

The Downtown Development Authority Board met in a regular meeting on Tuesday, June 24, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. DDA Board Chairperson C. Howard Haas called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Brighton, Cosgrove, Goodrich, Grinnell, Haas, Miller, Olney, Warfield

MEMBERS ABSENT: Darbor

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

PUBLIC COMMENT – There was no public comment.

APPROVAL OF MINUTES

Warfield moved, Brighton supported, to approve the regular meeting minutes of May 27, 2008.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

SET/ADJUST AGENDA

Add item #9 - Award of Contract for Cedar Street Improvements

PRESENTATIONS

1. Jeff Blohm, Blohm Creative Partners – Proposed local small business assistance (Biz Buzz)

Mr. Blohm gave an overview of the Biz Buzz program. This program is to provide all DDA district township businesses with research and information to help grow their businesses. Working in conjunction with the Michigan Small Business & Technology Development Center at LCC, individual business owners will meet one on one with individual counseling, training, and research; help with marketing plans for existing businesses and start-ups. This is a proactive approach to helping our local businesses. Most of the information is provided free of charge; the only costs may be data base research. The DDA Marketing Committee will recommend that the DDA incur the nominal costs for those services provided by the SBTDC on a fee basis as an agenda item within the next couple of months.

Nanette Miller arrived at 7:14 p.m.

2. Bob Ford, Landscape Architects & Planners – Preliminary Plans for CSC overflow parking lot

Mr. Ford previewed the drawing of the overflow parking lot. They had worked with Wolverine Engineers and the Township's public service and planning departments. This will allow for an additional 56 parking spaces to be constructed. Supervisor Goodrich questioned whether or not stated that the outer "arms" of the middle island should be removed as they may be are difficult to plow around. There is no entrance on Decamp because the neighborhood is residential.

BUSINESS

3. Award of contract for Holt Road sidewalk and decorative lighting project

Mr. McFadyen reviewed his memo regarding the contract and said the lighting fixtures were ordered last year and are in storage now. The project should commence by mid-July. Delta Electric was the contractor on the Cedar Street lighting project which has just been completed with quality of work and on time.

Warfield moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority award the contract to Delta Electric in accordance with their bid of \$527,793.12 for the extension of decorative lighting and sidewalks along Holt Road east from Thorburn to Aspen Lakes. It is further moved that the Board approve an additional contingency for this project in the amount of \$50,000 to be disbursed only on approval of the project architect and the DDA Executive Director. All costs associated with the project are to be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Darbor

MOTION CARRIED

4. Award of Contract for the Holt/Aurelius Plaza Corner Improvements

Mr. McFadyen stated that all of the bids received were lower than the architect's estimate. Jerry Sosnowski, from DLZ was present and stated the project could be finished within 90 days. Neither of the utility and signal boxes will be moved at this time as this work will be costly. We will take a wait and see attitude on how the corner shapes up with the new landscaping and other features prior to incurring any costs for relocation of utility service boxes.

Olney moved, Warfield supported, that the Delhi Charter Township Downtown Development Authority Board of Directors accept the low bid of \$389,324 of Laux Construction of Dansville, MI for the completion of the Holt/Aurelius Corner Plaza improvements. It is further moved that the DDA's Executive Director be authorized to enter into a contract with Laux Construction for the project. The project cost 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

5. Approve Cost Sharing Agreement with Dart Development for extension of road and utilities

Mr. McFadyen referred to his memo regarding this project. This will be a roadway looping Dunckel and Pinetree together at the south. He outlined the DDA's cost portion, and the dynamics of the loan to Dart.

Cosgrove moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the cost sharing arrangement proposed by Dart Development for the extension of streets, water lines, storm and sanitary sewers in accordance with Dart's letter of June 10, 2008. It is further moved that the DDA's Executive Director be authorized to enter into an agreement with Dart Development pursuant to this proposal with all costs to 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

6. Award of contract for demolition of 2150 Depot Street

Mr. McFadyen stated the building would be demolished by September 1 after the tenant moves out. This demolition will allow the road to be brought into alignment. The asbestos assessment will be completed prior to

demolition and the demolition bid price may require adjustment should asbestos be present.

Grinnell moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority accept the proposal for the lump sum fee of \$12,240 from MCS Excavating LLC of Holt, Michigan for the demolition of the structure at 2150 Depot Street. It is further moved that the DDA's Executive Director is authorized to enter into an agreement with MCS Excavating LLC for these services. The demolition cost will be charged to the DDA's fiscal year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Darbor

MOTION CARRIED

7. Approve change in date for July DDA Board Meeting

Goodrich moved, Cosgrove supported, Delhi Township Downtown Development Authority Board of Directors approve Changing the DDA Board's regular meeting date from July 22, 2008 to July 29, 2008.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

8. Award of Contract for Senior Center

Mr. McFadyen reviewed his memorandum to the Board recommending Wieland Davco as the contractor. The low bidder, Parish Construction, has provided additional information today regarding their bid and addressing the LEED certification on the project. Parish has recommended a different roofing concept which may be less costly. There was much discussion regarding the roofing system, LEED Certification, and the checking of references provided by Wieland Davco. It was the consensus of the board that Wieland Davco and Parish Corporation meet with the Executive Committee to provide additional information before a contract award decision is made. Chairman Haas asked for any other board members to attend the meeting and DiAnne Warfield volunteered.

Warfield moved, Miller supported, to have a Special Meeting at 5:30 p.m. on Monday, July 7, 2008 of the DDA Board to award the contract for the Senior Center.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

9. Award of Contract for Cedar Street Construction

Mr. McFadyen stated that the bids had been received for the Cedar Street reconstruction from Dallas Avenue to Holbrook Drive. Since this project will be overseen by the Ingham County Road Commission, they have recommended that Hoffman Brothers, Inc. be awarded the contract. The contract will be between the Road Commission and Hoffman Brothers.

Miller moved, Cosgrove supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority concur in the selection by the Ingham County Road Commission of the lowest qualified bidder for Phase I of the Cedar Street Reconstruction Project, Hoffman Brothers, Inc. of Battle Creek, Michigan at their low bid of \$2,489,999.00. The project will be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Darbor

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen gave a brief overview of his June report to the Board.

Marketing Committee

Mrs. Olney stated the Marketing Committee was allocating \$5,000 for a Delhi Township night at Spartan Speedway on Friday, August 22 in conjunction with the Holt Hometown Festival. Local businesses will be given tickets to distribute to customers. Spartan Speedway will do the advertising

Planning Commission

Mr. Grinnell said the site plan was approved for the senior center. They will be addressing some changes to the zoning of public properties.

Farmers Market

Mr. Grinnell stated the Farmers Market building is almost ready for occupancy. They have 3 farmers, a coffee vendor, and several artisans on board. It will open Saturday, July 12.

Supervisor

Supervisor Goodrich said the annual Goals and Objectives review was completed by all department heads. There will be recycling of prescription drugs at the POTW building on Saturday, June 28, 2008.

Treasurer

Mrs. Cosgrove said the total of Cash and Investments through 5/31/08 was \$5,790,000.

Members

Mrs. Miller asked the status of the Cedar Lakes matter. Mr. McFadyen stated Judge Manderfield ordered the MDEQ, Delhi Township, and the Drain Commissioner to go through mediation with the mediator to report back to the judge at the conclusion of mediation.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:39 p.m.

July 29, 2008

C. Howard Haas, Board Chairman

hh/6-24-08ddaminutes