

The Downtown Development Authority met Tuesday, April 28, 2009 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 7:02 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Brighton, Cosgrove, Goodrich, Haas, Leighton, Olney, Warfield

**MEMBERS ABSENT:** Enos, 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**

**Olney moved, Warfield supported, to approve the meeting minutes of March 24, 2009.**

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

**MOTION CARRIED**

Stuart Goodrich arrived at 7:05 p.m.

**PRESENTATION**

**1. Bob Ford, Landscape Architects & Planners – Pioneer Cemetery**

Mr. Ford reviewed the four different concepts for increasing the sidewalk width and retaining wall on Aurelius Road adjacent to the Pioneer Cemetery. There was discussion about the different tiered looks, materials and slope ideas.

**Cosgrove moved, Warfield supported, that Landscape Architects and Planners prepare a cost proposal of plans and specifications for the Pioneer Cemetery sidewalk/retaining wall for Concept C which has an opinion of cost of \$120,000.00.**

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

**Ayes: Brighton, Cosgrove, Goodrich, Haas, Leighton, Olney, Warfield**

**Absent: Enos, Miller**

**MOTION CARRIED**

**BUSINESS**

**2. Award of Contract to Landscape Architects & Planners for Design Services of Veterans Memorial Gardens Amphitheatre Improvements**

Mr. McFadyen outlined his memorandum which is for the design services for the preliminary design and construction plans for the stage covering and sun screen structure. There was discussion that grants are essential to build the improvements. Mr. McFadyen stated that construction plans would be needed to apply for any grants.

Warfield moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the scope of services and basis of payment contained in the proposal dated April 20, 2009 from Landscape Architects & Planners for the design of improvements to the Veterans Memorial Gardens amphitheater. It is further moved that the DDA's Executive Director be authorized to execute an agreement for these services with Landscape Architects & Planner at a total fee not to exceed \$36,200. This cost will be charged to the 2009 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Enos, Miller

**MOTION CARRIED**

### **3. Approve Purchase of 2224 NE Delhi, Holt, Michigan**

Mr. McFadyen reviewed his memo regarding this property purchase. This is a bank foreclosure in an area that is in warehouse/industrial.

Olney moved, Brighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors authorize the acquisition by the DDA of the property known as 2224 NE Delhi, Holt, Michigan for the purchase price of \$40,000 from Deutsche Bank National Trust Company subject to satisfactory completion of title, survey, and environmental assessment work. It is further recommended that the DDA's Executive Director and attorney be authorized to close the transaction for the purchase of this property after the satisfactory completion of title work, property survey, and environmental assessment. This purchase and subsequent costs will be charged to the Fiscal Year 2009 Capital Outlay budget.

A Roll Call Vote was recorded as follows:

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

Absent: Enos, Miller

**MOTION CARRIED**

### **4. Approve Change Order #5 for the Senior Center from Wieland-Davco**

Mr. McFadyen reviewed his memo regarding this project. Construction is almost completed.

Olney moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve Change Order #5 to the contract between the Delhi Township DDA and Wieland-Davco for the construction of the Senior Center .This Change Order increases the total base contract amount to \$1,706,857 and reduces the project contingency to \$86,143.

A Roll Call Vote was recorded as follows:

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

Absent: Enos, Miller

**MOTION CARRIED**

### **5. Approve Appointment of at-large Members for Farmers Market Board of Control**

**Leighton moved, Brighton supported, that the Board of Directors of the Delhi Charter Township Downtown Development approve expansion in the membership of the Holt Farmers Market Board of Control to eight members; five of whom will be at-large members appointed in the manner approved by the DDA Board in October 2008. I further move that the following persons be appointed as at-large board members, each to serve for a two year term.**

**Ms. Kris Hummel, Mason, MI**

**Mr. Dennis Greenman, Holt, MI**

**Ms. Judith Tuttle, Holt, MI**

**Ms. Karin Tebeau, Holt, MI**

**Ms. Marcy Bishop Kates, Holt, MI**

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

**MOTION CARRIED**

## **REPORTS**

### **Executive Director**

Mr. McFadyen stated a date has not yet been set for the Senior Center Grand Opening. The completion of several construction projects will commence in the next few weeks. Several budget amendments for the DDA will be presented to the board in May 2009. The Farmers Market will open May 16. A nice note was received from Lyn Weismiller in appreciation of CRRP funds for the wind turbine installed at his business, Holt Auto Alignment.

### **Marketing Committee**

Mrs. Olney reported the next edition of Our Town would be out in May. Bizz Buzz has had a couple of businesses take part in the process. An intern will be hired over the summer to assist with our website and call on local businesses.

### **Planning Commission**

Mrs. Warfield reported several text changes have been made. They will have a joint meeting with the Township Board in June.

### **Supervisor**

Supervisor Goodrich reported the Township Board will meet on Wednesday next week rather than Tuesday due to school elections. The Township had a very clean 2008 audit.

### **Treasurer**

Mrs. Cosgrove stated the cash & investment total as of March 31, 2009 was \$4,335,238.

### **Members**

There were no additional comments.

## **PUBLIC COMMENT**

Mike Phelps, a local electrical contractor expressed interest in the property at 2224 Delhi NE.

## **ADJOURNMENT**

The meeting was adjourned at 8:03 p.m.

May 26, 2009

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DiAnne L. Warfield, Secretary

Hh/4-28-09boardmeetingminutes