

1. 7:00 P.M. Downtown Development Authority (DDA) Meeting Agenda

Documents:

[DDA AGENDA 9-28-21.PDF](#)

2. 9-28-2021 Agenda Packet

Documents:

[9-28-21 DDA PACKET WEB.PDF](#)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, September 28, 2021

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 August 31, 2021

Business

1. FY 2022 DDA Budget – Set Public Hearing for October 26, 2021
- 2.

Late Agenda Item

- 3.

Reports

4. Executive Director
5. Deputy 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

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Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 31, 2021**

The Downtown Development Authority met Tuesday, August 31, 2021 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: Harry Ammon, Rita Craig, Tim Fauser, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Rick Brown, John Hayhoe

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director

PUBLIC COMMENT: None

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

APPROVAL OF MINUTES

Rae moved, Craig supported, to approve the regular meeting minutes of July 27, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

MOTION CARRIED

PRESENTATION Scott Gillespie, The Gillespie Company – Update on Esker Square

Scott Gillespie reported that the masonry (concrete block) for the project will be delivered to the site this week. A few changes were made to the design of the building due to availability issues with certain products. It is anticipated that the first building will be 100% complete within 12 months after the start of construction. Construction on the second building will likely begin before the first building is finished. The project has experienced supply chain issues, labor issues, and large price increases in construction supplies due to the pandemic. Mr. Gillespie thanked the board for their patience and understanding during the past few years. He is excited to see the project completed.

BUSINESS

2176 CEDAR STREET – PHILLIPS BUILDING AND REMODELING INC. PROPOSAL FOR RENOVATION WORK

Ammon moved, Fauser supported, to approve the proposal from Phillips Building and Remodeling Inc. for the renovation work at 2176 Cedar Street in the amount of \$134,050.00 plus a 15% contingency.

Executive Director Haas offered background on the project, first approved in 2019. The sewer work is complete. A new water lead is required and will be installed by the Lansing Board of Water and Light. The Phillips proposal includes all other work for the completion of the renovation of the proposed restaurant.

A Roll Call Vote was recorded as follows:

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 31, 2021**

Ayes: Ammon, Craig, Fauser, Leighton, Marvin, Miller, Rae
Absent: Brown, Hayhoe

MOTION CARRIED

2020 FARMERS MARKET ANNUAL REPORT

Chuck Grinnell, Market Manager, reviewed his 2020 Annual Report. The Market was closed due to COVID-19 as of March 13 and reopened with significant safety protocols in place on May 30. There were people lined up out the door on May 30 and over 600 people visited the Market that day. All token sales were down during the year. A large increase is expected for 2021. All special events at the Market were cancelled for 2020. 5 Food Frenzy events were scheduled for 2021. The first event in May offered food to go, no seating was available. All other Frenzy events provided seating. Attendance ranged from 1000 to 1400 people. There will be a Halloween themed Food Frenzy on Wednesday, October 27, featuring 16 food vendors and live music. The Market experienced loss of a few vendors due to COVID. Air purifiers were added to help circulate cleaner air. To his knowledge, no COVID cases were traced back to the Market. Positive cases were reported, but not related to Market attendance. Masks are once again required for Market vendors and customers.

Cruise to Holt, a drive-in car show, was established this summer on Friday evenings using the Market parking lot.

The new roof is currently being installed at the Market.

2022 DDA BUDGET – INITIAL REVIEW

Deputy Director Underhill gave an overview of the 2021 Projected and 2022 Requested budget. It includes forecasts through 2024. She highlighted a few differences from prior years due to the State of Michigan revising account numbers. This budget will be presented to the Delhi Township Board of Trustees at the Budget Workshop on Tuesday, September 14.

Executive Director Haas invited DDA Attorney Gordon VanWieren, Thrun Law Firm, P.C. to address the board regarding the terms of the Transfer/Development Agreement between the DDA and 2000 Cedar, LLC (Esker Square). Mr. Van Wieren reviewed the initial Agreement and its subsequent amendments, the fourth of which was signed in March of this year. That amendment requires that vertical construction, defined as the first-floor walls being physically attached to the foundation, commence on or before September 1, 2021. Photographs and video were taken at the end of the day on September 1, 2021 to document the site. A demand letter for an unencumbered warranty deed for the property to be delivered within three days to Transnation Title Company was sent on September 1, 2021. Mr. Gillespie will have thirty (30) days to commence vertical construction. If that does not occur, the deed will be released to the DDA.

REPORTS

Executive Director

Mr. Haas is still looking for a kayak vendor for Esker Landing. The Electric Vehicle Chargers are installed and await activation. Cost structures for use will be designed to help the DDA recoup the costs of installation. The Delhi Township Board of Trustees approved \$250,000 to assist

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 31, 2021**

Township businesses in the form of digital marketing assistance. Blohm Creative Partners will once again be facilitating that assistance. \$50,000 was set aside for women and minority owned businesses during the first 90 days of the program.

Deputy Director

Ms. Underhill reported that masks are required in all Township buildings as of August 30.

Advertising & Marketing Committee

Mr. Leighton reported that the Township Business Directory will be updated to include sorting and filtering, making it more user friendly to the public. The Our Town publication will be rebranded as HoltNOW beginning with the October issue.

Planning Commission

Ms. Craig reported that a Special Use Permit was approved for the Eyde property at the south end of Cedar Lake for Lawn Stars Landscapers.

Supervisor

In the absence of the Supervisor, there was no report.

Treasurer

Ms. Rae reported that DDA cash and investments totaled \$5,225,560 as of July 31, 2021.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Nanette Miller, Secretary

/lau

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 16, 2021

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: FY 2022 Budget – Set Public Hearing

The Fiscal Year 2022 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 14, 2021.

The next step in the process is to schedule a public hearing for our regular meeting on October 26th. Following the public hearing, the DDA Board will formally approve the budget.

The attached notice will be published in the *Holt Community News* on Sunday, October 10, 2021.

RECOMMENDED MOTION:

I move to set a Public Hearing for the proposed Fiscal Year 2022 DDA Budget to be held during the Tuesday, October 26, 2021 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 2022 Downtown Development Authority budget at the Community Services Center, at 2074 Aurelius Road, Holt, MI on Tuesday, October 26, 2021 at 7:00 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, 2021.

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

**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
- Support and promote 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, *Our Town* publication, and other community events and activities as Board of Directors member
- Continue to prepare and distribute *Our Town* publication electronically via HoltNow website and grow reader base; transition from quarterly to monthly publication supported by advertising sales
- Encourage community beautification with the placement of additional public art and murals
- Work with Township staff to enhance Trailhead Parks

2021 and Beyond Objectives

- Find appropriate users/developers for Cedar & Hancock and Cedar & North properties
- Provide digital marketing assistance to businesses impacted by COVID-19 pandemic
- Enhance Esker Landing park with addition of kayak vendor
- Replace roof at Holt Farmers Market
- Install Electric Vehicle Charging stations
- Finalize rehabilitation at 2176 Cedar for end user (restaurant)
- Work with Township to identify potential repair or replacement for the fountain in Veterans Memorial Gardens
- Locate land for future commercial/industrial growth
- Further triangle area development
- Other activities as identified

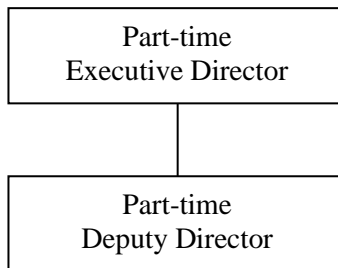
Delhi Downtown Development Authority (248)

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			
	2020	2021	2022
Executive Director	0.60	0.60	0.60
Deputy Director	0.60	0.60	0.60
Total	1.20	1.20	1.20

DOWNTOWN DEVELOPMENT AUTHORITY FUND SUMMARY

Description	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2023 Forecast	2024 Forecast
Revenues						
Property Taxes	\$ 1,960,263	\$1,960,960	\$2,044,130	\$2,131,800	\$2,174,300	\$2,217,650
Grants	2,000	2,000	35,910	2,000	-	2,000
Interest and rentals	23,024	14,500	10,000	10,000	9,000	9,000
Other	16,116	2,000	2,900	1,500	1,500	1,500
Total Revenues	2,001,403	1,979,460	2,092,940	2,145,300	2,184,800	2,230,150
Expenditures						
Community and Economic Dev						
Administration	133,485	181,720	166,810	168,280	170,500	172,750
Marketing & Promotion	357,326	187,630	274,250	197,790	195,300	196,580
Other Functions	135,496	-	-	-	-	-
Infrastructure Projects	2,600	160,450	160,450	157,840	155,230	152,620
Capital Outlay	76,108	150,000	59,310	-	-	-
Development Capital Outlay/Improvements	472,342	325,000	372,910	275,000	275,000	275,000
Total Expenditures	1,177,357	1,004,800	1,033,730	798,910	796,030	796,950
Other Financing Sources (Uses)						
Sale of Assets	1,200,000	-	9,690	4,410	1,890	-
Transfer to DDA Debt Service Funds	(1,099,844)	(1,105,810)	(1,105,810)	(1,119,700)	(1,128,630)	(1,132,480)
Total Other Financing Sources (Uses)	100,156	(1,105,810)	(1,096,120)	(1,115,290)	(1,126,740)	(1,132,480)
Revenues over (under) expenditures	924,202	(131,150)	(36,910)	231,100	262,030	300,720
Fund Balance, Beginning	3,275,065	4,199,267	4,199,267	4,162,357	4,393,457	4,655,487
Fund Balance, Ending	\$ 4,199,267	\$4,068,117	\$4,162,357	\$4,393,457	\$4,655,487	\$4,956,207

DDA REVENUE

GL Number	Description	06/30/2021					
		2020 Activity	Amended Budget	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
248-000.00-403.000	PROP TAXES-AD VAL.	\$ 1,944,336	\$ 1,945,460	\$ 2,034,000	\$ 2,125,000	\$ 2,167,500	\$ 2,210,850
248-000.00-412.000	DELQ TAX	3,522	5,000	100	-	-	-
248-000.00-437.000	IFT/CFT TAX REVENUE	12,066	10,000	10,000	6,800	6,800	6,800
248-000.00-445.005	DELQ INTER & PENALTY	339	500	30	-	-	-
248-000.00-572.000	STATE GRANTS	2,000	2,000	35,910	2,000	-	2,000
248-000.00-665.000	INTEREST	20,645	7,500	6,000	6,000	5,000	5,000
248-000.00-670.010	RENT-FARMERS MKT	2,379	7,000	4,000	4,000	4,000	4,000
248-000.00-672.040	GREASE LOAN	15,683	-	-	-	-	-
248-000.00-677.000	MISC REVENUE	357	1,000	500	500	500	500
248-000.00-687.000	REFUNDS/REBATE/REIME	76	1,000	2,400	1,000	1,000	1,000
248-000.00-693.000	SALE OF CAPITAL ASSET	1,200,000	-	9,690	4,410	1,890	-
Total		\$ 3,201,403	\$ 1,979,460	\$ 2,102,630	\$ 2,149,710	\$ 2,186,690	\$ 2,230,150

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

Year 2022 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 2022 budget requests expenditures of \$168,280.

