

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 24, 2017**

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The Downtown Development Authority met Tuesday, October 24, 2017 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, Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Kim Cosgrove

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Fauser moved, Ammon supported, to approve the regular meeting minutes of September 26, 2017.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

**PUBLIC HEARING – FY 2017 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

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**Olson moved, Miller supported to open the Public Hearing for the Fiscal Year 2018 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

Public Hearing opened at 7:01 p.m.

There was no public comment.

**Olson moved, Miller supported to close the Public Hearing for the Fiscal Year 2018 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Cosgrove

**MOTION CARRIED**

Public Hearing closed at 7:02 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
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**BUSINESS**

**APPROVE FY 2018 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

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**Ammon moved, Fauser supported, to approve the Fiscal Year 2018 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.**

A Roll Call Vote was recorded as:

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

Absent: Cosgrove

**MOTION CARRIED**

**APPROVE 2018 BOARD MEETING DATE CALENDAR**

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**Olson moved, Leighton supported to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2018.**

A Roll Call Vote was recorded as:

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

Absent: Cosgrove

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. Haas reported that the deed for the Cedar Lake property has been received. We are awaiting the results from the Michigan DNR grant for the Trailhead Park.

Meetings with the owner of Holt Products have resulted in a signed Redevelopment Agreement allowing for the demolition of the structures and redevelopment of the property following environmental clean-up. Costs for environmental testing are shared by the Brownfield Redevelopment Authority (BRA) and the owner. The BRA can recoup its costs via a future Brownfield Plan. The owner will maintain the property until it is sold for redevelopment. Ms. Olson asked if the owner would receive financial benefit from this Agreement. Mr. Haas responded that the sale of the property would net the owner no profit and a future developer will undertake the clean-up. A subsequent meeting was held with a potential developer of the property.

The DDA will hold interviews for candidates of the Holt Non-Profit Coalition Volunteer Bureau Coordinator position.

All the tree stumps have been removed from the Cedar & Hancock property. Fill dirt will be brought in to level out the land.

The parking lot is complete behind Tamarack House (now Holt Community Center). We are awaiting the architectural plans and engineering study necessary to facilitate the interior rehabilitation of the property.

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**Farmers Market**

Lori Underhill reported that the Farmers Market will host an Open House on Wednesday, November 29<sup>th</sup> at 7:00 p.m., following the Delhi Township Tree Lighting Ceremony.

**Advertising & Marketing Committee**

Mr. Leighton reported that web portal software is being tested for the Volunteer Bureau.

**Planning Commission**

Ms. Olson reported that Cottonwood Campground rezoned a portion of their property to C-3.

**Supervisor**

Mr. Hayhoe reported that the Fireman's Night Out was well attended by members of the community. The Lions Club will be selling mints at various locations this week. Halloween in the Park will take place on Sunday, October 29<sup>th</sup> from 2:00 – 4:00 p.m. in Veterans Memorial Gardens. A ribbon cutting will take place for the newly constructed section of the RAM Trail on Wednesday, November 8<sup>th</sup> at 10:30 a.m. The Township Tree Lighting Ceremony will take place on Wednesday, November 29<sup>th</sup> at 6:00 p.m. in Veterans Memorial Gardens. Scott Gillespie will give a presentation to the Holt Business Alliance on Esker Square on Thursday, November 16<sup>th</sup>. Board members are welcome to attend the 7:30 a.m. breakfast at Charlar Place.

**Treasurer**

In the absence of the Treasurer, there was no report.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL