

Pursuant to the Governor's Order to "Stay Home, Stay Safe" and Executive Order 2020-75, the DDA Board will conduct its May 26, 2020 meeting remotely. To access the remote meeting visit:
<https://us02web.zoom.us/j/88646047598?pwd=M0tGZnNNdWppbS93VnVQd3VyUUQ2dz09>
and enter password 005514, or visit zoom.us (Meeting ID 886 4604 7598)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Tuesday, June 30, 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 May 26, 2020

Informational Meeting For Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018
Distribution, Review, and Discussion of 2020 Report

Business

1. Bid Award – Esker Landing Parking Lot Expansion
2. Back to Business Program Update

Late Agenda Item

3.

Reports

4. Executive Director
5. Deputy Director
6. Marketing Committee
7. Planning Commission
8. Supervisor
9. Treasurer
10. 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 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

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

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.

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

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.

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

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

/lau

SUBJECT TO APPROVAL

2020 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

June 30, 2020, 7:00 p.m.

- Cedar Street roundabout landscaping has been completed. Project to be finalized this summer.
- Pedestrian crossing signal at Delhi Commerce Drive has been designed and contract has been awarded for construction.
- Esker Landing parking lot expansion has been designed and will be bid this summer for fall construction. Township received word that funds to build the Holt to Mason trail have been awarded. Construction will commence soon.
- Michigan State University Federal Credit Union construction nears completion.
- Esker Square received preliminary approval on the design of the Vapor Mitigation System. Developer working with tenants on design for buildouts.
- Finalized sale and received funds for the 24 acres of industrial property at Holt Road and Holloway Drive for industrial development. Land balancing work began this spring.
- Completed DDA Value Project highlighting the history and accomplishments of the DDA since 1987. Will be presented to Delhi Township Board of Trustees this summer.
- Approved and initiated a \$250,000 Back to Business Program for digital marketing assistance to any Delhi Township business. To date, 79 businesses have expressed interest.
- 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



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

June 25, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Bid Award – Esker Landing Parking Lot Expansion

At our May meeting, we approved a proposal from Hubbell, Roth & Clark, Inc. to bid the asphalt work for the parking lot expansion at Esker Landing. HRC solicited bids from three companies. Bids were received from two of the three companies. The bid summary is attached to this memorandum, along with HRC's recommendation.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to award the bid for the Esker Landing Parking Lot Expansion to Hayhoe Asphalt in the amount of \$35,385.00.

June 25, 2020

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

Attn: Mr. Howard Haas, Executive Director

Re: Esker Landing Park – Parking Lot Expansion
Contract Award Recommendation

HRC Job No. 20200144

Dear Mr. Haas:

The above referenced project was provided to three (3) pavement contractors that HRC has either worked with previously or are known to have a good reputation in the area for their work. Bids from two (2) of the contractors were received on or before June 25, 2020. Of the two (2) bids, the low bid was received from Hayhoe Asphalt in the amount of \$35,385 (see attached bid tab). Hubbell, Roth & Clark, Inc. (HRC) has reviewed the two (2) bids and found them to be in order. Hayhoe Asphalt is located within Delhi Township and provides local experience and knowledge for this parking lot expansion.

Subject to the contractor providing the required documentation for the contract, we recommend that the project be awarded to Hayhoe Asphalt in the amount of \$35,385.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd Sneathen, P.E.
Vice President

TJS/jdk
Attachments

pc: Delhi Twp.; T. Miller
HRC; File

BID TABULATION
 ESKER LANDING PARK - PARKING LOT EXPANSION
 DELHI CHARTER TOWNSHIP
 INGHAM COUNTY

Bids Due: Thursday, June 29, 2020
 JN: 20200144

Hayhoe Asphalt
 4025 Holt Road
 Holt, MI | (517) 694-9033

McKearney Asphalt
 PO Box 22083
 Lansing, MI | (517) 484-3188

Item	Quantity	Unit	Unit Price	Total Cost	Unit Price	Total Cost
1. Mobilization	1	Lsum	\$0.00	\$0.00	\$5,000.00	\$5,000.00
2. Minor Traf Devices	1	Lsum	\$50.00	\$50.00	\$600.00	\$600.00
3. Excavation, Earth	210	Cyd	\$25.00	\$5,250.00	\$19.00	\$3,990.00
4. HMA, 36A, Surface Course	56	Ton	\$140.00	\$7,840.00	\$150.00	\$8,400.00
5. HMA, 13A, Base Course	84	Ton	\$135.00	\$11,340.00	\$125.00	\$10,500.00
6. Aggregate Base, 8 inch, CIP, 21AA	504	Syd	\$15.00	\$7,560.00	\$20.00	\$10,080.00
7. Pavt Mrkg, Waterborne, 4 inch, White	170	Ft	\$0.50	\$85.00	\$1.00	\$170.00
8. Pavt Mrkg, Waterborne, 4 inch, Yellow	180	Ft	\$0.50	\$90.00	\$1.00	\$180.00
9. Pavt Mrkg, Waterborne, 2nd Application, 4 inch, White	170	Ft	\$0.50	\$85.00	\$1.00	\$170.00
10. Pavt Mrkg, Waterborne, 2nd Application, 4 inch, Yellow	180	Ft	\$0.50	\$90.00	\$1.00	\$180.00
11. Concrete Wheel Stop	11	Ea	\$200.00	\$2,200.00	\$150.00	\$1,650.00
12. Seeding, Mixture THM	11	Lb	\$25.00	\$275.00	\$30.00	\$330.00
13. Erosion Control, Silt Fence	260	Ft	\$2.00	\$520.00	\$5.00	\$1,300.00
TOTAL BID AMOUNT				\$35,385.00		\$42,550.00

ENGINEER: Jacob Kleinhenz, P.E.
 Hubbell, Roth & Clark, Inc.
 2101 N. Aurelius Rd
 Holt, MI 48842