

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MAY 30, 2017**

The Downtown Development Authority met Tuesday, May 30, 2017 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Tim Fauser, John Hayhoe, Brian Houser, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: Kim Cosgrove, David Leighton, Tonia Olson

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

PUBLIC COMMENT: Deputy James Rowley, Ingham County Sheriff's Office – Delhi Division, spoke briefly about the vandalism and petty theft occurring in the Township's business community.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Miller moved, Ammon supported, to approve the regular meeting minutes of January 31, 2017.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

BUSINESS

TAX SHARING AGREEMENT WITH CAPITAL AREA TRANSPORTATION AUTHORITY

Executive Director C. Howard Haas offered background on the need to amend our current tax sharing agreements with local taxing jurisdictions. To implement the Realize Cedar plan, additional funds were needed beyond the 2024 expiration date of our current agreements. Ingham County and Delhi Township signed new agreements quickly. Capital Area Transportation Authority (CATA), Lansing Community College (LCC), and Capital Area District Library (CADL) were reluctant to renegotiate. Byrum Fisk, a local communications firm, was hired to help facilitate the approval of new agreements. CATA and LCC have approved the new agreements. CADL has not yet, but we are still hopeful an agreement may be reached. The new agreements supercede those in place through 2004 and provide the DDA with a 40% capture rate through the end of 2035. CATA and LCC will receive 60% of the funds captured within the DDA District.

Houser moved, Ammon supported, to approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Capital Area Transportation Authority.

SUBJECT TO APPROVAL

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A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

TAX SHARING AGREEMENT WITH LANSING COMMUNITY COLLEGE

Hayhoe moved, Miller supported, to approve the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and Lansing Community College.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

ADOPT RESOLUTION NO. 2017-002: NEW BOND ISSUANCE

Andy Campbell, H.J. Umbaugh & Associates, reviewed the process followed to determine how much the DDA could borrow and the timing of the Realize Cedar project. Fifth Third Bank will serve as underwriter for the bonds. The principal payments will be delayed until 2025, with interest payments beginning right away. The amount of the bonds was determined using the new Tax Sharing Agreements signed with Ingham County, Delhi Township, CATA, and LCC. If CADL signs a new agreement, there will be a little extra money available.

Fredric Heidemann, Thrun Law Firm, P.C. explained that the Township will actually issue the bonds, due to their superior credit rating. The DDA will provide the principal and interest payments, as they have in prior borrowing situations. This arrangement yields better interest rates on the bonds.

Hayhoe moved, Houser supported, to adopt Resolution No. 2017-002, a resolution to issue new bonds in a principal amount not to exceed \$6.75 million.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

DEMOLITION OF 2361 CEDAR – MCS EXCAVATING LLC

Mr. Haas explained that the DDA purchased 2361 Cedar last fall with the intent of demolishing it as it serves as a blight to neighboring businesses. All tenants were given time to relocate. Hungry Howie's had planned to move at the end of their lease anyway and found space across the street. The Michigan Auction house moved to Lansing and the Just a Few motorcycle/VFW club moved to Pottersville. Environmental studies determined that contamination was present on site. Remediation costs are unknown at this time. MCS Excavating LLC submitted the only bid for the job.

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Ammon moved, Hayhoe supported, to approve the bid from MCS Excavating LLC for demolition of the structures at 2361 Cedar Street in the amount of \$59,200.00 and authorize the Executive Director to execute the same.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

HUBBELL, ROTH & CLARK, INC. PROPOSAL: CEDAR LAKE TRAILHEAD PARK

Mr. Haas reviewed the history of this project. DLZ was hired to design the proposed park. Hubbell, Roth & Clark, Inc. (HRC) reviewed the designs and determined that significant cost savings could be realized. At the request of the DDA, HRC submitted the proposal for consideration.

Hayhoe moved, Miller supported, to approve the Proposal for Professional Services Value Engineering and Concept Review for Cedar Lake Trailhead Park from Hubbell, Roth & Clark, Inc. in the amount of \$5,500.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Leighton, Olson

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that after reviewing the estimates from a construction company to rehabilitate 4410 Holt Road (Tamarack House), the DDA and the Township will do the work in-house instead. Randy Mastin, Delhi Township Building Inspector, will oversee the interior work and the DDA will oversee the exterior work. Ayles Tree Service, Inc. will begin trimming and removing trees on the site in late June.

Meetings were held to prioritize projects using bond proceeds for funding. Mr. Haas and Tracy L.C. Miller, Director of Community Development, met with the Lansing State Journal to discuss the Realize Cedar project.

Willoughby Estates (Brownfield Plan #6) construction is well under way. Some units may be available for occupancy in late 2017.

A development agreement is being drafted for the DDA owned block on Cedar Street.

Users and/or developers are still being sought for the 37 acres at Holt Road and Holloway Drive in addition to the property on the corner of Cedar and Hancock.

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Holt Farmers Market

Lori Underhill reported that the Market saw significant increases in token purchases and EBT spending from last year. The Market will host a Food Frenzy on Wednesday, June 21 from 5:00 – 8:00 p.m. with many of their ready-to-eat food vendors. Board members are encouraged to attend.

Advertising & Marketing Committee

Ms. Underhill reported that social media interactions are on the rise with the new HoltNow Facebook page. It is the goal that advertising revenue will eventually cover the costs of producing the Our Town, RAM Quarterly, Community Education, and delHi Neighbor publications.

Planning Commission

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

Supervisor

John Hayhoe reported that the Prestwick Village construction is nearing completion. 35 new houses will be built in Aspen Lakes. Construction began on the new section of the Ram Trail (Big 10 Party Store to Jaycee Park). Kazumi Japanese Steakhouse is coming to 2457 Cedar Street (former Famous Dave's location). The new restroom pavilion is under construction at Kiwanis Park. The Memorial Day Parade and Ceremony were well attended. The Holt Hometown Festival is August 19th and will feature a Car Show, parade, and many other activities. Spartan Barricade and Holt Products have relocated to Mason. Construction continues at the Pratt & Whitney facility on Holloway Drive. Approximately 250 new employees will be hired at that location. The new USA 2 GO is open at Bishop and M-99.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

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ADJOURNMENT

The meeting was adjourned at 7:39 p.m.

Nanette Miller, Secretary

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