

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING  
NOVEMBER 27, 2007**

The Downtown Development Authority Board of Directors met in a regular meeting, Tuesday, November 27, 2007 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Howard Brighton, Kim Cosgrove, Ted Darbor, Stuart Goodrich, Chuck Grinnell, Howard Haas, Nanette Miller, Jane Olney, and DiAnne Warfield

**OTHERS PRESENT:** Al McFadyen, DDA Director, Helen Harrison, DDA Secretary

DDA Executive Director McFadyen introduced new member Chuck Grinnell, who will be the Planning Commission representative on the DDA Board, replacing Gary Smith who has accepted employment out-of-state.

**APPROVAL OF MINUTES:**

**Goodrich moved, Olney supported, to approve the October 23, 2007 meeting minutes.**

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

**MOTION CARRIED**

**PUBLIC COMMENT**

There was no public comment.

**SET/ADJUST AGENDA**

There were no adjustments.

**BUSINESS**

**1. Update on Senior Center and old Fire Station Renovation Planning**

Barry Wood, Keystone Design Group, reviewed the interior changes for the social area. His recommendation is to rebuild a new structure on existing foundations because of the changes necessary to the roof structure. Therefore, it is all new construction and it would cost less than using the existing building. Chairman Haas recommended that the project be referred back to the ad hoc committee studying the senior center and the executive committee; the DDA board concurred.

**2. Amend Landscape Architects & Planners contract for Cedar Street Lighting Project**

Mr. McFadyen reviewed his memo to the board on this matter. The project will not commence until spring 2008. The increase in the contract with Landscape Architects is for the additional construction observation and utility relocation coordination and inspection of landscaping restoration.

**Olney moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the revised scope of services for the Cedar Street Improvements in accordance with the proposal from Landscape Architects and Planners dated November 17, 2007. It is further moved that the DDA's Executive Director is authorized to enter into an amended agreement with LAP for these services and that the additional fees for these services in the amount of \$14,000 be charged to the DDA's Fiscal Year 2007 and 2008 Infrastructure budgets.**

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

**Ayes: Brighton, Cosgrove, Darbor, Goodrich, Haas, Miller, Olney, Warfield**

**MOTION CARRIED**

## **REPORTS**

### **Executive Director**

Mr. McFadyen reviewed his monthly report with the Board. Items included the Holt/Aurelius corner project – an LED screen mock-up will be placed at the site on December 4 to determine it's visibility from both roads. DLZ is also investigating whether or not the controller box for the mast arm signals can be relocated. Business news: Carlin's Catch has opened and a software company is considering a home office building in the Delhi Technology Park; with a potential \$20 million investment.

### **Marketing Committee**

Ms. Olney stated that the Our Town winter edition articles have been finalized. New photos have been taken of various Township locations for future inclusion on the web site and other marketing materials.

### **Planning Commission**

Mr. Grinnell reported a zoning change for 2363 Cedar Street (old mobile home park) and an ordinance change which would cover fueling stations being allowed in the Township. 1125 Cedar has been rezoned and has been sold by Stafford Smith to John E. Green Mechanical.

### **Supervisor**

Township Supervisor Goodrich stated he was pleased that John E. Green Mechanical chose Delhi Township for their office location. The 2008 budget hearings are completed for the township departments and approval should be forthcoming on the next Township Board agenda. The Ingham County Road Commission interviewed four candidates for the Managing Director position and the hiring announcement will be November 29.

### **Treasurer**

Mrs. Cosgrove reported that the cash and investments as of 10/31/07 was approximately \$5,700,000.

### **Members**

Mrs. Miller asked about how the time slots were determined for the holiday ads. She felt the same ads repeated quite a bit. Mr. McFadyen will find out how they are scheduled.

## **ADJOURNMENT**

The meeting was adjourned at 7:56 p.m.

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Ted Darbor, DDA Board Secretary

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