

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

The Downtown Development Authority met Tuesday, November 29, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Kim Cosgrove, Tim Fauser, John Hayhoe, Steven L. Marvin, Nanette Miller, Tonia Olson

MEMBERS ABSENT: Harry Ammon, Brian Houser, David Leighton

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

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

Newly elected Township Supervisor John Hayhoe was welcomed by the Board.

APPROVAL OF MINUTES

Cosgrove moved, Olson supported, to approve the regular meeting minutes of October 25, 2016.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Houser, Leighton

MOTION CARRIED

BUSINESS

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES, PLANNING AND CONSTRUCTIONS SERVICES: CEDAR STREET TO TRAILHEAD PARK – HUBBELL, ROTH & CLARK, INC.

Community Development Director Tracy Miller offered background on the Township Non Motorized Trail Master Plan and the importance of connecting current Township trails. In order for our planned Trailhead Park at the Cedar Street roundabout to be grant eligible, it must connect to existing trails. Hubbell, Roth & Clark, Inc. (HRC) is knowledgeable about our community and infrastructure and is the preferred engineering services contractor for projects on Township property. HRC will invite contractors onsite and the project will be engineered as it progresses.

Cosgrove moved, Hayhoe supported, to approve the Proposal for Professional Engineering Services, Planning and Construction Services: Cedar Street to Trailhead Park Sidewalk from Hubbell, Roth & Clark, Inc. in the amount of \$20,610.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Marvin, Miller, Olson

Absent: Ammon, Houser, Leighton

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

**RESOLUTION NO. 2016-006: ADOPTING FY 2017 DOWNTOWN DEVELOPMENT
AUTHORITY BUDGETS**

**Olson moved, Miller supported, to adopt Resolution No. 2016-006, a resolution
adopting the Fiscal Year ending December 31, 2017 Delhi Charter Township
Downtown Development Authority Budgets.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Marvin, Miller, Olson

Absent: Ammon, Houser, Leighton

MOTION CARRIED

REPORTS

Executive Director

Executive Director Haas reported on his meeting with Holt Public Schools regarding the construction of a cooperative parking lot near Hope Middle School. The public relations firm Byrum Fisk will be meeting with Capital Area Transportation Authority, Capital Area District Library, and Lansing Community College on the Township's behalf in hopes of securing new revenue sharing agreements for the DDA Plan Extension.

The DDA is close to closing on a property swap with DTN near the roundabout property. Contamination delineation has occurred at 2313 Cedar Street. A company has identified a problem with the conduit the DDA installed along Holloway Drive. DDA staff is working to resolve the problem. 2040 Cedar Street will be demolished by the end of the year. A March 2017 closing date is anticipated on approximately 5 acres on Holloway Drive with the Li family.

Holt Non-Profit Coalition

Ms. Underhill reported that the IRS has approved the 501(c)(3) filing status application.

Holt Farmers Market

An Open House is scheduled for Wednesday, November 30th, immediately following the Township Tree Lighting Ceremony.

Advertising & Marketing Committee

Ms. Underhill reported that the advertising campaign for HoltNow is going very well. An agreement among all involved agencies is being drafted to address costs.

Planning Commission

Ms. Olson reported that an expansion for The Idea People (4641 Willoughby Road) was approved. An update to the Non Motorized Trail Master Plan was also approved.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

Supervisor

John Hayhoe reported on the swearing in ceremony for newly elected Township officials. He, along with Holt Public Schools Superintendent, Dr. David Hornak, will be collaborating on a weekly podcast highlighting events in the Township and the schools. The Tree Lighting Ceremony will take place on Wednesday, November 30th at 6:30 p.m. in Veterans Memorial Gardens. The Holt Business Alliance will be hosting open houses at various local businesses.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:26 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL