

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 25, 2016**

The Downtown Development Authority met Tuesday, October 25, 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, Tim Fauser, Brian Houser, David Leighton, Steven L. Marvin

MEMBERS ABSENT: C.J. Davis, Nanette Miller, Tonia Olson

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Fauser moved, Cosgrove supported, to approve the regular meeting minutes of September 27, 2016.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

PUBLIC HEARING – FY 2017 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Leighton moved, Ammon supported to open the Public Hearing for the Fiscal Year 2017 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

Public Hearing opened at 7:03 p.m.

There was no public comment.

Ammon moved, Marvin supported to close the Public Hearing for the Fiscal Year 2017 Downtown Development Authority Budget.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Davis, Miller, Olson

MOTION CARRIED

Public Hearing closed at 7:03 p.m.

SUBJECT TO APPROVAL

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BUSINESS

APPROVE FY 2017 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Ammon moved, Marvin supported, to approve the Fiscal Year 2017 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.

Lori Underhill reviewed the long-range planning spreadsheet and indicated only minor changes were made to the budget since the September Board meeting. Executive Director Haas explained that those taxing jurisdictions that did not sign amended revenue sharing agreements would be revisited utilizing an outside public relations firm. It is the hope of Township staff that these entities will realize their continued participation will ultimately earn them more revenue.

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin

Absent: Davis, Miller, Olson

MOTION CARRIED

APPROVE 2017 BOARD MEETING DATE CALENDAR

Ammon moved, Leighton supported to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2017

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Fauser, Houser, Leighton, Marvin

Absent: Davis, Miller, Olson

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that two developers will be submitting designs and proposals for the DDA owned block on Cedar Street.

Mr. Haas has spoken with a number of business owners looking for space in Delhi Township. The Development Agreement between the DDA and New Green World is complete. The company will have 2 shifts of 24 employees each. They will have first right of refusal on an additional adjacent 5 acres to their site on Holloway Drive. Another national company is looking at the balance of the DDA owned 37 acres on Holloway Drive.

The contamination delineation has been completed at 2040 Cedar. Demolition will commence in November.

Farmers Market

Lori Underhill reported that the Farmers Market will maintain 9:00 – 2:00 Saturday hours through the winter. A pumpkin decorating contest for kids will be held on October 29th.

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Holt Non-Profit Coalition

Ms. Underhill reported that the IRS has requested a few minor changes to the 501(c)(3) application. They have been submitted to the IRS and we await their response.

Advertising & Marketing Committee

Mr. Leighton reported that the HoltNow! platform has been launched. It encompasses Our Town, DelHi Neighbor, the RAM Quarterly, and Holt Public Schools Community Education. A social media campaign on Facebook and Twitter was also launched to great results. The Committee is working on refining its goals, focusing on volunteerism in the community via social media.

Planning Commission

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

Supervisor

In the absence of Supervisor Davis, there was no report.

Treasurer

Treasurer Cosgrove referred the Board to the long-range spreadsheet for updated debt service obligations through 2035.

Members

Mr. Leighton encouraged the Board to read the Ingham County Sheriff's Community Policing Officer's report each month.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:21 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL