

The Downtown Development Authority met Tuesday, August 30, 2011 in a regular meeting in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice-Chairperson Olney called the meeting to order at 6:59 p.m. The Pledge of Allegiance was recited. Supervisor Goodrich introduced new board member Tim Fauser.

**MEMBERS PRESENT:** Kim Cosgrove, Tim Fauser, Bob Fillion, Stuart Goodrich, David Leighton, Nanette Miller, Jane Olney, DiAnne Warfield

**MEMBERS ABSENT:** Tonia Olson

**OTHERS PRESENT:** Al McFadyen-DDA Director; Helen Harrison-Recording Secretary

**PUBLIC COMMENT** - There was no public comment.

**SET/ADJUST AGENDA** - There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

**Goodrich moved, Leighton supported, to approve the meeting minutes of June 28, 2011.**

**A Voice Poll Vote was recorded as All Ayes**

**MOTION CARRIED**

**INTRODUCTION OF BUSINESS COMMUNITY POLICING OFFICER KELLY BOWDEN**

Executive Director McFadyen introduced Deputy Bowden. Deputy Bowden said he would be meeting local business owners and stressing the eligibility of exterior surveillance equipment purchase and installation through the Commercial Rehabilitation Rebate Program.

**BUSINESS**

**1. Preliminary 2012 DDA Budget review**

Mr. McFadyen gave an overview of the 2012 funding revenue reductions and that most of the main budgetary categories reflect decreases. The DDA Board can comment on the budget at both the September and October board meetings as well.

**2. Approve Vendor for Holt Holiday Co-op TV Advertising Campaign**

Mr. McFadyen reviewed the proposal. The board discussed the value of advertising for local businesses and how it reminds local residents to shop local.

**Warfield moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority accept the proposal from WSYM-FOX 47 to provide the 2011 Holt Holiday cooperative TV advertising campaign at a cost not to exceed \$25,000 and in accordance with FOX 47's formal written proposal. The cost of this advertising will be charged to the DDA's 2011 Marketing and Promotion budget.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Cosgrove, Fauser, Fillion, Goodrich, Leighton, Miller, Olney, Warfield**

**Absent: Olson**

**MOTION CARRIED**

**3. Recommendation to Approve Payment to C2AE for additional non-motorized trail services**

Mr. McFadyen explained the extra services provided by C2AE for the two grants that have been applied for – connecting the north section of the trail to the City of Lansing’s trail. Additional work items from C2AE were required with both applications.

**Cosgrove moved, Leighton supported, that the Board of Directors of the Delhi Township Downtown Development Authority approve the August 11, 2011 request of C2AE for additional compensation in the total amount of \$26, 961 for the Willoughby/Jolly/Aurelius non-motorized trail project. The cost of the work will be charged to the DDA’s 2011 Infrastructure budget.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Fauser, Fillion, Goodrich, Leighton, Miller, Olney, Warfield, Cosgrove**

**Absent: Olson**

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. McFadyen reported on the potential development of the parcel the DDA owns at the southwest corner of Holloway Drive and Holt Road. A new ALTA survey has been completed and the DDA will cover preliminary a portion of the Site Plan Review fees required by the Township. At this point, the DDA Board also discussed in length the recent Holt Hometown Festival event.

**Farmers Market**

Mr. McFadyen stated the Farmers Market resumes Thursday hours on September 8<sup>th</sup>. Electrical conduit was added during the recent repaving of the parking lot at an additional cost of \$2,647.

**Marketing Committee**

Mr. Leighton reported the BizBuzz video is almost ready for viewing – a copy will be emailed to all DDA board members for on-line viewing. The committee is discussing the current annual cost of Our Town and how this publication can be provided to residents in a better, less-costly format.

**Planning Commission**

Mrs. Warfield said the Planning Commission approved site plans for a Dart Development office building (PineTree and Development Drive) the Kroger expansion, Holt Party Store, and portable classrooms at Lansing Christian School.

**Supervisor**

Supervisor Goodrich stated the Board of Trustees will be reviewing all department budgets on September 13. They have a special meeting on September 1 to vote on grant funding reimbursement on the engineering completed for the sludge dryer.

**Treasurer**

Mrs. Cosgrove reported as of 7/31/11, the total of cash and investments is \$1,634,536.

**Members**

There were no additional comments.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:44 p.m.

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DiAnne L. Warfield, Secretary

signed September 27, 2011

hh/8/30-11boardmeetingminutes