

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 31, 2021**

The Downtown Development Authority met Tuesday, August 31, 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, Rita Craig, Tim Fauser, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Rick Brown, John Hayhoe

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.

APPROVAL OF MINUTES

Rae moved, Craig supported, to approve the regular meeting minutes of July 27, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

MOTION CARRIED

PRESENTATION Scott Gillespie, The Gillespie Company – Update on Esker Square

Scott Gillespie reported that the masonry (concrete block) for the project will be delivered to the site this week. A few changes were made to the design of the building due to availability issues with certain products. It is anticipated that the first building will be 100% complete within 12 months after the start of construction. Construction on the second building will likely begin before the first building is finished. The project has experienced supply chain issues, labor issues, and large price increases in construction supplies due to the pandemic. Mr. Gillespie thanked the board for their patience and understanding during the past few years. He is excited to see the project completed.

BUSINESS

2176 CEDAR STREET – PHILLIPS BUILDING AND REMODELING INC. PROPOSAL FOR RENOVATION WORK

Ammon moved, Fauser supported, to approve the proposal from Phillips Building and Remodeling Inc. for the renovation work at 2176 Cedar Street in the amount of \$134,050.00 plus a 15% contingency.

Executive Director Haas offered background on the project, first approved in 2019. The sewer work is complete. A new water lead is required and will be installed by the Lansing Board of Water and Light. The Phillips proposal includes all other work for the completion of the renovation of the proposed restaurant.

A Roll Call Vote was recorded as follows:

SUBJECT TO APPROVAL

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

MOTION CARRIED

2020 FARMERS MARKET ANNUAL REPORT

Chuck Grinnell, Market Manager, reviewed his 2020 Annual Report. The Market was closed due to COVID-19 as of March 13 and reopened with significant safety protocols in place on May 30. There were people lined up out the door on May 30 and over 600 people visited the Market that day. All token sales were down during the year. A large increase is expected for 2021. All special events at the Market were cancelled for 2020. 5 Food Frenzy events were scheduled for 2021. The first event in May offered food to go, no seating was available. All other Frenzy events provided seating. Attendance ranged from 1000 to 1400 people. There will be a Halloween themed Food Frenzy on Wednesday, October 27, featuring 16 food vendors and live music. The Market experienced loss of a few vendors due to COVID. Air purifiers were added to help circulate cleaner air. To his knowledge, no COVID cases were traced back to the Market. Positive cases were reported, but not related to Market attendance. Masks are once again required for Market vendors and customers.

Cruise to Holt, a drive-in car show, was established this summer on Friday evenings using the Market parking lot.

The new roof is currently being installed at the Market.

2022 DDA BUDGET – INITIAL REVIEW

Deputy Director Underhill gave an overview of the 2021 Projected and 2022 Requested budget. It includes forecasts through 2024. She highlighted a few differences from prior years due to the State of Michigan revising account numbers. This budget will be presented to the Delhi Township Board of Trustees at the Budget Workshop on Tuesday, September 14.

Executive Director Haas invited DDA Attorney Gordon VanWieren, Thrun Law Firm, P.C. to address the board regarding the terms of the Transfer/Development Agreement between the DDA and 2000 Cedar, LLC (Esker Square). Mr. Van Wieren reviewed the initial Agreement and its subsequent amendments, the fourth of which was signed in March of this year. That amendment requires that vertical construction, defined as the first-floor walls being physically attached to the foundation, commence on or before September 1, 2021. Photographs and video were taken at the end of the day on September 1, 2021 to document the site. A demand letter for an unencumbered warranty deed for the property to be delivered within three days to Transnation Title Company was sent on September 1, 2021. Mr. Gillespie will have thirty (30) days to commence vertical construction. If that does not occur, the deed will be released to the DDA.

REPORTS

Executive Director

Mr. Haas is still looking for a kayak vendor for Esker Landing. The Electric Vehicle Chargers are installed and await activation. Cost structures for use will be designed to help the DDA recoup the costs of installation. The Delhi Township Board of Trustees approved \$250,000 to assist

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Township businesses in the form of digital marketing assistance. Blohm Creative Partners will once again be facilitating that assistance. \$50,000 was set aside for women and minority owned businesses during the first 90 days of the program.

Deputy Director

Ms. Underhill reported that masks are required in all Township buildings as of August 30.

Advertising & Marketing Committee

Mr. Leighton reported that the Township Business Directory will be updated to include sorting and filtering, making it more user friendly to the public. The Our Town publication will be rebranded as HoltNOW beginning with the October issue.

Planning Commission

Ms. Craig reported that a Special Use Permit was approved for the Eyde property at the south end of Cedar Lake for Lawn Stars Landscapers.

Supervisor

In the absence of the Supervisor, there was no report.

Treasurer

Ms. Rae reported that DDA cash and investments totaled \$5,225,560 as of July 31, 2021.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL