

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 27, 2019**

The Downtown Development Authority met Tuesday, August 27, 2019 in a regular meeting at the Holt Community Center, 4410 Holt 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, Rick Brown, Rita Craig, Tim Fauser, David Leighton, Sally Rae

MEMBERS ABSENT: John Hayhoe, Steven L. Marvin, Nanette Miller

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.

APPROVAL OF MINUTES

Craig moved, Fauser supported, to approve the regular meeting minutes of May 28, 2019.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Hayhoe, Marvin, Miller

MOTION CARRIED

Fauser moved, Leighton supported, to approve the regular Brownfield meeting minutes of May 28, 2019.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Hayhoe, Marvin, Miller

MOTION CARRIED

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:03 pm and closed at 7:06 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College. There were no attendees at the informational meeting.

SUBJECT TO APPROVAL

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BUSINESS

2020 BUDGET – PRELIMINARY REVIEW

Executive Director Haas and Deputy Director Underhill reviewed the proposed 2020 DDA Budget. The Township Board of Trustees will hold a Budget Workshop on September 10.

REPORTS

Executive Director

Mr. Haas reported on his conversations with developers and potential buyers of the DDA owned 37 acres at Holt and Holloway Drive. Esker Square has obtained sufficient leases to start construction by mid-September. Several interested parties have been looking at the small building located at 2176 Cedar Street. Earthwork and environmental activities have begun on the MSUFCU site. Construction on a \$1M building will begin in late 2019 or early 2020 at 2361 Cedar. A ribbon cutting ceremony will be held on Wednesday, August 28 at 1:00 pm for the Esker Landing Park. The DDA will be installing fences on several of its properties on Cedar Street in the coming months.

Farmer's Market

Lori Underhill reported that the Market continues to be a very busy place. Board members are encouraged to come and shop on Fridays from 2:00 – 6:00 and on Saturdays from 9:00 – 2:00.

Holt Fest 2019

Ms. Underhill reported that the newly revamped Holt Fest was a success. The parade was larger than in past years and well attended. The various events and live musical acts taking place in Veterans Memorial Gardens and at Holt Farmers Market were well received and well attended. Food truck vendors reported a very successful day.

Advertising & Marketing Committee

Mr. Leighton reported that the Committee did not meet in August.

Planning Commission

Ms. Craig reported that the Planning Commission clarified her report on Berry Farms Subdivision. It will contain 118 lots of approximately 80 feet by 125 feet in dimension. A new building is being constructed on the SE corner of Jolly and Aurelius Roads. A new Dollar General store is planned for Eaton Rapid Road, just south of the Wendy's. Two Special Use Permits were approved for outdoor storage.

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Supervisor

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

Treasurer

Ms. Rae reported that the Township audit of fiscal year 2018 is complete. DDA cash and investments for the month ending July 31, 2019 total \$3,666,036.

Members

None.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL

2019 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

August 27, 2019, 7:00 p.m.

- Realize Cedar Project Completion – \$7M investment for the complete reconstruction of Cedar Street between Aurelius Road and Holt Road; geofencing campaign to assist businesses impacted by construction
- Esker Landing – \$1.3M investment in new park with water access for fishing, boat launch for kayakers and canoers, non-motorized trail extension from Cedar Street trail (to connect with Mason trail in the future) – DDA, Township, and Michigan Department of Natural Resources Trust Fund Grant funded. Ribbon Cutting ceremony on Wednesday, August 28 at 1:00 p.m.
- Received Michigan Department of Environment, Great Lakes and Energy (EGLE) Grant for Michigan State University Federal Credit Union site in the amount of \$370,000 for environmental clean-up. Construction began this month on the \$5.5M project.
- Environmental work for Esker Square, utilizing \$240,000 EGLE Grant
- Completion of demolition of former Happy's Motel at 2176 Cedar Street. Multiple interested parties in former tattoo building remaining on site.
- Sale of 2361 Cedar (former Hungry Howie's building) to Paul Back. Construction to begin late 2019 or early 2020 on \$1M project.
- Development of property underway on Park Lane, sold by the DDA in 2018. 1 of 2 homes has been constructed by Stacy Byers.
- Operation of Holt Farmers Market, one of the Township's most popular destinations – SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted
- Quarterly Newsletter focusing on Delhi Township businesses – Our Town
- Supported Township events: Music in the Garden, Holt Fest
- Housing Market Assessment