

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Holt Community Center

4410 Holt Road, Holt, MI

Tuesday, February 18, 2020

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 26, 2019

Regular Brownfield Meeting of November 26, 2019

Business

1. Nomination and Election of 2020 DDA Board Officers
2. Future Energy Proposals – Electric Vehicle Charging Stations
3. Procedure for Addressing the DDA Board

Late Agenda Item

4.

Reports

5. Executive Director
6. Deputy Director
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 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.

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

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

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

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).

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

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

/lau

SUBJECT TO APPROVAL

2019 Downtown Development Authority & Brownfield Redevelopment Authority Activities

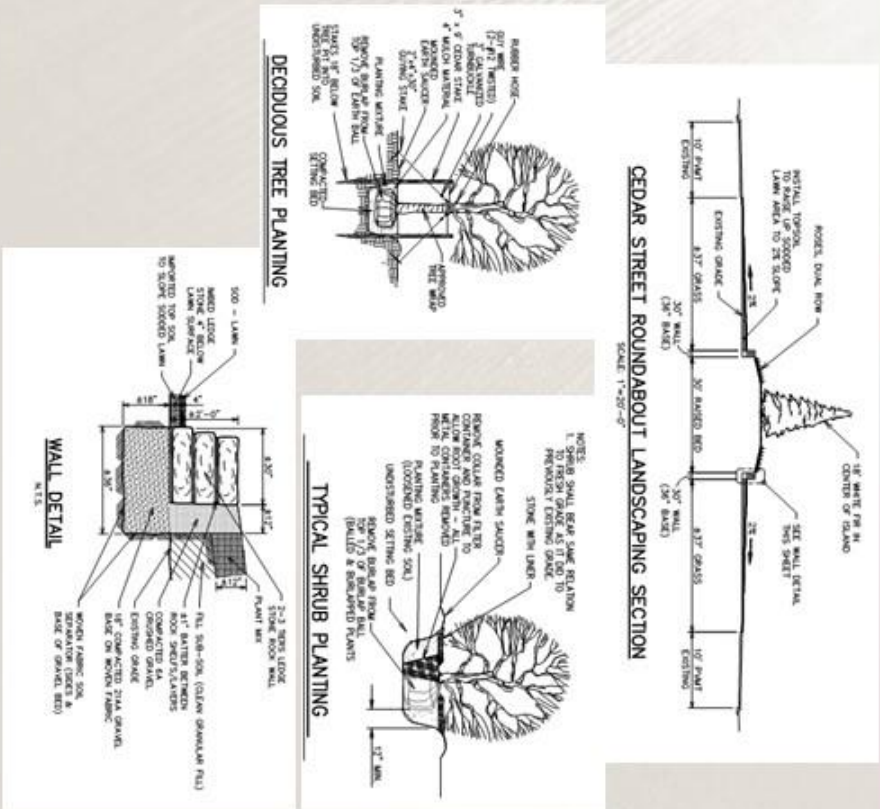
Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 26, 7:00 p.m.

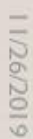
- Realize Cedar Project – identified two smaller projects for completion: work on the Cedar Street roundabout and installation of a traffic signal at Delhi Commerce Drive for pedestrian safety.
- Esker Landing Ribbon Cutting Ceremony took place August 28. Park is a popular destination for kayakers and 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



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

ELECTRICAL PLAN



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

The Brownfield Redevelopment 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 7:41 p.m.

MEMBERS PRESENT: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

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 changes to the agenda.

APPROVAL OF MINUTES

Craig moved, Marvin supported, to approve the regular meeting minutes of October 29, 2019.

A Voice Poll Vote was recorded as follows: All Ayes

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2019-001: ADOPTING FISCAL YEAR 2020 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Miller moved, Fauser supported, to adopt Resolution No. 2019-001, a resolution adopting the fiscal year ending December 31, 2020 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Roll Call Vote was recorded as:

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

MOTION CARRIED

Limited Comments

Jolyon Vincent, 4075 Holt Road #9, asked for an explanation of the Brownfield Redevelopment Authority. Executive Director Haas offered a brief history.

SUBJECT TO APPROVAL

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

ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

I move to nominate the following as DDA officers for the calendar year 2020:

Chairperson: David Leighton

Vice-Chairperson: Tim Fauser

Secretary: Nanette Miller

Treasurer: Sally Rae



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

February 11, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Future Energy Proposals – Electric Vehicle Charging Stations

Future Energy has provided the Township with two proposals for providing Electric Vehicle Charging Stations. The first is for two fast charge stations. The second is for one trickle charger (this charger can service two vehicles at a time). The Township's electric utility provider, Consumers Energy, offers multiple rebates for each type of charger. The Township has applied for and has already been approved for these rebates. Both the Township and the DDA have received inquiries from the public regarding EV charging.

Proposal EV-20-0282 Rev 1 for two fast charge stations totals \$141,818.00. Rebates totaling \$105,909.00 bring the total cost down to \$35,909.00.

Proposal EV-20-0283 Rev 1 for one trickle charge station totals \$22,802.00. Rebates totaling \$15,000.00 bring the total cost down to \$7,802.00.

The total cost of \$164,620.00 less \$120,909.00 in rebates comes to \$43,711.00. The rebates will either be paid directly to the contractor or reimbursed to the DDA, depending on final arrangements. Funding for this project will come from Realize Cedar bond proceeds. The DDA will determine the fees assessed for use of the chargers and payment will come directly to the DDA.

We propose to locate the two fast charge stations at the two on-street parking spaces adjacent to Frankie D's Auto and Truck Repair at 2061 Cedar Street. This location was selected because the necessary electric service is located immediately adjacent to the parking spaces. The trickle charge station will be located in the rear parking lot of the Community Services Center at 2074 Aurelius Road. As the trickle charge station takes longer to charge a vehicle, a location that is well lit is desirable.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposals for Electric Vehicle Charging Stations from Future Energy in the amount of \$164,620.00, less the \$120,909.00 in rebates from Consumers Energy that will either be paid to the contractor or reimbursed to the DDA, depending on final arrangements.

Corporate Headquarters
6400 Sterling Drive North | Suite 2-B
Sterling Heights | Michigan | 48312
O: 586.782.4000 | futureenergy.co

Proposal Date: 01/31/2020
Proposal #: EV-20-0282 Rev 1
Project Name: Delhi Township (DC Fast Charge)



Customer Information:

Billing Address:		Shipping Address:	
Company:	Delhi Charter Township	Company:	SAME
Name:	Tracy Miller	Name:	
Address:	2074 Aurelius Road	Address:	
City/State/Zip:	Holt, MI 48842	City/State/Zip:	
Phone:	517-694-2137	Phone:	
Email:	tracy.miller@delhitownship.com	Email:	

Order Information:

Shipping Method:

