

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center Board Room**

**2074 Aurelius Road, Holt, MI**

**Tuesday, August 30, 2016**

**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 May 31, 2016**

**Brownfield Meeting of May 31, 2016**

**Business**

1. Introduction of ICSO Business Officer – Deputy James Rowley
2. Revenue Sharing – Summer/Winter Tax 2015
3. Update on Current DDA Activities – Verbal

**Late Agenda Item**

4.

**Reports**

5. Executive Director
6. Farmers Market
7. Holt Non-Profit Coalition (formerly Holt Community Connect)
8. Marketing Committee
9. Planning Commission
10. Supervisor
11. Treasurer
12. 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 MAY 31, 2016**

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The Downtown Development Authority met Tuesday, May 31, 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, C.J. Davis, Tim Fauser, David Leighton, Tonia Olson, Steven L. Marvin, Nanette Miller

**MEMBERS ABSENT:** Brian Houser

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

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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Late Agenda Item #3 was added: Resolution No. 2016-003: Sale of Property to Willoughby Estates, LLC.

**APPROVAL OF MINUTES**

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**Ammon moved, Olson supported, to approve the regular meeting minutes of April 26, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Houser

**MOTION CARRIED**

**PRESENTATION**

Tom Traciak, Umbagh & Associates, gave a brief presentation regarding the proposed refunding of 2008 bonds and the issuance of new, taxable, 2016 bonds. He recommended the DDA take advantage of the advanced refunding window to save an estimated \$170,000 on the 2008 bonds. The new bonds will be taxable as it cannot be guaranteed that the money will be spent on permanent infrastructure.

**BUSINESS**

**RESOLUTION NO. 2013-002: BOND REFINANCE AND NEW BOND ISSUANCE**

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Executive Director Haas reviewed his memorandum dated May 25, 2016. The Cedar Street Revitalization Study has identified a need for funds not currently in the DDA budget. By refunding our 2008 bonds, the DDA will save money and allows for additional borrowing: \$1.5 million on a taxable basis; \$3.5 million in future, tax exempt bonds. Fredric Heidemann of the Thrun Law Firm explained that the resolution requests that the Township Board of Trustees take action to approve the bond refinance and new bond issuance.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON MAY 31, 2016**

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**Cosgrove moved, Leighton supported, to adopt Resolution No. 2016-002, a resolution to refinance 2008 bonds and to issue new bonds in a principal amount not to exceed \$1.5 million.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Leighton, Olson, Marvin, Miller

Absent: Houser

**MOTION CARRIED**

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**REIMBURSE COSTS OF IMPROVEMENT FOR WILLOUGHBY ESTATES**

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Environmental attorney Charles Barbieri of Foster, Swift, Collins and Smith, explained that this is an agreement between the DDA and the Brownfield Redevelopment Authority which allows the Brownfield Redevelopment Authority to accept the tax increment funds in place of the DDA.

**Davis moved, Fauser supported to approve the Delhi Charter Township Downtown Development Authority and Delhi Charter Township Brownfield Redevelopment Authority Agreement to Improve Land and Reimburse Costs of Improvement on certain Willoughby Road properties.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Leighton, Olson, Marvin, Miller

Absent: Houser

**MOTION CARRIED**

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**RESOLUTION NO. 2016-003: SALE OF PROPERTY TO WILLOUGHBY ESTATES, LLC**

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Mr. Haas reviewed his memorandum dated May 31, 2016. A closing is scheduled for June 7, 2016 on the three Willoughby Road parcels. A resolution authorizing the sale is required for closing and has been prepared by Township Attorney Gordon Van Wieren.

**Fauser moved, Olson supported, to adopt Resolution No. 2016-003, a resolution for the sale of property located at 4184 and 4136 Willoughby Road, along with vacant land located on Willoughby Road within the Township of Delhi, Ingham County, Michigan, to Willoughby Estates, LLC.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Leighton, Olson, Marvin, Miller

Absent: Houser

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. Haas reported that he is working with Township staff on the possible purchase of property on Holt Road that might serve as a home for the Holt-Delhi Historical Society as well as provide meeting space for the community.

SUBJECT TO APPROVAL

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DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
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DLZ has submitted a concept plan on the Trailhead Park located at 1600/1694 Cedar Street. The Township will apply for a Michigan Department of Natural Resources Grant to help fund the construction. The Township is also considering the sale of current cell tower sites to help fund the project.

The DDA owned property located at the corner of Hancock and Cedar Street is being cleared of brush and small trees. A recent survey revealed encroachment issues with two adjacent property owners. These issues were turned over to the Township attorney for resolution.

Mr. Haas met with the President of the Clinton County Economic Alliance to discuss potential joint projects.

A meeting is scheduled to discuss the China based pharmaceutical company and their potential development of property at Holt Road and Holloway Drive.

**Farmers Market**

Lori Underhill reported that the Farmers Market continues to thrive.

**Holt Community Connect**

Tonia Olson reported that the Board of Directors met last week to revise the Bylaws and Articles of Incorporation to seek 501(c)(3) filing status with the IRS. A potential name change to alleviate confusion between Holt Community Connect and Holt Community Matters is being discussed.

**Advertising & Marketing Committee**

Mr. Leighton reported on the progress of the combined publication of Our Town, Delhi Neighbor, and the RAM Quarterly. The Committee is looking to expand its horizons beyond the newsletter publication for the future.

**Planning Commission**

Ms. Olson reported that the Planning Commission held a public hearing for the Planned Unit Development Willoughby Estates on May 9<sup>th</sup>. The PUD was approved and sent to the Township Board of Trustees for approval.

**Supervisor**

Supervisor Davis reported that the 175<sup>th</sup> Anniversary Committee is coming together. The Holt-Delhi Historical Society needs an additional \$3500 in donations to finalize the World War II Veterans video project.

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**Treasurer**

Treasurer Cosgrove reported that there are no issues with the current budget.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:48 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON MAY 31, 2016**

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The Brownfield Redevelopment Authority met Tuesday, May 31, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:49 p.m.

**MEMBERS PRESENT:** Harry Ammon, Kim Cosgrove, C.J. Davis, Tim Fauser, David Leighton, Tonia Olson, Steven L. Marvin, Nanette Miller

**MEMBERS ABSENT:** Brian Houser

**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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**Olson moved, Fauser supported, to approve the regular meeting minutes of April 26, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Houser

**MOTION CARRIED**

**BUSINESS**

**REIMBURSE COSTS OF IMPROVEMENT FOR WILLOUGHBY ESTATES**

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Environmental attorney Charles Barbieri, Foster Swift, Collins and Smith, explained that is an agreement between the DDA and the Brownfield Redevelopment Authority which allows the Brownfield Redevelopment Authority to accept the tax increment funds in the place of the DDA.

**Cosgrove moved, Olson supported, to approve the Delhi Charter Township Downtown Development Authority and Delhi Charter Township Brownfield Redevelopment Authority Agreement to Improve Land and Reimburse Costs of Improvement on certain Willoughby Road properties.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Leighton, Olson, Marvin, Miller

Absent: Houser

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
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**BROWNFIELD REIMBURSEMENT AGREEMENT – WILLOUGHBY ESTATES**

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Charles Barbieri explained that this agreement is the mechanism for reimbursement when tax increment funds are captured in the future. This particular project also incorporates a Brownfield grant from the Lansing Economic Area Partnership that will provide some funds directly to the Brownfield Redevelopment Authority. The project will provide approximately \$25,000 in administrative expenses annually. Upon the completion of the project, taxes can be captured for 5 years and placed in the Local Site Remediation Revolving Fund, providing revenue for the remediation of blighted properties in the future.

**Fauser moved, Miller supported to approve the Brownfield Reimbursement Agreement for Brownfield Plan No. 6 (Willoughby Estates) between Willoughby Estates, LLC, Willoughby Estates II, LLC, and the Delhi Township Brownfield Redevelopment Authority.**

A Roll Call Vote was recorded as:

Ayes: Ammon, Cosgrove, Davis, Fauser, Leighton, Olson, Marvin, Miller

Absent: Houser

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:55 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**Revenue Sharing  
Summer/Winter Tax 2015**

DDA Summer/Winter Tax 2015	**			40% Summer County 60% Due Entities
	Capt'd Sum & Win DDA Adv & IFT	Delinquent Capt'd from Ing Cty	Total	
Ingham County Voted - Winter	\$580,198.08	\$13,495.63	\$593,693.71	\$356,216.23
Ingham County Operating - Summer	\$1,094,635.63	\$7,941.18	\$1,102,576.81	\$441,030.72
CADL	\$262,871.01	\$6,113.99	\$268,985.00	\$161,391.00
CATA	\$506,709.53	\$11,786.41	\$518,495.94	\$311,097.56
Lansing Community College	\$641,554.45	\$14,922.94	\$656,477.39	\$393,886.43
Delhi Twp Operating	\$726,182.87	\$16,891.39	\$743,074.26	\$445,844.56
<b>TOTAL</b>	<b>\$3,812,151.57</b>	<b>\$71,151.54</b>	<b>\$3,883,303.11</b>	
<b>TOTAL to Disburse</b>				<b>\$2,109,466.50</b>
**MTT 15-002678 Decrease in TV for Intier Auto #93-024-102 subtracted				