

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 18, 2020**

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The Downtown Development Authority met Tuesday, February 18, 2020 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:** Tim Fauser, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon, Rick Brown, Rita Craig, John Hayhoe

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

**PUBLIC COMMENT:** None

**SET/ADJUST AGENDA** Item #2 was changed from a vote to a discussion.

**APPROVAL OF MINUTES**

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**Fauser moved, Marvin supported, to approve the regular meeting minutes of November 26, 2019.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**Miller moved, Fauser supported, to approve the regular Brownfield meeting minutes of November 26, 2019.**

A Voice Poll Vote was recorded as follows: All Ayes

**MOTION CARRIED**

**BUSINESS**

**NOMINATION AND ELECTION OF 2020 DDA BOARD OFFICERS**

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**Marvin moved, Leighton supported, 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**

A Roll Call Vote was recorded as follows:

Ayes: Fauser, Leighton, Marvin, Miller, Rae

Absent: Ammon, Brown, Craig, Hayhoe

**MOTION CARRIED**

SUBJECT TO APPROVAL

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**FUTURE ENERGY PROPOSALS – ELECTRIC VEHICLE CHARGING STATIONS**

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Executive Director C. Howard Haas reviewed his memorandum dated February 11, 2020. Jerry DiNello, Director of Mobility for Future Energy and Ian McGill, Account Executive from Charge Point were present to discuss the proposals for the electric vehicle fast charge and trickle charge stations. Board members asked several questions regarding usage, fees, customization, and signage. Company representatives were asked to submit additional information to the Board before this item is brought to a vote.

**PROCEDURE FOR ADDRESSING THE DDA BOARD**

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**Rae moved, Fauser supported, to approve the Procedure for Addressing the DDA Board dated February 18, 2020.**

Mr. Haas and Deputy Director Lori Underhill highlighted the differences between the DDA's current speaking procedure and the one followed by the Delhi Township Board of Trustees. The new Procedure (Exhibit A) asks that members of the public wishing to speak on an agenda item fill out a comment card prior to the start of the meeting.

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

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas reported that Esker Square received preliminary approval on the vapor mitigation system from Michigan Department of Environment, Great Lakes and Energy. Construction on the elevator shaft should begin in 30 days or so. The pole barn located on the corner of Cedar and North Streets was demolished. Blohm Creative Partners is creating a DDA Information Campaign that will serve to educate the public about the history of the DDA, how it is funded, and what has been accomplished since its inception in 1987. In its final form, it will be posted on the DDA website, be presented to various boards and organizations, and will be available in print form. The \$1.2M for the sale of property at Holt Road and Holloway Drive were received in January. The developers have submitted plans for the Site Plan Review meeting on February 27, 2020. The Holt Welcome Sign on that site will need to be moved.

**Deputy Director**

Ms. Underhill reported that the DDA provided meeting space, free of charge, 178 times to various non-profit organizations during 2019. Requests from new groups for meeting space continue. She highlighted statistics from the Holt Farmers Market 2019 season and encourage Board members to visit the Market.

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**Advertising & Marketing Committee**

Mr. Leighton reported that the committee met today and discussed the Spring Issue of Our Town, reviewed various social media, and the DDA Information Campaign.

**Planning Commission**

No report.

**Supervisor**

No report.

**Treasurer**

Ms. Rae reported that DDA cash and investments totaled \$3,895,781 as of November 30, 2019. The Township is in the process of closing out 2019 and beginning the audit process.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:17 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL



**Procedure for Addressing the Board  
February 18, 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.