

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
JANUARY 26, 2010**

The Downtown Development Authority met Tuesday, January 26, 2010 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. Mr. McFadyen introduced new DDA board member Bob Fillion.

**MEMBERS PRESENT:** Cosgrove, Fillion, Goodrich, Haas, Leighton, Miller, Warfield

**MEMBERS ABSENT:** Brighton, Olney

**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**

**Goodrich moved, Leighton supported, to approve the meeting minutes of November 24, 2009.**

**A Voice Poll Vote was recorded as All Ayes**

**MOTION CARRIED**

**BUSINESS**

**1. Election of 2010 DDA Board Officers**

**Goodrich moved, Miller supported, to nominate the following as DDA officers for year 2010: Howard Haas, Chairman; Jane Olney, Vice Chairman; DiAnne Warfield, Secretary; and Kim Cosgrove, Treasurer.**

**A Voice Poll Vote was recorded as All Ayes**

**MOTION CARRIED**

**2. Adopt 2010 DDA Budget**

**Cosgrove moved, Leighton supported, to adopt the Fiscal Year 2010 Delhi Charter Township Downtown Development Authority Budget.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Cosgrove, Fillion, Goodrich, Haas, Leighton, Miller, Warfield**

**Absent: Brighton, Olney**

**MOTION CARRIED**

**3. Approve Transfer of College Road Pump Station Real Estate to Delhi Charter Township**

Mr. McFadyen gave an overview of the transfer of real estate to the township. The land that the pump station is situated on is owned by the DDA and the DDA is conveying only the property occupied by the pump station and sanitary interceptor sewer to the Township.

**Leighton moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority authorize the Chairman and Executive Director to execute a warranty deed conveying the property described as the “Sanitary Sewer Area for Sanitary Sewer Purpose within the DDA Subdivision” from the Delhi Charter Township Downtown Development authority to Delhi Charter Township.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Fillion, Goodrich, Haas, Leighton, Miller, Warfield, Cosgrove**

**Absent: Brighton, Olney**

**MOTION CARRIED**

**4. Approve Contract Award for Asbestos Abatement – DDA and Township owned properties**

Mr. McFadyen reviewed his memo regarding the project.

**Warfield moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority award the contract for the abatement of asbestos in the six structures to Hazar-Bestos Corporation of Lansing at their low bid of \$27,919 per the January 18, 2010 bid recommendation of SME. It is further recommended that the portion of the bid related to the abatement of asbestos at 2017 Park Lane in the amount of \$2,298 will be treated as a not-to-exceed estimate with payment to the contractor based upon documented time and material for the asbestos abatement at this location up to the not-to-exceed amount. The cost of these asbestos abatement services will be divided as follow: DDA 2010 Infrastructure Budget: \$15,856 and Delhi Charter Township \$12,063.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Haas, Leighton, Miller, Warfield, Cosgrove, Fillion, Goodrich**

**Absent: Brighton, Olney**

**MOTION CARRIED**

**5. Approve Extension of Chuck Grinnell’s Farmers Market Manager Contractor for 2010**

Mr. McFadyen reviewed his memo and gave an overview of the Farmers Market board input on the extension of the contract for Mr. Grinnell.

**Miller moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve an addendum to the Independent Contractor Agreement between the DDA and Chuck Grinnell dated February 28, 2008. The addendum includes an extension of the agreement until January 1, 2012 along with mileage reimbursement for non-commuting farmers market related mileage at the applicable IRS reimbursement rate and an increase in the hourly rate of service of \$2.00 per hour.**

**A Roll Call Vote was recorded as follows:**

**Ayes: Leighton, Miller, Warfield, Cosgrove, Fillion, Goodrich, Haas**

**Absent: Brighton, Olney**

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Mr. McFadyen stated the Cook & Thorburn Drain Project has 5 lawsuits pending and has halted the financing and award of construction contracts at the present time. There was discussion on the cost of the improvements. Mr. McFadyen reminded board members to contact the DDA office prior to Monday, February 1, if anyone would like tickets to attend the annual Chamber dinner on February 10, 2010.

**Farmers Market**

Mrs. Warfield had no additional comments.

**Marketing Committee**

Mr. Leighton stated the committee discussed the GM employee transfer promo materials that were sent out; the Business Expo and Holiday advertising results, as well as web analytics information. A 2010 planning session discussing various items of marketing interest will be held on March 1.

**Planning Commission**

Mrs. Warfield reported the Planning Commission is reviewing wind energy zoning ordinance text amendments.

**Supervisor**

Mr. Goodrich said the Township promo materials to GM transfers was handled in a very timely manner.

**Treasurer**

Mrs. Cosgrove reported the total of cash and investments on hand as of 11/30/09 was \$1,105,199.

**Members**

There were no additional comments.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned at 7:57 p.m.

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DiAnne L. Warfield, Secretary

February 23, 2010