

The Delhi Charter Township Downtown Development Authority met on Tuesday, August 25, 2009 in a regular meeting in the Multipurpose Room of the Community Services Center, 2074 Aurelius Rd., Holt, Michigan. Chairman Haas called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

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

MEMBERS ABSENT/EXCUSED: Miller

OTHERS PRESENT: Al McFadyen, DDA Director, Helen Harrison, DDA Secretary

PUBLIC COMMENT: There was no public comment.

SET/ADJUST AGENDA: There were no additions or revisions to the agenda, with the exception of the acknowledgement of the resignation of Rodger Enos.

APPROVAL OF MINUTES

Jane Olney moved, supported by Howard Brighton to approve the minutes of the July 28, 2009 regular DDA meeting.

MOTION CARRIED

Stuart Goodrich moved, supported by DiAnne Warfield to approve the minutes of the August 4, 2009 Joint Meeting with the Township Board.

MOTION CARRIED

BUSINESS

1. Approve Change Order #5, Cedar Heights Project

Mr. McFadyen discussed his memo and recommendation for approval of the change order. This is due to the numerous delays attributed to the various utility companies. He recommends that the base contract be increased by \$60,000 and firm substantial and final completion dates with the provision of liquidated damages to be paid by F & V Construction Management if either of the deadlines is not met.

Mrs. Olney moved, supported by Mr. Goodrich, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve Change Order #5 with F & V Construction Management for the delivery of the Cedar Heights Improvement Project. This change order provides for an increase in the base contract of \$60,000 to \$2,190,843.48; establishes substantial and final completion dates of September 8, and October 15, 2009 respectively; and provides for liquidated damages in the amount of \$900 per diem.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

2. Approve Extension of Blohm Creative Partners Contract for Our Town publication

Mr. McFadyen reviewed his memo regarding the extension of the contract with Blohm Creative Partners to publish Our Town. We have sent the publication to Delhi residents and businesses for the past five years, as a way sharing news about businesses and events in the community.

Mrs. Cosgrove moved, supported by Mr. Goodrich, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the quote dated August 13, 2009 from Blohm Creative Partners for design and printing of four editions of the “Our Town” newsletter.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

3. Approve WSYM Fox 47 for 2009 Holiday Co-op Advertising Campaign

Mr. McFadyen discussed the advertising campaign bid process and agrees with Blohm Creative Partners recommendation for the advertising to be produced by WSYM Fox 47.

Mr. Leighton moved, Mrs. Olney supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the allocation of \$21,000 from the DDA’s 2009 Marketing and Promotion budget for the Holiday TV Advertising campaign. The selection of the TV outlet is delegated to the Advertising and Marketing Committee.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

4. 2010 BUDGET FOR THE DDA

Mr. McFadyen commented that the 2010 budget is ready for review by board members and it may be removed from the board book and taken home for review by the members.

REPORTS

Executive Director

Mr. McFadyen briefly reviewed his monthly report with the Board. Mr. Leighton commented that the addition of the Draths Corporation should enable the Marketing Committee to “grow” some good advertising for Delhi Township.

Marketing Committee

Ms. Olney stated that Mr. Leighton has agreed to take over the reins from her as the Marketing Chairperson. She said the committee would review the recent survey of all businesses completed by the summer intern, Sherri Powers. There will be more discussion in this committee on addressing video and other methods for marketing the township.

Planning Commission

Ms. Warfield commented the Planning Commission was reviewing text changes and LED sign standards. The Kroger fueling station site is being prepared.

Supervisor

Supervisor Goodrich stated that the Township Board did not approve the funding for the Glatting Jackson study even though the majority would like to see the study completed.

Treasurer

Mrs. Cosgrove stated that cash and investments on hand as of July 31, 2009 was \$2,140,062.

Members

There was discussion among the members concerning the Holt Hometown Festival- what is the DDA contribution? Mr. McFadyen stated funding is used for fireworks and advertising.

Mrs. Warfield commented that attendance was down at the Farmers Market this year probably in part to all of the new markets that have opened this year. Mr. Haas suggested that the MSU Farmers' Market advisory staff be contacted for ideas to grow the market even more.

Mr. McFadyen stated that the Holt Road resurfacing bids were opened August 20, 2009 by MDOT with construction to begin October 1.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

DiAnne Warfield, Secretary

Hh/8/25-09dda-boardmeetingminutes