

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MAY 31, 2016**

The Downtown Development Authority met Tuesday, May 31, 2016 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, C.J. Davis, Tim Fauser, David Leighton, Tonia Olson, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: Brian Houser

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

Late Agenda Item #3 was added: Resolution No. 2016-003: Sale of Property to Willoughby Estates, LLC.

APPROVAL OF MINUTES

Ammon moved, Olson supported, to approve the regular meeting minutes of April 26, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Houser

MOTION CARRIED

PRESENTATION

Tom Traciak, Umbagh & Associates, gave a brief presentation regarding the proposed refunding of 2008 bonds and the issuance of new, taxable, 2016 bonds. He recommended the DDA take advantage of the advanced refunding window to save an estimated \$170,000 on the 2008 bonds. The new bonds will be taxable as it cannot be guaranteed that the money will be spent on permanent infrastructure.

BUSINESS

RESOLUTION NO. 2013-002: BOND REFINANCE AND NEW BOND ISSUANCE

Executive Director Haas reviewed his memorandum dated May 25, 2016. The Cedar Street Revitalization Study has identified a need for funds not currently in the DDA budget. By refunding our 2008 bonds, the DDA will save money and allows for additional borrowing: \$1.5 million on a taxable basis; \$3.5 million in future, tax exempt bonds. Fredric Heidemann of the Thrun Law Firm explained that the resolution requests that the Township Board of Trustees take action to approve the bond refinance and new bond issuance.

SUBJECT TO APPROVAL

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Cosgrove moved, Leighton supported, to adopt Resolution No. 2016-002, a resolution to refinance 2008 bonds and to issue new bonds in a principal amount not to exceed \$1.5 million.

A Roll Call Vote was recorded as:

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

Absent: Houser

MOTION CARRIED

REIMBURSE COSTS OF IMPROVEMENT FOR WILLOUGHBY ESTATES

Environmental attorney Charles Barbieri of Foster, Swift, Collins and Smith, explained that this is an agreement between the DDA and the Brownfield Redevelopment Authority which allows the Brownfield Redevelopment Authority to accept the tax increment funds in place of the DDA.

Davis moved, Fauser 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 on certain Willoughby Road properties.

A Roll Call Vote was recorded as:

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

Absent: Houser

MOTION CARRIED

RESOLUTION NO. 2016-003: SALE OF PROPERTY TO WILLOUGHBY ESTATES, LLC

Mr. Haas reviewed his memorandum dated May 31, 2016. A closing is scheduled for June 7, 2016 on the three Willoughby Road parcels. A resolution authorizing the sale is required for closing and has been prepared by Township Attorney Gordon Van Wieren.

Fauser moved, Olson supported, to adopt Resolution No. 2016-003, a resolution for the sale of property located at 4184 and 4136 Willoughby Road, along with vacant land located on Willoughby Road within the Township of Delhi, Ingham County, Michigan, to Willoughby Estates, LLC.

A Roll Call Vote was recorded as:

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

Absent: Houser

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he is working with Township staff on the possible purchase of property on Holt Road that might serve as a home for the Holt-Delhi Historical Society as well as provide meeting space for the community.

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DLZ has submitted a concept plan on the Trailhead Park located at 1600/1694 Cedar Street. The Township will apply for a Michigan Department of Natural Resources Grant to help fund the construction. The Township is also considering the sale of current cell tower sites to help fund the project.

The DDA owned property located at the corner of Hancock and Cedar Street is being cleared of brush and small trees. A recent survey revealed encroachment issues with two adjacent property owners. These issues were turned over to the Township attorney for resolution.

Mr. Haas met with the President of the Clinton County Economic Alliance to discuss potential joint projects.

A meeting is scheduled to discuss the China based pharmaceutical company and their potential development of property at Holt Road and Holloway Drive.

Farmers Market

Lori Underhill reported that the Farmers Market continues to thrive.

Holt Community Connect

Tonia Olson reported that the Board of Directors met last week to revise the Bylaws and Articles of Incorporation to seek 501(c)(3) filing status with the IRS. A potential name change to alleviate confusion between Holt Community Connect and Holt Community Matters is being discussed.

Advertising & Marketing Committee

Mr. Leighton reported on the progress of the combined publication of Our Town, Delhi Neighbor, and the RAM Quarterly. The Committee is looking to expand its horizons beyond the newsletter publication for the future.

Planning Commission

Ms. Olson reported that the Planning Commission held a public hearing for the Planned Unit Development Willoughby Estates on May 9th. The PUD was approved and sent to the Township Board of Trustees for approval.

Supervisor

Supervisor Davis reported that the 175th Anniversary Committee is coming together. The Holt-Delhi Historical Society needs an additional \$3500 in donations to finalize the World War II Veterans video project.

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Treasurer

Treasurer Cosgrove reported that there are no issues with the current budget.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL