

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON APRIL 28, 2020**

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The Downtown Development Authority, pursuant to the Governor's Executive Order to Stay Home, Stay Safe" and Executive Order 2020-48, conducted its regular Tuesday, April 28, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:02 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

Delhi Township IT Director, Tristan Knowlton, read the Protocol for Comments from the Public during Virtual Meetings to the audience.

**SET/ADJUST AGENDA** There were no changes to the agenda.

**APPROVAL OF MINUTES**

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**Rae moved, Marvin supported, to approve the regular meeting minutes of February 18, 2020.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**BUSINESS**

**RESOLUTION NO. 2020-001 REMOTE MEETINGS**

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**Ammon moved, Marvin supported, to adopt Resolution No. 2020-001 which enables the DDA Board to conduct remote meetings pursuant to State of Michigan Executive Order 2020-48.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

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

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**Miller moved, Fauser supported, 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.**

SUBJECT TO APPROVAL

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Executive Director C. Howard Haas reviewed his memorandum dated February 11, 2020. The charging stations will be placed as discussed previously. The Township has received notification that the grants have been approved.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REALIZE CEDAR HOLIDAY LIGHTING**

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**Fauser moved, Craig supported, to approve the proposals from Bronner's for holiday lighting and decorations in the amount of \$12,500.00.**

Executive Director Haas and Deputy Director Lori Underhill highlighted the items that will be purchased and their locations.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REALIZE CEDAR ROUNDABOUT CONTRACT MODIFICATION NO. 1**

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**Ammon moved, Craig supported, 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.**

Mr. Haas explained that additional landscaping would be added in the traffic medians located directly north of the Cedar Street roundabout.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**DELHI COMMERCE DRIVE TRAFFIC SIGNAL BID AWARD**

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

Mr. Haas reviewed his memorandum dated April 20, 2020. Todd Sneathen, Hubbell, Roth and Clark, Inc. explained that this a pedestrian activated crossing only. The light will remain green for both directions of Cedar Street traffic unless a pedestrian presses the button for the walkway. There are ADA requirements for the length of time required for the crossing. This is a popular place to cross Cedar Street as the apartment complex is located across the street from the CATA bus stop location.

A Roll Call Vote was recorded as follows:

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

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**MOTION CARRIED**

**DELHI LOCAL BUSINESS DIGITAL MARKETING PROPOSAL**

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**Craig moved, Ammon supported, 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.**

Mr. Haas offered background on his discussions with local business owners and how best to assist local businesses during this unprecedented time. Jeff Blohm and Catherine Ferland, Blohm Creative Partners, were present to discuss the details of the program. The DDA asks businesses to inform us, in writing, by May 31, 2020 of their participation in the program. Letters will be sent to businesses and the DDA will use social media, press releases, websites to make businesses aware of the program. The program will continue through the end of the calendar year.

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas reported the DDA has launched a Buy Local campaign with Blohm Creative Partners to encourage Township residents to support our local businesses. Land work has begun on the Spring Valley Industries site at Holt Road and Holloway Drive. We are working with our attorney to mitigate the contamination in the retention pond on DDA property on Holloway Drive.

**Deputy Director**

Ms. Underhill reported that Township employees have been working from home since March 16. We will reopen tentatively on Monday, May 18 with safety protocols. The Holt Farmers Market will tentatively open on Saturday, May 16, following Michigan Farmers Market Association safety protocols. The May Food Frenzy event has been cancelled. Holt Fest 2020 has been postponed until 2021.

**Advertising & Marketing Committee**

No report.

**Planning Commission**

Planning Commission representative Rita Craig reported that the site plan for Spring Valley Industries was approved on April 27, 2020.

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**Supervisor**

No report.

**Treasurer**

DDA Treasurer Sally Rae reported that the 2019 audit is under way. Financial data should be available in mid-June.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

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**Ammon moved, Fauser supported to adjourn the meeting.**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

The meeting was adjourned at 7:46 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL