

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-48, the DDA Board will conduct its April 28, 2020 meeting remotely. To access the remote meeting visit: <https://zoom.us/j/93806382754?pwd=S1J4Yllrb3k1dTNEZW1hVE5xMXo5dz09> and enter password 000259 or visit zoom.us (meeting ID 938 0638 2754)

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**Tuesday, April 28, 2020**  
**7:00 p.m.**  
**AGENDA**

**Call to Order**

**Roll Call**

**Protocol for Comments from the Public during Virtual Meetings**

To ensure the integrity and productiveness of the DDA Board meeting while using virtual/web meetings, the following guidelines will be followed: 1. All participants except the Board will be kept on mute until such time that public comments are appropriate; 2. Comments shall be limited to 90 seconds; 3. To comment on an agenda item during that item, select the "raise hand" feature located on your Zoom screen. The moderator will announce you by name and then unmute you. You will have 90 seconds to speak only on that agenda item before being placed back on mute; 4. General Comments will be limited to the end of the meeting only. To make a general comment, select the "raise hand" feature located on your Zoom screen. The moderator will unmute you when it is your turn to comment. You will have 90 seconds to speak on any DDA related matter before being placed on mute again.

These guidelines are established to ensure virtual meetings run smoothly and without unnecessary interruption. Any participant found to be disruptive or using inappropriate language or material will be removed from the meeting immediately.

**Set/Adjust Agenda**

**Approval of Minutes:      Regular Meeting of February 18, 2020**

**Business**

1. Resolution No. 2020-001 – Remote Meetings
2. Future Energy Proposals – Electric Vehicle Charging Stations
3. Realize Cedar Holiday Lighting
4. Realize Cedar Roundabout Contract Modification No. 1
5. Delhi Commerce Drive Traffic Signal Bid Award
6. Delhi Local Business Digital Marketing Proposal

**Late Agenda Item**

7.

## **Reports**

8. Executive Director
9. Deputy Director
10. Marketing Committee
11. Planning Commission
12. Supervisor
13. Treasurer
14. Members

## **Limited Comments**

Please see “Protocol for Comments from the Public during Virtual Meetings” at beginning of the Agenda for instructions on how to make a general comment.

## **Adjournment**

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

---

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**

---

**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**

---

**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

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

---

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

---

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**

---

**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**

---

**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.

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

---

**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.

---

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**Delhi Charter Township  
Downtown Development Authority**

February 18, 2020  
Exhibit A

**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.



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

April 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Resolution No. 2020-001 – Remote Meetings

Enclosed for your review and adoption is Resolution No. 2020-001 which enables the Board to conduct remote Board meetings as established under the State of Michigan Governor's Executive Order 2020-48.

The Township Attorney has recommended that the Board adopt this resolution establishing the ability to hold meetings remotely as well as to ensure the validity and integrity of each meeting conducted by the DDA Board. I, therefore, recommend the same.

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2020-001 which enables the DDA Board to conduct remote meetings pursuant to State of Michigan Executive Order 2020-48.**

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2020-001**

**A RESOLUTION ESTABLISHING RULES FOR REMOTE MEETINGS FOR  
ATTENDANCE BY BOARD MEMBERS AND MEMBERS OF THE PUBLIC  
AT REMOTE MEETINGS DUE TO CORONAVIRUS (COVID-19) PANDEMIC**

Delhi Downtown Development Authority Board of Directors, Ingham County, Michigan, hereby resolves:

At a regular meeting of the DDA Board of Directors ("DDA" or "Board") held at 4410 Holt Road, Holt, Michigan 48842, in the County of Ingham, State of Michigan, on the 28<sup>th</sup> day of April, 2020, at 7:00 p.m.

The meeting was called to order at \_\_\_\_ by Chairperson David Leighton.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**WHEREAS**, on March 10, 2020, Governor Whitmer, acting under the Michigan Constitution of 1963 and Michigan law, declared a state of emergency across the State of Michigan as a result of the COVID-19 outbreak; and

**WHEREAS**, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

**WHEREAS**, such strategies include encouraging staff to tele-work when feasible and implement social distancing measures, including limiting in-person meetings, and to limit large work-related gatherings; and

**WHEREAS**, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

**WHEREAS**, on April 14, 2020, Governor Whitmer issued Executive Order 2020-48 that rescinds Executive Order 2020-15, yet similar to Executive Order 2020-15, Executive Order 2020-48 extends until May 12, 2020, the ability of local units of



government, its councils, boards, commissions, committees, subcommittees, and authorities, to continue to use telephone or video-conferencing methods to conduct meetings and conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and while ensuring the public has access to join the meetings.

**WHEREAS**, to implement MDHHS's mitigation strategies, allow the DDA Board to continue public business, and to allow the public to attend meetings of the Board remotely if they desire, consistent and in compliance with Executive Order 2020-48, the DDA desires to establish rules to authorize and allow its Board members and general public to attend Board meetings by telephone or other electronic means as set forth in this Resolution; and

**WHEREAS:** The Board desires to authorize and directs its Executive Director, Deputy Director, and DDA Staff to take all necessary measures to enable the Board to facilitate public meetings as permitted under Executive Order 2020-15, and as may be extended, or by superseding Executive Order of similar effect issued by the Governor.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Board authorizes and directs its Executive Director, Deputy Director, and DDA Staff to take all necessary measures to enable the Board to facilitate public meetings as permitted under Executive Order 2020-48, and as may be extended, or by superseding Executive Order of similar effect issued by the Governor.

The Board immediately authorizes its Board members, DDA Staff and members of the general public to attend all meetings of the Board by telephone or other electronic means and establishes rules that must be followed in order for remote public meetings of the DDA to be properly conducted:

- A. DDA Board meetings may be held electronically consistent with EO 2020-48, and similar Executive Orders issued by the Governor during this unprecedented time of COVID-19.
- B. NOTICE OF MEETINGS:
  - 1. For a meeting(s) to be held pursuant to this Resolution, the DDA Staff shall post on the homepage of DDA's website in a conspicuous location and at the DDA office at 4410 Holt Road, Holt, Michigan 48842, the following:
    - a. An explanation of why the DDA is meeting remotely.
    - b. The Agenda for the meeting at least 18 hours prior to the meeting.
    - c. Contact information for all members of the DDA Board along with information about how the public may contact the member(s) to provide input on any business that will come before the Board.

- d. Procedures for public participation, such as: a link to an electronic link for online meeting participation, or a telephone number for conference calling, or both.
- e. Procedures to allow for participants with disabilities to participate in the remote meeting.

C. CONDUCT OF THE MEETING:

1. The telephone or other electronic technology being utilized to allow the remote meeting shall allow DDA Board members, DDA Staff, and the general public to communicate.
2. Upon the start of the remote meeting, DDA Staff shall immediately ensure that that the dial-in number or other means of conducting the meeting remotely is working. If the system is not working properly, the meeting shall either be paused temporarily or adjourned without any decision or deliberation on any matter until such time as the system is working properly.
3. Attendance. DDA Board members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
4. Board Action. DDA Board members may make motions and vote as he or she would during a physical meeting. Any vote by a Board member participating remotely pursuant to this Resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board member remotely. All votes taken during the remote meeting shall be completed by roll call vote so the general public will know how each Board member voted; this information will then be properly recorded in the Board meeting minutes.
5. Closed Session.
  - a. The Board may conduct a closed session portion of the meeting, if necessary, as regulated by the Open Meetings Act, EO 2020-48 and authorized applicable Executive Orders.
  - b. For closed sessions conducted under this Resolution, each Board member and authorized attendee of the closed session shall not allow anyone else to hear, view or record the closed session. Except the person designated to keep minutes of the closed session, individual Board members and authorized attendees shall not record or cause to be recorded the closed session other than the official closed session meeting minutes.
  - c. All DDA Board members and authorized attendees of the closed session shall affirm, before the start of the closed session, that they are in

compliance with this Resolution subsection No. 5.

- d. A separate call-in number or other electronic means of remotely participating shall be available for the Board to utilize for closed session that is not available to the public, and that shall not be recorded other than closed session meeting minutes. A Board member or Staff shall clearly indicate during the agenda when the closed session will occur and that the general public will not be able to hear or participate or provide comment during the closed session. The Public Body shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
6. Emails, texting, or other forms of electronic communication by or between DDA Board members during the meeting are prohibited.
7. DDA Board members receiving electronic communications from a member of the public one-half (1/2) hour prior to the start of the remote meeting related to any item on the agenda for the meeting may be read by the Board member receiving the communication during the agenda item and it shall be addressed by the Board as appropriate during the meeting.
8. Adjournment of a meeting shall require a roll call vote of the Board.

D. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Except for closed session, the general public may tape-record, videotape, broadcast on live radio, or telecast on live television the proceedings of the Board meeting without prior approval in accordance with the OMA. Press and other news media are allowed to participate.
2. General public participation will not require registration in order to participate, and names will only be given as is necessary to participate in public comment. Persons addressing the Board may be requested to state their name and home address.
3. Members of the public participating remotely shall be provided an opportunity to provide public comment during a public comment section of the agenda pursuant to the rules of the Board on public comment. Such opportunity shall be given by the designated facilitator asking each participant whether they have any public comment.
4. No person may be excluded, unless a breach of the peace is committed during the public meeting and they are excluded by the Board under the OMA for disruption. Persons addressing the Board may be muted and/or removed from the meeting for obscene/profane language, or delivery of obscene or profane materials, or disturbing the peace.

5. All public comment before the Board shall be limited in length per individual as indicated within the agenda. Staff or designated facilitator will maintain the official time. Persons wishing to address the Board are encouraged to submit comments in writing in advance to:  
Lori.Underhill@delhitownship.com.
6. DDA Staff or designated facilitator will mark the number of public members indicating a desire to address the Board at the beginning of the Public Comment item and inform the Board of that number.
7. Upon the request of a Board member, DDA Staff or designated Board member may recognize a member of the audience who shall be permitted to address the Board at a time other than that designated on the agenda for audience participation; however, all other rules as provided herein shall apply. The person recognized shall only address the agenda item being considered.

E. PUBLIC HEALTH, SAFETY, AND WELFARE:

This Resolution is intended to establish rules for and authorize participation by remote access by DDA Board members, DDA Staff, and attendance of the general public in the interest of the public health, safety, and welfare during the Coronavirus (COVID-19) pandemic while preserving meaningful access to meetings and participant communication.

F. CONFLICT:

In the event of a conflict between this Resolution and the Rules of the DDA, this Resolution shall control.

G. EFFECTIVE:

This Resolution shall be effective immediately and shall remain in effect until May 12, 2020 at 11:59 pm or so long as Executive Order 2020-48 is in effect, extended, or superseded by a similar Executive Order, which shall be acknowledged by the Board and the Resolution affirmed at the subsequent Board meeting, including remote meeting.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

Resolution declared adopted this 28<sup>th</sup> day of April, 2020.

---

Nanette Miller, Secretary

The undersigned duly qualified and acting Secretary of the DDA Board, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the Board at a Special meeting held on the 28<sup>th</sup> of April, 2020, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

---

Nanette Miller, Secretary



**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:	<a href="mailto:tracy.miller@delhitownship.com">tracy.miller@delhitownship.com</a>	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 <b>"Make-Ready"</b> = 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. <b>EV Environment Set-Up</b> = 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](mailto: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 " <b>Make-Ready</b> " = 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. <b>EV Environment Set-Up</b> = 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

<b>TOTAL:</b>	<b>\$7,802.00</b>
---------------	-------------------

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](mailto: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

April 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Realize Cedar Holiday Lighting

In February of this year, DDA and Township staff met with our Bronner's Commercial Display sales representative to discuss holiday lighting and decoration options for the Cedar Street corridor. It is our intent to decorate the tree located in the roundabout, add lights to the trees along Cedar Street, and hang holiday banners on the streetlight posts in the triangle area. I have attached the proposals for your approval. Realize Cedar funds will be utilized to pay for these items.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve the proposals from Bronner's for holiday lighting and decorations in the amount of \$12,500.00.**



# BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176  
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635  
FAX 989-652-8678

www.bronnerscommercial.com

## SALES AGREEMENT

*Banner reprint*

Bill To:

DELHI CHARTER TOWNSHIP  
ACCOUNTS PAYABLE  
2074 AURELIUS ROAD  
HOLT MI 48842-1902

Ship To:

DELHI CHARTER TOWNSHIP

TERRY POWERS  
1492 AURELIUS RD  
HOLT MI 48842-1902

Issue Date: 02/19/2020  
Req. Del. Date: 02/19/2020

Customer#: 6993874DD  
Quote #: 079543  
Cust. Po#:

Salesperson: BRIAN GOFF  
Ordered By: TRICIA VANDERPLOEG  
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Total
1115061	40	30X60 CUSTOM DIGITAL BANNER	119.00	4760.00

Custom: MAINSTREET FABRIC, SNOWFLAKE DESIGN FROM 2019

TOTAL 4760.00

*Banners for Triangle Area to  
match Cedar St.*

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Division.

No return without written authorization.

All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.



# BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176  
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635  
FAX 989-652-8678

www.bronnerscommercial.com

*Cedar St. trees*

## SALES AGREEMENT

Bill To:

DELHI CHARTER TOWNSHIP  
ACCOUNTS PAYABLE  
2074 AURELIUS ROAD  
HOLT MI 48842-1902

Ship To:

DELHI CHARTER TOWNSHIP

TERRY POWERS  
1492 AURELIUS RD  
HOLT MI 48842-1902

Issue Date: 02/19/2020  
Req. Del. Date: 02/19/2020

Customer#: 6993874DD  
Quote #: 079539  
Cust. Po#:

Salesperson: BRIAN GOFF  
Ordered By: TRICIA VANDERPLOEG  
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Price each	Total
1195963	84	6' PLUG ADAPTER CABLE RECT GRN	12.99	9.00	756.00
1199492	336	50 LED COOL WH GR 6" SPAC 25'	18.99	15.75	5292.00

*42 trees - 100 lbs/tree  
x2 for future*

Freight 225.00  
TOTAL 6273.00

*Lights for Cedar St. trees*

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Division.

No return without written authorization.

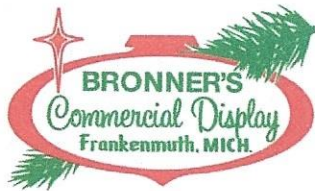
All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.





# BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176  
Frankenmuth, MI 48734-0176 U.S.A.

PHONE 800-544-6635  
FAX 989-652-8678

www.bronnerscommercial.com

## SALES AGREEMENT

Bill To:

DELHI CHARTER TOWNSHIP  
ACCOUNTS PAYABLE  
2074 AURELIUS ROAD  
HOLT MI 48842-1902

Ship To:

DELHI CHARTER TOWNSHIP

TERRY POWERS  
1492 AURELIUS RD  
HOLT MI 48842-1902

Issue Date: 02/28/2020  
Req. Del. Date: 02/28/2020

Customer#: 6993874DD  
Quote #: 079609  
Cust. Po#:

Salesperson: BRIAN GOFF  
Ordered By: TRICIA VANDERPLOEG  
Terms: NET 30 DAYS

Page 1 of 1

SKU	Order	Product Description	Price	Price each	Discount	Total
1201849	18	WHITE GLTR SNOWFLAKE 18"	26.99	18.55		333.90
1219747	12	14" RED SHINY FINIAL 14" UV DR	33.00	24.75	25.00%	297.00
1181449	12	RED 8" SHINY U/V DRILLED	15.99	15.00		180.00
1193643	24	SILVER 8" SHINY ORNAMENT UV DR	15.99	15.00		360.00

Tree in roundabout similar to below

TOTAL 1170.90

Thank you for your order !

If you have any questions regarding this order, please call our Commercial Sales Department.  
No return without written authorization.

All claims must be made within 10 days after receipt of goods.

Finance charge of 1 1/2 % per month, 18% per annum on overdue accounts.

15 % restocking charge on all returned or cancelled orders.

All shipping costs are the responsibility of the customer.





**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

[www.delhidda.com](http://www.delhidda.com)

April 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Realize Cedar Roundabout Contract Modification No.1

In February of this year, we approved the contract with J. Ranck Electric, Inc. to provide for landscaping and lighting for the Cedar Street roundabout as part of the overall Realize Cedar project. After an initial review of the plans and estimated construction budget, we asked supervising engineers Hubbell, Roth & Clark, Inc. to include additional landscaping for the traffic medians immediately north of the roundabout. This work was not included in their initial proposal. Therefore, HRC has submitted the contract modification for our review and approval. The additional work brings the project total to \$163,349.49. This project is financed using remaining Realize Cedar bond funds.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve Contract Modification No. 1 for Cedar Street Roundabout Landscaping and Lighting Additional Median Landscaping with J. Ranck Electric, Inc. in the amount of \$52,397.49.**

March 24, 2020

Delhi Charter Township Downtown Development Authority  
4410 Holt Road  
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Cedar Street Roundabout Landscaping & Lighting  
Additional Median Landscaping

HRC Job No. 20161043

Dear Mr. Haas:

The DDA desires to add additional landscaping to the Cedar Street median from the roundabout at Holbrook Road to Holt Road. The additional landscaping includes clusters of trees and plant beds as shown on the attached drawings. The landscaping was designed to connect with the Realize Cedar project by using similar plantings and styles.

J. Ranck Electric, Inc. provided a quote of \$52,397.49 to add this work as a change order to their existing contract with the DDA for the Proposed Cedar Street Roundabout Landscaping and Lighting Project. Their subcontractor for the landscaping work is Austin Morgan Contracting. Attached is a copy of their quote. The landscaping unit prices seem reasonable based on other projects in the area and the scale of this project.

HRC recommends approval of this contract modification in the amount of \$52,397.49 to add this to the existing contract with J. Ranck Electric, Inc.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



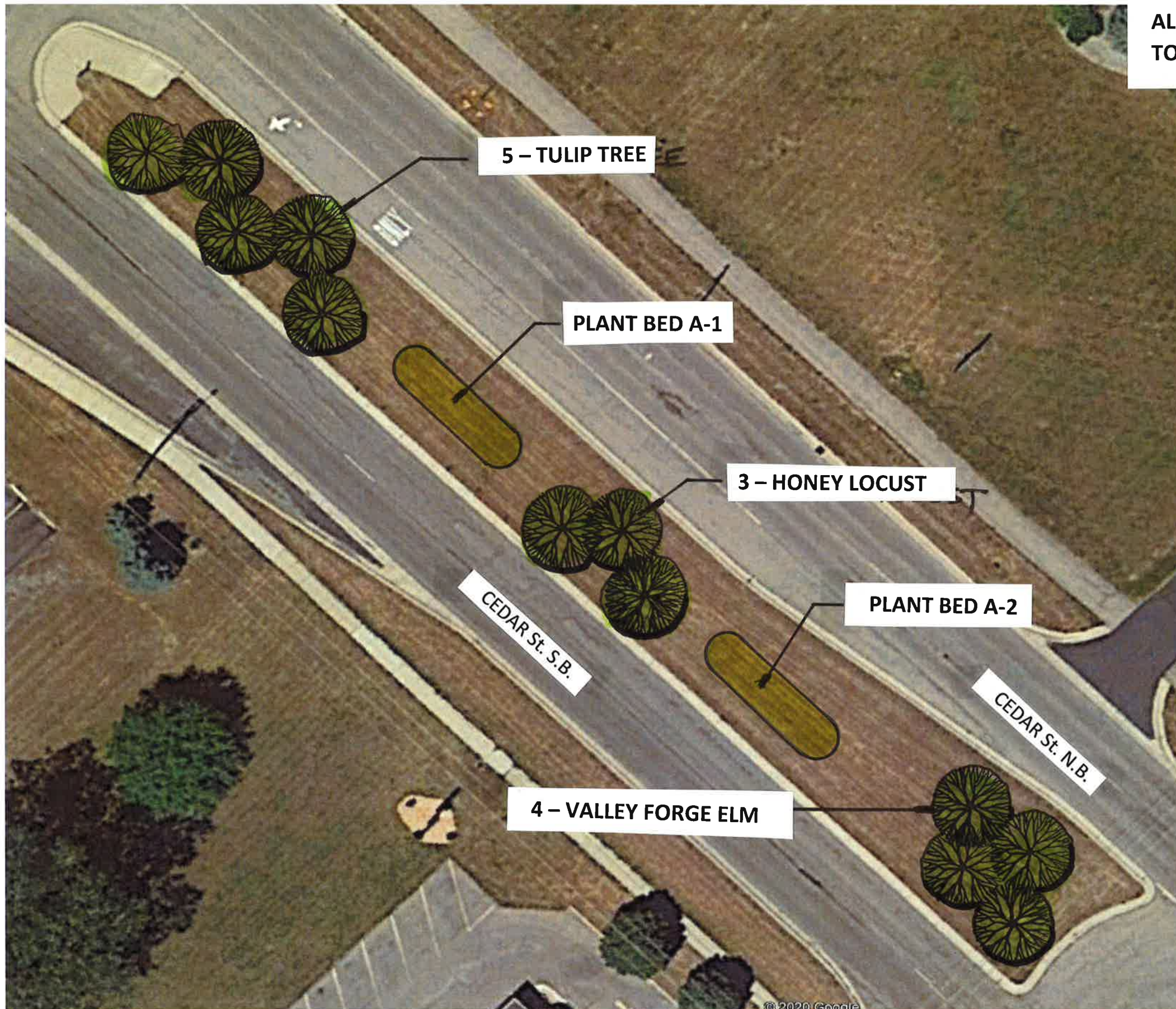
Lia Michaels, P.E., PTOE, RSP<sub>1</sub>  
Transportation Manager

LFM/lfm

Attachment      Landscaping Plans  
Change Order Request Quote

pc: Delhi Township; T. Miller  
Delhi DDA; L. Underhill  
HRC; T. Sneathen, K. Stickel, File





ALL TREE AND PLANT BED LOCATIONS SHALL BE STAKED, PRIOR TO PLANTING, FOR APPROVAL BY THE OWNERS REP.

CHARTER TOWNSHIP OF DELHI

**ISLAND A**

CEDAR STREET MEDIANS

2-2020 HRC





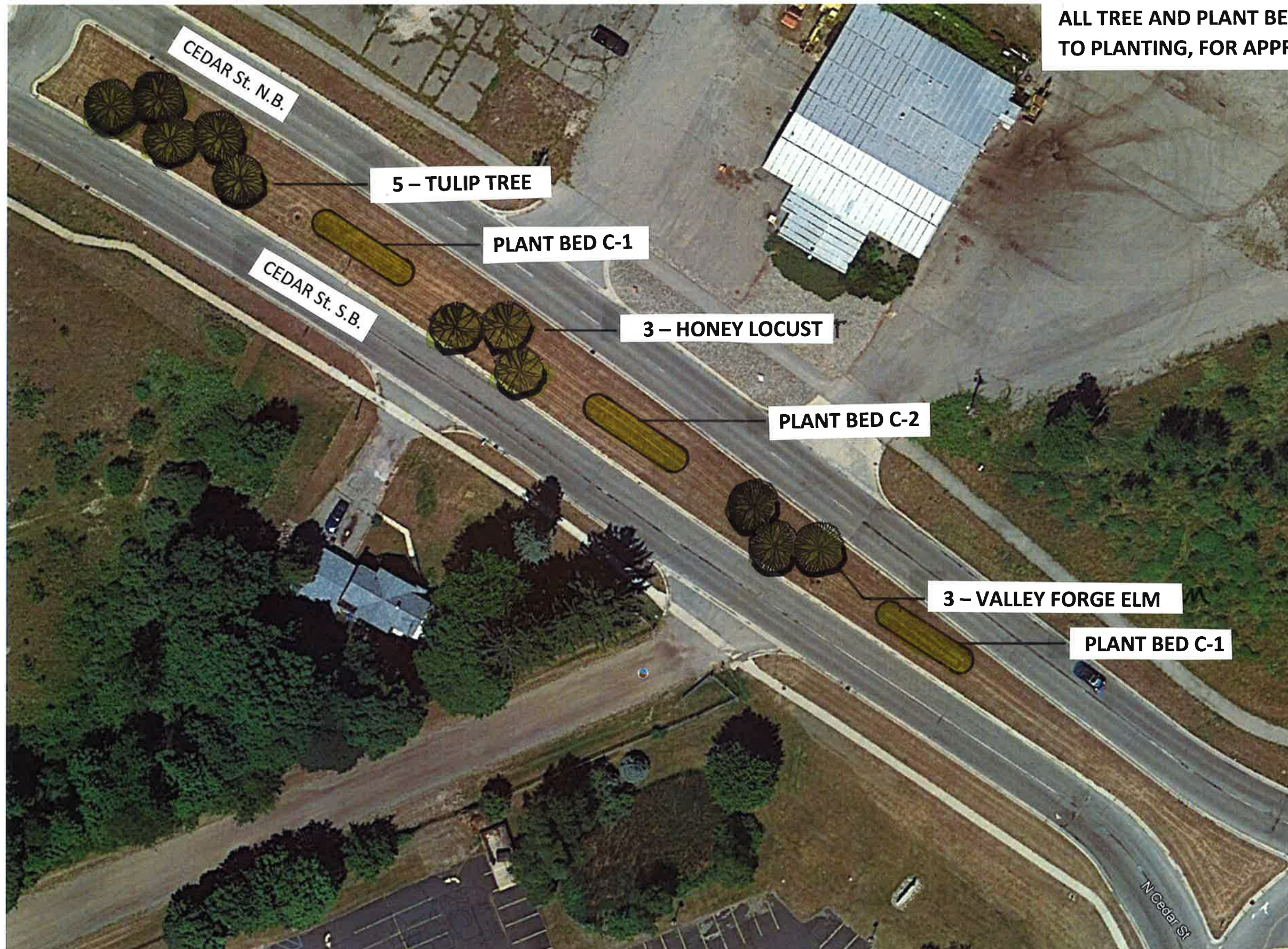
ALL TREE AND PLANT BED LOCATIONS SHALL BE STAKED, PRIOR TO PLANTING, FOR APPROVAL BY THE OWNERS REP.

CHARTER TOWNSHIP OF DELHI  
**ISLAND B**

CEDAR STREET MEDIANS

2-2020 HRC

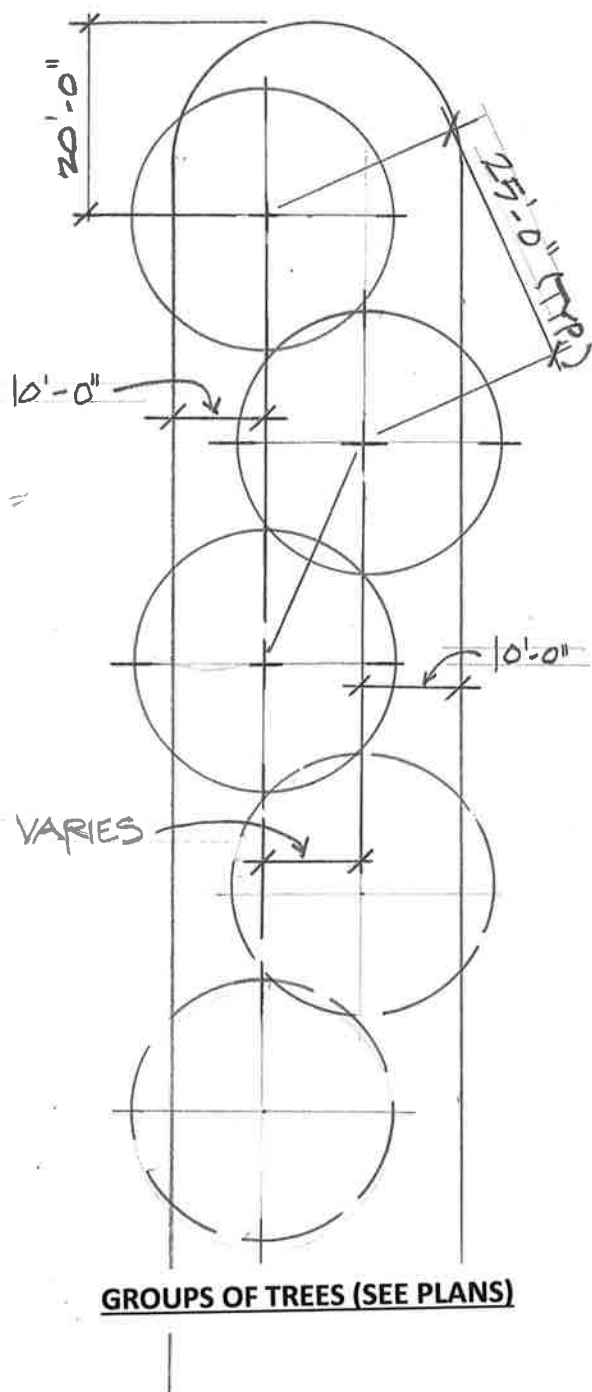




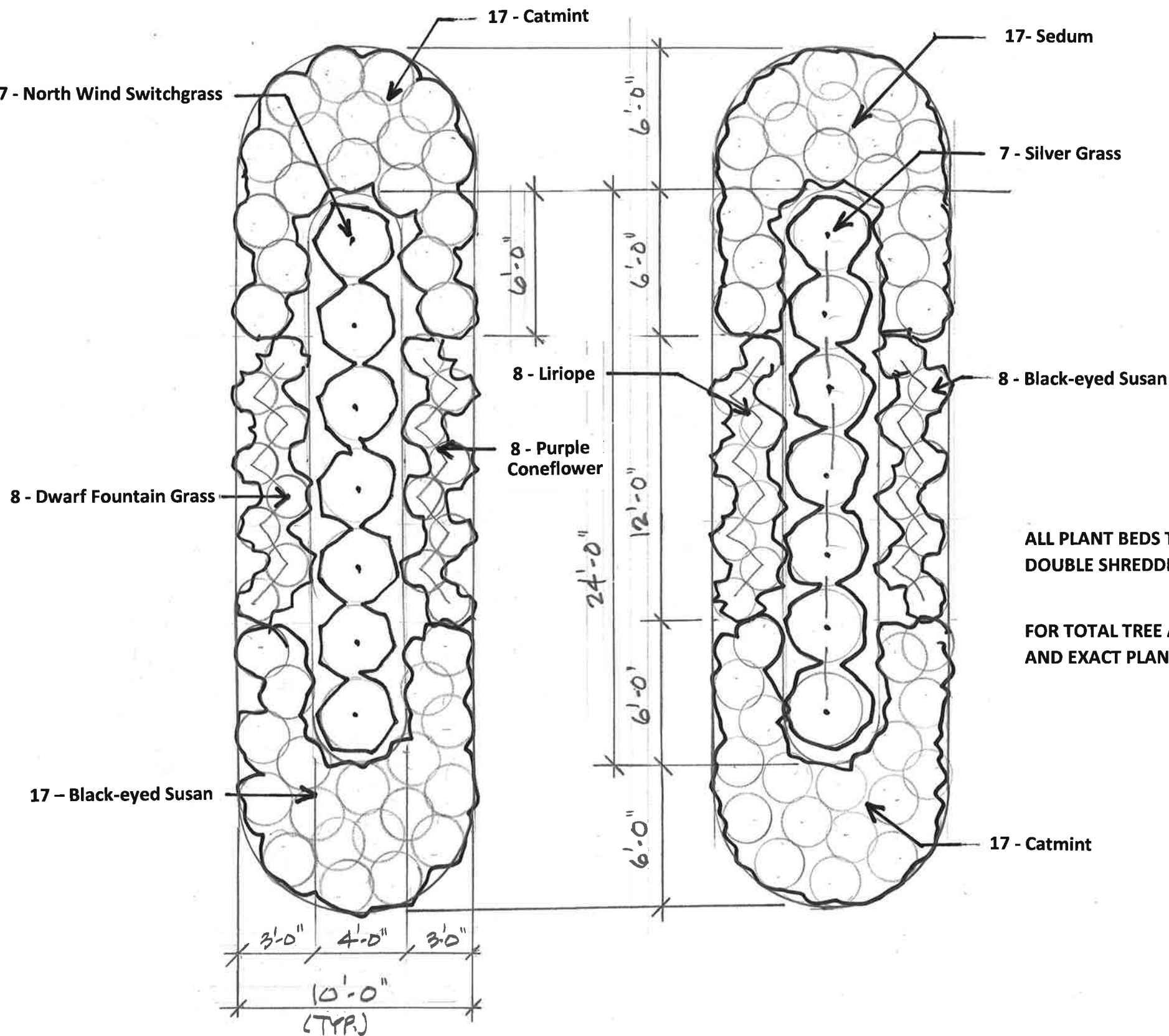
ALL TREE AND PLANT BED LOCATIONS SHALL BE STAKED, PRIOR TO PLANTING, FOR APPROVAL BY THE OWNERS REP.

CHARTER TOWNSHIP OF DELHI  
**ISLAND C**  
CEDAR STREET MEDIANS  
2-2020 HRC





**TREE LAYOUT PLAN**



**PLANT BEDS A1, B1, C1**

**PLANT BEDS A2, B2, C2**

ALL PLANT BEDS TO HAVE 4" DEPTH  
DOUBLE SHREDDED HARWOOD BARK MULCH

FOR TOTAL TREE AND PERENNIAL PLANT COUNTS, INCLUDING SIZES  
AND EXACT PLANT NAMES, SEE CONTRACT MODIFICATION SHEET.

## CHARTER TOWNSHIP OF DELHI **DETAILS**

### CEDAR STREET MEDIANS

ALL TREE AND PLANT BED LOCATIONS SHALL BE STAKED, PRIOR  
TO PLANTING, FOR APPROVAL BY THE OWNERS REP.

**J. Ranck Electric, Inc.**

1993 Gover Parkway  
Mt. Pleasant, MI 48858  
(800) 792-3822  
[www.jranck.com](http://www.jranck.com)

**CHANGE ORDER REQUEST**

<b>DATE:</b>	2/25/2020	<b>PROJECT NAME:</b>	Cedar Street Roundabout Lighting and Landscaping
<b>J. RANCK JOB #:</b>	219164	<b>CUSTOMER:</b>	Delhi Township
<b>CONTRACT #:</b>		<b>ADDRESS:</b>	2074 Aurelius Road
<b>PROJECT MANAGER:</b>	Tim Smith		Holt MI, 48842
<b>PM EMAIL:</b>	tsmith@jranck.com	<b>CUSTOMER EMAIL:</b>	
<b>PM PHONE:</b>	989-334-3148	<b>CUSTOMER PHONE:</b>	
<b>CHANGE REQUEST #:</b>	1	<b>CHANGE DESCRIPTION:</b>	Change for requested additional landscaping per Lia Michaels 2/19/2020
<b>CHANGE ORDER #:</b>	1		

QUANTITY	CHANGE ITEM DESCRIPTION	MATERIAL EACH	HOURS EACH	MATERIAL COST	HOURS
	See Quantities Page			\$ -	0.00
1.00	JRE Foreman Supervision		80.00	\$ -	80.00
				\$ -	0.00
				\$ -	0.00
				\$ -	0.00
SEE PAGE 2 FOR ADDITIONAL QUANTITIES				PAGE 2 SUBTOTALS	\$ - 0.00
<b>LABOR ADJUSTMENTS %</b>		<b>HOURS</b>	<b>EQUIPMENT &amp; SMALL TOOL ALLOCATION RATE FOR THIS CHANGE REQUEST</b>	<b>Total Listed Material:</b>	\$ -
General Foreman		0.00		Misc. Material:	\$ -
Foreman/Supervision	100%	80.00		Raw Material Subtotal:	\$ -
Safety		0.00		Tax: 0.00%	\$ -
Cleanup		0.00		<b>TOTAL MATERIAL COST:</b>	\$ -
Other		0.00		<b>Total Listed Labor Hours:</b>	80.00
<b>TOTAL:</b>	<b>100%</b>	<b>80.00</b>	<b>CREW MAKEUP %</b>	<b>Total Labor Adjustment Hours:</b>	80.00
<b>NON-TAXABLE JOB EXPENSES</b>		<b>Available % for crew after GR &amp; FM</b>		<b>TOTAL LABOR HOURS:</b>	160.00
Equip. & Small Tools	\$ -	50.00%		<b>LABOR BREAKDOWN</b>	<b>HOURS</b> <b>DOLLARS</b>
		General Foreman	0.00%	General Foreman @	0.00 \$ -
		Foreman/Superv	50.00%	Foreman/Superv @ \$ 75.00	80.00 \$ 6,000.00
		Foreman Working	0.00%	Foreman Working @	0.00 \$ -
		Journeyman	0.00%	Journeyman @	0.00 \$ -
		Apprentice	0.00%	Apprentice @	0.00 \$ -
		Operator	0.00%	Operator @ \$ -	0.00 \$ -
		Laborer	0.00%	Laborer @	0.00 \$ -
		Other		Other @	0.00 \$ -
		Other		Other @	0.00 \$ -
<b>SUBCONTRACTOR COSTS</b>				<b>Total Labor Cost without Markup:</b>	\$ 6,000.00
Austin Morgan	\$ 43,694.00			<b>Labor Markup:</b>	<b>Total:</b> \$ 6,000.00
				<b>Total Material Cost without Markup:</b>	\$ -
				<b>Material Markup:</b>	<b>Total:</b> \$ -
				<b>Total Subs Cost without Markup:</b>	\$ 43,694.00
				<b>Subs Markup: 5.00%</b>	<b>Total:</b> \$ 45,878.70
				<b>Total Non-Taxable Expense without Markup:</b>	\$ -
				<b>Non-Taxable Markup:</b>	<b>Total:</b> \$ -
<b>CHANGE REQUEST STATUS</b>		<b>SCHEDULE</b>		<b>SUBTOTAL WITHOUT BOND COST:</b>	\$ 51,878.70
	Work on Hold / Pending	Time Extension Required Y/N?		<b>Bond %:</b>	1% \$ 518.79
	Work Completed	Total Days Added to Contract		<b>COR TOTAL PRICE:</b>	
	Work in Progress	for this Change Request		\$ 52,397	

This proposal is based on the usual elements such as labor, materials, and normal markup and does not include any amount for interference, disruptions, rescheduling, change in the sequence of work, delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing our work under any of these conditions.

This change proposal is limited to modifications involving our original scope of work. This cost proposal supersedes all previously submitted cost proposals relating to this same work. This quote is valid for 30 calendar days from the submission date and void thereafter. Work which may be required to complete this change order which involves the work of other trades and/or not specifically itemized herein is not a part of this change proposal. As Contractors, we reserve the right to correct our quote for errors or omissions.

Acceptance and approval of this change proposal must result in issuance of a formal written Change Order prior to commencement of any work, in accordance with the terms and conditions of the contract. In lieu of an Owner or Prime Contractor supplied formal written Change Order, upon full execution this Change Order Request form will become a formal written, accepted and approved Change Order to the contract authorizing commencement of any work contained herein at the pricing set forth above, in accordance with the terms and conditions of the contract.

 2/26/2020  
J. Ranck Electric, Inc. Date

Owner/Prime Contractor Date

CEDAR STREET ROUNDABOUT LANDSCAPING & LIGHTING  
 DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
 INGHAM COUNTY, MICHIGAN

HRC Job # 20161043

CONTRACT MODIFICATION - 01

Item Description	New Quantity	Unit	Unit Price	New Total Cost
Import Sandy Loam Topsoil (incl. Supply, Install and Shaping)	75	Cyd	63.20	4,740
Shredded Hardwood Bark Mulch	6	Cyd	70.00	420
Gledisia t. 'Skyline', Skyline Honeylocust, 2.5" cal.	11	Ea	585.00	6,435
Liriodendron tulipifera, Tulip Tree, 2.5" cal.	15	Ea	600.00	9,000
Ulmus a. 'Valley Forge', Valley Forge Elm, 2.5" cal.	11	Ea	1,000.00	11,000
Echinacea p. 'Magnus', Magnus Purple Coneflower, 1 gal.	68	Ea	34.00	2,312
Liriope m. 'Big Blue', Big Blue Liriope, 1 gal.	30	Ea	34.00	1,020
Miscanthus s. 'Morning Light', Morning Light Silver Grass, 3 gal.	21	Ea	52.00	1,092
Nepeta f. 'Walker's Low', Walker's Low Catmint, 1 gal.	119	Ea	34.00	4,046
Pennisetum a. 'Viridescens', Viridescens Dwarf Fountain Grass, 2 gal.	40	Ea	42.00	1,680
Panicum v. 'North Wind', North Wind Switchgrass, 2 gal.	28	Ea	41.00	1,148
Rudbeckia f. 'Goldstrum', Goldstrum Black-eyed Susan, 1 gal.	98	Ea	34.00	3,332
Sedum s. 'Matrona', Matrona Sedum, 1 gal.	51	Ea	34.00	1,734

Submitted By: Austin Morgan Contracting  
 Randy Rasins  
 248-535-8269



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

[www.delhidda.com](http://www.delhidda.com)

April 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Bid Award – Delhi Commerce Drive Signal

At our November meeting, we approved a proposal from Hubbell, Roth & Clark, Inc. to design a traffic signal located on Cedar Street at Delhi Commerce Drive. Since that time, the project has been designed and bids were sought for the construction. An electronic bid opening was held on Tuesday, April 15. Once bid was submitted from J. Ranck Electric, Inc. and the bid summary is attached to this memorandum, along with HRC's recommendation. Realize Cedar funds will be used to finance this project.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to award the bid for Cedar Street and Delhi Commerce Drive Signal to J. Ranck Electric, Inc. in the amount of \$167,171.59.**

April 15, 2020

Delhi Charter Township Downtown Development Authority  
4410 Holt Road  
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Bid Results  
Cedar Street at Delhi Commerce Drive Project

HRC Job No. 20191088

Dear Mr. Haas:

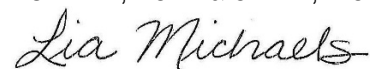
On Wednesday, April 15, 2020, Hubbell, Roth & Clark, Inc. received bids electronically on behalf of the DDA for the Cedar Street and Delhi Crossing Drive project in Delhi Charter Township. One (1) bid was submitted by J. Ranck Electric, Inc. in the amount of \$167,171.59. Attached is one (1) copy of the bid tab for your records.

Based on our experience working with them on other projects in the area and for the DDA, HRC believes J. Ranck, Inc. is a fair and reliable company. HRC recommends that the project be tentatively awarded to J. Ranck Electric, Inc. in the amount of \$167,171.59 subject to the Contractor supplying the requisite insurance certificates, bonds and other contract documents. Once these have been provided, HRC will provide all parties with executed contracts and issue a notice to proceed to the Contractor.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Lia Michaels, P.E., PTOE, RSP<sub>1</sub>  
Transportation Manager

LFM/lfm  
Attachment

pc: DDA; L. Underhill  
Delhi Township; T. Miller  
HRC; T. Sneathen, K. Stickel, File



BID TABULATION

CEDAR STREET AT DELHI COMMERCE DRIVE

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

INGHAM COUNTY, MICHIGAN

Bids Due: Wednesday, April 15, 2020 at 2:00 p.m.

HRC Job # 20191088

**J. Ranck Electric, Inc.**

1993 Gover Parkway  
Mt. Pleasant, MI 48858

**Engineer's Estimate**

(517) 323-7630

Item Description	Quantity	Unit	Unit Price	Total Cost	Unit Price	Total Cost
1 Mobilization, (Max 10%)	1	LSUM	\$ 16,538.95	\$16,538.95	\$9,900.00	\$9,900.00
2 Conduit, DB, 1, 1/2 inch	10	Ft	\$10.50	\$105.00	\$28.00	\$280.00
3 Conduit, DB, 3, 3 inch	5	Ft	\$26.50	\$132.50	\$65.00	\$325.00
4 Conduit, DB, 4, 3 inch	5	Ft	\$35.50	\$177.50	\$70.00	\$350.00
5 Hh, Polymer Conc	3	Ea	\$750.00	\$2,250.00	\$750.00	\$2,250.00
6 Cable, Sec, 600V, 1, 3/C#6	150	Ft	\$5.00	\$750.00	\$4.00	\$600.00
7 Sidewalk, Rem	21	Syd	\$11.00	\$231.00	\$30.00	\$630.00
8 Exploratory Investigation, Vertical	10	Ft	\$30.00	\$300.00	\$27.00	\$270.00
9 Embankment, CIP	5	Cyd	\$5.00	\$25.00	\$50.00	\$250.00
10 Excavation, Earth	5	Cyd	\$7.00	\$35.00	\$100.00	\$500.00
11 Erosion Control, Inlet Protection, Fabric Drop	2	Ea	\$115.00	\$230.00	\$75.00	\$150.00
12 Aggregate Base, 4 inch	21	Syd	\$6.00	\$126.00	\$50.00	\$1,050.00
13 HMA Surface, Rem	5	Syd	\$3.50	\$17.50	\$40.00	\$200.00
14 Hand Patching	2	Ton	\$85.00	\$170.00	\$430.00	\$860.00
15 Detectable Warning Surface	12	Ft	\$39.00	\$468.00	\$80.00	\$960.00
16 Sidewalk Ramp, Conc, 6 inch	181	Sft	\$6.50	\$1,176.50	\$12.50	\$2,262.50
17 Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	216	Ft	\$4.50	\$972.00	\$5.95	\$1,285.20
18 Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	109	Ft	\$9.50	\$1,035.50	\$12.95	\$1,411.55
19 Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	2	Ea	\$121.50	\$243.00	\$195.00	\$390.00
20 Pavt Mrkg, Sprayable Thermopl, 4 inch, White	200	Ft	\$0.50	\$100.00	\$0.95	\$190.00
21 Pavt Mrkg, Sprayable Thermopl, 4 inch Yellow	835	Ft	\$0.50	\$417.50	\$0.95	\$793.25
22 Pedestrian Type II Barricade, Temp	5	Ea	\$110.00	\$550.00	\$0.01	\$0.05

BID TABULATION

CEDAR STREET AT DELHI COMMERCE DRIVE

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

INGHAM COUNTY, MICHIGAN

Bids Due: Wednesday, April 15, 2020 at 2:00 p.m.

HRC Job # 20191088

**J. Ranck Electric, Inc.**

1993 Gover Parkway  
Mt. Pleasant, MI 48858

**Engineer's Estimate**

(517) 323-7630

Item Description	Quantity	Unit	Unit Price	Total Cost	Unit Price	Total Cost
23 Channelizing Device, 42 inch, Furn	25	Ea	\$17.50	\$437.50	\$0.01	\$0.25
24 Channelizing Device, 42 inch, Oper	25	Ea	\$1.00	\$25.00	\$0.01	\$0.25
25 Lighted Arrow, Type C, Furn	2	Ea	\$500.00	\$1,000.00	\$0.01	\$0.02
26 Lighted Arrow, Type C, Oper	2	Ea	\$70.00	\$140.00	\$0.01	\$0.02
27 Minor Traf Devices	1	LSUM	\$4,000.00	\$4,000.00	\$6,200.00	\$6,200.00
28 Pavt Mrkg, Longit, 6 inch or Less Width, Rem	1,200	Ft	\$0.50	\$600.00	\$0.70	\$840.00
29 Plastic Drum, High Intensity, Furn	25	Ea	\$22.00	\$550.00	\$0.01	\$0.25
30 Plastic Drum, High Intensity, Oper	25	Ea	\$20.00	\$500.00	\$0.01	\$0.25
31 Sign, Type B, Temp Prismatic, Furn	100	Sft	\$5.00	\$500.00	\$0.01	\$1.00
32 Sign, Type B, Temp Prismatic, Oper	100	Sft	\$0.50	\$50.00	\$0.01	\$1.00
33 Traf Regulator Control	1	LSUM	\$4,000.00	\$4,000.00	\$1.00	\$1.00
34 Turf Establishment	2	Syd	\$5.00	\$10.00	\$350.00	\$700.00
35 Hh, Adj	1	Ea	\$385.00	\$385.00	\$150.00	\$150.00
36 Wood Pole	1	Ea	\$1,300.00	\$1,300.00	\$1,000.00	\$1,000.00
37 Case Sign (LED), One Way, 24 inch by 30 inch	2	Ea	\$1,900.00	\$3,800.00	\$2,000.00	\$4,000.00
38 Controllor and Cabinet, Digital Type	1	Ea	\$21,500.00	\$21,500.00	\$21,000.00	\$21,000.00
39 Controllor Fdn, Base Mount	1	Ea	\$2,000.00	\$2,000.00	\$1,800.00	\$1,800.00
40 Global Positioning System Module	1	Ea	\$1,000.00	\$1,000.00	\$850.00	\$850.00
41 Pushbutton and Sign	2	Ea	\$650.00	\$1,300.00	\$800.00	\$1,600.00
42 Serv Disconnect	1	Ea	\$1,150.00	\$1,150.00	\$1,000.00	\$1,000.00
43 Span Wire	4	Ea	\$850.00	\$3,400.00	\$900.00	\$3,600.00
44 TS, One Way Span Wire Mtd (LED)	8	Ea	\$1,000.00	\$8,000.00	\$1,100.00	\$8,800.00

BID TABULATION

CEDAR STREET AT DELHI COMMERCE DRIVE

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

INGHAM COUNTY, MICHIGAN

Bids Due: Wednesday, April 15, 2020 at 2:00 p.m.

HRC Job # 20191088

**J. Ranck Electric, Inc.**

1993 Gover Parkway  
Mt. Pleasant, MI 48858

**Engineer's Estimate**

(517) 323-7630

Item Description	Quantity	Unit	Unit Price	Total Cost	Unit Price	Total Cost
45 TS, Pedestrian, One Way Bracket Arm Mtd (LED) Countdown	2	Ea	\$1,000.00	\$2,000.00	\$1,075.00	\$2,150.00
46 TS, Pedestrian, Two Way Bracket Arm Mtd (LED) Countdown	2	Ea	\$1,400.00	\$2,800.00	\$1,500.00	\$3,000.00
47 Wireless Vehicle Detection System	1	Ea	\$6,600.00	\$6,600.00	\$6,500.00	\$6,500.00
48 Wireless Vehicle Sensor Node	6	Ea	\$950.00	\$5,700.00	\$925.00	\$5,550.00
49 Strain Pole, Steel, 6 bolt, 30 foot	3	Ea	\$5,700.00	\$17,100.00	\$6,000.00	\$18,000.00
50 Strain Pole, Steel, 6 bolt, 40 foot	1	Ea	\$9,300.00	\$9,300.00	\$9,000.00	\$9,000.00
51 Strain Pole Fdn, 6 Bolt	60	Ft	\$490.00	\$29,400.00	\$415.00	\$24,900.00
52 Casing	48	Ft	\$165.00	\$7,920.00	\$175.00	\$8,400.00
53 Optical Priority Control System	1	Ea	\$6,570.00	\$6,570.00	\$6,200.00	\$6,200.00
54 Optical Detector, Two Way, Two Channel	2	Ea	\$2,000.00	\$4,000.00	\$1,700.00	\$3,400.00
55 Bollard	3	Ea	\$700.00	\$2,100.00	\$440.00	\$1,320.00
56 Tremie Pour	4	Ea	\$1,500.00	\$6,000.00	\$325.00	\$1,300.00
57 Reimbursed Permit Fees	1,000	Dlr	\$1.00	\$1,000.00	\$1.00	\$1,000.00

**TOTAL BID AMOUNT**

**\$182,188.45**

**\$167,171.59**

ENGINEER: Lia F. Michaels, P.E., PTOE

Hubbell, Roth & Clark, Inc.

555 Hulet Drive

Bloomfield Hills, MI 48303



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
4410 HOLT ROAD, HOLT, MI 48842  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

April 22, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Digital Marketing Support Packages for Delhi Businesses

The Township and the DDA have been discussing ways in which we can help our local businesses during this unprecedented time. To that end, I have asked our marketing company, Blohm Creative Partners, to put together a digital marketing support program. The program will be shared with all brick and mortar businesses within Delhi Township, no matter their size or number of employees. Businesses will have until June 30, 2020 to inform the DDA that they wish to take part in the program. Blohm Creative Partners will work with the business to develop a strategy that meets their specific needs. The program consists of several parts, utilizing social media and digital advertisements, ad placement in Google searches, display ads, geofencing and email marketing. Businesses can expect to receive assistance in lead generation, brand awareness, website traffic, walk-in traffic, and customer email communication.

Digital marketing helps businesses reach more potential customers during this time of increased online traffic, reach target audiences, closely track how many people see a particular ad and react to it, and is very cost efficient.

I recommend that the DDA set aside \$250,000.00 to assist our local businesses. The program is currently set to run until December 31, 2020.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve expenditures not to exceed \$250,000.00 to assist Delhi Township brick and mortar businesses with Digital Marketing Support Packages as presented by Blohm Creative Partners.**

# Delhi DDA

## Digital Marketing Support Packages

April 28, 2020

### DIGITAL MARKETING OVERVIEW

In order to support the businesses of Delhi Township during the COVID-19 pandemic, the Delhi DDA is offering marketing support through Blohm Creative Partners. Digital marketing support will help jumpstart Delhi area businesses during the economic slow down by attracting new customers and raising general awareness.

Digital marketing is the best approach for this project for several reasons:

- 1) **Increased online traffic:** During the “Stay at Home” order, there are more eyes than ever scrolling through social media, email inboxes and internet browsers. Digital marketing allows businesses to reach consumers directly on their devices instead of relying on them to view traditional pieces around town. Plus, in this day and age, Internet users from nearly every demographic are represented online, so every business has a fair chance of reaching their target market.
- 2) **Efficient customer targeting:** Digital marketing allows businesses to target an existing customer base or a prospective customer base to make sure the message is reaching the right audience.
- 3) **Ability to track results:** Unlike traditional pieces that rely on circulation numbers or estimated impressions, digital marketing can closely track how many people were shown an ad, clicked on it, reacted to it, shared it, followed a link, filled out a form, etc. Tracking these metrics allows the DDA to more accurately determine the return on investment.
- 4) **Cost-efficiency:** Printing, production and distribution expenses of traditional pieces are costly. Digital advertising can be produced, launched, managed and run in a more cost-efficient manner.

## DELHI TOWNSHIP PROGRAM DETAILS

Brick and mortar businesses of any size registered in Delhi Township are eligible to apply. The program is not available to businesses selling cannabis or other CBD products, religious organizations, or service clubs.

The businesses in Delhi Township will be informed about the marketing support program through the Business Alliance email list, a written letter mailed to each business, social media and website postings.

Businesses will have until **June 30** to inform the Delhi DDA that they intend to take part in the program via phone, email or online form. Support from BCP will be available to businesses from the date the program is announced to Dec. 31, 2020.

Given the diversity of businesses in Delhi Township, no one digital marketing approach will work for everyone. BCP has come up with a set of digital marketing packages that are categorized by objective. Each business owner can decide what they are hoping to accomplish and select the package that best fits their needs. From there, they will be encouraged to reach out to BCP where we can discuss what they are hoping to accomplish and what channels they currently have in place. BCP can tailor the time of ad placement and duration based on the businesses' needs.

## WORKFLOW

- 1) Business alerts DDA of desire to participate in the program (form on DDA website, email, or phone call)
- 2) DDA gives BCP the business' contact information
- 3) BCP reaches out to the business to set up a discovery conversation
- 4) BCP and Delhi business discuss:
  - i. goals
  - ii. package option
  - iii. any special offers
  - iv. messaging/design
  - v. timeline
- 5) BCP creates copy and design (limit of two rounds of revisions)
- 6) BCP gains access to appropriate channels (if necessary)
- 7) BCP sets up and launches appropriate campaign
- 8) BCP monitors campaign performance
- 9) BCP sends leads to businesses on a weekly basis (if necessary)
- 10) BCP creates an end-of-campaign report for business and DDA review

## MARKETING PACKAGES

### LEAD GENERATION

*Perfect for businesses who want to reach new customers and get their contact information for future remarketing*

#### **Social media lead generation campaign**

Social ads with lead generation form

*Beneficial for businesses with established social media presence*

#### **Digital ad and landing page lead generation campaign**

For businesses who do not have social media, a digital ad that leads to a landing page with a lead generation form.

*Beneficial for businesses with no established social media presence*

Leads to be sent to business weekly in a digital spreadsheet

### BRAND AWARENESS

*Perfect businesses who just want to get the word out about their products or business in general*

#### **Social ads**

Click through to business social media page or website

#### **Digital Display**

Click through to business social media page or website

### WEBSITE TRAFFIC

Perfect for businesses who do online sales

#### **Keywords**

Ad placements in Google searches. Clicks through to business website.

#### **Social ads**

Clicks through to business website.

#### **Display ads**

Clicks through to business website.



## **WALK-INS**

*Perfect for restaurants or other businesses who are still offering takeout service*

### **Geofencing**

Geo-target surrounding neighborhoods with display ads. Can track who walks in after seeing the ad.

## **CUSTOMER EMAIL COMMUNICATION**

*Perfect for businesses who have a current email database and want to retain customers*

### **Email Marketing**

Includes 6-9 emails deployed to the business' pre-established email list (that they share with BCP for the campaign duration).