

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
MAY 25, 2010**

The Downtown Development Authority Board met Tuesday, May 25, 2010 in a regular meeting at the Community Service 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, Cosgrove, Fillion, Goodrich, Haas, Leighton, Miller, Olney

MEMBERS ABSENT: Warfield

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

PUBLIC COMMENT - There was no public comment.

SET/ADJUST AGENDA – Add Business item #3, Holt Hometown Festival Contribution

APPROVAL OF MINUTES

Olney moved, Goodrich supported, to approve the meeting minutes of April 27, 2010.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

BUSINESS

1. Award of Demolition Contract – DDA and Township owned structures

Mr. McFadyen reviewed his memorandum regarding the two divisions of bidding. MCS was the low bidder for Division 1 (DDA owned properties) and SC Engineering was low bidder for Division 2 (Township owned property). The Township has elected to accept the 2nd low bid from MCS so all demolitions are under the jurisdiction of one contractor. MCS is also located in Holt.

John Sears, of SC Engineering Services, stated that their combined bids were \$21 less than that of MCS. They pay a prevailing wage and are certified in asbestos removal. Mr. McFadyen said SME would be overseeing the demolitions in regard to the asbestos removal. Supervisor Goodrich indicated he would vote for MCS since it was a Holt company even though the combined bids were \$21 less overall.

Olney moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority award the contract for the demolition of the structures included in division 1 and Division 2 of the DDA's request for demolition bids to MCS Excavating LLC, of Holt, Michigan at their combined bid of \$69,995 and that the DDA's Executive Director be authorized to enter into a contract with MCS for these services. It is further moved that the cost of these services be divided as follows: Delhi Charter Township DDA \$63,425 as a FY 2010 Capital Outlay Expense, and Delhi Charter Township \$6,750.

A Roll Call Vote was recorded as follows:

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

Absent: Warfield

MOTION CARRIED

2. Approve Extension of Engineering Contract with C2AE for Non-Motorized Trail north section

Mr. McFadyen stated the preliminary work to be performed by C2AE is necessary so that grant applications can be completed for Federal transportation dollars that may be available in the future.

Leighton moved, Miller supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the scope of services and fee quotation from C2AE dated May 10, 2010 for preliminary engineering work in connection with the non-motorized trail between I-96 and the Jolly-Aurelius intersection. The \$53,830 cost of these services is to be charged to the DDA's FY 2010 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

Absent: Warfield

MOTION CARRIED

3. DDA Contribution to the Holt Hometown Festival

Mr. McFadyen reviewed his memorandum to the Advertising Committee which was distributed to the entire DDA Board. There was discussion regarding past festivals and the current status of the Holt Hometown Festival.

Miller moved, Cosgrove supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority allocate \$12,000 to the Delhi Township Parks Department for fireworks at this year's festival. Any additional costs incurred by the Township in regard to the fireworks display, (such as having firefighters available), will be supported by the DDA. The Advertising Committee will authorize these expenses after reviewing same with Mark Jenks. The cost will be charged to the FY 2010 DDA Advertising and Marketing budget.

A Roll Call Vote was recorded as follows:

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

Absent: Warfield

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen said the construction for the Keller Road landscaping has commenced.

Farmers Market

Mr. McFadyen stated the Farmers Market opened May 15 with almost 400 in attendance that day. There were fewer attendees on May 22.

Marketing Committee

Mr. Leighton said the committee met May 13. He will provide the DDA board with their planning focus in June. The committee also discussed additional banners, the Township's GIS capability, the Holt Hometown Festival, completing a business census with an intern yet to be hired, and turning the Holt Business Expo over to the Holt Alliance.

Planning Commission

The Planning Commission did not meet during the month of May.

Supervisor

Supervisor Goodrich said the Township Board has voted to request 1 ½ mills each for police and fire services. These millage questions will be on the August ballot.

Treasurer

Mrs. Cosgrove stated the DDA cash & investments total is \$2,699,481 as of 4/30/10. 70% of our revenues were collected by the Treasurers office from the winter tax collections.

Members

Mrs. Harrison reminded the DDA Board that the June meeting will be June 22nd (the 4th Tuesday is early in the month).

PUBLIC COMMENT There was no public comment.

ADJOURNMENT - The meeting was adjourned at 7:53 p.m.

DiAnne Warfield, Secretary

June 22, 2010

Hh/5-25-10boardmeetingminutes