

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 29, 2019**

The Downtown Development Authority met Tuesday, January 29, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, Kim Cosgrove, David Leighton

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

Vice Chairperson Fauser welcomed new member Rita Craig to the Board. Ms. Craig was appointed as Planning Commission Representative following the resignation of Tonia Olson.

APPROVAL OF MINUTES

Marvin moved, Rae supported, to approve the regular meeting minutes of November 27, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Marvin moved, Rae supported, to approve the regular Brownfield meeting minutes of November 27, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Miller moved, Marvin supported, to approve the special meeting minutes of December 18, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Miller moved, Marvin supported, to approve the special Brownfield meeting minutes of December 18, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

SUBJECT TO APPROVAL

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BUSINESS

BID RESULTS AND RECOMMENDATION: ESKER LANDING

Miller moved, Craig supported, to award the bid for the Esker Landing park project to Laux Construction in the amount of \$1,173,540.93 and to approve Change Order No. 1 to the Contract.

Todd Sneathen, Hubbell, Roth & Clark, Inc., reported that 7 bids were received and opened on November 20, 2018. Laux Construction submitted the low bid. As the costs were higher than the amount budgeted to complete the project, meetings were held to determine where reductions could be made. Following those meetings with Laux and Delhi Township Parks & Recreation staff, the Township Board of Trustees agreed to contribute \$180,000 to the project. Construction will begin as the weather allows.

A Roll Call Vote was recorded as:

Ayes: Craig, Fauser, Hayhoe, Marvin, Miller, Rae

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

NOMINATION AND ELECTION OF 2019 DDA BOARD OFFICERS

Hayhoe moved, Marvin supported, to nominate the following as DDA officers for the calendar year 2019: Chairperson – David Leighton; Vice Chairperson – Tim Fauser; Secretary – Nanette Miller; Treasurer – Sally Rae.

A Roll Call Vote was recorded as:

Ayes: Craig, Fauser, Hayhoe, Marvin, Miller, Rae

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he continues to meet regularly with The Gillespie Company regarding the construction of Esker Square. The sanitary sewer construction is complete and building construction is scheduled to begin in March. Howard Kohn of The Chesapeake Group will be updating the 2014 market analysis report in response to inquiries regarding multiple family housing. The DDA has met with representatives from the Lansing Area Economic Partnership (LEAP) regarding our property at Holt and Holloway Drive. Plans for Holt Fest are moving along. The former tattoo building in front of Happy's Inn has been gutted in preparation for a potential user.

Farmers Market

Lori Underhill reported that the Market is open on Fridays between 2:00 and 6:00 and on Saturdays between 9:00 and 2:00.

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Advertising & Marketing Committee

Mr. Haas reported that the Committee viewed the new design for the DDA website. A new advertising campaign for Holt Now is underway.

Planning Commission

Ms. Craig reported that the Planning Commission met to discuss a Special Use Permit for a business on Depot Street.

Supervisor

Mr. Hayhoe reported that he continues to record weekly podcasts with Holt Public Schools Superintendent Dr. David Hornak. MSU Federal Credit Union is generously supporting Holt Fest. The Food Frenzy events for this spring/summer are: May 15; June 12; July 10; August 7; and September 11. The Tim Horton's/Cold Stone Creamery on Cedar Street has closed. The Holt Business Alliance held its award ceremony earlier in January. The Alliance conducted 65 ribbon cutting events in 2018. Township Manager John Elsinga announced his retirement after 41 years of service, effective April 30, 2019.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:23 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL