

The Downtown Development Authority Board met in a regular meeting on Tuesday, April 22, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. DDA Board Chairperson C. Howard Haas called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Brighton, Cosgrove, Goodrich, Grinnell, Haas, Olney, Warfield

MEMBERS ABSENT: Darbor, Miller

OTHERS PRESENT: Al McFadyen-DDA Director; Helen Harrison-Recording Secretary

APPROVAL OF MINUTES

Olney moved, Goodrich supported, to approve the regular minutes of March 25, 2008 as printed.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

Goodrich moved, Warfield supported, to approve the special meeting minutes of April 2, 2008 as printed.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

PUBLIC COMMENT – There was no public comment.

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

PRESENTATIONS

1. Fleis & VandenBrink – Update on Cedar Heights Infrastructure Project

Scott VanDerMeulen reviewed the project. Drawings are 95% complete and are out for review to the various public entities and permits applied for. Another public meeting will be May 5, hope to obtain necessary temporary grading permits from citizens and commence project by mid June and complete it by mid-October.

2. Fleis & VandenBrink – Construction Management of Cedar Heights Infrastructure Project

Aaron Catlin presented information on the section of Fleis & VanderBrink that provides construction management. All phases of construction are their responsibility: bidding, bonding, insurance, and a warranty on the project. They are not a general contractor. It is priced on a percentage of the project cost. The work could be performed by some union labor and possibly not. There would be no change orders unless there is a modification in project scope. This topic will be discussed at a future DDA meeting.

BUSINESS

3. Renewal of “Our Town” publication contract with Blohm Creative Partners

Mr. McFadyen reviewed his memo regarding the agreement and highlighted the services that will be included.

Warfield moved, Olney supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the proposal of Blohm Creative Partners for the production of four editions of the “Our Town” newsletter at a total cost not to exceed \$58,852. This cost is to be charged to the DDA’s Fiscal years 2008/09 budget as a marketing and promotion expense.

A Roll Call Vote was recorded as follows:

Ayes: Brighton, Cosgrove, Goodrich, Grinnell, Haas, Olney, Warfield

Absent: Darbor, Miller

4. Adopt Resolution requesting the Township authorize and issue 2008 Downtown Development Bonds

Mr. McFadyen reviewed his memo regarding the bond resolution.

Olney moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors adopt the Resolution Requesting the Charter Township of Delhi Issue 2008 Downtown Development Bonds as prepared by the Thrun Law Firm.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Goodrich, Grinnell, Haas, Olney, Warfield, Brighton

Absent: Darbor, Miller

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen reviewed his FYI memo attached regarding construction engineering services for the Delhi NE/Depot project. The contractors are moving swiftly on the decorative lighting project on Cedar Street. There has been a delay on the non-motorized trail due to the wetland area near Aspen Lakes. The senior citizen center bids opening will be in late May, contractor approval before the DDA board at its June meeting. The new Managing Director of the Ingham County Road Commission is very forward-thinking. The discussions continue with the Drain Commissioner's office regarding Cedar Lakes.

Marketing Committee

Mrs. Olney commented on the new business scholarship program called Biz Buzz. The committee may sponsor a night at Spartan Speedway for Delhi residents. The new Our Town is out next week. The committee reviewed a job description for a recruiter with the Holt School/Business Alliance.

Planning Commission

Mr. Grinnell reported that an SUP for a fence was approved for John E. Green Company at 1145 Cedar. A rezoning is scheduled for the Farmers Market site. A site plan for the Kroger's gas station has been reviewed.

Farmers Market

Mr. Grinnell stated he has received bids for the required work to bring the building up to code. Due to opening dates and time considerations, he would like the DDA Board to approve an amount for the rehabilitation.

Olney moved, Cosgrove supported, to approve an amount not to exceed \$40,000 for renovation of the Farmers Market to cover the items on the attached work description. Mr. McFadyen is authorized to review and approve rehabilitation expenses.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Grinnell, Haas, Olney, Warfield, Brighton, Cosgrove

Absent: Darbor, Miller

MOTION CARRIED

Supervisor

Supervisor Goodrich said the Cedar Street McDonalds would be closing temporarily for a major re-build. The newsletter distributed by the Public Service Department has been well-received by Delhi residents. Tim Horton's on Cedar should be opening in the next two weeks.

Treasurer

Mrs. Cosgrove said the total of Cash and Investments through 3/31/08 was \$6,776,229. Bills are starting to come through for the major projects the DDA is undertaking this year.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
APRIL 22, 2008**

Members

There were no additional comments.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 7:58 p.m.

C. Howard Haas, Chairman

May 26, 2008

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