

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, January 25, 2022

7:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Comments from the Public

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN TWO (2) MINUTES.

Set/Adjust Agenda

Approval of Minutes:

Regular Meeting of November 30, 2021

Regular Brownfield Meeting of November 30, 2021

Business

1. The Village Inn Motel – Police and Fire Call Statistics
Lt. Chauncey Shattuck, Ingham County Sheriff's Office, Delhi Division
Chief Brian Ball, Delhi Township Fire Department
2. Powering Cedar Street Medians – Hubbell, Roth & Clark, Inc.
3. Nomination and Election of 2022 DDA Board Officers

Late Agenda Item

4.

Reports

5. Executive Director
6. Deputy Director
7. Marketing Committee
8. Planning Commission
9. Supervisor
10. Treasurer
11. Members

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

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

The Downtown Development Authority met Tuesday, November 30, 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: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Steven L. Marvin, Sally Rae

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director

PUBLIC COMMENT: None

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

APPROVAL OF MINUTES

Hayhoe moved, Fauser supported, to approve the regular meeting minutes of October 26, 2021.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Marvin, Rae

MOTION CARRIED

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an Informational Meeting was held for taxing jurisdictions. Deputy Director Underhill reviewed the report highlighting the activities during the second half of 2021. A copy of the report is included as Attachment A.

BUSINESS

RESOLUTION NO. 2021-004: ADOPTING FISCAL YEAR 2022 DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS

Fauser moved, Hayhoe supported, to adopt Resolution No. 2021-004, a resolution adopting the Fiscal Year ending December 31, 2022 Delhi Charter Township Downtown Development Authority Budgets.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Marvin, Rae

MOTION CARRIED

REPORTS

Executive Director

SUBJECT TO APPROVAL

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

Mr. Haas reported that the renovation work at 2176 Cedar is moving forward. The parking lot was paved in mid-November. New water service was also installed. He met with potential users of the DDA owned property at Cedar and Hancock. He is working with Lansing Economic Area Partnership on finding an end user for the 500 acres owned by DTN/Eyde. Esker Square is awaiting the steel delivery from California. Masons are working on the elevator shaft.

Deputy Director

Lori Underhill reported that the Market will be hosting an Open House following the Delhi Township Tree Lighting Ceremony on Wednesday, December 1. She reminded the Board that there is not a meeting in December.

Advertising & Marketing Committee

Mr. Leighton reported that the online Business Directory is being worked on before going live on the DDA website.

Planning Commission

Ms. Craig reported that the Planning Commission is working on updating the Delhi Township Master Plan. A consultant will be hired to help the Commission with the work that needs to be done.

Supervisor

Supervisor Hayhoe reported that the Tree Lighting Ceremony will be held on Wednesday, December 1, 2021 at 6:30 p.m. in Veterans Memorial Gardens.

Treasurer

Ms. Underhill reported that the total DDA cash and investments as of October 31, 2021 were \$6,286,352.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:19 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 30, 2021**

The Brownfield Redevelopment Authority met Tuesday, November 30, 2021 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:20 p.m.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Steven L. Marvin, Sally Rae

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

Fauser moved, Craig supported, to approve the regular meeting minutes of October 26, 2021.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Marvin, Rae

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2021-001: ADOPTING FISCAL YEAR 2022 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Miller moved, Brown supported, to adopt Resolution No. 2021-001, a resolution adopting the Fiscal Year ending December 31, 2022 Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Roll Call Vote was recorded as:
Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Miller
Absent: Ammon, Marvin, Rae

MOTION CARRIED

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:23 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



CALLS FOR SERVICE

**Village Inn
2211 N Cedar St.
Holt, MI 48842**

January 1, 2018- January 12, 2022

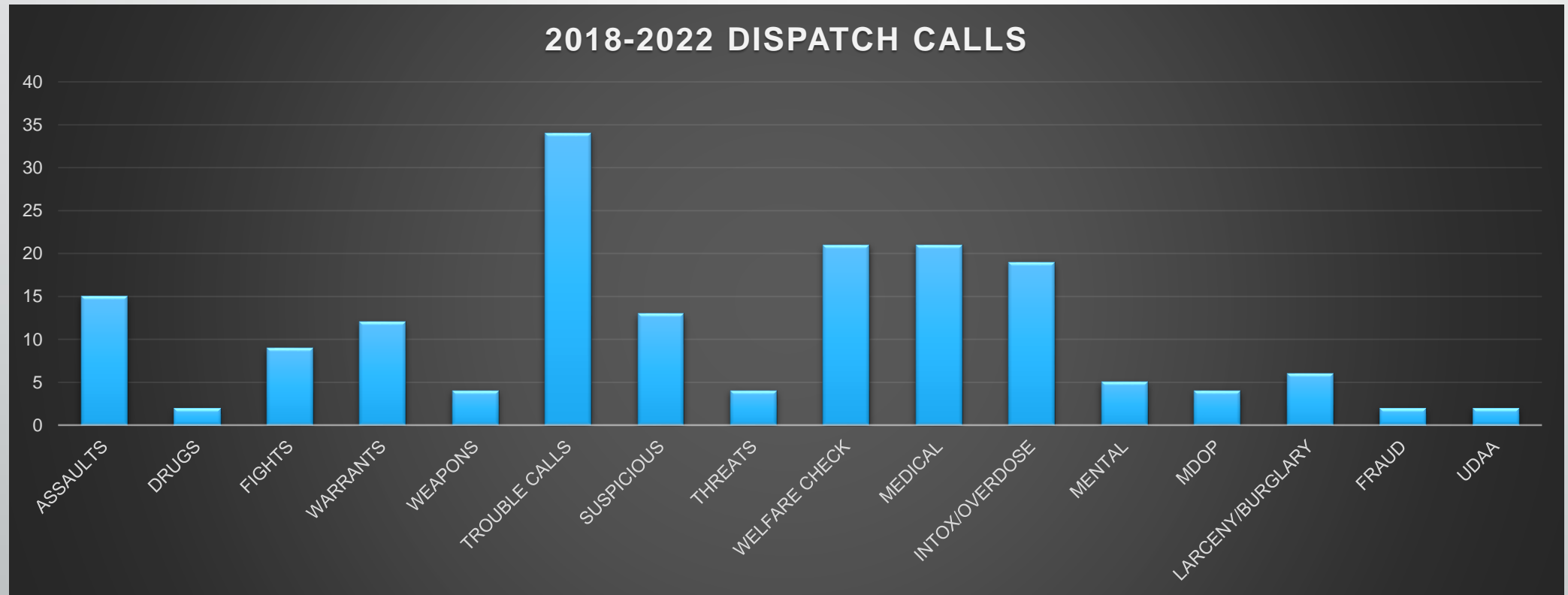
CALLS FOR SERVICE AT VILLAGE INN

2018-2022

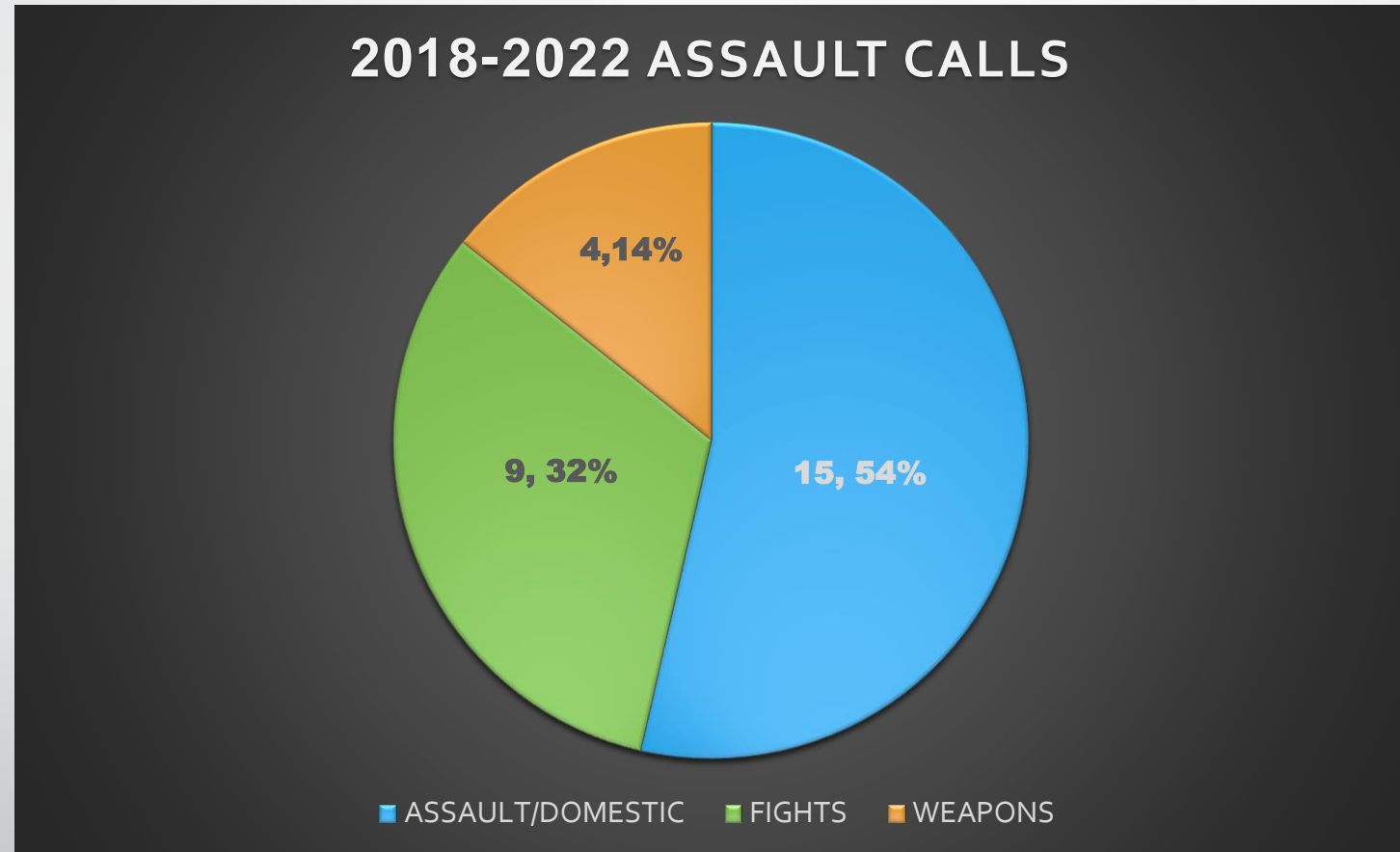
ASSAULT/ DOMESTIC	FIGHT	WEAPONS	WARRANTS	TROUBLE CALLS	SUSPICIOUS	THREATS	WELFARE CHECK	MEDICAL	INTOX OVERDOSE	MENTAL	MDOP	LARCENY/ BURGLARY	FRAUD	UDAA
5/10/18	5/22/19	1/20/19	5/11/18	5/16/18	6/15/18	10/8/18	1/21/18	1/28/18	1/24/18	10/7/19	6/2/19	8/17/18	11/7/18	3/22/19
5/18/18	10/25/19	3/19/20	6/2/18	11/19/18	1/16/19	11/14/18	11/16/18	11/4/18	3/24/18	10/25/19	12/22/19	8/30/18	10/22/19	12/8/20
11/22/18	3/16/20	7/12/21	10/12/18	11/19/18	9/1/19	1/15/21	6/20/19	11/10/18	3/25/18	10/17/19	10/20/20	11/1/18		
2/26/20	8/23/20	10/31/2021	1/24/2019	2/22/19	10/17/19	2/11/21	6/20/19	7/26/19	5/13/18	11/5/19	8/11/21	11/10/18		
4/18/20	9/28/20		8/22/19	5/13/19	10/25/19		9/2/19	8/2/19	5/16/18	6/20/19		4/25/19		
11/7/20	12/8/20		9/3/19	5/17/19	4/14/20		9/29/19	11/7/19	6/23/18			10/15/21		
12/26/20	1/8/21		12/28/20	6/21/19	8/3/20		10/15/19	1/5/20	7/26/18					
12/26/20	3/4/21		3/5/21	7/9/19	12/3/20		10/16/19	3/8/20	7/27/18					
5/22/21	6/19/21		7/18/21	8/2/19	2/5/21		10/28/19	6/7/20	5/1/19					
6/19/21			7/19/21	10/17/19	4/21/21		11/30/19	7/9/20	8/21/19					
6/1/18			10/18/21	12/28/19	5/14/21		12/31/19	10/28/20	9/12/19					
11/27/20			11/1/21	2/29/20	8/15/21		2/10/20	12/2/20	12/10/19					
5/16/20				3/19/20	9/16/21		4/10/20	1/29/21	5/15/20					
8/5/21				7/9/20			5/13/20	2/1/21	6/3/20					
1/12/22				7/15/20			8/2/20	4/7/21	6/5/20					
				8/2/20			4/9/21	6/19/21	12/1/20					
				10/20/20			5/31/21	7/5/21	12/15/20					
				11/21/20			7/12/21	7/22/21	1/6/21					
				12/8/20			9/18/21	9/14/21	1/6/21					
				1/13/21			10/2/21	9/15/21						
				1/14/21			1/9/22	12/5/21						
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15	9	4	12	34	13	4	21	21	19	5	4	6	2	2

171 CALLS FOR SERVICE

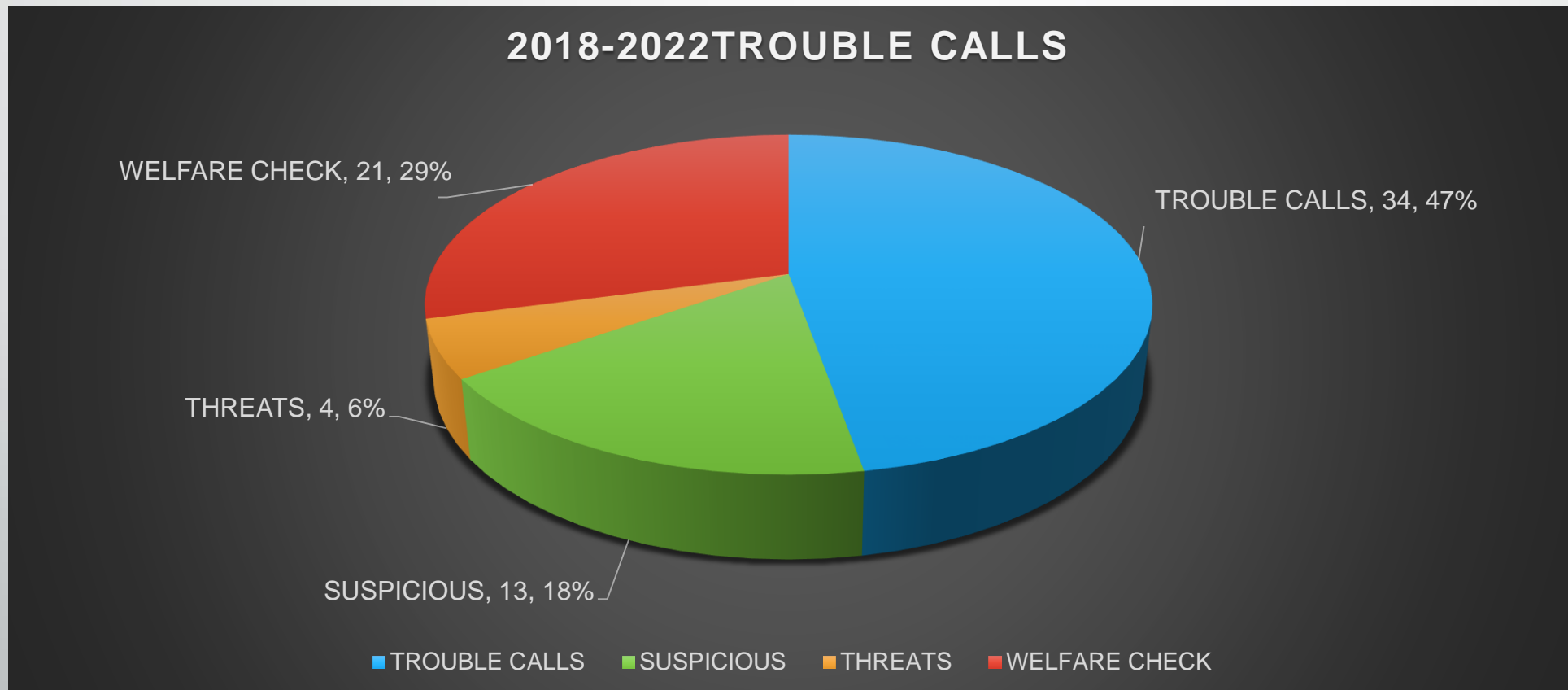
VILLAGE INN



ASSAULTS/DOMESTICS/FIGHTS

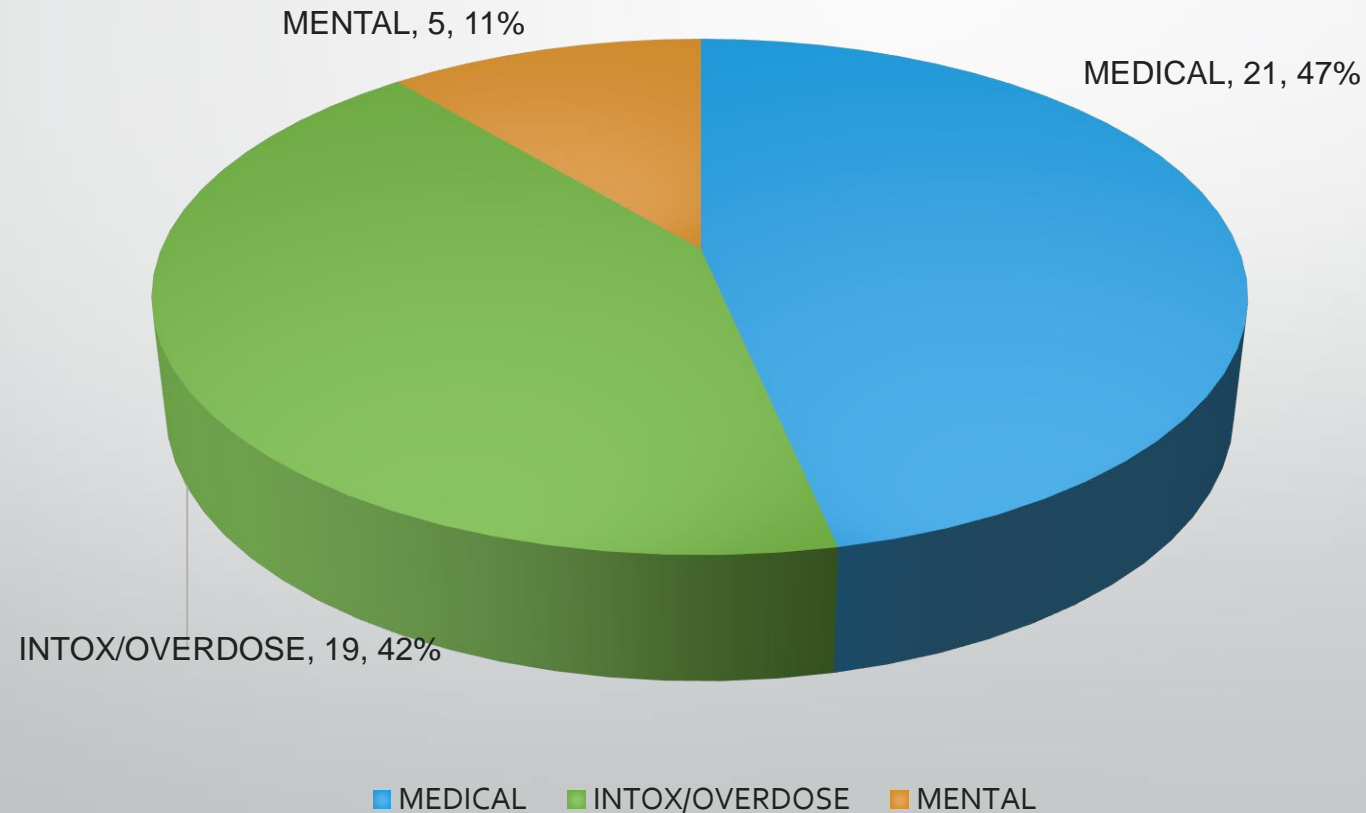


TROUBLE CALLS



MEDICAL CALLS

2018-2022 MEDICAL CALLS



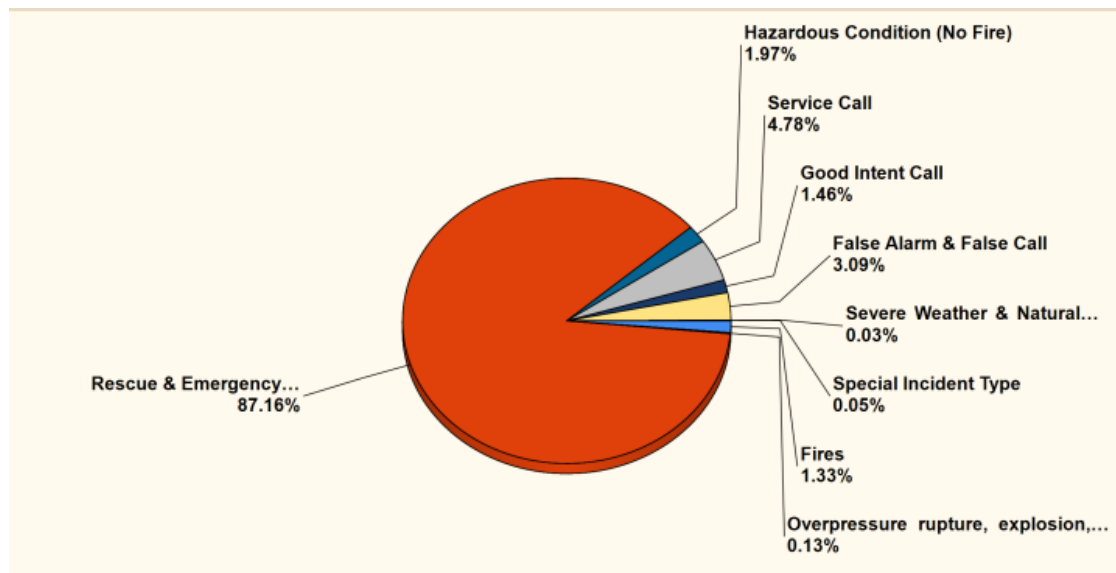


Delhi Township Fire Department

2074 AURELIUS ROAD
PHONE (517) 694-3327

HOLT, MICHIGAN 48842-6320
FAX (517) 699-3879

Delhi Fire 2021 in Review



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	52	1.33%
Overpressure rupture, explosion, overheating - no fire	5	0.13%
Rescue & Emergency Medical Service	3408	87.16%
Hazardous Condition (No Fire)	77	1.97%
Service Call	187	4.78%
Good Intent Call	57	1.46%
False Alarm & False Call	121	3.09%
Severe Weather & Natural Disaster	1	0.03%
Special Incident Type	2	0.05%
TOTAL	3910	100%

Pre-incident Value- 1,958,000 Losses- \$345,800

Total Average Response time- 5:15 well under the national average.

*The mission of the Delhi Township Fire Department
is to minimize the impact of community emergencies through education, prevention, and service.*



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

January 20, 2022

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Powering Cedar Street Medians – Engineering Services Proposal

In 2020, we added trees in the medians north of the Cedar Street roundabout as part of the Realize Cedar project. I have asked Hubbell, Roth & Clark, Inc. to determine construction costs for providing electrical power to the medians. A proposal for Engineering Services is attached for your review. Task 1 of the proposal will help us to determine whether sufficient funding is available to complete the project. The cost for the preliminary investigation is not to exceed \$5,900.00. If sufficient funding is available, Tasks 2 and 3 (Design Engineering and Construction Engineering) is set at \$36,100.00.

I therefore offer the following motion:

RECOMMENDED MOTION:

I move to approve the Proposal for Professional Engineering Services for Powering Cedar Street Medians – North of Holbrook to Hancock Drive from Hubbell, Roth & Clark, Inc. in the amount of \$42,000.00.

January 19, 2022

Delhi Charter Township
4410 Holt Rd
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services
Powering Cedar Street Medians – North of Holbrook to Hancock Drive

HRC Job No. 20211110

Dear Mr. Haas,

In accordance with your request, Hubbell, Roth & Clark, Inc. (HRC) is pleased to present this Proposal for professional engineering services for providing electrical power to the Cedar Street Medians north of the roundabout at Holbrook Drive to Hancock Drive.

Background

It is our understanding that Delhi Township is interested in providing electrical power to the medians on Cedar Street similar to the work that was previously completed at the roundabout at Holbrook Drive. This project would provide opportunities to illuminate signage or decorative elements installed in the median whether temporary or permanent.

Scope of Work

Based on the previous work completed at the roundabout and the improved street lighting on Cedar Street as part of the Realize Cedar project, HRC would propose to complete several tasks to design and install electrical power in the medians. We would propose as Task 1 to complete a preliminary investigation prior to proceeding with the design work. This would allow the Township to if adequate funding was available prior to proceeding with preparing design documents. The three tasks are as follows:

Task 1 – Preliminary Investigation

- Review electrical needs and uses for the proposed power with the Township staff
- Discussions with the Lansing Board of Water and Light to determine existing utility availability and possible crossing locations to bore the roadway.
- Prepare a preliminary cost estimate to construct power to the existing medians.
- Meet with Township staff to discuss costs and possible options prior to proceeding with design.

Task 2 – Design Engineering

- Prepare plans and specifications to solicit bids for constructing the work.

Task 3- Construction Engineering

- Solicit bids and provide a letter of recommendation to award a contract
- Provide construction administration and construction observation to ensure the work is completed based on the contract drawings.
- Conceptual repairs for the field deficiencies will be developed from which construction costs can be established.

Fees

Based on the described services above, we propose to perform Task 1 – Preliminary Investigation for a not to exceed cost of \$5,900. Task 2 and Task 3 will be completed for a not to exceed cost of \$36,100

Proposed Schedule

We are prepared and staffed to begin the preliminary investigation upon your authorization to proceed. We anticipate completion and discussion of the preliminary investigation for the Township's review within approximately three (3) weeks of this authorization. Upon review of the preliminary estimate, we would proceed with developing plans and specifications which would be completed in eight (8) weeks with a planned bidding date of mid Spring. Construction would be anticipated to start in early Summer.

Clarifications

- Design will not proceed until review and discussion of the preliminary investigation and cost estimate.

If this proposal is deemed acceptable to the DDA, please sign and return one (1) copy to this office. Thank you for this exciting opportunity to serve the Township on this project.

Should you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.
Vice President

/TS

pc: HRC; K. Ferencz, K. Stickel, File
DDA; L. Underhill

Accepted By:

Delhi Downtown Development Authority

Signature: _____

Written Name: _____

Dated: _____



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
4410 HOLT ROAD, HOLT, MI 48842
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

January 20, 2022

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Nomination and Election of 2022 DDA Officers

Each January the DDA Board nominates members to serve as officers for the year. I reached out to our current officers to confirm that they are each willing to continue serving in their respective capacities. I therefore offer the following motion:

RECOMMENDED MOTION:

I move to nominate the following as DDA Officers for the calendar year 2022:

**Chairperson: David Leighton; Vice Chairperson: Tim Fauser; Secretary: Nanette Miller;
Treasurer: Sally Rae**