

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2017**

The Downtown Development Authority met Tuesday, November 28, 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, Kim Cosgrove, Tim Fauser, John Hayhoe, Brian Houser, David Leighton, Steven L. Marvin, Nanette Miller

MEMBERS ABSENT: 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, Ammon supported, to approve the regular meeting minutes of October 24, 2017.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Olson

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2017-004: ADOPTING FY 2018 DDA BUDGETS

Ammon moved, Fauser supported, to adopt Resolution No. 2017-004, a resolution adopting the Fiscal Year ending December 31, 2018 Delhi Charter Township Downtown Development Authority Budgets.

A Roll Call Vote was recorded as:

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

Absent: Olson

MOTION CARRIED

DEPUTY DIRECTOR/ADMINISTRATIVE ASSISTANT POSITION

Miller moved, Leighton supported to change Lori Underhill's title to Deputy Director/Administrative Assistant, to amend the current DDA Administrative Secretary job description, and to increase Ms. Underhill's salary to \$30,388. These changes will be effective January 1, 2018.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2017**

A Roll Call Vote was recorded as:

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

Absent: Olson

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he met with property owners along Cedar Street regarding the changes to driveway configurations for the Realize Cedar project. He met with the owner of Quality Dairy and showed him various DDA properties. The Holt location will reopen, however, they are awaiting the insurance settlement before rehabilitation work can begin. Mr. Haas enlisted the help of the Board to identify a person to coordinate the Volunteer Bureau. This is a part-time paid position.

Farmers Market

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

Advertising & Marketing Committee

Mr. Leighton reported that the DDA website will be audited and broken links will be cleaned up. The Committee discussed the addition of signage with QR codes along the Trail system.

Planning Commission

There was no report.

Supervisor

Mr. Hayhoe reported that Township Tree Lighting Ceremony will take place on Wednesday, November 29th at 6:30 p.m. in Veterans Memorial Gardens. He attended a ribbon cutting ceremony at the new Willoughby Estates development. Hammond Farms will open a location on Cedar Street.

Treasurer

There are no issues or concerns with the DDA budgets. Final budget amendments for 2017 will be submitted to the Township Board of Trustees in December.

Members

Nanette Miller asked about the route of the new RAM II Trail.

Limited Comments

None.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2017**

ADJOURNMENT

The meeting was adjourned at 7:23 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL