

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, September 30, 2025

6:00 pm

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 August 26, 2025

Business

1. FY 2026 DDA Budget – Set Public Hearing for October 28, 2025
2. Approval of Proposal from Two Men and a Truck
3. Approval of Revised Proposal from Phillips Building and Remodeling

Late Agenda Item

- 4.

Reports

5. Executive 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.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 26, 2025**

The Downtown Development Authority met Tuesday, August 26, 2025, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice-Chairperson Fauser called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Kenneth Bachman, Rita Craig, Mike Dunckel, Tim Fauser, Nanette Miller, Eddie Montemayor

MEMBERS ABSENT: Jon Breier, David Leighton

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Cassie Butler, DDA Administrative Secretary

PUBLIC COMMENT: None.

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

APPROVAL OF MINUTES

Miller moved, Fauser supported, to approve the regular meeting minutes of July 29, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Breier, Leighton

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2025-002: SALE OF PROPERTY—4410 HOLT RD

Craig moved, Ammon supported, to adopt Resolution No. 2025-002, a resolution for the sale of real property located at 4410 Holt Road within the Charter Township of Delhi, Ingham County, Michigan to Family Lifestyle and Medicine, a Michigan nonprofit corporation, and authorize the Executive Director or his designee to execute the closing documents for the same.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Bachman, Craig, Dunckel, Fauser, Miller, Montemayor

Absent: Breier, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reports that the upcoming annex addition to the Farmer's Market is set for site plan review in September. Mr. Haas also states he attended the most recent Holt Business Alliance meeting, where he had several conversations with local businesses and educated guests on how the DDA functions and helps grow the community. Haas reports last weeks Food Frenzy set a record for attendance, maxing out at 1,448 people. Haas also mentioned that Friday night

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 26, 2025**

Cruise to Holt Car Shows have been popular and encourages everyone to check out the free event in our community. Mr. Haas also provided an update regarding the repaving of the parking lot at the Farmers Market, stating work began on August 20th. Lastly, Haas stated that he has continued to speak with several developers in regard to the Cedar Street Corridor, and he hopes to provide updates soon.

Advertising & Marketing Committee

Executive Director Howard Haas substituted for David Leighton, who was unable to attend today's Advertising and Marketing meeting.

Mr. Haas states that the Advertising and Marketing committee met earlier today and is pleased to report that social media advertisements regarding Delhi Township and the Farmers Market functions have steadily increased in interactions. Subscribers to *HoltNow* receive email updates which inform the community on current events taking place in our community. Our marketing teams states the average "Click Rate" for government or informative advertisements is roughly 18%, while *HoltNow* is currently reaching almost 35%. Finally, Mr. Haas reports that the upcoming September articles for *HoltNow* will include a letter from the Superintendent and a highlight of a local business owner.

Planning Commission

No report.

Supervisor

No report.

Treasurer

Mike Dunckel reports that DDA investments are currently sitting at 3.3 million, earning 4.5% interest. He also states that the DDA's Revenue and Expenditures are looking great.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 6:16 p.m.

Nanette Miller, Secretary

/CB

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

Date: September 30, 2025

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: FY 2026 Budget – Set Public Hearing

The Fiscal Year 2026 Budget for the DDA has been prepared and is attached for your review. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 9, 2025.

The next step in the process is to schedule a public hearing for our regular meeting on October 28th. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Lansing State Journal* on Sunday, October 12, 2025.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2026 DDA Budget to be held during the Tuesday, October 28, 2025 DDA Board Meeting.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Notice of Budget Public Hearing**

The Delhi Charter Township Downtown Development Authority will hold a public hearing on the proposed Fiscal Year 2026 Downtown Development Authority budget at the Community Services Center, 2074 Aurelius Road, Holt, MI on Tuesday, October 28, 2025, at 6:00 p.m. A copy of the budget is available for public inspection at the DDA office located at 4410 Holt Road, Holt, MI as of October 1, 2025.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA).

The DDA Board will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon (5) working days notice to the Delhi Township Clerk.

Individuals with disabilities requiring auxiliary aids or services should contact the Delhi Township Clerk by writing or calling the following: Evan Hope, Delhi Township Clerk, Community Services Center, 2074 Aurelius Road, Holt, MI 48842. Phone (517) 694-2135. This notice complies with MCL 141.436 and MCL 211.24e.

Nanette Miller, DDA Board Secretary

Downtown Development Authority Fund

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.

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 currently six departments in the DDA Fund. They are:

- DDA Administration
- DDA Marketing & Promotion
- DDA Infrastructure Projects
- DDA Capital Outlay
- 2016 DDA Development
- DDA Debt Transfers Out

The following pages provide a description of the department's activities, lists expenditures by account line item, and department indicators where available.

Summary

In 2026, we are budgeting \$3,316,063 for revenue and \$2,007,329 for expenditures. When compared to the 2025 Original Budget, revenues are expected to increase by \$264,396 (8.7%) and expenditures are expected to increase by \$55,428 (2.8%).

Review the table below to learn how this budget will impact fund balance.

Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Beginning Fund Balance:	\$5,185,447.41	\$6,712,283.98	\$6,712,283.98	\$8,242,225.96	\$9,550,960.25	\$11,153,494.87
Revenues						
Taxes	\$2,720,406.69	\$2,897,866.56	\$2,731,273.25	\$2,933,762.82	\$2,995,371.84	\$3,055,279.27
Other Revenue	\$5,654.02	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Grants and Revenue Sharing	\$1,700.00	\$1,500.00	\$3,474.00	\$176,500.00	\$1,500.00	\$1,500.00
Charges for Services	\$20,238.02	\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$2,000.00
Sale of Fixed Assets	\$9,153.13	\$0.00	\$340,000.00	\$15,000.00	\$10,000.00	\$0.00
Interest and Rentals	\$450,246.18	\$140,500.00	\$319,000.00	\$169,000.00	\$119,000.00	\$119,000.00
Total Revenues:	\$3,207,398.04	\$3,051,666.56	\$3,415,547.25	\$3,316,062.82	\$3,147,671.84	\$3,179,579.27
Expenditures						
Salaries	\$153,927.28	\$167,855.14	\$167,855.14	\$154,141.09	\$160,870.31	\$167,856.62
Benefits	\$9,818.03	\$10,806.37	\$10,806.37	\$12,021.23	\$12,573.15	\$13,179.39

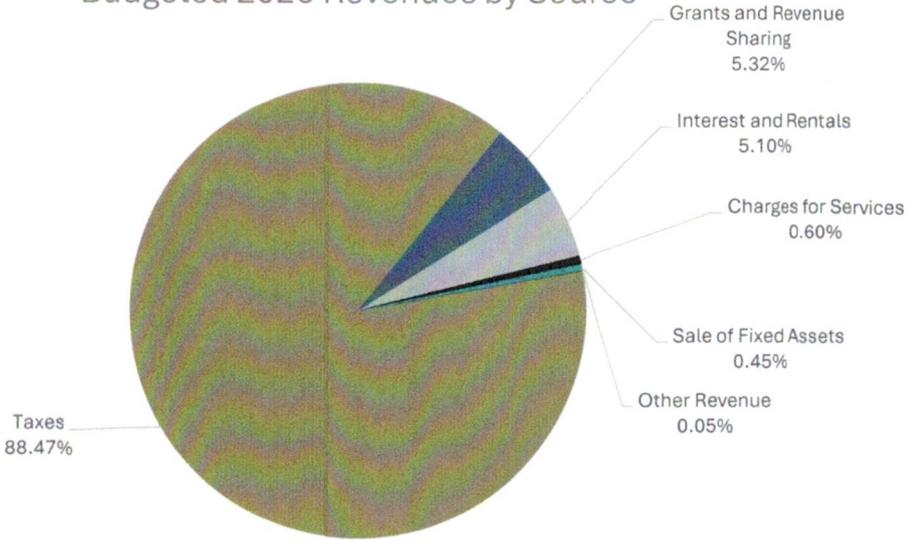


Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Operating Expenditures	\$304,976.25	\$276,050.00	\$316,755.00	\$278,800.00	\$274,300.00	\$277,050.00
Capital Outlay	\$79,385.37	\$580,000.00	\$473,000.00	\$660,000.00	\$210,000.00	\$210,000.00
Transfers Out	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Expenditures:	\$1,680,561.47	\$1,951,900.27	\$1,885,605.27	\$2,007,328.53	\$1,545,137.22	\$1,544,759.77
Total Revenues	\$1,526,836.57	\$1,099,766.29	\$1,529,941.98	\$1,308,734.29	\$1,602,534.62	\$1,634,819.50
Less Expenditures:						
Ending Fund Balance:	\$6,712,283.98	\$7,812,050.27	\$8,242,225.96	\$9,550,960.25	\$11,153,494.87	\$12,788,314.37



Revenues

Budgeted 2026 Revenues by Source



Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Revenue Source						
Taxes						
CURRENT PROPERTY TAXES-AD VAL.	248-000.00-403.000	\$2,714,682.99	\$2,728,679.43	\$2,931,149.75	\$2,992,703.90	\$3,052,557.98
IFT TAX REVENUE	248-000.00-437.000	\$5,723.70	\$2,593.82	\$2,613.07	\$2,667.94	\$2,721.30
Total Taxes:		\$2,720,406.69	\$2,731,273.25	\$2,933,762.82	\$2,995,371.84	\$3,055,279.27
Other Revenue						
MISCELLANEOUS REVENUE	248-000.00-677.000	\$1,238.00	\$800.00	\$800.00	\$800.00	\$800.00
REFUNDS / REBATE / REIMBURSEMENTS	248-000.00-687.000	\$4,416.02	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total Other Revenue:		\$5,654.02	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
Grants and Revenue Sharing						
FEDERAL GRANTS	248-000.00-503.000	\$1,700.00	\$3,474.00	\$1,500.00	\$1,500.00	\$1,500.00
STATE GRANTS	248-000.00-572.000	\$0.00	\$0.00	\$175,000.00	\$0.00	\$0.00
Total Grants and Revenue Sharing:		\$1,700.00	\$3,474.00	\$176,500.00	\$1,500.00	\$1,500.00
Charges for Service						
CHARGING STATION FEES	248-000.00-635.000	\$20,238.02	\$20,000.00	\$20,000.00	\$20,000.00	\$2,000.00
Total Charges for Services:		\$20,238.02	\$20,000.00	\$20,000.00	\$20,000.00	\$2,000.00
Sale of Fixed Assets						
SALE OF CAPITAL ASSETS-GOV	248-000.00-693.000	\$9,153.13	\$340,000.00	\$15,000.00	\$10,000.00	\$0.00
Total Sale of Fixed Assets:		\$9,153.13	\$340,000.00	\$15,000.00	\$10,000.00	\$0.00
Interest and Rentals						
INTEREST	248-000.00-665.000	\$405,623.89	\$300,000.00	\$150,000.00	\$100,000.00	\$100,000.00
INVESTMENT GAINS & LOSSES	248-000.00-669.000	\$25,572.39	\$0.00	\$0.00	\$0.00	\$0.00
RENT-FARMERS MARKET	248-000.00-670.010	\$13,049.90	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
PROPERTY RENT	248-000.00-670.020	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Total Interest and Rentals:		\$450,246.18	\$319,000.00	\$169,000.00	\$119,000.00	\$119,000.00
Total Revenue Source:		\$3,207,398.04	\$3,415,547.25	\$3,316,062.82	\$3,147,671.84	\$3,179,579.27



Downtown Development Authority Administration

Summary

Purpose or Objective of this Department:

To provide leadership in promoting economic development through business attraction/retention programs and work to foster investment within the DDA district.

Activities of this Department

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.

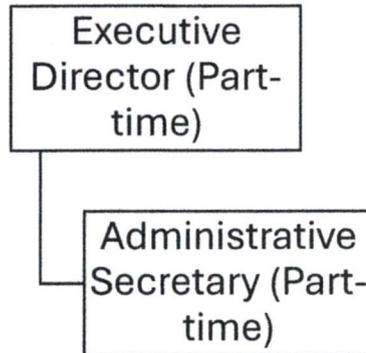
Year 2026 Goals

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 2026 budget requests expenditures of \$195,895. The Forecasted request for 2027 is \$200,951 and for 2028 is \$208,459.

Organizational Chart



Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
PART TIME HELP	248-728.00-703.005	\$78,855.91	\$90,312.77	\$84,076.60	\$88,274.60	\$92,642.74
SOCIAL SECURITY/MEDICARE	248-728.00-715.000	\$1,642.53	\$1,309.54	\$3,369.55	\$3,601.89	\$3,844.67
PENSION CONTRIBUTION	248-728.00-718.000	\$2,116.25	\$2,709.38	\$2,522.30	\$2,648.24	\$2,779.28
WORKERS COMP	248-728.00-724.000	\$222.04	\$350.87	\$326.62	\$326.62	\$342.78
OFFICE SUPPLIES	248-728.00-726.000	\$176.61	\$1,950.00	\$1,000.00	\$1,000.00	\$1,000.00
LEGAL FEES	248-728.00-801.000	\$1,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00
DUES AND SUBSCRIPTIONS	248-728.00-802.005	\$1,417.88	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
POSTAGE	248-728.00-803.000	\$31.81	\$50.00	\$50.00	\$50.00	\$50.00
AUDIT FEES	248-728.00-807.000	\$2,750.00	\$2,805.00	\$2,900.00	\$3,000.00	\$3,100.00
INSURANCE & BONDS	248-728.00-810.000	\$4,081.08	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00



Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
CONTRACTUAL SERVICES	248-728.00-818.000	\$19,391.37	\$49,000.00	\$30,600.00	\$30,000.00	\$31,650.00
TELEPHONE/COMMUNICATIONS	248-728.00-853.000	\$2,701.58	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
MILEAGE	248-728.00-870.000	\$54.61	\$500.00	\$500.00	\$500.00	\$500.00
PRINTING AND PUBLISHING	248-728.00-902.005	\$199.40	\$250.00	\$250.00	\$250.00	\$250.00
UTILITIES - WATER	248-728.00-921.030	\$1,091.36	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
UTILITIES - SEWER	248-728.00-921.035	\$1,609.62	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
UTILITIES - ELECTRIC	248-728.00-921.040	\$7,046.21	\$7,200.00	\$8,000.00	\$8,500.00	\$9,000.00
ELECTRIC-CHARGING STATIONS	248-728.00-921.041	\$11,537.76	\$12,000.00	\$12,500.00	\$13,000.00	\$13,500.00
UTILITIES – GAS	248-728.00-921.045	\$2,354.88	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
BUILDING MAINTENANCE & REPAIRS	248-728.00-930.000	\$4,071.34	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
MISCELLANEOUS	248-728.00-956.000	\$1,376.94	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
EDUCATION & TRAINING	248-728.00-960.000	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
TWP PROP-DRAIN/TAX/SAD	248-728.00-962.000	\$3,404.07	\$4,000.00	\$15,000.00	\$15,000.00	\$15,000.00
TAX ADJUSTMENTS TO COUNTY/TWP	248-728.00-964.000	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Total Expense Objects:		\$147,133.25	\$205,237.56	\$195,895.07	\$200,951.35	\$208,459.47

Performance 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 Realize Cedar and other projects.
- Provide and assist with business enhancement, promotion, and support.
- 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.
- 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

2026 and Beyond Objectives

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties.
- Enhance Esker Landing Park.
- Finalize development for additional Farmers Market building which will house future DDA office space. Grant funds committed from Lansing Area Economic Partnership.



- 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 Marketing and Promotion

Summary

Purpose or Objective of this Department:

To promote and market the Township as an attractive place to live and do business.

Activities of this Department

Expenditures in this activity include costs relating to local business advertising, promoting businesses via the DDA newsletter HoltNow, and supporting the Farmers' Market.

Year 2026 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 2026 budget requests expenditures of \$229,067. The Forecasted request for 2027 is \$231,792 and for 2028 is \$234,627.

Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
PART TIME HELP	248-729.00-703.005	\$75,071.37	\$77,542.37	\$70,064.49	\$72,595.71	\$75,213.88
SOCIAL SECURITY/MEDICARE	248-729.00-715.000	\$5,742.96	\$5,931.99	\$5,359.93	\$5,553.57	\$5,753.86
WORKERS COMP INSUR	248-729.00-724.000	\$94.25	\$504.59	\$442.83	\$442.83	\$458.80
DDA ADVERTISING	248-729.00-884.000	\$63,851.69	\$115,500.00	\$115,500.00	\$115,500.00	\$115,500.00
FARMERS MARKET	248-729.00-888.000	\$28,718.81	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
DOUBLE UP BUCKS	248-729.00-888.002	\$2,560.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
MISCELLANEOUS	248-729.00-956.000	\$6,305.83	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
Total Expense Objects:		\$182,344.91	\$237,178.95	\$229,067.25	\$231,792.11	\$234,626.54



Downtown Development Authority Infrastructure Projects

Summary

Purpose or Objective of this Department:

To build and improve physical structures such as streetscapes and sidewalks in the DDA district that create both a safe and attractive environment.

Activities of this Department

Expenditures in this activity are for street, sidewalk, landscaping, and other physical improvements.

Year 2026 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. Collaborate with Community Development to enhance Non-Motorized Trail and Trailhead Parks.

Resources Needed

The attached year 2026 budget requests expenditures of \$30,000. Forecasted expenditures for 2027 total \$25,000 and in 2028 also total \$25,000.

Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
STREETSCAPE REPR & MAINTENANCE	248-736.00-933.000	\$6,596.06	\$48,000.00	\$15,000.00	\$10,000.00	\$10,000.00
MISCELLANEOUS	248-736.00-956.000	\$5,034.84	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
COMMUNITY AND ECON DEVELOPMENT	248-736.00-969.016	\$127,612.50	\$0.00	\$0.00	\$0.00	\$0.00
NON-MOTORIZED PATHWAYS	248-736.00-974.010	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Total Expense Objects:		\$139,243.40	\$63,000.00	\$30,000.00	\$25,000.00	\$25,000.00



Capital Outlay – Downtown Development Authority

Summary

Purpose or Objective of this Department:

To purchase and redevelop underutilized properties in the DDA district.

Activities of this Department

Expenditures in this activity are for purchasing, improving, and rehabilitating property.

Year 2026 Goals

Identify under or inappropriately utilized sites within the DDA district and assist in the development of these sites.

Resources Needed

The attached year 2026 budget requests expenditures of \$601,828. Forecasted expenditures for 2027 total \$200,000 and in 2028 also total \$200,000.

Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
CAPITAL OUTLAY	248-903.00-970.000	\$5,387.50	\$0.00	\$401,828.17	\$0.00	\$0.00
LAND HELD FOR RESALE	248-903.00-971.010	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
Total Expense Objects:		\$5,387.50	\$200,000.00	\$601,828.17	\$200,000.00	\$200,000.00



2016 Downtown Development Authority Development

Summary

Purpose or Objective of this Department:

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

Activities of this Department

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 2026 Goals

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 2026 budget requests expenditures of \$48,172. We do not anticipate expenditures beyond 2026 currently.

Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
CAPITAL OUTLAY	248-903.05-970.000	\$73,997.87	\$263,000.00	\$48,171.83	\$0.00	\$0.00
Total Expense Objects:		\$73,997.87	\$263,000.00	\$48,171.83	\$0.00	\$0.00



Debt Service

Summary

Purpose or Objective of this Department:

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

Activities of this Department

Expenditures in this activity are for the following bonds:

- 2016 Development bonds issued to facilitate growth within the DDA district. The final bond payment is in 2035.
- 2017 Development bonds issued to facilitate the Realize Cedar project. The final bond payment is in 2035.

Resources Needed

The attached year 2026 budget requests expenditures of \$902,366. The forecast for 2027 is \$887,394 and the forecast for 2028 is \$876,674. The debt schedules are determined when the bonds are issued.

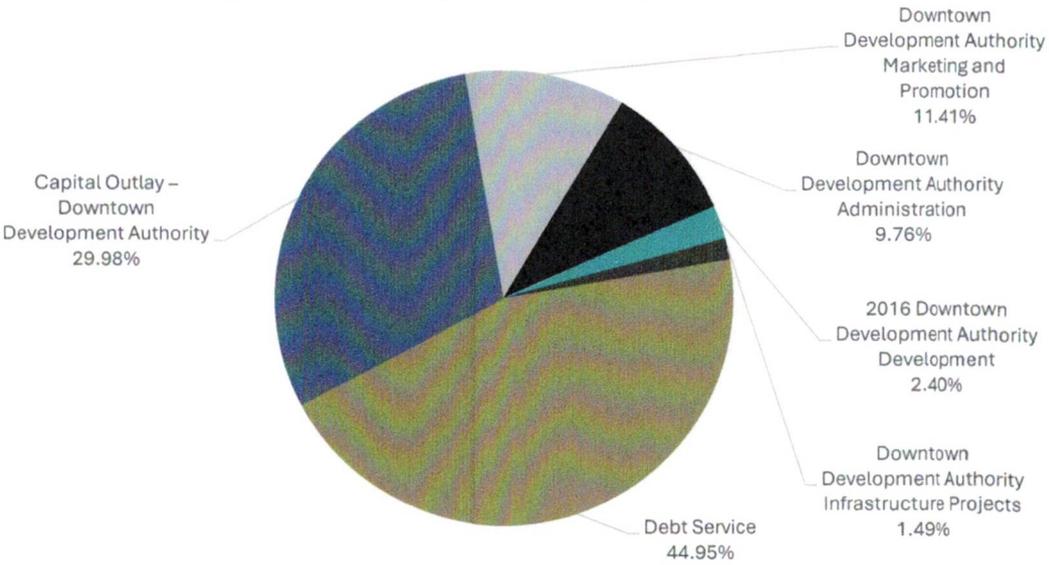
Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
TRANS OUT-2016 DDA REF BONDS	248-906.00-995.391	\$813,634.78	\$0.00	\$0.00	\$0.00	\$0.00
TRANS OUT-2016 DDA DEVEL BONDS	248-906.00-995.395	\$105,776.00	\$109,145.00	\$107,172.45	\$110,200.00	\$107,480.00
TRANS OUT-REALIZE CEDAR BONDS	248-906.00-995.397	\$213,043.76	\$808,043.76	\$795,193.76	\$777,193.76	\$769,193.76
Total Expense Objects:		\$1,132,454.54	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76



