

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 29, 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 October 25, 2022

Informational Meeting For Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

Distribution, Review, and Discussion of 2022 Report

Business

1. Resolution No. 2022-004: Adopting Fiscal Year 2023 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 25, 2022**

The Downtown Development Authority met Tuesday, October 25, 2022 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, Steven L. Marvin

MEMBERS ABSENT: Harry Ammon, Nanette Miller, Sally Rae

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 27, 2022.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Miller, Rae

MOTION CARRIED

BUSINESS

PUBLIC HEARING – FY 2023 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fauser moved, Marvin supported, to open the Public Hearing for the Fiscal Year 2023 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Miller, Rae

MOTION CARRIED

Public Hearing opened at 7:03 p.m.

There were no comments from the public.

Craig moved, Marvin supported, to close the Public Hearing for the Fiscal Year 2023 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Miller, Rae

MOTION CARRIED

Public Hearing closed at 7:04 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2022**

APPROVE FISCAL YEAR 2023 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fauser moved, Leighton supported, 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.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Miller, Rae

MOTION CARRIED

APPROVAL 2023 BOARD MEETING DATE CALENDAR

Brown moved, Hayhoe supported, to approve the Delhi Charter Township Downtown Development Authority meeting dates for 2023.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Miller, Rae

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that El Burrito Mexicano is now open at 2176 Cedar Street. The heating and cooling systems for Esker Square are not yet available, so construction work on other elements continues until delivery. The application for the permit for the second building will be sought in the next week or so. Fish will be delivered to Cedar Lake at Esker Landing and at Valhalla Park in the coming weeks. Kayak rentals will be available at Esker Landing in the spring.

Deputy Director

Lori Underhill reported that the final Food Frenzy on was held on Wednesday, October 12th. An Open House will be held on Wednesday, November 30th, immediately following the Township Christmas Tree Lighting Ceremony. Use of the Electric Vehicle charger remains steady. A determination on the fee schedule will be made now that the chargers have been in place for a full year. Holt Community Center hosted 18 meetings during the month of October.

Advertising & Marketing Committee

Mr. Leighton reported that the committee met today and discussed the article line up for the Winter issue of HoltNow. Social media continues to attract new users and receive positive feedback. The DDA website is being audited for increased accessibility for the visually impaired.

Planning Commission

Ms. Craig reported that the Planning Commission met to approve changes to local ordinances with regard to gender neutral language.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2022**

Supervisor

Mr Hayhoe reported that the new Tailgaters gas station is now open at the corner of Holt and College Roads. The Township Board of Trustees held 2023 budget public hearings last week and approved a balanced budget. The Planning Commission is conducting surveys to aid in the amending of the Township Master Plan. Rick Brown asked about the fountain behind Township Hall and potential repairs. He suggested a contractor that Holt Public Schools utilized for a similar problem. Mr. Leighton asked about the electronic sign at Holt High School. Mr. Brown reported that the software to operate it is obsolete. Halloween in the Park will be held on Sunday, October 30 from 2:00 – 4:00 p.m.

Treasurer

In the absence of the Treasurer, Ms. Underhill reported that the total DDA cash and investments as of September 30, 2022, totaled \$6,430,002.00.

Members

None.

Limited Comments

None.

EXECUTIVE SESSION – REVIEW OF ATTORNEY-CLIENT PRIVILEGE LETTER

Enter into Executive Session 7:30 p.m.

Brown moved, Fauser 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, Marvin

Absent: Ammon, Miller, Rae

MOTION CARRIED

Regular Board meeting reconvened at 7:44 p.m.

RESOLUTION NO. 2022-003: A RESOLUTION FOR THE PURCHASE OF REAL PROPERTY

Fauser moved, Craig supported, to adopt Resolution No. 2022-003, a resolution for the purchase of real property in the amount of \$355,000.00.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Miller, Rae

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2022**

ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

Notice of Informational Meeting
Tuesday, November 29, 2022

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, the Delhi Charter Township Downtown Development Authority will hold an Informational Meeting at the beginning of its regular November 29, 2022 meeting at 7:00 p.m. at the Community Services Center Board Room located at 2074 Aurelius Road, Holt, MI 48842.

