

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
OCTOBER 28, 2008**

The Downtown Development Authority Board met in a regular meeting on Tuesday, October 28, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairman Howard Haas called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Brighton, Cosgrove, Goodrich, Haas, Leighton, Miller, Olney

MEMBERS ABSENT: Warfield

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

APPROVAL OF MINUTES

Brighton moved, Cosgrove supported, to approve the meeting minutes of September 23, 2008.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

SET/ADJUST AGENDA - There were no adjustments to the agenda.

PUBLIC COMMENT - There was no public comment.

PUBLIC HEARING – 2009 DDA BUDGET

Miller motioned, Cosgrove support, to open the Public Hearing for the Fiscal Year 2009 Delhi Charter Township Downtown Development Authority Budget.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

There was no public comment on the budget.

Mr. McFadyen reviewed the Infrastructure portion of the budget.

Cosgrove motioned, Olney support, to close the Public Hearing for the Fiscal Year 2009 Delhi Charter Township Downtown Development Authority budget.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

BUSINESS

1. Approve Fiscal Year 2009 Downtown Development Authority Budget

Cosgrove moved, Miller supported, to approve the Fiscal Year 2009 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for Public Hearing and Adoption.

A Roll Call Vote was recorded as follows:

Ayes: Brighton, Cosgrove, Haas, Leighton, Miller, Olney

Absent: Goodrich, Warfield

MOTION CARRIED

2. Approve Extension of DLZ contract – oversight for Holt/Aurelius corner project

Mr. McFadyen reviewed his memorandum to the Board regarding the extension of the DLZ contract. Additional items that he requested include the inclusion of a sculpture, security cameras, and concrete coloring test samples.

Olney moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the modification of DLZ's original agreement with the DDA for construction oversight of the Holt/Aurelius Plaza Project in accordance with DLZ's proposal of October 3, 2008 at an additional cost of \$8,820. The cost of these services will be charged to the DDA's 2008 Fiscal Year Infrastructure budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Haas, Leighton, Miller, Olney, Brighton

Absent: Goodrich, Warfield

MOTION CARRIED

3. Approve Landscape Architect & Planners contract extension – oversight of Non-motorized Pathway construction

Mr. McFadyen gave an overview of the project and of the pathway location through the township.

Leighton moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the proposal from Landscape Architects and Planners dated October 17, 2008 to provide construction observation services in connection with the construction of the first phase of the non-motorized trail system at a lump sum fee of \$16,808. The cost of these services will be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

Ayes: Haas, Leighton, Miller, Olney, Brighton, Cosgrove

Absent: Goodrich, Warfield

MOTION CARRIED

4. Approve extension of Charles Grinnell's Farmers Market Manager contract for 2009

All DDA board members expressed their satisfaction of the Farmers Market's first-year success under Chuck's supervision.

Miller moved, Olney supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the extension of the term of the Farmer's Market Manager's contract between the DDA and Chuck Grinnell to provide that the term of the contract shall run until December 31, 2009.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

5. Approve Recommendation for Farmer's Market Board

Mr. McFadyen reviewed his memo which explained how a Farmers Market Board would be appointed and how the board would function. Kim Cosgrove stated that the long-term goal is to make the market self-sustaining at some point.

Olney moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the creation of a board to govern the Holt Farmers Market consisting of seven members appointed by the DDA Board of Directors. One member shall be a Delhi Township staff person, two shall be DDA Board members and four of whom will be community volunteers. The Farmers Market board will adopt by-laws along with those policies and procedures necessary for the effective functioning of the Holt Farmers Market. The Farmers Market board may retain the services of a Market Manager and will annually present its budget to the DDA Board for the review and approval of the DDA Board.

A Voice Poll Vote was recorded as All Ayes

Absent: Goodrich, Warfield

MOTION APPROVED

6. Approve Change Order #2 for Senior Center

There was discussion regarding the change order which included a credit for the size of the water service required and the deletion of a moveable partition originally specified for the activity room. In the future, Mr. McFadyen will give the board a monthly breakdown of the change orders to date and how their affect on the total budget on the project, including the amount budgeted for contingencies.

Mr. Goodrich arrived at 7:40 p.m. He said he would abstain from the vote due to his late arrival.

Olney moved, Leighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve Change Order #2 for the Senior Citizen Center Project providing for a credit of \$3,194.32.

A Voice Poll Vote was recorded as All Ayes

Abstain: Goodrich

MOTION CARRIED

7. Approve partial funding of reconstruction of CSC driveway

Mr. McFadyen said the DDA could provide funding for the northern driveway at the CSC complex as this is the area being affected by the CSC overflow parking lot addition.

Cosgrove moved, Brighton supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the expenditure of \$30,000 as the DDA's share of the Community Services Center parking lot and driveway parking lot renovation project to the be undertaken by Delhi Charter Township. It is further moved that this cost be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

Aye: Miller, Olney, Brighton, Cosgrove, Goodrich, Haas, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen gave an update on the Senior Center project – it is on schedule and should end up being LEED certified at the silver level. The Cedar Heights project will have a change order for lighting conduit. The neighborhood driveways will be useable over the winter. A change order for the security system for the Holt/Aurelius corner project will be on the November agenda.

Marketing Committee

Mrs. Olney reported the fall edition of Our Town should be ready for printing in another week. The Lions club will be inserting Holt Food Bank envelopes into each flyer. Over 34 ads have been sold in the coop advertising program and 30 have been produced. Pricing is being obtained for banners on the new poles on Cedar Street and Holt Road. The committee is still discussing municipal television.

Planning Commission

In the absence of Mrs. Warfield, there was no report.

Supervisor

Supervisor Goodrich stated the Township Board honored Tricia VanderPloeg, Assistant Supervisor for all her work on making the Extreme Makeover home a reality for a Delhi Township family. The playground at Valhalla Park is almost finished. The Township, Drain Commissioner, MDEQ, and consultants met with the mediator on the Cook & Thorburn Drain matter. The Engineers were to meet and discuss a “plan”. All parties meet with the mediator again on November 14.

Treasurer

Mrs. Cosgrove said the total of Cash and Investments through 9/30/08 was \$10,420,820.

Members

There were no additional comments.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:17 p.m.

DiAnne Warfield, Secretary

November 25, 2008