

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MARCH 30, 2021**

The Downtown Development Authority, pursuant to Public Act 254 of 2020, conducted its regular Tuesday, March 30, 2021 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Rick Brown (Holt, MI), Rita Craig (Holt, MI), Tim Fauser (Holt, MI), John Hayhoe (Holt, MI), David Leighton (Mason, MI), Steven L. Marvin (Lansing, MI), Nanette Miller (Lansing, MI), Sally Rae (Holt, MI)

MEMBERS ABSENT: Harry Ammon

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, Fauser supported, to approve the regular meeting minutes of January 26, 2021.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

PRESENTATION

Scott Gillespie, The Gillespie Company, gave a brief presentation on the proposed changes to the floor plan and building elevation for Esker Square. The changes are presented as a way to move the project forward given the current state of the commercial real estate market. The first-floor plan change allows for additional residential space with storefront space for those working from home. The structure will be versatile to shift to commercial space if traditional commercial tenants become available. Mr. Gillespie answered questions from board members regarding the proposed changes.

BUSINESS

RESOLUTION NO. 2021-002: FOURTH AMENDMENT TO TRANSFER/DEVELOPMENT AGREEMENT – ESKER SQUARE

Fauser moved, Craig supported, to adopt Resolution No. 2021-002, a resolution for Fourth Amendment to Transfer/Development Agreement between Delhi Township Downtown Development Authority and 2000 Cedar, LLC.

SUBJECT TO APPROVAL

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Attorney Gordon Van Wieren, Thrun Law Firm, P.C. reviewed the salient points of the amendment: September, 1, 2021 is the start date for construction; a commitment letter for funding must be in place; a construction contract is required; and the developer must make progress with the Michigan Department of Environment, Great Lakes & Energy grant activities; the changes must be recommended for approval by the Delhi Township Planning Commission and subsequent Township Board of Trustees approval.

Mr. Brown asked if the property is returned to the DDA, who is responsible for the clean up of the site? Mr. Haas responded that the DDA is responsible in that event. Ms. Miller requested a crew be sent to the site to clean it up. Mr. Gillespie responded that he would send a crew as quickly as possible. Mr. Haas explained that the proposed changes are the result of months of weekly meetings and discussions about how best to move the project forward given the current commercial real estate market.

A Roll Call Vote was recorded as follows:

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

Nays: Hayhoe, Marvin

Absent: Ammon

MOTION CARRIED

RESOLUTION NO. 2021-003: SALE OF REAL PROPERTY LOCATED AT 4063 KELLER ROAD

Brown moved, Fauser supported, to adopt Resolution No. 2021-003, a resolution for the sale of real property located at 4063 Keller Road within the Charter Township of Delhi, Ingham County, Michigan to NMK Properties, LLC and direct Executive Director Haas and/or Deputy Director Underhill to execute the closing documents.

Mr. Van Wieren reviewed the Buy and Sell Agreement and explained the necessity of the First Addendum to address the environmental concerns due to the house fire that occurred prior to the DDA purchasing the property in 2006. Mr. Haas explained that Dean Bontrager is purchasing the property to expand his electrical contractor business. Deputy Director Underhill reported that the Purchaser has completed the required Phase I Environmental Site Assessment. By selling the property, the DDA will return a former non-conforming residential use parcel to Industrial zoning per the Master Plan and return the property to the tax roll.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

BID AWARD – DELHI TRAILS ASPHALT REHABILITATION

Rae moved, Leighton supported, to award the bid for Delhi Trails Asphalt Rehabilitation Crack/Surface Sealing to Hayhoe Asphalt in the amount of \$2,700.00 and Full-Depth Replacement to American Asphalt, Inc. in the amount of \$11,015.00 and authorize Hubbell, Roth & Clark, Inc. to provide the contractors with notices to proceed.

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Supervisor Hayhoe informed the Board he would abstain from voting on this matter due to conflict of interest.

Todd Sneathen, Hubbell, Roth & Clark, Inc. reported that a bid opening was attempted on January 14, 2021, but no bids were received. HRC then split the project in two and reached out to contractors to solicit additional bids. 4 bids were received. Hayhoe Asphalt submitted the low bid for the Crack/Surface Sealing portion and American Asphalt, Inc. submitted the low bid for the Full-Depth Replacement work.

A Roll Call Vote was recorded as follows:

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

Abstain: Hayhoe

Absent: Ammon

MOTION CARRIED

BACK TO BUSINESS PROGRAM UPDATE

Jeff Blohm, Blohm Creative Partners, reported that 66 businesses have completed their campaigns for Phase I of the program at a total cost of \$159,181. For Phase II, 37 businesses have enrolled, 22 of them are repeats from Phase I. Since October, over 18 million impressions were made (the number of ads seen by people) and over 114,000 people clicked on the ads. The response from businesses that have participated in the program has been overwhelmingly positive. Once Phase II of the program has been completed, a full accounting will be shared with the DDA Board.

REPORTS

Executive Director

Mr. Haas reported that the original contractor for the rehabilitation of 2176 Cedar passed away. Ernie Phillips (contractor that worked on the DDA office) has taken over the project. A restaurant tenant is anxious to open this spring. The DDA Value website is live and videos have been shared on social media. So far, 22,000 users have made over 34,000 impressions. The videos have been viewed over 6,000 times, sharing information about how the DDA is funded and its operation. The DDA has the potential to receive federal funds from Delhi Township to assist businesses. It is hoped that a plan will be shared in April.

Deputy Director

Ms. Underhill reported that Township meetings will be held in person in April. Unless Public Act 254 of 2020 is amended, the DDA may be holding its meetings in person as well. They will likely be held at Township Hall, due to spacing issues at the DDA office. Holt Farmers Market is seeing a large increase in the sale of EBT tokens. The audit for fiscal year 2020 is in progress. Once complete, final figures for 2020 year end will be shared with the DDA Board.

Advertising & Marketing Committee

There was no report.

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Planning Commission

Ms. Craig reported that the Planning Commission approved rezoning the corner of Waverly and Eaton Rapids Roads from C-2 to IW to accommodate a landscaping company interested in the property. The former Burger King restaurant on Jolly Road will become a Coney Island restaurant with a drive-through. Avis Flats development on Aurelius Road was approved.

Supervisor

Township Supervisor Hayhoe reported that 200 housing units will be added at Avis Flats on Aurelius Road. A ribbon cutting ceremony will be held for the Red Oaks development on Cedar Street. 100 housing units will be added on Willoughby Road near the railroad tracks. The housing market is very attractive in Holt right now. Very high demand for homes with not much supply. The Township will be receiving \$2.8M in federal funds and developing a spending plan. Gravity Smokehouse BBQ purchased the former Champions building on Cedar Street.

Treasurer

Due to the audit, there was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

Fauser moved, Brown supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

MOTION CARRIED

The meeting was adjourned at 7:55 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL