

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 28, 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, July 28, 2020 meeting remotely. Vice Chairperson Fauser called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin, Sally Rae

MEMBERS ABSENT: Harry Ammon, David Leighton, Nanette Miller

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

Rae moved, Marvin supported, to approve the regular meeting minutes of June 30, 2020.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

BUSINESS

2176 CEDAR STREET PARKING LOT – ENGINEERING SERVICES PROPOSAL

Rae moved, Craig supported, 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.

Executive Director Haas reviewed his memorandum dated July 20, 2020. Hubbell, Roth & Clark, Inc. will review the site and present its recommendations for turning a portion of the site at 2176 Cedar Street into a municipal parking lot. The lot will chiefly serve the business to be located in the former tattoo building and as overflow parking for Township events. No overnight parking will be permitted.

Nancy Romig, 4168 Watson, spoke in favor of more municipal parking in the Cedar Street area. She asked if the public would be permitted to park in the lot and if the lot would be fenced.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

SUBJECT TO APPROVAL

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ESKER LANDING TO DALLAS AVENUE TRAIL REPAIR – ENGINEERING SERVICES PROPOSAL

Craig moved, Fauser supported, 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.

Mr. Haas reviewed his memorandum dated July 20, 2020. Todd Sneathen, Hubbell, Roth & Clark, Inc. explained that this section of trail was built approximately 15 years ago and is showing signs of age. He discussed the options available for the repair. HRC will present its recommendation on how best to restore the trail.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

4410 HOLT ROAD CONCRETE REPAIR

Craig moved, Marvin supported, 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.

Mr. Haas explained that the sidewalks and porch at the DDA offices are in need of repair. The steps do not currently meet code. Delhi Township Maintenance Supervisor solicited bids for the repair work. Able Concrete submitted the low bid. The work will be conducted over the weekend so as to minimize the impact during regular business hours.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

BACK TO BUSINESS PROGRAM UPDATE

Catherine Ferland, Blohm Creative Partners, reported that since the program's approval and launch in mid-May, 81 businesses have contacted the DDA to participate. 14 campaigns are complete, 30 are still in progress. Others are waiting to launch until later this year. BCP continues to follow up with those businesses that expressed interest, but have yet to respond to staff inquiries. Detailed analytics are shared with the DDA and each business owner to show the effectiveness of the campaigns. Businesses have seen increased traffic to their websites, and calls from interested customers. Feedback from business owners has been very positive.

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REPORTS

Executive Director

Mr. Haas reported that he has attended several Zoom meetings with Lansing Economic Area Partnership and Michigan Economic Development Corporation 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. The Esker Square property has not been looking very nice lately, so the Township's contractor will be mowing and cleaning it up. The property owner will be billed for the work.

Deputy Director

Ms. Underhill reported that the Holt Farmers Market set a record last week in the number of customers and number of token sales. DDA Staff will meet with the Township Manager and Accounting Technician this week to review the proposed 2021 budget. This year, the Township is including a 3 year forecast for the budget. Approximately \$3M in 2019 Tax Year Revenue Sharing disbursements were sent in mid-July to Ingham County, Capital Area District Library, Capital Area Transportation Authority, Lansing Community College, and Delhi Township.

Advertising & Marketing Committee

There was no report.

Planning Commission

Planning Commission representative Rita Craig reported a Special Use Permit was approved for an apartment development on Aurelius Road, south of Doncaster. The developer, in response to feedback from the Public Hearing, reduced the number of buildings. The final site plan was approved for Kona Ice on Willoughby Road. The site will include a multi-tenant building in addition to housing the offices for Kona Ice.

Supervisor

Township Supervisor Hayhoe reported that Township Hall is closed on Fridays through July. MSUFCU opened last week. Construction of the Red Oaks development is moving along nicely. This development provides for \$600,000 in sewer connection fees to the Township. He also reported on some business closures and new businesses opening soon.

Treasurer

DDA Treasurer Sally Rae reported the total cash and investments as of June 30, 2020 was \$8,215,054.00

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Members

None.

Limited Comments

None.

ADJOURNMENT

Fauser moved, Craig supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Marvin, Rae

Absent: Ammon, Leighton, Miller

MOTION CARRIED

The meeting was adjourned at 7:33 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL