

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
MARCH 24, 2009**

The Downtown Development Authority met Tuesday, March 24, 2009 in a regular meeting in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice-Chairperson Olney called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Brighton, Cosgrove, Enos, Goodrich, Miller, Olney, Warfield

MEMBERS ABSENT: Haas, Leighton

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

PUBLIC COMMENT

There was no public comment.

SET/ADJUST AGENDA

Add Business Item #4 – Approve Administration Agreement with Ingham County Road Commission

APPROVAL OF MINUTES

Goodrich moved, Brighton supported, to approve the meeting minutes of February 24, 2009.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

1. Award of Contract for Final Design/Construction Documents for Non-Motorized Trail under I-96

Mr. McFadyen reviewed his memo to the board regarding this contract. Eleven firms submitted proposals and four were interviewed by Tracy Miller and Mr. McFadyen. Since the bids varied in price, the main consideration was which firm could bring the best team of professionals to the project.

Mr. Brighton indicated he would not vote in favor of the contract as he felt the overall project was too expensive.

Cosgrove moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the proposal of C2AE of Lansing, MI, to provide preliminary design, permitting, final design, and construction engineering services in connection with the non-motorized trail underpass of I-96 at Sycamore Creek. It is further recommended that the DDA's Executive Director is authorized to enter into a contract with C2AE for these services in accordance with this proposal at a fee of \$73,900. This cost will be charged to the 2009 Infrastructure budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Enos, Goodrich, Miller, Olney, Warfield

Nay: Brighton

Absent: Haas, Leighton

MOTION CARRIED

2. Award of Contract to retain Tetra-Tech through the Ingham County Road Commission for Final Specifications/Plans of Cedar Street between Holbrook and College Road

Mr. McFadyen reviewed his memo regarding the second phase of the Cedar Street reconstruction. There is a slight possibility that stimulus money will be available for the project and it may commence this year if the federal stimulus funding is available. If there is no stimulus money, then the project will commence in 2010 or 2011; financing must still be discussed with Tom Traciak.

Warfield moved, Goodrich supported, that Delhi Charter Township Downtown Development Authority Board of Directors authorize the DDA Executive Director to enter into an agreement with the Ingham County Road Commission and Tetra Tech of Michigan for the completion of Phase II final design of the reconstruction of Cedar Street in accordance with Tetra Tech's proposal of February 18, 2009. It is further moved that the expenditure of up to \$85,000 from the DDA's fiscal year 2009 Infrastructure budget be approved for these services subject to approval of payments to Tetra Tech by the Ingham County Road Commission.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Enos, Goodrich, Miller, Olney, Warfield, Brighton

Absent: Haas, Leighton

MOTION CARRIED

3. Approve \$100,000 for Reconstruction of Holt Road from 2009 Infrastructure budget

Mr. McFadyen reviewed his memo regarding this project. The Road Commission had planned to reconstruct Holt Road in 2012 and Cedar Street between Dallas and Aurelius in 2009. In discussions with the Road Commission, John Elsinga, Township Manager, and Mr. McFadyen reached an agreement with the Road Commission to reconstruct Holt Road in 2009, and reconstruct Cedar Street after a traffic study determining the feasibility of reducing Cedar from four lanes to three is completed. The total cost to re-pave Holt Road between Thorburn and Heatherton is \$850,000. The ICRC will utilize \$650,000 in federal stimulus funds for this project. The Township Board tentatively has approved \$100,000 for Holt Road resurfacing between Aurelius and Heatherton, and the DDA has been asked to approve \$100,000 to resurface between Aurelius and Thorburn.

Enos moved, Warfield supported, that the Delhi Charter Township Downtown Development Authority Board of Directors allocate \$100,000 from the DDA's fiscal year 2009 Infrastructure budget for a portion of the cost of the reconstruction of Holt Road from Aurelius to Thorburn.

A Roll Call Vote was recorded as follows:

Ayes: Enos, Goodrich, Miller, Olney, Warfield, Brighton, Cosgrove

Absent: Haas, Leighton

MOTION CARRIED

4. Approve Administration Agreement with the Ingham County Road Commission for the final design of the Cedar Street Reconstruction Project

Mr. McFadyen stated the Road Commission has advised the DDA/Township that a new agreement will be necessary to provide for the design of Phase II of the Cedar Street reconstruction project. A copy of the agreement is attached.

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Director to execute the agreement entitled “Agreement-Design Phase” with the Ingham County Road Commission in order to facilitate the design of Phase II of the Cedar Street Reconstruction project.

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Miller, Olney, Warfield, Brighton, Cosgrove, Enos

Absent: Haas, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen gave a brief summary of his written report. The BWL will complete their work in the Cedar Heights area presumably at the end of March. The potential purchase of a house located at 2224 Delhi NE will be on the DDA agenda in April.

Marketing Committee

Mrs. Olney reported Bizz Buzz would be ready for use in April. They are discussing the possibility of a summer intern.

Planning Commission

Mrs. Warfield stated the Commission was completing some text changes to the Ordinance.

Supervisor

Supervisor Goodrich reported the joint meeting with the Holt School Board went very well. There was discussion of the MSU flags and the LEAP initiative.

Treasurer

Mrs. Cosgrove stated the cash & investment total at year end 2008 was \$3,449,183 and the 2/28/09 total was \$3,887,588.

Members

There were no additional comments.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

DiAnne L. Warfield, Secretary

April 28, 2009

