

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, August 31, 2021**

**7:00 p.m.**

**AGENDA**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Comments from the Public**

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN TWO (2) MINUTES.

**Set/Adjust Agenda**

**Approval of Minutes: Regular Meeting of July 27, 2021**

**Presentation**

Scott Gillespie, The Gillespie Company – Update on Esker Square

**Business**

1. 2176 Cedar Street – Phillips Building and Remodeling Inc Proposal for Renovation Work
2. 2020 Farmers Market Annual Report
3. 2022 DDA Budget – Initial Review

**Late Agenda Item**

4.

**Reports**

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

**Limited Comments**

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

**Adjournment**

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JULY 27, 2021**

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The Downtown Development Authority met Tuesday, July 27, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Steven L. Marvin

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

**PUBLIC COMMENT:** None

**SET/ADJUST AGENDA** There were no changes to the agenda.

Chairperson Leighton reviewed the procedure for addressing the DDA Board.

**APPROVAL OF MINUTES**

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**Rae moved, Craig supported, to approve the regular meeting minutes of May 25, 2021.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**INFORMATIONAL MEETING FOR TAXING JURISDICTIONS**

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Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:05 pm and closed at 7:12 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College. Dr. Toni Glasscoe, Associate Vice President of External Affairs, Development & K-12 Operations attended, representing Lansing Community College at the meeting. She commended the DDA Board for their good work and said that LCC is a proud partner with Delhi Township and the DDA.

**BUSINESS**

**2176 CEDAR STREET – BARNHART AND SON, INC. PROPOSAL FOR SANITARY SEWER, MONITORING MANHOLE & GREASE TRAP**

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**Fauser moved, Ammon supported, to approve the proposal from Barnhart and Son, Inc. for the installation of Sanitary Sewer, Monitoring Manhole, and Grease Trap for the proposed restaurant located at 2176 Cedar Street for time and material not to exceed \$15,000.00.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**2150 CEDAR STREET – MORROW ROOFING INC. PROPOSAL FOR ROOF REPLACEMENT**

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**Ammon moved, Fauser supported, to approve the proposal from Morrow Roofing, Inc. to replace the roof at 2150 Cedar Street in the amount of \$39,044.00 with a 10% contingency. Additional roof deck replacement is also approved, as needed, on a time and materials basis, per the proposal.**

Executive Director C. Howard Haas reported that 2 additional commercial roofing companies were contacted to submit bids for the project. Morrow Roofing was the only company to respond. The roof replacement has been included in the Capital Improvement Budget for the last several years. Now that the roof is actively leaking and at the end of its useful, it is time for replacement. Rick Brown, Holt Schools Representative, mentioned that the school district is utilizing Morrow for several building projects and has been very satisfied with the work provided.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas reported that he spoke with Scott Gillespie, Esker Square developer, today. The general contractor is setting dates for the concrete foundation and subsequent steel and wood planking. The project is operating within the limits of the current agreement. The search for a kayak vendor for Esker Landing has not been successful to date. Blohm Creative Partners gave a presentation to the Township Board of Trustees earlier in July regarding the Back to Business Program. It is our hope that a portion of American Rescue Plan Act funds can be used to facilitate another round of this successful program and further benefit Delhi Township businesses.

**Deputy Director**

Ms. Underhill reported that the Food Frenzy events have been extremely popular with the community. The next event is on Wednesday, August 11<sup>th</sup> at Holt Farmers Market. A Journey tribute band will provide the live music entertainment. An additional Food Frenzy will be held on Wednesday, September 8<sup>th</sup>. Preliminary plans are underway for a Halloween-themed event. The Holt Community Center continues to provide free meeting space to non-profit groups. Two new groups were added in July. The 2022 budget process began in May. The DDA will hold its initial meeting with the Township Manager and Accounting Technician on July 29<sup>th</sup>. The draft budget will be presented to the DDA Board at the August meeting, prior to the Budget Workshop on September 14<sup>th</sup>.

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JULY 27, 2021**

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**Advertising & Marketing Committee**

Mr. Leighton reported that Blohm Creative Partners will be working to streamline the DDA and Holt Now websites for better accessibility.

**Planning Commission**

Ms. Craig reported that the Preliminary Plat for Berry Farms was approved. The Wooded Valley Planned Unit Development was also approved.

**Supervisor**

Supervisor Hayhoe reported that the bulk of the \$2.9M American Rescue Plan Act funds will go toward sewer projects. The Township will not need to borrow as much money to complete the scheduled work. Construction on the Hayhoe Trail will begin this fall. The Friends of the Delhi Trails group is reorganizing and is holding meetings for those interested. August 3 is the National Night Out event in Veterans Memorial Gardens. HOPS & BOPS, sponsored by the Holt Community Arts Council will take place on August 21 in Veterans Memorial Gardens. The Holt Education Foundation is holding its annual cookout at the first home football game of the season on August 26<sup>th</sup> at Holt High School.

**Treasurer**

Ms. Rae reported that DDA cash and investments totaled \$8,239,915 as of May 31, 2021 and \$8,274,917 as of June 30, 2021.

**Members**

Ms. Miller asked who is responsible for the curb lines in the triangle area. Delhi Township staff maintains the strip between the sidewalk on Cedar Street between Holt Road and Aurelius Road. All other areas are the responsibility of the homeowner.

Mr. Brown reported that a new grand entrance to the Holt High School football stadium will be constructed. Funds were raised in memory of Coach Mike Smith.

**Limited Comments**

Dr. Toni Glasscoe, Lansing Community College, reported that she is pleased with the work being done by Delhi Township, the DDA, and Holt Public Schools.

**ADJOURNMENT**

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

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**2021 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

**Informational Meeting for Taxing Jurisdictions**

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

**July 27, 2021, 7:00 p.m.**

- \$250,000 Back to Business Program was extended for digital marketing assistance for Delhi Township businesses. A total of 99 businesses enrolled to participate and 76 campaigns were ultimately run. Over 22 million impressions were made (the number of times the ads were seen); ads reached nearly 2.5 million users; ads generated nearly 140,000 direct clicks to websites and 448 phone calls to businesses (for keyword campaigns only).
- Medical supply company McKesson completed its 174,000 square foot facility on Holloway Drive and is currently hiring employees. A coordinated, two-year effort among Delhi Township, the DDA, and Lansing Economic Area Partnership is responsible for bringing this Fortune 500 company here and represents a substantial investment in our community.
- Renovation underway to bring a small restaurant to the DDA owned property at 2176 Cedar Street.
- 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
- Summer/Winter Tax 2020 Revenue Sharing Table attached. Funds were distributed to taxing jurisdictions earlier this month.

## Revenue Sharing 2004 -- 2035

DDA Summer/Winter Totals 2004 - 2035 Paid Out									
Year	% Share	Captured Value	Ingham County	CATA	CADL	LCC	Delhi Twp	Total	
2004	20	138,756,529	\$245,019.96	\$62,448.82	\$41,566.56	\$109,754.94	\$124,135.50	\$582,925.78	
2005	20	160,121,542	\$273,473.18	\$68,263.84	\$45,419.38	\$120,022.10	\$135,711.56	\$642,890.06	
2006	20	175,605,614	\$338,409.55	\$78,212.87	\$55,870.87	\$136,356.77	\$154,343.53	\$763,193.59	
2007	20	189,951,040	\$370,040.08	\$85,555.40	\$61,116.25	\$149,157.92	\$168,833.45	\$834,703.10	
2008	20	178,406,157	\$393,200.08	\$121,853.67	\$63,985.82	\$156,161.23	\$176,760.46	\$911,961.26	
2009	20	165,928,655	\$376,848.78	\$117,073.17	\$61,475.47	\$150,034.81	\$169,825.87	\$875,258.10	
2010	40	172,923,788	\$467,315.19	\$218,148.49	\$114,550.48	\$279,567.76	\$316,445.65	\$1,396,027.57	
2011	40	157,548,588	\$665,702.44	\$207,091.60	\$107,398.89	\$266,090.93	\$296,691.09	\$1,542,974.95	*
2012	40	160,755,157	\$653,280.58	\$192,327.96	\$99,775.90	\$243,510.18	\$275,631.63	\$1,464,526.25	
2013	40	160,505,277	\$664,581.50	\$195,754.68	\$101,553.59	\$247,849.21	\$280,542.99	\$1,490,281.98	
2014	40	163,180,376	\$706,812.07	\$198,351.37	\$102,900.76	\$251,136.65	\$284,264.14	\$1,543,464.99	
2015	40	161,270,097	\$797,246.95	\$311,097.56	\$161,391.00	\$393,886.43	\$445,844.56	\$2,109,466.50	
2016	60	165,556,825	\$992,918.35	\$296,332.85	\$153,730.93	\$375,192.57	\$423,570.29	\$2,241,744.99	
2017	60	185,876,473	\$1,013,780.78	\$302,575.79	\$156,951.40	\$383,091.12	\$432,486.43	\$2,288,885.52	
2018	60	201,315,211	\$1,278,174.06	\$339,039.11	\$175,886.64	\$429,263.45	\$484,355.09	\$2,706,718.35	
2019	60	207,127,814	\$1,373,769.51	\$364,274.71	\$188,978.27	\$461,214.58	\$520,684.25	\$2,908,921.32	
2020	60		\$1,489,033.12	\$374,738.95	\$243,254.79	\$472,263.77	\$536,296.72	\$3,115,587.34	
2021	60								
2022	60								
2023	60								
2024	60								
2025	60								
2026	60								
2027	60								
2028	60								
2029	60								
2030	60								
2031	60								
2032	60								
2033	60								
2034	60								
2035	60								
TOTAL			\$12,099,606.18	\$3,533,140.84	\$1,935,807.00	\$4,624,554.42	\$5,226,423.21	\$27,419,531.65	
Note: 2010 county received 20% share from summer collection/40% share from winter collection									
* reflects RSDC MTT reduction									



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

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

August 26, 2021

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: 2176 Cedar – Phillips Building and Remodeling Inc. Proposal for Renovation Work

At our September 2019 Board meeting, a bid for the renovation of 2176 Cedar Street was approved from Kyle Taylor Builder. Unfortunately, Kyle Taylor passed away in 2020. At our November 2020 meeting, the DDA Board approved the transfer of the renovation work as proposed by Kyle Taylor to Phillips Building and Remodeling, Inc. so that work on the project could be continued. We have since received an updated proposal on the renovation costs for the building. It includes everything except the costs for the new water lead, which must be installed by the Board of Water and Light as this is a commercial structure. The new sewer lead, sampling manhole and grease interceptor work has already been approved and completed. The building permit was issued August 24<sup>th</sup>.

I therefore offer the following motion:

**I move to approve the proposal from Phillips Building and Remodeling, Inc. for the renovation work at 2176 Cedar Street in the amount of \$134,050.00 plus a 15% contingency.**

# PHILLIPS BUILDING AND REMODELING INC

BID DATE: August 21, 2021  
 FILE: Delhi DDA 2176 Cedar St 8-21-2021  
 DESCRPT: restaurant remodel  
 LOCATION: 2176 Cedar St., Holt, MI  
 PRINT DATE: July 6, 2021  
 DWG FILE:

ITEM	BY ITEM
PERMITS	134,050.00
DUMPSTER	
SIDEWALK IN FRONT OF ENTRY DOOR	
FLOOR SAWING	
LAYOUT LABOR	
FLOOR CUTTING	
CONCRETE REMOVAL	
POUR CONCRETE CAP 1081 SQ FT	
INTERIOR FRAMING MATERIALS	
INTERIOR FRAMING/DEMO LABOR	
EXTERIOR WINDOW WRAPS	
LABOR	
MATERIAL	
ENTRY DOOR	
ENTRY DOOR HARDWARE	
PLUMBING	
ELECTRICAL	
HEATING	
CEILING INSULATION	
REAR ROOM INSULATION	
DRYWALL	
FINISH MATERIALS	
FINISH HARDWARE	
FINISH LABOR	
PAINTING INTERIOR 5500 EXTERIOR 1900	
COUNTER TOPS	
MISC BATH HARDWARE	
FLOORING	
PUNCH LIST	
CONTINGENCES	
CONSTRUCTION FEE	



## **2020 HOLT FARMERS MARKET ANNUAL REPORT**

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The market maintained regular hours on Friday afternoons from 2:00 to 6:00 and Saturdays from 9:00 to 2:00 from January 3rd through March 13th. Due to Covid-19, the market closed beginning March 14th and did not reopen until May 30th. The market was able to reopen on Saturdays only and by following all township, state and CDC guidelines. Approximately 16 vendors were willing to return at the time of reopening. Most shoppers were cooperative in complying with Covid-19 guidelines, and they were happy to be shopping at the market again. The average attendance ranged from 500 to 600 throughout the year.

Debit/credit token sales went down and totaled \$33,067 – nearly a 17% decrease from 2019. EBT token sales were down at \$2784, a decrease of around 27% from 2019. This is consistent with the downward trend experienced at most Michigan farm markets due to changes/reductions in the EBT program overall. However, we do anticipate a large increase for 2021 due to the enhancements to the program because of Covid-19.

Holt Farmers Market participated in the “Double Up” program (DUFEB). This program allows EBT/SNAP customers to double their fruit and vegetable purchasing power, and allows those customers to spend their regular EBT/SNAP dollars on other products not covered by the DUFEB program. The DUFEB token sales were also down at \$1418.

Between June and October, all market farmers participated in WIC and Senior Project Fresh. These programs are administered by the county and are designed to encourage WIC recipients and seniors to buy fresh produce as part of a healthy diet. The sales were also down due to Covid-19.

Returning anchor vendors included Bob’s Produce, Lonesome Pines Beef, Otto’s Poultry, Rows Farm Market, Willow Blossom Farms. Returning ready-to-eat vendors included Big Daddy’s Big Dawgs, Golumbki Gal and Ofilia’s El Burrito. Also returning were Ben’s Custom Candy, CWE Gourmet Coffee, Fur Real Dog Snacks, Great Harvest Bread and The Bakery to our regular vendor lineup. In 2020, the market welcomed Eliza’s Pies, Golly Gee Gluten-Free, Mama C’s, and Fluff n’Stuff. Additionally, vendor rent collected in 2020 amounted to \$2378. It was decided that Vendor rent would be waived from May through December of 2020.

The market continued weekly email outreach to approximately 275 subscribers, while Facebook continues to become more popular reaching 1000s of followers. Volunteers assisted in keeping Facebook current and updated throughout the year.

### **Notable for 2020**

- All Holt Farmers Market special events and Food Frenzys were cancelled in 2020.
- The Holt Schools/National Junior Honor Society were unable to provide student assistants at the market due to Covid-19.

## **2020 HOLT FARMERS MARKET ANNUAL REPORT**

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### **2020 Inventory**

An inventory of items located at the HFM is attached part of this summary, and are considered the property of the Delhi Township Downtown Development Authority. This inventory does not include decorative items, farmer-owned tables, and coolers. See Pages 3 and 4 for detailed inventory. Note: The basement of the building is being used as additional storage for the Senior Center.

### **2021 Vision**

The main goal for 2021 is to return to normal market operations (including Friday markets), rebuild vendor participation, and resume special events in the Cedar Street Corridor.

# 2020 HOLT FARMERS MARKET ANNUAL REPORT

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## INVENTORY

<u>Quantity</u>	<u>Item</u>
1	Security System (6 cameras and monitor)
1	Flat screen television
1	BrightSign module
1	Roku module
1	Cash Register
1	Lighted Open Sign
1	Large Beverage Cooler
1	Small Beverage Cooler
2	Metal Display Shelving
1	Wooden Display Cart
3	Decorative Milk Cans
1	Beverage Cooler
1	Lot miscellaneous items for sale (market booth)
1	Lot pots, pans, utensils
4	33-gallon Recycling containers
1	Small Used PA System w/microphone
1	Brother 7460 Copier/Printer
1	Credit Card Processing Machine
2	Patio Umbrellas
2	Patio Umbrella Stands
6	33-gallon Brute Trash Cans w/Lids
1	Snow Shovel
1	Ice Melt
5	Picnic Tables
1	RCA Stereo System
1	Dolly
2	100' Rubber Hose
1	Eureka Vacuum Cleaner
1	Mop Bucket/Squeegee
1	14' Stepladder
1	12' Stepladder
2	Large Floor Pedestal Fans
1	American Flags w/Poles
9	Clamp-on Lights
2	25' Extension Cords
Asst	Brooms & Mops
1	Desk, Desk Lamp & Chair
Asst	Cleaning Supplies
Asst	Paper Products
1	2 x 5 "OPEN" Banner
1	Business Showcase Sign
1	A-Frame Crafts & Farm Market Sign
10	Wet Floor/Safety Signs
16	4-foot Folding Tables
32	8-foot Folding Tables
24	Metal Folding Chairs
9	Large Black Door/Floor Mats
2	Wall clocks
2	Fire Extinguishers
3	74 oz. Coffee Holder
1	12.5 gallon Shop Vac Pro

## 2020 HOLT FARMERS MARKET ANNUAL REPORT

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### INVENTORY (continued)

<u>Quantity</u>	<u>Item</u>
1	5-gallon Ace Floor Wax
1	V-Tech Answering Machine & Phones System
4	Outdoor Large Flower Pots
3	Power strips
1	Toolbox
2	100-foot Food Service White Hose
1	Heart Defibrillator
2	Swoofer Flags and Stands
1	100' measuring tape
4	Pkgs of Oversized Christmas Ornaments (for ceiling)
60	Traffic Cones – assorted sizes

#### STORED IN MAINTENANCE GARAGE

1	Modular Demonstration Kitchen: (1) Stove/oven unit; (1) Sink/water unit; and (1) Prep unit
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**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 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, 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

**2021 and Beyond Objectives**

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties
- Provide digital marketing assistance to businesses impacted by COVID-19 pandemic
- Enhance Esker Landing park with addition of kayak vendor
- Replace roof at Holt Farmers Market
- Install Electric Vehicle Charging stations
- Finalize rehabilitation at 2176 Cedar for end user (restaurant)
- Work with Township to identify potential repair or replacement for the fountain in Veterans Memorial Gardens
- Locate land for future commercial/industrial growth
- Further triangle area development
- Other activities as identified

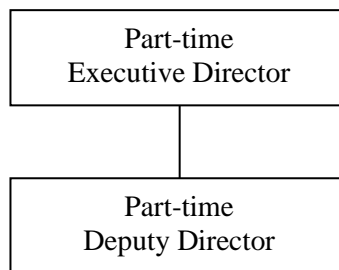
## Delhi Downtown Development Authority (248)

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 seven departments within the DDA. They are:

- Administration
- Marketing and Promotion
- Infrastructure
- Capital Outlay
- 2016 DDA Development
- 2017 DDA Development
- Debt Service



Staffing Levels			
	2020	2021	2022
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	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
<b>Revenues</b>						
Property Taxes	\$ 1,960,263	\$1,960,960	\$2,044,130	\$2,131,800	\$2,174,300	\$2,217,650
Grants	2,000	2,000	-	2,000	-	2,000
Interest and rentals	23,024	14,500	10,000	10,000	9,000	9,000
Other	16,116	2,000	2,900	1,500	1,500	1,500
<b>Total Revenues</b>	<b>2,001,403</b>	<b>1,979,460</b>	<b>2,057,030</b>	<b>2,145,300</b>	<b>2,184,800</b>	<b>2,230,150</b>
<b>Expenditures</b>						
Community and Economic Dev						
Administration	133,485	181,720	166,810	168,280	170,500	172,750
Marketing & Promotion	357,326	187,630	274,250	197,790	195,300	196,580
Other Functions	135,496	-	-	-	-	-
Infrastructure Projects	2,600	160,450	160,450	157,840	155,230	152,620
Capital Outlay	76,108	150,000	59,310	-	-	-
Development Capital Outlay/Improvements	472,342	325,000	337,000	275,000	275,000	275,000
<b>Total Expenditures</b>	<b>1,177,357</b>	<b>1,004,800</b>	<b>997,820</b>	<b>798,910</b>	<b>796,030</b>	<b>796,950</b>
<b>Other Financing Sources (Uses)</b>						
Sale of Assets	1,200,000	-	9,690	4,410	1,890	-
Transfer to DDA Debt Service Funds	(1,099,844)	(1,105,810)	(1,105,810)	(1,119,700)	(1,128,630)	(1,132,480)
<b>Total Other Financing Sources (Uses)</b>	<b>100,156</b>	<b>(1,105,810)</b>	<b>(1,096,120)</b>	<b>(1,115,290)</b>	<b>(1,126,740)</b>	<b>(1,132,480)</b>
<b>Revenues over (under) expenditures</b>	<b>924,202</b>	<b>(131,150)</b>	<b>(36,910)</b>	<b>231,100</b>	<b>262,030</b>	<b>300,720</b>
<b>Fund Balance, Beginning</b>	<b>3,275,065</b>	<b>4,199,267</b>	<b>4,199,267</b>	<b>4,162,357</b>	<b>4,393,457</b>	<b>4,655,487</b>
<b>Fund Balance, Ending</b>	<b>\$ 4,199,267</b>	<b>\$4,068,117</b>	<b>\$4,162,357</b>	<b>\$4,393,457</b>	<b>\$4,655,487</b>	<b>\$4,956,207</b>

**DDA REVENUE**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
248-000.00-403.000	CURR PROP TAXES-AD V	\$ 1,944,336	\$ 1,945,460	\$ 1,422,774	\$ 2,034,000	\$ 2,125,000	\$ 2,167,500	\$ 2,210,850
248-000.00-412.000	DELQ TAX	3,522	5,000	99	100	-	-	-
248-000.00-437.000	IFT/CFT TAX REVENUE	12,066	10,000	8,433	10,000	6,800	6,800	6,800
248-000.00-445.005	DELQ INTER & PENALTY	339	500	32	30	-	-	-
248-000.00-572.000	STATE GRANTS	2,000	2,000	-	-	2,000		2,000
248-000.00-665.000	INTEREST	20,645	7,500	2,567	6,000	6,000	5,000	5,000
248-000.00-670.010	RENT-FARMERS MARKET	2,379	7,000	2,563	4,000	4,000	4,000	4,000
248-000.00-672.040	GREASE LOAN	15,683	-	-	-	-	-	-
248-000.00-677.000	MISC REVENUE	357	1,000	219	500	500	500	500
248-000.00-687.000	REFUNDS/REBATE/REIMB	76	1,000	2,385	2,400	1,000	1,000	1,000
248-000.00-693.000	SALE OF CAPITAL ASSET	1,200,000	-	6,406	9,690	4,410	1,890	-
<b>Total</b>		<b>\$ 3,201,403</b>	<b>\$ 1,979,460</b>	<b>\$ 1,445,479</b>	<b>\$ 2,066,720</b>	<b>\$ 2,149,710</b>	<b>\$ 2,186,690</b>	<b>\$ 2,230,150</b>



## **DDA ADMINISTRATION (728)**

### **Purpose**

To provide leadership in promoting economic development through business attraction/retention programs and work to foster investment within the DDA District.

### **Activities**

Expenditures in this activity include costs relating to the part-time Executive Director and part-time Deputy Director, plus other administrative costs such as legal fees, education, insurance, office supplies, utilities, property tax payments (drain and special assessments), and building maintenance.

### **Year 2022 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 2022 budget requests expenditures of \$168,280.

**DEPT 728.00 DDA ADMINISTRATION**

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget	Budget					
248-728.00-703.005	PART TIME HELP	\$ 83,633	\$ 81,400	\$ 81,400	\$ 38,524	\$ 82,900	\$ 83,230	\$ 84,900	\$ 86,600
248-728.00-715.000	SOCIAL SECURITY/MEDIC	1,213	1,180	1,180	559	1,200	1,210	1,240	1,270
248-728.00-718.000	PENSION CONTRIBUTION	2,509	2,450	2,450	1,156	2,490	2,500	2,550	2,610
248-728.00-724.000	WORKERS COMP	237	370	370	102	370	370	380	390
248-728.00-726.000	OFFICE SUPPLIES	1,069	1,000	1,000	181	1,000	1,000	1,000	1,000
248-728.00-801.000	LEGAL FEES	15,576	20,000	20,000	5,482	15,000	15,000	15,000	15,000
248-728.00-802.005	DUES AND SUBSCRIPTIO	1,328	1,470	1,470	1,155	1,500	1,500	1,500	1,500
248-728.00-803.000	POSTAGE	45	50	50	2	50	50	50	50
248-728.00-807.000	AUDIT FEES	2,316	2,350	2,350	2,343	2,350	2,370	2,420	2,470
248-728.00-810.000	INSURANCE & BONDS	3,479	3,800	3,800	3,588	3,800	3,800	3,800	3,800
248-728.00-818.000	CONTRACTUAL SERVICE	18,481	25,700	25,700	4,153	20,000	20,000	20,000	20,000
248-728.00-853.000	TELEPHONE/COMMUNIC/	2,886	2,950	2,950	1,252	2,950	3,000	3,050	3,100
248-728.00-870.000	MILEAGE	251	500	500	-	500	500	500	500
248-728.00-902.005	PRINTING AND PUBLISHII	130	100	100	-	100	100	100	100
248-728.00-921.030	UTILITIES - WATER	-	1,200	1,200	252	800	820	840	860
248-728.00-921.035	UTILITIES - SEWER	-	1,200	1,200	345	900	920	940	960
248-728.00-921.040	UTILITIES - ELECTRIC	-	8,000	8,000	2,801	6,500	6,630	6,770	6,900
248-728.00-921.045	UTILITIES - GAS	-	4,000	4,000	1,945	4,000	4,080	4,160	4,240
248-728.00-930.000	BUILDING MAINTENANCE	-	2,000	2,000	1,975	2,600	2,700	2,800	2,900
248-728.00-956.000	MISCELLANEOUS	332	1,000	1,000	1,258	1,600	1,500	1,500	1,500
248-728.00-960.000	EDUCATION & TRAINING	-	1,000	1,000	-	200	1,000	1,000	1,000
248-728.00-962.000	TWP PROP-DRAIN/TAX/S.	-	15,000	15,000	-	15,000	15,000	15,000	15,000
248-728.00-964.000	TAX ADJUSTMENTS TO C	-	5,000	5,000	-	1,000	1,000	1,000	1,000
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
<b>Total</b>		<b>\$ 133,485</b>	<b>\$ 181,720</b>	<b>\$ 181,720</b>	<b>\$ 67,073</b>	<b>\$ 166,810</b>	<b>\$ 168,280</b>	<b>\$ 170,500</b>	<b>\$ 172,750</b>

Account #	Description and Calculation	Calcs	2021 Budget	2021 Projected	2022 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		81,400	82,900	83,230
	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	4,000			
	Total	82,892			
	Year 2022				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 5, 1200 hrs @ \$26.026/hr	31,230			
	Deputy Director Pay	4,000			
	Total	83,230			
728-715.000	Social Security/Medicare		1,180	1,200	1,210
	Year 2021				
	82,892 wages x .0145	1,202			
	Year 2022				
	83,230 wages x .0145	1,210			
728-718.000	Pension Contribution		2,450	2,490	2,500
	Year 2021				
	82,892 wages x 3%	2,487			
	Year 2022				
	83,230 wages x 3%	2,497			
728-724.000	Workers Comp		370	370	370
	Year 2021: 82,892 x .0045 =	373			
	Year 2022: 83,230 x .0045=	375			
728-726.000	Office Supplies		1,000	1,000	1,000
	Year 2021	1,000			
	Year 2022	1,000			
728-801.000	Legal Fees (land sales, contracts, general)		20,000	15,000	15,000
	Year 2021	15,000			
	Year 2022	15,000			
728-802.005	Dues & Subscriptions		1,470	1,500	1,500
	Year 2021	1,500			
	Year 2022	1,500			
728-803.000	Postage		50	50	50
	Year 2021	50			
	Year 2022	50			
728-807.000	Audit Fees		2,350	2,350	2,370
	Year 2021	2,350			
	Year 2022	2,370			
728-810.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2021	3,800			
	Year 2022	3,800			
728.818.000	Contractual Services - Encompass, Rose Pest, ACD.net		25,700	20,000	20,000
	Trash, Cleaning Fees				
	Year 2021	20,000			
	Year 2022	20,000			

Account #	Description and Calculation	Calcs	2021 Budget	2021 Projected	2022 Request
728-853.000	Telephone/Communications - ACD.net, Haas Cell		2,950	2,950	3,000
	Year 2020	2,950			
	Year 2021	3,000			
728-870.000	Mileage		500	500	500
	Year 2021	500			
	Year 2022	500			
728-902.005	Printing & Publishing		100	100	100
	Year 2021	100			
	Year 2022	100			
728-921.030	Utilities - Water (2150 Cedar, 4410 Holt)		1,200	800	820
	Year 2021	800			
	Year 2022	820			
728-921.035	Utilities - Sewer		1,200	900	920
	Year 2021	900			
	Year 2022	920			
728-921.040	Utilities - Electric		8,000	6,500	6,630
	Year 2021	6,500			
	Year 2022	6,630			
728-921.045	Utilities - Gas		4,000	4,000	4,080
	Year 2021	4,000			
	Year 2022	4,080			
728-930.000	Building Maintenance		2,000	2,600	2,700
	Year 2021	2,600			
	Year 2022	2,700			
728-956.000	Miscellaneous		1,000	1,600	1,500
	Year 2021	1,600			
	Year 2022	1,500			
728-960.000	Education & Training		1,000	200	1,000
	Year 2021 - MEDA, MSU, Mid-America Dev Conf	200			
	Year 2022 - MEDA, MSU, Mid-America Dev Conf	1,000			
728-962.000	Township Properties - Drain/Tax/SAD		15,000	15,000	15,000
	Year 2021	15,000			
	Year 2022	15,000			
728-964.000	Tax Adjustments to County/Twp		5,000	1,000	1,000
	Year 2021	1,000			
	Year 2022	1,000			
728-970.000	Capital Outlay		-	-	-
	TOTAL ADMINISTRATION EXPENDITURES		181,720	166,810	168,280

## **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 2022 Goals**

1. Support and promote the Farmers' Market and provide for various improvements of the Farmers' Market building
2. Provide business promotion and support through electronic publication of *Our Town*, *HoltNow*, and other enhancements
3. Promote community events
4. Encourage community beautification with the placement of public art and murals
5. Provide digital marketing support for local businesses impacted by the COVID-19 pandemic
6. Administration of the Back to Business program

### **Resources Needed**

The attached year 2022 budget requests expenditures of \$197,790, a decrease of \$76,460 from the 2021 forecasted budget. The 2023 forecast is \$195,300 and the 2024 forecast is \$196,580. 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**

<b>GL Number</b>	<b>Description</b>	<b>2020 Activity</b>	<b>06/30/2021</b>		<b>YTD As Of 06/30/2021</b>	<b>2021 PROJECTED</b>	<b>2022 REQUESTED</b>	<b>2023 FORECAST</b>	<b>2024 FORECAST</b>
			<b>Amended</b>	<b>Budget</b>					
248-729.00-703.005	PART TIME HELP	\$ 49,563	\$ 51,780		\$ 24,483	\$ 55,690	\$ 57,400	\$ 58,550	\$ 59,730
248-729.00-715.000	SOCIAL SECURITY/MEDIC	3,792	3,970		1,873	4,260	4,390	4,480	4,570
248-729.00-724.000	WORKERS COMP INSUR	258	240		111	250	260	270	280
248-729.00-884.000	DDA ADVERTISING	269,229	97,640		107,070	175,700	103,740	100,000	100,000
248-729.00-888.000	FARMERS MARKET	27,069	13,000		16,750	26,350	20,000	20,000	20,000
248-729.00-888.002	DOUBLE UP BUCKS	1,418	3,000		636	3,000	3,000	3,000	3,000
248-729.00-956.000	MISCELLANEOUS	5,996	18,000		2,521	9,000	9,000	9,000	9,000
<b>Total</b>		<b>\$ 357,326</b>	<b>\$ 187,630</b>		<b>\$ 153,445</b>	<b>\$ 274,250</b>	<b>\$ 197,790</b>	<b>\$ 195,300</b>	<b>\$ 196,580</b>