DEPT 728.00 DDA ADMINISTRATION

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-728.00-703.005	PART TIME HELP	\$ 83,633	\$ 81,400	\$ 38,524	\$ 82,900	\$ 83,230	\$ 84,900	\$ 86,600	
248-728.00-715.000	SOCIAL SECURITY/MEDIC	1,213	1,180	559	1,200	1,210	1,240	1,270	
248-728.00-718.000	PENSION CONTRIBUTION	2,509	2,450	1,156	2,490	2,500	2,550	2,610	
248-728.00-724.000	WORKERS COMP	237	370	102	370	370	380	390	
248-728.00-726.000	OFFICE SUPPLIES	1,069	1,000	181	1,000	1,000	1,000	1,000	
248-728.00-801.000	LEGAL FEES	15,576	20,000	5,482	15,000	15,000	15,000	15,000	
248-728.00-802.005	DUES AND SUBSCRIPTIO	1,328	1,470	1,155	1,500	1,500	1,500	1,500	
248-728.00-803.000	POSTAGE	45	50	2	50	50	50	50	
248-728.00-807.000	AUDIT FEES	2,316	2,350	2,343	2,350	2,370	2,420	2,470	
248-728.00-810.000	INSURANCE & BONDS	3,479	3,800	3,588	3,800	3,800	3,800	3,800	
248-728.00-818.000	CONTRACTUAL SERVICE	18,481	25,700	4,153	20,000	20,000	20,000	20,000	
248-728.00-853.000	TELEPHONE/COMMUNIC/	2,886	2,950	1,252	2,950	3,000	3,050	3,100	
248-728.00-870.000	MILEAGE	251	500	-	500	500	500	500	
248-728.00-902.005	PRINTING AND PUBLISHII	130	100	-	100	100	100	100	
248-728.00-921.030	UTILITIES - WATER	-	1,200	252	800	820	840	860	
248-728.00-921.035	UTILITIES - SEWER	-	1,200	345	900	920	940	960	
248-728.00-921.040	UTILITIES - ELECTRIC	-	8,000	2,801	6,500	6,630	6,770	6,900	
248-728.00-921.045	UTILITIES - GAS	-	4,000	1,945	4,000	4,080	4,160	4,240	
248-728.00-930.000	BUILDING MAINTENANCE	-	2,000	1,975	2,600	2,700	2,800	2,900	
248-728.00-956.000	MISCELLANEOUS	332	1,000	1,258	1,600	1,500	1,500	1,500	
248-728.00-960.000	EDUCATION & TRAINING	-	1,000	-	200	1,000	1,000	1,000	
248-728.00-962.000	TWP PROP-DRAIN/TAX/S.	-	15,000	-	15,000	15,000	15,000	15,000	
248-728.00-964.000	TAX ADJUSTMENTS TO C	-	5,000	-	1,000	1,000	1,000	1,000	
248-728.00-970.000	CAPITAL OUTLAY	-	-	-	-	-	-	-	
Total		\$ 133,485	\$ 181,720	\$ 67,073	\$ 166,810	\$ 168,280	\$ 170,500	\$ 172,750	

Account #	Description and Calculation	Calcs	2021 Budget	2021 Projected	2022 Request
	DDA ADMINISTRATION				
728-703.005	Part Time Help		81,400	82,900	83,230
	Year 2021				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 5, 1200 hrs @ \$25.743/hr	30,892			
	Deputy Director Pay	4,000			
	Total	82,892			
	Year 2022				
	Director \$4,000/mo x 12 mo	48,000			
	Admin Sec Gr 6, Step 5, 1200 hrs @ \$26.026/hr	31,230			
	Deputy Director Pay	4,000			
	Total	83,230			
728-715.000	Social Security/Medicare		1,180	1,200	1,210
	Year 2021				
	82,892 wages x .0145	1,202			
	Year 2022				
	83,230 wages x .0145	1,210			
728-718.000	Pension Contribution		2,450	2,490	2,500
	Year 2021				
	82,892 wages x 3%	2,487			
	Year 2022				
	83,230 wages x 3%	2,497			
728-724.000	Workers Comp		370	370	370
	Year 2021: 82,892 x .0045 =	373			
	Year 2022: 83,230 x .0045=	375			
728-726.000	Office Supplies		1,000	1,000	1,000
	Year 2021	1,000			
	Year 2022	1,000			
728-801.000	Legal Fees (land sales, contracts, general)		20,000	15,000	15,000
	Year 2021	15,000			
	Year 2022	15,000			
728-802.005	Dues & Subscriptions		1,470	1,500	1,500
	Year 2021	1,500			
	Year 2022	1,500			
728-803.000	Postage		50	50	50
	Year 2021	50			
	Year 2022	50			
728-807.000	Audit Fees		2,350	2,350	2,370
	Year 2021	2,350			
	Year 2022	2,370			
728-810.000	Insurance & Bonds		3,800	3,800	3,800
	Year 2021	3,800			
	Year 2022	3,800			
728.818.000	Contractual Services - Encompass, Rose Pest, ACD.net		25,700	20,000	20,000
	Trash, Cleaning Fees				
	Year 2021	20,000			
	Year 2022	20,000			

