

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JULY 27, 2021**

The Downtown Development Authority met Tuesday, July 27, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

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

PUBLIC COMMENT: None

SET/ADJUST AGENDA There were no changes to the agenda.

Chairperson Leighton reviewed the procedure for addressing the DDA Board.

APPROVAL OF MINUTES

Rae moved, Craig supported, to approve the regular meeting minutes of May 25, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

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 7:05 pm and closed at 7:12 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. Dr. Toni Glasscoe, Associate Vice President of External Affairs, Development & K-12 Operations attended, representing Lansing Community College at the meeting. She commended the DDA Board for their good work and said that LCC is a proud partner with Delhi Township and the DDA.

BUSINESS

2176 CEDAR STREET – BARNHART AND SON, INC. PROPOSAL FOR SANITARY SEWER, MONITORING MANHOLE & GREASE TRAP

Fauser moved, Ammon supported, to approve the proposal from Barnhart and Son, Inc. for the installation of Sanitary Sewer, Monitoring Manhole, and Grease Trap for the proposed restaurant located at 2176 Cedar Street for time and material not to exceed \$15,000.00.

A Roll Call Vote was recorded as follows:

SUBJECT TO APPROVAL

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

MOTION CARRIED

2150 CEDAR STREET – MORROW ROOFING INC. PROPOSAL FOR ROOF REPLACEMENT

Ammon moved, Fauser supported, to approve the proposal from Morrow Roofing, Inc. to replace the roof at 2150 Cedar Street in the amount of \$39,044.00 with a 10% contingency. Additional roof deck replacement is also approved, as needed, on a time and materials basis, per the proposal.

Executive Director C. Howard Haas reported that 2 additional commercial roofing companies were contacted to submit bids for the project. Morrow Roofing was the only company to respond. The roof replacement has been included in the Capital Improvement Budget for the last several years. Now that the roof is actively leaking and at the end of its useful, it is time for replacement. Rick Brown, Holt Schools Representative, mentioned that the school district is utilizing Morrow for several building projects and has been very satisfied with the work provided.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he spoke with Scott Gillespie, Esker Square developer, today. The general contractor is setting dates for the concrete foundation and subsequent steel and wood planking. The project is operating within the limits of the current agreement. The search for a kayak vendor for Esker Landing has not been successful to date. Blohm Creative Partners gave a presentation to the Township Board of Trustees earlier in July regarding the Back to Business Program. It is our hope that a portion of American Rescue Plan Act funds can be used to facilitate another round of this successful program and further benefit Delhi Township businesses.

Deputy Director

Ms. Underhill reported that the Food Frenzy events have been extremely popular with the community. The next event is on Wednesday, August 11th at Holt Farmers Market. A Journey tribute band will provide the live music entertainment. An additional Food Frenzy will be held on Wednesday, September 8th. Preliminary plans are underway for a Halloween-themed event. The Holt Community Center continues to provide free meeting space to non-profit groups. Two new groups were added in July. The 2022 budget process began in May. The DDA will hold its initial meeting with the Township Manager and Accounting Technician on July 29th. The draft budget will be presented to the DDA Board at the August meeting, prior to the Budget Workshop on September 14th.

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Advertising & Marketing Committee

Mr. Leighton reported that Blohm Creative Partners will be working to streamline the DDA and Holt Now websites for better accessibility.

Planning Commission

Ms. Craig reported that the Preliminary Plat for Berry Farms was approved. The Wooded Valley Planned Unit Development was also approved.

Supervisor

Supervisor Hayhoe reported that the bulk of the \$2.9M American Rescue Plan Act funds will go toward sewer projects. The Township will not need to borrow as much money to complete the scheduled work. Construction on the Hayhoe Trail will begin this fall. The Friends of the Delhi Trails group is reorganizing and is holding meetings for those interested. August 3 is the National Night Out event in Veterans Memorial Gardens. HOPS & BOPS, sponsored by the Holt Community Arts Council will take place on August 21 in Veterans Memorial Gardens. The Holt Education Foundation is holding its annual cookout at the first home football game of the season on August 26th at Holt High School.

Treasurer

Ms. Rae reported that DDA cash and investments totaled \$8,239,915 as of May 31, 2021 and \$8,274,917 as of June 30, 2021.

Members

Ms. Miller asked who is responsible for the curb lines in the triangle area. Delhi Township staff maintains the strip between the sidewalk on Cedar Street between Holt Road and Aurelius Road. All other areas are the responsibility of the homeowner.

Mr. Brown reported that a new grand entrance to the Holt High School football stadium will be constructed. Funds were raised in memory of Coach Mike Smith.

Limited Comments

Dr. Toni Glasscoe, Lansing Community College, reported that she is pleased with the work being done by Delhi Township, the DDA, and Holt Public Schools.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL

2021 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdictions

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

July 27, 2021, 7:00 p.m.

- \$250,000 Back to Business Program was extended for digital marketing assistance for Delhi Township businesses. A total of 99 businesses enrolled to participate and 76 campaigns were ultimately run. Over 22 million impressions were made (the number of times the ads were seen); ads reached nearly 2.5 million users; ads generated nearly 140,000 direct clicks to websites and 448 phone calls to businesses (for keyword campaigns only).
- Medical supply company McKesson completed its 174,000 square foot facility on Holloway Drive and is currently hiring employees. A coordinated, two-year effort among Delhi Township, the DDA, and Lansing Economic Area Partnership is responsible for bringing this Fortune 500 company here and represents a substantial investment in our community.
- Renovation underway to bring a small restaurant to the DDA owned property at 2176 Cedar Street.
- 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
- Summer/Winter Tax 2020 Revenue Sharing Table attached. Funds were distributed to taxing jurisdictions earlier this month.

