

The Downtown Development Authority met Tuesday, March 22, 2011 in a regular meeting in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice-Chairman Olney called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Howard Brighton, Kim Cosgrove, Bob Fillion, Stuart Goodrich, David Leighton, Jane Olney, DiAnne Warfield

MEMBERS ABSENT: Howard Haas, Nanette Miller

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, Brighton supported, to approve the meeting minutes of February 22, 2011.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

PRESENTATIONS

1. Tom Donaldson, Michigan Small Business & Technology Development Center

Mr. Donaldson presented an overview of the MSBTDC. They are an entity which helps small business – with data and research, seminars, and total confidentiality at no cost to a business. They have teams for manufacturing, growth, strategic planning. The average business they assist has few than 50 employees. They provide business start up services such as developing a business plan, financing possibilities and provide a wide array of overall statistics on similar businesses.

2. Jeff Blohm, Blohm Creative Partners

Mr. Blohm said the DDA instituted Biz Buzz less than three years ago as a way of extending the services of Mr. Donaldson's office to local businesses. A brochure was developed that was sent to all local businesses which outlined the MSBTDC's information. The DDA's website also includes a section for Bizz Buzz. Several new start-up businesses have used this service as well as several other local established businesses. Mr. Blohm is proposing that Bizz Buzz have more branding as a function of the DDA and also provide more data about the MSBTDC on the Bizz Buzz section of the DDA website. In addition, he suggests promoting Bizz Buzz through local seminars. The next Business Expo could be sponsored by Bizz Buzz. The price range for these services should not exceed \$10,000 and will be reviewed by the Marketing committee.

BUSINESS

3. Approve Employment Agreement for Howard Haas

Mr. McFadyen reviewed his memo to the board regarding the employment agreement for Howard Haas. There were no additional comments by members of the board.

Cosgrove moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the Delhi Charter Township Downtown Development Authority Employment Agreement with Mr. C. Howard Haas for the period October 1, 2011 through July 1, 2015.

A Roll Call Vote was recorded as follows:

Ayes: Brighton, Cosgrove, Fillion, Goodrich, Leighton, Olney, Warfield

Absent: Haas, Miller

MOTION CARRIED

4. Approve Agreement to Amend Executive Director Employment Agreement of Al McFadyen

Mr. McFadyen reviewed the agreement to amend his Executive Director Employment Agreement.

Warfield moved, Cosgrove supported, that the Board of Directors of the Delhi Township Downtown Development Authority approve the Agreement to Amend the Executive Director Employment Agreement between the DDA, Delhi Charter Township and Alastair N. McFadyen.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Brighton, Fillion, Goodrich, Leighton, Olney, Warfield, Brighton

Absent: Haas, Miller

MOTION CARRIED

5. Approve Resolution of Support for Township's Application for Natural Resources Trust Fund Assistance

Mr. McFadyen stated the resolution of support that was previously approved by the DDA board needs to be re-adopted due to some guideline changes in the trust fund.

Cosgrove moved, Leighton supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority adopt the Resolution of Support for the Township's Application to the Michigan Department of Natural Resources for the North Non-Motorized Trail Connector through the Natural Resources Trust Fund program.

A Roll Call Vote was recorded as follows:

Ayes: Fillion, Goodrich, Leighton, Olney, Warfield, Brighton, Cosgrove

Absent: Haas, Miller

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen reviewed his report. The Ingham County Road Commission reports they are making good progress on the completion of preliminary design work for the Cedar Street resurfacing project. The Township Board held their formal public hearing on the North Trail Connector grant application at its March 15 meeting. The Farmers Market will officially open on Saturday, May 14. Volunteers are needed to assist at the market.

Marketing Committee

Mrs. Olney reported that the committee met on March 3 and were given an excellent presentation of the Township's GIS system by Community Development staff.

Planning Commission

Mrs. Warfield reported the Planning Commission approved an SUP for an auto sales lot on M-99.

Supervisor

Mr. Goodrich said the Township has retained the services of McKenna and Associates to provide advice on any future wireless towers to be built on Township property. The Township Board will be commencing the 2012 budget process in May.

Treasurer

Mrs. Cosgrove reported the DDA's fund balance as of 12/31/10 was \$943,160. The total of DDA cash and investments as of 1/31/11 is \$2,399,625.

Members

There were no additional comments.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:16 p.m.

DiAnne L. Warfield, Secretary

signed April 26, 2011

hh/3-22-11boardmeetingminutes