

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 27, 2016**

The Downtown Development Authority met Tuesday, September 27, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Kim Cosgrove, C.J. Davis, Tim Fauser, Brian Houser
David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

MEMBERS ABSENT: None

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

Late Agenda Item #4 was added: Cedar Lake Trailhead Park.

APPROVAL OF MINUTES

Olson moved, Marvin supported, to approve the regular meeting minutes of May 31, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

MOTION CARRIED

Davis moved, Fauser supported, to approve the regular meeting minutes of August 30, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

MOTION CARRIED

BUSINESS

FY 2017 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 25, 2016

Executive Director Haas reviewed his memorandum dated September 20, 2016. 2016 Budget Amendments have been incorporated into the 2017 Budget.

Ammon moved, Olson supported, to set a public hearing for the proposed Fiscal Year 2017 DDA Budget to be held during the Tuesday, October 25, 2016 DDA Board Meeting.

A Roll Call Vote was recorded as:

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

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Absent: Cosgrove
MOTION CARRIED

Kim Cosgrove entered the meeting at 7:06 p.m.

RESOLUTION NO. 2016-004: PURCHASE OF PROPERTY AT 4410 HOLT ROAD

Mr. Haas reviewed his memorandum dated September 20, 2016 and the proposed purpose of the property. 50% of the purchase price and 50% of the building rehabilitation costs will be provided by the Township. The building will be maintained by the Township. Various questions were asked and answered regarding the potential uses of the building.

Davis moved, Miller supported to adopt Resolution No. 2016-004, a resolution for the purchase of property located at 4410 Holt Road within the Charter Township of Delhi, Ingham County, Michigan, from Tara Arms Investors in the amount of \$80,000. It was further moved to authorize Executive Director Haas to execute the closing documents for the same.

A Roll Call Vote was recorded as:

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

MOTION CARRIED

RESOLUTION NO. 2016-005: PURCHASE OF PROPERTY AT 2361 CEDAR STREET

Mr. Haas reviewed his memorandum dated September 20, 2016. All three tenants have agreed to vacate no later than March 1, 2017. One has already secured new rental space. The others are being assisted by the DDA in finding new space within the Township. Phase I and II Environmental Assessments have been completed. A Baseline Environmental Assessment and Due Care Plan have also been prepared.

Houser moved, Fauser supported, to adopt Resolution No. 2016-005, a resolution for the purchase of property located at 2361 Cedar Street within the Township of Delhi, Ingham County, Michigan, from Vito J. Cicinelli and Rose Cicinelli, husband and wife, and Robert Delosch and Joann Delosch, husband and wife, in the amount of \$190,000. It was further moved to authorize Executive Director Haas to execute the closing documents for the same.

A Roll Call Vote was recorded as:

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

MOTION CARRIED

CEDAR LAKE TRAILHEAD PARK

Mr. Haas reviewed his memorandum dated September 26, 2016. In order to affordably construct the Trailhead Park, grant funds will be necessary. Bob Ford will seek not only Michigan Department of Natural Resources grant funds, but potential community-based grants as well. Ms. Olson asked if other bids for services were solicited. Mr. Haas responded in the negative. Mr. Ford has a history with Delhi Township and has submitted successful grant applications on behalf of the Township in the past. Mr. Miller asked where the non-motorized

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trail would meet up with existing trail. Mr. Haas responded that new trail would need to be constructed and is currently planned to connect existing trail along Cedar Street with the Holt Road Trailhead Park. Eventually, the Cedar Lake Trailhead Park would also connect with non-motorized trail to the south into Mason. Mr. Marvin asked about the liability associated with a park with water access. Delhi Township will assume the liability. The Trailhead Park will be a No Swimming park with signs posted to that effect.

Fauser moved, Ammon supported, to approve the proposal from Bob Ford, Landscape Architects and Planners, Inc. for the Cedar Lake Grant Application and Funding Research in an amount not to exceed \$7,500.

A Roll Call Vote was recorded as:

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

Nays: Marvin

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that in response to the negative publicity about DDAs in the press of late, an article and accompanying video for Our Town was created to explain Delhi Township DDA's purposes and practices.

Mr. Haas met with two additional developers regarding the DDA owned block on Cedar Street. Proposals will be submitted for Township approval.

The asphalt and concrete are being removed from the former Blind Bizz site at 2022 Cedar Street. The areas will be seeded for a more attractive appearance. The buildings located at 2040 Cedar Street will be razed by the end of 2016.

Plans are nearly ready for the China-based facility that will be located on 5 acres of DDA owned land at Holt Road and Holloway Drive.

Mr. Haas spoke with an IRS representative regarding the 501(c)(3) application for the Holt Non-Profit Coalition. A few minor changes are needed before it is approved.

Farmers Market

Lori Underhill reported that the Farmers Market continues to thrive. Token sales are slightly lower than in past years due to individual vendors accepting Square payments.

Holt Non-Profit Coalition

Ms. Underhill reported that the IRS has requested a few minor changes to the 501(c)(3) application.

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Advertising & Marketing Committee

There was no report.

Planning Commission

Ms. Olson reported that the Planning Commission approved the final site plan for Willoughby Estates. The Realize Cedar Plan will be open for public input.

Supervisor

Supervisor Davis reported this was his final meeting with the DDA Board as Township Supervisor. He thanked the Board members for their hard work and dedication.

Treasurer

Treasurer Cosgrove reported property tax disbursements were made to the taxing jurisdictions in late summer.

Members

Ms. Miller spoke of her concern regarding Cedar Street traffic. Mr. Haas responded that he had spoken with Lt. Hull and he reported that the data from the electronic speed signs show that 50% of vehicles are exceeding the speed limit by 20 miles per hour or more. Data for Holt Road is equal to or worse than the Cedar Street data. Ms. Miller also spoke about traffic and speeds in the area on Aurelius Road near the Holt Junior High School.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Nanette Miller, Secretary

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