

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 25, 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, August 25, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Rick Brown, Rita Craig, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller (7:03)

MEMBERS ABSENT: Harry Ammon, Tim Fauser, Sally Rae

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

Marvin moved, Craig supported, to approve the regular meeting minutes of July 28, 2020.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Fauser, Rae

MOTION CARRIED

BUSINESS

BACK TO BUSINESS PROGRAM UPDATE

Catherine Ferland, Blohm Creative Partners (BCP), reported that since the program's approval and launch in mid-May, 81 businesses have contacted the DDA to participate. 33 campaigns are complete, 21 are still in progress. Others are waiting to launch until later this year. BCP and DDA staff have reached out via email and letter to those businesses that had expressed interest but did not follow up. Mr. Leighton asked how many businesses had ever done any kind of digital marketing before. Ms. Ferland responded that this was completely new for 60-75% of the businesses participating in the program. Once the campaigns have run for 6 weeks, businesses can choose to run them again on their own at a later date. Businesses continue to see increased website traffic and are generating new leads based on Facebook ads.

HOLT FARMERS MARKET UPDATE

Chuck Grinnell, Holt Farmers Market Manager, reported that attendance at the Market has doubled since May. 718 customers shopped at the Market on August 22. The Market continues to break previous records of token sales. He reported that the digital marketing campaign on Facebook is driving brand new customers to the Market. He has noticed new and younger

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shoppers, as well as an increase in handicapped shoppers. Since the Market is more easily accessible to those in wheelchairs than other markets, shoppers feel comfortable there. Vendors, shoppers, and staff feel safe with the COVID-19 protocols in use. He believes the new glass doors help bring in new customers as well. Once the weather gets colder, a review of the entrance procedures will be needed. As of right now, customers line up outside to enter the market. All extra events at the Market have been cancelled (Food Frenzy events and Holt Fest). He reported that nearly everyone shopping at the Market has been respectful of the mask and social distancing policies.

ADOPT CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

Marvin moved, Leighton supported, to adopt the Code of Ethics and Conflict of Interest Policy, effective August 25, 2020.

Mr. Haas explained that the Township Board of Trustees adopted the Code of Ethics and Conflict of Interest Policy at their August 19, 2020 meeting.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Fauser, Rae

MOTION CARRIED

2021 BUDGET – PRELIMINARY REVIEW

Deputy Director Lori Underhill reviewed the chief differences between the 2021 and 2020 budgets. The DDA and Brownfield budgets will be presented to the Board of Trustees at the Budget Workshop on Tuesday, September 8, 2020 at 8:00 a.m. At the September DDA and Brownfield meetings, public hearings will be set. The Public Hearings will take place at the October DDA and Brownfield meetings.

REPORTS

Executive Director

Mr. Haas reported that he met with Scott Gillespie and his attorney to discuss the Esker Square project. Mr. Gillespie is still committed to the project and is working to secure new commercial tenants as many of his secured tenants had backed out due to COVID-19 shut downs. He also cited increases costs of building materials as a delaying factor. His financing remains solid for the project. DDA and project attorneys are drafting an amendment to the existing development agreement. Mr. Gillespie will attend the September DDA meeting to address the Board. Mr. Haas has met with business owners on Cedar Street regarding the placement of the Electric Vehicle Charging Stations. The DDA continues to work with Khyber Investments and Dakkota Interiors regarding the clean-up of the contaminated discharge from their facility on Holloway Drive. Builders have been very busy, so progress on the former tattoo parlor and the Esker Landing pavilion has been slow.

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Deputy Director

Ms. Underhill reported that the DDA will present its 2021 budget to the Township Board of Trustees on September 8th. Work continues on the Safe Routes to School sidewalk program throughout the Township. The pedestrian crossing signal on Cedar Street at Delhi Commerce Drive will be activated the last week of August. The paving for the parking lot expansion at Esker Landing is complete.

Advertising & Marketing Committee

There was no report.

Planning Commission

Planning Commission representative Rita Craig reported that the site plan under the Special Use Permit for Rainstorm Car Wash was approved. The business will be located on the former Kazumi's site at 2457 Cedar Street.

Supervisor

Township Supervisor Hayhoe reported on various business openings and closings. Two large apartment developments are in the process of being built. Local service clubs are meeting via Zoom and in person, when possible. He reported that Holt Public Schools has been busy distributing food over the summer. Distribution will occur 5 days a week during the school year.

Treasurer

Ms. Underhill reported the total cash and investments as of July 31, 2020 was \$5,242,876.

Members

None.

Limited Comments

Nancy Romig, 4168 Watson Avenue, commented that she appreciated the informative presentation given by the DDA at the August 18 Board of Trustees meeting. She hopes that it will be presented to the public at some point in a Question and Answer format. She also commented that she felt the Holt Farmers Market should be used for community supported events and activities since it is only open once a week. With the delay of the Esker Square development, she feels that the Township needs to look at other alternatives to promote bringing in new businesses to create our downtown.

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ADJOURNMENT

Craig moved, Marvin supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Hayhoe, Leighton, Marvin, Miller

Absent: Ammon, Fauser, Rae

MOTION CARRIED

The meeting was adjourned at 7:47 p.m.

Nanette Miller, Secretary

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