

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
OCTOBER 25, 2011**

The Downtown Development Authority met Tuesday, October 25, 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 7:00 p.m. The Pledge of Allegiance was recited.

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

**MEMBERS ABSENT:** Tim Fauser

**OTHERS PRESENT:** Al McFadyen-DDA Director; Helen Harrison-Recording Secretary, Howard Haas-Incoming DDA Director

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

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

**APPROVAL OF MINUTES**

**Goodrich moved, Warfield supported, to approve the meeting minutes of September 27, 2011.**

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

**MOTION CARRIED**

**PUBLIC HEARING - FISCAL YEAR 2012 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

**Warfield moved, Olson supported, to open the Public Hearing for the Fiscal Year 2012 Delhi Charter Township Downtown Development Authority budget.**

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

**MOTION CARRIED**

There was no public comment on the Fiscal Year 2012 budget.

**Leighton moved, Miller supported, to close the Public Hearing for the Fiscal Year 2012 Delhi Charter Township Downtown Development Authority budget.**

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

**MOTION CARRIED**

**BUSINESS**

**1. Approve Fiscal Year 2012 Downtown Development Authority Budget**

**Miller moved, Leighton supported, to approve the Fiscal Year 2012 Delhi Charter Township Downtown Development Authority budget and submit it to the Delhi Township Board of Trustees for Public Hearing and Adoption.**

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

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

**Absent:** Fauser

**MOTION CARRIED**

**2. Approve Pathway Easement from Trinity Church**

Mt. McFadyen explained the basis of the easement that is needed across the front of the Trinity Church property for the non-motorized pathway. The board discussed alternative routes which may prove to be more costly than the easement.

**Miller moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority authorize the payment by the DDA of \$11,000 to Trinity Church for an easement along Dunckel Road for use by the northern trail connection, subject to final review and approval by the DDA's Executive Committee.**

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

**Ayes: Fillion, Goodrich, Leighton, Miller, Olney, Olson, Cosgrove**

**Nay: Warfield**

**Absent: Fauser**

**MOTION CARRIED**

### **3. Approve Extension of Farmers Market Manager Contract**

Mr. McFadyen reviewed his memorandum to the board regarding the extension of Chuck Grinnell's Farmers Market Manager contract. The board discussed the addition of the per diem and also goals for the market. It was suggested that the Farmers Market board complete a performance appraisal for the market manager.

**Cosgrove moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve a two-year extension commencing February 1, 2012 through January 31, 2014 of the independent contractor's agreement with Mr. Charles Grinnell for the management of the Holt Farmers Market. It is further moved that this independent contractor's agreement be amended to provide for an education and training of up to \$500 per annum, which is to include tuition or registration and a per diem stipend of \$75 in lieu of food, lodging, mileage and hourly compensation.**

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

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

**Absent: Fauser**

**MOTION CARRIED**

### **4. Approve calendar year 2012 DDA Board meeting dates**

**Goodrich moved, Olson supported, to approve 2012 board meeting dates for the Delhi Charter Township Downtown Development Authority board. The dates will be posted as required.**

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

**MOTION CARRIED**

## **REPORTS**

### **Executive Director**

Mr. McFadyen reported that 70 vendors will be at the Business Expo on Wednesday, October 26. He and Tracy Miller have met with the owners of the properties southeast of Veterans Drive to discuss the possibility of maximizing their parking areas.

**Farmers Market**

Mr. McFadyen stated the Farmers Market last day of being open for the year is November 19.

**Marketing Committee**

Mr. Leighton reported the fall 2011 edition of Our Town is out to the public. The committee is reviewing the Biz Buzz website updates and video. Holiday co-operative advertising is going well. There is a lot of excitement for the Business Expo. The committee approved a request from the Holt Business Alliance to fund supplies for new business ribbon cutting events.

**Planning Commission**

Mrs. Warfield said the Planning Commission approved all initial site plans for the potential Project X which may be located in the Delhi Technology Park.

**Supervisor**

Supervisor Goodrich commented that the Ingham County Drain Commissioner will be consolidating the seven drain districts in the vicinity of Burton into one district. The Township is petitioning to improve this Green Drain area which is very susceptible to flooding.

**Treasurer**

Mrs. Cosgrove stated the cash & investments on hand as of 9/30/2011 are \$2,266,437. The bond payments for 2011 are due soon.

**Members**

There were no additional comments.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 8:03 p.m.

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DiAnne L. Warfield, Secretary

signed November 22, 2011

hh/10-25-11boardmeetingminutes