

The Downtown Development Authority Board met in a regular meeting on Tuesday, September 23, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. DDA Vice-Chairperson Jane Olney called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

New member David Leighton was introduced by Mr. McFadyen

**MEMBERS PRESENT:** Cosgrove, Goodrich, Leighton, Miller, Olney, Warfield

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

**APPROVAL OF MINUTES**

**Goodrich moved, Cosgrove supported, to approve the meeting minutes of August 26, 2008.**

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

**MOTION CARRIED**

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

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

**PRESENTATION**

**1. Chuck Grinnell, Holt Farmers Market Manager - Update**

Mr. Grinnell introduced Karen Nichols, one of the two people who have assisted him greatly during the first year of the market. The market has been a tremendous success, adding additional farmers and individual vendors throughout the season. Any problems were resolved. Events are planned through the rest of the year for Halloween, Thanksgiving and Christmas. Starting in January, the market will be open on Saturdays only as a trial run. The building may need some roofing repair. Mr. Grinnell would like to continue as Market Manager one more year. It was the consensus of the board that the Executive Committee will discuss changes that need to be made to create a Farmers Market oversight board and to the structure itself. Different advertising venues were suggested to Ms. Nichols.

**BUSINESS**

**2. Approve Change Order #1 – Senior Center**

Mr. McFadyen reviewed his memo regarding the change order. This is for costs to remove buried foundation from the former building on the site (which was not detected in all the site studies conducted) and some additional costs in working around the overhead lines owned by Consumers.

**Warfield moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve Change Order #1 with Wieland-Davco Corporation for the Delhi Senior Center Project. The Change Order increases the total contract cost by \$21,122.06 to \$1,651,122.06.**

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

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

**MOTION CARRIED**

**3. Approve Co-op Television Holiday Advertising Package for 2008**

Mr. McFadyen reviewed his memorandum to the Board regarding the package.

**Miller moved, Warfield supported, that the Delhi Charter Township Downtown Development Authority Board of Directors accept the proposal from WSYM TV 47-Fox to furnish the 2008 TV Holiday Cooperative Advertising program in accordance with the recommendation of Blohm Creative Partners. The DDA's share of the cost of this program will be \$1,000 per two advertiser spots, with the total expense not to exceed \$20,000. This cost will be charged to the DDA's Fiscal Year 2008 Marketing and Promotion budget.**

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

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

**MOTION CARRIED**

**4. Potential Land Purchase – Holloway Drive/College Road vicinity**

Mr. McFadyen referred to his memo this land purchase. The land is currently owned by Huntington Bank and the bank is willing to sell the DDA 12 acres at the southeast corner. Part of this land is occupied by a township sanitary sewer lift station for which an easement has never been obtained by the previous owners. Orchid/Stealth is interested in purchasing 2+ acres, and the remainder would be retained by the DDA for potential new industrial type businesses.

**Cosgrove moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority authorize the DDA Executive Director to enter into a purchase agreement with Huntington Bank for the sale to the DDA of 12 acres of land between Holloway Drive and College Road for \$525,000. It is further moved that this sale is subject to completion of an acceptable survey; assurance satisfactory to the DDA's attorney of clear, marketable title and satisfactory environmental and geotechnical reports. This sale will be consummated prior to December 31, 2008. This action is contingent to the final approval of the Executive Committee on September 24, 2008. The cost of the land purchase will be charged to the DDA's Fiscal Year 2008 Capital Outlay budget.**

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

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

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. McFadyen gave an update on the Holt/Aurelius Plaza project. He has received a cost estimate of approximately \$8,400 for video security (not including underground conduit). The grand total may be around \$13,000. Mr. Leighton made several suggestions regarding this installation. It was the consensus of the board to include the surveillance upgrades provided they are within the \$13,000 estimate. Supervisor Goodrich asked that the contractors assures the LED sign surface can not be scratched, is easy to clean, and can't be dented. It was the consensus of the board that the purchase offer the DDA received for 2419 Cedar was not acceptable.

**Marketing Committee**

Mrs. Olney reported that Mr. Leighton gave a presentation on municipal television at the Marketing Committee meeting on September 5. Articles are being finalized for the Fall Our Town edition.

**Planning Commission**

Mrs. Warfield stated that some public property text had been amended, and that the Planning Commission members took part in a focus group concerning Potter Park.

**Supervisor**

Supervisor Goodrich indicated that the budgets for all departments were reviewed on September 15. The Township is dipping into their reserves in 2009. He noted that the ½ mill request on the November ballot is a renewal for fire department equipment. The Valhalla Park playground will be built October 23-25. Volunteers are needed. A Food Bank envelope is going to be inserted in the next Our Town and volunteers are needed to help. A positive vote is needed for the CATA millage on the ballot. Kim Cosgrove commented that CATA rider ship is up, especially among teenagers.

**Treasurer**

Mrs. Cosgrove said the total of Cash and Investments through 8/31/08 was \$12,017,058.00. The 2009 budget will be considering at the October DDA Board meeting and a public hearing on the 2009 budget will be noticed for that meeting.

**Members**

There were no additional comments.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

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DiAnne Warfield, Secretary

October 26, 2008