

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 30, 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 October 26, 2021

Informational Meeting For Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

Distribution, Review, and Discussion of 2021 Report

Business

1. Resolution No. 2021-004: Adopting Fiscal Year 2022 Downtown Development Authority Budgets

Late Agenda Item

- 2.

Reports

3. Executive Director
4. Deputy Director
5. Marketing Committee
6. Planning Commission
7. Supervisor
8. Treasurer
9. 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 OCTOBER 26, 2021**

The Downtown Development Authority met Tuesday, October 26, 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: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, 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 adjustments to the agenda.

APPROVAL OF MINUTES

Craig moved, Fauser supported, to approve the regular meeting minutes of September 28, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin

MOTION CARRIED

BUSINESS

PUBLIC HEARING – FY 2022 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Miller moved, Fauser supported, to open the Public Hearing for the Fiscal Year 2022 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin

MOTION CARRIED

Public Hearing opened at 7:02 p.m.

There were no comments from the public.

Fauser moved, Miller supported, to close the Public Hearing for the Fiscal Year 2022 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin

MOTION CARRIED

Public Hearing closed at 7:03 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 26, 2021**

APPROVE FISCAL YEAR 2022 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fauser moved, Leighton supported, to approve the Fiscal Year 2022 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Marvin

MOTION CARRIED

APPROVAL 2022 BOARD MEETING DATE CALENDAR

Craig moved, Miller supported, to approve the Delhi Charter Township Downtown Development Authority meeting dates for 2022.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Marvin

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that the renovation work at 2176 Cedar is on hold until the Ingham County Health Department gives its approval for the interior design of the restaurant. The parking lot will hopefully be paved yet this fall. The new water service will also be installed. The work at Esker Square is focused on the installation of the Vapor Mitigation System under the Brownfield Grant. The concrete has been poured for the elevator shaft and the concrete footings are ready to be poured for the foundation. The steel will be arriving soon and the framers are ready to work as soon as it arrives.

Deputy Director

Lori Underhill reported that the Market will be hosting a Halloween themed Food Frenzy on Wednesday, October 27th from 4:00 – 8:00 p.m. The Township and the DDA held a ribbon cutting event for the Electric Vehicle Charging Stations on September 29, 2021. The Chargers are getting a lot of use. Ms. Underhill gave an update on the Township/DDA Back to Business program.

Advertising & Marketing Committee

Mr. Leighton reported that the committee met today and looked at a preview of the new online business directory and the new Holt Now website, both of which will be going live this fall. The Holt Now social media continues to attract new users and receive positive feedback.

Planning Commission

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 26, 2021**

Supervisor

There was no report.

Treasurer

Ms. Rae reported that the total DDA cash and investments as of September 30, 2021 were \$5,633,002.00.

Members

None.

Limited Comments

None.

EXECUTIVE SESSION – REVIEW OF ATTORNEY-CLIENT PRIVILEGE LETTER

Enter into Executive Session 7:17 p.m.

Fauser moved, Rae supported, to enter into Executive Session to discuss an Attorney-Client Privilege Letter.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Marvin

MOTION CARRIED

Regular Board meeting reconvened at 7:58 p.m.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

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

November 30, 2021, 7:00 p.m.

- \$250,000 Back to Business Program utilizing American Rescue Plan Act (ARPA) funds was announced by the Delhi Township Board of Trustees and is being administered by the DDA. This digital marketing assistance program is available to any Delhi Township business that did not participate in the DDA funded program in 2020-2021. A portion of the funds have been set aside specifically for women and/or minority owned businesses.
- Renovation underway to bring a small restaurant to the DDA owned property at 2176 Cedar Street. The parking lot was paved and will provide additional Township event parking.
- 4 Electric Vehicle Charging Stations were installed at 2074 Aurelius Road. This project was funded by the DDA, grants from Consumers Energy and the State of Michigan. A ribbon cutting event was held on September 29th. The stations are part of the ChargePoint network.
- Construction began on Esker Square. Work includes the installation of a Vapor Mitigation System, funded partially by a Brownfield Grant from the State of Michigan Department of Environment, Great Lakes & Energy. The Esker Square project will provide the Cedar Street Corridor with 90 apartments with first floor live/work units available.
- The Holt Farmers Market hosted several Food Frenzy events this summer and fall. Food trucks and live entertainment brought thousands of Delhi Township residents and visitors to the Cedar Street corridor.
- The roof on the Farmers Market was replaced this fall.
- The online Delhi Township Business Directory is being revamped on the DDA website. The new directory will be more user friendly, searchable, and provide a comprehensive list of all Township businesses.
- 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 has been recently redesigned and rebranded. This new publication is called *Holt NOW*.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
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Date: November 8, 2021

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2022 Budgets

The Fiscal Year 2022 Budget for the DDA has been prepared and its initial review took place at our regular August meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 14, 2021. A public hearing was held October 26th and the budget was submitted to the Township for approval. The Township approved the budget on November 2, 2021. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2021-004, a resolution adopting the Fiscal Year ending December 31, 2022 Delhi Charter Township Downtown Development Authority Budgets.

DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2021-004

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2022
DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS**

At a regular meeting of the Downtown Development Authority of the Charter Township of Delhi, Ingham County, held at the Community Services Center, 2074 Aurelius Road, Holt, MI 48842, on Tuesday, November 30, 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, 2021 and discussed the DDA Budgets at the Township Budget Workshop held on September 14, 2021; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 26, 2021 to submit the 2022 proposed budgets attached hereto as Exhibits A and B to the Township Board for approval; and

WHEREAS, the Delhi Charter Township Board of Trustees approved the FY 2022 Downtown Development Authority Budget on November 2, 2021;

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 2022 Downtown Development Authority Budget and the DDA Debt Service Budget as itemized in the attached Exhibits A and B.
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 2022 Estimated Use of Fund Balance.
6. The following of accumulated surpluses is approved as outlined in Exhibit A:

DOWNTOWN DEVELOPMENT AUTHORITY

1-1-21	Fund Balance	\$ 4,199,267
2021	Projected Revenue & Other Sources	2,102,630
2021	Projected Expenditures & Other Uses	<u>(2,139,540)</u>
12-31-21	Projected Fund Balance	\$ 4,162,357
2022	Estimated Revenue & Other Sources	\$ 2,149,710
2022	Estimated Expenditures	<u>(1,918,610)</u>
12-31-22	Projected Fund Balance	\$ 4,393,457

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/30/21

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 30th of November, 2021.

Nanette Miller, Downtown Development Authority Secretary

Attachments - Exhibits A and B

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
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	35,910	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
Total Revenues	2,001,403	1,979,460	2,092,940	2,145,300	2,184,800	2,230,150
Expenditures						
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	372,910	275,000	275,000	275,000
Total Expenditures	1,177,357	1,004,800	1,033,730	798,910	796,030	796,950
Other Financing Sources (Uses)						
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)
Total Other Financing Sources (Uses)	100,156	(1,105,810)	(1,096,120)	(1,115,290)	(1,126,740)	(1,132,480)
Revenues over (under) expenditures	924,202	(131,150)	(36,910)	231,100	262,030	300,720
Fund Balance, Beginning	3,275,065	4,199,267	4,199,267	4,162,357	4,393,457	4,655,487
Fund Balance, Ending	\$ 4,199,267	\$4,068,117	\$4,162,357	\$4,393,457	\$4,655,487	\$4,956,207

