

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON AUGUST 29, 2023**

The Downtown Development Authority met Tuesday, August 29, 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: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Jon Breier

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

Miller moved, Leighton supported, to approve the regular meeting minutes of June 27, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Breier

MOTION CARRIED

BUSINESS

2024 BUDGET – INTRODUCTION AND INITIAL REVIEW

Deputy Director Underhill introduced the 2024 budget to the Board and reviewed the budget calendar. The Township Budget Workshop will take place on Tuesday, September 12th. Public hearings will be set at the September 26th meeting, public hearings will be held on October 24th (a departure from our usual schedule), and the budgets will be formally adopted on November 28th.

REPORTS

Executive Director

Mr. Haas reported that Deputy Director Underhill accepted a full-time position with Delhi Township Community Development. An Administrative Secretary has been hired for the DDA and she will begin work in mid-September. She will be introduced at the September 26, 2023 DDA Board meeting. The training process will take place through the end of 2023. Safety signage has been placed at Esker Landing alerting people to the dangers of Cedar Lake (steep banks, deep water, etc.). Building 1 is open and 100% occupied at Esker Square. Construction

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continues on Building 2 and is leasing now. The township solar project construction has been delayed until 2024. Solar panels will be placed at the Farmers Market on the north side of the building where the green canvas canopies are currently located. The canopies will be moved to the south side of the building in conjunction with this project. The Cedar Street paving project (from the roundabout north to Dallas Avenue) is not moving forward at this time.

Deputy Director

Ms. Underhill reported that she accepted a full-time position with the Delhi Township Community Development Department and started in mid-July. Until the DDA replacement begins work in mid-September, she is working in both departments. There are two remaining Food Frenzy events scheduled for 2023. Events will take place on the following Wednesdays from 4:00 – 8:00 at Holt Farmers Market: 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. An open house was held for Esker Square in July and was widely covered by local media. Ms. Underhill thanked the Board and expressed her appreciation for 11 years of enjoyable work for the DDA.

Advertising & Marketing Committee

David Leighton reported that the Committee discussed the fall issue of *HoltNow*, photography efforts, the DDA Value Project, and social media updates at their meeting today.

Planning Commission

Rita Craig reported that Avis Flats resubmitted plans for Site Plan Review. Orchid Orthopedic Solutions is planning an addition of approximately 24,055 square feet to their current facility. A Special Use Permit was approved for a guinea pig rescue on Delhi Commerce Drive.

Supervisor

Supervisor Hayhoe reported that the Holt Education Foundation is hosting a cookout before the first Holt High School home football game of the season on Thursday, August 31st. The Holt Homecoming Parade will take place on Friday, September 8th. The 9|11 Run will be held on Monday, September 11th. Holt Kiwanis is hosting their Annual Chicken BBQ Dinner on September 15th. The Township is hosting a brush drop-off event at the Recycling Center on Grovenburg Road on Saturday, September 16th.

Treasurer

Treasurer Rae reported that DDA cash and investments as of June 30, 2023 totaled \$9,420,303 and as of July 31, 2023 totaled \$5,808,987. Revenue sharing payments were disbursed to taxing jurisdictions in mid-July, accounting for the large change.

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Members

Holt Public Schools Representative Rick Brown gave an update on bond construction projects for the district. Elliott and Wilcox Elementary schools opened for students on Tuesday, August 29th. An open house will be scheduled for each building for the public soon. He encouraged Board members to attend. Bond Series 2 construction will commence shortly.

Limited Comments

None

ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Nanette Miller, Secretary

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