

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2018**

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The Downtown Development Authority met Tuesday, February 20, 2018 in a regular meeting at the DDA Office, 2045 Cedar Street, 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, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Harry Ammon, John Hayhoe, Brian Houser

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Olson moved, Fauser supported, to approve the regular meeting minutes of January 30, 2018.**

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

**MOTION CARRIED**

**Olson moved, Leighton supported, to approve the regular Brownfield meeting minutes of January 30, 2018.**

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

**MOTION CARRIED**

Nanette Miller entered the meeting at 7:03 p.m.

**BUSINESS**

**SALE OF PARK LANE PROPERTY**

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**Cosgrove moved, Fauser supported, to adopt Resolution No. 2018-001, a resolution for the sale of property located on Park Lane within the Township of Delhi, Ingham County, Michigan to Doug Byers and Stacy Byers.**

Executive Director Haas reviewed his memorandum dated February 13, 2018. This property was initially purchased to construct a parking lot that would serve Hope Middle School and area businesses. Costs for construction were significant. An offer to purchase the two lots for the

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construction of two single family homes was received from Doug and Stacy Byers. Mrs. Byers explained the type of homes she hopes to build on the property and that they would be owner occupied homes, not rentals. Ms. Olson inquired as to price of the homes. Mrs. Byers replied they would be offered in the \$180,000 to \$190,000 range.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

**MOTION CARRIED**

**4410 HOLT ROAD ELECTRICAL PROPOSAL**

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**Fauser moved, Leighton supported, to approve the proposal from Holden Electric, Inc. for the electrical work for 4410 Holt Road in the amount of \$39,445.00, plus a 5% contingency of \$1,972.25.**

Mr. Haas reviewed his memorandum dated February 14, 2018.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

**MOTION CARRIED**

**AMENDMENT TO TRANSFER/DEVELOPMENT AGREEMENT – ESKER SQUARE**

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**Cosgrove moved, Fauser supported, to approve the First Amendment to Transfer/Development Agreement between Delhi Township Downtown Development Authority and 2000 Cedar, LLC.**

Mr. Haas reviewed his memorandum dated February 14, 2018. As part of the larger Realize Cedar project, the sewer located on the Esker Square property will be replaced. While the sewer replacement will be paid by the Township Sewer Fund, since the initial agreement is between the DDA and 2000 Cedar, LLC, the amendment must also be between the two original parties. The DDA has received written confirmation from Township Manager Elsinga of the Sewer Fund covering these costs.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

**MOTION CARRIED**

**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 reported that he will be out of town until early April.

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**Farmers Market**

Lori Underhill reported that the Farmers Market has experienced its usual winter slow down, but as the weather improves, so does traffic to the Market.

**Advertising & Marketing Committee**

Mr. Leighton reported the Committee did not meet in February, but the marketing plans for the Realize Cedar project are in full swing.

**Planning Commission**

Ms. Olson reported that she was ill for the last Planning Commission meeting.

**Supervisor**

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

**Treasurer**

There was no report.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:42 p.m.

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Nanette Miller, Secretary

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