

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
OCTOBER 26, 2010**

The Downtown Development Authority Board met Tuesday, October 26, 2010 in a regular meeting at the Community Service Center, 2074 Aurelius Road, Holt, Michigan. Chairman Haas called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Cosgrove, Fillion, Haas, Leighton, Miller,

**MEMBERS ABSENT:** Brighton, Goodrich, Olney, Warfield

**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**

**Leighton moved, Miller supported, to approve the meeting minutes of September 28, 2010.**

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

**MOTION CARRIED**

**PUBLIC HEARING – FISCAL YEAR 2011 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

**Leighton moved, Miller supported, to open the Public Hearing for the 2011 Delhi Charter Township Downtown Development Authority budget.**

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

**MOTION CARRIED**

There was no public comment.

**Miller moved, Cosgrove supported, to close the Public Hearing for the fiscal year 2011 Delhi Charter Township Downtown Development Authority budget.**

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

**MOTION CARRIED**

**NEW BUSINESS**

**1. APPROVE FISCAL YEAR 2011 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

**Cosgrove moved, Leighton supported, to approve the Fiscal Year 2011 Delhi Charter Township Downtown Development Authority budget and to submit it to the Delhi Township Board of Trustees for Public Hearing and Adoption.**

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

**Ayes: Haas, Leighton, Miller, Cosgrove, Fillion**

**Absent: Brighton, Goodrich, Olney, Warfield**

**MOTION CARRIED**

**2. Approve Change Order #1 for Pioneer Cemetery Retaining Wall**

Mr. McFadyen reviewed the change order which was for 70 additional feet of stone and the expense incurred for removal of sheet piling and the costs incurred when human remains were discovered.

**Cosgrove moved, Miller supported, that the Delhi Charter Township Downtown Development Authority approve Change Order #1 with HTA Companies for the Pioneer Cemetery project with a net increase of \$5,696.00 in the total contract amount. The increase will be charged to this project's account number 248-731.00-974.210.**

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

**Ayes: Leighton, Miller, Cosgrove, Fillion, Haas**

**Absent: Brighton, Goodrich, Olney, Warfield**

**MOTION CARRIED**

### **3. Approve Change Order #1 for Willoughby Road Trail Connection**

Mr. McFadyen reviewed the change order which was for signage requirements of the Ingham County Road Commission and additional drainage support for a ditch and catch basin.

**Cosgrove moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority approve Change Order #1 Moore Trosper Construction Company for the Willoughby Road Trail Connection with a net increase of \$4,953.50 in the total contract amount. The increase will be charged to this project's account number 248-731.00-974.010.**

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

**Ayes: Miller, Cosgrove, Fillion, Haas, Leighton**

**Absent: Brighton, Goodrich, Olney, Warfield**

**MOTION CARRIED**

### **4. Approve Calendar Year 2011 DDA Board Meeting Dates**

**Leighton moved, Miller supported, to approve the 2011 calendar of meeting dates. They will be posted to the public as required.**

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

**MOTION CARRIED**

## **REPORTS**

### **Executive Director**

Mr. McFadyen reviewed his monthly report.

### **Farmers Market**

Mr. McFadyen said the Farmers Market always needs volunteers to help out. .

### **Marketing Committee**

Mr. Leighton stated the Business Expo was a huge success this year with 65 vendors and over 500 attendees. A video is being created that has interviews with all of the business vendors – to use on the DDA website. At the committee meeting in October, Mark Jenks reported on the Hometown Festival. The holiday co-op ads are selling well. GIS is still being studied with the Township Planning Dept.

**Planning Commission** – There was no report.

**Supervisor** – There was no report.

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**Treasurer**

Mrs. Cosgrove stated the cash on hand as of 9/30/2010 was \$1,799,883.

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

**ADJOURNMENT** - The meeting was adjourned at 7:25 p.m.

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DiAnne Warfield, Secretary

November 23, 2010

Hh/10-26-10boardmeetingminutes