Summary of Expenditures by Department

Budgeted 2026 Expenditures by Department

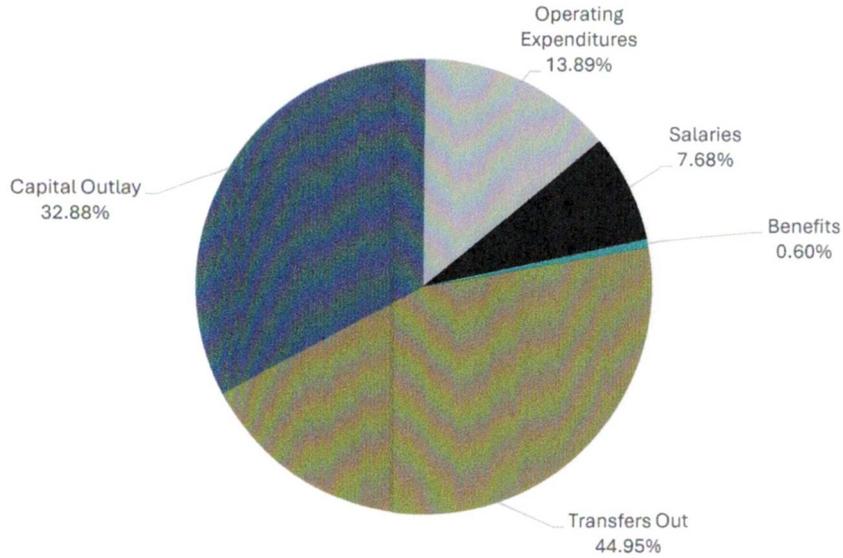


Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expenditures						
Downtown Development Authority Administration	\$147,133.25	\$202,532.55	\$205,237.55	\$195,895.07	\$200,951.35	\$208,459.47
Downtown Development Authority Marketing and Promotion	\$182,344.91	\$237,178.95	\$237,178.95	\$229,067.25	\$231,792.11	\$234,626.54
Downtown Development Authority Infrastructure Projects	\$139,243.40	\$25,000.00	\$63,000.00	\$30,000.00	\$25,000.00	\$25,000.00
Capital Outlay - Downtown Development Authority	\$5,387.50	\$200,000.00	\$200,000.00	\$601,828.17	\$200,000.00	\$200,000.00
2016 Downtown Development Authority Development	\$73,997.87	\$370,000.00	\$263,000.00	\$48,171.83	\$0.00	\$0.00
Debt Service	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Expenditures:	\$1,680,561.47	\$1,951,900.27	\$1,885,605.27	\$2,007,328.53	\$1,545,137.22	\$1,544,759.77



Summary of Expenditures by Expense Type

Budgeted 2026 Expenditures by Source



Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expenditures						
Salaries	\$153,927.28	\$167,855.14	\$167,855.14	\$154,141.09	\$160,870.31	\$167,856.62
Benefits	\$9,818.03	\$10,806.37	\$10,806.37	\$12,021.23	\$12,573.15	\$13,179.39
Operating Expenditures	\$304,976.25	\$276,050.00	\$316,755.00	\$278,800.00	\$274,300.00	\$277,050.00
Capital Outlay	\$79,385.37	\$580,000.00	\$473,000.00	\$660,000.00	\$210,000.00	\$210,000.00
Transfers Out	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Expenditures:	\$1,680,561.47	\$1,951,900.27	\$1,885,605.27	\$2,007,328.53	\$1,545,137.22	\$1,544,759.77



Downtown Development Authority Debt Service Fund

The DDA Debt Service Fund accounts for bond principal and interest payments due in the current year. This fund receives resources from the Downtown Development Authority Fund.

Summary

In 2026, we are budgeting \$902,366 for revenue and \$902,366 for expenditures. When compared to the 2025 Original Budget, revenues are expected to decrease by \$14,823 (1.6%) and expenditures are expected to decrease by \$14,823 (1.6%).

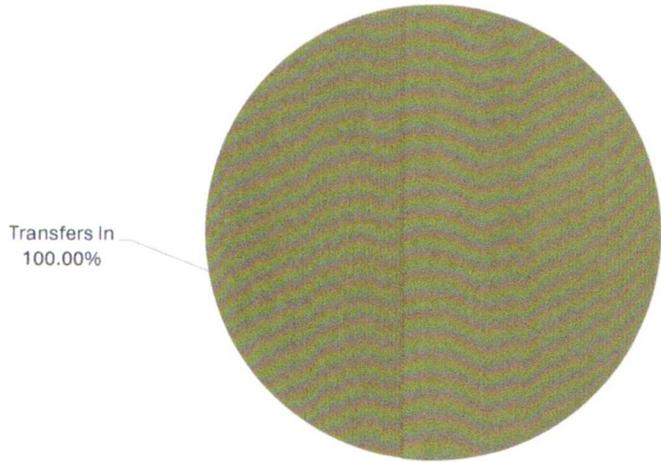
Review the table below to learn how this budget will impact fund balance.

Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Beginning Fund Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenues						
Transfers In	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Revenues:	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Expenditures						
Debt Service	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Expenditures:	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Expenditures:						
Ending Fund Balance:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Revenues

Budgeted 2026 Revenues by Source



Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Revenue Source						
Transfers In						
TRANS IN FROM DELHI DDA	394-000.00-699.248	\$1,132,454.54	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Transfers In:		\$1,132,454.54	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Revenue Source:		\$1,132,454.54	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76



Debt Service

Summary

Purpose or Objective of this Department:

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

Activities of this Department

Expenditures in this activity are for the following bonds:

- 2016 Development bonds issued to facilitate growth within the DDA district. The final bond payment is in 2035.
- 2017 Development bonds issued to facilitate the Realize Cedar project. The final bond payment is in 2035.

Resources Needed

The attached year 2026 budget requests expenditures of \$902,366. The forecast for 2027 is \$887,394 and the forecast for 2028 is \$876,674. The debt schedules are determined when the bonds are issued.

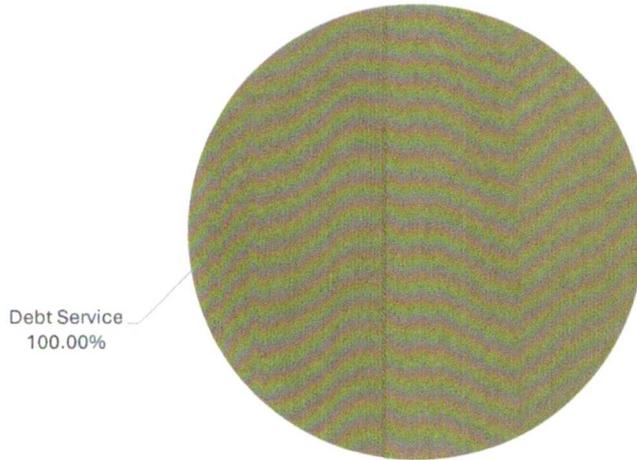
Detailed Budgeted Expenditures

Name	Account Number	FY2024 Actual	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expense Objects						
PRINCIPAL-2016 REF BONDS	394-906.00-991.391	\$800,821.64	\$0.00	\$0.00	\$0.00	\$0.00
PRINCIPAL-2016 DEVEL BONDS	394-906.00-991.395	\$70,000.00	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00
PRINCIPAL-2017 REALIZE CEDAR BONDS	394-906.00-991.397	\$0.00	\$595,000.00	\$600,000.00	\$600,000.00	\$610,000.00
AGENT FEES-2016 DEVEL BONDS	394-906.00-993.395	\$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
INTEREST-2016 REF BONDS	394-906.00-994.391	\$12,813.14	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST-2016 DEVEL BONDS	394-906.00-994.395	\$35,276.00	\$33,645.00	\$31,672.45	\$29,700.00	\$26,980.00
INTEREST-2017 REALIZE CEDAR BONDS	394-906.00-994.397	\$212,543.76	\$212,543.76	\$194,693.76	\$176,693.76	\$158,693.76
Total Expense Objects:		\$1,132,454.54	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76



Summary of Expenditures by Expense Type

Budgeted 2026 Expenditures by Source



Name	FY2024 Actual	FY2025 Original Budget	FY2025 Projected	FY2026 Budgeted	FY2027 Forecasted	FY2028 Forecasted
Expenditures						
Debt Service	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76
Total Expenditures:	\$1,132,454.54	\$917,188.76	\$917,188.76	\$902,366.21	\$887,393.76	\$876,673.76



**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

September 30, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Proposal from Two Men and a Truck

The Delhi Township Downtown Development Authority is currently in the process of selling their current office location at 4410 Holt Rd. As the new owner will take possession of the building prior to the completion of the new DDA offices, we will be both moving and storing DDA furniture. Attached with this memo is a breakdown estimate from Two Men and a Truck, which details moving and storage costs.

I move to approve the proposal from Two Men and a Truck in the amount of \$6,353.42 and authorize the Executive Director to execute the contract for the same.



Proposal created for: *Holt Township DDA*

Proposal Date: 9/18/2025

Proposal Expires: 10/18/2025

Holt Township DDA is requesting pricing for their office location to be packed, moved out, stored, and moved back to a location in Holt. Below is a summary of the costs detailed further below.

Packing Service

- \$180 / hr for 2 packers
- Estimated 2.5 – 4.5 hours may be used
- Labor Totals: \$450 - \$810
- Supplies Estimate: \$182.47
- Tax: \$10.95
- Packing Total: \$643.42 - \$1,003.42

Move Service (*to Storage*)

- \$330 / hr for 4 men / 2 trucks
- Estimated 5.5 – 7.5 hours
- Labor Totals: \$1,815 - \$2,475
- Valuation: \$200
- Moving Total: \$2,015 - \$2,675

Move Service (*from Storage*)

- \$330 / hr for 4 men / 2 trucks
- Estimated 5.5 – 7.5 hours
- Labor Totals: \$1,815 - \$2,475
- Valuation: \$200
- Moving Total: \$2,015 - \$2,675

Packing and Moving Grand Totals Estimate: \$4,673.42 - \$6,353.42

Storage

- Estimated 8 – 10 crates needed
- Storage Total: \$385 / mo - \$465 / mo

Abstract of Services:

1. TMT will provide packing services in preparation of the move. Accrual of service hours starts when movers depart from 1200 Keystone, Lansing, 48911 and ends with their return to 1200 Keystone, Lansing, 48911. Actual time is billed to the 15-minute increment, after the 1 hr minimum is met. Supplies such as boxes, tape, packing paper, or other supplies are provided by TMT, and are charged in addition to the labor provided.
 - o Description: wrapping small items with packing paper, placing items in boxes, labeling room/contents, taping boxes shut, and stacking to the side.
2. TMT will provide moving services to transport boxes and furniture from the move origin to TMT's storage warehouse at 1200 Keystone, Lansing, MI 48911. Accrual of service hours starts when movers depart from 1200 Keystone, Lansing, 48911 and ends when they have completed unloading all items into the storage unit(s). Actual time is billed to the 15-minute increment, after the 1 hr minimum is met. Basic tools like ramp, dollies, pad/wrap, protective equipment, and truck maintenance are not charged additionally. *Moving pads are only charged additionally when these supplies are not retained by TMT.*
 - o Description: Moving activities include basic disassembly when needed, pad/wrapping of furniture, securement of goods into the truck, transport, and unloading into the new location.
3. TMT will provide indoor, heated, pest-controlled, secure storage capacity within our warehouse, located at 1200 Keystone, Lansing, MI 48911. Items that have been transported retain their packaging materials and are stowed in 5' L x 6' W x 7' H storage units indoors. There is no term requirement for storage, and rent is pro-rated and returned upon exit.
4. TMT will provide moving services to transport boxes and furniture from our Storage Unit to the destination location. Accrual of service hours starts when movers depart from 1200 Keystone, Lansing, 48911 and ends when they have returned to 1200 Keystone, Lansing, MI 48911. Actual time is billed to the 15-minute increment, after the 1 hr minimum is met. Basic tools like dollies, pad/wrap, fuel, the truck are not charged additionally. Any moving blankets used will be retrieved and retained by TMT.

Please contact us at your earliest convenience if you have questions or concerns.

Jesse Lupinski
Senior Move Consultant

TWO MEN AND A TRUCK® Lansing

Services: Moving, Junk Removal, Storage

1200 Keystone Ave.

Lansing, MI 48911

517.485.4545

Jesse.Lupinski2@twomen.com





**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

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dda@delhitownship.com

September 30, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Revised Contract with Phillips Building and Remodeling Inc

Upon approval, this revised estimate of \$609,983.00 from Phillips Building and Remodeling Inc, will provide office space for the DDA which will be included in the new Farmers Market building. The DDA Board previously approved \$400,000.00 to construct the Annex building. Since that approval, we have increased the size of the building by approximately one third to accommodate the DDA office space, thus the increase in amount. Further changes required by the Ingham County Drain Commission (ICDC) and other agencies have also increased building costs. The total cost is to be offset by \$175,000, which was awarded to the DDA by LEAP's Revitalization and Placemaking (RAP) Grant program, further funds will come from the sale of 4410 Holt Rd, which has been sold for \$335,000.00. The remaining costs will be taken from the Taxable Bond Fund which was issued as part of Realize Cedar.

I move to approve the proposal dated 9/22/2025 from Phillips Building and Remodeling Inc, in the amount of \$609,983.00.

PHILLIPS BUILDING AND REMODELING INC

132 HALL ST. EATON RAPIDS, MI. 48827 PHONE:517-663-3300 FAX:517-663-3666

PROPOSAL

9/22/2025

NAME AND ADDRESS:

Delhi DDA
4410 Holt Rd.
Holt, MI 48842

BUILDER TO PROVIDE LABOR AND MATERIAL FOR THE FOLLOWING:

- 1) 40'x78'x10' wood frame building next to the Farmers Market in Holt, MI.
- 2) Building permit issued by Delhi Township no charge to contractor.
- 3) Construct building per architectural plans by Roger L Donaldson AIA P.L.C.
- 4) Overhead doors to be white. Entry doors and windows are mill finish.
- 5) Sanitary Monitoring Manhole is included per plan.
- 6) 40'x50' concrete slab between buildings.
- 7) No landscaping or parking surfaces figured.
- 8) Remove all construction debris from site.
- 9) Contract will replace Proposal before start.

THE ABOVE WORK TO BE COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER FOR THE SUM OF: \$609,983.00 (six hundred nine thousand nine hundred eighty-three and no/100).

ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS ARE CONTIGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER SHALL SECURE PROPER INSURANCE AGAINST FULL LOSS AND DAMAGE FROM FIRE AND WINDSTORM AND ALL STANDARD FORMS OF RISK. PHILLIPS BUILDING AND REMODELING, INC. SHALL CARRY WORKMEN'S COMPENSATION AND PUBLIC LIABILITY INSURANCE. SNOW REMOVAL SHALL BE THE RESPONSIBILITY OF THE OWNER.

A RESIDENTIAL CONTRACTOR IS REQUIRED TO BE LICENSED UNDER ARTICLE 24 OF ACT 299 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTIONS 339.2401 TO 339.2412 OF THE MICHIGAN COMPILED LAWS. CONTRACTOR IS LICENSED BY THE STATE OF MICHIGAN TO PROVIDE THE CONTRACTED IMPROVEMENT. CONTRACTOR'S LICENSE NUMBER IS 2101040307.

SUBMITTED:



ERNEST R. PHILLIPS

DATE:

9-23-25