

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

---

The Downtown Development Authority met Tuesday, September 24, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin

**MEMBERS ABSENT:** Harry Ammon, David Leighton, Nanette Miller, Sally Rae

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

**PUBLIC COMMENT:** Mike Hamilton, 4541 Sycamore, spoke regarding the condition of the water at Esker Landing Park. He encouraged the members of the DDA Board to discuss this with the Ingham County Drain Commissioner when the new sections of the Holt to Mason Trail are constructed.

**SET/ADJUST AGENDA**

---

Two late agenda items were added:  
Late Agenda Item #3: Approval of 2176 Cedar Renovation Bid  
Late Agenda Item #4: Transfer of 1684 Cedar Street

**APPROVAL OF MINUTES**

---

**Craig moved, Marvin supported, to approve the regular meeting minutes of August 27, 2019.**

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

**MOTION CARRIED**

**BUSINESS**

**FY 2020 DDA BUDGET – SET PUBLIC HEARING FOR OCTOBER 29, 2019**

---

**Craig moved, Marvin supported, to set a Public Hearing for the proposed Fiscal Year 2020 DDA Budget to be held during the Tuesday, October 29, 2019 DDA Board Meeting.**

A Public Hearing Notice will be published in the *Holt Community News* on October 12, 2019.

A Roll Call Vote was recorded as follows:  
Ayes: Brown, Craig, Fauser, Hayhoe, Marvin  
Absent: Ammon, Leighton, Miller, Rae

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

---

**APPROVE PROPOSAL FOR DOOR REPLACEMENT AT HOLT FARMERS MARKET**

---

**Hayhoe moved, Craig supported, to approve the proposal from Overhead Door Company of Lansing for the replacement of 4 doors at Holt Farmers Market in the amount of \$16,992.00.**

Clear overhead doors will help attract more customers to the Market especially during the winter months when the doors are closed.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

**MOTION CARRIED**

**APPROVAL OF 2176 CEDAR RENOVATION BID**

---

**Marvin moved, Brown supported, to approve the bid from Kyle Taylor Builder to renovate 2176 Cedar in the amount of \$37,000.00.**

Executive Director Haas reviewed his memorandum dated September 24, 2019. This renovation will prepare the building for a potential tenant. Additional work will still be required. Some of this will be at the expense of the tenant.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

**MOTION CARRIED**

**TRANSFER OF 1694 CEDAR STREET**

---

**Craig moved, Fauser supported, to adopt Resolution No. 2019-001, a resolution for the transfer of the former Delhi Charter Township Downtown Development Authority property located at 1694 Cedar Street by Quit Claim Deed to the Charter Township of Delhi, and authorize Executive Director C. Howard Haas to execute the deed for the same.**

Since the construction of the new park is complete, it is time for the Township to take ownership of the property.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin

Absent: Ammon, Leighton, Miller, Rae

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

---

**REPORTS**

---

**Executive Director**

Mr. Haas reported that Blohm Creative Partners presented on the success of the Realize Cedar and Holt Farmers Market geofencing campaigns at the Holt Alliance meeting earlier this month. He hopes more local businesses will take advantage of this new and relatively inexpensive form of advertising. The DDA and BRA budgets were presented to the Township Board of Trustees at the Budget Workshop, held on September 10<sup>th</sup>. Discussions regarding the landscaping of the Cedar Street roundabout have taken place. Formal proposals will be forthcoming. Final details are being negotiated for the sale of the 37-acre parcel at Holt Road and Holloway Drive.

**Farmer's Market**

Lori Underhill reported that the Market saw record token sales in August and September. The final Food Frenzy was held on September 11<sup>th</sup> and attendance was down from previous events. However, the Hero Run was on the same night and the weather forecast wasn't the greatest. The Market will be hosting classes with the MSU Extension on food preparation and preserving.

**Advertising & Marketing Committee**

There was no report.

**Planning Commission**

Ms. Craig reported that the Planning Commission approved a change in zoning for the Little Caesar's property on Cedar Street. The M-99 Speedway station will be razed and completely rebuilt.

**Supervisor**

Supervisor Hayhoe reported that Holt Family Practice will be moving into the former Family Video building on Aurelius Road. A new restaurant, Sticky's, recently opened in the building next to Zaytoon. Gravity Smokehouse BBQ is now open and doing very well. He encouraged Board members to support these new local establishments. The Holt Alliance has been busy this summer with ribbon cutting ceremonies. Several more are scheduled in the coming weeks. The Township Board of Trustees held its annual Budget Workshop on September 10<sup>th</sup>. The Township budget is in excellent shape.

**Treasurer**

Ms. Underhill reported that DDA cash and investments for the month ending August 31, 2019 total \$4,126,283.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019**

---

**Members**

Mr. Haas thanked the MSU Journalism student for attending the meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:37 p.m.

---

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL