

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JANUARY 26, 2021**

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The Downtown Development Authority, pursuant to Public Act 254 of 2020, conducted its regular Tuesday, January 26, 2021 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

**MEMBERS PRESENT:** Harry Ammon (Mesa, AZ), 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:** None

**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**

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**Fauser moved, Craig supported, to approve the regular meeting minutes of November 24, 2020.**

A Roll Call Vote was recorded as follows:

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

Absent: None

**MOTION CARRIED**

**Craig moved, Ammon supported, to approve the regular Brownfield meeting minutes of November 24, 2000.**

A Roll Call Vote was recorded as follows:

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

Absent: None

**MOTION CARRIED**

**BUSINESS**

**NOMINATION AND ELECTION OF 2021 DDA BOARD OFFICERS**

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**Hayhoe moved, Ammon supported, to nominate the following as DDA officers for the calendar year 2021: Chairperson – David Leighton; Vice Chairperson – Tim Fauser; Secretary – Nanette Miller; Treasurer – Sally Rae**

A Roll Call Vote was recorded as follows:

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Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae  
Absent: None

**MOTION CARRIED**

**2176 CEDAR STREET PARKING LOT – BID RECOMMENDATION AND AWARD**

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**Ammon moved, Craig supported, to award the bid for the Municipal Parking Lot located at 2176 Cedar Street to Rieth-Riley Construction Co., Inc. in the amount of \$50,995.25 and authorize Executive Director Haas to execute the contract documents.**

Todd Sneathen, Hubbell, Roth & Clark, Inc. reported that a virtual bid opening was held on January 14, 2021 and seven (7) bids were received for the project. Three of the bids were within \$390 of each other. Rieth-Riley Construction Co., Inc. was the low bidder and has worked on Township projects in the past. Work will likely begin in March. Storm sewer work represents a large portion of the project.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae  
Absent: None

**MOTION CARRIED**

**DELHI TRAILS ASPHALT REHABILITATION UPDATE**

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Todd Sneathen, Hubbell, Roth & Clark, Inc. informed the Board that a bid opening was attempted on January 14, 2021, but only one bid was received and it was received late. HRC will reach out to contractors to solicit additional bids and will break down the project into repair work and replacement work. If necessary, the bids will be brought before the Board at the regular meeting in March.

**BACK TO BUSINESS PROGRAM UPDATE**

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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, 36 businesses have enrolled, representing approximately \$90,000 in costs. 25 of them are repeats from Phase I. This cross section of 77 unique businesses represents approximately 23% of all Township businesses. Joel Beeker, Blohm Creative Partners, shared that business owners are extremely grateful to have this opportunity.

Chairperson Leighton asked what sort of follow up data is shared with the business upon completion of the program. Mr. Blohm responded that each business is supplied with detailed metrics for their campaign. Many businesses are learning a new skill in digital marketing that will benefit them in the future.

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**RESOLUTION NO. 2021-001: SALE OF REAL PROPERTY LOCATED AT 2064 CEDAR STREET**

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**Fauser moved, Craig supported, to adopt Resolution No. 2021-001, a resolution for the sale of real property located at 2064 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan to Fast Properties, LLC, Amanda Goodman, Joshua T. Goodman, Kristin Johnson and David Duane Johnson (collectively, the “Purchasers”) and direct Executive Director Haas and/or Deputy Director Underhill to execute the closing documents.**

DDA Attorney Gordon Van Wieren, Thrun Law Firm, P.C. reviewed the resolution and attached purchase agreement documents including the Transfer of Liability as this is a contaminated property. The terms of the Land Contract sale: \$90,000 purchase price with \$5,000 down due at closing, monthly payments of \$6,300 per month for 18 months at 4% interest until the Land Contract is paid in full.

A Roll Call Vote was recorded as follows:

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

Absent: None

**MOTION CARRIED**

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**REPORTS**

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**Executive Director**

Mr. Haas spoke with a potential small industrial user interested in purchasing DDA owned properties at 4063 Keller Road and 2150 Depot Street. There are multiple potential users for the former tattoo parlor at 2176 Cedar Street. The contractor is having difficulty finding subcontractors to complete the necessary work for the building rehabilitation. Attorneys representing the owner and former user of property on Holloway Drive adjacent to the now contaminated drainage pond are finally moving forward to conduct their own environmental investigation. Mr. Haas will hold weekly conference calls with the developer of Esker Square to ensure that vertical construction begins in a timely manner.

**Deputy Director**

Ms. Underhill reported that Township buildings reopened to the public as of January 19, 2021. The Farmers Market has seen a large reduction in token sales due to the largest vendor, Otto’s Chicken, procuring their own credit card processing. The Market continues to be open every Saturday from 9:00 – 2:00. All of the electric vehicle charging stations will now be placed on Township property behind the Community Services Center building. Public Act 254 of 2020 allows for remote board meetings to be held through the end of March, 2021.

**Advertising & Marketing Committee**

Mr. Leighton reported that the Committee discussed using the Spring 2021 issue of Our Town as an electronic directory of all businesses in the Township, the Back to Business Program continuation, and the various assets of the DDA Value Project at its meeting this afternoon.

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**Planning Commission**

Ms. Craig reported that the Planning Commission discussed a reduction in units in the 2<sup>nd</sup> phase of the Wooded Valley development on Willoughby Road, allowing for more open space.

**Supervisor**

Township Supervisor Hayhoe reported that the Holt Alliance conducted a grand opening ribbon cutting event at Dog Play & Stay Resort. Several businesses closed during 2020, but many new businesses opened. \$20,000 grants from Lansing Economic Area Partnership were awarded to a gym and a daycare facility in Delhi Township. A grand opening event for the new Redwood Development on Cedar Street is forthcoming. There will not be a Holt Education Foundation dinner event this year. The Rotary event normally held at Texas Roadhouse will not take place this year.

**Treasurer**

Ms. Rae reported the total cash and investments as of November 30, 2020 was \$5,102,384. Budget amendments for 2020 for the DDA and Brownfield funds were included in the packet.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

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**Ammon moved, Marvin supported to adjourn the meeting.**

A Roll Call Vote was recorded as follows:

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

Absent: None

**MOTION CARRIED**

The meeting was adjourned at 7:46 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL