

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON OCTOBER 30, 2018**

The Downtown Development Authority met Tuesday, October 30, 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, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Sally Rae

MEMBERS ABSENT: Kim Cosgrove, Nanette Miller, Tonia Olson

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

Delhi Township Millage Proposals Presentation by Community Development Director Tracy L.C. Miller was added to the agenda.

APPROVAL OF MINUTES

Ammon moved, Fauser supported, to approve the regular meeting minutes of September 25, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Cosgrove, Miller, Olson

MOTION CARRIED

Presentation: Delhi Township Millage Proposals

Community Development Director Tracy L.C. Miller gave a Power Point presentation about the 4 millage proposals on the November 6, 2018 ballot (Exhibit A).

Presentation: Esker Landing Park

Todd Sneathen, Hubbell, Roth & Clark, Inc. gave a Power Point presentation about the proposed Esker Landing Park (Exhibit B).

PUBLIC HEARING – FY 2017 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Public Hearing opened at 7:28 p.m.

There were comments from the public.

Public Hearing closed at 7:29 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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BUSINESS

APPROVE AMENDMENT NO. 1 TO ESKER LANDING: DESIGN ENGINEERING SERVICES AGREEMENT

Fauser moved, Ammon supported, to approve Amendment No. 1 for Esker Landing Design Engineering Services from Hubbell Roth & Clark, Inc. in the amount of \$14,600.00.

This Amendment provides for additional landscaping and lighting that were not included in the original design concept.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Miller, Olson

MOTION CARRIED

APPROVE HRC ESKER LANDING PARK PROPSAL FOR CONSTRUCTION ENGINEERING SERVICES

Ammon moved, Fauser supported, to approve the Proposal for Construction Engineering Services for Esker Landing park from Hubbell, Roth & Clark, Inc. in the amount of \$159,700.00.

A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Miller, Olson

MOTION CARRIED

APPROVE FY 2019 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fauser moved, Leighton supported, to approve the Fiscal Year 2019 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, Leighton, Marvin, Rae

Absent: Cosgrove, Miller, Olson

MOTION CARRIED

APPROVE 2019 BOARD MEETING DATE CALENDAR

Rae moved, Fauser supported to approve the Delhi Charter Township Downtown Development Authority Board meeting dates for 2019.

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A Roll Call Vote was recorded as:

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

Absent: Cosgrove, Miller, Olson

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that the DDA met with The Gillespie Company and representatives from the Capital Area Transportation Authority to discuss the new bus stop in front of Esker Square. The Holt Hometown Festival will be reworked for 2019 to include musical stages, an art show, and Food Trucks along Cedar Street. A Fortune 50 Company is interested in the DDA owned property at Holt Road and Holloway Drive. Esker Square sanitary sewer construction is scheduled to begin in the next several days. Building construction is scheduled to follow shortly thereafter. A Phase II Environmental Assessment is underway for 2176 Cedar (Happy's Inn) prior to our closing on the property in mid-November. A national company is interested in our property located at 2361 Cedar Street. The developer who purchased the former Holt Products site and the lots on Park Lane has secured financing and will begin building homes shortly.

Farmers Market

Lori Underhill reported the Market will hold an Open House the evening of the Delhi Township Tree Lighting Ceremony on Wednesday, November 28, 2018.

Advertising & Marketing Committee

The committee did not meet this month. Lori Underhill reported that a successful geofencing campaign was launched as a way to help businesses impacted by the Realize Cedar construction.

Planning Commission

There was no report.

Supervisor

John Hayhoe that ribbon cutting ceremonies were held for Farm Bureau Insurance and Salon Blush. Millage presentations were made at the Senior Center, Kiwanis, Lions, and Rotary clubs meetings. Halloween in the Park was successful despite the poor weather.

Treasurer

There was no report.

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Members

David Leighton encouraged board members to discuss the Township millage proposals with their neighbors.

Limited Comments

None.

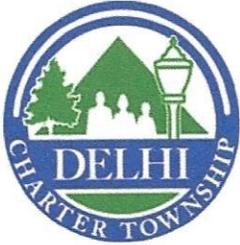
ADJOURNMENT

The meeting was adjourned at 7:46 p.m.

Nanette Miller, Secretary

/lau

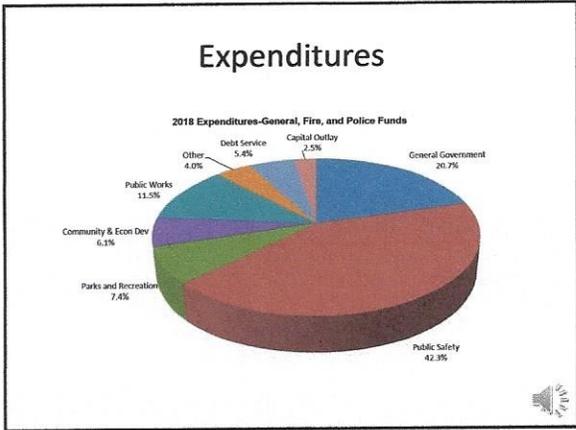
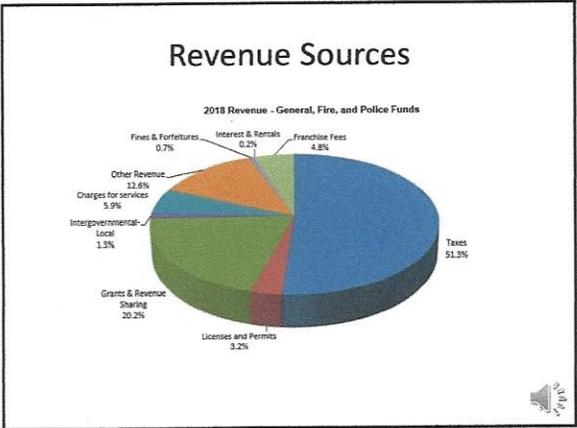
SUBJECT TO APPROVAL



A conversation to discuss the budget and upcoming millage proposals

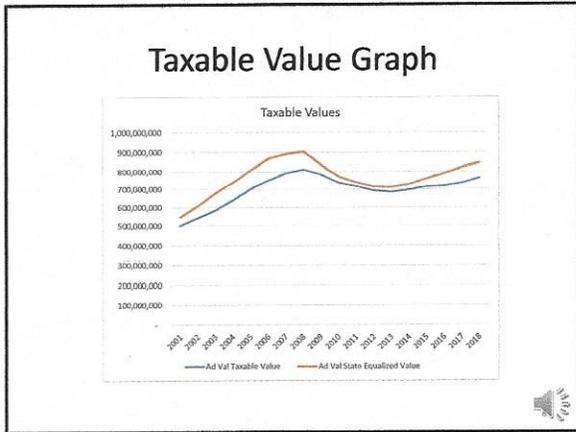
Budget

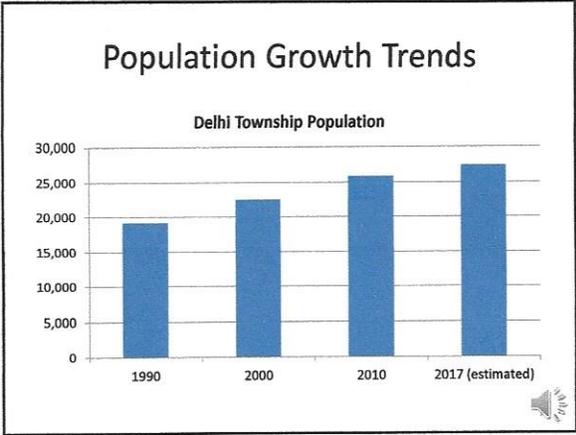
- Township Mission
 - Delhi Charter Township’s mission is to provide a sense of community with prospering quality of life while continuing to ensure the health, safety and welfare of its residents and other citizens who live, work and engage in activities in our community.
- Transparency
 - Website
 - Annual independent audits
- Fiscal responsibility
 - AA bond rating



Top Revenue Constraints

- Property taxes
 - State law limits increases to the rate of inflation or 5 percent – which ever is less or a “cap”
- Headlee rollback
- Statutory state revenue sharing reductions
 - 2001 - \$758,000
 - 2018 - \$75,000





- ### 2018 Millage Proposals
- **RENEW** Police Services millage
 - **RENEW** Fire Department millage
 - **REPAIR** Fire and ambulance equipment and vehicles with a new millage
 - **RESTORE** our Parks, trails and recreation services with a new millage

Annual Cost per Household

- For a home worth \$150,000 with a taxable value of \$75,000, the proposed millages have the following costs annually:

Proposal name	Number of mills	Cost per year
RENEW Police Services	1.5	\$112.50
RENEW Fire Department Services	1.5	\$112.50
REPAIR Fire and ambulance equipment	.5	\$37.50
RESTORE Parks, Trails and Recreation Services	1	\$75.00
Total	4.5	\$337.50

Transparency and Accountability

“All millage dollars shall be subject to an independent yearly audit and be reported on a public website.”

RENEW Police Services (1.5 mils)

- Community policing model
- Proactive approach

RENEW Fire Services (1.5 mils)

Trends

- Number of times both ambulances are out on runs
- Number of days with more than 8 or 10 calls

Fire Department Call Volume

DELHI CHARTER TOWNSHIP FIRE DEPARTMENT				
	2017	2016	2015	2003
	3012 Total EMS	2736 Total EMS	2902 Total EMS	1406 Total EMS
	587 Total Incidents	558 Total Incidents	440 Total Incidents	460 Total Incidents
	3599 Total Combined	3294 Total Combined	3342 Total Combined	1866 Total Combined

INCIDENT NUMBERS FROM 2003-2017 IN DELHI CHARTER TOWNSHIP

REPAIR Fire and emergency medical equipment and vehicles (.5 mil)

- Equipment needs



REPAIR Fire and emergency medical equipment and vehicles millage proposal

Shall the limitation on the amount of taxes which may be assessed on taxable property within the Charter Township of Delhi, Ingham County, Michigan, be increased by .50 mills (\$0.50 on each \$1,000 of taxable value) for a period of four (4) years, 2018 to 2021, inclusive, as new additional millage for the purpose of providing funds to repair and replace fire, emergency medical and ambulance equipment and vehicles? It is estimated that .50 mills will raise approximately \$383,439 when first levied in 2018. All millage dollars shall be subject to an independent yearly audit and be reported on a public website.

YES _____
 NO _____

RESTORE Parks, trails and recreation (1.0 mil)

- Restoring, operating, maintaining, acquiring, constructing and equipping
- Our parks and trails system is one of our community's crown jewels
 - Strengthen our community
 - Promote safe neighborhoods
 - Healthy alternative for kids

RESTORE Parks, trails and recreation millage proposal

Shall the limitation on the amount of taxes which may be assessed on taxable property within the Charter Township of Delhi, Ingham County, Michigan, be increased by 1.00 mills (\$1.00 on each \$1,000 of taxable value) for a period of four (4) years, 2018 to 2021, inclusive, as new additional millage for the purpose of providing funds for restoring, operating, maintaining, acquiring, constructing and equipping parks, trails and recreation facilities? It is estimated that 1.00 mills will raise approximately \$766,878 when first levied in 2018. All millage dollars shall be subject to an independent yearly audit and be reported on a public website.

YES _____
 NO _____

Thank You

Questions?



HRC
HUBBELL, ROTH & CLARK, INC.
CONSULTING ENGINEERS SINCE 1978

ESKER LANDING PARK

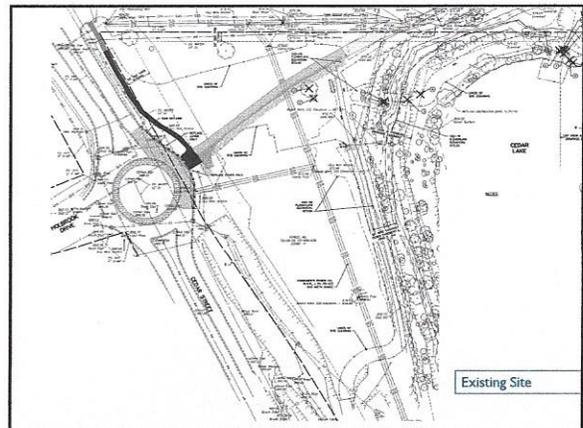
DELHI TWP DDA
October 30, 2018

PROJECT BACKGROUND

- The Township applied for a Michigan Natural Resources Trust Fund (MNRTF) Grant to design and construct a park that includes all project facilities identified in the application
- In 2017, Township was notified of receipt of a \$300,000 grant and grant agreement was signed.
- All work must be completed by June 30, 2020.

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EXISTING SITE

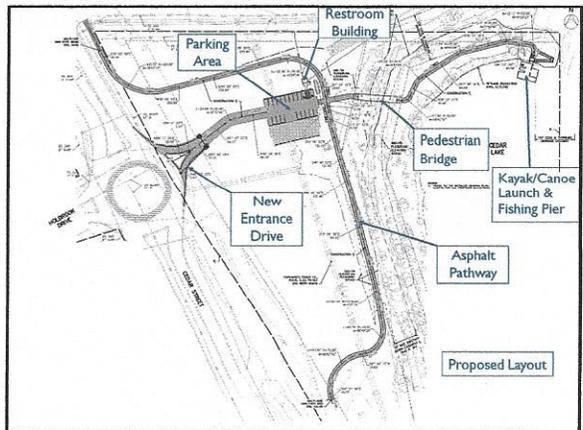


Existing Site

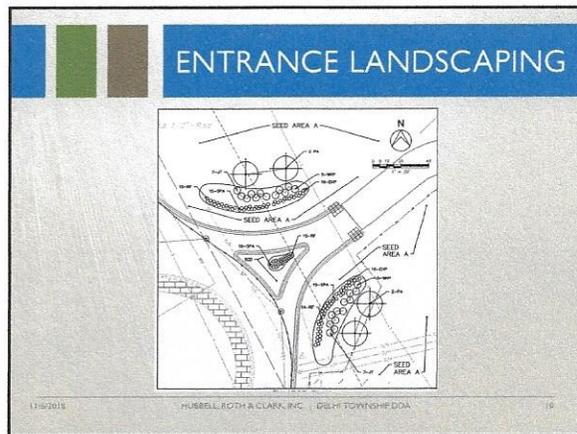
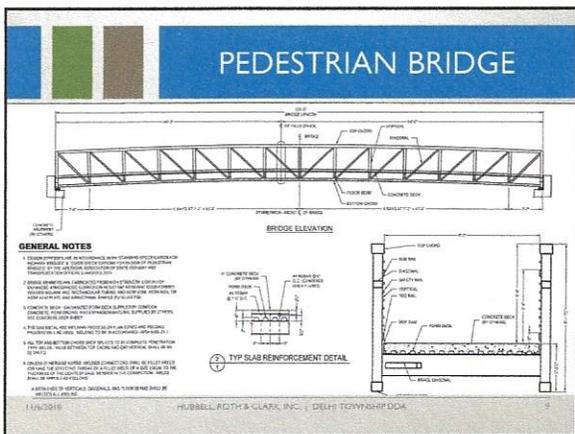
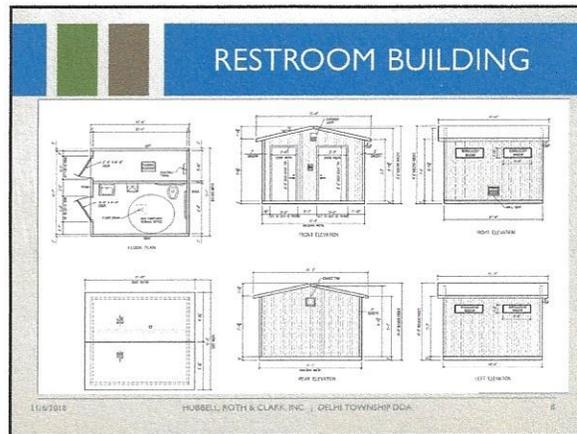
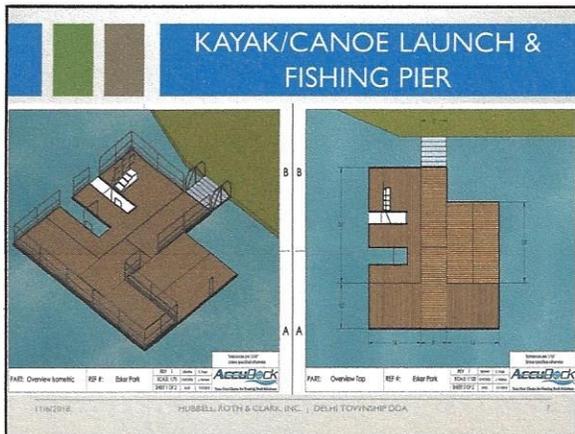
PROJECT FACILITIES

- Project Facilities in the Park
 - Paved Parking
 - Bike Rack
 - Minimum 6' Wide Trail
 - Fishing Pier or Dock
 - Pedestrian Bridge
 - Canoe/Kayak Launch or Ramp
 - Restroom Building

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Proposed Layout



NEXT STEPS

- Project is currently out for public bidding
- Estimated Project Cost: \$ 1,200,000
 - Grant Amount: \$ 300,000
 - Township Amount - \$ 900,000
- Bid Opening - November 20, 2018
- Bid Award - November DDA Meeting
- Project Completion - End of May

1/18/2018 HUBBELL, ROTH & CLARK, INC. | DELHI TOWNSHIP DDA