

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 24, 2018**

The Downtown Development Authority met Tuesday, April 24, 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, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: John Hayhoe, Tonia Olson

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no changes to the agenda.

APPROVAL OF MINUTES

Marvin moved, Miller supported, to approve the regular meeting minutes of March 27, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Hayhoe, Olson

MOTION CARRIED

BUSINESS

REALIZE CEDAR INTER-AGENCY AGREEMENT

Miller moved, Fauser supported, to approve the Inter-Agency Agreement for Realize Cedar Project, Holt to Aurelius Roads, between Delhi Charter Township, the Delhi Downtown Development Authority and the Ingham County Road Department.

Executive Director Haas reviewed his memorandum dated April 18, 2018. This Agreement details the roles and responsibilities of each party for the Realize Cedar Project. A second Agreement will be necessary for the additional paving work on Cedar Street from Aurelius Road to Willoughby Road.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin, Miller

Absent: Hayhoe, Olson

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 24, 2018**

BID RESULTS AND RECOMMENDATION: REALIZE CEDAR CONSTRUCTION

Ammon moved, Fauser supported, to award the bid for the Realize Cedar project to Leavitt & Starck Excavating, Inc. in the amount of \$5,831,715.42, subject to the Contractor supplying the requisite insurance certificates, bonds, and other contract documents. It is further authorized that HRC notify the contractor on behalf of the DDA.

Todd Sneathen, Hubbell, Roth & Clark, Inc. reviewed the bid tabulations from the three bidders and their recommendation for the bid award. Several questions were asked and answered as to the construction and contractor payment processes.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin, Miller

Absent: Hayhoe, Olson

MOTION CARRIED

**HRC PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES – CEDAR STREET:
AURELIUS TO WILLOUGHBY**

Cosgrove moved, Ammon supported, to approve the Proposal for Professional Engineering Services for Cedar Street – Aurelius Road to Willoughby Road from Hubbell, Roth & Clark, Inc. in the amount of \$61,000.00.

Mr. Sneathen, HRC, discussed the additional paving work that would be completed as part of the Realize Cedar project, at the request of the Ingham County Road Department (ICRD). This work requires some additional design and construction oversight for the short construction time of the project between Aurelius Road and Willoughby Road. This amount will be covered by the ICRD, however, since the DDA is managing the larger Realize Cedar project, all contracts between the DDA and HRC will also be managed by the DDA.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin, Miller

Absent: Hayhoe, Olson

MOTION CARRIED

RESOLUTION NO. 2018-002: SALE OF 2313 CEDAR STREET

Fauser moved, Leighton supported, to adopt Resolution No. 2018-002, a resolution for the sale of approximately 1.3 acres of real property located at 2313 Cedar Street within the Township of Delhi, Ingham County, Michigan to MSU Federal Credit Union.

Mr. Haas reviewed the history of this property and his discussions with the realtor representing MSU Federal Credit Union. MSUFCU has an excellent reputation for constructing pleasant looking buildings and maintaining their properties beautifully.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 24, 2018**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin, Miller

Absent: Hayhoe, Olson

MOTION CARRIED

REIMBURSE COSTS OF IMPROVEMENT – ESKER SQUARE

Cosgrove moved, Miller supported, to approve the Delhi Charter Township Downtown Development Authority and Delhi Charter Township Brownfield Redevelopment Authority Agreement to Improve land and Reimburse Costs of Improvement for the 2000 Cedar Block (Esker Square).

Environmental Attorney Charles Barbieri, Foster, Swift, Collins & Smith, P.C. reviewed the terms of the Agreement. Instead of taxes being captured by the DDA for the 2000 Cedar Block, they would instead be captured by the Brownfield Redevelopment Authority. After all the parties are reimbursed for their environmental work and following the 5 year period when the taxes will be deposited into the Local Brownfield Revolving Fund, the DDA will capture the taxes once again.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin, Miller

Absent: Hayhoe, Olson

MOTION CARRIED

2017 HOLT FARMERS MARKET ANNUAL REPORT

Chuck Grinnell, Holt Farmers Market Manager, was present to review his annual report. The Market just celebrated its 10-year anniversary. A celebration was held at the Market. The Market has experienced steady growth since its inception. It is currently at full capacity on Saturdays and is growing for the mini-markets on Fridays. We are awaiting word from the Capital Region Community Foundation on the status of our Impact Grant application. If awarded, a commercial kitchen would be built on site. The Market will host 5 Food Frenzys this summer, one per month, from May to September.

REPORTS

Executive Director

Mr. Haas reported that there is interest in each of the properties the DDA currently owns. He attended the Holt Business Alliance breakfast in April to provide an update on DDA activities. An article was published in the *Lansing State Journal* about the Realize Cedar project. An offer to purchase Holt Products should be coming soon.

Farmers Market

Market Manager Chuck Grinnell gave the update as part of his annual report.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 24, 2018**

Advertising & Marketing Committee

David Leighton reported that the Committee discussed the Realize Cedar communications, social media engagement, and road signage for the project.

Planning Commission

Mr. Haas reported that the Esker Square final site plan was approved.

Supervisor

There was no report.

Treasurer

The 2017 audit is nearing completion.

Members

None.

Limited Comments

Mike Hamilton, 4541 Sycamore, commented that Consumers Energy project was producing anger in the community.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL