

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, November 28, 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 October 24, 2023

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018
Distribution, Review, and Discussion of 2023 Report

Business

1. Resolution No. 2023-004: Adopting Fiscal Year 2024 Downtown Development Authority Budgets
2. 2142 Cedar Street – Demolition Proposal from MCS Excavating, LLC

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 OCTOBER 24, 2023**

The Downtown Development Authority met Tuesday, October 24, 2023, 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: Jon Breier, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Sally Rae

MEMBERS ABSENT: Harry Ammon, Nanette Miller

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, Fauser supported, to approve the regular meeting minutes of September 26, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Miller

MOTION CARRIED

BUSINESS

PUBLIC HEARING – FY 2024 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Rae moved, Hayhoe supported, to open the Public Hearing for the Fiscal Year 2024 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Miller

MOTION CARRIED

Public Hearing opened at 7:03 p.m.

There were no comments from the public.

Fauser moved, Craig supported, to close the Public Hearing for the Fiscal Year 2024 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Miller

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 24, 2023**

APPROVE FISCAL YEAR 2024 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fauser moved, Leighton supported, 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.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Miller

MOTION CARRIED

APPROVAL 2024 BOARD MEETING DATE CALENDAR

Fauser moved, Hayhoe supported, to approve the Delhi Charter Township Downtown Development Authority meeting dates for 2024.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Miller

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that the roof, windows, and doors were being installed for Esker Square Building 2. The building is currently over 35% pre-leased. The developer hope to be open to tenants by early spring. The former Little Caesar's property, 2221 Cedar Street, has been demolished. A high-pressure gas line and electrical line were not marked by Miss Dig prior to demolition. Mr. Haas also reported that the 2142 Cedar Street property closing was delayed because due diligence was needed for a Consumers Energy easement adjacent to the property. A Boundary Survey was ordered and received. The closing will be held the first week of November. Board Member Fauser inquired if the property had been checked for contamination, Mr. Haas confirmed it had.

Advertising & Marketing Committee

Mr. Leighton reported that the committee met today with Truscott Rossman and emphasized the importance of ensuring a continuation of services and support. Truscott Rossman recently purchased Blohm Creative Partners, our long-term vendor for these services. Web hosting, Farmer's Market activity, advertising, HoltNow, and the DDA Value Project were reviewed. Consolidation of the DDA Value piece and the Business Directory were discussed. Social media continues to attract new users and receive positive feedback.

Planning Commission

Ms. Craig reported that the Planning Commission met to approve a Special Use Permit for outdoor chemical storage for a Military Program at Pratt & Whitney that will be under 24-hour surveillance.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 24, 2023**

Supervisor

Mr. Hayhoe reported that Halloween in the Park will be held October 29th from 2:00 - 4:00 at Veterans Memorial Gardens, hosted by Delhi Parks and Recreation along with the Lions Club. Business and clubs are invited to set up a booth to hand out candy. He stated that up to 1000 adults and 800 children are expected to participate.

Treasurer

Ms. Rae reported that the total DDA cash and investments as of September 30, 2023, totaled \$7,639,753.00.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:18 p.m.

Nanette Miller, Secretary

/dv

SUBJECT TO APPROVAL

2023 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdiction

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 28, 2023

- Construction completed on Building 1 at Esker Square; Building 2 is pre-leasing. The Esker Square project will provide the Cedar Street Corridor with 90 apartments with first floor live/work units available.
- Property purchased at 2361 Cedar Street, 2221 Cedar Street, and 2224 Aurelius Road for redevelopment. Buildings have been demolished.
- Property purchased at 2142 Cedar Street immediately adjacent to the Holt Farmer's Market will be utilized for additional Farmers Market space and parking.
- The Holt Farmers Market have been hosting its popular Food Frenzy, and BBQ and Brew events this summer and fall. Food trucks and live entertainment brought thousands of Delhi Township residents and visitors to the Cedar Street corridor. The Holt Farmers Market continues to expand.
- Operation of Holt Farmers Market, one of the Township's most popular destinations continues to expand. 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.
- The Non-motorized trail between Holt and Mason is under construction in conjunction with the re-surfacing of Cedar Street, completion is expected by summer 2024.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

Date: November 21, 2023

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2024 Budgets

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 subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 12, 2023. A public hearing was held October 24th and the budget was submitted to the Township for approval. The Township approved the budget on November 21, 2023. Therefore, I offer the following recommended motion:

RECOMMENDED MOTION:

I move to adopt Resolution No. 2023-004, a resolution adopting the Fiscal Year ending December 31, 2024, Delhi Charter Township Downtown Development Authority Budgets.

DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION NO. 2023-004

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2024
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 28, 2023, 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 7, 2023 and discussed the DDA Budgets at the Township Budget Workshop held on September 12, 2023; and

WHEREAS, the Downtown Development Authority Board made a motion at its regular meeting held October 24, 2023 to submit the 2024 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 2024 Downtown Development Authority Budget on November 21, 2023;

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 2024 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

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

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

dda@delhitownship.com

November 24, 2023

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Demolition of 2142 Cedar Street

In November 2023, the DDA acquired the property located at 2142 Cedar Street. We purchased this property with the intention of partially demolishing to augment the operation of the Farmers Market. An asbestos survey of the building will be scheduled. Upon completion of the survey and subsequent analysis of samples, some of the structures will be demolished.

At our request, MCS Excavating, LLC submitted the attached proposal for the partial demolition of the structures in the amount of \$22,500. An additional proposal in the amount of \$3,000 to grade the side yard with fill dirt for future parking expansion is also attached.

Recommended Motion:

I move to approve the proposal from MCS Excavating, LLC for the demolition of the structures, and grading of the land at 2142 Cedar Street in the amount of \$25,500.

MCS EXCAVATING, LLC
811 Randall St. Lansing MI, 48906
O-(517) 694.1718 F-(517) 694.8621
mcsdig.matt@hotmail.com

Proposal submitted to Holt Delhi DDA	Phone Fax Email
Street	Date 11-2-2023
City, State, and Zip Code	Job location 2142 Cedar Street Holt MI
Contact Howard	Save As

We hereby submit specifications and estimates for:

PRICE INCLUDES

Demo & disposal of house & breezeway located at 2142 Cedar Street
Remove foundation & concrete slabs
Backfill & compact basement with sand
Topsoil & seed in house area

NOT INCLUDED

Asbestos survey
Removal of asbestos
Utility shut offs (water, gas, electric)

Total: \$22,500.00

Alternate #1 Build up side yard with fill dirt for future parking expansion Total: \$3,000.00

We propose hereby to furnish material and labor - complete in accordance with above specifications

Matt Childers, MCS Excavating LLC

Acceptance of Proposal

We hereby accept this proposal. The specifications and prices are approved and satisfactory. The general conditions are understood and accepted on the back of this proposal. Payment will be made in accordance with the terms offered. I further represent that I am authorized to sign this contract.

Accepted Date: _____

By: _____
Authorized Representative

If accepted, please sign and return one copy to our office. Keep one copy for your records.

MCS EXCAVATING
517.694.1718