

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JANUARY 30, 2018**

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The Downtown Development Authority met Tuesday, January 30, 2018 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, Kim Cosgrove, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Brian Houser, Steven L. Marvin

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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Late Agenda Item #4 was added: 4410 Holt Road Property Rehabilitation

**APPROVAL OF MINUTES**

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**Olson moved, Ammon supported, to approve the regular meeting minutes of November 28, 2017.**

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

**MOTION CARRIED**

Nanette Miller entered the meeting at 7:02 p.m.

**BUSINESS**

**HRC PROPOSAL – CEDAR LAKE TRAILHEAD PARK DESIGN ENGINEERING SERVICES**

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**Olson moved, Fauser supported, to approve the Proposal for Cedar Lake Trailhead Park Design Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$81,450.00.**

Executive Director Haas gave an overview of the project to date. He reported that the project was selected for funding by the Michigan Department of Natural Resources Trust Fund Grant. Todd Sneathen, Hubbell, Roth & Clark, Inc. reviewed the proposal and explained which elements could be worked on prior to the receipt of the Grant Agreement. Dr. Fauser asked if the kayak launch would be accessible by vehicle. Mr. Sneathen replied that vehicles could get fairly close to the launch, but the final approach would need to be on foot.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Miller, Olson  
Absent: Houser, Marvin

**MOTION CARRIED**

SUBJECT TO APPROVAL

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**DEPUTY DIRECTOR POSITION**

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**Miller moved, Olson supported to rescind the DDA Board Action of November 28, 2017 with regard to the salary, title and job description for Lori Underhill and replace it with the following:**

**To pay Lori Underhill an “Annual Stipend” in the amount of \$2,500, to be paid quarterly, as compensation for the duties of “Deputy Director” to serve in the absence of the Executive Director of the Downtown Development Authority, effective January 1, 2018.**

Mr. Haas explained that this change was made at the request of the Township Manager’s Office. The new motion brings the position into line with other Deputy positions in the Township. Ms. Olson questioned whether the motion should be generic, as opposed to naming someone specifically. Mr. Haas replied in the negative.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Miller, Olson

Absent: Houser, Marvin

**MOTION CARRIED**

**NOMINATION AND ELECTION OF 2018 DDA BOARD OFFICERS**

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**Ammon moved, Olson supported to nominate the following as DDA officers for the calendar year 2018:**

**Chairperson: David Leighton; Vice-Chairperson: Tim Fauser; Secretary: Nanette Miller; Treasurer: Kim Cosgrove.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Miller, Olson

Absent: Houser, Marvin

**MOTION CARRIED**

**4410 HOLT ROAD PROPERTY REHABILITATION**

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**Cosgrove moved, Ammon supported to approve the proposal from Phillips Building and Remodeling Inc. for the rehabilitation of 4410 Holt Road in the amount of \$176,300.00, plus a 10% contingency of \$17,630.00, and authorize the Executive Director to execute a contract for the same.**

Mr. Haas reviewed his memorandum and the history of the project.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Miller, Olson

Absent: Houser, Marvin

**MOTION CARRIED**

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**REPORTS**

**Executive Director**

Mr. Haas reported that he met with property owners along Cedar Street regarding the changes to driveway configurations for the Realize Cedar project. He met with the owner of Quality Dairy to discuss the proposed changes to the Holt location. He met with representatives from the Lansing Economic Area Partnership, showing the Holt Road/Holloway Drive property to a potential user. He met with several local realtors regarding vacant properties along Cedar Street.

**Farmers Market**

Lori Underhill reported that the Farmers Market will apply for a Capital Region Community Foundation Impact Grant to install a commercial/incubator kitchen in the Market.

**Advertising & Marketing Committee**

Mr. Leighton reported the Committee discussed how we can better engage with Township business owners and encouraged the Board to communicate any ideas with him. He also reported that the DDA website needs a major upgrade to a serviceable platform.

**Planning Commission**

Ms. Olson reported that a Special Use Permit was approved for the Lansing Cottonwood Campground to allow for a towing company to be operated on the premises. A conditional rezoning of property located on the NE corner of Aurelius Road and Sycamore Street was recommended for an orthodontics office.

**Supervisor**

Mr. Hayhoe reported that a ribbon cutting was held at Aspen Lakes; the Holt Community Food Bank fed 150 families over the holidays; Holt Alliance will host Township staff at their meetings to discuss the Realize Cedar project; Hammond Farms opened a location in the Township; a new photography studio opened; he has participated in 58 podcasts with Holt Public Schools Superintendent Dr. David Hornak; the Rotary Club will be holding a fundraiser in February for their scholarship fund; Holt Lions Club celebrated their 50<sup>th</sup> Anniversary; and the new USA 2 Go gas station opened on the corner of Holt and Aurelius Roads.

**Treasurer**

Ms. Cosgrove explained that the new Deputy Director would follow the same invoice signing protocol as the Executive Director.

**Members**

Mr. Ammon stated he would be out of town for the February and March DDA meetings.

Ms. Underhill reminded the Board that the February meeting would be held on Tuesday, February 20, 2018 at 7:00 p.m. in the DDA Conference Room, 2045 Cedar Street, Holt.

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**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:51 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL