

**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

SUBJECT TO APPROVAL

**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