

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 26, 2019**

The Downtown Development Authority met Tuesday, November 26, 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, Steven L. Marvin, Nanette Miller, Sally Rae (7:02)

MEMBERS ABSENT: None

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

PUBLIC COMMENT: None

SET/ADJUST AGENDA There were no adjustments to the agenda.

APPROVAL OF MINUTES

Miller moved, Fauser supported, to approve the regular meeting minutes of October 29, 2019.

A Voice Poll Vote was recorded as follows: All Ayes

MOTION CARRIED

Executive Director Haas thanked the following individuals for their attendance at the meeting: Todd Sneathen, Hubbell, Roth & Clark, Inc. (HRC); Gordon Van Wieren, Thrun Law Firm, P.C., Township Attorney; John Lenio, CBRE, representing Spring Valley Industries, LLC; and Keith Lambert, Lansing Economic Area Partnership.

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:03 pm and closed at 7:05 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College. There were no attendees at the informational meeting.

BUSINESS

APPROVE HUBBELL, ROTH & CLARK, INC. PROPOSAL – CEDAR STREET AND DELHI COMMERCE DRIVE TRAFFIC SIGNAL

Miller moved, Ammon supported, to approve the Proposal for Professional Engineering Services for Cedar Street and Delhi Commerce Drive Traffic Signal from Hubbell, Roth & Clark, Inc. in the amount of \$55,000.00.

SUBJECT TO APPROVAL

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Todd Sneathen, Hubbell, Roth & Clark, Inc. explained that the signal would be actuated by pedestrians wishing to cross Cedar Street at Delhi Commerce Drive. The work will be paid for utilizing remaining Realize Cedar funds.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

AWARD BID FOR CEDAR STREET ROUNDABOUT

Fauser moved, Leighton supported, to award the bid for Cedar Street Roundabout Landscaping and Lighting to J. Ranck, Electric, Inc. in the amount of \$110,952.00.

Todd Sneathen, Hubbell, Roth & Clark, Inc. gave a brief presentation, attached as Exhibit B. The project includes landscaping (large tree and shrubs) and lighting on the Cedar Street roundabout. The Ingham County Road Department reviewed the design and has given its approval. A bid opening was held on November 18, 2019. Two bids were received and J. Ranck, Electric, Inc. was the low bid. Board member Nanette Miller asked if a pedestrian crossing was considered. Mr. Sneathen replied that the new Redwood development located at the roundabout included a pedestrian crossing in its plans.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2019-002: ADOPTING FISCAL YEAR 2020 DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS

Rae moved, Ammon supported, to adopt Resolution No. 2019-002, a resolution adopting the fiscal year ending December 31, 2020 Delhi Charter Township Downtown Development Authority Budgets.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

RESOLUTION NO. 2019-003: SALE OF PROPERTY LOCATED AT HOLLOWAY DRIVE AND HOLT ROAD

Fauser moved, Miller supported, to adopt Resolution No. 2019-003, a resolution for the sale of real property located at the southwest corner of Holloway Drive and Holt Road within the Charter Township of Delhi, Ingham County, Michigan, to Spring Valley Industries, LLC.

Executive Director Haas reviewed his memorandum dated November 20, 2019. This 37-acre property has been owned by the DDA for the past 28 years. The proposed purchase is for approximately 25 acres and includes a Restrictive Covenant for truck traffic. Township Attorney

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Gordon Van Wieren, Thrun Law Firm, P.C. explained that this is a market transaction in which the buyer pays for all due diligence work and the property survey for the required land division.

John Lenio, CBRE, representing the buyer, Spring Valley Industries, LLC, reviewed the intended timeline for the project. He hopes to close on the property before the end of 2019. Construction on a distribution center would hopefully be completed by the end of 2020 and the facility would go live in the fall of 2021. The name of the company would be disclosed when the company is ready to go public. The center represents a \$50 million investment in the community with 75 warehouse, managerial, and supervisory positions.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that Esker Square construction has begun. They are awaiting approval on the vapor mitigation system from Michigan Department of Environment, Great Lakes and Energy. Once that is received, the elevator shaft will be constructed for the 3-story building. He has shown the property located on the northwest corner of Cedar and North Streets to several developers. He attended a Michigan Economic Developers Association conference in November.

Farmer's Market

Lori Underhill reported that the Market will be hosting an Open House the evening of the Township Tree Lighting Ceremony on Wednesday, December 4th. She attended a conference on Opportunity Zones in November.

Advertising & Marketing Committee

Mr. Leighton reported that the committee met today and discussed the Winter Issue of Our Town, reviewed various social media, wayfinding signage for the Township, addressed broken links issues on DDA and Township websites.

Planning Commission

Ms. Craig reported that the Planning Commission approved a Special Use Permit for 2222 Gunn Road (Contractor's Office within A-1 Zoning District) and the Final Site Plan for 1822 Holloway Drive (Walker Commercial Interiors).

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Supervisor

Supervisor Hayhoe reported that three businesses moved from South Lansing to Delhi Township recently. Many new businesses opened within the past few months. He reported on several road projects that will be happening over the next few years. The Delhi Township Tree Lighting Ceremony will be held on Wednesday, December 4th at 6:30 p.m. in Veterans Memorial Gardens.

Treasurer

Ms. Rae reported that DDA cash and investments totaled \$4,477,071 as of October 31, 2019.

Members

None.

Limited Comments

Nancy Romig, 4168 Watson, expressed her displeasure at not being afforded the opportunity to speak on items on the agenda this evening.

Mike Hamilton, 4541 Sycamore, spoke in support of the proposed traffic signal at Cedar Street and Delhi Commerce Drive. He spoke against the Cedar Street roundabout work.

Jolyon Vincent, 4075 Holt #9, asked if the DDA District could be expanded west of Eifert and Holt Road. Mr. Haas replied in the negative. He spoke in favor of the new doors at the Farmers Market.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL

2019 Downtown Development Authority & Brownfield Redevelopment Authority Activities

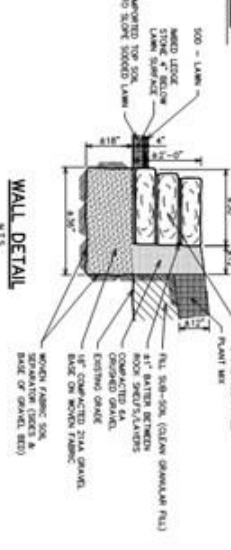
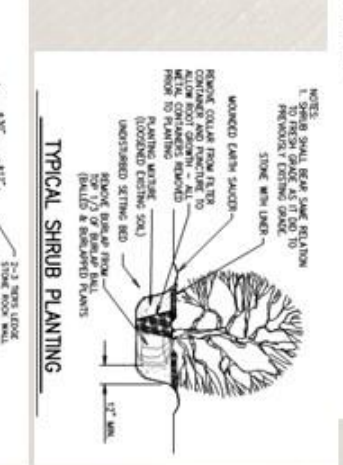
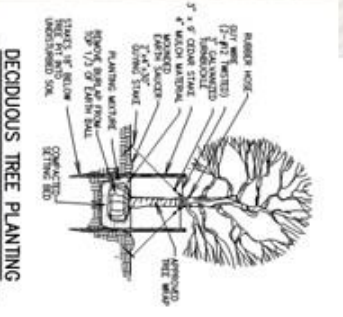
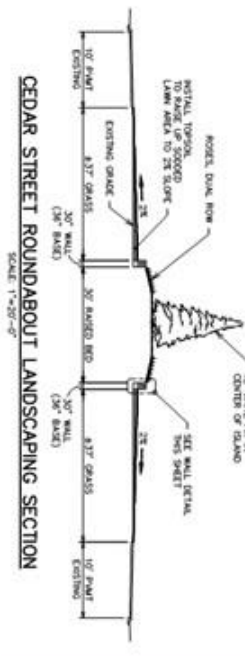
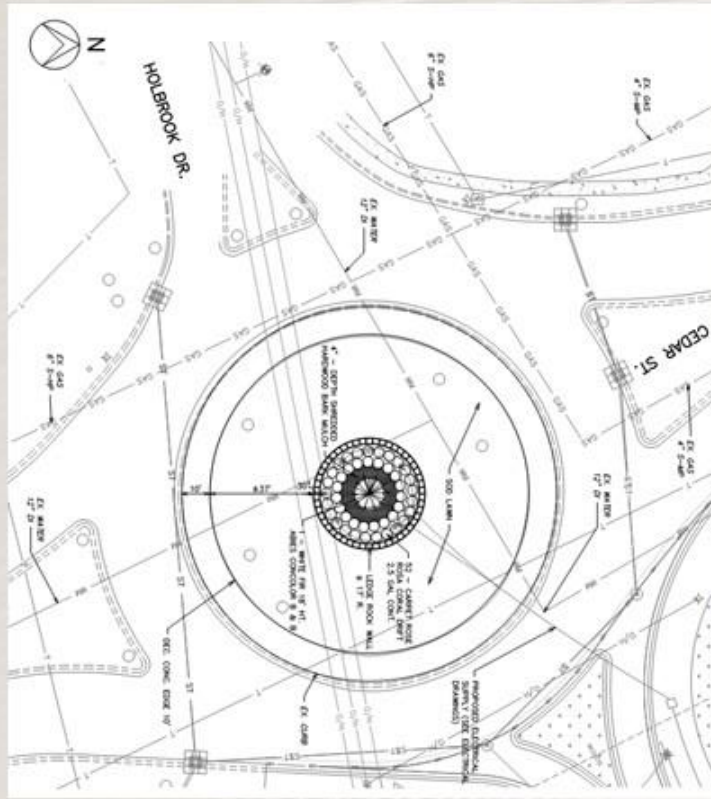
Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 26, 7:00 p.m.

- Realize Cedar Project – identified two smaller projects for completion: work on the Cedar Street roundabout and installation of a traffic signal at Delhi Commerce Drive for pedestrian safety.
- Esker Landing Ribbon Cutting Ceremony took place August 28. Park is a popular destination for kayakers and for fishing.
- Michigan State University Federal Credit Union site construction continues.
- Esker Square construction commenced at the end of October.
- Planning and renovation of 2176 Cedar Street for potential tenant.
- Operation of Holt Farmers Market, one of the Township's most popular destinations – SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted
- Quarterly Newsletter focusing on Delhi Township businesses – Our Town
- Supported Township events: Music in the Garden, Holt Fest
- Housing Market Assessment

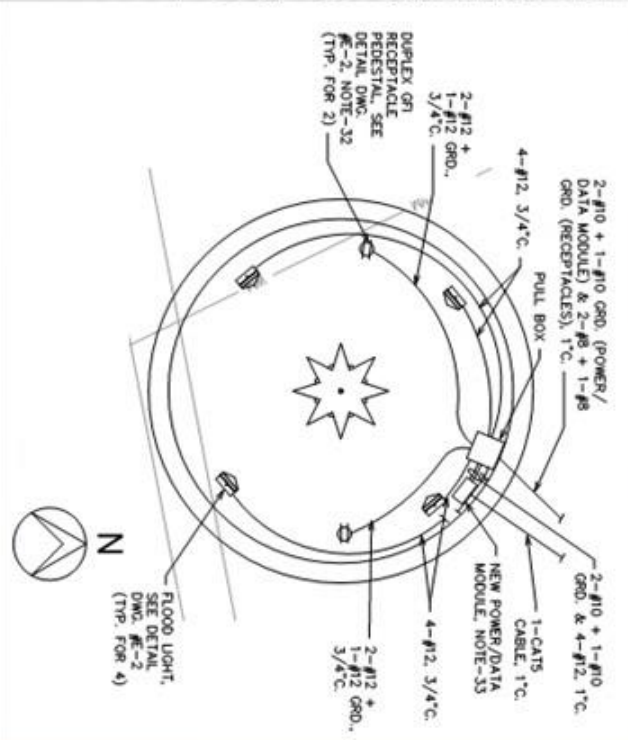
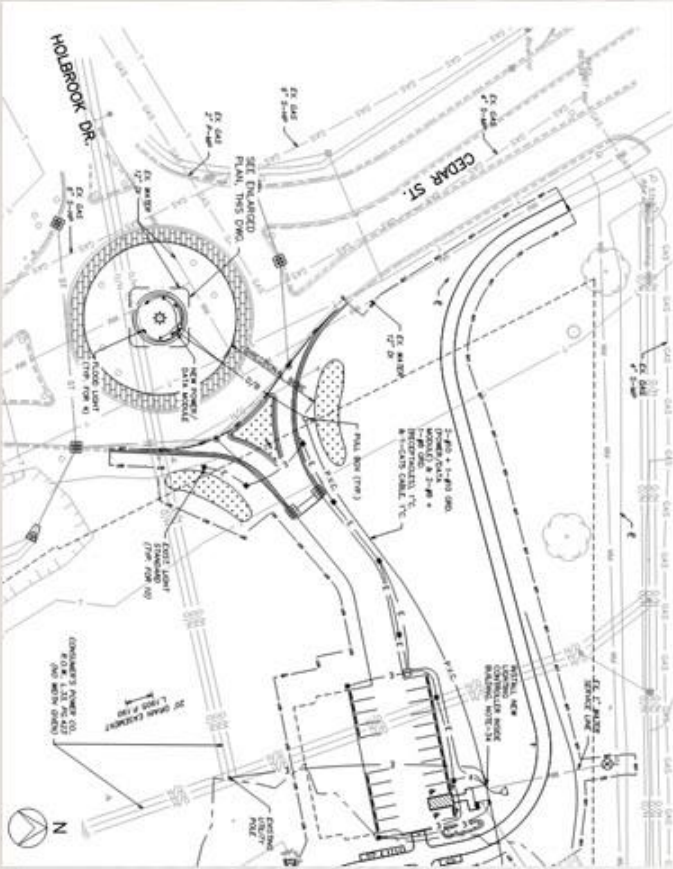
LANDSCAPING PLAN



11/26/2019

HUBBELL, ROTH & CLARK, INC. | DELHI CHARTER TOWNSHIP

ELECTRICAL PLAN



1/1/26/2019

HUBBELL, ROTH & CLARK, INC. | DELHI CHARTER TOWNSHIP