The Informational Meeting will highlight current DDA activities for the calendar year 2022.

2022 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 29, 2022, 7:00 p.m.

- Back to Business Program utilizing American Rescue Plan Act (ARPA) funds was completed on May 31, 2022. Digital Marketing assistance was provided to 18 local businesses, including many women and/or minority owned businesses.
- Renovation work was completed at DDA owned property located at 2176 Cedar Street. El Burrito Mexicano restaurant opened for business in late October.
- Property located at 2197 Cedar Street purchased in spring 2022 was demolished in early November to make way for future redevelopment.
- Construction continues on Building 1 at Esker Square. The Brownfield Grant from the State of Michigan Department of Environment, Great Lakes & Energy was amended to include the environmental work required for Building 2. The total grant award is now \$499,000. Construction on Building 2 is expected to commence shortly. 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 7 well attended Food Frenzy events this spring and summer. Food trucks and live entertainment brought thousands of Delhi Township residents and visitors to the Cedar Street corridor. Additional family friendly events are planned for 2023.
- The online Delhi Township Business Directory was revamped on the DDA website. The new directory is more user friendly, searchable, and provides 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 HoltNow published highlighting local businesses. Continued expansion of social media outlets (Facebook, Twitter, and Instagram) highlight Township events and local businesses.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

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Date: November 7, 2022

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2023 Budgets

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 subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 13, 2022. A public hearing was held October 25th and the budget was submitted to the Township for approval. The Township approved the budget on November 1, 2022. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2022-004, a resolution adopting the Fiscal Year ending December 31, 2023 Delhi Charter Township Downtown Development Authority Budgets.

DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTION NO. 2022-004
ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2023
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 29, 2022, 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 13, 2022; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 25, 2022 to submit the 2023 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 2023 Downtown Development Authority Budget on November 1, 2022;

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 2023 Estimated Use of Fund Balance.
6. The following of accumulated surpluses is approved as outlined in Exhibit A:

DOWNTOWN DEVELOPMENT AUTHORITY

1-1-22	Fund Balance	\$ 4,435,816
2022	Projected Revenue & Other Sources	2,169,300
2022	Projected Expenditures & Other Uses	<u>(2,119,760)</u>
12-31-22	Projected Fund Balance	\$ 4,485,356
2023	Estimated Revenue & Other Sources	\$ 2,162,870
2023	Estimated Expenditures	<u>(2,204,940)</u>
12-31-23	Projected Fund Balance	\$ 4,443,286

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED: 11/29/22

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 29th of November, 2022.

Nanette Miller, Downtown Development Authority Secretary

Attachments - Exhibits A and B

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

DDA DEBT SERVICE FUND SUMMARY (394)

Purpose

To account for bond principal and interest due in the current year.

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

Activities

Expenditures in this activity are for the following bonds:

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.

Resources Needed

The attached year 2023 budget requests expenditures of \$1,128,630. 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.

	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2024 Forecast	2025 Forecast
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
2016 Refunding Debt Service	782,580	797,850	797,850	808,170	813,650	-
2016 DDA Development Debt Service	110,180	108,800	108,800	107,410	105,780	109,150
2017 DDA Realize Cedar Debt Service	213,040	213,050	213,050	213,050	213,050	808,050
Total Expenditures	1,105,800	1,119,700	1,119,700	1,128,630	1,132,480	917,200
Revenues over (under) expenditures	(1,105,800)	(1,119,700)	(1,119,700)	(1,128,630)	(1,132,480)	(917,200)
Other financing sources (uses)						
Transfer from DDA	1,105,800	1,119,700	1,119,700	1,128,630	1,132,480	917,200
Total other financing sources (uses)	1,105,800	1,119,700	1,119,700	1,128,630	1,132,480	917,200
Fund Balance, Beginning	-	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -