

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 24, 2020**

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The Downtown Development Authority, pursuant to Public Act 228 of 2020 and Ingham County Health Department Emergency Order 2020-22, conducted its regular Tuesday, November 24, 2020 meeting remotely. Chairperson Leighton called the meeting to order at 7:11 p.m.

**MEMBERS PRESENT:** Rick Brown (Holt), John Hayhoe (Holt), David Leighton (Mason), Steven L. Marvin (Lansing), Sally Rae (Holt)

**MEMBERS ABSENT:** Harry Ammon, Rita Craig, Tim Fauser, Nanette Miller

**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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**Hayhoe moved, Marvin supported, to approve the regular meeting minutes of October 27, 2020.**

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Leighton, Marvin, Rae

Absent: Ammon, Craig, Fauser, Miller

**MOTION CARRIED**

**INFORMATIONAL MEETING FOR TAXING JURISDICTIONS**

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Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an informational meeting for taxing jurisdictions was opened at 7:13 pm and closed at 7:16 pm. A copy of the report of DDA activities was distributed, discussed, and is attached as Exhibit A. The following taxing jurisdictions were notified by mail 14 days in advance, as required: Delhi Township, Ingham County, Capital Area District Library, Capital Area Transportation Authority, and Lansing Community College. Toni Glasscoe represented Lansing Community College at the meeting.

**BUSINESS**

**UPDATE ON STATUS OF PROJECTS – HUBBELL, ROTH & CLARK, INC.**

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Todd Sneathen, Hubbell, Roth & Clark, Inc. updated the Board on the status of all open projects. The Holt Farmers Market design drawings are being finalized for the building permit and site plan review. Approval for preparing the bid documents for the Trail Rehabilitation project was received. A February bid opening and award is expected with work beginning in the spring as soon as the asphalt plants reopen. The stormwater and detention pond plans for the Municipal Parking Lot at 2176 Cedar Street are being finalized with the Ingham County Drain Commissioner's Office. A February bid opening and award is expected.

SUBJECT TO APPROVAL

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**HRC PROPOSAL FOR CONSTRUCTION ENGINEERING SERVICES – 2176 CEDAR STREET MUNICIPAL LOT**

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**Hayhoe moved, Leighton supported, to approve the proposal for Professional Construction Engineering Services for the Cedar Street Municipal Parking Lot from Hubbell, Roth & Clark, Inc. in the amount of \$10,700.00.**

Todd Sneathen, Hubbell, Roth & Clark, Inc. informed the Board that this proposal covers the preparation of bid documents, the bid award, and construction observation for the project.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Leighton, Marvin, Rae

Absent: Ammon, Craig, Fauser, Miller

**MOTION CARRIED**

**BACK TO BUSINESS PROGRAM UPDATE**

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Jeff Blohm, Blohm Creative Partners, reported that 48 businesses have completed their campaigns, 14 are in progress, and 21 have been non-responsive for Phase I of the Program. Phase II will be offered to businesses on a first come, first served basis until the original \$250,000 budget has been depleted. This will allow for approximately 36 additional participants. The campaigns are expected to run during the first quarter of 2021. This should allow for outdoor based businesses to better market their services for the spring and summer months.

Executive Director Haas indicated that additional funds could be set aside if the response to Phase II extends beyond the \$250,000 budget.

**RESOLUTION NO. 2020-002: ADOPTING FY 2021 DDA BUDGETS**

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**Marvin moved, Rae supported, to adopt Resolution No. 2020-002, a resolution adopting the Fiscal Year ending December 31, 2021 Delhi Charter Township Downtown Development Authority Budgets.**

No changes were made the budget since the initial review in September.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Leighton, Marvin, Rae

Absent: Ammon, Craig, Fauser, Miller

**MOTION CARRIED**

**RESOLUTION NO. 2020-003: AFFIRMING PRIOR ACTIONS**

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**Hayhoe moved, Marvin supported, to adopt Resolution No. 2020-003, a resolution affirming decisions made during telephone and video-conferencing Board meetings and other meetings held between April 1, 2020 and October 31, 2020.**

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Township Attorney David Revore, Revore Law, P.C., explained that after the Governor's Executive Orders were declared invalid by the Michigan Supreme Court, this resolution affirming all Board actions and decisions following the initial State of Emergency is recommended. All meeting minutes from April 1, 2020 through October 31, 2020 will be attached to the Resolution.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Leighton, Marvin, Rae

Absent: Ammon, Craig, Fauser, Miller

**MOTION CARRIED**

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**REPORTS**

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**Executive Director**

Mr. Haas thanked David Revore for keeping the DDA in compliance with the ever changing rules and regulations due to COVID-19. He has heard from many business owners thanking us for the Back to Business Program. He may ask for additional funds for the Program in 2021. Work is progressing on the renovation of the former tattoo parlor. A small restaurant seating approximately 19 people indoors and 16 outdoors is planned. He attended several meetings with LEAP regarding out of state businesses looking to locate here. The location for the Electric Vehicle Charging Stations in front of Frankie D's is no longer viable as it would require excavating in Cedar Street. Township staff will be working with Consumers Energy to find a more suitable location. Esker Square has many businesses looking to be potential tenants. There is a potential buyer interested in 2064 Cedar Street.

**Deputy Director**

Ms. Underhill reported that all Township buildings are closed to the public as of November 18, 2020. They will remain closed, but staffed, until January 2021. Holt Farmers Market temporarily closed and hopes to reopen on December 12, 2020. The DDA COVID-19 Preparedness Plan was updated on November 4, 2020. It is unclear whether DDA Board meetings in 2021 will be in person or remote.

**Advertising & Marketing Committee**

Mr. Leighton reported that the Committee discussed the Winter 2021 issue of Our Town, the Back to Business Program continuation, the video component of the DDA Value Project, Volunteer Bureau, and social media at its meeting this afternoon.

**Planning Commission**

In the absence of Ms. Craig, Ms. Underhill reported that the Planning Commission voted to approve conditional rezoning from C-2 to C-3 for a parcel located on the SE corner of Holt and College Roads. A Special Use Permit was approved for 2395 Washington Road allowing a religious institution within the A-1 Zoning District.

**Supervisor**

Township Supervisor Hayhoe reported that collection of sewer bills and property taxes has not been significantly impacted by COVID-19. The State of Michigan revenue sharing was \$50,000

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more than the Township anticipated. A potential development for the SE corner of Holt and College Roads will include a service station and Dunkin Donuts franchise, bringing approximately 30 new employees. Many businesses on Cedar Street have signs posted that they are looking for workers. The McLaren lab in the new Holt Family Practice building opened this week.

**Treasurer**

Ms. Rae reported the total cash and investments as of October 31, 2020 was \$5,179,370.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

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

A Roll Call Vote was recorded as follows:

Ayes: Brown, Hayhoe, Leighton, Marvin, Rae

Absent: Ammon, Craig, Fauser, Miller

**MOTION CARRIED**

The meeting was adjourned at 7:50 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL

**2020 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

**Informational Meeting for Taxing Jurisdictions**

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

**November 24, 2020, 7:00 p.m.**

- Cedar Street roundabout project completed.
- Pedestrian crossing signal on Cedar Street at Delhi Commerce Drive has been installed and is operational.
- Esker Landing parking lot expansion complete. New pavilion constructed this fall. Construction will commence soon on the Holt to Mason trail.
- Michigan State University Federal Credit Union construction complete, a \$5 Million investment in our community. Grand Opening event held on October 6, 2020.
- Esker Square construction will restart in spring of 2021. Fencing installed around construction site.
- \$250,000 Back to Business Program for digital marketing assistance for 82 (to date) Delhi Township businesses underway. Program extended with further outreach until original budget is depleted.
- Distribution Center at Holt Road and Holloway Drive is under construction with a projected completion in 2021.
- 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 focusing on Delhi Township businesses – Our Town