

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, October 24, 2023

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 26, 2023

Public Hearing – FY 2024 Downtown Development Authority Budget

Business

1. Approve Fiscal Year 2024 Downtown Development Authority Budget
2. Approve 2024 Board Meeting Date Calendar

Late Agenda Item

- 3.

Reports

4. Executive 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 SEPTEMBER 26, 2023**

The Downtown Development Authority met Tuesday, September 26, 2023, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Jon Breier, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, David Leighton

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director, Doreen Viney, DDA Administrative Secretary

PUBLIC COMMENT: None

SET/ADJUST AGENDA There were no adjustments to the agenda.

APPROVAL OF MINUTES

Craig moved, Miller supported, to approve the regular meeting minutes of August 29, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Leighton

MOTION CARRIED

BUSINESS

2024 BUDGET – DDA BUDGET- SET PUBLIC HEARING FOR OCTOBER 24, 2023

Rae moved, Craig supported, to set a Public Hearing for the proposed FY 2024 DDA Budget to be held during the Tuesday, October 24, 2023, DDA Meeting.

A Public Hearing Notice will be published in the *Holt Community News* on October 8, 2023.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton

MOTION CARRIED

RESOLUTION NO 2023-003: THE PURCHASE OF REAL PROPERTY 2142 CEDAR STREET

Craig moved, Miller supported, to adopt Resolution No. 2023-003, a resolution for the purchase of real property located at 2142 Cedar Street within the Charter Township of Delhi, Ingham County, State of Michigan from Robert Guy Baum and

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 26, 2023**

Karen Sue Baum and authorize the DDA Executive Director or his designee to execute the closing documents for the same.

Executive Director Haas reported that he had been in discussion with the property owner for several weeks. They negotiated a mutually acceptable price for the purchase of the property. He reviewed his plan for the property, Vice Chairperson Fauser asked if the trees on the property could be saved, Mr. Haas responded yes.

Mike Hamilton, 4341 Sycamore, inquired about the State Equalized Value. Mr. Haas responded he was not currently aware of the State Equalized Value.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that Esker Square Building 1 is 100% occupied. Construction with the roof and windows continue on Building 2, and a high percentage are preleased. Mr. Haas is in discussion with a developer about erecting a building on 2361 Cedar St, with discussions continuing about two other Cedar St. properties. The Food Frenzy will take place on Wednesday, October 11th, from 4:00 – 8:00 at Holt Farmers Market. Mr. Haas reported a potential Brownfield property located at 1875 Walnut and is working on a different concept for next year.

Advertising & Marketing Committee

There was no report.

Planning Commission

Rita Craig reported that the extension of the Molded Plastics building has been extended one more year. A berm on Holbrook between Redwood and Senior Living has been approved. The berm is 15 feet high on Cedar St. with drainage to Holbrook stormwater system into Cook and Thorburn Drain. The berm provides privacy to homeowners. Avis Flats is slowly moving forward.

Supervisor

Supervisor Hayhoe reported that 250 people attended the September 16th Brush Drop Off at the Recycling Center on Grovenburg. Sixty people attended the ribbon cutting ceremony for the Pickle Ball courts. Halloween in the Park will be held October 29th from 2:00 - 4:00 at Veterans Memorial Gardens.

**DELHI CHARTER TOWNSHIP
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MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 26, 2023**

Treasurer

Treasurer Rae reported that DDA cash and investments as of August 31, 2023, totaled \$6,27,310.

Members

None

Limited Comments

Nancy Romig, 4168 Watson, commented on the attendance at Downtown Development Authority Board meetings for last year. Mr. Haas responded that all board members were expected to attend each meeting, if possible.

ADJOURNMENT

The meeting was adjourned at 7:17 p.m.

Nanette Miller, Secretary

/dv

SUBJECT TO APPROVAL



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

October 18, 2023

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Fiscal Year 2024 Budget

The Fiscal Year 2024 Budget for the DDA has been prepared and its initial review took place at our regular August meeting. This budget was submitted to the Delhi Township Board of Trustees for a budget workshop held on September 12, 2023. At our September meeting, a public hearing was set for October 24th. The notice for the public hearing was published in the Holt Community News on Sunday, October 8th. The Township Board of Trustees held its public hearing on Tuesday, October 17th. 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 2024 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

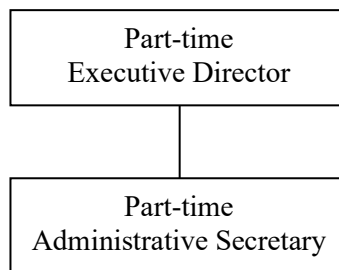
Delhi Downtown Development Authority (248)

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			
	2022	2023	2024
Executive Director	0.60	0.60	0.60
Administrative Secretary	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
- Encourage community beautification with the placement of additional public art and murals
- Work with Township staff to enhance Trailhead Parks

2023 and Beyond Objectives

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties
- Enhance Esker Landing Park
- Work with Parks & Recreation to implement ongoing fish stocking program for the lakes at Esker Landing and Valhalla Park
- Locate land for future commercial/industrial growth
- Further triangle area development
- Other activities as identified

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Forecast	2026 Forecast
Revenues						
Property Taxes	\$ 2,241,113	\$2,131,800	\$2,406,800	\$2,646,800	\$2,616,270	\$2,694,550
Grants	3,500	2,000	1,500	1,500	1,500	1,500
Interest and rentals	51,297	17,500	178,500	93,500	93,500	93,500
Charges for Services	6,805	6,600	6,800	6,800	6,800	6,800
Other	3,920	1,800	1,800	1,800	1,800	1,800
Total Revenues	2,306,636	2,159,700	2,595,400	2,750,400	2,719,870	2,798,150
Expenditures						
Community and Economic Dev						
Administration	159,582	178,860	180,920	178,048	178,260	179,610
Marketing & Promotion	186,454	259,720	217,020	216,629	224,756	227,267
Other Functions	-	-				
Infrastructure Projects	141,733	162,730	162,730	152,620	25,000	25,000
Capital Outlay	180,364	200,000	470,000	200,000	200,000	200,000
Development Capital						
Outlay/Improvements	180,547	275,000	385,000	233,000	-	-
Total Expenditures	848,680	1,076,310	1,415,670	980,298	628,016	631,878
Other Financing Sources (Uses)						
Sale of Assets	4,404	3,170	22,000	55,350	-	-
Transfer to DDA Debt Service						
Funds	(1,119,671)	(1,128,630)	(1,128,630)	(1,132,480)	(917,200)	(902,380)
Total Other Financing Sources (Uses)	(1,115,267)	(1,125,460)	(1,106,630)	(1,077,130)	(917,200)	(902,380)
Revenues over (under) expenditures	342,688	(42,070)	73,100	692,972	1,174,654	1,263,892
Fund Balance, Beginning	4,435,816	4,778,504	4,778,504	4,851,604	5,544,577	6,719,231
Fund Balance, Ending	\$ 4,778,504	\$4,736,434	\$4,851,604	\$5,544,577	\$6,719,231	\$7,983,123

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
Revenue Source							
TAXES							
CURRENT PROPERTY TAXES-AD VAL.	248-000.00-403.000	\$2,125,000.00	\$2,125,000.00	\$2,400,000.00	\$2,640,000.00	\$2,609,470.00	\$2,687,750.00
IFT/CFT TAX REVENUE	248-000.00-437.000	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00
Total TAXES:		\$2,131,800.00	\$2,131,800.00	\$2,406,800.00	\$2,646,800.00	\$2,616,270.00	\$2,694,550.00
OTHER REVENUE							
MISCELLANEOUS REVENUE	248-000.00-677.000	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
REFUNDS/REBATE/REIMBURSEMENTS	248-000.00-687.000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total OTHER REVENUE:		\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
GRANTS AND REVENUE SHARING							
FEDERAL GRANTS	248-000.00-503.000	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Total GRANTS AND REVENUE SHARING:		\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
CHARGES FOR SERVICES							
CHARGING STATION FEES	248-000.00-635.000	\$6,600.00	\$6,600.00	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00
Total CHARGES FOR SERVICES:		\$6,600.00	\$6,600.00	\$6,800.00	\$6,800.00	\$6,800.00	\$6,800.00
INTEREST AND RENTALS							
INTEREST	248-000.00-665.000	\$10,000.00	\$10,000.00	\$165,000.00	\$80,000.00	\$80,000.00	\$80,000.00
RENT-FARMERS MARKET	248-000.00-670.010	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
PROPERTY RENT	248-000.00-670.020			\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Total INTEREST AND RENTALS:		\$17,500.00	\$17,500.00	\$178,500.00	\$93,500.00	\$93,500.00	\$93,500.00
SALE OF FIXED ASSETS							
SALE OF CAPITAL ASSETS-GOV	248-000.00-693.000	\$3,170.00	\$3,170.00	\$22,000.00	\$55,350.00		
2064 Cedar Land Contract	248-000.00-693.000	\$3,170.00		\$22,000.00	\$55,350.00		
Total SALE OF FIXED ASSETS:		\$3,170.00	\$3,170.00	\$22,000.00	\$55,350.00		
Total Revenue Source:		\$2,162,870.00	\$2,162,870.00	\$2,617,400.00	\$2,805,750.00	\$2,719,870.00	\$2,798,150.00

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 Administrative Secretary, plus other administrative costs such as legal fees, education, insurance, office supplies, utilities, property tax payments (drain and special assessments), and building maintenance.

Year 2024 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 2024 budget requests expenditures of \$178,048.35. Forecast for 2025 \$178,259.08 and 2026 \$179,604.25.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
Expenditures							
DDA ADMINISTRATION							
SALARIES							
PART TIME HELP	248-728.00-703.005	\$87,529.00	\$87,530.00	\$87,530.00	\$87,529.00	\$88,772.52	\$90,059.56
U-4869 - Wages - DDA Secretary	248-728.00-703.005	\$35,529.00		\$29,176.67			
H-1297 - Wages - DDA Director	248-728.00-703.005	\$48,000.00		\$29,176.67	\$48,000.00	\$48,000.00	\$48,000.00
U-4869 - Deputy Pay - DDA Secretary	248-728.00-703.005	\$4,000.00		\$29,176.67			
V-1234 - Wages - DDA Secretary	248-728.00-703.005				\$35,529.00	\$36,772.52	\$38,059.56
V-1234 - Deputy Pay - DDA Secretary	248-728.00-703.005				\$4,000.00	\$4,000.00	\$4,000.00
Total SALARIES:		\$87,529.00	\$87,530.00	\$87,530.00	\$87,529.00	\$88,772.52	\$90,059.56
BENEFITS							
SOCIAL SECURITY/MEDICARE	248-728.00-715.000	\$1,269.17	\$1,270.00	\$1,270.00	\$1,269.17	\$1,289.23	\$1,309.99
U-4869 - FICA - DDA Secretary	248-728.00-715.000	\$573.17		\$635.00			
H-1297 - FICA - DDA Director	248-728.00-715.000	\$696.00		\$635.00	\$696.00	\$696.00	\$696.00
V-1234 - FICA - DDA Secretary	248-728.00-715.000				\$573.17	\$593.23	\$613.99
PENSION CONTRIBUTION	248-728.00-718.000	\$2,505.87	\$2,510.00	\$2,510.00	\$2,625.87	\$2,663.18	\$2,701.79
U-4869 - 401 Retirement - DDA Secretary	248-728.00-718.000	\$1,065.87		\$1,255.00			
V-1234 - 401 Retirement - DDA Secretary	248-728.00-718.000				\$1,185.87	\$1,223.18	\$1,261.79
H-1297 - 401 Retirement - DDA Director	248-728.00-718.000	\$1,440.00		\$1,255.00	\$1,440.00	\$1,440.00	\$1,440.00
WORKERS COMP	248-728.00-724.000	\$377.32	\$380.00	\$380.00	\$309.06	\$313.66	\$318.42
U-4869 - Workers Comp - DDA Secretary	248-728.00-724.000	\$142.12		\$190.00			
H-1297 - Workers Comp - DDA Director	248-728.00-724.000	\$235.20		\$190.00	\$177.60	\$177.60	\$177.60
V-1234 - Workers Comp - DDA Secretary	248-728.00-724.000				\$131.46	\$136.06	\$140.82
Total BENEFITS:		\$4,152.36	\$4,160.00	\$4,160.00	\$4,204.10	\$4,266.07	\$4,330.20
OPERATING EXPENDITURES							
OFFICE SUPPLIES	248-728.00-726.000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
LEGAL FEES	248-728.00-801.000	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
DUES AND SUBSCRIPTIONS	248-728.00-802.005	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
POSTAGE	248-728.00-803.000	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
AUDIT FEES	248-728.00-807.000	\$2,400.00	\$2,400.00	\$2,500.00	\$2,500.00	\$2,600.00	\$2,600.00
INSURANCE & BONDS	248-728.00-810.000	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00
CONTRACTUAL SERVICES	248-728.00-818.000	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Trash; Cleaning; EAP; Fiber; IT	248-728.00-818.000	\$20,000.00		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
TELEPHONE/COMMUNICATIONS	248-728.00-853.000	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
MILEAGE	248-728.00-870.000	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
PRINTING AND PUBLISHING	248-728.00-902.005	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
UTILITIES - WATER	248-728.00-921.030	\$900.00	\$900.00	\$1,100.00	\$1,100.00	\$1,200.00	\$1,200.00
UTILITIES - SEWER	248-728.00-921.035	\$1,000.00	\$1,000.00	\$1,100.00	\$1,100.00	\$1,200.00	\$1,200.00
UTILITIES - ELECTRIC	248-728.00-921.040	\$7,030.00	\$7,020.00	\$7,500.00	\$4,585.25	\$2,170.49	\$2,170.49
ELECTRIC-CHARGING STATIONS	248-728.00-921.041	\$5,500.00	\$5,500.00	\$5,980.00	\$5,980.00	\$6,500.00	\$6,500.00
UTILITIES - GAS	248-728.00-921.045	\$4,200.00	\$4,200.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
BUILDING MAINTENANCE & REPAIRS	248-728.00-930.000	\$2,700.00	\$2,700.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
MISCELLANEOUS	248-728.00-956.000	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
EDUCATION & TRAINING	248-728.00-960.000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
TWP PROP-DRAIN/TAX/SAD	248-728.00-962.000	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
TAX ADJUSTMENTS TO COUNTY/TWP	248-728.00-964.000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total OPERATING EXPENDITURES:		\$87,180.00	\$87,170.00	\$89,230.00	\$86,315.25	\$85,220.49	\$85,220.49
Total DDA ADMINISTRATION:		\$178,861.36	\$178,860.00	\$180,920.00	\$178,048.35	\$178,259.08	\$179,610.25

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 2024 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 2024 budget requests expenditures of \$216,629.39. Forecast for 2025 \$224,755.92 and 2026 \$227,267.39.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
DDA MARKETING & PROMOTION							
SALARIES							
PART TIME HELP	248-729.00-703.005	\$59,850.20	\$59,850.00	\$59,850.00	\$64,039.71	\$66,281.10	\$68,600.94
G-6258 - Wages - Farmers Market Manager	248-729.00-703.005	\$45,318.80		\$19,950.00	\$48,491.12	\$50,188.31	\$51,944.91
G-1620 - Wages - Farmers Market Assistant	248-729.00-703.005	\$5,605.20		\$19,950.00	\$5,997.56	\$6,207.47	\$6,424.73
S-3046 - Wages - Farmers Market Maintenance	248-729.00-703.005	\$8,926.20		\$19,950.00	\$9,551.03	\$9,885.32	\$10,231.30
Total SALARIES:		\$59,850.20	\$59,850.00	\$59,850.00	\$64,039.71	\$66,281.10	\$68,600.94
BENEFITS							
SOCIAL SECURITY/MEDICARE	248-729.00-715.000	\$4,578.54	\$4,580.00	\$4,580.00	\$4,899.03	\$5,070.50	\$5,247.97
G-6258 - FICA - Farmers Market Manager	248-729.00-715.000	\$3,466.89		\$1,526.67	\$3,709.57	\$3,839.41	\$3,973.79
G-1620 - FICA - Farmers Market Assistant	248-729.00-715.000	\$428.80		\$1,526.67	\$458.81	\$474.86	\$491.49
S-3046 - FICA - Farmers Market Maintenance	248-729.00-715.000	\$682.85		\$1,526.67	\$730.65	\$756.23	\$782.69
WORKERS COMP INSUR	248-729.00-724.000	\$293.27	\$290.00	\$290.00	\$390.65	\$404.32	\$418.47
G-6258 - Workers Comp - Farmers Market Manager	248-729.00-724.000	\$222.06		\$96.67	\$295.80	\$306.15	\$316.87
G-1620 - Workers Comp - Farmers Market Assistant	248-729.00-724.000	\$27.47		\$96.67	\$36.59	\$37.87	\$39.20
S-3046 - Workers Comp - Farmers Market Maintenance	248-729.00-724.000	\$43.74		\$96.67	\$58.26	\$60.30	\$62.41
Total BENEFITS:		\$4,871.81	\$4,870.00	\$4,870.00	\$5,289.68	\$5,474.82	\$5,666.45
OPERATING EXPENDITURES							
DDA ADVERTISING	248-729.00-884.000	\$118,000.00	\$118,000.00	\$110,800.00	\$110,800.00	\$115,500.00	\$115,500.00
HoltNow publishing/social media	248-729.00-884.000	\$58,000.00		\$58,000.00	\$58,000.00	\$60,000.00	\$60,000.00
Blohm Planning/Promos	248-729.00-884.000	\$15,000.00		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Advertising	248-729.00-884.000	\$10,000.00		\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00
Music in the Garden	248-729.00-884.000	\$6,000.00		\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Holt Food Frenzy	248-729.00-884.000	\$8,000.00		\$8,000.00	\$8,000.00	\$8,500.00	\$8,500.00
Music Licensing	248-729.00-884.000	\$1,800.00		\$1,800.00	\$1,800.00	\$2,000.00	\$2,000.00
Township Sponsored Events	248-729.00-884.000	\$19,200.00		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
FARMERS MARKET	248-729.00-888.000	\$65,000.00	\$65,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Promotion	248-729.00-888.000	\$15,000.00		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Bldg Maintenance/Supplies	248-729.00-888.000	\$50,000.00		\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00
DOUBLE UP BUCKS	248-729.00-888.002	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
MISCELLANEOUS	248-729.00-956.000	\$9,000.00	\$9,000.00	\$10,000.00	\$10,000.00	\$11,000.00	\$11,000.00
Web Hosting/Maintenance	248-729.00-956.000	\$8,000.00		\$8,000.00	\$8,000.00	\$9,000.00	\$9,000.00
Misc	248-729.00-956.000	\$1,000.00		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Total OPERATING EXPENDITURES:		\$195,000.00	\$195,000.00	\$152,300.00	\$147,300.00	\$153,000.00	\$153,000.00
Total DDA MARKETING & PROMOTION:		\$259,722.01	\$259,720.00	\$217,020.00	\$216,629.39	\$224,755.92	\$227,267.39

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 2024 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 2024 budget requests expenditures of \$152,620. Forecasted expenditures for 2025 total \$25,000 and in 2026 total \$25,000.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
DDA INFRASTRUCTURE PROJECTS							
OPERATING EXPENDITURES							
STREETSCAPE REPR & MAINTENANCE	248-736.00-933.000	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
MISCELLANEOUS	248-736.00-956.000	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
COMMUNITY AND ECON DEVELOPMENT	248-736.00-969.016	\$130,230.00	\$130,230.00	\$130,230.00	\$127,620.00		
Total OPERATING EXPENDITURES:		\$145,230.00	\$145,230.00	\$145,230.00	\$142,620.00	\$15,000.00	\$15,000.00
CAPITAL OUTLAY							
NON-MOTORIZED PATHWAYS	248-736.00-974.010	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Total CAPITAL OUTLAY:		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TRANSFERS OUT							
TRANS OUT TO PARKS FUND	248-736.00-995.208	\$7,500.00	\$7,500.00	\$7,500.00			
Total TRANSFERS OUT:		\$7,500.00	\$7,500.00	\$7,500.00			
Total DDA INFRASTRUCTURE PROJECTS:		\$162,730.00	\$162,730.00	\$162,730.00	\$152,620.00	\$25,000.00	\$25,000.00

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 2024 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 2024 budget requests expenditures of \$200,000. Forecasted expenditures for 2025 total \$200,000 and in 2026 total \$200,000.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
CAPITAL OUTLAY-DDA							
CAPITAL OUTLAY							
LAND HELD FOR RESALE	248-903.00-971.010	\$200,000.00	\$200,000.00	\$432,000.00	\$200,000.00	\$200,000.00	\$200,000.00
LAND HELD FOR RESALE	248-903.00-971.010	\$200,000.00		\$382,000.00	\$200,000.00	\$200,000.00	\$200,000.00
2221 Cedar/2224 Aurelius Demolition	248-903.00-971.010			\$50,000.00			
FARMERS MARKET-2150 CEDAR	248-903.00-971.134			\$38,000.00			
Total CAPITAL OUTLAY:		\$200,000.00	\$200,000.00	\$470,000.00	\$200,000.00	\$200,000.00	\$200,000.00
Total CAPITAL OUTLAY-DDA:		\$200,000.00	\$200,000.00	\$470,000.00	\$200,000.00	\$200,000.00	\$200,000.00

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 2024 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 2024 budget requests expenditures of \$225,000. We do not anticipate expenditures beyond 2024 at this time.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
2016 DDA DEVELOPMENT							
OPERATING EXPENDITURES							
CONTRACTUAL SERVICES	248-903.05-818.000			\$10,000.00			
Total OPERATING EXPENDITURES:				\$10,000.00			
CAPITAL OUTLAY							
CAPITAL OUTLAY	248-903.05-970.000	\$225,000.00	\$225,000.00	\$200,000.00	\$225,000.00		
Total CAPITAL OUTLAY:		\$225,000.00	\$225,000.00	\$200,000.00	\$225,000.00		
Total 2016 DDA DEVELOPMENT:		\$225,000.00	\$225,000.00	\$210,000.00	\$225,000.00		

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 2024 budget requests expenditures of \$8,000.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
2017 DDA DEVELOPMENT							
OPERATING EXPENDITURES							
CONTRACTUAL SERVICES	248-903.17-818.000	\$50,000.00	\$50,000.00	\$5,000.00			
Total OPERATING EXPENDITURES:		\$50,000.00	\$50,000.00	\$5,000.00			
CAPITAL OUTLAY							
CAPITAL OUTLAY	248-903.17-970.000			\$170,000.00	\$8,000.00		
Total CAPITAL OUTLAY:				\$170,000.00	\$8,000.00		
Total 2017 DDA DEVELOPMENT:		\$50,000.00	\$50,000.00	\$175,000.00	\$8,000.00		

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.

Resources Needed

The attached year 2024 budget requests expenditures of \$1,132,480. Forecasted expenditures for 2025 total \$917,200 and 2026 total \$902,380.

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 2024 budget requests expenditures of \$1,132,480. The forecast for 2025 is \$917,200 and the forecast for 2026 is \$902,380. The debt schedules are determined when the bonds are issued.

	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Forecast	2026 Forecast
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures						
2016 Refunding Debt Service	797,834	808,170	808,170	813,650	-	-
2016 DDA Development Debt Service	108,793	107,410	107,410	105,780	109,150	107,180
2017 DDA Realize Cedar Debt Service	213,044	213,050	213,050	213,050	808,050	795,200
Total Expenditures	1,119,671	1,128,630	1,128,630	1,132,480	917,200	902,380
Revenues over (under) expenditures	(1,119,671)	(1,128,630)	(1,128,630)	(1,132,480)	(917,200)	(902,380)
Other financing sources (uses)						
Transfer from DDA	1,119,671	1,128,630	1,128,630	1,132,480	917,200	902,380
Total other financing sources (uses)	1,119,671	1,128,630	1,128,630	1,132,480	917,200	902,380
Fund Balance, Beginning	-	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
DEBT SERVICE TRANSFERS OUT							
TRANSFERS OUT							
TRANS OUT-2016 DDA REF BONDS	248-906.00-995.391	\$808,170.00	\$808,170.00	\$808,170.00	\$813,650.00		
TRANS OUT-2016 DDA DEVEL BONDS	248-906.00-995.395	\$107,410.00	\$107,410.00	\$107,410.00	\$105,780.00	\$109,150.00	\$107,180.00
TRANS OUT-REALIZE CEDAR BONDS	248-906.00-995.397	\$213,050.00	\$213,050.00	\$213,050.00	\$213,050.00	\$808,049.99	\$795,199.97
Total TRANSFERS OUT:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,199.99	\$902,379.97
Total DEBT SERVICE TRANSFERS OUT:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,199.99	\$902,379.97
Total Expenditures:		\$2,204,943.37	\$2,204,940.00	\$2,544,300.00	\$2,112,777.74	\$1,545,215.00	\$1,534,257.61

Net of Revenues and Expenditures	(\$42,073.37)	(\$42,070.00)	\$73,100.00	\$692,972.26	\$1,174,655.00	\$1,263,892.39
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Fund Balance Analysis	
2023 Beginning Fund Balance	\$ 4,778,504.27
Net Revenue (Expenditure)	\$ (42,070.00)
2023 Budgeted Ending Fund Balance	\$ 4,736,434.27
2023 Beginning Fund Balance	\$ 4,778,504.27
Net Revenue (Expenditure)	\$ 73,100.00
2023 Projected Ending Fund Balance	\$ 4,851,604.27
2024 Projected Beginning Fund Balance	\$ 4,851,604.27
Net Revenue (Expenditure)	\$ 692,972.26
2024 Projected Ending Fund Balance	\$ 5,544,576.53

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 2024 budget requests expenditures of \$1,132,480. The forecast for 2025 is \$917,199.99 and the forecast for 2026 is \$902,379.97. The debt schedules are determined when the bonds are issued.

Name	Account ID	FY2023 Budgeted (ClearGov)	FY2023 Budgeted (BSA)	FY2023 Projected	FY2024 Budgeted	FY 2025 Forecasted	FY 2026 Forecasted
Revenue Source							
TRANSFERS IN							
TRANS IN FROM DELHI DDA	394-000.00-699.248	\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00
Total TRANSFERS IN:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00
Total Revenue Source:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00

Expenditures							
DEBT SERVICE							
DEBT SERVICE							
PRINCIPAL-2016 REF BONDS	394-906.00-991.391	\$782,830.00	\$782,830.00	\$782,830.00	\$800,830.00		
PRINCIPAL-2016 DEVEL BONDS	394-906.00-991.395	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$75,000.00	\$75,000.00
PRINCIPAL-2017 REALIZE CEDAR BONDS	394-906.00-991.397					\$595,000.00	\$600,000.00
AGENT FEES-2016 DEVEL BONDS	394-906.00-993.395	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
AGENT FEES-2017 REALIZE CEDAR BONDS	394-906.00-993.397	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
INTEREST-2016 REF BONDS	394-906.00-994.391	\$25,340.00	\$25,340.00	\$25,340.00	\$12,820.00		
INTEREST-2016 DEVEL BONDS	394-906.00-994.395	\$36,910.00	\$36,910.00	\$36,910.00	\$35,280.00	\$33,650.00	\$31,680.00
INTEREST-2017 REALIZE CEDAR BONDS	394-906.00-994.397	\$212,550.00	\$212,550.00	\$212,550.00	\$212,550.00	\$212,550.00	\$194,700.00
Total DEBT SERVICE:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00
Total DEBT SERVICE:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00
Total Expenditures:		\$1,128,630.00	\$1,128,630.00	\$1,128,630.00	\$1,132,480.00	\$917,200.00	\$902,380.00

Net of Revenues and Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Fund Balance Analysis		
2023 Beginning Fund Balance	\$	-
Net Revenue (Expenditure)	\$	-
2023 Budgeted Ending Fund Balance	\$	-
2023 Beginning Fund Balance	\$	-
Net Revenue (Expenditure)	\$	-
2023 Projected Ending Fund Balance	\$	-
2024 Projected Beginning Fund Balance	\$	-
Net Revenue (Expenditure)	\$	-
2024 Projected Ending Fund Balance	\$	-



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

October 11, 2023

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: DDA Board Meeting Date Calendar – 2024

Please note the schedule for 2024 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 30, 2024 (5th Tuesday)

February 27, 2024 (4th Tuesday)

March 26, 2024 (4th Tuesday)

April 30, 2024 (5th Tuesday)

May 28, 2024 (4th Tuesday)

June 25, 2024 (4th Tuesday)

July 30, 2024 (5th Tuesday)

August 27, 2024 (4th Tuesday)

September 24, 2024 (4th Tuesday)

October 29, 2024 (5th Tuesday)

November 26, 2024 (4th Tuesday)

December 2024 – no meeting

Recommended Motion: I move to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2024.