

Pursuant to Public Act 228 of 2020 and Ingham County Health Department Emergency Order 2020-22, the DDA Board will conduct its October 27, 2020 meeting remotely. To access the remote meeting visit:
<https://us02web.zoom.us/j/82570475259?pwd=VzhGMnJUd3RkenRqNS9nc0NQYTBJUT09>
and enter password 712530, or visit zoom.us (Meeting ID 825 7047 5259)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, October 27, 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 September 29, 2020

Public Hearing – FY 2021 Downtown Development Authority Budget

Business

1. Approve Fiscal Year 2021 Downtown Development Authority Budget
2. Back to Business Program Update
3. Approve Hubbell, Roth & Clark, Inc. Proposal – Holt Farmers Market Addition & Improvements
4. Approve Hubbell, Roth & Clark, Inc. Proposal – Delhi Trails Asphalt Rehabilitation Recommendation
5. Approve Hubbell, Roth & Clark, Inc. Proposal – Municipal Parking Lot at 2176 Cedar
6. Approve 2021 Board Meeting Date Calendar

Late Agenda Item

7.

Reports

8. Executive Director
9. Deputy Director
10. Marketing Committee
11. Planning Commission
12. Supervisor
13. Treasurer
14. 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 SEPTEMBER 29, 2020**

The Downtown Development Authority, pursuant to the Governor's Executive Order to "Stay Home, Stay Safe" and Executive Order 2020-154, conducted its regular Tuesday, September 29, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

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

MEMBERS ABSENT: Harry Ammon

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

Craig moved, Fauser supported, to approve the regular meeting minutes of August 25, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

BUSINESS

ESKER SQUARE UPDATE

Scott Gillespie, The Gillespie Company, gave an update on the progress of the Esker Square project. He explained how the pandemic impacted the commercial real-estate market and the costs of building materials. He is actively working with his general contractor to get the project moving.

Nanette Miller expressed her concern regarding the appearance of the property. Mr. Gillespie responded that he has hired a new contractor to keep up with the mowing and weed trimming. A fence will be put up to surround the property and new signage will be added.

Nancy Romig, 4168 Watson Avenue, commented that Township residents have endured a lot with the construction of the Cedar Street corridor. She asked if Mr. Gillespie would commit to having at least one building constructed and open to the public within two years. She also expressed her concern over the appearance of the property.

THIRD AMENDMENT TO TRANSFER/DEVELOPMENT AGREEMENT – ESKER SQUARE

Brown moved, Craig supported, to approve the Third Amendment to the Transfer/Development Agreement between Delhi Township Downtown Development Authority and 2000 Cedar, LLC.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 29, 2020**

Nanette Miller clarified that construction would begin no later than April 15, 2021, with a completion date of April 15, 2022 for the first building. Howard Haas added that the safety features (fencing) and new signage would be added to the site right away.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

2021 FY DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 27, 2020

Fauser moved, Miller supported, to set a Public Hearing for the proposed Fiscal Year 2021 DDA Budget to be held during the October 27, 2020 DDA Board Meeting.

A Notice of Public Hearing will be published in the *Holt Community News* on Sunday, October 11, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported building renovations for the former tattoo parlor building have been slowed by material availability. The Esker Landing pavilion has been constructed and shingled. The concrete pad will be poured by the end of October. Concrete work for the DDA building has been completed. Environmental contractor will utilize cell tower access easement to gain entry to conduct testing on the contaminated retention pond on DDA property on Holloway Drive. The language for the Holt Welcome sign easement has been approved. He met with potential users for the Eyde property on Holloway Drive and the DDA owned parcel at Cedar and Hancock. Back to Business Program update: 82 businesses; 40 completed campaigns; 19 campaigns in progress; 16 non-responders. One more effort to reach non-responders will occur in October/November.

Deputy Director

Ms. Underhill reported that Facebook ads and a geofencing campaign have been very successful in bringing shoppers to the Farmers Market. The easement needed for the Electric Vehicle Charging Stations on Cedar Street has been secured. The Ingham County Road Department required some vehicle actuation for the pedestrian crossing on Cedar Street at Delhi Commerce Drive. Adjustments are being made to ensure optimal functionality.

