

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MAY 25, 2021**

The Downtown Development Authority, pursuant to Public Act 254 of 2020, conducted its regular Tuesday, May 25, 2021 meeting remotely. Chairperson Leighton called the meeting to order at 7:00 p.m.

MEMBERS PRESENT: Rick Brown (Holt, MI), Rita Craig (Holt, MI), Tim Fauser (Holt, MI), David Leighton (Mason, MI), Steven L. Marvin (Lansing, MI), Nanette Miller (Holt, MI), Sally Rae (Holt, MI)

MEMBERS ABSENT: Harry Ammon, John Hayhoe

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

Craig moved, Fauser supported, to approve the regular meeting minutes of March 30, 2021.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Hayhoe

MOTION CARRIED

BUSINESS

HOLLOWAY DRIVE WETLAND ISSUE UPDATE

Environmental Attorney Chuck Barbieri, Foster, Swift, Collins & Smith, P.C. reviewed the history of the site regarding the contamination in the retention pond located on property owned by the DDA. Testing has been conducted by the adjacent property owner and also by Triterra, on behalf of the DDA. The contamination levels are consistent with typical stormwater runoff from roads, driveways, and parking lots. For any new tenants of 1875 Holloway Drive, a new EGLE permit for stormwater discharge is required. Additionally, a permit from the Ingham County Drain Commissioner's Office is required. It is recommended that the DDA enter into a new agreement for stormwater discharge and maintenance of the discharge pipes with DTP Associates, LLC and the new tenant.

2176 CEDAR STREET PARKING LOT – ASPHALT PAVING

Fauser moved, Marvin supported, to authorize the asphalt paving of the parking lot at 2176 Cedar Street by Rieth-Riley Construction Co., Inc. based on the Opinion

SUBJECT TO APPROVAL

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of Probable Construction Costs by Hubbell, Roth & Clark, Inc. in the amount of \$34,335.00

Todd Sneathen, Hubbell, Roth & Clark, Inc. recommended that an additional layer of asphalt paving be added to the crushed asphalt already in place. This will provide a more durable surface, increase the longevity of the lot, and cut down on dust. This work will commence following the installation of the new water and sewer leads for the restaurant building. The newly paved lot will provide 33 parking spaces.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Hayhoe

MOTION CARRIED

2176 CEDAR STREET KITCHEN EXHAUST HOOD QUOTE

Fauser moved, Craig supported, to approve the quote from Elliott Food Equipment, LLC for the kitchen exhaust hood for the proposed restaurant located at 2176 Cedar Street in the amount of \$29,241.79.

Executive Director Haas explained that part of the Purchase Agreement for this property will include the costs associated with the exhaust hood, as this work is a permanent part of the building. The tenants are 30-year veterans of the restaurant business and he believes they will be successful in their endeavor.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Hayhoe

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported on the May 18 meeting with the General Manager of the new facility on Holloway Drive. The company is hosting a Job Fair in June to begin the hiring process. They hope to be at full operating capacity by October of this year. The Esker Square developer is working with his architects and suppliers to ensure everything is in place to begin construction. Mr. Haas met with potential users for the Cedar & Hancock property – zoning changes may be needed. A full price offer was made by the DDA for the PNC Bank property at the corner of Holt Road and Cedar Street. PNC asked for a non-refundable deposit of \$30,000 and for the DDA to pay all closing costs. The DDA rescinded its offer based on these requirements. An offer from a Detroit contractor was accepted. However, they desire a drive-through restaurant and that will not be approved. The drive-through lane was grandfathered in for bank use only. Nanette Miller asked what pressure could be used to keep the Esker Square property clean and maintained. Mr. Haas responded that the property is subject to Delhi Township code enforcement regulations.

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Deputy Director

Ms. Underhill reported that when the DDA resumes in person board meetings, they will be held in the Community Services Center Board Room at 2074 Aurelius Road. The DDA Board Room is not large enough to safely accommodate the public in addition to the board members. The first of five Food Frenzy events was held on May 12th at Holt Farmers Market as was attended by over 1,200 people. Subsequent events will be held on June 9, July 7, August 11, and September 8. Holt Farmers Market resumed the Friday mini-Markets in early May. The 2020 Audit is complete and will be presented to the Board of Trustees at their June meeting. The DDA website has been updated in accordance with the 2018 Public Act 57. The EGLE Grant for work on Brownfield Plan #8 (2313 Cedar Street, MSUFCU) has been completed and final reimbursement from the State of Michigan has been received. An extension was granted for the EGLE Grant for the Esker Square site.

Advertising & Marketing Committee

There was no report.

Planning Commission

Ms. Craig reported that the Planning Commission met on April 26 and May 10. The changes to the Esker Square project were unanimously approved and were sent to the Township Board of Trustees. A rezoning request for a multi-unit development on Bishop Road was not recommended for approval.

Supervisor

There was no report.

Treasurer

The 2020 Audit is complete. Total cash and investments as of December 31, 2020 totaled \$5,081,270. Total cash and investments as of April 30, 2021 total \$8,307,309. Revenue sharing checks will be sent to local taxing jurisdictions in July.

Members

None.

Limited Comments

Jonathan Breier, 4153 Willoughby Road, commended the DDA for their work supporting the Holt Farmers Market. The Food Frenzy event was amazing and the community feedback was very positive. He also commented on the PNC Bank building sale.

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ADJOURNMENT

Marvin moved, Brown supported to adjourn the meeting.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Hayhoe

MOTION CARRIED

The meeting was adjourned at 7:52 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL