

Pursuant to Public Act 228 of 2020 and Ingham County Health Department Emergency Order 2020-22, the DDA Board will conduct its November 24, 2020 meeting remotely. To access the remote meeting visit: <https://us02web.zoom.us/j/81449188788?pwd=RjhZV21ZczAvSVpLQWpaWDRnbWRldz09> and enter password 793223, or visit zoom.us (Meeting ID 814 4918 8788)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, November 24, 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 October 27, 2020

Informational Meeting For Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018
Distribution, Review, and Discussion of 2020 Report

Business

1. Update on Status of Projects – Hubbell, Roth & Clark, Inc.
2. HRC Proposal for Construction Engineering Services – 2176 Cedar Street Municipal Lot
3. Back to Business Program Update
4. Resolution No. 2020-002: Adopting FY 2021 DDA Budget
5. Resolution No. 2020-003: Affirming Prior Actions

Late Agenda Item

6.

Reports

7. Executive Director
8. Deputy Director
9. Marketing Committee
10. Planning Commission
11. Supervisor
12. Treasurer
13. 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 OCTOBER 27, 2020**

The Downtown Development Authority, pursuant to Public Act 228 of 2020 and Ingham County Health Department Emergency Order 2020-22, conducted its regular Tuesday, October 27, 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, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, David Leighton, Steven L. Marvin

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, Craig supported, to approve the regular meeting minutes of September 29, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

PUBLIC HEARING

OPEN PUBLIC HEARING – FY 2021 DDA BUDGET

Miller moved, Craig supported, to open the Public Hearing for the Fiscal Year 2021 DDA Budget.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

The Public Hearing opened at 7:04 p.m.

Nancy Romig, 4168 Watson Avenue, commented that she feels that our Farmers Market is underutilized and costs more than similar markets. She would like our market to offer more programs to the public.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 27, 2020**

CLOSE PUBLIC HEARING – FY 2021 DDA BUDGET

Craig moved, Rae supported, to close the Public Hearing for the Fiscal Year 2021 DDA Budget.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

The Public Hearing closed at 7:07 p.m.

BUSINESS

APPROVE FY 2021 DDA BUDGET

Craig moved, Miller supported, 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.

No changes have been made to the budget since the Budget Workshop held on September 8, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

BACK TO BUSINESS PROGRAM UPDATE

Catherine Ferland, Blohm Creative Partners, gave an overview of the Back to Business Program to date. 82 total businesses contacted the DDA to participate. More than half of those businesses have completed their digital marketing campaigns. 5 campaigns are still running, 16 are in progress. There are still a handful that have not responded. She shared a success story with the Board. Small Talk Children's Advocacy Center holds an annual fundraiser for their organization. This year presented a problem for their usual program. They utilized a Facebook Ad Campaign under our program and saw a 12% link click through rate (the average is only 1 to 2%) and felt that many new eyes were on their organization. The fundraiser did very well and they were pleased with the results.

Jeff Blohm, Blohm Creative Partners, commented that many businesses are facing uncertainty and there is no clear sign of when things will be returning to normal. They are also facing understaffing issues and capacity limitations. Since the original \$250,000 budget has not yet been depleted, the DDA will introduce Phase 2 of the Back to Business Program. We will reach out to those who have not yet participated and then offer additional marketing to those who have participated previously. The program will continue until the original budget has been depleted and will operate on a first come, first served basis.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 27, 2020**

Vice Chairperson Fauser asked how new businesses should indicated their interest. An email sent to Lori Underhill is all that is needed.

Treasurer Rae asked for confirmation on which businesses may participate. The DDA will first reach out to those businesses who have yet to commit before going back to those that have already participated. Many businesses have never used digital marketing before and may be hesitant to do so now. Blohm Creative Partners offers a mini seminar to those who are unfamiliar with digital marketing.

Nancy Romig, 4168 Watson Avenue, commented that the Back to Business Program is great for local businesses. She reiterated her request to have a list of businesses utilizing the program to be released to the public.

APPROVE HRC PROPOSAL – HOLT FARMERS MARKET ADDITION & IMPROVEMENTS

Miller moved, Craig supported, 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.

Todd Sneathen, Hubbell, Roth & Clark, Inc. (HRC) reported that he met with Holt Farmers Market Manager Chuck Grinnell on site to review the proposed addition and improvements. There will be a small addition on the east end of the building, a new canopy area on the south end of the building, and improvements to the façade. This project will go through the Site Plan Review process with Delhi Township Community Development. The project will be bid based on available funding and can be completed in phases. Mr. Haas explained that there is a long list of potential vendors that would like to be part of the market, but there is not adequate space for them to do so. With the attraction of so many additional customers this year, even during a pandemic, the expansion will allow us to use the building more effectively.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

**APPROVE HRC PROPOSAL – DELHI TRAILS ASPHALT REHABILITATION
RECOMMENDATION**

Craig moved, Brown supported, 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.

The Non-Motorized Trail from the new Esker Landing Park to Dallas Avenue would be rehabilitated using sealcoating, crack sealing, and have small sections of the trail completely replaced. There is still a lot of good use left in the trail and many additional years can be added utilizing this maintenance program.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 27, 2020**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

APPROVE HRC PROPOSAL – MUNICIPAL PARKING LOT AT 2176 CEDAR

Craig moved, Miller supported, 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.

Mr. Sneathen, HRC, described Option A in the proposal. A parking lot with 30 spaces will be provided using milling surface (less dusty than gravel). It can easily be paved at a future date. The parking lot will be utilized for the proposed small restaurant business in the former tattoo parlor and for municipal use for Township events. Supervisor Hayhoe asked if the Ingham County Drain Commissioner's Office (ICDC) would need to be involved. Mr. Sneathen responded in the affirmative. They must tie into the storm sewer at the edge of Cedar Street. The plan includes all the features that the ICDC requires for a permit. The lot entrance will utilize the existing curb cut on Cedar Street. There are no plans to put up a fence on the south end of the property.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that DDA staff attended the MSUFCU Grand Opening event on October 6. There are 3 potential restaurant tenants for the former tattoo parlor building on Cedar Street. Dewitt Fence Company will be erecting a fence around the Esker Square building site. The installation was delayed due to MISS DIG not completing the utility staking on the property. The pavilion at Esker Landing is now complete. Mr. Haas thanked Holt Farmers Market Manager Chuck Grinnell for creating an effective plan for safe shopping at the market due to COVID-19 restrictions. 4 air purifiers are now in use to improve air quality indoors.

Deputy Director

Ms. Underhill reported that Facebook ads and a geofencing campaign continue to be very successful in bringing shoppers to the Farmers Market. The Safe Routes to School sidewalk construction project has been completed. Public Act 228 of 2020 allows for virtual meetings to continue until January 1, 2021. After that date, we will follow the protocols and guidelines set by the State of Michigan and the Ingham County Health Department for our meetings.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 27, 2020**

Advertising & Marketing Committee

There was no report.

Planning Commission

Ms. Craig reported that the Planning Commission met to approve the Site Plan for the Rain Storm Car Wash. A Special Use Permit was approved at 2560 Eaton Rapids Road.

Supervisor

Township Supervisor Hayhoe reported that he attended the MSUFCU Grand Opening event on October 6. The Holt to Mason Trail will begin construction soon. The Doggy Day Care will be opening soon. There were two businesses that receive grant funds from Lansing Economic Area Partnership.

Treasurer

Ms. Rae reported the total cash and investments as of September 30, 2020 was \$6,243,793.

Members

None.

Limited Comments

None.

ADJOURNMENT

Miller moved, Brown supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton, Marvin

MOTION CARRIED

The meeting was adjourned at 7:54 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

2020 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 24, 2020, 7:00 p.m.