Advertising & Marketing Committee

Mr. Leighton reported that the Back to Business Program has been very successful. We are hearing encouraging news from businesses that participated.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 29, 2020**

Planning Commission

Ms. Craig reported that the Planning Commission has not met since our last meeting.

Supervisor

Township Supervisor Hayhoe reported that the MSUFCU will hold a Grand Opening event on October 6. Revenue sharing is down a bit from the State of Michigan. The Arts Council will host a Chalk the Trail event on October 2. Food distribution efforts in the Township are in full swing.

Treasurer

Ms. Rae reported the total cash and investments as of August 31, 2020 was \$5,336,783.

Members

None.

Limited Comments

None.

ADJOURNMENT

Craig moved, Fauser supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

The meeting was adjourned at 7:32 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

October 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2021 Budget

The Fiscal Year 2021 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 8, 2020. At our September meeting, a public hearing was set for October 27th. The notice for the public hearing was published in the Holt Community News on Sunday, October 11th. The Township Board of Trustees will hold its public hearing on Wednesday, November 17th. 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 2021 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

**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

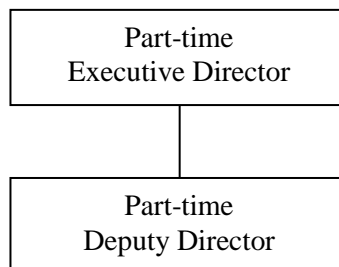
Delhi Downtown Development Authority (248)

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 | 2021 | 2022 | 2023 |
|--------------------|--------------------------------|---------------------|---------------------|-------------------------|---------------------|---------------------|---------------------|---------------------|
| | | | Amended Budget | | PROJECTED | REQUESTED | FORECAST | FORECAST |
| 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 | 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 | | | | | | |
|--------------------|-------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|
| | | 2019 Activity | Amended Budget | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
| 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 | | | | | | |
|--------------------|-------------|-------------------|-------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|
| | | 2019 Activity | Amended Budget | YTD As Of 06/30/2020 | 2020 PROJECTED | 2021 REQUESTED | 2022 FORECAST | 2023 FORECAST |
| 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 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 |
| 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 | 2019 Activity | 06/30/2020 | YTD As Of 06/30/2020 | 2020 | 2021 | 2022 | 2023 |
|--------------------|-------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|
| | | | Amended Budget | | PROJECTED | REQUESTED | FORECAST | 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 |



Delhi DDA

Back to Business Phase 2 Summary

Overview:

Our conversations with businesses throughout Delhi Township have revealed a number of overall concerns on the part of those businesses. They include:

1. **Uncertainty.** For most, there is no clear sign as to when business will return to normal.
2. **Timing.** Some businesses are not fully open yet.
3. **Capacity.** While some businesses are open, they are operating on limited capacity, which impacts profit.
4. **Business cycles.** For some, spring and summer are naturally slower. First quarter will be very important to them.

Phase Two of the program will reach out to those businesses that have yet to participate and will offer a second round of marketing to those that have already participated, all the while staying within the original amount allocated by the DDA. The Back to Business program has approximately \$90,000 left of the original \$250,000 allocated.

The amount of digital services offered to each business would remain the same—\$2,500. The money would be required to be spent by the end of first quarter, 2021.

Participation would be offered on a first come, first served basis, although we suggest reaching out first to those businesses that have not yet participated.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

October 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: HRC Proposal – Holt Farmers Market Addition & Improvements Project

In recent months, we have discussed the need to expand the Holt Farmers Market to accommodate additional vendors. Our Market is currently full and we have a long waiting list of potential vendors. Based on discussions with DDA staff and the Market Manager, we have asked Hubbell, Roth & Clark, Inc. (HRC) to submit a proposal for engineering services to design the addition and improvements, prepare the project bid package, manage the project, and provide bidding assistance and recommendations. Please note that this proposal does not include Construction Engineering Services. HRC's proposal is attached for your review. The project has been included in the Capital Improvement Plan that the Township adopted as part of the FY 2021 budget cycle.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Engineering Services for the Holt Farmers Market Addition and Improvements Project from Hubbell, Roth & Clark, Inc. in the amount of \$21,500.00.

October 1, 2020

Delhi Downtown Development Authority
 4410 Holt Rd.
 Holt, MI 48842

Attn: Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services
 Holt Farmers Market Addition & Improvements Project

HRC Job No. 20200664

Dear Mr. Haas:

In accordance with your request, we are pleased to provide this Proposal for Engineering Services related to the proposed improvements and addition to the Holt Farmers Market at 2150 N. Cedar Street. It is our understanding that the intent of the project is to construct (1) addition onto the existing building and to make other improvements as budget allows. Our scope of services has been developed based on our August 25, 2020 project scoping meeting as well as follow up conversations we have had with Mr. Chuck Grinnell, the market manager.



Scope of Services:

HRC will provide the following Professional Engineering Services for this project:

Task 1

1. Perform site visit to verify existing conditions of the building and to take dimensions and reference photos for use in preparing background drawings for the project.
2. Schematic layout of the proposed building improvements, including:

Delhi Township
 2101 Aurelius Rd.
 Suite 2A
 Holt, MI 48842
 517-694-7760

Detroit
 535 Griswold St.
 Buhl Building, Ste 1650
 Detroit, MI 48226
 313-965-3330

Grand Rapids
 1925 Breton Road SE
 Suite 100
 Grand Rapids, MI 49506
 616-454-4286

Howell
 105 W. Grand River
 Howell, MI 48843
 517-552-9199

Jackson
 401 S. Mechanic St.
 Suite B
 Jackson, MI 49201
 517-292-1295

Kalamazoo
 834 King Highway
 Suite 107
 Kalamazoo, MI 49001
 269-665-2005

Lansing
 215 S. Washington SQ
 Suite D
 Lansing, MI 48933
 517-292-1488

- a. East Addition – Phase 1 (approximately 140 sq. ft.)
 - i) Wood stud exterior wall construction with metal siding exterior (similar to existing) on new poured concrete footings
 - ii) Existing asphalt paving to be the interior floor – repairs will be needed where disturbed at walls.
 - iii) Addition is being used for cold storage, so minimal lighting, heating and ventilation only will be provided.
 - iv) New double doors on north façade – existing overhead door at existing wall to remain.
- b. South Canopy – Phase 2 (Approximately 1,365 sq. ft.)
 - i) Painted steel canopy with sloped corrugated painted metal roof panels on new poured concrete post footings
 - ii) Existing asphalt paving to be the floor – repairs will be needed where disturbed at posts.
 - iii) The existing concrete curb near the existing building wall is planned to remain – minor modifications will need to be made where new post footings are being installed.
 - iv) It is assumed due to budgetary restrictions that a new partial height masonry wall around the perimeter of this area will be done at a later date.
 - v) No new plumbing or mechanical components will be added to this area – the existing water hookups on the south side of the building are to remain. Also, the existing electrical outlets are planned to remain – only new exterior grade LED light fixtures will be added at the underside of the new canopy. These lights will be controlled via a photocell or timer.
- c. Façade Improvements – Phase 3
 - i) Remove existing metal siding at west façade and install new furring strips and rough-cut wood siding to improve aesthetics. New signage will be by Owner at this area.

Task 2

1. Preparation of Bid Documents for the Project for competitive bid, including:
 - a. Site Drawings showing demo and proposed. Due to budgetary restrictions, a topographic survey will not be done. The site plan background will be an aerial photograph. It is presumed that existing site drainage paths will remain the same and that additional work to regrade the site will not be required.
 - b. Building Drawings showing demo and proposed:
 - i) Architectural
 - (1) Phase 1 Work
 - (2) Phase 2 Work
 - (3) Phase 3 Work (as budget permits)
 - ii) Structural
 - iii) Electrical – minimal
 - iv) Mechanical & Plumbing - minimal
 - c. HRC Front End and Technical Specifications

Task 4

1. Submit for Site Plan Approval with the Township.
2. One Project Review Meeting via MS Teams or Zoom with stakeholders to review documents at 75% Level.
3. Provide Engineer's Opinion of Probable Cost at Review Meeting.
4. Submit for Building Permit with the Township – application fees to be paid for by Delhi Twp. DDA.
5. Assist City staff with gathering the required documents for inclusion in the bid package.

Task 5

1. Assistance in Solicitation and Review of the Bids Including Pre-Bid Building Walk Thru, Respond to Questions, Prepare Addenda, Evaluation of Bids, Bid Tab and Recommendation of Award.

Clarifications:

1. Landscape/irrigation design services are not included in this proposal but can be provided as a separate service if desired.
2. It is presumed that the existing utilities presently serving the building are adequate to serve the new construction as well, and that additional electrical, water, sanitary, gas, etc. infrastructure will not need to be provided to the building. The existing meter on the east side of the building will need to be relocated prior to the start of construction – it is presumed that the Owner will arrange for this separately.
3. It is presumed that the existing soils are adequate for bearing the new structural components on and that geotechnical analysis will not be required at the site.
4. Construction Engineering services are not included in this proposal. After bidding, HRC would be happy to provide an additional proposal to include: construction engineering, construction administration, survey layout, materials testing, progress meetings, submittal reviews, and part-time or full-time construction observation, as required.
 - a. HRC suggests providing a proposal for these services at a later date because budgetary constraints may affect scope of construction work.
5. On behalf of the Owner, HRC will provide sealed plans for permitting and apply for all applicable Approvals, including Site Plan Approval. Attendance at Site Plan Approval meeting by HRC has not been provided. Contractor would be responsible to pay permit fees, as necessary.
6. It appears that approximately nine parking spaces would be eliminated at the site to accommodate construction of the south canopy. It is presumed that there will still be adequate parking available on site once the canopy has been installed to comply with Township parking requirements.
7. It is our understanding that you would like the work to be bid out in late 2020 for construction in 2021.
8. Due to the restrictions on public interaction in response to the Covid-19 crisis, it is our assumption that all meetings will be done online via MS Teams, Jitsi, Zoom, or other suitable group meeting website.

Professional Engineering Costs:

| | |
|--|---------------------|
| Task 1 – Schematic Design | \$ 2,200.00 |
| Task 2 – Preparation of Project Bid Package | \$ 15,800.00 |
| Task 3 – Project Management, Meetings & Cost Estimates | \$ 2,200.00 |
| Task 4 – Bidding Assistance & Recommendation | \$ 1,300.00 |
| Total Professional Engineering Costs | \$ 21,500.00 |

Engineer's Estimated Timetable

| <u>Work Task</u> | <u>Completion Date</u> |
|---|------------------------|
| Approval of HRC Contract..... | Early October 2020 |
| 75% Design Review Meeting | Early December 2020 |
| Township Site Plan Review Meeting (Submit min. 2 weeks prior) | December 14, 2020 |
| Advertise for Bids | Late January 2021 |
| Township Building Permit Approvals..... | Late February 2021 |
| Award Construction Contract | Mid-March 2021 |
| Preconstruction Meeting | Late March 2021 |
| Commence Construction..... | Mid-April 2021 |
| Substantial Completion of Construction | July 2021 |
| <i>(Timetable is dependent upon Township approvals.)</i> | |

SUMMARY:

We are prepared and staffed to commence work on the proposed project immediately upon your authorization to proceed. If this proposal is deemed acceptable, please sign one copy and return to this office.

We would propose to work on a time and materials basis with a **not-to-exceed** total limit of **\$21,500.00**. Hubbell, Roth & Clark, Inc. billings for Professional Services will be based on our current Contract with the City.

Thank you very much for the opportunity to work with the Delhi DDA on the Holt Farmers Market Improvement Project. Should you have any questions regarding this Proposal, or require any additional information, please do not hesitate to contact me at (248) 454-6385.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President



Adrianna M. Melchior, AIA, LEED AP BD+C
Associate

Accepted By:

Delhi Downtown Development Authority

Signature: _____

Written Name: _____

Dated: _____



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

October 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: HRC Proposal – Delhi Trails Asphalt Rehabilitation Recommendation

At our July meeting, we approved a proposal from Hubbell, Roth & Clark, Inc. to evaluate a section of Non-Motorized Trail from Esker Landing to Dallas Avenue along Cedar Street for rehabilitation. HRC has completed that work and recommended that we proceed with Asphalt Crack Sealant, Sealcoating, and Sections of Full Depth Replacement (Option 2 in the attached proposal). HRC estimates the cost of this work at \$16,000 -- \$19,000. Much of the section of trail is in good condition. This will provide basic maintenance to seal the cracks, sealcoat the entire surface, and replace the limited number of failing sections to increase the service life while providing a like new appearance. With our approval, we can instruct HRC to prepare the bid documents for the work. As the asphalt season is drawing to a close, the actual construction work will take place in 2021. A separate proposal for Construction Engineering Services will follow in the coming months.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the recommendation for Delhi Trails Asphalt Rehabilitation from Hubbell, Roth & Clark, Inc. estimated at \$19,000.00 and instruct HRC to prepare the bid documents for the project.

October 8, 2020

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Township Manager

Re: Professional Engineering Services
Delhi Trails - Asphalt

HRC Job No. 20200143

Dear Ms. Miller:

In accordance with our proposal to complete the asphalt rehabilitation assessment of Delhi Township's multi-use path from Esker Landing Park to Dallas Avenue, Hubbell, Roth, & Clark, Inc. (HRC) is pleased to present this recommendation of our findings. The proposed multi-use path asphalt rehabilitation and repairs is based on site observation of defects and methods to increase the longevity of the existing pavement as well as provide a refreshed "like new" look.

Assessment

A site visit and field observations were made to assess the condition of the trail between Esker Landing Park and Dallas Avenue. The approximately ½ mile section of trail is showing signs of deterioration, including general wear and tear, transverse cracks, longitudinal cracks, and areas of upheaval. Approximate quantities for three treatment options were measured and used to create cost estimates.

Cost Estimates

Summaries of three treatment approaches with associated cost estimates are provided below:

1. Asphalt Crack Sealant & Sealcoating

- ≡ Crack Sealant includes cleaning, filling, and sealing existing transverse and longitudinal cracks. Cracks can be observed fairly consistently every 50-100 ft over the length of the trail.
- ≡ Sealcoating applies a thin layer of blended asphalt polymer to protect the existing pavement section, increase the serviceability of the multi-use path, and beautify the path for a "like new" appearance. Sealcoating would be applied to the entire asphalt path from Esker Landing Park to Dallas Avenue.

\$13,000-\$15,000

2. Asphalt Crack Sealant, Sealcoating & Sections of Full Depth Replacement

- ≡ All treatments covered in option 1 with the addition of full depth replacement in areas of upheaval or heavy deterioration. These sections of pavement will continue to degrade due to subgrade/base failure that surface treatments will not address. Failing pavement sections will be removed, subgrade issues corrected and new 3-inch section of asphalt will be placed.

\$16,000-\$19,000

3. Full Depth Replacement of the Entire Trail

- ≡ The entire asphalt trail will be removed and replaced with a new 3-inch section of asphalt. This option offers the lowest short-term maintenance and longest service life along with a significantly higher cost.

\$70,000-85,000

Recommendation

Based on the field assessment of the trail's condition, and weighing the costs associated with several treatment approaches, we recommend option 2 as the most cost-efficient approach to extending the life of the trail.

The vast majority of the trail is in good condition. Providing basic maintenance to seal the cracks, coupled with a sealcoat for the entire trail surface, will increase service life while providing a "like new" appearance. Ultimately, the trail has many years of high-quality service life remaining. Concentrating full depth repairs on the limited number of failing sections will help bring the entire trail up to a similar service level, without the significantly higher cost of replacing asphalt on the entire trail.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

JDK
Attachment
pc: HRC; K. Stickel, File



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

October 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: HRC Proposal – Municipal Lot at 2176 Cedar

At our July meeting, we approved a proposal from Hubbell, Roth & Clark, Inc. to evaluate the land at the former Happy's Motel for a Municipal Parking Lot. HRC has completed that work and recommended that we proceed with constructing a gravel lot that will provide 30 parking spaces at the site. HRC estimates the cost of this work at \$47,190. With our approval, we can instruct HRC to prepare the bid documents for the work. A separate proposal for Construction Engineering Services will follow in the coming months.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the recommendation for Cedar Street Municipal Parking Lot Preliminary Designs and Costs from Hubbell, Roth & Clark, Inc. estimated at \$47,190.00 and instruct HRC to prepare the bid documents for the project.

October 20, 2020

Delhi Downtown Development Authority
4410 Holt Road
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Summary of Professional Engineering Services
Cedar Street Municipal Parking Lot Preliminary Design and Costs

HRC Job No. 20200146

Dear Mr. Haas:

Per our engineering services proposal, we have completed a preliminary design and prepared associated construction costs for constructing a municipal parking lot on the vacant lot at 2176 Cedar Street which was the previous site of a motel building. This lot is intended to provide additional parking for the Holt Farmer's Market and general parking for the Delhi Township's Realize Cedar Downtown corridor. The proposed parking lot will be based on the needs as determined by the Township and the available space that the vacant parcel provides.

We completed a survey of the site and developed three separate concept plans, see attached. Each concept attempted to maximize parking spaces, provide appropriate traffic flow and meet the storm water requirements of the Ingham County Drain Commissioner's, ICDC, office. The parking lots all include a milled asphalt material which will be rolled in after placement. This material creates a harder surface that requires less maintenance than just gravel at a similar cost. We also are installing storm sewer to capture storm water and adequately capture and treat it prior to discharging it to the existing storm sewer in Cedar Street. This existing sewer is owned and maintained by the ICDC so, we are required to meet their construction standards.

Based on your review of the concepts and several discussions, we would recommend option A to best meet the needs of the DDA. This will provide the most parking spaces, 30, and a straightforward traffic circulation pattern. Bumper blocks are also included as part of the cost estimate to better define the proposed parking spaces. We estimate the construction cost of the project to be \$47,190.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

Attachment

pc: Delhi Township; T. Miller
Delhi DDA; L. Underhill
HRC; K. Stickel, File

Bloomfield Hills
555 Hulet Drive
Bloomfield Hills, MI 48302
248-454-6300

Detroit
535 Griswold St.
Buhl Building, Ste 1650
Detroit, MI 48226
313-965-3330

Grand Rapids
1925 Breton Road SE
Suite 100
Grand Rapids, MI 49506
616-454-4286

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488



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

October 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – 2021

Please note the schedule for 2021 DDA Board Meeting Dates.

All meetings will be held on the last Tuesday of each month at 7:00 p.m. Brownfield Redevelopment Authority meetings will immediately follow the DDA meeting, if needed. Meeting locations will depend upon Ingham County Health Department and/or State of Michigan guidelines. If meetings are not held in person, they will take place remotely via Zoom. Details will be posted on the DDA and Delhi Township websites prior to each meeting.

January 26, 2021 (4th Tuesday)

February 23, 2021 (4th Tuesday)

March 30, 2021 (5th Tuesday)

April 27, 2021 (4th Tuesday)

May 25, 2021 (4th Tuesday)

June 29, 2021 (5th Tuesday)

July 27, 2021 (4th Tuesday)

August 31, 2021 (5th Tuesday)

September 28, 2021 (4th Tuesday)

October 26, 2021 (4th Tuesday)

November 30, 2021 (5th Tuesday)

December 2021 – no meeting

Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2021.