Account No.	Description	Calcs	2021 Budget	2021 Projected	2022 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		51,780	55,690	57,400
	Year 2021				
	Farmers Mkt Asst - Grade E, Step 3 - 312 hrs @ 16.30/hr	5,090			
	Farmers Mkt Maint - Grade E, Step 3 - 540 hrs @ 16.30/hr	8,800			
	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	55,690			
	Year 2022				
	Asst - Grade E, Step 3 - 324 hrs @ 16.479/hr	5,340			
	Maint - Grade E, Step 3 - 540 hrs @ 16.479/hr	8,900			
	Mgr - Grade 8, Step 5 - 1340 hrs @ 32.206/hr	43,160			
		57,400			
729-715.000	SS/Medicare		3,970	4,260	4,390
	Year 2021: 55,690 wages x 0.0765	4,260			
	Year 2022: 57,400 wages x 0.0765	4,390			
729-724.000	Workers Comp		240	250	260
	Year 2021: 55,690 wages x 0.0045	250			
	Year 2022: 57,400 wages x 0.0045	260			
729-884.000	Advertising		97,640	175,700	103,740
	Year 2021				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5,000	5,000			
	Music in the Garden (cancelled for 2021) - \$ 0	0			
	Business Directory	8,000			
	Holt Food Frenzy events - \$8,000	8,000			
	Holt Now Social Media - \$18,000	18,000			
	Music Licensing	1,700			
	Back to Business Program (phase II \$80,000)	80,000			
	Total	175,700			
	Year 2022				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$10,000	10,000			
	Business Directory	5,000			
	Music in the Garden - \$6,000	6,000			
	Holt Food Frenzy events - \$8,000	8,000			
	Music Licensing	1,740			
	Holt Now Social Media - \$18,000	18,000			
	Total	103,740			
729-888.000	Farmers Market		13,000	26,350	20,000
	Year 2021				
	Promotion - \$15,000	15,000			
	Bldg Maint (phone, WiFi, supplies, repairs, cc fees) - \$10,000	11,350			
	Total	26,350			
	Year 2022				
	Promotion - \$10,000	10,000			
	Bldg Maint - \$10,000	10,000			
	Total	20,000			

Account No.	Description	Calcs	2021 Budget	2021 Projected	2022 Request
729-888.002	Double Up Bucks		3,000	3,000	3,000
	Year 2021	3,000			
	Year 2022	3,000			
729-956.000	Miscellaneous		18,000	9,000	9,000
	Year 2021				
	Web hosting and maintenance	8,000			
	Miscellaneous	1,000			
	Total	9,000			
	Year 2022				
	Web hosting/maintenance	8,000			
	Miscellaneous	1,000			
	Total	9,000			
	TOTAL MARKETING AND PROMOTION		187,630	274,250	197,790



## **DDA INFRASTRUCTURE (736)**

### **Purpose**

To build and improve physical structures such as streetscapes and sidewalks in the DDA District that create both a safe and attractive environment.

### **Activities**

Expenditures in this activity are for street, sidewalk, landscaping, and other physical improvements.

### **Year 2022 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. Bond payment for construction of Sycamore Trail (this bond will be paid in full in 2024).

### **Resources Needed**

The attached year 2022 budget requests expenditures of \$157,840.

**DEPT 736.00 DDA INFRASTRUCTURE PROJECTS**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
248-736.00-820.010	ENGINEERING-TRAFFIC S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-736.00-933.000	STREETSCAPE REPR & M	2,600	10,000	1,300	10,000	10,000	10,000	10,000
248-736.00-956.000	MISCELLANEOUS	-	5,000	-	5,000	5,000	5,000	5,000
248-736.00-969.016	COMMUNITY AND ECON I	-	135,450	5,219	135,450	132,840	130,230	127,620
248-736.00-974.010	NON-MOTORIZED PATHW	-	10,000	-	10,000	10,000	10,000	10,000
<b>Total</b>		<b>\$ 2,600</b>	<b>\$ 160,450</b>	<b>\$ 6,519</b>	<b>\$ 160,450</b>	<b>\$ 157,840</b>	<b>\$ 155,230</b>	<b>\$ 152,620</b>

## **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 2022 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 2022 budget requests expenditures of \$0.

**DEPT 903.00 CAPITAL OUTLAY-DDA**

<b>GL Number</b>	<b>Description</b>	<b>2020 Activity</b>	<b>06/30/2021</b>	<b>YTD As Of</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
			<b>Amended Budget</b>	<b>06/30/2021</b>	<b>PROJECTED</b>	<b>REQUESTED</b>	<b>FORECAST</b>	<b>FORECAST</b>
248-903.00-818.000	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.00-970.000	CAPITAL OUTLAY	14,590	-	5,304	5,310	-	-	-
248-903.00-971.000	CAPITAL OUTLAY-LAND	-	-	-	-	-	-	-
248-903.00-971.010	LAND HELD FOR RESALE	-	-	-	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150	-	150,000	8,545	54,000	-	-	-
248-903.00-971.137	ESKER LANDING PARK	61,518	-	-	-	-	-	-
<b>Total</b>		<b>\$ 76,108</b>	<b>\$ 150,000</b>	<b>\$ 13,849</b>	<b>\$ 59,310</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **DDA DEVELOPMENT (903.05)**

### **Purpose**

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

### **Activities**

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

### **Year 2022 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 2022 budget requests expenditures of \$225,000.

DEPT 903.05 2016 DDA DEVELOPMENT

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
248-903.05-818.000	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.05-956.000	MISCELLANEOUS	-	-	-	-	-	-	-
248-903.05-970.000	CAPITAL OUTLAY	10,500	225,000	21,220	225,000	225,000	225,000	225,000
248-903.05-993.010	BONDING EXPENSE	-	-	-	-	-	-	-
<b>Total</b>		<b>\$ 10,500</b>	<b>\$ 225,000</b>	<b>\$ 21,220</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>

## **DDA DEVELOPMENT (903.17)**

### **Purpose**

To facilitate the construction of the Realize Cedar Project.

### **Activities**

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

The 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 2022 budget requests expenditures of \$50,000.

DEPT 903.17 2017 DDA DEVELOPMENT

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-903.17-818.000	CONTRACTUAL SERVICE	\$ 418,131	\$ 100,000		\$ 71,787	\$ 112,000	\$ 50,000	\$ 50,000	\$ 50,000
248-903.17-970.000	CAPITAL OUTLAY	43,711	-		-	-	-	-	-
<b>Total</b>		<b>\$ 461,842</b>	<b>\$ 100,000</b>		<b>\$ 71,787</b>	<b>\$ 112,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>



## **DDA DEBT SERVICE (394)**

### **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.

In compliance with the new State of Michigan Chart of Accounts, the three current DDA debts have been combined into one fund.

### **Resources Needed**

The attached year 2022 budget requests expenditures of \$1,119,700.

## DDA DEBT SERVICE FUND SUMMARY (394)

To comply with the new State Chart of Accounts, the three current DDA debts have been combined into one Fund

**2016 Refunding Bond:** 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.

**2016 DDA Development Bond:** 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.

**2017 DDA Realize Cedar Bond:** 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.

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>						
2016 Refunding Debt Service	780,594	782,580	782,580	797,850	808,170	813,650
2016 DDA Development Debt Service	106,206	110,180	110,180	108,800	107,410	105,780
2017 DDA Realize Cedar Debt Service	213,044	213,050	213,050	213,050	213,050	213,050
<b>Total Expenditures</b>	<b>1,099,844</b>	<b>1,105,810</b>	<b>1,105,810</b>	<b>1,119,700</b>	<b>1,128,630</b>	<b>1,132,480</b>
<b>Revenues over (under) expenditures</b>	<b>(1,099,844)</b>	<b>(1,105,810)</b>	<b>(1,105,810)</b>	<b>(1,119,700)</b>	<b>(1,128,630)</b>	<b>(1,132,480)</b>
<b>Other financing sources (uses)</b>						
Transfer from DDA	1,099,844	1,105,810	1,105,810	1,119,700	1,128,630	1,132,480
<b>Total other financing sources (uses)</b>	<b>1,099,844</b>	<b>1,105,810</b>	<b>1,105,810</b>	<b>1,119,700</b>	<b>1,128,630</b>	<b>1,132,480</b>
<b>Fund Balance, Beginning</b>	-	-	-	-	-	-
<b>Fund Balance, Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DELHI DDA DEBT SERVICE OTHER FINANCING SOURCE**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
394-000.00-699.248	TRANS IN FROM DDA	\$ 1,099,844	\$ 1,105,810	\$ 150,730	\$ 1,105,810	\$ 1,119,700	\$ 1,128,630	\$ 1,132,480
<b>Total</b>		<b>1,099,844</b>	<b>1,105,810</b>	<b>150,730</b>	<b>1,105,810</b>	<b>1,119,700</b>	<b>1,128,630</b>	<b>1,132,480</b>

**DEBT SERVICE EXPENDITURES**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
394-906.00-991.391	PRINC-2016 REF BONDS	\$ 719,840	\$ 733,340	\$ -	\$ 733,340	\$ 760,340	\$ 782,830	\$ 800,830
394-906.00-991.395	PRINC-2016 DEVEL BONDS	65,000	70,000	-	70,000	70,000	70,000	70,000
394-906.00-991.397	PRINC-2017 REALIZE CEDAR BONDS	-	-	-	-	-	-	-
394-906.00-993.395	AGENT FEES-2016 DEVEL BONDS	500	500	-	500	500	500	500
394-906.00-993.397	AGENT FEES-2017 REALIZE CEDAR BONDS	500	500	-	500	500	500	500
394-906.00-994.391	INTER-2016 REF BONDS	60,755	49,240	24,619	49,240	37,510	25,340	12,820
394-906.00-994.395	INTER-2016 DEVEL BONDS	40,706	39,680	19,840	39,680	38,300	36,910	35,280
394-906.00-994.397	INTER-2017 REALIZE CEDAR BONDS	212,544	212,550	106,272	212,550	212,550	212,550	212,550
<b>Total</b>		<b>1,099,844</b>	<b>1,105,810</b>	<b>150,730</b>	<b>1,105,810</b>	<b>1,119,700</b>	<b>1,128,630</b>	<b>1,132,480</b>

**Local Brownfield Revolving Fund (242 Fund):** The Delhi Charter Township Local Brownfield Revolving Fund (formerly Local Site Remediation Fund) is a separate legal entity operating in conformity with Delhi Charter Township's policies and procedures. The Fund is reported in the Township's financial statements as a discretely presented component unit.

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

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

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

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

**Resources/Uses:** After final reimbursement of Brownfield properties, the Local Brownfield Revolving Fund can capture revenue for 5 years. This fund will not collect any tax capture until newer Brownfield Plans reach the end of their cycles.

For 2022, tax capture of \$0 is anticipated along with \$1,170 of expenditures. For 2023, tax capture of \$0 is anticipated along with \$1,775 of expenditures. For 2024, tax capture of \$0 is anticipated along with \$1,780 of expenditures.

# LOCAL BROWNFIELD REVOLVING FUND SUMMARY

	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
<b>Revenues</b>						
Grants	\$ 195,697	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Other Revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>195,697</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures</b>						
Community and Economic Developmt						
Administration	29,632	15,270	60,270	270	275	280
Remediation	-	20,000	1,500	1,500	1,500	1,500
<b>Total Expenditures</b>	<b>29,632</b>	<b>35,270</b>	<b>61,770</b>	<b>1,770</b>	<b>1,775</b>	<b>1,780</b>
<b>Revenues over (under) expenditures</b>	<b>166,065</b>	<b>(35,270)</b>	<b>(11,770)</b>	<b>(1,770)</b>	<b>(1,775)</b>	<b>(1,780)</b>
<b>Fund Balance, Beginning</b>	<b>159,919</b>	<b>325,984</b>	<b>325,984</b>	<b>314,214</b>	<b>312,444</b>	<b>310,669</b>
<b>Fund Balance, Ending</b>	<b>\$ 325,984</b>	<b>\$ 290,714</b>	<b>\$ 314,214</b>	<b>\$ 312,444</b>	<b>\$ 310,669</b>	<b>\$ 308,889</b>

**LOCAL BROWNFIELD REVOLVING FUND REVENUE**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
242-000.00-403.000	CURR TAXES-AD VAL.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
242-000.00-572.000	STATE GRANTS	195,697	-	-	50,000	-	-	-
242-000.00-699.001	TRANSFER IN	-	-	-	-	-	-	-
<b>Total</b>		<b>\$ 195,697</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DEPT 735.00 LOCAL SITE REMEDIATION**

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
242-735.00-801.000	LEGAL FEES	\$ 7,970	\$ 10,000	\$ 5,456	\$ 10,000	\$ -	\$ -	\$ -
242-735.00-801.000-DE	LEGAL FEES	3,977	5,000	-	-	-	-	-
242-735.00-807.000	AUDIT FEES	211	220	213	220	220	225	230
242-735.00-818.000	CONTRACTUAL SERVICE	4,665	20,000	843	1,500	1,500	1,500	1,500
242-735.00-818.000-DE	CONTRACTUAL SERVICE	12,745	-	-	50,000	-	-	-
242-735.00-902.000	PUBLISHING/LEGAL NOTI	65	50	-	50	50	50	50
242-735.00-935.001	SITE REMEDIATION	-	-	-	-	-	-	-
<b>Total</b>		<b>\$ 29,632</b>	<b>\$ 35,270</b>	<b>\$ 6,512</b>	<b>\$ 61,770</b>	<b>\$ 1,770</b>	<b>\$ 1,775</b>	<b>\$ 1,780</b>

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

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

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

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

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

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

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

For 2022, tax capture of \$412,480 is anticipated along with \$405,000 of expenditures. For 2023, tax capture of \$413,050 is anticipated along with \$405,010 of expenditures. For 2024, tax capture of \$414,600 is anticipated along with \$405,010 of expenditures. Changes in tax capture revenue is due to increases in the taxable values of the properties. Accordingly, increases in expenditures for reimbursements to developers is expected.

## BROWNFIELD FUND SUMMARY

	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>2023 Forecast</b>	<b>2024 Forecast</b>
<b>Revenues</b>						
Taxes	<u>\$ 376,878</u>	<u>\$ 385,870</u>	<u>\$ 395,300</u>	<u>\$ 412,480</u>	<u>\$ 413,050</u>	<u>\$ 414,600</u>
<b>Total Revenue</b>	<b>376,878</b>	<b>385,870</b>	<b>395,300</b>	<b>412,480</b>	<b>413,050</b>	<b>414,600</b>
<b>Expenditures</b>						
Community and Economic Dev						
Brownfield-Administration	9,806	20,270	15,270	20,270	20,280	20,280
Remediation	<u>343,475</u>	<u>358,730</u>	<u>369,690</u>	<u>384,730</u>	<u>384,730</u>	<u>384,730</u>
<b>Total Expenditures</b>	<b>353,281</b>	<b>379,000</b>	<b>384,960</b>	<b>405,000</b>	<b>405,010</b>	<b>405,010</b>
<b>Revenues over (under) expenditures</b>	<b>23,597</b>	<b>6,870</b>	<b>10,340</b>	<b>7,480</b>	<b>8,040</b>	<b>9,590</b>
<b>Fund Balance, Beginning</b>	<u><b>30,120</b></u>	<u><b>53,717</b></u>	<u><b>53,717</b></u>	<u><b>64,057</b></u>	<u><b>71,537</b></u>	<u><b>79,577</b></u>
<b>Fund Balance, Ending</b>	<u><b>\$ 53,717</b></u>	<u><b>\$ 60,587</b></u>	<u><b>\$ 64,057</b></u>	<u><b>\$ 71,537</b></u>	<u><b>\$ 79,577</b></u>	<u><b>\$ 89,167</b></u>



**BROWNFIELD REDEVELOPMENT AUTHORITY REVENUE**

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-000.00-403.040	CURR TAX-BRWNFLD #4	\$ 5,352	\$ 5,880		\$ 4,699	\$ 6,000	\$ 6,000	\$ 6,050	\$ 6,100
243-000.00-403.060	CURR TAX-BRNFLD # 6	358,072	362,560		289,718	371,600	375,800	376,000	376,500
243-000.00-403.070	CURR TAX-BRNFLD #7	11,886	10,510		8,401	10,700	10,980	11,000	11,500
243-000.00-403.080	CURR TAX-BRNFLD #8	1,568	6,920		4,765	7,000	19,700	20,000	20,500
<b>Total</b>		<b>\$ 376,878</b>	<b>\$ 385,870</b>		<b>\$ 307,583</b>	<b>\$ 395,300</b>	<b>\$ 412,480</b>	<b>\$ 413,050</b>	<b>\$ 414,600</b>

**DEPT 733.00 BROWNFIELD ADMINISTRATION**

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-733.00-801.000	LEGAL FEES	\$ 9,531	\$ 20,000		\$ 5,456	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
243-733.00-807.000	AUDIT FEES	211	220		213	220	220	230	230
243-733.00-902.000	PUBLISHING/LEGAL NOTI	65	50		-	50	50	50	50
243-733.00-956.000	MISCELLANEOUS	-	-		-	-	-	-	-
<b>Total Appropriations:</b>		<b>\$ 9,806</b>	<b>\$ 20,270</b>		<b>\$ 5,669</b>	<b>\$ 15,270</b>	<b>\$ 20,270</b>	<b>\$ 20,280</b>	<b>\$ 20,280</b>

**DEPT 734.00 REMED PLANS**

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
243-734.00-964.004	REMED PYMT #4-ESKER	\$ -	\$ 5,590		\$ -	\$ 5,730	\$ 5,710	\$ 5,710	\$ 5,710
243-734.00-964.006	REMED PYMT #6-WILBY E	333,089	337,560		-	346,650	350,810	350,810	350,810
243-734.00-964.007	REMED PYMT #7-4495 HC	10,386	9,010		-	9,230	9,480	9,480	9,480
243-734.00-964.008	REMED PYMT #8-MSUFCL	-	6,570		1,328	8,080	18,730	18,730	18,730
<b>Total</b>		<b>\$ 343,475</b>	<b>\$ 358,730</b>		<b>\$ 1,328</b>	<b>\$ 369,690</b>	<b>\$ 384,730</b>	<b>\$ 384,730</b>	<b>\$ 384,730</b>