3rd Party Carrier

Product Name	Product Description	Qty	Total Price
CPE250-CMT-METRIC	Concrete Mounting Template used for the base mounting for the CPE250 and Express Plus Stations and is used to align conduits and mounting bolts. This template is to be installed into the foundation before the concrete pad is poured. Metric Units. Included with the CPE250. Required for CPE200 swap to CPE250. If replacement CMT is needed, order CPE250-CMT-METRIC-RP	2	Included
CPE250C-CCS2-CHD	CP Express 250 Station (62.5 kW) - includes Express 250 Station, 2x power Modules. Includes software upgrade token for Express 250 to increase max power from 50 kW to 62.5 kW, Europe version	2	\$81,600.00
CPE250-CMTIMPERIAL	Concrete Mounting Template used for the base mounting for the CPE250 and Express Plus Stations and is used to align conduits and mounting bolts. This template is to be installed into the foundation before the concrete pad is poured. Imperial Units. Included with the CPE250. Required for CPE200 swap to CPE250. If replacement CMT is needed, order CPE250-CMT-IMPERIAL-RP	2	Included
CPCLD-COMMERCIAL DC-3	CPCLD-COMMERCIALDC-3 3yr Prepaid, DC, Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	2	\$2,820.00
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One-time initial service per station.	2	\$698.00
CPEXPRESSSITEVALID	CPEXPRESSSITEVALID is used to validate that a customer installation has been performed per ChargePoint published requirements. The on-site validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that the station installation meets all ChargePoint published requirements and local codes. A site is defined as a group of stations all connected to the same gateway station. To be used when the customer is using an O&M Partner or self-validating Channel Partner to install their stations. Note that a failed Site Validation will incur a second validation fee to repeat the validation after the site deficiencies are corrected. A successful Site Validation is a prerequisite to purchase ChargePoint Assure. CPEXPRESS-SITEVALID is priced per power module.	4	\$1,200.00
EXPRESS-ASSURE3	3yr prepaid Assure Plan priced per power module	4	\$22,200.00
INSTALLATION	Term "Make-Ready" = a) Any/all necessary electrical infrastructure required to operate charging stations and begin new installation of charging stations b) Any/all conduit wire to be pulled to proposed station location(s) c) Any/all concrete footing work with appropriate mounting Studs installed (Pattern provided by Future Energy) to be completed properly so that the stations can be mounted d) Any/all cellular repeaters installed as required. EV Environment Set-Up = Create/identify formal & designated charging area for Electrical Vehicles (EV) only. Services normally require unique signage (provided by customer), green parking space lines, "EV Letters" or equivalent stencil art in parking space in order to designate EV Charging Area. Any other specific requirements provided by customer and/or municipality. Installation Labor = Municipal Discount Applied. Station registration & Start-Up (Certified ChargePoint Technicians Only) Includes any/all seasonal surcharges. Tap into Consumers Power (Customer must have prior Approval) Install units on curbside. Remove two slabs of concrete and replace Maintaining the 5' clearance for sidewalk.	1	\$28,500.00
SALES TAX	Sales Tax	1	\$0.00
SHIPPING AND HANDLING	Shipping and Handling	1	\$4,800.00
SUB TOTAL	Sub Total	1	\$141,818.00

REBATE	POWERMIDRIVE Program Incentive	1	-\$70,000.00
REBATE	MEO Program Incentive	1	-\$35,909.00
TOTAL:			\$35,909.00

Acceptance of Proposal:

- Payment Terms: Balance due upon completion of work.
- All pricing is confidential between Customer and Future Energy.
- All prices are FCA ChargePoint warehouse(s).
- Customer to be invoiced at time of shipment.
- Sales tax in applicable states and shipping costs will be applied to this quote at time of invoicing.
- Credit Checks are required for new customers.
- Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for shipping and invoicing purposes.

All pricing is valid for 30 days only from the date of this proposal. Please fill out below and email to sales@futureenergy.co or fax to 586.782.6440. Please include proposal number on Purchase Order.

I hereby accept the above prices, specifications and conditions as satisfactory and agree to pay on the above listed schedule. By signing this acceptance, I acknowledge that I have the authority to accept the terms of this agreement, including the full terms listed at <http://www.futureenergy.co/terms-and-conditions/> and have read those Terms and Conditions in full prior to signing. Installation Pricing Is based on Monday-Friday normal business hours. Site inspection needed prior to final proposal.

By signing this quote, I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.

Approved By: _____ Title: _____

Signature: _____ Date: _____

Corporate Headquarters
6400 Sterling Drive North | Suite 2-B
Sterling Heights | Michigan | 48312
O: 586.782.4000 | futureenergy.co

Proposal Date: 01/31/2020
Proposal #: EV-20-0283 Rev 1
Project Name: Delhi Township (Level 2)



Customer Information:

Billing Address:		Shipping Address:	
Company:	Delhi Charter Township	Company:	SAME
Name:	Tracy Miller	Name:	
Address:	2074 Aurelius Road	Address:	
City/State/Zip:	Holt, MI 48842	City/State/Zip:	
Phone:	517-694-2137	Phone:	
Email:	tracy.miller@delhitownship.com	Email:	

Order Information:

Shipping Method:

3rd Party Carrier

Product Name	Product Description	Qty	Total Price
CT4021-GW1	Dual Output Gateway North America, Bollard Unit - 208/240V @30A with Cord Management	1	\$7,210.00
CT4001-CCM	CT4000 Bollard Concrete Mounting Kit. Bolts: 5/8 - 11 x 9" F1554 Grade 55 hot-dipped galvanized threaded bolts - 3 ea. Nuts: 5/8 - Heavy Galvanized Hex Nuts (DH Rated) - 12 ea. Washers: Galvanized Washers (ASTM F436) - 9 ea. Plastic Template - 1 ea	1	\$95.00
CT4000-PMGMT	CT4000 Power Management Kit. Allows both ports on a dual port station to share a single 40A circuit (Power Share). Also allows a CT4000 to be set up to operate at a lower current (Power Select).	1	\$50.00
CPCLD-COMMERCIAL-3	3yr Prepaid Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware).	2	\$1,410.00
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One-time initial service per station.	1	\$349.00
CPSUPPORTSITEVALID	Customer works with their own contractor to perform the construction and station installation. CPSUPPORTSITEVALID is used to validate that a customer installation has been performed per ChargePoint published requirements. The on-site validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that the station installation meets all ChargePoint published requirements and local codes. A site is defined as a group of stations all connected to the same gateway station. CPSUPPORT-SITEVALID is priced per gateway station and used when the customer is not using an O&M Partner or self-validating Channel Partner to install their stations. Note that a failed Site Validation will incur a second validation fee to repeat the validation after the site deficiencies are corrected. A successful Site Validation is a prerequisite to purchase ChargePoint Assure.	1	\$599.00
CT4000-ASSURE3	3 prepaid years of ChargePoint Assure.	1	\$2,064.00
INSTALLATION	Term " Make-Ready " = a) Any/all necessary electrical infrastructure required to operate charging stations and begin new installation of charging stations b) Any/all conduit wire to be pulled to proposed station location(s) c) Any/all concrete footing work with appropriate mounting Studs installed (Pattern provided by Future Energy) to be completed properly so that the stations can be mounted d) Any/all cellular repeaters installed as required. EV Environment Set-Up = Create/identify formal & designated charging area for Electrical Vehicles (EV) only. Services normally require unique signage (provided by customer), green parking space lines, "EV Letters" or equivalent stencil art in parking space in order to designate EV Charging Area. Any other specific requirements provided by customer and/or municipality. Installation Labor = Municipal Discount Applied. Station registration & Start-Up (Certified ChargePoint Technicians Only) Includes any/all seasonal surcharges. Installation includes Approx. 225' from power source and 225' to Bore 2" Conduit and restoration of paver stones.	1	\$10,500.00
Shipping & Handling			\$525.00
Sales Tax:			\$0.00
POWERMIDRIVE Rebate			-\$5,000.00
Municipal Rebate			-\$10,000.00

TOTAL:	\$7,802.00
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Acceptance of Proposal:

- Payment Terms: Balance due upon completion of work.
- All pricing is confidential between Customer and Future Energy.
- All prices are FCA ChargePoint warehouse(s).
- Customer to be invoiced at time of shipment.
- Sales tax in applicable states and shipping costs will be applied to this quote at time of invoicing.
- Credit Checks are required for new customers.
- Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for shipping and invoicing purposes.

All pricing is valid for 30 days only from the date of this proposal. Please fill out below and email to sales@futureenergy.co or fax to 586.782.6440. Please include proposal number on Purchase Order.

I hereby accept the above prices, specifications and conditions as satisfactory and agree to pay on the above listed schedule. By signing this acceptance, I acknowledge that I have the authority to accept the terms of this agreement, including the full terms listed at <http://www.futureenergy.co/terms-and-conditions/> and have read those Terms and Conditions in full prior to signing. Installation Pricing Is based on Monday-Friday normal business hours. Site inspection needed prior to final proposal.

By signing this quote, I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the above terms and conditions and that this signed quote shall act as a purchase order.

Approved By: _____ Title: _____

Signature: _____ Date: _____



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

February 11, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Procedure for Addressing the DDA Board

The current procedure for addressing the DDA Board was adopted many years ago and differs from the procedure currently followed by the Delhi Township Board of Trustees. The chief difference between the two procedures is a comment card for speaking on a specific agenda item. If a member of the public wishes to speak for or against an item on the agenda at a meeting, a comment card is completed at the beginning of the meeting and handed to the Deputy Director. Once the agenda item is introduced and discussion among the board has occurred, the Chairperson will ask the Deputy Director if any member of the public wishes to speak. Public comment on the agenda item shall alternate between pro and con to whatever extent possible.

Members of the public may still comment on non-agenda items as they have in the past: Comments from the Public at the beginning of the meeting and Limited Comments at the end of the meeting. Comment cards are not required for speaking at either of these times. Comments may also be submitted in writing at any time prior to the meeting. The receipt of written comments will be noted in the meeting minutes.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Procedure for Addressing the DDA Board dated February 18, 2020.



**Delhi Charter Township
Downtown Development Authority**

**Procedure for Addressing the Board
February 11, 2020**

Thank you for your interest and desire to participate in public comment. Following these simple procedures will help ensure that your voice is heard while also keeping an orderly and efficient meeting.

General

- Public comment is limited to two minutes per individual.
- If a representative is speaking on behalf of a group that is present in the audience, they may have four minutes.
- When recognized by the Chairperson, please stand (if able) and state your name and address.
- All comments shall be directed to the Chairperson.
- No debate shall be engaged between the Board and the public and no debate shall be engaged between members of the public.
- No one will be recognized to speak again until everyone has had an opportunity to speak.
- Those who do not follow the procedure or engage in inappropriate speech will be ruled out of order by the Chairperson.
- A decision of the Chairperson to not recognize a member of the public who wishes to speak, or to rule a member of the public out of order can be overturned by a majority vote of the Board.

Comments on non-agenda items

- The Chairperson will recognize those who wish to speak on non-agenda items during such time(s) indicated on the agenda.

Comments on agenda items

- Comments on agenda items will take place during the agenda item, after introduction and discussion by the Board.
- Those who wish to speak on agenda items shall complete a comment card and turn it in to the DDA Deputy Director before the meeting begins.
- Public comment on agenda items shall alternate between pro and con to whatever extent possible.

Exceptions

- Members of the Board may vote to extend the time allowed for public comment.
- Members of the public may submit written comments (i.e. email) on agenda items to the Deputy Director any time prior to the meeting. Receipt of such written comments will be noted in the minutes the same as those who completed comment cards.



**Delhi Charter Township
Downtown Development Authority
Public Meeting Comment Card - For AGENDA items**

Thank you for your interest and desire to participate in a public meeting. If you wish to speak or show your position on an agenda item, please complete this card.

Name: _____

Address: _____

Phone: _____

Email: _____

Agenda item/topic _____

Position: (circle one) Support Against Neutral

Do you wish to speak to the Board? (circle one) Yes No



**Delhi Charter Township
Downtown Development Authority
Public Meeting Comment Card - For AGENDA items**

Thank you for your interest and desire to participate in a public meeting. If you wish to speak or show your position on an agenda item, please complete this card.

Name: _____

Address: _____

Phone: _____

Email: _____

Agenda item/topic _____

Position: (circle one) Support Against Neutral

Do you wish to speak to the Board? (circle one) Yes No



**Delhi Charter Township
Downtown Development Authority
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DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY

**PROCEDURE FOR ADDRESSING THE
DOWNTOWN DEVELOPMENT AUTHORITY BOARD**

Citizens shall first be recognized by the Chairperson prior to being permitted to address the Board. Each person addressing the Board will be asked to stand (exception for handicapped or infirm persons) and give their name and address. The citizen-speaker shall direct all comments to the Board. The Chairperson will rule any citizen out of order who insists on addressing the Board unrecognized. The procedure for addressing the Board is designed to ensure that comments from the public can be clearly heard, properly recorded, and accomplished in an orderly fashion.

NON-AGENDA ITEMS

Citizens may address the DDA Board on any non-agenda items during the “Comments from the Public” and under the “Limited Comments” portion of the agenda.

AGENDA ITEMS

Citizens speaking relative to an agenda item will be recognized after the subject has been presented and the Board has held its discussion. Comments directed to a specific agenda item must be limited to that specific item only. The Chairperson will make determinations on this point. In the interest of conserving the time of both the Board and the public, large groups are encouraged to select a spokesperson to represent them and speak for the entire group.

For most agenda items being considered, individuals will be limited to four (4) minutes each. A total of 20 minutes should be the maximum time allowed for any particular agenda item in the public discussion segment. Major issues may be allotted additional time when considered necessary by the majority of the members of the Board present.

Any comments longer than 4 minutes should be reduced to writing and submitted to the Secretary and made a part of the record.