

The Downtown Development Authority met Tuesday, May 26, 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, Enos, Goodrich, Haas, Leighton, Miller, Olney, Warfield

MEMBERS ABSENT: Cosgrove

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

PUBLIC COMMENT

There was no public comment.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Olney moved, Warfield supported, to approve the meeting minutes of April 28, 2009.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

Stuart Goodrich arrived at 7:03 p.m.

BUSINESS

1. Approve Right of Access Easements to the Ingham County Road Commission

Mr. McFadyen explained that these easements provide a thirty foot corridor across the DDA-owned Nyeholt and Gibbons properties. This allows the Drain Commissioner to have the limited ability to cross the parcels in order to improve and maintain the Cook and Thorburn Drain.

Olney moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors grant the drain easements to the Ingham County Drain Commissioner as provided in the documents identified as Drain Easement Cook and Thorburn Drainage District Parcel Number 33-25-05-23-400-005 and Drain Easement Cook and Thorburn Drainage District Parcel Number 33-25-05-23-40-010. I further move to authorize the DDA Executive Director to execute the drain easements on behalf of the DDA.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

2. Approve DDA Board Goal Setting Session with the Chesapeake Group

Mr. McFadyen reviewed his memorandum regarding a DDA Board goal setting session.

Warfield moved, Brighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors accept the Chesapeake Group's proposal of May 15, 2009 to facilitate goal setting sessions for the DDA Board along with the Advertising and Marketing Committee. These services will be provided in accordance with Option 1 and Option

2 in the May 15, 2009 proposal at a fixed fee of \$4,200. The cost of these services will be charged to the DDA's 2009 Advertising and Marketing Budget.

A Roll Call Vote was recorded as follows:

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

Absent: Cosgrove

MOTION CARRIED

An email poll will be taken of DDA Board members of date availability for the goal setting session – the dates to choose from are June 23 or 30th.

3. Approve Cost Proposal from Landscape Architects & Planners for Final Plans & Specification for Pioneer Cemetery

Mr. McFadyen reviewed his memo regarding this project. Construction will be completed during the 2010 construction season.

Leighton moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority accept the proposal of Landscape Architects and Planners dated May 12, 2009 in the amount of \$17,800 to complete construction plans and specifications; advertising and bidding, and construction observation for the reconstruction of the retaining wall at Pioneer Cemetery. It is further moved that the project designed is to conform to option C as presented to the DDA Board April 28, 2009. Design work will be charged to the DDA's 2009 Infrastructure budget and the cost of construction will be included in the 2010 DDA Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Cosgrove

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen reviewed his report. He expects to receive a request from the Arts Council for the Music in the Garden series. The Senior Center's open house and dedication will be June 30, 2009. The Farmers Market is open on Saturdays and has no vacancies. The Delhi NE/Depot street project is down to punch list and clean-up items; a second change order will be presented to the DDA Board by C2AE at its June meeting.

Marketing Committee

Mrs. Olney reported the spring edition of Our Town is ready for mailing. The committee will have a planning session with the Chesapeake Group also. There has been good interest in Bizz Buzz.

Planning Commission

Mrs. Warfield reported the Kroger fueling station was approved.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
MAY 26, 2009**

Supervisor

Supervisor Goodrich stated a joint meeting between the Township Board and DDA board has been scheduled for June 2. The DDA Board asked about the availability of rescheduling it to June 16. All members will be contacted about which day the meeting will be.

Treasurer

In the absence of the Treasurer, there was no report.

Members

There were no additional comments.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

DiAnne L. Warfield, Secretary

June 30, 2009

Hh/5-26-09boardmeetingminutes