

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
APRIL 27, 2010**

The Downtown Development Authority Board met Tuesday, April 27, 2010 in a regular meeting at the Community Service Center, 2074 Aurelius Road, Holt, Michigan. Chairman Haas called the meeting to order at 7:01 p.m. The Pledge of Allegiance was recited.

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

MEMBERS ABSENT: Fillion

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

Leighton moved, Olney supported, to approve the meeting minutes of March 23, 2010.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

PRESENTATION

1. David Leighton, Marketing Committee Chairman – Marketing Committee Summit Review

Mr. Leighton used a Power Point presentation that gave the highlights of the Marketing Committee’s summit held on March 1. He reviewed what the DDA is doing today such as Our Town and the website. Future discussion includes the creation of a database of businesses, holding seminars for business, marketing the Township’s GIS, and video/audio recording of township events.

BUSINESS

2. Approve contract with DLZ Michigan for Roundabout Engineering

Mr. McFadyen reviewed his memorandum which outlines the proposal from DLZ to perform the preliminary engineering required for three potential traffic roundabouts. This work is necessary for future Ingham County Road Commission support and federal funding for the construction.

Olney moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the April 13, 2010 proposal of DLZ of Michigan to complete preliminary engineering of the three proposed Holt Triangle roundabouts. The DDA’s Executive Director is authorized to enter into an agreement with DLZ to complete tasks 1 through 7 as outlined in their proposal at a fee not to exceed \$15,800. The cost of these services will be charged to the DDA’s FY 2010 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Fillion

MOTION CARRIED

3. Approve Agreement to Decline Capture of Specific Tax Revenue

Mr. McFadyen reviewed the agreement. This agreement has the DDA opting out of receiving any millage capture from the two proposed Township millages for police and fire services. The agreement must be entered into before the ballot question is formally approved by the Township Board.

Warfield moved, Leighton supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the Agreement to Decline Capture of Specific Tax Increases with Delhi Charter Township for the proposed 1.5 mill police services tax increase and the 1.5 mill fire services tax increase. The DDA Chairman and Executive Director are authorized to execute this agreement on behalf of the DDA.

A Roll Call Vote was recorded as follows:

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

Absent: Fillion

MOTION CARRIED

4. Approve Funding for 2010 Music in the Garden Series

Mr. McFadyen reviewed the proposal from the Holt Community Arts Council. The DDA Board noted the funding request was smaller than that of 2009.

Leighton moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the Holt Community Arts Council's proposal and budget for the 2010 Music in the Garden concert series. It is further moved that the DDA allocate \$9,000 from the DDA's FY 2010 Marketing & Promotion budget to support the 2010 Music in the Garden series in accordance with the proposal provided to the DDA by the Holt Community Art's Council dated April 19, 2010.

A Roll Call Vote was recorded as follows:

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

Absent: Fillion

MOTION CARRIED

5. Approve Addendum to DDA Executive Director Contract

Chairman Haas stated that Mr. McFadyen's contract expires May 31, 2010. The addendum change will extend the contract to July 1, 2012.

Cosgrove moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development authority approve the Agreement to Extend the Delhi Charter Township Downtown Development authority Executive Director Employment Agreement with Alastair N. McFadyen, Executive Director with the same terms and conditions as the Extension approved June 28, 2005 excepting the term of the agreement shall hereby be extended to July 1, 2012. It is further moved that the Agreement be transmitted to the Delhi Charter Township Board of Trustees with the DDA Board's recommendation that the Township Board approve this Agreement as presented.

A Roll Call Vote was recorded as follows:

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

Absent: Fillion

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen stated the pre-construction meeting for the Keller Road landscaping would be on April 28. He explained the path alignment re-configuration for the Willoughby Road NMT connection.

Farmers Market

Mr. McFadyen said the Farmers Market board met April 19. They need volunteers to assist in counting the attendees to the market, and greeters as well. The market opens May 15.

Marketing Committee

Mr. Leighton said the committee reviewed the proposal from Holt Hometown Festival. The committee asked for an accounting of last year's expenditures. A concise plan for the festival was not presented to the committee. There was discussion about the amount of funding the DDA could contribute in 2010. The committee hopes to discuss this at their next meeting.

Planning Commission

Mrs. Warfield stated the Planning Commission was reviewing a wetlands ordinance. Permits have been pulled for 10 new housing starts.

Supervisor

The Township Board tabled the matter of a hunting ordinance. The board will take up the matter of requesting millages for police and fire services at its first meeting in May.

Treasurer

Mrs. Cosgrove stated the DDA cash & investments total is \$3,132,882 as of 3/31/10.

Members

The board discussed Gill the DPS fish, and the various locations where he has been on display.

PUBLIC COMMENT There was no public comment.

ADJOURNMENT - The meeting was adjourned at 8:11 p.m.

DiAnne Warfield, Secretary

May 25, 2010

Hh/4-27-10boardmeetingminutes