

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
NOVEMBER 22, 2011**

The Delhi Charter Township Downtown Development Authority met in a regular meeting on Tuesday, November 22, 2011 in the Multipurpose Room of the Community Services Center, 2074 Aurelius Rd., Holt, Michigan. Vice-Chairperson Jane Olney called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Cosgrove, Fauser, Goodrich, Leighton, Miller, Olney, Olson, Warfield

MEMBERS ABSENT: Fillion

OTHERS PRESENT: Al McFadyen, DDA Director, Helen Harrison, DDA Secretary

PUBLIC COMMENT: There was no public comment.

SET/ADJUST AGENDA: There were no additions or revisions to the agenda.

APPROVAL OF MINUTES

Goodrich moved, Leighton supported, to approve the October 25, 2011 meeting minutes.

MOTION CARRIED

Cosgrove moved, Miller supported, to approve the October 25, 2011 Brownfield Redevelopment Authority minutes.

MOTION CARRIED

BUSINESS

1. Adopt Fiscal Year 2012 Downtown Development Authority Budget

Cosgrove moved, Fauser supported, to adopt the Fiscal Year 2012 Delhi Charter Township Downtown Development Authority budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Fauser, Goodrich, Leighton, Miller, Olney, Olson

Absent: Fillion, Warfield

MOTION CARRIED

DiAnne Warfield arrived at 7:07 p.m.

2. Approve Reimbursement Arrangement for engraving of 9/11 Memorial

Fire Chief Rick Royston said community donations are coming in for the 9/11 Memorial. DDA board members Leighton and Olson are working on fund-raising efforts. He also thanked the DDA Board for the inclusion of a public service announcement during the holiday ad campaign.

Leighton moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development authority advance to Custom Rick Engraving, LLC the amount of \$11,500 as complete payment for their engraving services in connections with the Delhi Township 9/11 Memorial. In addition, the DDA will enter into a memorandum of understanding with the Delhi Township Fire Department providing that the Fire Department will transfer to the DDA the entire \$11,500 advance prior to December 31, 2012.

The first installment in the amount of \$4,748 is to be transferred to the DDA upon execution of the memorandum.

A Roll Call vote was recorded as follows:

Ayes: Fauser, Goodrich, Leighton, Miller, Olney, Olson, Warfield, Cosgrove

Absent: Fillion

MOTION CARRIED

3. Approve Amendment #3, C2AE Preliminary Contract -North Trail Connector

Mr. McFadyen reviewed his memo regarding the amendment. Issues still to be resolved include permits from both MDOT & MDEQ to utilize the I-96 Sycamore Creek underpass, the MDNR grant has not yet been formally awarded, and financing of the local share. He recommends approval of two work elements: an archaeological analysis for native-American artifacts and coordination of the permitting process.

Warfield moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve Amendment #3 to the contract between the DDA and C2AE in accordance with C2AE's proposal of November 9, 2011. The \$18,470 cost of these additional services will be charged to the DDA's Fiscal Year 2011 Infrastructure budget.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Leighton, Miller, Olney, Olson, Warfield, Cosgrove, Fauser

Absent: Fillion

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen reported the 2011 Business Expo was well attended by the public. The Holt Holiday Coop television ads have 44 businesses participating as of November 22.

Farmers Market

Mr. McFadyen reported the market's last open date was November 19. Howard Haas stated he is developing a performance evaluation form to complete for the Market Manager position. The board discussed who should complete the evaluation. Mr. Leighton suggested that customers and vendors also complete it. Mrs. Cosgrove stated the market will not likely be self-supporting as it is not a daily run business such as a supermarket.

Marketing Committee

Mr. Leighton commented that marketing committee will meet December 1 and will review the results of an on-line survey that was sent to all the participants of the Business Expo. Other items for discussion include Biz Buzz, Our Town on-line, CRM discussion, and Farm Market goals.

Planning Commission

Mrs. Warfield said the Planning Commission has had no meetings.

Supervisor

Supervisor Goodrich stated the Township has been awarded a “Safe Walks to School” grant which will be used to provide sidewalks on Washington Road. The Township 2012 budget process is completed. The Township Board will be taking applications for the part-time Township Treasurer position rather than spend taxpayer funds on an election.

Treasurer

Mrs. Cosgrove stated that cash and investments on hand as of October 31, 2011 is approximately \$1,600,000.

Members

There were no additional comments from members.

PUBLIC COMMENT – There were no additional public comment.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

DiAnne Warfield, Secretary

signed January 31, 2012h

hh/11/22/11dda-boardmeetingminutes