

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2023**

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The Downtown Development Authority met Tuesday, January 31, 2023 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, Steven L. Marvin, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon

**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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**Craig moved, Fauser supported, to approve the regular meeting minutes of November 29, 2022.**

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

**MOTION CARRIED**

**Fauser moved, Leighton supported, to approve the regular Brownfield meeting minutes of November 29, 2022.**

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

**MOTION CARRIED**

**BUSINESS**

**NOMINATION AND ELECTION OF 2023 DDA OFFICERS**

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**Craig moved, Hayhoe supported, to nominate the following as DDA officers for the calendar year 2023: Chairperson: David Leighton; Vice Chairperson: Tim Fauser; Secretary: Nanette Miller; Treasurer: Sally Rae.**

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

**MOTION CARRIED**

SUBJECT TO APPROVAL

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**RESOLUTION NO. 2023-001: PURCHASE OF 2221 CEDAR STREET AND 2224 AURELIUS ROAD**

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**Rae moved, Hayhoe supported to adopt Resolution No. 2023-001, a resolution for the purchase of real property located at 2221 Cedar Street and 2224 Aurelius Road within the Charter Township of Delhi, Ingham County, Michigan from SB, LLC and authorize the DDA Executive Director or Deputy Director to execute the closing documents for the same.**

DDA Counsel Gordon Van Wieren, Thrun Law Firm, P.C. explained that the DDA is conducting environmental due diligence on the property (former dry cleaners). Triterra is preparing the Phase I, Phase II, Baseline Environmental Assessment, and Due Care Plan for the property. The Little Caesars business owner has closed this location at the demand of Little Caesars Corporate. This purchase does not include the Village Inn Motel. Mike Hamilton, 4541 Sycamore Street, asked why the DDA is buying the property. Executive Director Haas indicated that the DDA is purchasing the potentially contaminated property for redevelopment.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**REVERSION OF 2361 CEDAR STREET**

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**Miller moved, Fauser supported to reimburse 2361 Cedar Street LLC in the amount of \$45,000.00 per the Purchase Agreement dated December 20, 2018.**

DDA Counsel Van Wieren explained that the Purchase Agreement contains a deed restriction that allows the DDA to reacquire the property if the Purchaser did not meet the development requirements. 2361 Cedar Street LLC was unable to commence building within the time frame. The DDA has been in discussion with the Purchaser since December 2018 regarding the progress or lack thereof. The DDA is updating all related environmental studies before reacquiring the property. A title search was ordered and came back clear of all liens and encumbrances. Property taxes have all been paid in full through Winter 2022. Once the environmental work is complete, a Warranty Deed will be executed and the funds will be reimbursed to 2361 Cedar Street LLC.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

**LED SIGN INSTALLATION AT 2150 CEDAR STREET**

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**Rae moved, Craig supported to approve the proposal from Johnson Sign Co. for the installation of an LED sign for 2150 Cedar Street in the amount of \$29,900.00**

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Chairperson David Leighton explained that he had some questions that were not explicitly addressed in the proposal. They have since been answered by Johnson Sign Co. and he feels comfortable moving forward with the installation. Deputy Director Underhill said that the funds for this sign were included in the 2023 budget.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon

**MOTION CARRIED**

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## **REPORTS**

### **Executive Director**

Mr. Haas reported that the foundation for the second Esker Square building has been poured along with the plaza area between the buildings. The developer is currently accepting apartment reservations for February 2023. Framing will begin on building two and continue throughout the winter. Updated signage was installed at Holt Farmers Market. Lighting will be updated. He is working with a national company looking for a location for a 5,000 square foot retail center. He is in negotiation with Township Parks and Recreation regarding the use of the commercial kitchen at Holt Senior Center by our Farmers Market vendors.

### **Deputy Director**

Lori Underhill reported that Holt Community Center hosted 127 meetings during 2022. The kayak rental station for Esker Landing has been ordered. The DDA shared the cost with Parks and Recreation.

### **Advertising & Marketing Committee**

Mr. Leighton reported that the Committee met and discussed the potential articles for the spring 2023 issue of *Holt Now*. Social media growth continues to be strong. The DDA and Holt Now websites have been upgraded to be ADA complaint for vision impaired users. The committee also discussed the activities of the DDA with regard to the Township Master Plan.

### **Planning Commission**

Ms. Craig reported that the Planning Commission has not met recently. The Planning Commission is working on amending the Township Master Plan.

### **Supervisor**

Mr. Hayhoe reported the Township Board of Trustees has moved to a once a month meeting schedule. Mr. Marvin asked when the former church that burned on Cedar Street would be razed. The owner is working with Consumers Energy to get all the utilities demolished. As the building is within the Cedar Street road right of way, Ingham County Road Department enters into the process, adding additional time for the utility work to commence.

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**Treasurer**

Treasurer Sally Rae reported that the total DDA cash and investments as of November 30, 2022 were \$5,785,063.

**Members**

Secretary Nanette Miller commented on the Cedar Street traffic islands.

**Limited Comments**

Mike Hamilton, 4541 Sycamore, commented on Esker Square and the traffic islands in Cedar Street.

**ADJOURNMENT**

The meeting was adjourned at 7:39 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL