

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JUNE 27, 2023**

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The Downtown Development Authority met Tuesday, June 27, 2023 2022 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, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon, Rita Craig, 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 adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Miller moved, Leighton supported, to approve the regular meeting minutes of April 25, 2023.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Craig, Marvin

**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 first half of 2023. A copy of the report is included as Exhibit A.

**BUSINESS**

**RESOLUTION NO. 2023-002: AMEND LAND CONTRACT**

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**Rae moved, Fauser supported, to adopt Resolution No. 2023-002, a resolution to amend the Land Contract for property sold to Fast Properties, LLC located at 2064 Cedar Street in the Charter Township of Delhi, Ingham County, Michigan.**

Executive Director Haas reviewed the history of the sale of the property and highlighted the terms of the First Amendment to Land Contract.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Craig, Marvin

**MOTION CARRIED**

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**2221 CEDAR & 2224 AURELIUS – DEMOLITION PROPOSALS FROM MCS EXCAVATING, LCC**

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**Fauser moved, Hayhoe supported to approve the proposal from MCS Excavating, LLC for the demolition of the structures at 2221 Cedar Street and 2224 Aurelius Road in the amount of \$35,000. In the event fencing is not used, it is moved to approve the proposal from MCS Excavating, LLC in the amount of \$48,500.**

Mr. Haas explained that the corner monuments were not in place in time to receive a proposal for fencing in the area once the structures are demolished. Ms. Underhill reviewed the steps necessary before the structures could be demolished. The timetable is dependent upon the utility companies and their demolition of the water, electric, and gas utilities.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Craig, Marvin

**MOTION CARRIED**

**CEDAR STREET PAVING**

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**Rae moved, Leighton supported, to authorize the use of up to \$178,000 to contribute to the anticipated cost estimated to be between approximately \$268,000 and \$323,000 for the reconstruction of Cedar Street between the roundabout and Dallas Avenue as part of this summer's Ingham County Road Department project and authorize the DDA Director to execute and all necessary agreements and paperwork to facilitate the same.**

Mr. Haas explained that between the Realize Cedar project and the summer reconstruction of Cedar Street from the roundabout south to Mason, a gap between the roundabout and Dallas Avenue would exist, leaving that portion of road untouched. Township Manager Tracy Miller approached the Ingham County Road Department about repaving this small section of Cedar Street as part of the larger project. The Road Department agreed. Ms. Underhill explained that due to the Road Department meeting calendar, an agreement between the parties was not yet available for review or signature. It will be provided as soon as it becomes available. Tonight's meeting commits the funds toward the project.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Craig, Marvin

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas welcomed newly appointed member Jon Breier to the DDA Board. Steven L. Marvin is stepping down following the completion of his term on July 21, 2023. Building 1 of Esker Square

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is fully leased and construction continues on Building 2. A ribbon cutting ceremony will take place on July 13<sup>th</sup> at 2:00 p.m. All DDA Board members are welcome to attend. The butterflies that were located atop the Farmers Market building have been moved. They can now be found in Veterans Memorial Gardens. Lights will be added in the near future to make them more visible at night. The sun/rain shelter was delivered and installed at Holt Farmers Market earlier in June. It will be used to project the stage for all special events hosted at the Market. Mr. Haas met with two individuals interested in the DDA owned property at 2361 Cedar Street.

**Deputy Director**

Lori Underhill reported on the Food Frenzy events scheduled for 2023. Events will take place on the following Wednesdays from 4:00 – 8:00 at Holt Farmers Market: July 12, August 16, September 13, and October 11. A new event, Holt BBQ & Brew, will take place on Thursday, August 31 from 4:00 – 8:00. The American Legion Post 238 will host a beer tent while several BBQ vendors will be available. In mid-July, \$3,613,376.63 in revenue sharing will be disbursed among the following taxing jurisdictions: Ingham County, Capital Area District Library, Capital Area Transportation Authority, Lansing Community College, and Delhi Township. Since the revenue sharing program began in 2004, the DDA has disbursed over \$34 Million to taxing jurisdictions. Thank you to Rita Craig and Tim Fauser for agreeing to serve additional 4-year terms on the DDA Board. Thank you to Steven L. Marvin for his many years of service. Welcome to our newest Board member, Jon Breier.

**Advertising & Marketing Committee**

David Leighton reported that although committee did not meet today, the summer issue of HoltNow will be out very soon, social media continues to be very positive, and the DDA Value presentation is being updated to help attract development in the DDA district.

**Planning Commission**

There was no report.

**Supervisor**

Supervisor Hayhoe reported that the Music in the Garden concert series returns to Veterans Memorial Gardens on Thursday evenings at 7:00 p.m. in July.

**Treasurer**

Treasurer Rae reported that DDA cash and investments as of May 31, 2023 total \$9,278,562. This amount includes revenue sharing payments that will be made to taxing jurisdictions in July.

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**Members**

None

**Limited Comments**

None

**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL

**2023 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

**Informational Meeting for Taxing Jurisdictions**

**Pursuant to Recodified Tax Increment Financing Act 57 of 2018**

**June 27, 2023, 7:00 p.m.**

- Construction completed on Building 1 at Esker Square. Building 1 is 60% leased. Construction began on Building 2 this winter. The Esker Square project will provide the Cedar Street Corridor with 90 apartments with first floor live/work units available.
- Property purchased at 2361 Cedar Street, 2221 Cedar Street, and 2224 Aurelius Road for redevelopment. Buildings will be demolished.
- The Holt Farmers Market is hosting its popular Food Frenzy events this spring and summer. Food trucks and live entertainment brought thousands of Delhi Township residents and visitors to the Cedar Street corridor.
- The online Delhi Township Business Directory was revamped on the DDA website. The new directory is more user friendly, searchable, and provides a comprehensive list of all Township businesses.
- 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 HoltNow published highlighting local businesses. Continued expansion of social media outlets (Facebook, Twitter, and Instagram) highlight Township events and local businesses.