540	6,270	112,540			
Total		\$ 138,078	\$ 165,540	\$ 13,186	\$ 154,100	\$ -	\$ -	\$ -

DDA Other Functions (850) Backup

Account #	Description	Explanation and/or Calculations	2020 Budget	2020 Proj	2021 Request
	DDA Other Functions				
818.000	Contractual Services	1. Rubbish Removal	6,600	5,160	
		2020: 660.00			
		2021:			
		2. Cleaning Service			
		2020: 4,500.00			
		2021:			
921.030	Utilities - Water	2020: 1,200.00	1,200	1,200	
		2021:			
921.035	Utilities - Sewer	2020: 1,200.00	1,200	1,200	
		2021:			
921.040	Utilities - Electricity	2020: 8,000.00	8,000	8,000	
		2021:			
921.045	Utilities - Gas	2020: 4,000.00	4,000	4,000	
		2021:			
930.000	Building Maintenance & Repairs		2,000	2,000	
964.000	Tax Adjustments to Co/Twp	MTT & BOR Adjustments	10,000	5,000	
967.025	DDA Prop-Drain/Tax/Assessments		20,000	15,000	
969.016	Community & Econ Development	2020 NMT Bond Pmt to Twp 112,540	112,540	112,540	
		2021 NMT Bond Pmt to Twp 135,450			
		Other Functions Total	165,540	154,100	0

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 2021 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 2021 budget requests expenditures of \$150,000 an increase of \$15,000 over the 2020 budget. A renovation and expansion project at the Holt Farmers Market is the reason for the increase. The forecast for both 2022 and 2023 is \$100,000.

DEPT 903.00 CAPITAL OUTLAY-DDA

GL Number	Description	2019 Activity	06/30/2020 Amended Budget	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
248-903.00-818.000	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.00-970.000	CAPITAL OUTLAY	-	-	-	-	-	-	-
248-903.00-971.000	CAPITAL OUTLAY-LAND	-	100,000	-	100,000	-	100,000	100,000
248-903.00-971.010	LAND HELD FOR RESALE	-	-	-	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150 CEDAR	16,992	10,000	-	10,000	150,000	-	-
248-903.00-971.137	ESKER LANDING PARK	1,247,670	25,000	15,623	160,000	-	-	-
Total		\$ 1,264,662	\$ 135,000	\$ 15,623	\$ 270,000	\$ 150,000	\$ 100,000	\$ 100,000

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 2021 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 2021 budget requests expenditures of \$225,000, the same as the 2020 budget. The forecast for both 2022 and 2023 is \$225,000.

DEPT 903.05 2016 DDA DEVELOPMENT

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
			Amended Budget					
248-903.05-818.000	CONTRACTUAL SERVICES	\$ 997	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.05-956.000	MISCELLANEOUS	-	-	-	-	-	-	-
248-903.05-970.000	CAPITAL OUTLAY	14,201	225,000	-	225,000	225,000	225,000	225,000
248-903.05-992.000	BONDING EXPENSE	-	-	-	-	-	-	-
Total		\$ 15,198	\$ 225,000	\$ -	\$ 225,000	\$ 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 bulk of the Realize Cedar Construction was finalized in June 2019. Additional projects such as the Cedar Street roundabout and the Delhi Commerce Drive pedestrian crossing signal were added in 2020. As these funds were earmarked for Cedar Street specifically, until the bond funds are expended, projects will be added as identified for the Cedar Street corridor.

Resources Needed

The attached year 2021 budget requests expenditures of \$100,000, and increase of \$100,000 over the 2020 budget. Projects which will benefit the Cedar Street corridor may be continued until the Realize Cedar bond funds are expended. The forecast for 2022 is \$100,000 and the forecast for 2023 is \$80,000.

