

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
JULY 28, 2009**

The Delhi Charter Township Downtown Development Authority met on Tuesday, July 28, 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, Haas, Leighton, Miller, Olney and Warfield

**MEMBERS ABSENT/EXCUSED:** Cosgrove, Enos, Goodrich

**OTHERS PRESENT:** Al McFadyen, DDA Director, Sherri Powers, DDA Intern

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

**SET/ADJUST AGENDA:** There were no additions or revisions to the agenda.

**APPROVAL OF MINUTES**

**DiAnne Warfield motioned, supported by Jane Olney, to approve the minutes of the June 30, 2009 regular DDA meeting and special meeting with Howard Kohn on June 23, 2009.**

**MOTION CARRIED**

**BUSINESS**

**1. Award of Contract for Sanitary Sewer Connections- Delhi NE Project**

Mr. McFadyen discussed his memo and recommendation for the award of this contract. The work consists of the installation of 18 sanitary sewer connections to buildings not currently hooked up to the Delhi sanitary sewer system. These connections are enabled by the recent Delhi NE-Depot Street sewer construction. He explained that the apparent low bidder was disqualified because of omissions and mathematical errors on their bid and the project engineer (C2AE) has recommended award to the lowest qualified bidder, Christopher Manning Construction at their bid of \$79,004.80. This bid is substantially below the engineer's estimate for the cost of this project.

**Mrs. Olney moved, supported by Mr. Leighton, that the Board of Directors of the Delhi Charter Township Downtown Development Authority award the bid for the construction of sanitary sewer connections in the Depot/Delhi NE project area to Christopher Manning Construction at their low bid of \$79,004.80 with the cost of this work to be charged to the DDA's Construction Projects Budget.**

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

**Ayes: Brighton, Haas, Leighton, Miller, Olney and Warfield**

**MOTION CARRIED**

**2. Discussion of 2010 DDA Budget**

There was a brief discussion of Mr. McFadyen's memo which transmitted to the Board the draft DDA 2010 Budget. It was agreed that the draft budget will be reviewed further by the DDA's Executive Committee and then presented to the full Board for tentative approval.

**REPORTS**

**Executive Director**

Mr. McFadyen briefly reviewed his monthly report with the Board. He reminded the Board of the joint meeting with the Township Board scheduled for August 4, 2009 and gave a summary of the traffic study of for Cedar from Holt to Aurelius which will be a major topic of this joint meeting. He also directed the Board's attention to his memo on the most recent revenue sharing payments to the other eligible taxing jurisdictions and the long term implications of the increased revenue sharing percentage to commence in 2011.

**Marketing Committee**

Ms. Olney discussed the summer Our Town content and the solicitation for Holiday Cooperative TV advertising proposals. She also explained the "Delhi Dollars Coupon" which will be included in the summer Our Town. This promotion, subscribed to by 18 Holt businesses will offer \$1.00 off on any purchase of \$5.00 or greater during the Holt Hometown Festival. The DDA is supporting the campaign with a small amount of advertising and Sherri Powers has organized the promotion and recruited the merchants.

**Planning Commission**

Ms. Warfield commented on the recently approved site plan for Dart Development's new spec building in the Oakwood Business Park. She also explained that the Planning Commission was reviewing the section of the Township Sign Ordinance dealing with electronic message signs in order to bring this portion of the code up to date.

The Supervisor and Treasurer reports were deferred until August.

**Members**

Mr. Brighton commented that he had not seen a Sheriff's Delhi Division report in some time. He stated that the Board should receive a report regularly from the Sheriff's Office since the DDA has made a substantial financial commitment for the operation of the Delhi Division. Mr. McFadyen said he would speak with the Sheriff's Office and ensure that this information is included in the Board packets regularly.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

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DiAnne Warfield, Secretary

Hh/7-28-09dda-boardmeetingminutes