

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 28, 2018**

The Downtown Development Authority met Tuesday, August 28, 2018 in a regular meeting at the Holt Community Center, 4410 Holt 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, John Hayhoe, David Leighton, Sally Rae

MEMBERS ABSENT: Steven L. Marvin, Nanette Miller, 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.

Chairperson Leighton and Executive Director Haas welcomed returning member Sally Rae to the DDA Board.

APPROVAL OF MINUTES

Leighton moved, Cosgrove supported, to approve the regular meeting minutes of April 24, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin, Miller Olson

MOTION CARRIED

Fauser moved, Hayhoe supported, to approve the Brownfield meeting minutes of April 24, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin, Miller Olson

MOTION CARRIED

INTRODUCTION

Lt. Eric Jungel and Deputy Andy Duling were present from the Ingham County Sheriff's Office – Delhi Division. Lt. Jungel thanked the DDA Board for the additional space in the former DDA building. He also highlighted some of the activities the deputies are engaged in around the Township and in the schools. Dep. Duling is the new Business Officer and will be making the rounds to the local businesses.

SUBJECT TO APPROVAL

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UPDATE – REALIZE CEDAR & ESKER LANDING

Todd Sneathen, Hubbell, Roth & Clark, Inc. was present to update the Board on the Realize Cedar construction. There are approximately 2 months remaining in the road related work on Cedar Street. To date the west side of Cedar Street is complete – storm and sanitary sewers were replaced, electrical wiring has been placed, and new curb and gutter and driveway approaches have been installed. The intersection at Holt Road and Cedar Street was completely rebuilt after replacing some pipes deep in the ground. The east side of Cedar Street is now being updated. Following this work, the intersection at Cedar Street and Aurelius Road will be closed for reconstruction. Finally, new traffic signals will be placed. The project continues to move along smoothly, on schedule, and on budget.

The plans for Esker Landing were submitted to the Michigan Department of Natural Resources for their review. The park includes a paved parking lot, pathway, restroom building, bridge across the drain, and an ADA accessible kayak launch and fishing pier. Plans to dredge a portion of the north end Cedar Lake have been added in addition to lighting and landscaping by the roundabout. Ingham County has requested the Township submit their proposal to connect this Park to new trail to the south, eventually connecting with the Hayhoe Trail in Mason.

BUSINESS

ESKER SQUARE SANITARY SEWER CONSTRUCTION

Fauser moved, Hayhoe supported, to approve the expenditures for the construction of the Esker Square sanitary sewer as written by Leavitt & Starck Excavating, Inc. in the amount of \$198,700.00 and construction engineering costs as written by Hubbell, Roth & Clark, Inc. in the amount of \$22,850.00. Upon completion of the project, it is understood that the DDA will be reimbursed in full by the Delhi Township Sanitary Sewer Fund.

Executive Director Haas reviewed his memorandum dated August 22, 2018 and the accompanying memo from Township Manager John Elsinga describing the funding of this project.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Rae

Absent: Marvin, Miller, Olson

MOTION CARRIED

4410 HOLT ROAD BASEMENT WATERPROOFING

Rae moved, Fauser supported, to award the bid for the sub-floor drainage system for 4410 Holt Road to Ayers Basement Systems in the amount of \$11,789.09, plus a 10% contingency of \$1,789.90.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Hayhoe, Leighton, Rae

Absent: Marvin, Miller, Olson

MOTION CARRIED

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REPORTS

Executive Director

Mr. Haas reported that a geofencing campaign will be launched to help businesses impacted by the Realize Cedar construction. The DDA closed on the land swap with DTN Management last week. MSU Federal Credit Union is in the due diligence phase of the building project for 2313 Cedar Street. They will wait to submit a Brownfield Plan for the site until after they receive approval from the Delhi Township Planning Commission for the construction of their new branch. Smokehouse BBQ is opening a location on Cedar Street. Quality Dairy received the necessary approvals to renovate their Cedar Street location and add a drive-thru lane. Esker Square is securing financing and tenants for their project.

Farmers Market

Lori Underhill reported that the Market is doing well during the Realize Cedar construction. A 5th Food Frenzy event is scheduled for Wednesday, September 12 from 5-8pm.

Advertising & Marketing Committee

Lori Underhill reported that the Committee discussed the Geofencing campaign for the businesses on Cedar Street.

Volunteer Bureau

Volunteer Bureau Coordinator Melanie McNamara was introduced to the Board. She reported on her meetings with stakeholders to date.

Planning Commission

There was no report.

Supervisor

John Hayhoe reported that Farm Bureau Insurance is moving into the building formerly occupied by Holt-Diamond Agency. Byrum Ace Hardware hosted a grand opening event this summer. Laux Construction is building a new facility on their Cedar Street property.

Treasurer

The 2017 audit was completed in May. The 2019 budget process is underway.

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Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:49 p.m.

Nanette Miller, Secretary

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