- Cedar Street roundabout project completed.
- Pedestrian crossing signal on Cedar Street at Delhi Commerce Drive has been installed and is operational.
- Esker Landing parking lot expansion complete. New pavilion constructed this fall. Construction will commence soon on the Holt to Mason trail.
- Michigan State University Federal Credit Union construction complete, a \$5 Million investment in our community. Grand Opening event held on October 6, 2020.
- Esker Square construction will restart in spring of 2021. Fencing installed around construction site.
- \$250,000 Back to Business Program for digital marketing assistance for 82 (to date) Delhi Township businesses underway. Program extended with further outreach until original budget is depleted.
- Distribution Center at Holt Road and Holloway Drive is under construction with a projected completion in 2021.
- Operation of Holt Farmers Market, one of the Township's most popular destinations – SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted
- Quarterly Newsletter focusing on Delhi Township businesses – Our Town

November 19, 2020

Delhi Downtown Development Authority
4410 Holt Road
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: November Project Status Updates

HRC Job No. 20200146

Dear Mr. Haas:

Below is a status update of the current projects with Delhi Township DDA:

Holt Farmer's Market Addition and Improvements

- Provided concept drawings of the proposed work. After review and discussion of the concepts, HRC will finalize the concepts and prepare design drawings for submittal for site plan review and approval and finally building permits.

Delhi Trail Rehabilitation- Esker Park to Dallas Ave

- Reviewing and preparing specifications to finalize the construction bid package. Bid documents will be completed the first week of December.
- Planning to bid the project and open bids in mid to late January. This will allow the bids to be reviewed and a contract award discussed at the February DDA meeting.
- Anticipate construction starting in mid-April depending on weather and temperatures.

Municipal Parking Lot at 2176 Cedar Street

- Finalizing Stormwater and Detention pond design to review and discuss with the Ingham County Drain Office, end of November.
- Preparing construction bid package in anticipation of Drain Office approval.
- Planning to solicit bids in early/mid-January with a bid opening in early February. This will allow the bids to be reviewed and a contract award discussed at the February DDA meeting.
- Anticipate construction starting in mid/late March depending on weather.

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

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

Date: November 19, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: 2176 Cedar Street Parking Lot – Construction Engineering Services Proposal

At our October meeting, we directed Hubbell, Roth & Clark, Inc. to proceed with preparing bid documents for the Municipal Parking Lot located at 2176 Cedar Street. The attached Proposal for Construction Engineering Services will cover the following scope of services: finalize bid documents including the storm sewer system design, project bidding and contract award, construction site inspection and contract administration. Once the Ingham County Drain Commissioner's office issues the storm sewer permit, the bids will be solicited. We hope to award the construction contract in early 2021.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Construction Engineering Services for the Cedar Street Municipal Parking Lot from Hubbell, Roth & Clark, Inc. in the amount of \$10,700.00.

November 19, 2020

Delhi Downtown Development Authority
4410 Holt Road
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services HRC Job No. 20200146
Cedar Street Municipal Parking Lot Final Bid Documents and Construction Engineering

Dear Mr. Haas:

In accordance with your request, Hubbell, Roth, & Clark, Inc. (HRC) is pleased to present this Proposal to finalize the bid documents and provide construction engineering services to construct a parking lot on a vacant lot at 2176 Cedar Street that provide additional parking for the Holt Farmer's Market and general parking for Delhi Township's Realize Cedar Downtown corridor. The proposed parking lot is based on the concept plans provided to the Township.

Background

It is our understanding that Delhi Township based on preliminary concepts and costs developed by HRC is planning to construct a 30 space hard surface parking lot on the proposed site located at 2176 Cedar Street (Parcel 33-25-05-14-302-011); which was previously a motel. A small building remains at the front of the site and is being renovated for a future use. The proposed renovations include an outdoor seating area on the rear of the existing building

A 30-space hard surface parking lot is proposed for the site. HRC is currently finalizing the handling of storm water runoff on the site. The storm water issues require agreement and a permit from the Ingham County Drain Commissioner (ICDC) which we are currently discussing.

Scope of Services

1. Finalize bid documents which includes the final storm sewer system design.
2. Assist in project bidding and contract award
3. Provide construction engineering services which include periodic construction site inspection, monitoring contract quantities, preparing pay request and contract administration.

Fees

Based on the above described services, we propose to perform this work for a not to exceed cost of \$10,700. This will not be exceeded without written Township authorization.

Proposed Schedule

We are prepared to finalize the bid documents including final plans and specification. Upon receiving the ICDC permit, we will solicit bids and provide a recommendation to the DDA to award a contract to construct the work in early 2021.

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

Construction on the project should start in early Spring and take approximately three (3) weeks to complete (weather dependent).

If this proposal is deemed acceptable to the Township, please sign and return one (1) copy to this office. Thank you for this exciting opportunity to serve the Township on this project.

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: Delhi Township; Ms. Tracy Miller
Delhi DDA; Ms. Lori Underhill
HRC; K. Stickel, File

Accepted By:

Delhi Charter Township

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

Date: November 19, 2020

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2021 Budgets

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 subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 8, 2020. A public hearing was held October 27th and the budget was submitted to the Township for approval. The Township approved the budget on November 17, 2020. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2020-002, a resolution adopting the Fiscal Year ending December 31, 2021 Delhi Charter Township Downtown Development Authority Budgets.

DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2020-002

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2021
DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS**

At a regular meeting of the Downtown Development Authority of the Charter Township of Delhi, Ingham County, held remotely on Tuesday, November 27, 2020, at 7:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

WHEREAS, Delhi Township Ordinance No. 80 established the Downtown Development Authority pursuant to Act 197, Public Acts of Michigan, 1975; and

WHEREAS, Section 10 (b) of Ordinance 80 requires that the Downtown Development Authority Board annually prepare a budget and submit same to the Township on the same date that the proposed budget for the Township is required to be submitted to the Township Board of Trustees; and

WHEREAS, the Downtown Development Authority Director submitted its proposed budgets on September 1, 2020 and discussed the DDA Budgets at the Township Budget Workshop held on September 8, 2020; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 27, 2020 to submit the 2021 proposed budgets attached hereto as Exhibits A, B, C, and D to the Township Board for approval; and

WHEREAS, the Delhi Charter Township Board of Trustees approved the FY 2021 Downtown Development Authority Budget on November 17, 2020;

NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:

1. The Downtown Development Authority Board approves the FY 2021 Downtown Development Authority Budget, the DDA 2016 Refunding Bonds, the 2016 DDA Development Bonds, and the 2017 Realize Cedar Bonds as itemized in the attached Exhibits A, B, C, and D.
2. This approval is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.
3. This budget shall be finally adopted by the Downtown Development Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated;
4. The Downtown Development Authority Director is designated as responsible for the DDA Budget and is hereby authorized to make budgetary transfers between activity budgets in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting. Amendments made by the Downtown Development Authority Board and budget transfers made by the

Authority's Director shall be promptly reported to the Township Accounting Department.

5. The Township shall approve subsequent amendments to this budget made by the Downtown Development Authority Board that make a net increase or decrease in 2021 Estimated Use of Fund Balance.
5. The following of accumulated surpluses is approved as outlined in Exhibit A:

DOWNTOWN DEVELOPMENT AUTHORITY

1-1-20	Fund Balance	\$ 3,275,065
2020	Projected Revenue & Other Sources	3,210,270
2020	Projected Expenditures & Other Uses	<u>(2,776,870)</u>
12-31-20	Projected Fund Balance	\$ 3,708,465
2021	Estimated Revenue & Other Sources	\$ 1,979,460
2021	Estimated Expenditures	<u>(2,110,610)</u>
12-31-21	Projected Fund Balance	\$ 3,577,315

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/27/20

Nanette Miller, Downtown Development Authority Secretary

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Secretary of the Downtown Development Authority for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Downtown Development Authority of said Township at a regular meeting held on the 27th of November, 2020.

Nanette Miller, Downtown Development Authority Secretary

Attachments - Exhibits A, B, C, and D

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
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 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 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.

	2019 Actual	2020 Budget	2020 Projected	2021 Budget	2022 Forecast	2023 Forecast
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
Debt Service	<u>107,233</u>	<u>106,210</u>	<u>106,210</u>	<u>110,180</u>	<u>108,800</u>	<u>107,410</u>
Total Expenditures	107,233	106,210	106,210	110,180	108,800	107,410
Revenues over (under) expenditures	(107,233)	(106,210)	(106,210)	(110,180)	(108,800)	(107,410)
Other financing sources (uses)						
Transfer from DDA	<u>107,233</u>	<u>106,210</u>	<u>106,210</u>	<u>110,180</u>	<u>108,800</u>	<u>107,410</u>
Total other financing sources (uses)	107,233	106,210	106,210	110,180	108,800	107,410
Fund Balance, Beginning	-	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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>



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

Date: November 19, 2020

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Remote Meetings – Resolution Affirming Prior Actions

Attached please find Resolution No. 2020-003. Township legal counsel recommends that the DDA Board adopt this resolution which affirms the actions taken by the Board at remote meetings conducted between April and October of 2020. As you are all aware, the Michigan Supreme Court overturned the Governor's Executive Orders. One of the orders authorized the use of remote meetings for conducting official meetings of public bodies. Adopting the attached resolution will affirm that the actions taken remain in effect should there ever be a challenge as a result of the Michigan Supreme Court's decision. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2020-003, a resolution affirming decisions made during telephone or video-conferencing Board meetings and other meetings held between April 1, 2020 and October 31, 2020.

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
INGHAM COUNTY, MICHIGAN
RESOLUTION AFFIRMING DECISIONS MADE DURING TELEPHONE OR
VIDEO-CONFERENCING FOR DDA BOARD MEETINGS**

RESOLUTION No. 2020-003

A regular meeting of the Board (the "Board") of the Delhi DDA was held remotely in the Township, on the 24th day of November, 2020, at 7:00 p.m.

Present:

Absent:

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, on March 10, 2020, Governor Whitmer, acting under the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended (EMA), MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, PA 302, as amended (EPGA), MCL 10.31 et seq., declared a state of emergency across the State of Michigan as a result of the COVID-19 outbreak; and

WHEREAS, Governor Whitmer, in 2020, issued several Executive Orders to allow for remote meetings of public bodies. To the extent that the Open Meetings Act ("OMA"), 1976 PA 267, as amended, MCL 15.261 to 15.272, requires that a meeting of a public body be held in a physical place available to the general public, the Executive Orders temporarily suspended such requirement and gave local units of government, its councils, boards, commissions, committees, subcommittees, and authorities, the ability to use telephone or video-conferencing methods to conduct meetings and conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and while ensuring the public has access to join the meetings; and

WHEREAS, to comply with the Governor's Executive Orders restricting in-person gatherings, the DDA Board conducted public meetings via telephone or video-conferencing and authorized and approved Board actions per the following list of actions for the timeframe April 28, 2020 to October 27, 2020; and

WHEREAS, the Michigan Supreme Court issued an opinion in the case of *Midwest Inst of Health, PLLC v Governor of Michigan (In re Certified Questions from the United States Dist Court)* No 161492, ___ Mich ___, ___ NW2d ___ (Oct 2, 2020), holding that the Governor did not have the authority under the Emergency Management Act of 1976 (EMA), MCL 30.401 et seq., to declare a "state of emergency" or "state of disaster" based on COVID-19 after April 30, 2020.

THEREFORE, BE IT RESOLVED, that a physical quorum of DDA Board is present; and

BE IT FURTHER RESOLVED THAT:

1. The DDA Board affirms and ratifies all of the public body actions that were previously authorized and/or approved via telephone or video-conferencing during the timeframe

of April 28, 2020 to October 27, 2020, are ratified by the physical quorum of the DDA Board without any change of each member's individual vote at the meetings.

2. Minutes of the following of the following Public Meetings are kept on file and available for review. This Resolution does not amend or change the actions of the prior DDA Board Meetings.

April 28, 2020
May 26, 2020
June 30, 2020
July 28, 2020
August 25, 2020
September 29, 2020
October 27, 2020

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes:

Nays:

Absent:

Resolution declared adopted.

Nanette Miller, Secretary

The undersigned duly qualified and acting Secretary of the Board of the Delhi Charter Township Downtown Development Authority, Charter Township of Delhi, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held November 24, 2020, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Nanette Miller, Secretary