

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MARCH 27, 2018**

The Downtown Development Authority met Tuesday, March 27, 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: Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

MEMBERS ABSENT: Harry Ammon, Kim Cosgrove

OTHERS PRESENT: Lori Underhill, DDA Deputy Director

PUBLIC COMMENT: Mike Hamilton, 4541 Sycamore, spoke about adding streetlights to Cedar Street between Aurelius and Willoughby Roads.

SET/ADJUST AGENDA

Late Agenda Item Added: 4410 Holt Road HVAC Proposal

APPROVAL OF MINUTES

Miller moved, Fauser supported, to approve the regular meeting minutes of February 20, 2018.

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

MOTION CARRIED

Tonia Olson entered the meeting at 7:06 p.m.

BUSINESS

HRC REALIZE CEDAR CORRIDOR REDESIGN PHASE II ENGINEERING PROPOSAL – AMENDMENT 1

Fauser moved, Leighton supported, to approve Amendment 1 to the Proposal for Professional Engineering Services for the Realize Cedar Street Corridor Redesign Phase II from Hubbell, Roth & Clark, Inc. in the amount of \$52,000.

Todd Sneathen, Project Manager for Realize Cedar, Hubbell, Roth & Clark, Inc. was present to explain the need to amend the Phase II Redesign Proposal. He also informed the Board that the Ingham County Road Department would be providing funding to repave an additional section of Cedar Street (Aurelius to Willoughby Roads) at no cost to the Township. This announcement resulted in a short delay to the bid award for the Realize Cedar project, as they will be conducted concurrently.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Houser, Leighton, Marvin, Miller

Abstain: Olson

Absent: Ammon, Cosgrove

MOTION CARRIED

SUBJECT TO APPROVAL

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HRC REALIZE CEDAR CONSTRUCTION ENGINEERING SERVICES PROPOSAL

Leighton moved, Olson supported, to approve the Proposal for Construction Engineering Services for the Realize Cedar Project from Hubbell, Roth & Clark, Inc. in the amount of \$738,000.

Mr. Sneathen, Hubbell, Roth & Clark, Inc. reviewed the highlights of the proposal. \$738,000 represents approximately 14% of an estimated \$5.5M construction budget. The bid opening is scheduled for April 13, 2018 and will be awarded at the April 24, 2018 DDA Board meeting. Ms. Miller asked how residents and business owners would be informed about the construction project and lane closures. Mr. Sneathen replied that this project will utilize multiple forms of communication with residents and business owners – individual mailings, signage, website, and social media. Everyone is encouraged to seek out www.realizecedar.com in addition to the Realize Cedar Facebook and Instagram pages for up to the minute construction information.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Houser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Cosgrove

MOTION CARRIED

LATE AGENDA ITEM: 4410 HOLT ROAD HVAC

Fauser moved, Leighton supported, to approve the proposal for replacing the heating and cooling system for 4410 Holt Road from Doty Mechanical, Inc. in the amount of \$29,635.00.

Deputy Director Lori Underhill reviewed her memorandum dated March 26, 2018 detailing the need to replace the current HVAC system.

A Roll Call Vote was recorded as:

Ayes: Fauser, Hayhoe, Houser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Cosgrove

MOTION CARRIED

REPORTS

Deputy Director

Ms. Underhill reported that the DDA has verbally accepted an offer on 2313 Cedar Street. The Purchase Agreement and Resolution will be presented at the April meeting. A potential user is looking at 2361 Cedar. There is also renewed interest in the acreage at Holt and Holloway Drive. In each instance, the users will return the properties to the tax roll and address environmental concerns, where indicated. Board members are invited to attend a Press Conference for the Realize Cedar Project on Thursday, March 29 at 10:00 a.m. at Township Hall. Construction is progressing nicely at 4410 Holt Road. The Realize Cedar website (www.realizecedar.com) and Facebook page are up and running. Everyone is encouraged to check in for construction updates. A Michigan Department of Environmental Quality grant application was submitted for the Esker Square property.

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Farmers Market

Ms. Underhill reported that the Farmers Market applied for a Community Foundation Impact Grant to construct a commercial kitchen. We were invited to submit our application in the final round. The Holt Lions Club will be selling Easter flowers at the Market this weekend. A Customer Appreciation Day is scheduled for April 21st, commemorating the 10th Anniversary of Holt Farmers Market.

Advertising & Marketing Committee

There was no report.

Planning Commission

Ms. Olson reported that the Planning Commission met to discuss the DNR building on Legacy Parkway.

Supervisor

Supervisor Hayhoe reported on various ribbon cutting ceremonies for local businesses. He also reported on the Aspen Lakes, Willoughby Estates, and Prestwick Village construction.

Treasurer

There was no report.

Members

None.

Limited Comments

Mike Hamilton, 4541 Sycamore, commented that the Township website needed updating with regards to the Realize Cedar project.

ADJOURNMENT

The meeting was adjourned at 7:46 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL