

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING
JANUARY 29, 2008**

The Downtown Development Authority Board of Directors met in a regular meeting, Tuesday, January 29, 2008 in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Kim Cosgrove, Stuart Goodrich, Chuck Grinnell, Howard Haas, Nanette Miller

MEMBERS ABSENT: Howard Brighton, Ted Darbor, Jane Olney, DiAnne Warfield

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

APPROVAL OF MINUTES:

Goodrich moved, Cosgrove supported, to approve the November 27, 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.

PRESENTATIONS

A. Jerry Sosnowski, DLZ – Cedar/Aurelius landscaping project final cost report

Mr. Sosnowski showed a short video of the view of the LED sign as traffic goes by that corner. Various board members were concerned about the durability of such a sign from vandals. It will be an alternate bid item and may not be installed at this time. He discussed the relocation of the utility box for the overhead mast arm signals. It can not be placed underground. It was the consensus of the board not to move it across the street to the church property. The board would like pervious concrete (a rough pavement) to be an alternate material in bids.

B. Barry Wood, Keystone Design Group – Senior Center

Mr. Wood reviewed different options for either rebuilding on the old fire station site, or constructing new on the same site or the VFW site. He displayed concept drawings of the exterior from various sides, and interior layouts. Mark Jenks, Parks Director, spoke in favor of the new construction.

BUSINESS

1. Approve budget for Senior Center project

Cosgrove moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve a budget in the amount of \$1,650,000 for the construction of a new senior citizens center on the former VFW site on Cedar Street. Costs for this project will be charged to the DDA's 2008 FY Infrastructure budget.

A Roll Call Vote was recorded as follows:

Ayes: Cosgrove, Goodrich, Grinnell, Haas, Miller

Absent: Brighton, Darbor, Olney, Warfield

MOTION CARRIED

2. Election of 2008 DDA Officers

**Goodrich moved, Miller supported, to nominate the following as DDA officers for year 2008:
Chairman: Howard Haas, Vice-Chairperson: Jane Olney, Secretary: Ted Darbor, Treasurer:
Kim Cosgrove.**

A Voice Poll was recorded as All Ayes

MOTION CARRIED

3. Adopt 2008 DDA Budget

Mr. McFadyen stated this was the final step in the annual budget approval process in accord with Public Act 197 governing DDA's.

**Cosgrove moved, Miller supported, to adopt the Fiscal Year 2008 Delhi Charter Township
Downtown Development Authority Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Goodrich, Grinnell, Haas, Miller, Cosgrove

Absent: Brighton, Darbor, Olney, Warfield

MOTION CARRIED

**4. Approve Amendment to Tetra-Tech Contract for Additional Services in Connection with the
Cedar Street Reconstruction Project**

Mr. McFadyen stated the amendment revisions include a pedestrian/bicycle path along the east side of the new road, and to preserve as much as possible of the existing median at the north end of the project. The construction should commence July 1, 2008.

**Miller moved, Goodrich supported, that the Delhi Charter Township Downtown Development
Authority Board of Directors accept the proposal from Tetra Tech dated December 7, 2007 for
additional design services in connection with the Cedar Street reconstruction project at an
amount not to exceed \$29,000. This will be charged to the DDA's Fiscal Year 2008
Infrastructure Budget.**

A Roll Call Vote was recorded as follows:

Ayes: Grinnell, Haas, Miller, Cosgrove, Goodrich

Absent: Brighton, Darbor, Olney, Warfield

MOTION CARRIED

**5. Approve Design Services with Wolverine Engineering and Landscape Architects & Planners
for the CSC Parking Lot Addition**

Mr. McFadyen reviewed his memorandum concerning the additional parking for the CSC/Library.

**Goodrich moved, Miller supported, that the Delhi Charter Township Downtown Development
Authority Board of Directors approve the proposal from Wolverine Engineers & Surveyors
dated January 16, 2008 at a quoted fee of \$12,100. This is for surveying and engineering services
in connection with the planning and construction of the CSC/Library overflow parking lot.**

It is further recommended that the DDA Board approve the proposal from Landscape Architects & Planners dated January 4, 2008 to provide landscape design for this project at a quoted fee of \$4,200. The cost of the services provided by Wolverine and LAP will be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call vote was recorded as follows:

Ayes: Haas, Miller, Cosgrove, Goodrich, Grinnell

Absent: Brighton, Darbor, Olney, Warfield

MOTON CARRIED

REPORTS

Executive Director

Mr. McFadyen reviewed his monthly written report. The Depot/Delhi NE project should commence April 1, 2008. Additional details will be discussed with LCC over the next several weeks.

Marketing Committee

Mr. McFadyen reported that the committee had a meeting with the LCC Small Business Center and how they could provide assistance to Delhi local business owners.

Planning Commission

Mr. Grinnell reported there were no new site plans to approve and the ordinance change which would cover fueling stations was being sent to the Township Board for approval. The Planning Commission will be discussing uniformity in sign sizes allowed. (For example, property for lease signs).

Supervisor

Township Supervisor Goodrich stated the Township Board would be acting on an ordinance change that would allow the township to do its own soil erosion permits. This is allowed by the MDEQ.

Treasurer

Mrs. Cosgrove reported that the cash and investments as of 11/3/07 was approximately \$5,200,000.

Members

There were no additional comments.

ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

Ted Darbor, DDA Board Secretary

TD/hh/12908ddameetingminutes