Account #	Description and Calculation	Calcs	2021 Budget	2021 Projected	2022 Request
728-853.000	Telephone/Communications - ACD.net, Haas Cell		2,950	2,950	3,000
	Year 2020	2,950			
	Year 2021	3,000			
728-870.000	Mileage		500	500	500
	Year 2021	500			
	Year 2022	500			
728-902.005	Printing & Publishing		100	100	100
	Year 2021	100			
	Year 2022	100			
728-921.030	Utilities - Water (2150 Cedar, 4410 Holt)		1,200	800	820
	Year 2021	800			
	Year 2022	820			
728-921.035	Utilities - Sewer		1,200	900	920
	Year 2021	900			
	Year 2022	920			
728-921.040	Utilities - Electric		8,000	6,500	6,630
	Year 2021	6,500			
	Year 2022	6,630			
728-921.045	Utilities - Gas		4,000	4,000	4,080
	Year 2021	4,000			
	Year 2022	4,080			
728-930.000	Building Maintenance		2,000	2,600	2,700
	Year 2021	2,600			
	Year 2022	2,700			
728-956.000	Miscellaneous		1,000	1,600	1,500
	Year 2021	1,600			
	Year 2022	1,500			
728-960.000	Education & Training		1,000	200	1,000
	Year 2021 - MEDA, MSU, Mid-America Dev Conf	200			
	Year 2022 - MEDA, MSU, Mid-America Dev Conf	1,000			
728-962.000	Township Properties - Drain/Tax/SAD		15,000	15,000	15,000
	Year 2021	15,000			
	Year 2022	15,000			
728-964.000	Tax Adjustments to County/Twp		5,000	1,000	1,000
	Year 2021	1,000			
	Year 2022	1,000			
728-970.000	Capital Outlay		-	-	-
	TOTAL ADMINISTRATION EXPENDITURES		181,720	166,810	168,280

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 *Our Town*, and supporting the Farmers' Market.

Year 2022 Goals

1. Support and promote 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
4. Encourage community beautification with the placement of public art and murals
5. Provide digital marketing support for local businesses impacted by the COVID-19 pandemic
6. Administration of the Back to Business program

Resources Needed

The attached year 2022 budget requests expenditures of \$197,790, a decrease of \$76,460 from the 2021 forecasted budget. The 2023 forecast is \$195,300 and the 2024 forecast is \$196,580. The forecasts take into account slight increases in employee compensation as typically adopted by the Board of Trustees each January.

DEPT 729.00 DDA MARKETING & PROMOTION

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-729.00-703.005	PART TIME HELP	\$ 49,563	\$ 51,780	\$ 24,483	\$ 55,690	\$ 57,400	\$ 58,550	\$ 59,730	
248-729.00-715.000	SOCIAL SECURITY/MEDIC	3,792	3,970	1,873	4,260	4,390	4,480	4,570	
248-729.00-724.000	WORKERS COMP INSUR	258	240	111	250	260	270	280	
248-729.00-884.000	DDA ADVERTISING	269,229	97,640	107,070	175,700	103,740	100,000	100,000	
248-729.00-888.000	FARMERS MARKET	27,069	13,000	16,750	26,350	20,000	20,000	20,000	
248-729.00-888.002	DOUBLE UP BUCKS	1,418	3,000	636	3,000	3,000	3,000	3,000	
248-729.00-956.000	MISCELLANEOUS	5,996	18,000	2,521	9,000	9,000	9,000	9,000	
Total		\$ 357,326	\$ 187,630	\$ 153,445	\$ 274,250	\$ 197,790	\$ 195,300	\$ 196,580	

Account No.	Description	Calcs	2021 Budget	2021 Projected	2022 Request
	MARKETING AND PROMOTION				
729-703.005	Part Time Help		51,780	55,690	57,400
	Year 2021				
	Farmers Mkt Asst - Grade E, Step 3 - 312 hrs @ 16.30/hr	5,090			
	Farmers Mkt Maint - Grade E, Step 3 - 540 hrs @ 16.30/hr	8,800			
	Market Manager - Grade 8, Step 4 - 670 hrs @ 30.519/hr	20,450			
	Market Manager - Grade 8, Step 5 - 670 hrs @ 31.856/hr	21,350			
	Total	55,690			
	Year 2022				
	Asst - Grade E, Step 3 - 324 hrs @ 16.479/hr	5,340			
	Maint - Grade E, Step 3 - 540 hrs @ 16.479/hr	8,900			
	Mgr - Grade 8, Step 5 - 1340 hrs @ 32.206/hr	43,160			
	Total	57,400			
729-715.000	SS/Medicare		3,970	4,260	4,390
	Year 2021: 55,690 wages x 0.0765	4,260			
	Year 2022: 57,400 wages x 0.0765	4,390			
729-724.000	Workers Comp		240	250	260
	Year 2021: 55,690 wages x 0.0045	250			
	Year 2022: 57,400 wages x 0.0045	260			
729-884.000	Advertising		97,640	175,700	103,740
	Year 2021				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$5,000	5,000			
	Music in the Garden (cancelled for 2021) - \$ 0	0			
	Business Directory	8,000			
	Holt Food Frenzy events - \$8,000	8,000			
	Holt Now Social Media - \$18,000	18,000			
	Music Licensing	1,700			
	Back to Business Program (phase II \$80,000)	80,000			
	Total	175,700			
	Year 2022				
	Newsletter - \$40,000	40,000			
	Blohm planning & promos - \$15,000	15,000			
	Advertising - \$10,000	10,000			
	Business Directory	5,000			
	Music in the Garden - \$6,000	6,000			
	Holt Food Frenzy events - \$8,000	8,000			
	Music Licensing	1,740			
	Holt Now Social Media - \$18,000	18,000			
	Total	103,740			
729-888.000	Farmers Market		13,000	26,350	20,000
	Year 2021				
	Promotion - \$15,000	15,000			
	Bldg Maint (phone, WiFi, supplies, repairs, cc fees) - \$10,000	11,350			
	Total	26,350			
	Year 2022				
	Promotion - \$10,000	10,000			
	Bldg Maint - \$10,000	10,000			
	Total	20,000			

Account No.	Description	Calcs	2021 Budget	2021 Projected	2022 Request
729-888.002	Double Up Bucks		3,000	3,000	3,000
	Year 2021	3,000			
	Year 2022	3,000			
729-956.000	Miscellaneous		18,000	9,000	9,000
	Year 2021				
	Web hosting and maintenance	8,000			
	Miscellaneous	1,000			
	Total	9,000			
	Year 2022				
	Web hosting/maintenance	8,000			
	Miscellaneous	1,000			
	Total	9,000			
	TOTAL MARKETING AND PROMOTION		187,630	274,250	197,790

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 2022 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 2022 budget requests expenditures of \$157,840.

DEPT 736.00 DDA INFRASTRUCTURE PROJECTS

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-736.00-820.010	ENGINEERING-TRAFFIC S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-736.00-933.000	STREETSCAPE REPR & M	2,600	10,000	1,300	10,000	10,000	10,000	10,000	10,000
248-736.00-956.000	MISCELLANEOUS	-	5,000	-	5,000	5,000	5,000	5,000	5,000
248-736.00-969.016	COMMUNITY AND ECON I	-	135,450	5,219	135,450	132,840	130,230	127,620	127,620
248-736.00-974.010	NON-MOTORIZED PATHW	-	10,000	-	10,000	10,000	10,000	10,000	10,000
Total		\$ 2,600	\$ 160,450	\$ 6,519	\$ 160,450	\$ 157,840	\$ 155,230	\$ 152,620	\$ 152,620

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 2022 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 2022 budget requests expenditures of \$0.

DEPT 903.00 CAPITAL OUTLAY-DDA

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-903.00-818.000	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.00-970.000	CAPITAL OUTLAY	14,590	-	5,304	5,310	-	-	-	-
248-903.00-971.000	CAPITAL OUTLAY-LAND	-	-	-	-	-	-	-	-
248-903.00-971.010	LAND HELD FOR RESALE	-	-	-	-	-	-	-	-
248-903.00-971.134	FARMERS MARKET-2150	-	150,000	8,545	54,000	-	-	-	-
248-903.00-971.137	ESKER LANDING PARK	61,518	-	-	-	-	-	-	-
Total		\$ 76,108	\$ 150,000	\$ 13,849	\$ 59,310	\$ -	\$ -	\$ -	\$ -

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 2022 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 2022 budget requests expenditures of \$225,000.

DEPT 903.05 2016 DDA DEVELOPMENT

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-903.05-818.000	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
248-903.05-956.000	MISCELLANEOUS	-	-	-	-	-	-	-	-
248-903.05-970.000	CAPITAL OUTLAY	10,500	225,000	21,220	225,000	225,000	225,000	225,000	225,000
248-903.05-993.010	BONDING EXPENSE	-	-	-	-	-	-	-	-
Total		\$ 10,500	\$ 225,000	\$ 21,220	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000

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 2022 budget requests expenditures of \$50,000.

DEPT 903.17 2017 DDA DEVELOPMENT

GL Number	Description	2020 Activity	06/30/2021		YTD As Of 06/30/2021	2021 PROJECTED	2022 REQUESTED	2023 FORECAST	2024 FORECAST
			Amended Budget						
248-903.17-818.000	CONTRACTUAL SERVICE	\$ 418,131	\$ 100,000	\$ 71,787	\$ 112,000	\$ 50,000	\$ 50,000	\$ 50,000	
248-903.17-970.000	CAPITAL OUTLAY	43,711	-	-	35,910	-	-	-	
Total		\$ 461,842	\$ 100,000	\$ 71,787	\$ 147,910	\$ 50,000	\$ 50,000	\$ 50,000	

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.

In compliance with the new State of Michigan Chart of Accounts, the three current DDA debts have been combined into one fund.

Resources Needed

The attached year 2022 budget requests expenditures of \$1,119,700.

DELHI DDA DEBT SERVICE OTHER FINANCING SOURCE

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
394-000.00-699.248	TRANS IN FROM DDA	\$ 1,099,844	\$ 1,105,810	\$ 150,730	\$ 1,105,810	\$ 1,119,700	\$ 1,128,630	\$ 1,132,480
Total		1,099,844	1,105,810	150,730	1,105,810	1,119,700	1,128,630	1,132,480

DEBT SERVICE EXPENDITURES

GL Number	Description	2020 Activity	06/30/2021	YTD As Of 06/30/2021	2021	2022	2023	2024
			Amended Budget		PROJECTED	REQUESTED	FORECAST	FORECAST
394-906.00-991.391	PRINC-2016 REF BONDS	\$ 719,840	\$ 733,340	\$ -	\$ 733,340	\$ 760,340	\$ 782,830	\$ 800,830
394-906.00-991.395	PRINC-2016 DEVEL BONDS	65,000	70,000	-	70,000	70,000	70,000	70,000
394-906.00-991.397	PRINC-2017 REALIZE CEDAR BONDS	-	-	-	-	-	-	-
394-906.00-993.395	AGENT FEES-2016 DEVEL BONDS	500	500	-	500	500	500	500
394-906.00-993.397	AGENT FEES-2017 REALIZE CEDAR BONDS	500	500	-	500	500	500	500
394-906.00-994.391	INTER-2016 REF BONDS	60,755	49,240	24,619	49,240	37,510	25,340	12,820
394-906.00-994.395	INTER-2016 DEVEL BONDS	40,706	39,680	19,840	39,680	38,300	36,910	35,280
394-906.00-994.397	INTER-2017 REALIZE CEDAR BONDS	212,544	212,550	106,272	212,550	212,550	212,550	212,550
Total		1,099,844	1,105,810	150,730	1,105,810	1,119,700	1,128,630	1,132,480