

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/83485102099?pwd=RVlJelBUazR2enA3VUNqSHlHek80Zz09>
and enter password 027271, or visit zoom.us (Meeting ID 834 8510 2099)

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

Business

1. 2176 Cedar Street Parking Lot – Engineering Services Proposal
2. Esker Landing to Dallas Avenue Trail Repair -- Engineering Services Proposal
3. 4410 Holt Road Concrete Repair
4. Back to Business Program Update

Late Agenda Item

5.

Reports

6. Executive Director
7. Deputy Director
8. Marketing Committee
9. Planning Commission
10. Supervisor
11. Treasurer
12. 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 JUNE 30, 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, June 30, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Steven L. Marvin

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 adjustments to the agenda.

APPROVAL OF MINUTES

Craig moved, Rae supported, to approve the regular meeting minutes of May 26, 2020.

A Roll Call Vote was recorded as follows:

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

Absent: Marvin

MOTION CARRIED

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:04 pm and closed at 7:06 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College.

BUSINESS

BID AWARD – ESKER LANDING PARKING LOT EXPANSION

Fauser moved, Leighton supported, to award the bid for the Esker Landing Parking Lot Expansion to Hayhoe Asphalt in the amount of \$35,385.00.

Hubbell, Roth & Clark, Inc. contacted 3 asphalt companies to solicit bids for the project. 2 companies submitted bids. Hayhoe Asphalt was the low bidder.

Supervisor Hayhoe indicated he would abstain from voting due to a conflict of interest.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 30, 2020**

A Roll Call Vote was recorded as follows:

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

Abstain: Hayhoe

Absent: Marvin

MOTION CARRIED

BACK TO BUSINESS PROGRAM UPDATE

Catherine Ferland, Blohm Creative Partners, reported that since the program's approval and launch in mid-May, 79 businesses have contacted the DDA to participate. The program deadline was June 12. Of the 79 businesses, 68 are actively working with Blohm Creative on digital marketing campaigns. Feedback from business owners has been overwhelmingly positive. Owners feel that there are long-term benefits to these campaigns. Jeff Blohm, Blohm Creative Partners, reported that once the campaigns are concluded, the analytics and feedback will be shared with the business owners. The Board thanked the team at Blohm Creative Partners for their hard work in supporting Delhi Township businesses.

REPORTS

Executive Director

Mr. Haas reported that he has attended several Zoom meetings with Lansing Economic Area Partnership regarding businesses interested in property in the Township. There appears to be increased interest by realtors and businesses in many Township properties recently. Mr. Haas attributes this to the construction of the new hospital. Delhi Township Parks & Recreation staff will construct a 40 x 20 pavilion at Esker Landing Park. It will be located in the grassy area near the restroom building. Concrete repairs are being made at the DDA building. The installation of cameras is also being discussed.

Deputy Director

Ms. Underhill reported that the DDA website has been updated to be compliant with the reporting requirements of Public Act 57 of 2018. The Safe Routes to School sidewalk construction program is underway in various parts of the Township. This is 100% grant funded. The Township was awarded \$2.5M from the Ingham County Trails and Parks Millage fund to construct the Holt to Mason Trail.

Advertising & Marketing Committee

Mr. Leighton reported that the committee met earlier today and discussed the Back to Business Program, the DDA Value Project, Our Town, and Township broadband access.

Planning Commission

Planning Commission representative Rita Craig reported a change in zoning was approved for the property located just south of Dart Bank on Cedar Street from C-2 to C-3. A Public Hearing

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 30, 2020**

was held regarding a Special Use Permit for an apartment development on Aurelius Road, south of Doncaster. Attendees were concerned about increased traffic, safety, the height of buildings. The Planning Commission postponed their decision on the Special Use Permit until July 13th to take all of the public concerns into consideration.

Supervisor

Township Supervisor Hayhoe reported that State of Michigan revenue sharing will be reduced significantly this year. Township Hall is closed on Fridays through July. The MSUFCU building is all enclosed. Construction of the Red Oaks development is moving along nicely. Hubbell, Roth & Clark, Inc. is working on the engineering and design for the Holt to Mason Trail. The Delhi Township Recycling Center is open during the week and is closed on weekends. Capital Area District Library is open for contactless pick up of items.

Treasurer

DDA Treasurer Sally Rae reported that the 2019 Audit is complete and was presented to the Board of Trustees in June. The 2021 budget process begins in July.

Members

None.

Limited Comments

None.

ADJOURNMENT

Ammon moved, Fauser supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Marvin

MOTION CARRIED

The meeting was adjourned at 7:34 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

July 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: 2176 Cedar Street Parking Lot – Engineering Services Proposal

When the DDA purchased Happy's Inn in late 2018, we discussed the possibility of using a portion of the property for a municipal parking lot. This lot would provide overflow parking for the Farmers Market and Township events. We have asked Hubbell, Roth & Clark, Inc. to submit a proposal for engineering services to assess the property and present their recommendation on how best to move forward.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Engineering Services for the Cedar Street Municipal Parking Lot from Hubbell, Roth & Clark, Inc. in the amount of \$4,780.00.

July 17, 2020

Delhi Downtown Development Authority
4410 Holt Road
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services
Cedar Street Municipal Parking Lot Preliminary Design and Costs

HRC Job No. 20200146

Dear Mr. Haas:

In accordance with your request, Hubbell, Roth, & Clark, Inc. (HRC) is pleased to present this Proposal to investigate alternative to construct a parking lot on a vacant lot at 2176 Cedar Street that provide additional parking for the Holt Farmer's Market and general parking for Delhi Township's Realize Cedar Downtown corridor. The proposed parking lot will be based on the needs as determined by the Township and the available space that the vacant parcel provides.

Background

It is our understanding that Delhi Township has a desire to construct a parking lot near the Holt Farmer's Market to provide municipal parking for residents and visitors that are anticipated within the Realize Cedar Downtown area. The parcel for the proposed parking lot is located at 2176 Cedar Street (Parcel 33-25-05-14-302-011); which was previously a motel. The motel building has since been demolished allowing for an easier transition to future development. There is one small existing building at the front of the parcel.

An assessment of the property will be made along with a topographic survey to determine the available space for the parking lot and potential layouts, materials, and stormwater needs. The layouts will take into consideration the site's existing conditions and attempt to utilize the existing impervious cover for the parking lot. This effort will be intended to limit additional storm water requirements as determined by the Ingham County Drain Commissioner while maximizing the number of parking stalls provided.

Scope of Services

1. Survey parcel to verify existing conditions and elevations.
2. Produce a preliminary parking lot layout and two alternatives to present to the Township for review, including a review of the permitting implications
3. Produce cost estimates for each scenario.

Fees

Based on the above described services, we propose to perform this work for a not to exceed cost of \$4,780.00. This will not be exceeded without written Township authorization. An additional proposal will be submitted for design and construction engineering once a layout and cross section is selected.

Proposed Schedule

We are prepared and staffed to begin the Cedar Street Municipal Parking Lot Survey, Plans, and Specifications as outlined above upon your authorization to proceed. We anticipate that the condition survey will be completed within two (2) weeks of the start of work (weather dependent) and the preliminary layouts and costs to be completed four (4) weeks later.

If this proposal is deemed acceptable to the Township, please sign and return one (1) copy to this office. Thank you for this exciting opportunity to serve the Township on this project.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

JDK
Attachment

pc: Delhi Township; Ms. Tracy Miller
Delhi DDA; Ms. Lori Underhill
HRC; K. Stickel, File

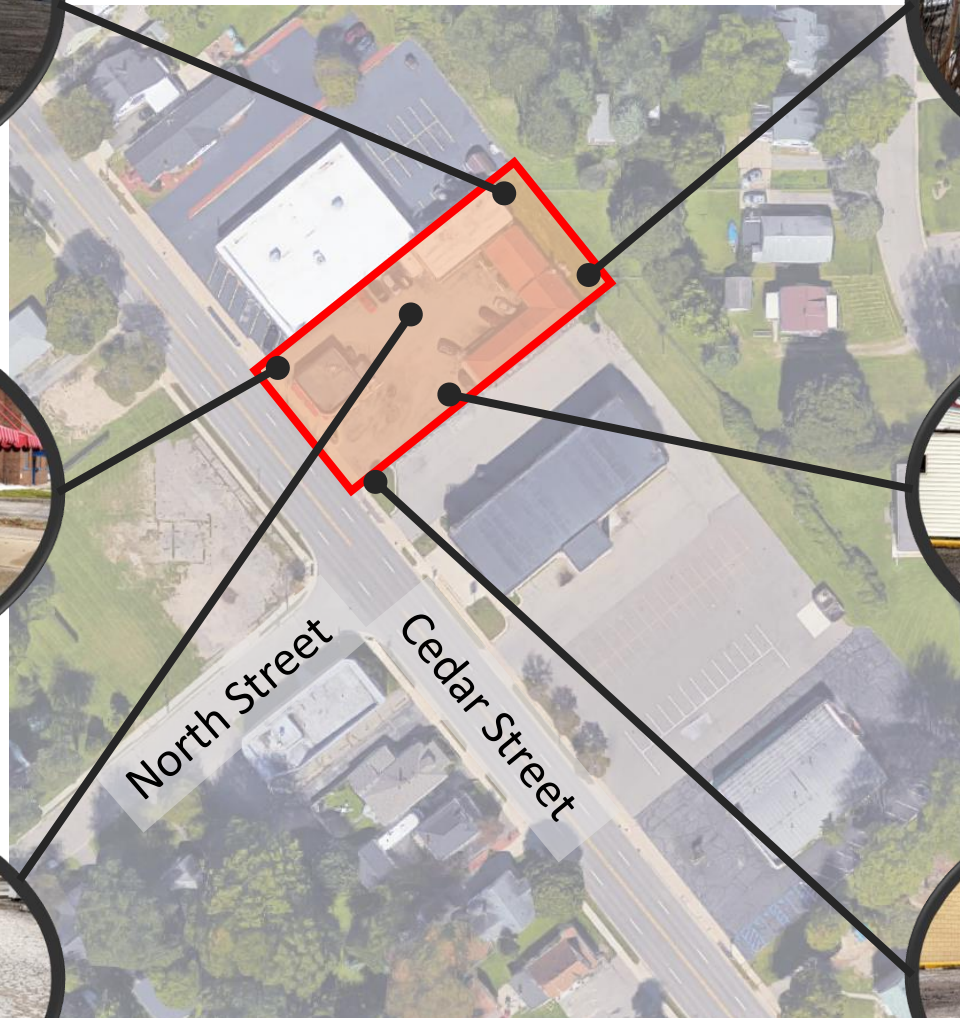
Accepted By:

Delhi Charter Township

Signature: _____

Written Name: _____

Dated: _____



555 HULET DRIVE
BLOOMFIELD HILLS, MICH

JOB. NO.
20200146

DATE
4/3/2020

2174 CEDAR STREET MUNICIPAL PARKING LOT PROPOSAL EXHIBIT

EXHIBIT

A



**DELHI CHARTER TOWNSHIP
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FACSIMILE (517) 699-3878

www.delhidda.com

July 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Esker Landing to Dallas Avenue Trail Repair – Engineering Services Proposal

The trail on Cedar Street Esker Landing to Dallas Avenue is showing signs of deterioration. The trail was constructed as part of the Cedar Street roundabout project approximately 15 years ago. Several cracks and areas of upheaval and general disrepair have been identified. With the opening of Esker Lansing Park, it is anticipated that this section of trail will see increased bike and walking traffic. It is our intention to repair and rehabilitate the trail. To that end, we have asked Hubbell, Roth & Clark, Inc. for a proposal to assess the trail and provide us with their recommendations for the best outcome.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Engineering Services for the Cedar Street Trail from Esker Landing to Dallas Avenue from Hubbell, Roth & Clark, Inc. in the amount of \$9,720.00.

July 16, 2020

Delhi Charter Township
2074 Aurelius Road
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Township Manager

Re: Proposal for Professional Engineering Services
Delhi Trails - Asphalt

HRC Job No. 20200143

Dear Ms. Miller:

In accordance with your request, Hubbell, Roth, & Clark, Inc. (HRC) is pleased to present this Proposal to complete the asphalt rehabilitation of Delhi Township's multi-use path from Esker Landing Park to Dallas Avenue. The proposed multi-use path asphalt rehabilitation and repairs will be based on site observation of defects and methods to increase the longevity of the existing pavement as well as provide a refreshed "like new" look.

Background

It is our understanding that Delhi Township has a desire to rehabilitate the multi-use path that runs parallel to Cedar Street between Esker Landing Park and Dallas Avenue. This is out of anticipation of increased pedestrian and bicycle traffic with the recent opening of Esker Landing Park and future construction of the Holt to Mason Trail. The approximately 2,500 linear foot corridor proposed for rehabilitation is showing signs deterioration including general wear and tear, transverse cracks, longitudinal cracks, and areas of upheaval. General cleanup of the path's side slopes will be considered as well to take care of any overgrowth or debris that is within the path traveled way.

An in-depth assessment of the corridor and defects will be conducted to determine appropriate measures for rehabilitation. Three options will be provided to the Township based on the cost to repair and rehabilitate, ranging from the minimum recommended repairs to a full replacement of the trail. Various repair methods that are anticipated include:

- Asphalt Crack Sealant
 - Cleaning, filling, and sealing existing transverse and longitudinal cracks.
- Asphalt Sealcoating
 - Applies a thin layer of blended asphalt polymer to protect the existing pavement section, increase the serviceability of the multi-use path, and beautify the path for a "like new" appearance.
- Asphalt section removal and replacement
 - Will be applied in areas of upheaval or heavy deterioration.
- Full depth replacement
 - The most expensive option; which would be a full depth removal and replacement of the multi-use path.
If this option is deemed necessary, additional design costs may be needed.

Scope of Services

1. In-depth field observation of the multi-use path to identify all defects
2. Produce a recommended rehabilitation program for the multi-use path corridor with two alternatives that include

Bloomfield Hills
555 Hulet Drive
Bloomfield Hills, MI 48302
248-454-6300

Detroit
535 Griswold St.
Buhl Building, Ste 1650
Detroit, MI 48226
313-965-3330

Grand Rapids
1925 Breton Road SE
Suite 100
Grand Rapids, MI 49506
616-454-4286

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488

the cheapest option with minimum recommended rehabilitation and the most expensive option of full depth removal and replacement of the path.

3. Produce bid documents that identify the proposed rehabilitation plan, anticipated quantities, and project specifications for contractor bidding. Finalize an estimated cost to construct for Township review.
4. Bid the proposed contract work, answer questions during the bidding period, and recommend award of the contract.

It should be noted that full topographic survey and design will not be completed for this project, unless the initial investigations show full replacement is needed. If that is the case, an additional proposal will be provided for work related to a full design. It is anticipated that full replacement is not necessary, and therefore the plans will include standard details, and aerial mapping showing locations for each rehabilitation technique.

Fees

Based on the above described services, we propose to perform this work for a not to exceed cost of \$9,720.00. A second proposal will be provided for construction engineering services once the final plan is developed.

Proposed Schedule

We are prepared and staffed to begin the Delhi Trails Asphalt Rehabilitation, Bid Documents, and Specifications as outlined above upon your authorization to proceed. We anticipate that the field investigation will be completed within one (1) week of the start of work (weather dependent) and the Contract Documents completed three (3) weeks later.

If this proposal is deemed acceptable to the Township, please sign and return one (1) copy to this office. Thank you for this exciting opportunity to serve the Township on this project.

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

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

JDK
Attachment

pc: HRC; K. Stickel, File

Accepted By:

Delhi Charter Township

Signature: _____

Written Name: _____

Dated: _____





Trail Rehabilitation Start



Location A: Transverse Cracking



Location C: Transverse Cracking



Location B: General Disrepair



Location D: Longitudinal & Transverse Cracking



Location E: Upheaval & General Disrepair (Full Depth Replacement)



Location F: Transverse Cracking



Location G: Trail Rehabilitation End



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July 20, 2020

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: 4410 Holt Road Concrete Repair

The concrete sidewalks, porch, and stairway at the DDA office (4410 Holt Rd) contain large cracks that pose a safety hazard. I have asked Delhi Township Maintenance Supervisor Terry Powers to solicit bids for their repair and/or replacement. Mr. Powers selected 3 local concrete companies and 1 returned an estimate for our review. Able Concrete will do all the concrete related work. Delhi Township staff will complete the final landscaping and lawn repairs.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Estimate for Services for Concrete Sidewalks, Porch Repairs and Railings at 4410 Holt Road from Able Concrete in the amount of \$14,590.00.



11323 S US - 27 Dewitt, MI 48820 - (517) 371-4855 - Fax (517) 371-4608

License #2102126023

ESTIMATE FOR SERVICES			
Customer	Delhi Charter Twp. Department of Parks and Recreation	Date	July 8, 2020
Address	2074 Aurelius Rd	Terms	1/3 Down Balance Upon Completion
City, State	Holt, MI 48842	Phone	517-694-1549
Project	4410 Holt Rd, Holt, MI 48842	Cell/Fax	
Attention	Terry L Powers	Email	Terry.powers@delhitownship.com
DESCRIPTION OF WORK			
<ul style="list-style-type: none">• Remove existing sidewalks and porch with steps down to grade, haul away all debris.• Set handrails aside, rails to be refurbished for surface mounting to new porch cap and walk.• Form up new sidewalks 4" & meet ADA requirements.• Lay up new block front porch on existing foundation.• Form cap and steps to meet existing heights.• Add base materials as needed and compact.• Pour 4000 psi limestone concrete with fiber mesh.• Buggy concrete to locations from truck in parking lot.• Screed, float, edge, install control joints and apply a broom finish.• Remove forms and backfill edges with topsoil.• Install existing rails refurbished for surface mounting to porch cap.• Township to complete all final landscaping and lawn repair. <p>Back Door – 6.5’ section of walk with (2) Steps, Twp. to reset wood steps if required.</p> <p>Sidewalk Ramp to Porch Cap – 75’ x 5’ walk</p> <p>Porch Cap – Approx. 6’ x 6.5’ laying up to 2 new courses of block. 10’ x 5’ section of walk with up to (2) 6’ steps, reset existing modified upper railing.</p> <p>Total.....\$14,590.00</p> <p>Price excludes permits. Job to be completed in (2) phases for customer egress, owner to paint railings.</p>			
<p>No work shall be done except as herein specified and expressly agreed to by the contractor. If no warranty is written none is expressed. This agreement shall become binding only upon written acceptance hereof, by the principal or authorized officer of the contractor, or upon commencing performance of work. Purchaser agrees that the contractor is not responsible for nor bound by any representation not contained in this agreement. Contractor shall not be liable for delays caused by strikes, weather conditions, delays in obtaining material or causes beyond his control. ABLE Concrete, Inc. does not warranty poxing, flaking, or cracking concrete, or any defaults in the concrete related to weather conditions. The contractor shall be held harmless for any damages to existing surfaces driven across at owners or owners' agents request by delivery vehicles. Includes but is not limited to all public or private utilities above and below said surface (this includes sprinklers). At the time of initial inspection of above property site not all hidden damages may have been exposed to the agent named below. Able Concrete, Inc. reserves the right to payment based on time and material or payment agreed to by purchasers or purchasing agent named below. This payment may be above the cost of the contract. Terms are balance upon completion unless stated elsewhere on contract. Any balance not collected within 30 days after completion is subject to a finance charge of 1.5% per month or 18% per annum. ABLE Concrete, Inc. does and will file liens as necessary to collect overdue balances not paid within 60 days from completion. Purchaser is responsible for all collection and attorney fees as necessary.</p> <p><u>PURCHASER RIGHTS:</u> If you decide that you do not want the goods or services, you may cancel this agreement by mailing a notice to the seller. The notice must say that you do not want the goods or services and must be sent by certified mail before midnight on the third business day after you sign this agreement. The notice must be mailed to ABLE Concrete Inc. located at 1305 S. Cedar St., Suite 105, Lansing, MI 48910.</p> <p>IN WITNESS WHEREOF, the undersigned has (have) hereunto set his (their) hand(s) and seal(s) the day and year first above written.</p>			
ACCEPTED BY: ABLE Concrete, Inc.		ACCEPTED BY:	
Signature: Brian Wargo, Estimator		Signature:	