

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MAY 26, 2020**

The Downtown Development Authority, pursuant to the Governor's Executive Order to Stay Home, Stay Safe" and Executive Order 2020-75, conducted its regular Tuesday, May 26, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

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

MEMBERS ABSENT: Rick Brown

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 The COVID-19 Preparedness and Response Plan was replaced with an updated version the day of the meeting. It was emailed to Board members prior to the meeting.

APPROVAL OF MINUTES

Fauser moved, Craig supported, to approve the regular meeting minutes of April 28, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Brown

MOTION CARRIED

BUSINESS

ADOPT COVID-19 PREPAREDNESS AND RESPONSE PLAN

Rae moved, Leighton supported, to adopt the COVID-19 Preparedness and Response Plan for Delhi Charter Township Downtown Development Authority and authorize the Executive Director to update the Plan as necessary to remain compliant.

Township Attorney David Revore, Revore Law Firm, P.C. discussed the various State of Michigan Executive Orders and Ingham County Health Department Emergency Orders that require all businesses to have a COVID-19 Preparedness and Response Plan in place prior to June 1, 2020. As the Executive and Emergency Orders are updated very frequently, this Plan should be reviewed on a weekly basis and updated administratively.

A Roll Call Vote was recorded as follows:

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

Absent: Brown

MOTION CARRIED

SUBJECT TO APPROVAL

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APPROVE HUBBELL, ROTH & CLARK, INC. PROPOSAL – ESKER LANDING PARKING LOT EXPANSION

Fauser moved, Miller supported, to approve the Proposal for Professional Engineering Services for the Esker Landing Park – Parking Lot Expansion from Hubbell, Roth & Clark, Inc. in the amount of \$9,920.00

Todd Sneathen, Hubbell, Roth & Clark, Inc. explained that the expanded parking lot was included in the original Esker Landing Park plans, but was reduced in size to keep the project costs lower. Due to heavy use of the park and the lack of parking space for kayak trailers, it is now time to expand. The area was previously prepared for paving during the construction process.

A Roll Call Vote was recorded as follows:

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

Absent: Brown

MOTION CARRIED

UPDATE ON ENVIRONMENTAL MATTERS

Environmental Attorney Charles Barbieri, Foster Swift Collins & Smith, P.C. reviewed his memorandum dated May 15, 2020. He gave an overview of the progress made on the Michigan State University Federal Credit Union site and the discovery of contamination adjacent to the former Dakkota site (1875 Holloway Drive).

UPDATE ON BACK TO BUSINESS PROGRAM

Catherine Ferland, Blohm Creative Partners (BCP), gave an update on the DDA Back to Business Program. A direct mailing to all Township businesses, email to the Holt Business Alliance, press release, Facebook ads, and word of mouth all helped to advertise this program. 55 businesses have expressed interest in participating as of May 26, 2020. Of those 55, approximately 35 meetings have taken place with BCP staff to determine which digital marketing strategy will best suit the individual businesses. The digital marketing can be used any time between now and the end of the year. Many businesses are choosing to wait to launch their campaigns until such time as the Governor allows their type of business to reopen.

REPORTS

Executive Director

Mr. Haas reported that land balancing work has begun on the Spring Valley Industries site at Holt Road and Holloway Drive. The Welcome to Holt sign located on the property has been removed. An easement for a new location across Holt Road is being prepared. We are working with our attorney to mitigate the contamination in the retention pond on DDA property on Holloway Drive. The Cedar Street roundabout project is nearing completion and looks very attractive. Esker Square construction will resume soon. New signage and site clean-up is in progress. The deadline for the Back to Business Program will be extended to mid-June.

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Deputy Director

Ms. Underhill reported that the Holt Farmers Market will reopen on Saturday, May 30, following Michigan Farmers Market Association safety protocols. The number of vendors has been significantly reduced to allow for social distancing within the building. Masks will be required for everyone. Friday markets are postponed for now. The market will be open on Saturdays from 9:00 – 2:00.

Advertising & Marketing Committee

No report.

Planning Commission

Planning Commission representative Rita Craig reported that a conditional rezoning was approved for a youth fitness and training center on Cedar Street at Fernwood. The Capital Improvement Plan was adopted and sent to the Board of Trustees for approval.

Supervisor

Township Supervisor Hayhoe reported that State of Michigan revenue sharing will be reduced significantly this year. Some Township employees have been furloughed. All Parks and Recreation activities have been cancelled for the summer. He shared the ad placed by the DDA and the Holt Business Alliance in the Michigan Trails magazine.

Treasurer

DDA Treasurer Sally Rae reported that the total cash and investments as of April 30, 2020 is \$8,375,087. She noted that the 2019 budget included expected revenue from the sale of the Spring Valley property. The funds, however, were not received until 2020. The 2019 audit will reflect this. The 2020 budget will be amended accordingly.

Members

None.

Limited Comments

None.

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ADJOURNMENT

Ammon moved, Fauser supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Brown

MOTION CARRIED

The meeting was adjourned at 7:54 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL