

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON MAY 28, 2019**

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The Downtown Development Authority met Tuesday, May 28, 2019 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, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Steven L. Marvin

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

**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 April 30, 2019.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Marvin

**MOTION CARRIED**

**UPDATE**

**ESKER LANDING CONSTRUCTION PROGRESS**

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Todd Sneathen, Hubbell, Roth and Clark, Inc. was present to give an update on the construction progress of Esker Landing. Mr. Sneathen shared photographs of the site and shared what had been completed to date and gave an estimate of the project's conclusion date.

**BUSINESS**

**SECOND AMENDMENT TO TRANSFER/DEVELOPMENT AGREEMENT – ESKER SQUARE**

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**Miller moved, Ammon supported, to approve the Second Amendment to the Transfer/Development Agreement between Delhi Township Downtown Development Authority and 2000 Cedar, LLC.**

Scott Gillespie, The Gillespie Company and 2000 Cedar, LLC, developer for Esker Square, spoke briefly about the need to extend the time limit to begin vertical construction on Esker Square. Additional leases must be secured before funding can be finalized. The site plan may also be changed to include apartments on the ground floor of the development. This will require

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---

a Special Use Permit which has been applied for with the Delhi Township Community Development Department.

Attorney Gordon VanWieren, Thrun Law Firm, P.C., spoke briefly about the amendment that had been drafted in concert with Mr. Gillespie's legal counsel. The project must begin vertical construction no later than October 31, 2019.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Miller, Rae

Absent: Marvin

**MOTION CARRIED**

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**INCREASE OF SPENDING AUTHORIZATION LIMIT**

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**Fauser moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority amend Article VIII, Section 2 of the By-Laws to increase the spending authorization limit from \$1,500.00 to \$2,500.00 to bring the By-Laws into line with current Township policy.**

Executive Director Haas reviewed his memorandum dated May 13, 2019. In 2016, Delhi Township amended its Purchasing and Accounts Payable policies to increase the spending allowances of department heads to \$2,500.00. The DDA By-Laws will be similarly amended.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Miller, Rae

Absent: Marvin

**MOTION CARRIED**

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**REPORTS**

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**Executive Director**

Mr. Haas reported that he continues to meet regularly with The Gillespie Company regarding the construction of Esker Square. A potential recommendation for the sale of the 37 acres at Holt Road and Holloway Drive is in progress. There are many interested parties in the former tattoo parlor located on the former Happy's Inn site.

**Farmer's Market/Holt Community Center**

Lori Underhill reported that the first Food Frenzy event of the summer was a huge success. Attendees were parking and walking all along Cedar Street. The next event will be Wednesday, June 12 from 5:00 – 8:00. Future events will be held on July 10, August 7, and September 11. Ms. Underhill also reported that Since January 1, over 70 meetings have been held at the Holt Community Center (DDA building).

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**Advertising & Marketing Committee**

Mr. Leighton reported that the Committee did not meet in May.

**Planning Commission**

Ms. Craig reported that the Planning Commission met to discuss the final Preliminary Plat for the Berry Farms Subdivision on Aurelius Road and the final site plan for the Redwood development on Cedar Street at Holbrook. The 2019 Capital Improvement Plan was also approved.

**Supervisor**

Mr. Hayhoe reported that the Memorial Day parade was well attended. Channel 10 News was present. Holt Fest takes place on Saturday, August 17. Gravity BBQ is working on opening their restaurant but is working through some issues with the State of Michigan. Tracy Miller is doing well in her new position as Township Manager. Delhi Township had the greatest number of new home built in the local area last year.

**Treasurer**

Ms. Rae reported that the Township audit of fiscal year 2018 is in its final stages. Financial reports will be provided when they become available.

**Members**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:55 p.m.

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Nanette Miller, Secretary

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