

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
JANUARY 27, 2009**

The Downtown Development Authority met Tuesday, January 27, 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 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Cosgrove, Enos, Haas, Miller, Warfield

MEMBERS ABSENT: Brighton, Goodrich, Leighton, Olney

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

PUBLIC COMMENT

There was no public comment.

SET/ADJUST AGENDA

It was the consensus of those present to start with the monthly Reports as Mrs. Miller was expected by 7:15 p.m. There were no other adjustments.

REPORTS

Executive Director

Mr. McFadyen introduced new member Rodger Enos to the board. Mr. McFadyen reported on the availability of tickets for the Chamber of Commerce dinner and the former Décor Block site potential redevelopment. A recommendation will be before the board in February for an award of contract for preliminary engineering of the portion of the non-motorized trail which will pass beneath I-96. Other February 2009 agenda items include a presentation by John Elsinga with an updated status on the Cedar Lakes issue with the Ingham County Drain Commission, and Scott Devries from C2AE will provide an update the Delhi NE project.

Marketing Committee

Mr. McFadyen reported that two of the ads from the Holiday ad campaign were from churches so next year's RFP for the ad campaign will note that non-profit organizations will be excluded.

Planning Commission

Mrs. Warfield reported the plat for the 12 acres recently purchased by the DDA was approved as well as the Prairie Hills plan for the assisted living community on the old Décor Precast site.

Supervisor

There was no report in the absence of the supervisor.

Treasurer

Mrs. Cosgrove reported December 2008 financials were pending from the Township's accounting office as they are in the process of closing year-end.

Mrs. Miller arrived at 7:15 p.m.

APPROVAL OF MINUTES

Cosgrove moved, Warfield supported, to approve the meeting minutes of November 25, 2008.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

BUSINESS

1. Election of 2009 DDA Board Officers

Cosgrove moved, Miller supported, to nominate the following as DDA officers for year 2009: Howard Haas, Chairman; Jane Olney, Vice Chairman; DiAnne Warfield, Secretary; and Kim Cosgrove, Treasurer.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

2. Adopt 2009 DDA Budget

Cosgrove moved, Enos supported, to adopt the Fiscal Year 2009 Delhi Charter Township Downtown Development Authority Budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Enos, Haas, Miller, Warfield

Absent: Brighton, Goodrich, Leighton, Olney

MOTION CARRIED

3. Approve Change Orders #3 and #4 for Senior Center

Mr. McFadyen gave an overview of the change orders and noted the prepared budget summary for the project.

Warfield moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve and authorize execution of Change Order #3 (increases the base contract amount by \$13,633.73) and Change Order #4 (increasing the base contract amount by \$23,821.54) with Wieland Davco Corporation for the Delhi Senior Center project.

A Roll Call Vote was recorded as follows:

Ayes: Enos, Haas, Miller, Warfield, Cosgrove

Absent: Brighton, Goodrich, Leighton, Olney

MOTION CARRIED

4. Approve DDA Share of Cost of CSC Parking Lot Resurfacing project

Mr. McFadyen reviewed his memo regarding the project.

Cosgrove moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve increasing the DDA's share of Change Order #1 of the CSC Overflow Parking Lot Project to the entire cost of \$127,395.80.

A Roll Call Vote was recorded as follows:

Ayes: Haas, Miller, Warfield, Cosgrove, Enos

Absent: Brighton, Goodrich, Leighton, Olney

MOTION CARRIED

5. Approve Award of Bid for Non- Motorized Trail Landscaping

Mr. McFadyen stated that four companies submitted proposals.

Miller moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority Board award the contract for the provision of landscaping for the Delhi Township shared use pathway to HTA Companies of Dimondale, Michigan at their low bid of \$18,626.50.

A Roll Call Vote was recorded as follows:

MOTION CARRIED

Members

There were no additional comments.

PUBLIC COMMENT

Ken Jewison of Schafer's Landscape asked if the bid from HTA Companies had been received by the proposal due date. Mr. McFadyen replied in the affirmative.

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

DiAnne L. Warfield, Secretary

February 24, 2009

Hh/1-27-09boardmeetingminutes