

The Downtown Development Authority met Tuesday, June 30, 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: Brighton, Cosgrove, Enos, Goodrich, Haas, Leighton, Miller, Warfield

MEMBERS ABSENT: Olney

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

PUBLIC COMMENT

There was no public comment.

SET/ADJUST AGENDA

Add Item #8 – Receive Resignation of Jane Olney from Farmers Market Board

APPROVAL OF MINUTES

Goodrich moved, Warfield supported, to approve the meeting minutes of May 26, 2009.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

Nanette Miller arrived at 7:04 p.m.

PRESENTATION

Scott DeVries, C2AE, reviewed Change Order #2 of the Delhi NE/Depot Street project. Changes were adjustment of monitoring manholes, sanitary service laterals, water main repair claim and bid quantity adjustment.

BUSINESS

1. Approve Change Order #2 for Delhi NE/Depot Street Project

Leighton moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve Change Order #2 in the amount of \$69,974.90 with E.T. Mackenzie as presented by C2AE for the Delhi NE/Depot Street project. The DDA's portion of the additional cost will be \$38,380.55 with the remainder to be paid by the Township's Sewer Fund. The DDA's portion will be charged to the DDA's 2009 Construction Projects budget.

A Roll Call Vote was recorded as follows:

Ayes: Brighton, Cosgrove, Enos, Goodrich, Haas, Leighton, Miller, Warfield

MOTION CARRIED

2. Approve Amendment to DDA FY 2009 Budget

Mr. McFadyen reviewed his memorandum regarding the budget amendment. Our revenues are flat which affects our ability to bond. Reductions or elimination of infrastructure projects in the amount of \$2,625,750 for 2009 is recommended. Some projects will be held over to 2010.

Warfield moved, Cosgrove supported, that the Delhi Charter Township Downtown Development Authority Board of Directors adopt the amendments to the DDA's approved Fiscal Year 2009 Budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Enos, Goodrich, Haas, Leighton, Miller, Warfield, Brighton

Absent: Cosgrove

MOTION CARRIED

3. Approve Proposal from Soil and Materials Engineers for Asbestos Abatement Services

Mr. McFadyen explained the testing needs to be done prior to building demolition and the bid is for eight properties the DDA owns.

Cosgrove moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the proposal dated May 27, 2009 from Soil and Materials Engineers Inc. for the asbestos assessment at a not to exceed fee of \$18,900 for eight structures that will be scheduled for demolition. The cost of these services will be charged to the DDA's 2009 Capital Outlay budget.

An amendment to the main motion was as follows:

Leighton moved, Goodrich supported, to increase the amount for the asbestos assessment to \$21,400, to increase the number of properties to nine. This includes 2191 Cedar Street, which is on the agenda as item #4, as a DDA property purchase.

A Roll Call Vote was recorded as follows:

Ayes: Enos, Goodrich, Haas, Leighton, Miller, Warfield, Brighton, Cosgrove

MOTION CARRIED

The vote on the main motion was recorded as follows:

Ayes: Enos, Goodrich, Haas, Leighton, Miller, Warfield, Brighton, Cosgrove

MOTION CARRIED

4. Approve Purchase of 2191 Cedar Street, Holt, Michigan

Mr. McFadyen stated this parcel is in close proximity to several pieces of property the DDA already owns and is offered for sale out of foreclosure.

Cosgrove moved, Leighton support, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the purchase by the DDA of the property located at 2191 Cedar Street, Holt, Michigan for \$30,000 subject to approval of title and closing documents by the DDA's attorney. The purchase will be charged to the DDA's 2009 Capital Outlay budget.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Haas, Leighton, Miller, Warfield, Brighton, Cosgrove, Enos

MOTION CARRIED

5. Approve Expenditure for 2009 Music in the Garden Series

Mr. McFadyen reviewed his memorandum regarding the Arts Council 2009 summer concert series. Several board members commented on Arts Council fund-raising and the sound system costs.

Miller moved, Warfield supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the proposal and budget dated June 15, 2009 from the Holt Community Arts Council for production of the 2009 “Music in the Garden Series”. The \$10,000 cost of the series will be charged to the DDA’s 2009 Marketing & Promotion budget.

A Roll Call vote was recorded as follows:

Ayes: Haas, Leighton, Miller, Warfield, Brighton, Cosgrove, Enos, Goodrich

MOTION CARRIED

6. Approve Change Order #3 from Laux Construction for Holt/Aurelius Plaza project

Mr. McFadyen reviewed his memorandum regarding this project. This project will be under budget.

Warfield moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve change order #3 for the contract between the DDA and Laux Construction for the Holt/Aurelius Plaza Project. This change order increases the amount of this construction contract by \$4,518.35 and will be charged to the DDA’s Construction projects budget.

A Roll Call Vote was recorded as follows:

Ayes: Leighton, Miller, Warfield, Brighton, Cosgrove, Enos, Goodrich, Haas

MOTION CARRIED

7. Retain Tetra Tech for prepare a TIGER grant application

Mr. McFadyen explained this aspect of the stimulus package for competitiveness grants regarding road way improvements. There is a chance that we could qualify for some funding on the balance of the Cedar Street corridor project from Holbrook to Harper. Tetra Tech would prepare the application.

Leighton moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority accept the proposal from Tetra Tech to prepare a TIGER grant application on behalf of the Cedar Street Reconstruction Project for a fee of \$10,000. The cost of these services will be charged to the DDA’s 2009 Infrastructure budget.

A Roll Call Vote was recorded s follows:

Ayes: Miller, Warfield, Brighton, Cosgrove, Enos, Goodrich, Haas, Leighton

MOTION CARRIED

8. Accept Resignation of Jane Olney as a member of the Farmers Market Board

Mr. McFadyen stated that Mrs. Olney has resigned from the Farmers Market Board and the DDA Board Chairman has asked Kim Cosgrove to fill the vacancy on this board.

**Goodrich moved, Warfield support, to appoint Kim Cosgrove to the Farmers Market Board.
A Voice Poll Vote was recorded as All Ayes
MOTION CARRIED**

REPORTS

Executive Director

Mr. McFadyen reviewed his report.

Marketing Committee

Mr. Leighton stated the committee is very happy with Sherri Powers, the DDA's summer intern. She is visiting every Delhi business and updating the website. The Marketing Committee has a planning session with Howard Kohn on July 23.

Planning Commission

Mrs. Warfield stated the Planning Commission is reviewing wording changes to the Ordinance.

Supervisor

Supervisor Goodrich stated the Dart Development is going to build a spec building off Pine Tree Road; their buildings are 95% occupied. The Township has made adjustments to the 2009 budget due to revenue sharing decreases from the State of Michigan.

Treasurer

Mrs. Cosgrove said the balance in cash and investments as of May 31, 2009 was \$3.4 million.

Members

There were no additional comments.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

DiAnne L. Warfield, Secretary

July 28, 2009