DEPT 903.17 2017 DDA DEVELOPMENT

GL Number	Description	2019 Activity	06/30/2020		YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
			Amended Budget						
248-903.17-818.000	CONTRACTUAL SERVICES	\$ 434,250	\$ -		\$ 190,782	\$ 420,000	\$ 100,000	\$ 100,000	\$ 80,000
248-903.17-970.000	CAPITAL OUTLAY	-	-		43,711	43,720	-	-	-
248-903.17-992.000	BONDING EXPENSE	-	-		-	-	-	-	-
Total		\$ 434,250	\$ -		\$ 234,493	\$ 463,720	\$ 100,000	\$ 100,000	\$ 80,000

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 2021 budget requests expenditures of \$1,105,810, an increase of \$5,940. The forecast for 2022 is \$1,119,700 and the forecast for 2023 is \$1,128,630. The debt schedules are determined when the bonds are issued.

DEPT 905.00 DEBT SERVICE

GL Number	Description	2019 Activity	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
248-905.00-999.391	TRAN OUT-2016 DDA REF BD	\$ 773,828	\$ 780,610	\$ 780,610	\$ 782,580	\$ 797,850	\$ 808,170
248-905.00-999.395	TRAN OUT-2016 DDA DEV BD	107,233	106,210	106,210	110,180	108,800	107,410
248-905.00-999.397	TRAN OUT-2017 DDA BONDS	213,044	213,050	213,050	213,050	213,050	213,050
Total		\$ 1,094,105	\$ 1,099,870	\$ 1,099,870	\$ 1,105,810	\$ 1,119,700	\$ 1,128,630

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.

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Debt Service	<u>773,828</u>	<u>780,610</u>	<u>780,610</u>	<u>782,580</u>	<u>797,850</u>	<u>808,170</u>
Total Expenditures	773,828	780,610	780,610	782,580	797,850	808,170
Revenues over (under) expenditures	(773,828)	(780,610)	(780,610)	(782,580)	(797,850)	(808,170)
Other financing sources (uses)						
Transfer from DDA	<u>773,828</u>	<u>780,610</u>	<u>780,610</u>	<u>782,580</u>	<u>797,850</u>	<u>808,170</u>
Total other financing sources (uses)	773,828	780,610	780,610	782,580	797,850	808,170
Fund Balance, Beginning	-	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2016 DDA REFUNDING BOND REVENUE

GL Number	Description	06/30/2020		YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
		2019 Activity	Amended Budget					
391-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 773,828	\$ 780,610	\$ 30,377	\$ 780,610	\$ 782,580	\$ 797,850	\$ 808,170
Total		\$ 773,828	\$ 780,610	\$ 30,377	\$ 780,610	\$ 782,580	\$ 797,850	\$ 808,170

2016 DDA REFUNDING DEBT SERVICE

GL Number	Description	06/30/2020		YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
		2019 Activity	Amended Budget					
391-905.00-991.000	PRINCIPAL	\$ 701,844	\$ 719,850	\$ -	\$ 719,850	\$ 733,340	\$ 760,340	\$ 782,830
391-905.00-995.000	INTEREST	71,984	60,760	30,377	60,760	49,240	37,510	25,340
Total		\$ 773,828	\$ 780,610	\$ 30,377	\$ 780,610	\$ 782,580	\$ 797,850	\$ 808,170

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.

[illegible]

2016 DDA DEVELOPMENT BOND REVENUE

GL Number	Description	06/30/2020						
		2019 Activity	Amended Budget	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
395-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 107,233	\$ 106,210	\$ 20,353	\$ 106,210	\$ 110,180	\$ 108,800	\$ 107,410
Total		\$ 107,233	\$ 106,210	\$ 20,353	\$ 106,210	\$ 110,180	\$ 108,800	\$ 107,410

2016 DDA DEVELOPMENT DEBT SERVICE

GL Number	Description	06/30/2020						
		2019 Activity	Amended Budget	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
395-905.00-991.000	PRINCIPAL	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	\$ 70,000	\$ 70,000	\$ 70,000
395-905.00-995.000	INTEREST	41,733	40,710	20,353	40,710	39,680	38,300	36,910
395-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500	500	500
Total		\$ 107,233	\$ 106,210	\$ 20,353	\$ 106,210	\$ 110,180	\$ 108,800	\$ 107,410

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.

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Debt Service	<u>213,044</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>	<u>213,050</u>
Total Expenditures	213,044	213,050	213,050	213,050	213,050	213,050
Revenues over (under) expenditures	(213,044)	(213,050)	(213,050)	(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>	<u>213,050</u>	<u>213,050</u>
Total other financing sources (uses)	213,044	213,050	213,050	213,050	213,050	213,050
Fund Balance, Beginning	-	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

REALIZE CEDAR REVENUE

GL Number	Description	06/30/2020						
		2019 Activity	Amended Budget	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
397-000.00-699.065	TRANS IN FROM DELHI DDA	\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050	\$ 213,050	\$ 213,050
Total		\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050	\$ 213,050	\$ 213,050

REALIZE CEDAR DEBT SERVICE

GL Number	Description	06/30/2020						
		2019 Activity	Amended Budget	YTD As Of 06/30/2020	2020 PROJECTED	2021 REQUESTED	2022 FORECAST	2023 FORECAST
397-905.00-991.000	PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
397-905.00-995.000	INTEREST	212,544	212,550	106,272	212,550	212,550	212,550	212,550
397-905.00-999.000	PAYING AGENT FEES	500	500	-	500	500	500	500
Total		\$ 213,044	\$ 213,050	\$ 106,272	\$ 213,050	\$ 213,050	\$ 213,050	\$ 213,050

Brownfield Redevelopment Authority Fund (243 Fund): The Delhi Charter Township Brownfield Redevelopment Authority is a separate legal identity operating in conformity with Delhi Charter Township's policies and procedures. The Brownfield Redevelopment Authority is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Brownfield Redevelopment Authority was created pursuant to Public Act 381 of 1996, as amended. Resolution No. 2001-167, adopted by Delhi Charter Township Board of Trustees on September 4, 2001 authorizes its existence.

The primary purpose of the Brownfield Redevelopment Authority is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. All activities of the Authority are carried out in conformance with adopted Brownfield Redevelopment Plans under supervision of the Board of Directors of the Authority. The membership of the Board of Directors of the Brownfield Redevelopment Authority is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Authority may carry out its activities throughout Delhi Township. The objectives of the Authority are outlined in the most recently adopted Brownfield Redevelopment Plan and are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Specific projects undertaken by the Brownfield Redevelopment Authority in support of these objectives as a part of the 2021 Budget include:

1. Reimbursement of costs related to the remediation of property at Esker Square (referred to as Brownfield #4).
2. Reimbursement of costs related to the remediation of property at Willoughby Estates (referred to as Brownfield #6).
3. Reimbursement of costs related to the remediation of property at 4495 Holt Road (referred to as Brownfield #7).
4. Reimbursement of costs related to the remediation of property at 2313 Cedar Street (referred to as Brownfield #8).
5. Identification of future eligible Brownfield projects; preparation of Brownfield Redevelopment Plans and implementation of plans.

For 2021, tax capture of \$385,870 is anticipated along with \$379,000 of expenditures. For 2022, tax capture of \$393,590 is anticipated along with \$386,710 of expenditures. For 2023, tax capture of \$401,460 is anticipated along with \$394,570 of expenditures. Changes in tax capture revenue is due to increases in the taxable values of the properties. Accordingly, increases in expenditures for reimbursements to developers is expected.

BROWNFIELD FUND SUMMARY

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues						
Taxes	<u>\$ 247,878</u>	<u>\$ 376,070</u>	<u>\$ 376,900</u>	<u>\$ 385,870</u>	<u>\$ 393,590</u>	<u>\$ 401,460</u>
Total Revenue	247,878	376,070	376,900	385,870	393,590	401,460
Expenditures						
Community and Economic Dev						
Brownfield-Administration	8,706	20,320	20,270	20,270	20,270	20,280
Remediation	<u>220,198</u>	<u>352,160</u>	<u>350,050</u>	<u>358,730</u>	<u>366,440</u>	<u>374,290</u>
Total Expenditures	228,904	372,480	370,320	379,000	386,710	394,570
Revenues over (under) expenditures	18,974	3,590	6,580	6,870	6,880	6,890
Fund Balance, Beginning	<u>11,146</u>	<u>30,120</u>	<u>30,120</u>	<u>36,700</u>	<u>43,570</u>	<u>50,450</u>
Fund Balance, Ending	<u>\$ 30,120</u>	<u>\$ 33,710</u>	<u>\$ 36,700</u>	<u>\$ 43,570</u>	<u>\$ 50,450</u>	<u>\$ 57,340</u>

BROWNFIELD AUTHORITY REVENUE

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
243-000.00-403.040	PROP TAX-BRWNFLD #4	\$ 1,178	\$ 5,200	\$ 4,020	\$ 5,350	\$ 5,880	\$ 6,000	\$ 6,120
243-000.00-403.060	PROP TAXES-BRNFLD # 6	234,582	355,650	275,974	358,090	362,560	369,810	377,210
243-000.00-403.070	PROP TAXES-BRNFLD #7	12,118	12,290	9,505	11,890	10,510	10,720	10,930
243-000.00-403.080	PROP TAX-BRNFLD #8	-	2,930	-	1,570	6,920	7,060	7,200
Total		\$ 247,878	\$ 376,070	\$ 289,499	\$ 376,900	\$ 385,870	\$ 393,590	\$ 401,460

DEPT 733.00 BROWNFIELD ADMINISTRATION

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
243-733.00-801.000	LEGAL FEES	\$ 8,414	\$ 20,000	\$ 4,204	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
243-733.00-807.000	AUDIT FEES	273	270	211	220	220	220	230
243-733.00-902.000	PUBLISHING/LEGAL NOTICES	18	50	-	50	50	50	50
243-733.00-956.000	MISCELLANEOUS	-	-	-	-	-	-	-
Total		\$ 8,706	\$ 20,320	\$ 4,414	\$ 20,270	\$ 20,270	\$ 20,270	\$ 20,280

DEPT 734.00 REMEDIATION PLANS

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
243-734.00-957.004	REMEDIATION PYMT #4-ESKER SQL	\$ -	\$ 4,940	\$ -	\$ 5,080	\$ 5,590	\$ 5,700	\$ 5,810
243-734.00-957.006	REMEDIATION PYMTS-PLAN #6, WIL	209,580	333,650	-	333,090	337,560	344,810	352,210
243-734.00-957.007	REMEDIATION PYMT-PLAN #7, 4495	10,618	10,790	-	10,390	9,010	9,220	9,430
243-734.00-957.008	REMEDIATION PYMT #8-MSUFCU	-	2,780	-	1,490	6,570	6,710	6,840
Total		\$ 220,198	\$ 352,160	\$ -	\$ 350,050	\$ 358,730	\$ 366,440	\$ 374,290

Local Brownfield Revolving Fund (643 Fund): The Delhi Charter Township Local Brownfield Revolving Fund (formerly Local Site Remediation Fund) is a separate legal entity operating in conformity with Delhi Charter Township's policies and procedures. The Fund is reported in the Township's financial statements as a discretely presented component unit.

Purposes of the Fund: The Local Brownfield Revolving Fund was created pursuant to Public Act 381 of 1996, as amended. The Delhi Charter Township Brownfield Redevelopment Authority adopted Resolution No. 2001-002 on October 23, 2001 which authorized the existence of the Local Brownfield Revolving Fund.

The primary purpose of the Local Brownfield Revolving Fund is to assist in financing environmental assessment, remediation and other environmental response activities as authorized by PA 381, as amended. The membership of the Board of Directors is composed of the Board of Directors of the Delhi Charter Township Downtown Development Authority.

The Local Brownfield Revolving Fund may carry out its activities throughout Delhi Township. The objectives are as follows:

1. Clean-up of environmentally challenged properties.
2. Enhance the Township's tax base by preparing environmentally challenged properties for desirable and productive re-uses.
3. Identify sites that are "abandoned" as defined by Michigan law and facilitate their redevelopment.

Resources/Uses: After final reimbursement of Brownfield properties, the Local Brownfield Revolving Fund can capture revenue for 5 years. Since Brownfield Plans #1, #2, and #3 have completed their respective 5 year terms, no tax capture is anticipated for 2020. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles. In 2018 and 2019, the Brownfield Redevelopment Authority received grant funds to assist in environmental clean-up from the Michigan Department of Environment, Great Lakes, and Energy for Brownfield Plans #4 and #8 in the amounts of \$249,000 and \$370,000, respectively.

For 2021, tax capture of \$0 is anticipated along with \$35,270 of expenditures, decreases of \$390,000 and \$395,060 from the 2020 budget. The large decreases are due to the anticipated completion of 2 State of Michigan grants during 2020. For 2022, tax capture of \$0 is anticipated along with \$20,270 of expenditures. For 2023, tax capture of \$0 is anticipated along with \$20,280 of expenditures.

LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues						
Taxes	\$ 4,237	\$ -		\$ -		
Other Revenue	<u>55,129</u>	<u>390,000</u>	<u>390,000</u>			
Total Revenue	59,366	390,000	390,000	-	-	-
Expenditures						
Community and Economic Developmt						
Administration	13,469	50,330	35,270	15,270	10,270	10,270
Remediation	<u>98,596</u>	<u>380,000</u>	<u>380,000</u>	<u>20,000</u>	<u>10,000</u>	<u>10,000</u>
Total Expenditures	112,065	430,330	415,270	35,270	20,270	20,270
Revenues over (under) expenditures	(52,699)	(40,330)	(25,270)	(35,270)	(20,270)	(20,270)
Fund Balance, Beginning	<u>212,618</u>	<u>159,919</u>	<u>159,919</u>	<u>134,649</u>	<u>99,379</u>	<u>79,109</u>
Fund Balance, Ending	<u>\$ 159,919</u>	<u>\$ 119,589</u>	<u>\$ 134,649</u>	<u>\$ 99,379</u>	<u>\$ 79,109</u>	<u>\$ 58,839</u>

LOCAL BROWNFIELD REVOLVING FUND REVENUE

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
643-000.00-403.020	PROP TAXES-2350 CEDAR PLAN #2	\$ 4,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
643-000.00-570.000	STATE GRANTS	55,129	390,000	4,277	390,000	-	-	-
Total		\$ 59,366	\$ 390,000	\$ 4,277	\$ 390,000	\$ -	\$ -	\$ -

DEPT 735.00 LOCAL SITE REMEDIATION

GL Number	Description	2019 Activity	06/30/2020	YTD As Of 06/30/2020	2020	2021	2022	2023
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
643-735.00-801.000	LEGAL FEES	\$ 8,454	\$ 20,000	\$ 4,204	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000
643-735.00-801.000-DE	LEGAL FEES	4,724	30,000	2,948	15,000	5,000	-	-
643-735.00-807.000	AUDIT FEES	273	280	211	220	220	220	230
643-735.00-818.000	CONTRACTUAL SERVICES	48,230	20,000	3,930	20,000	20,000	10,000	10,000
643-735.00-818.000-DE	CONTRACTUAL SERVICES	50,366	360,000	4,444	360,000	-	-	-
643-735.00-902.000	PUBLISHING/LEGAL NOTICES	18	50	-	50	50	50	50
Total		\$ 112,065	\$ 430,330	\$ 15,736	\$ 415,270	\$ 35,270	\$ 20,270	\$ 20,280