

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2017**

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The Downtown Development Authority met Tuesday, January 31, 2017 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:** Kim Cosgrove, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

**MEMBERS ABSENT:** Harry Ammon, Brian Houser, Steven L. Marvin, Tonia Olson

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Miller moved, Fauser supported, to approve the regular meeting minutes of November 29, 2016.**

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

**MOTION CARRIED**

**Fauser moved, Leighton supported, to approve the Brownfield regular meeting minutes of November 29, 2016.**

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

**MOTION CARRIED**

**BUSINESS**

**REALIZE CEDAR ENGINEERING AND OVERSIGHT PROPOSAL**

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Community Development Director Tracy Miller offered background on the Realize Cedar project. This is a proposal for design engineering so construction costs can be determined. Hubbell, Roth & Clark, Inc. (HRC) was asked to submit this proposal because of their involvement with the project from its inception, giving them unique insight on how all the potential improvements are interrelated and their feasibility given the Township's current infrastructure. Todd Sneathen, HRC, indicated their plan would be completed by summer 2017. Ms. Miller stated that implementation of the plan would take place during the 2018 construction season.

SUBJECT TO APPROVAL

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**Fauser moved, Miller supported, to approve the Proposal for Professional Engineering Services for the Realize Cedar – Corridor Redesign Phase I project from Hubbell, Roth & Clark, Inc. in the amount of \$193,000.00.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

**MOTION CARRIED**

**AWARD BID FOR CEDAR STREET TO TRAILHEAD PARK SIDEWALK**

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Tracy Miller explained that this sidewalk would connect the current Trailhead Park on Holt Road at the former Sam Corey Senior Center site to the future, proposed Trailhead Park located near the roundabout on Cedar Street. By keeping the construction of this sidewalk separate from the larger park project, the Township has more flexibility for construction within a residential neighborhood. This project will be engineering by HRC as it is constructed, working with the individual property owners impacted. It will be a 5 foot sidewalk built within the road right of way. Three bids were received with Kamminga & Roodvoets, Inc. (K & R) as the low bidder. K & R was the contractor for the RAM Trail, built in 2016.

**Leighton moved, Fauser supported, to award the bid to construct the sidewalk on Cedar Street to the Trailhead Park to Kamminga & Roodvoets, Inc. (K & R) in the amount of \$117,773.00 and authorized HRC to notify the contractor on behalf of the DDA.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

**MOTION CARRIED**

**ADOPT RESOLUTION NO. 2017-001: MDNR TRUST FUND GRANT APPLICATION**

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At the suggestion of Landscape Architects and Planners, a resolution of support from the DDA should be part of the Michigan Department of Natural Resources Trust Fund Grant application to construct the Trailhead Park located near the roundabout on Cedar Street.

**Hayhoe moved, Miller supported, to adopt Resolution No. 2017-001, a resolution approving the Department of Natural Resources Michigan Natural Resources Trust Fund Grant Application.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Houser, Marvin, Olson

**MOTION CARRIED**

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**NOMINATION AND ELECTION OF 2017 DDA BOARD OFFICERS**

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**Hayhoe moved, Miller supported, to nominate the following as DDA officers for calendar year 2017: Chairperson: David Leighton; Vice-Chairperson: Tim Fauser; Secretary: Nanette Miller; Treasurer: Kim Cosgrove.**

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

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Executive Director Haas reported that an additional Underground Storage Tank was found at the Holt Auto Clinic site. It was drained and removed. The submission of the MDNR Trust Fund Grant application is moving forward. Results should be known in early October. A developer interested in DDA property on Holt/Holloway Drive experienced some financial issues. Two other developers are also interested in the property.

**Holt Non-Profit Coalition**

Ms. Underhill reported that a Board meeting will be held in the spring.

**Holt Farmers Market**

The Market is open from 9-2 year round.

**Advertising & Marketing Committee**

David Leighton reported that the Committee is working toward connecting community needs with volunteers for various projects and events with a mind to hiring an individual to facilitate the Volunteer Bureau. The HoltNow! social media campaign is producing lots of interest.

**Planning Commission**

In the absence of Ms. Olson, there was no report.

**Supervisor**

John Hayhoe distributed event calendars to the Board. Weekly podcasts with the Delhi Township Supervisor and Holt Public Schools Superintendent are being produced and shared throughout the community. Many families will be moving in to the apartment development Prestwick Village. A Mobil gas station will be constructed at the corner of Holt and Aurelius

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Roads. The aviation company Pratt & Whitney plans to move into a facility on Holloway Drive. Delhi Township is currently leading the area in new housing starts.

**Treasurer**

There was no report.

**Members**

Nanette Miller asked how the increase in Township housing is impacting the School of Choice Program. Kim Cosgrove responded that Holt Public Schools lost a significant number of students following the 2008 decline in the economy. The district still has lots of space for new families. School of Choice spots are very limited at the Junior High and High School levels. As new residents continue to move into the community, the number of School of Choice spots will decrease.

**Limited Comments**

None.

Unless needed, the February and March DDA Board meetings will be canceled. There is a change of date and venue for the April meeting. It will be held on Tuesday, April 18<sup>th</sup> at 7:00 p.m. in the DDA Conference Room.

**ADJOURNMENT**

The meeting was adjourned at 7:41 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL