

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, October 25, 2022

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 September 27, 2022

Public Hearing – FY 2023 Downtown Development Authority Budget

Business

1. Approve Fiscal Year 2023 Downtown Development Authority Budget
2. Approve 2023 Board Meeting Date Calendar

Late Agenda Item

- 3.

Reports

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

Executive Session – Review of Attorney-Client Privilege Letter (pursuant to Michigan Open Meetings Act, MCL 15.268(1)(h))

Adopt Resolution for the Purchase of Real Property

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2022**

The Downtown Development Authority met Tuesday, September 27, 2022 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Rita Craig, Tim Fauser, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, Rick Brown, John Hayhoe, David Leighton,

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, Marvin supported, to approve the regular meeting minutes of June 28, 2022.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Brown, Hayhoe, Leighton

MOTION CARRIED

BUSINESS

FY 2023 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 25, 2022

Rae moved, Miller supported to set a Public Hearing for the proposed Fiscal Year 2023 DDA Budget to be held during the Tuesday, October 25, 2022 DDA Board Meeting

Ms. Underhill reviewed the DDA Budget. A Public Hearing Notice will be published in the *Holt Community News* on October 9, 2022.

A Roll Call Vote was recorded as follows:

Ayes: Craig, Fauser, Marvin, Miller, Rae

Nays: None

Absent: Ammon, Brown, Hayhoe, Leighton

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2022**

REPORTS

Executive Director

Mr. Haas reported the renovation work has been completed at 2176 Cedar Street. Testing and inspections remain before opening can occur. The lease has been signed by the restaurant owner. Excavation work has begun on building 2 for Esker Square. Trade work continues on building 1. The house the DDA purchased at 2197 Cedar Street will be demolished this fall. The DDA and Delhi Parks and Recreation plan to stock Esker Landing with fish in Cedar Lake.

Deputy Director

Lori Underhill reported that the final Food Frenzy will take place on Wednesday, October 12, 2022 from 4:00 – 8:00 at Holt Farmers Market. Live music and a magic show will be featured. The 2023 Budget was submitted to the Board and Trustees at the Budget Workshop held on Tuesday, September 13, 2022. Revenue sharing disbursements were sent to taxing jurisdictions in mid-July. The DDA transferred \$3M from its various bank accounts to Meeder Investments in August. Following the verification of receipt of tax payments received, 2022 Brownfield reimbursements were sent for Willoughby Estates, the USA 2 Go gas station, and MSUFCU.

Advertising & Marketing Committee

Ms. Underhill reported that 4 businesses took advantage of the free campaign to assist Delhi Township businesses advertise job openings. Blohm Creative Partners is auditing the DDA website to determine what accommodations are necessary to make the site more accessible for the visually impaired.

Planning Commission

Ms. Craig reported that in association with the Master Plan Update, the Planning Commission asked Delhi Township residents to participate in a survey. A site plan was reviewed to expand the Molded Plastics building on Jarco Drive. A Special Use Permit was approved to include a resale shop in the shopping center at 2595 Cedar Street. A change of zoning was approved for a convalescent home located at the end of Norwood Avenue.

Supervisor

In the absence of the Supervisor, there was no report.

Treasurer

Treasurer Sally Rae reported that DDA cash and investments as of August 31, 2022 total \$5,766,168.

Members

None.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2022**

Limited Comments

An MSU Journalism student asked several questions regarding the progress at Esker Square.

ADJOURNMENT

The meeting was adjourned at 7:29 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

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October 20, 2022

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2023 Budget

The Fiscal Year 2023 Budget for the DDA has been prepared and its initial review took place at our regular September meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 13, 2022. At our September meeting, a public hearing was set for October 25th. The notice for the public hearing was published in the Holt Community News on Sunday, October 9th. The Township Board of Trustees held its public hearing on Tuesday, October 18th. Following our public hearing, it is my recommendation that the DDA Board formally approve the budget.

RECOMMENDED MOTION:

I move to approve the Fiscal Year 2023 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

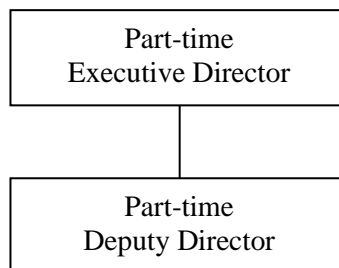
Delhi Downtown Development Authority (248)

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			
	2021	2022	2023
Executive Director	0.60	0.60	0.60
Deputy Director	0.60	0.60	0.60
Total	1.20	1.20	1.20

**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
- Promote and enhance 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, *HoltNow* publication, and other community events and activities as Board of Directors member
- Continue to prepare and distribute *HoltNow* 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

2022 and Beyond Objectives

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties
- Enhance Esker Landing Park
- Work with Parks & Recreation to stock Cedar Lake and pond at Valhalla Park with fish
- 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

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2021 Actual	2022 Amd Budget	2022 Projected	2023 Budget	2024 Forecast	2025 Forecast
Revenues						
Property Taxes	\$ 2,047,821	\$2,131,800	\$2,131,800	\$2,131,800	\$2,131,800	\$1,373,050
Grants	35,909	2,000	1,500	2,000	1,500	1,500
Interest and rentals	12,778	10,000	19,500	17,500	15,500	15,500
Charges for Services	1,831	6,600	6,600	6,600	6,600	6,600
Other	3,085	2,000	2,300	1,800	1,800	1,800
Total Revenues	2,101,424	2,152,400	2,161,700	2,159,700	2,157,200	1,398,450
Expenditures						
Community and Economic Dev						
Administration	141,003	173,080	178,930	178,860	182,050	185,000
Marketing & Promotion	266,890	197,790	211,790	259,720	224,680	228,880
Other Functions	-	-	-	-	-	-
Infrastructure Projects	138,044	157,840	157,840	162,730	152,620	25,000
Capital Outlay	53,327	155,050	175,000	200,000	200,000	200,000
Development Capital						
Outlay/Improvements	169,504	276,370	276,500	275,000	275,000	-
Total Expenditures	768,768	960,130	1,000,060	1,076,310	1,034,350	638,880
Other Financing Sources (Uses)						
Sale of Assets	9,689	4,410	7,600	3,170	-	-
Transfer to DDA Debt Service						
Funds	(1,105,796)	(1,119,700)	(1,119,700)	(1,128,630)	(1,132,480)	(917,200)
Total Other Financing Sources (Uses)	(1,096,107)	(1,115,290)	(1,112,100)	(1,125,460)	(1,132,480)	(917,200)
Revenues over (under) expenditures	236,549	76,980	49,540	(42,070)	(9,630)	(157,630)
Fund Balance, Beginning	4,199,267	4,435,816	4,435,816	4,485,356	4,443,286	4,433,656
Fund Balance, Ending	\$ 4,435,816	\$4,512,796	\$4,485,356	\$4,443,286	\$4,433,656	\$4,276,026

ACCOUNT ID	DDA Revenue	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
248-000.00-403.000	CURRENT PROPERTY TAXES-AD VAL.	\$2,037,281	\$2,125,000	\$2,125,000	\$2,125,000	\$2,125,000	\$1,366,250
248-000.00-412.000	DELQ TAX	\$99	\$0	\$0	\$0		
248-000.00-437.000	IFT/CFT TAX REVENUE	\$10,409	\$6,800	\$6,800	\$6,800	\$6,800	\$6,800
248-000.00-445.005	DELINQUENT INTEREST & PENALTY	\$32	\$0	\$0	\$0		
248-000.00-503.000	FEDERAL GRANTS	\$0	\$0	\$1,500	\$2,000	\$1,500	\$1,500
248-000.00-572.000	STATE GRANTS	\$35,909	\$2,000	\$0	\$0		
248-000.00-635.000	CHARGING STATION FEES	\$1,831	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600
248-000.00-665.000	INTEREST	\$6,103	\$6,000	\$12,000	\$10,000	\$8,000	\$8,000
248-000.00-670.010	RENT-FARMERS MARKET	\$6,675	\$4,000	\$7,500	\$7,500	\$7,500	\$7,500
248-000.00-677.000	MISCELLANEOUS REVENUE	\$603	\$500	\$800	\$800	\$800	\$800
248-000.00-687.000	REFUNDS/REBATE/REIMBURSEMENTS	\$2,482	\$1,500	\$1,500	\$1,000	\$1,000	\$1,000
248-000.00-693.000	SALE OF CAPITAL ASSETS-GOV	\$9,689	\$4,410	\$7,600	\$3,170		
TOTAL REVENUES		\$2,111,113	\$2,156,810	\$2,169,300	\$2,162,870	\$2,157,200	\$1,398,450

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 2023 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 2023 budget requests expenditures of \$178,860. Forecast for 2024 \$182,050 and 2025 \$185,000.

		DDA Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
DDA ADMINISTRATION									
	PART TIME HELP		248-728.00-703.005	\$ 83,670	\$ 83,230	\$ 83,230	\$ 87,529	\$ 88,595	\$ 89,693
		U-4869 - Wages - DDA Secretary	248-728.00-703.005			\$ -	\$ 35,529	\$ 36,595	\$ 37,693
		H-1297 - Wages - DDA Director	248-728.00-703.005			\$ -	\$ 48,000	\$ 48,000	\$ 48,000
		U-4869 - Deputy Pay - DDA Secretary	248-728.00-703.005			\$ -	\$ 4,000	\$ 4,000	\$ 4,000
	SOCIAL SECURITY/MEDICARE		248-728.00-715.000	\$ 1,213	\$ 1,210	\$ 1,210	\$ 1,269	\$ 1,284	\$ 1,296
		U-4869 - FICA - DDA Secretary	248-728.00-715.000			\$ -	\$ 573	\$ 588	\$ 600
		H-1297 - FICA - DDA Director	248-728.00-715.000			\$ -	\$ 696	\$ 696	\$ 696
	PENSION CONTRIBUTION		248-728.00-718.000	\$ 2,510	\$ 2,500	\$ 2,500	\$ 2,506	\$ 2,537	\$ 2,570
		U-4869 - 401 Retirement - DDA Secretary	248-728.00-718.000			\$ -	\$ 1,066	\$ 1,097	\$ 1,130
		H-1297 - 401 Retirement - DDA Director	248-728.00-718.000			\$ -	\$ 1,440	\$ 1,440	\$ 1,440
	WORKERS COMP		248-728.00-724.000	\$ 212	\$ 370	\$ 370	\$ 377	\$ 385	\$ 395
		U-4869 - Workers Comp - DDA Secretary	248-728.00-724.000			\$ -	\$ 142	\$ 150	\$ 160
		H-1297 - Workers Comp - DDA Director	248-728.00-724.000			\$ -	\$ 235	\$ 235	\$ 235
	OFFICE SUPPLIES		248-728.00-726.000	\$ 362	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	LEGAL FEES		248-728.00-801.000	\$ 12,334	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	DUES AND SUBSCRIPTIONS		248-728.00-802.005	\$ 2,058	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,600	\$ 1,600
	POSTAGE		248-728.00-803.000	\$ 20	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
	AUDIT FEES		248-728.00-807.000	\$ 2,343	\$ 2,370	\$ 2,370	\$ 2,400	\$ 2,500	\$ 2,600
	INSURANCE & BONDS		248-728.00-810.000	\$ 3,588	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800
	CONTRACTUAL SERVICES		248-728.00-818.000	\$ 10,913	\$ 20,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000
		Trash; Cleaning; EAP; Fiber; IT			\$ 20,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000
	TELEPHONE/COMMUNICATIONS		248-728.00-853.000	\$ 2,645	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
	MILEAGE		248-728.00-870.000	\$ 275	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	PRINTING AND PUBLISHING		248-728.00-902.005	\$ 82	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
	UTILITIES - WATER		248-728.00-921.030	\$ 530	\$ 820	\$ 1,000	\$ 900	\$ 1,100	\$ 1,200
	UTILITIES - SEWER		248-728.00-921.035	\$ 908	\$ 920	\$ 1,000	\$ 1,000	\$ 1,100	\$ 1,200
	UTILITIES - ELECTRIC		248-728.00-921.040	\$ 5,528	\$ 6,630	\$ 7,000	\$ 7,030	\$ 7,500	\$ 8,000
	ELECTRIC-CHARGING STATIONS		248-728.00-921.041	\$ 955	\$ 4,800	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500
	UTILITIES - GAS		248-728.00-921.045	\$ 2,745	\$ 4,080	\$ 4,100	\$ 4,200	\$ 4,500	\$ 5,000
	BUILDING MAINTENANCE & REPAIRS		248-728.00-930.000	\$ 2,355	\$ 2,700	\$ 2,700	\$ 2,700	\$ 3,000	\$ 3,000
	MISCELLANEOUS		248-728.00-956.000	\$ 2,192	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	EDUCATION & TRAINING		248-728.00-960.000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	TWP PROP-DRAIN/TAX/SAD		248-728.00-962.000	\$ 3,566	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	TAX ADJUSTMENTS TO COUNTY/TWP		248-728.00-964.000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	CAPITAL OUTLAY		248-728.00-970.000	\$ -	\$ -	\$ -	\$ -		
	Total DDA ADMINISTRATION:			\$ 141,003	\$ 173,080	\$ 178,930	\$ 178,861	\$ 182,051	\$ 185,004
							\$ 178,860	\$ 182,050	\$ 185,000

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 *HoltNow*, and supporting the Farmers' Market.

Year 2023 Goals

1. Promote and enhance 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 such as the Holt Food Frenzy
4. Encourage community beautification with the placement of public art and murals

Resources Needed

The attached year 2023 budget requests expenditures of \$259,720. Forecast for 2024 \$224,680 and 2025 \$228,880.

		DDA Marketing & Promotion Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
DDA MARKETING & PROMOTION									
	PART TIME HELP		248-729.00-703.005	53,792	57,400	57,400	59,850	61,646	63,701
		G-6258 - Wages - Farmers Market Manager	248-729.00-703.005			-	45,319	46,678	48,285
		G-1620 - Wages - Farmers Market Assistant	248-729.00-703.005			-	5,605	5,773	5,947
		S-3046 - Wages - Farmers Market Maintenance	248-729.00-703.005			-	8,926	9,194	9,470
	SOCIAL SECURITY/MEDICARE		248-729.00-715.000	4,115	4,390	4,390	4,579	4,730	4,872
		G-6258 - FICA - Farmers Market Manager	248-729.00-715.000			-	3,467	3,586	3,693
		G-1620 - FICA - Farmers Market Assistant	248-729.00-715.000			-	429	441	455
		S-3046 - FICA - Farmers Market Maintenance	248-729.00-715.000			-	683	703	724
	WORKERS COMP INSUR		248-729.00-724.000	227	260	260	293	300	309
		G-6258 - Workers Comp - Farmers Market Manager	248-729.00-724.000			-	222	225	230
		G-1620 - Workers Comp - Farmers Market Assistant	248-729.00-724.000			-	27	30	32
		S-3046 - Workers Comp - Farmers Market Maintenance	248-729.00-724.000			-	44	45	47
	DDA ADVERTISING		248-729.00-884.000	173,101	103,740	103,740	118,000	120,000	122,000
		HoltNow Publishing/Social Media				58,000	58,000	59,100	60,000
		Blohm Planning/Promos				15,000	15,000	15,000	15,000
		Advertising				15,000	10,000	10,000	10,000
		Music in the Garden				6,000	6,000	6,000	6,500
		Holt Food Frenzy				8,000	8,000	8,000	8,500
		Music Licensing				1,740	1,800	1,900	2,000
		Township Sponsored Events					19,200	20,000	20,000
	FARMERS MARKET		248-729.00-888.000	21,858	20,000	35,000	65,000	25,000	25,000
		Promotion				15,000	15,000	15,000	15,000
		Building Maintenance/Supplies				20,000	50,000	10,000	10,000
	DOUBLE UP BUCKS		248-729.00-888.002	2,298	3,000	2,000	3,000	3,000	3,000
	MISCELLANEOUS		248-729.00-956.000	11,498	9,000	9,000	9,000	10,000	10,000
		Web Hosting/Maintenance				8,000	8,000	9,000	9,000
		Misc				1,000	1,000	1,000	1,000
	Total DDA MARKETING & PROMOTION:			266,890	197,790	211,790	259,722	224,676	228,882
							259,720	224,680	228,880

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 2023 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 2023 budget requests expenditures of \$162,730. Forecasted expenditures for 2024 total \$152,620 and in 2025 total \$25,000.

	Infrastructure Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
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DDA INFRASTRUCTURE PROJECTS								
	STREETSCAPE REPR & MAINTENANCE	248-736.00-933.000	\$ 2,600	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	SIDEWALK REPAIR & MAINTENANCE	248-736.00-933.010	\$ -	\$ -	\$ -	\$ -		
	UNDESIGNATED INFRASTRUCT. PROJ	248-736.00-950.000	\$ -	\$ -	\$ -	\$ -		
	MISCELLANEOUS	248-736.00-956.000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	COMMUNITY AND ECON DEVELOPMENT	248-736.00-969.016	\$ 135,444	\$ 132,840	\$ 132,840	\$ 130,230	\$ 127,620	\$ -
	NON-MOTORIZED PATHWAYS	248-736.00-974.010	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	CONTRIB TO TWP-JOINT PROJECTS	248-736.00-995.090	\$ -	\$ -	\$ -	\$ -		
	TRANS OUT TO PARKS FUND	248-736.00-995.208	\$ -	\$ -	\$ -	\$ 7,500		
	TRANS OUT TO SEWER-SAN SEWER EXT	248-736.00-995.591	\$ -	\$ -	\$ -	\$ -		
	Total DDA INFRASTRUCTURE PROJECTS:		\$ 138,044	\$ 157,840	\$ 157,840	\$ 162,730	\$ 152,620	\$ 25,000

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 2023 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 2023 budget requests expenditures of \$200,000. Forecast for 2024 \$200,000 and 2025 \$200,000.

	Capital Outlay Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
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CAPITAL OUTLAY-DDA								
	CONTRACTUAL SERVICES	248-903.00-818.000	\$ -	\$ -	\$ -	\$ -		
	CAPITAL OUTLAY	248-903.00-970.000	\$ 5,304	\$ -	\$ -	\$ -		
	CAPITAL OUTLAY-LAND	248-903.00-971.000	\$ -	\$ -	\$ -	\$ -		
	LAND HELD FOR RESALE	248-903.00-971.010	\$ -	\$ 155,050	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000
	FARMERS MARKET-2150 CEDAR	248-903.00-971.134	\$ 48,023	\$ -	\$ -	\$ -		
	Total CAPITAL OUTLAY-DDA:		\$ 53,327	\$ 155,050	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000

DDA DEVELOPMENT (903.05)

Purpose

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

Activities

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

Year 2023 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 2023 budget requests expenditures of \$225,000 and forecasts 2024 expenditures of \$225,000.

	DDA Development Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
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2016 DDA DEVELOPMENT								
CONTRACTUAL SERVICES	248-903.05-818.000	\$ -	\$ 1,370	\$ 1,500	\$ -			
MISCELLANEOUS	248-903.05-956.000	\$ -	\$ -	\$ -	\$ -			
CAPITAL OUTLAY	248-903.05-970.000	\$ 84,029	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ -	
BONDING EXPENSE	248-903.05-993.010	\$ -	\$ -	\$ -	\$ -			
Total 2016 DDA DEVELOPMENT:		\$ 84,029	\$ 226,370	\$ 226,500	\$ 225,000	\$ 225,000	\$ -	

DDA DEVELOPMENT (903.17)

Purpose

To facilitate the construction of the Realize Cedar Project.

Activities

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

The bulk of the Realize Cedar Construction was finalized in June 2019. Additional projects such as the Cedar Street roundabout and the Delhi Commerce Drive pedestrian crossing signal were added in 2020. As these funds were earmarked for Cedar Street specifically, until the bond funds are expended, projects will be added as identified for the Cedar Street corridor.

Resources Needed

The attached year 2023 budget requests expenditures of \$50,000. Forecast for 2024 \$50,000.

	DDA Development Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
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2017 DDA DEVELOPMENT								
	CONTRACTUAL SERVICES	248-903.17-818.000	\$ 78,059	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
	CAPITAL OUTLAY	248-903.17-970.000	\$ 7,415	\$ -	\$ -	\$ -		
	Total 2017 DDA DEVELOPMENT:		\$ 85,474	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

DDA DEBT SERVICE (906)

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. The final bond payment is in 2035.
3. 2017 Development bonds issued to facilitate the Realize Cedar project. The final bond payment is in 2035

Resources Needed

The attached year 2023 budget requests expenditures of \$1,128,630, an increase of \$8,930. The forecast for 2024 is \$1,132,480 and the forecast for 2025 is \$917,200. The debt schedules are determined when the bonds are issued.

	Debt Service Expenditures	Account ID	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
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DEBT SERVICE TRANSFERS OUT								
	TRANS OUT-2016 DDA REF BONDS	248-906.00-995.391	\$ 782,574	\$ 797,850	\$ 797,850	\$ 808,170	\$ 813,650	\$ -
	TRANS OUT-2016 DDA DEVEL BONDS	248-906.00-995.395	\$ 110,179	\$ 108,800	\$ 108,800	\$ 107,410	\$ 105,780	\$ 109,150
	TRANS OUT-REALIZE CEDAR BONDS	248-906.00-995.397	\$ 213,044	\$ 213,050	\$ 213,050	\$ 213,050	\$ 213,050	\$ 808,050
	Total DEBT SERVICE TRANSFERS OUT:		\$ 1,105,796	\$ 1,119,700	\$ 1,119,700	\$ 1,128,630	\$ 1,132,480	\$ 917,200

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 2023 budget requests expenditures of \$1,128,630. Expenditures for 2024 \$1,132,480 and for 2025 \$917,200.

ACCOUNT ID	DDA DEBT SERVICE FUND	2021 Actual	2022 Amended Budget	2022 Projected	FY2023 - FY23 (In Progress)	2024 Forecast	2025 Forecast
REVENUES							
394-000.00-699.248	TRANS IN FROM DELHI DDA	\$1,105,800	\$1,119,700	\$1,119,700	\$1,128,630	\$1,132,480	\$917,200
EXPENDITURES							
394-906.00-991.391	PRINCIPAL-2016 REF BONDS	\$733,340	\$760,340	\$760,340	\$782,830	\$800,830	\$0
394-906.00-991.395	PRINCIPAL-2016 DEVEL BONDS	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$75,000
394-906.00-991.397	PRINCIPAL-2017 REALIZE CEDAR BONDS	\$0	\$0	\$0	\$0	\$0	\$595,000
394-906.00-993.000	PAYING AGENT FEES	\$0	\$0	\$0	\$0		
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
394-906.00-994.000	INTEREST	\$0	\$0	\$0	\$0		
394-906.00-994.391	INTEREST-2016 REF BONDS	\$49,240	\$37,510	\$37,510	\$25,340	\$12,820	\$0
394-906.00-994.395	INTEREST-2016 DEVEL BONDS	\$39,680	\$38,300	\$38,300	\$36,910	\$35,280	\$33,650
394-906.00-994.397	INTEREST-2017 REALIZE CEDAR BONDS	\$212,540	\$212,550	\$212,550	\$212,550	\$212,550	\$212,550
Total		\$1,105,800	\$1,119,700	\$1,119,700	\$1,128,630	\$1,132,480	\$917,200
REVENUES OVER(UNDER) EXPENDITURES		\$0	\$0	\$0	\$0	\$0	\$0



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

October 17, 2022

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – 2023

Please note the schedule for 2023 DDA Board Meeting Dates.

All meetings will be held on the last Tuesday of each month at 7:00 p.m. in the Community Services Center Board Room, 2074 Aurelius Road, Holt, MI. Brownfield Redevelopment Authority meetings will immediately follow the DDA meeting, if needed.

January 31, 2023 (5th Tuesday)

February 28, 2023 (4th Tuesday)

March 28, 2023 (4th Tuesday)

April 25, 2023 (4th Tuesday)

May 30, 2023 (5th Tuesday)

June 27, 2023 (4th Tuesday)

July 25, 2023 (4th Tuesday)

August 29, 2023 (5th Tuesday)

September 26, 2023 (4th Tuesday)

** October 24, 2023 (4th Tuesday) – departure from regular schedule due to Halloween

November 28, 2023 (4th Tuesday)

December 2023 – no meeting

Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2023.