

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
JUNE 28, 2011**

The Downtown Development Authority met Tuesday, June 28, 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 6:57 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Howard Brighton, Kim Cosgrove, Bob Fillion, Howard Haas, David Leighton, Nanette Miller, Jane Olney, DiAnne Warfield

MEMBERS ABSENT: Stuart Goodrich

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, Olney supported, to approve the meeting minutes of May 24, 2011.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

RECOGNITION OF OUTGOING DDA MEMBERS HOWARD BRIGHTON AND C.

HOWARD HAAS

Executive Director McFadyen thanked Mr. Brighton and Mr. Haas for their combined 31 years and presented each with a token of appreciation.

BUSINESS

1. Award of Contract for Parking Lot Improvements to the Holt Farmers Market

Mr. McFadyen reviewed Wolverine Engineering's memo and the three bids received from three paving contractors for the parking lot improvements to the Holt Farmers Market. Mr. Leighton suggested an item to consider is trenching for the placement of electrical conduit for potential outdoor use at the market. Mr. McFadyen will discuss with the market manager and potentially determine a cost.

Cosgrove moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority award the bid for the reconstruction of the Holt Farmers Market parking lot to Quinn Excavating and Paving, Inc. of Mason, MI at their low bid of \$36,299. The cost of this work will be charged to the DDA's 2011 Capital Outlay budget.

A Roll Call Vote was recorded as follows:

Ayes: Brighton, Cosgrove, Fillion, Haas, Leighton, Miller, Olney, Warfield

Absent: Goodrich

MOTION CARRIED

2. Change of Meeting Date for the August 2011 DDA Board Meeting

Mr. McFadyen referred to his memo regarding this item. As he will be out-of-town on August 23rd and there are five Tuesdays in August, he requests a change in the meeting date.

Warfield moved, Leighton supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority authorize the change in the scheduled August 2011 date from August 23, 2001 to August 30, 2011.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen reported that the low bid for the Cedar Street resurfacing project came in \$97,000 less than estimated. The preliminary construction work will commence on July 11 and the project will be completed by the end of August. He stated that Dart Development has received site plan approval for a new office building in Oakwood Executive Park and that Kroger's will be expanding their store at Cedar Park Plaza from 50,000 sq. ft. to 64,000 sq. ft. The new construction will occur south of the existing store and includes demolition of the space currently occupied by New Life Fitness. The expansion will result in a reconfiguration of the store with an added deli and other features.

Farmers Market

Mr. McFadyen stated the Farmers Market opens for Thursday hours on July 7th. He reviewed a memo to the board about political activity that had taken place at the market. The DDA board received a draft policy he has written which will ban all political and religious activity at the Farmers Market. The policy will be formally reviewed by the Farmers Market Advisory Committee at its July meeting. He stated that Chuck Grinnell had contacted the Michigan Farmers Market Coalition and many markets have similar policies regarding non-market activities.

Marketing Committee

Mr. Leighton reported the next Our Town will be mailed in July. The committee recommends that the DDA still sponsors the Holt business Expo this year. Tom Donaldson will be the speaker at the session for the participating businesses at the Expo.

Planning Commission

Mrs. Warfield said the Planning Commission approved the site plan for the new Dart Development office building.

Supervisor

In the absence of the Supervisor, there was no report.

Treasurer

Mrs. Cosgrove reported as of 5/31/11, the total of cash and investments is \$2,864,572.

Members

Mrs. Miller asked if Mr. McFadyen would find out why different sections of street lighting aren't on throughout the evening. Mr. McFadyen will contact Township Maintenance and find out.

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PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

DiAnne L. Warfield, Secretary

signed July 26, 2011

hh/6-28-11boardmeetingminutes