

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, November 26, 2024**

**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 29, 2024**

**INFORMATIONAL MEETING FOR TAXING JURISDICTIONS**

Pursuant to Recodified Tax Increment Financing Act 57 of 2018  
Distribution, Review, and Discussion of 2024 Report

**Business**

1. Resolution No. 2024-001: Adopting Fiscal Year 2025 Downtown Development Authority Budgets

**Late Agenda Item**

- 2.

**Reports**

3. Executive Director
4. Marketing Committee
5. Planning Commission
6. Supervisor
7. Treasurer
8. 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 29, 2024**

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The Downtown Development Authority met Tuesday, October 29, 2024, in a regular meeting at the Holt Community Center, 4410 Holt Rd, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Jon Breier, Rita Craig, Mike Dunckel, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon, Tim Fauser

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director, Cassie Butler, DDA Administrative secretary, Lori Underhill.

**PUBLIC COMMENT:** None

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

**APPROVAL OF MINUTES**

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**Craig moved, Dunckel supported, to approve the regular meeting minutes of September 24, 2024.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Fauser

**MOTION CARRIED**

**BUSINESS**

**PUBLIC HEARING – FY 2025 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

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**Rae moved, Hayhoe supported, to open the Public Hearing for the Fiscal Year 2025 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Fauser

**MOTION CARRIED**

Public Hearing opened at 7:02 p.m.

There were no comments from the public.

**Craig moved, Leighton supported, to close the Public Hearing for the Fiscal Year 2025 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Fauser

**MOTION CARRIED**

Public Hearing closed at 7:03 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 29, 2024**

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**APPROVE FISCAL YEAR 2025 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

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**Miller moved, Hayhoe supported, to approve the Fiscal Year 2025 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, Craig, Dunckel, Hayhoe, Leighton, Miller, Rae

Absent: Ammon, Fauser

**MOTION CARRIED**

**APPROVAL 2025 BOARD MEETING DATE CALENDAR**

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**Fauser moved, Hayhoe supported, to approve the Delhi Charter Township Downtown Development Authority meeting dates for 2025.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Fauser

**MOTION CARRIED**

**2142 Cedar Street- Demolition Proposal from MCS Excavating, LLC**

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**Craig moved, Rae supported to approve the proposal from MCS Excavating, LLC for the demolition of the structures and grading of land at 2142 Cedar Street in the amount of \$11,250.**

A Roll Call Vote was recorded as follows:

Ayes: Breier, Craig, Dunckel, Hayhoe, Leighton, Miller, Rae

Absent: Ammon, Fauser

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas reported that annually the Township purchases pumpkins for display. This year's pumpkins were purchased from a different vendor than previous years. The pumpkins were completely rotted and discarded after one week of display. Mr. Haas also announced that Holt Public Schools is now a permanent section of *HoltNow*. He speaks positively of the increase in audience/subscribers we will gain, with an email list of 30,000 and growing. Rita Craig asked how many units in Esker Square Apartments were being leased, and Mr. Haas informed that 88/90 units were being rented out.

**Advertising & Marketing Committee**

No report.

**Planning Commission**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 29, 2024**

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No report.

**Supervisor**

Mr. Hayhoe reported that Halloween in the Park, hosted by Delhi Parks and Recreation, was a success. He stated about 800 children and 1,000 adults were in attendance. Businesses and clubs also made an appearance, with concession stands and candy passing. Mr. Hayhoe also informed us that the \$8,000,000 grant for the new Fire Station that is currently under construction at the Township Hall, should be finished late fall to early winter. With the new renovations, Firefighters actively on duty and on call will have rooms to stay in.

**Treasurer**

Ms. Rae reported that the total DDA cash and investments as of September 30, 2024, totaled \$8,813,244.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

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

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Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL

## **2024 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

### **Informational Meeting for Taxing Jurisdiction**

#### **Pursuant to Recodified Tax Increment Financing Act 57 of 2018**

**November 26, 2024**

- Esker Square construction has been completed, providing 90 apartment units, which are nearly 100% occupied.
- Property of 2142 Cedar Street, immediately adjacent to the Holt Farmer's Market was demolished. The space has dramatically impacted parking availability for the Market and the Cedar Street corridor. An Additional market building is being evaluated.
- The Holt Farmers Market hosted seven Food Frenzies, and two 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.
- Operation of the year-round 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*, a publication highlighting local businesses is being changed to monthly. Continued expansion of social media outlets (Facebook, Twitter, and Instagram) highlight Township events and local businesses.
- Holt's portion of The Non-Motorized Trail between Holt and Mason was completed. The beautification phase will begin in 2025.



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
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Date: November 26, 2024

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the printed name.

Re: Adoption of Fiscal Year 2025 Budgets

The Fiscal Year 2025 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 10, 2024. A public hearing was held October 29<sup>th</sup> and the budget was submitted to the Township for approval. The Township approved the budget on November 19, 2024. Therefore, I offer the following recommended motion:

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2024-001, a resolution adopting the Fiscal Year ending December 31, 2025, Delhi Charter Township Downtown Development Authority Budgets.**

**DELHI CHARTER TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2024-001**

**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2025  
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 26, 2024, 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 2, 2024 and discussed the DDA Budgets at the Township Budget Workshop held on September 10, 2024; and

**WHEREAS**, the Downtown Development Authority Board made a motion at its regular meeting held October 29, 2024 to submit the 2025 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 2025 Downtown Development Authority Budget on November 19, 2024;

**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 2025 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  
Resolution No. 2024-001  
Exhibit A

Name	FY2023 Actual	FY2024 Original Budget	FY2024 Projected	FY2025 Budgeted	FY2026 Forecasted	FY2027 Forecasted
<b>Beginning Fund Balance:</b>	<b>\$4,778,504.27</b>	<b>\$5,185,447.41</b>	<b>\$5,185,447.41</b>	<b>\$6,131,005.80</b>	<b>\$7,230,772.09</b>	<b>\$8,770,951.37</b>
<b>Revenues</b>						
Taxes	\$2,413,277.07	\$2,646,800.00	\$2,729,282.92	\$2,897,866.56	\$2,973,211.09	\$3,032,675.31
Other Revenue	\$3,521.82	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Grants and Revenue Sharing	\$1,750.00	\$1,500.00	\$1,700.00	\$1,500.00	\$1,500.00	\$1,500.00
Charges for Services	\$11,159.87	\$6,800.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Sale of Fixed Assets	\$22,904.16	\$55,350.00	\$55,350.00	\$0.00	\$0.00	\$0.00
Interest and Rentals	\$335,778.15	\$93,500.00	\$265,500.00	\$140,500.00	\$115,500.00	\$90,500.00
<b>Total Revenues:</b>	<b>\$2,788,391.07</b>	<b>\$2,805,750.00</b>	<b>\$3,063,632.92</b>	<b>\$3,051,666.56</b>	<b>\$3,102,011.09</b>	<b>\$3,136,475.31</b>
<b>Expenditures</b>						
Salaries	\$147,216.63	\$151,568.71	\$151,568.71	\$167,855.14	\$177,548.63	\$187,466.25
Benefits	\$9,270.58	\$9,493.78	\$9,493.78	\$10,806.37	\$11,403.42	\$12,059.51
Operating Expenditures	\$341,031.94	\$386,235.25	\$384,170.00	\$276,050.00	\$260,513.50	\$261,990.91
Capital Outlay	\$747,813.66	\$433,000.00	\$440,387.50	\$580,000.00	\$210,000.00	\$210,000.00
Transfers Out	\$1,136,115.12	\$1,132,480.00	\$1,132,454.54	\$917,188.76	\$902,366.26	\$887,393.76
<b>Total Expenditures:</b>	<b>\$2,381,447.93</b>	<b>\$2,112,777.74</b>	<b>\$2,118,074.53</b>	<b>\$1,951,900.27</b>	<b>\$1,561,831.81</b>	<b>\$1,558,910.43</b>
<b>Total Revenues Less Expenditures:</b>	<b>\$406,943.14</b>	<b>\$692,972.26</b>	<b>\$945,558.39</b>	<b>\$1,099,766.29</b>	<b>\$1,540,179.28</b>	<b>\$1,577,564.88</b>
<b>Ending Fund Balance:</b>	<b>\$5,185,447.41</b>	<b>\$5,878,419.67</b>	<b>\$6,131,005.80</b>	<b>\$7,230,772.09</b>	<b>\$8,770,951.37</b>	<b>\$10,348,516.25</b>

