

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
FEBRUARY 26, 2008**

The Downtown Development Authority Board of Directors met in a regular meeting, Tuesday, February 26, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Howard Brighton, Kim Cosgrove, Stuart Goodrich, Chuck Grinnell, Howard Haas, Nanette Miller, Jane Olney, DiAnne Warfield

**MEMBERS ABSENT:** Ted Darbor

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

**APPROVAL OF MINUTES**

**Goodrich moved, Cosgrove supported, to approve the January 29, 2008 meeting minutes.**

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

**MOTION CARRIED**

**PUBLIC COMMENT** -There was no public comment.

**SET/ADJUST AGENDA**

Mr. McFadyen indicated the first item on the agenda will be a presentation from Scott DeVries, of C2AE regarding the Delhi NE/Depot Street sewer project.

**PRESENTATIONS**

**A. Scott DeVries, C2AE – Delhi NE/Depot Street Sewer Project Update**

Mr. DeVries distributed a list of tasks that were underway in the project. He stated the permitting status was on target with the various governmental entities. They are meeting with individual property owners. He reviewed the Contractor Prequalification summary. A map was displayed of the Delhi NE/Depot area and he discussed the storm service laterals, easements, and sanitary leads. The main concern is the building located at the corner of Delhi NE/Depot; which is in the road right of way. Bids are to be received in March. A special DDA board meeting may be necessary to award the contract for construction in a timely manner.

**BUSINESS**

**1. Purchase of 2150 Depot Street**

**Cosgrove moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the purchase agreement dated February 5, 2008 for the purchase of 2150 Depot Street, Holt, Michigan by the Delhi DDA from Liberty Properties Inc. in the amount of \$355,000. It is further moved that the Board approval contingency be removed from this purchase agreement and that the earnest money deposit of \$5,000 be approved in accordance with the terms of the purchase agreement. It is also moved that the DDA's Executive Director is authorized to close the transaction following completion of satisfactory title work and environmental due diligence and in accordance with the provisions of the purchase agreement. All costs associated with this purchase are to be charged to the DDA's Fiscal Year 2008 budget as a Capital Outlay expense.**

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

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

**Absent: Darbor**

**MOTION CARRIED**

**2. Agreement with the Ingham County Road Commission for Management of Cedar Street Reconstruction Project (Phase I)**

**Warfield moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the agreement in the amount of \$50,000 with the Ingham County Road Commission for the management of the Cedar Street reconstruction project. Costs of the services provided for in this agreement will be charged to the DDA's Fiscal Year 2008 Infrastructure budget.**

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

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

**Absent: Darbor**

**MOTION CARRIED**

**3. Tetra Tech Plans and Bidding Documents**

Mr. McFadyen stated this for additional work for Tetra Tech's Cedar Street scope of services in order to complete plans and specifications. He briefly reviewed his memo on this subject.

**Olney moved, Warfield supported, that the Delhi Charter Township Downtown Development Authority Board of Directors accept the scope of services and not-to-exceed cost of \$63,000 for Cedar Street plans and bidding documents proposed by Tetra Tech in their letter of January 31, 2008 to the Ingham County Road Commission. Costs of these services will be charged to the DDA's Fiscal Year 2008 Infrastructure budget.**

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

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

**Absent: Darbor**

**MOTION CARRIED**

**4. Interim Farmers Market Manager Services**

**Goodrich moved, Miller supported, to have Chuck Grinnell abstain from discussion and vote regarding the interim Farmers Market manager services.**

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

**Absent: Darbor**

**MOTION CARRIED**

Mrs. Cosgrove expressed her concern over the development and expense of maintaining a facility for a Farmers Market; Mr. Brighton concurred. There was discussion regarding the profitability of a farmers market and the cost of maintaining a market. Mr. Haas felt the DDA will undoubtedly budget for the maintenance of a facility in upcoming years, and the costs of a manager and other expenses will also be the jurisdiction of the DDA. The contract with Chuck Grinnell will run through September 1, 2008, with payment of \$20 per hour not to exceed 25 hours per week. He will be responsible for the organization and oversight of the Farmers Market. Additional details are on file with the DDA office.

**Warfield moved, Miller supported, that the Independent Contractor Agreement with Mr. Chuck Grinnell be approved and that the DDA's Executive Director is hereby authorized to execute same for and on behalf of the DDA.**

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

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

**Absent: Darbor**

**Abstain: Grinnell**

**MOTION CARRIED**

**Olney moved, Miller supported, to have Chuck Grinnell return to the DDA meeting.**

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

**Absent: Darbor**

**MOTION CARRIED**

Mr. Grinnell then reported on the activities he is formulating for the Farmers Market.

## **REPORTS**

### **Executive Director**

Mr. McFadyen reviewed his monthly written report and referred to the attached list of projects that may be bonded. He stated the Holt Education Foundation Dinner is April 1; board members should contact the DDA office for tickets. Supervisor Goodrich stated that Township Clerk Evan Hope is being honored as Outstanding Alumni.

### **Marketing Committee**

Mrs. Olney reported the committee had reviewed the list of articles for the Spring Our Town edition. The committee is discussing how to support Delhi's small businesses. They will meet with the newly-formed Holt Arts Council. Website improvements are continuing. Mrs. Cosgrove stated there may be local sculptors to design sculptures for DDA landscaping projects.

### **Planning Commission**

Mr. Grinnell reported that the SUP was approved for the Kroger fueling station.

### **Supervisor**

Township Supervisor Goodrich reported on the hearings for the road improvement projects slated for the Township. The Fire Department will be reconditioning one of the ambulances with a new chassis, rather than buy a new rig. The Township Board will act on the rental fee inspection changes on 3/4/08.

### **Treasurer**

Mrs. Cosgrove reported that the cash and investments as of 1/31/08 was approximately \$6,006,000.

### **Members**

Mrs. Cosgrove complimented the Township Dept. of Public Services for the educational information they are providing the Holt classrooms regarding the local watershed.

## **ADJOURNMENT**

The meeting was adjourned at 8:22 p.m.

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Ted Darbor, DDA Board Secretary

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