

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, January 30, 2018**

**7:00 p.m.**

**AGENDA**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Comments from the Public**

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

**Set/Adjust Agenda**

**Approval of Minutes: Regular Meeting of November 28, 2017**

**Business**

1. HRC Proposal – Cedar Lake Trailhead Park Design Engineering Services
2. Deputy Director Position
3. Nomination and Election of 2018 DDA Board Officers

**Late Agenda Item**

- 4.

**Reports**

5. Executive Director
6. Farmers Market
7. Marketing Committee
8. Planning Commission
9. Supervisor
10. Treasurer
11. Members

**Limited Comments**

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

**Adjournment**

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

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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**

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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 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**

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**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**

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**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**

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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 29<sup>th</sup> 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 29<sup>th</sup> 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.

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

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**ADJOURNMENT**

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

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

January 24, 2018

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: HRC Proposal – Cedar Lake Trailhead Park Design Engineering Services

In May of last year, we approved a proposal from Hubbell, Roth & Clark, Inc. to look for cost savings in the design and construction of Cedar Lake Park. HRC completed this work as part of our submission for the Michigan Department of Natural Resources Trust Fund Grant. Earlier this month, we learned that our project was selected for funding by the MDNR. Accordingly, HRC has submitted the attached proposal for your review and approval. It includes Preliminary Layout and Design, Topographic Survey, Preparation of Plans and Specifications, Permitting, and General Administration. MDNR does not allow the bidding of the project until the grant agreement is executed. Therefore, Bidding and Construction Management will be covered under a separate proposal at a future date.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve the Proposal for Cedar Lake Trailhead Park Design Engineering Services from Hubbell, Roth & Clark, Inc. in the amount of \$81,450.00.**

**PRINCIPALS**

Daniel W. Mitchell  
Nancy M.D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

**SENIOR ASSOCIATES**

Gary J. Tressel  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich  
Timothy H. Sullivan

**ASSOCIATES**

Jonathan E. Booth  
Marvin A. Olane  
Marshall J. Grazioli  
Donna M. Martin  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane Graham  
Thomas G. Maxwell  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliaro

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842

PHONE: 517.694.7760

WEBSITE: [www.hrc-engr.com](http://www.hrc-engr.com)

EMAIL: [info@hrc-engr.com](mailto:info@hrc-engr.com)

January 30, 2018

Downtown Development Authority-Delhi Charter Township  
2045 N. Cedar Street, Ste. 2  
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Cedar Lake Trailhead Park  
Design Engineering Services

HRC Job No. 20160766

Dear Mr. Haas:

HRC appreciates the opportunity to provide this proposal for professional engineering services for the design and construction of the Cedar Lake Trailhead Park project. This is an exciting project for the township as a regional recreational asset and entryway into the downtown area of Holt.

**Statement of Understanding**

We understand that the Township anticipates receipt of a Michigan National Resources Trust Fund grant for the construction of this project from the MNRTF. HRC is familiar with the MNRTF program requirements and the proposed project scope. HRC has previously worked with the MDNR staff on similarly funded projects.

After the grant application was submitted, our office reviewed the project scope and costs. While the grant will provide \$300,000, we understand that the total project costs are \$1.0 million. The final scope of the project (s) bid will be tailored to fit within the budget.

**Project Tasks**

**Task 1 – Preliminary Layout and Design**

The first step in our design, HRC will walk the area and stake the suggested project areas for the Township's review. This will help to visualize the project and reduce survey costs.

**Task 2 – Topographic Survey**

This task will include a full topographic survey of the project site, in order to prepare plans and specifications to meet engineering standards. This survey will include identifying property corners, structures, utilities, driveways, ditches, and other pertinent features in order to properly design the project features. We will also review, locate, and tie in any wetland limits. Property lines will be researched and drawn.

Based on the topographic survey, proposed parking lot location, kayak launch, bridge placement, etc. a final exhibit will be prepared for presentation to the Directors of the DDA and Department of Community Development and for presentation to the public as appropriate. This task will include a more detailed impact analysis, identification of specific project limits, easement needs, an existing drainage review, determination of additional soil boring locations, (up to three new borings) review of aesthetic treatments, etc. This will also include an initial meeting with the Ingham County Drain Commissioner's (ICDC) office to discuss drain impacts, ICRP for access issues and an

MDEQ pre-application meeting. This task will also identify key issues and constraints for consideration during design that will affect the project budget, schedule, and permitting.

### Task 3 – Preparation of Plans and Specifications

HRC will proceed with the preliminary and final design in accordance with engineering standards and of the Township, MDNR and permitting agencies guidelines based on the outcome of the above tasks. This will include the development of detailed plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, identification of grading limits, wetland and drain crossings, and permanent signing and pavement markings. The plans will be designed and submitted for Township, ICDR, and ICDC reviews.

The plans will include typical sections for various project features, project details, plan and profile sheets as required, and SESC plans. Included with the plans, will be estimated quantities and project specific notes.

HRC will also complete the majority of the detailed design during this task including any geotechnical stabilized designs for trails or parking areas, choosing the location for the future restroom facilities and kayak landing. Depending on the proposed location, it may require additional geotechnical investigation and special details for the design through any areas where poor soils are known.

HRC will provide the required documentation, programming materials for funding, and permits as required.

### Task 4 – Permitting

Several permits will be required for the construction of this project. An MDEQ permit will be required for any wetland crossing(s) on the Township's property, an ICDC permit will be required for all drain crossings, and an ICDTR permit will be required for work within the right-of-way. This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

Recreational facility projects typically do not require an Environmental Assessment, or other federal clearances such as SHPO, Tribal, or Environmental. However, the Project Team will closely review your grant agreement and make sure that these are exempt for this project.

### Task 5 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, biweekly progress reports, four (4) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

### **Deliverables**

We anticipate the following deliverables:

- Client Interview Process documentation
- Preliminary Layout Exhibit and Details
- Permit Applications
- Preliminary Plans and Specifications
- Final Plans and Specifications
- Progress Reports
- Meeting Minutes

### **Construction Engineering Tasks**

As this project can not be bid until the grant agreement is executed, bidding costs will be included in construction engineering budgets. As construction engineering costs are highly dependent on the contractor. Their efficiency, staffing, and scheduling are dependent on the weather, unforeseen conditions, subcontractor availability, etc. Once bids are received and a contract executed, we will review the proposed schedule from the Contractor and provide a proposal for construction engineering services 10-15 % of construction costs should be budgeted.

### **Fee**

Based on the above project scope and estimated staff requirements and hours shown on the attached spreadsheet, we propose to perform this project for an estimated time and materials fee of **\$81,450**. This includes allocations of services to be performed by SME for soil borings as described above.

### **Work Not Presently Included in our Scope**

1. Bidding
2. Environmental or habitat assessments
3. Condemnation of easements
4. Additional meetings beyond those identified
5. Hydraulic modeling of any drain improvements or major storm sewer improvements
6. Appraisals and title commitments for easements
7. Construction Engineering Services

### **Schedule**

HRC is prepared to begin on any allowable work under the grant agreement upon approval of the DDA Board and meet the DDA's schedule for construction.

We sincerely appreciate our long standing relationship and your consideration of this proposal. If you have any questions or require any additional information, please contact the undersigned.



Mr. Howard Haas  
January 30, 2018  
HRC Job Number 20160766  
Page 4 of 4

Very truly yours,  
HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.  
Vice President

tjs  
pc: HRC; T. Sneathen, File

Accepted By Downtown Development Authority:

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Date

**Proposed Costs - Cedar Lake Preliminary Engineering  
Delhi Charter Township**

	Task	James Burton \$155		Todd Sneathen \$160		Mike Romkema \$105		Jake Kleinheinz \$95		Prasad Gullapali \$95		CADD \$100		Survey Crew \$150		Admin Asst \$65		Total	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1	Topographic Survey																	52	\$ 7,620
a	Research and Create Property Line File		\$0		\$0		\$0		\$0		\$0		\$0	8	\$1,200		\$0	8	\$ 1,200
b	Topographic Survey		\$0		\$0	2	\$210		\$0		\$0		\$0	32	\$4,800		\$0	34	\$ 5,010
c	Processing and Base File Creation		\$0		\$0	2	\$210		\$0		\$0		\$0	8	\$1,200		\$0	10	\$ 1,410
2	Preliminary Layout and Design																	56	\$ 5,870
a	Proposed site review		\$0	2	\$320	4	\$420	2	\$190	8	\$760	12	\$1,200		\$0		\$0	28	\$ 2,890
b	Meeting with ICRD	4	\$620	4	\$640	4	\$420		\$0		\$0		\$0		\$0	8	\$520	20	\$ 2,200
c	Identify Project Limits		\$0		\$0	2	\$210	2	\$190	4	\$380		\$0		\$0		\$0	8	\$ 780
e	ID Existing drainage & impacts / modifications		\$0	2	\$320	2	\$210	4	\$380	8	\$760		\$0		\$0	8	\$520	24	\$ 2,190
g	Aesthetic Treatments		\$0	2	\$320		\$0		\$0		\$0		\$0		\$0		\$0	2	\$ 320
h	ICDC Intial Meeting		\$0	4	\$640		\$0	4	\$380		\$0		\$0		\$0	4	\$260	12	\$ 1,280
i	MDEQ Pre Application Meeting		\$0	4	\$640		\$0	4	\$380		\$0		\$0		\$0	2	\$130	10	\$ 1,150
3	Plans, Specifications, and Bidding																	332	\$ 32,270
a	Preliminary Plans and Specifications	2	\$310	10	\$1,600	36	\$3,780	120	\$11,400	100	\$9,500	30	\$3,000		\$0	24	\$1,560	322	\$ 31,150
b	Meeting with MDNR Grant Coordinator		\$0	2	\$320	4	\$420	2	\$190	2	\$190		\$0		\$0		\$0	10	\$ 1,120
c	Meeting with ICRD	4	\$620	4	\$640	4	\$420		\$0		\$0		\$0		\$0		\$0	12	\$ 1,680
d	Final Plans and Specifications	2	\$310	2	\$320	8	\$840	32	\$3,040	24	\$2,280	20	\$2,000		\$0	16	\$1,040	104	\$ 9,830
4	Permitting																	146	\$ 14,230
a	MDEQ Permit		\$0	4	\$640	4	\$420	8	\$760	8	\$760	4	\$400		\$0	4	\$260	32	\$ 3,240
b	ICDC Permit		\$0	2	\$320		\$0	20	\$1,900	20	\$1,900	4	\$400		\$0	4	\$260	50	\$ 4,780
c	ICRC Permit	2	\$310	2	\$320	4	\$420	16	\$1,520	16	\$1,520	16	\$1,600		\$0	8	\$520	64	\$ 6,210
d	Soil Erosion Permit		\$0	2	\$320	4	\$420	16	\$1,520	8	\$760	4	\$400		\$0		\$0	34	\$ 3,420
5	General Administration																	72	\$ 8,260
a	Kickoff Meeting (1)	2	\$310	4	\$640	4	\$420		\$0		\$0		\$0		\$0	2	\$130	12	\$ 1,500
b	Progress Reports (biweekly)		\$0	4	\$640		\$0	16	\$1,520		\$0		\$0		\$0	4	\$260	24	\$ 2,420
c	Status Update Meetings (4)		\$0	16	\$2,560		\$0	16	\$1,520		\$0		\$0		\$0	4	\$260	36	\$ 4,340
d	Public Meetings/ Board Meetings (2)	2	\$310	8	\$1,280	2	\$210		\$0		\$0		\$0		\$0	4	\$260	16	\$ 2,060
	<b>TOTAL</b>	<b>18</b>	<b>\$ 2,790</b>	<b>78</b>	<b>\$ 12,480</b>	<b>86</b>	<b>\$ 9,030</b>	<b>262</b>	<b>\$ 24,890</b>	<b>198</b>	<b>\$ 18,810</b>	<b>90</b>	<b>\$ 9,000</b>	<b>48</b>	<b>\$ 7,200</b>	<b>92</b>	<b>\$ 5,980</b>	<b>706</b>	<b>\$ 75,450</b>

**Items Not Included in Costs:**

Additional Meetings  
Easement Acquisition

**Total HRC Costs \$ 75,450**  
**Soil Borings / Geotechnical Consultation \$ 6,000**

**TOTAL \$ 81,450**



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DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
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www.delhidda.com

**MEMORANDUM**

Date: January 18, 2018

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Deputy Director Position

At our November 28, 2017 meeting, we approved a title change and salary increase for Lori Underhill. The Delhi Township Manager's Office has requested that we rescind that board action and replace it with wording that is comparable with other Deputy positions within the Township. This will allow for annual cost of living increases within the Township Payroll system in addition to merit increases as appropriate. To that end, the Manager's Office offers the following recommended motion:

**RECOMMENDED MOTION:**

**I move to rescind the DDA Board Action of November 28, 2017 with regard to the salary, title and job description for Lori Underhill and replace it with the following:**

**To pay Lori Underhill an "Annual Stipend" in the amount of \$2,500, to be paid quarterly, as compensation for the duties of "Deputy Director" to serve in the absence of the Executive Director of the Downtown Development Authority, effective January 1, 2018.**

1/30/17 Motion for DDA Board Officers for calendar year 2018

I move to nominate the following as DDA officers for calendar year 2018:

Chairperson: David Leighton

Vice-Chairperson: Tim Fauser

Secretary: Nanette Miller

Treasurer: Kim Cosgrove