

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
FEBRUARY 22, 2011**

The Downtown Development Authority met Tuesday, February 22, 2011 in a regular meeting in the Multipurpose Room at the Community Services 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:** Howard Brighton, Kim Cosgrove, Bob Fillion, Stuart Goodrich, Howard Haas, David Leighton, Nanette Miller, Jane Olney, DiAnne 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**

**Olney moved, Leighton supported, to approve the meeting minutes of January 25, 2011.**

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

**MOTION CARRIED**

**BUSINESS**

**1. Discuss Cedar Street Resurfacing**

Mr. McFadyen reviewed his memo to the board regarding the resurfacing of Cedar Street between Holt and Aurelius Roads. This is a project the Ingham County Road Commission has scheduled in FY 2012 with Federal funding. The scheduling of the project could be moved up prior to October 2011 as an advance construction. The Road Commission does not have department staff to complete the engineering/final design work for mid-summer bid advertisement for 2011 construction. If the Township and DDA were to split the cost of engineering design (\$10,000), the Road Commission believes the road may be constructed yet this year. Township Manager Elsinga and Mr. McFadyen will authorize the expenditure of \$5,000 from each entity to enable the Road Commission to accelerate the Cedar Street resurfacing design work.

**2. Executive Director Succession Legal Opinion**

Mr. McFadyen reviewed the legal opinion regarding the employment of Howard Haas as the DDA Executive Director – the relationship will be an employee/employer model rather than that of an independent contractor. Supervisor Goodrich stated he would not reappoint Mr. Haas' as a DDA Board member when his term expires in July 2011 therefore any possible conflict will be removed. An employment contract will be drafted shortly by the Township's attorney for consideration by the DDA Board at either its March or April meeting.

**REPORTS**

**Executive Director**

Mr. McFadyen stated that XG Sciences is moving into the vacant Pepsi Cola facility off Pine Tree Road and they will be adding additional square footage. The terms and conditions of the DDA purchase of 2040 Cedar have been finalized. The purchase price has been reduced and the interest

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rate lowered. The Holt Education Foundation dinner is Wednesday, March 23, 2011. A table will be reserved so board members should contact the DDA office for tickers. The Holt Plaza shopping center is fully leased for the first time in over 10 years.

**Farmers Market**

Mr. Haas reported that new events for 2011 will include food tasting and demonstrations.

**Marketing Committee**

Mr. Leighton reported there was not a meeting held since the last DDA board meeting.

**Planning Commission**

Mrs. Warfield reported the Planning Commission will be working on the target practice ordinance.

**Supervisor**

Mr. Goodrich said the Township Board approved the medical marijuana ordinance.

**Treasurer**

Mrs. Cosgrove said the Township is completing year-end audits – no financial reports yet.

**Members**

There were no additional comments.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 7:33 p.m.

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DiAnne L. Warfield, Secretary

signed March 22, 2011

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