

The Downtown Development Authority Board met in a regular meeting on Tuesday, August 26, 2008, in the Multipurpose Room at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. DDA Board Chairperson Howard Haas called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

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

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

PUBLIC COMMENT – There was no public comment.

APPROVAL OF MINUTES

Goodrich moved, Cosgrove supported, to approve the regular meeting minutes of July 29, 2008.

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

SET/ADJUST AGENDA

Add item #7 – Funding of sculpture through Holt Community Arts Council

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

1. Brad Delaney, Business Community Policing Officer, Ingham County Sheriff Department

Officer Delaney stated the downturn in the local economy has had an effect on crime. There are more instances of shoplifting, embezzlements, and also thefts of copper and other materials from construction sites.

2. Scott DeVries, C2AE, Delhi NE/Depot Street Progress Update #7

Mr. DeVries reviewed Progress Update #7. Over \$2 million of the 4 million dollar project has been completed. The BWL is working ahead of the contractor. The anticipated completion date is November 15, 2008. 2150 Depot was demolished 30 days ahead of time. They are striving to work closely with property owners regarding any concerns during construction.

BUSINESS

3. Approve Contract Modification with DLZ for the Holt/Aurelius Corner Plaza Project

Mr. McFadyen reviewed his memo regarding the contract modification. This is for additional services that DLZ is undertaking in regard to this project including bid and construction oversight. Mrs. Miller stated she would abstain from the vote as the materials regarding this were not in her book.

Olney moved, Goodrich supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve Modification #3 to the agreement between DLZ and the DDA. It is further moved that the DDA's Executive Director is authorized to execute this scope of services and fee modification, with the total fee being increased by \$31,595 as proposed by DLZ. The cost of these services will be charged to the project – Holt/Aurelius Improvements.

A Roll Call Vote was recorded as follows:

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

Abstain: Miller

MOTION CARRIED

4. Award Contract for Community Service Center Overflow Parking Lot Construction

Mr. McFadyen reviewed his memorandum to the Board regarding this contract. The references of Mike and Son Asphalt have checked out positively.

Warfield moved, Miller supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the award of construction contract for the CSC overflow parking lot to Mike and Son Asphalt at their low bid of \$182,328. It is further moved that the DDA's Executive Director is authorized to enter into a contract with Mike & Son Asphalt for this work with the cost of the project to be charged to the DDA's Fiscal Year 2008 budget as an Infrastructure expense.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

5. Approve Purchase of Permanent Easement from Hanks Trust

Mr. McFadyen referred to his memo regarding the easement.

Miller moved, Goodrich supported, that the Delhi Charter Township Downtown Development Authority Board of Directors approve the purchase of a permanent easement along the south 30 ft. of the property known as 2200 Depot Street from the Steven W. Hanks Trust for the sum of \$50,000 along with a 10 foot wide temporary construction easement north and immediately adjacent to the permanent easement. It is further moved that the DDA's Executive Director and attorney be authorized to complete this transaction on behalf of the DDA. The cost of this easement will be charged to the Delhi NE/Depot Street project.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

6. Approve Amendment to Commercial Rehabilitation Rebate Program – Alternative Energy Devices

Mr. McFadyen reviewed his memo to include exterior alternative energy devices as part of the rebate program. Supervisor Goodrich stated that Township ordinances do include height criteria for wind power and ordinances will be updated as new sources are developed.

Olney moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority approve the following amendment to the Commercial Rehabilitation Rebate Program adding the category of alternate energy devices to the list of eligible improvements: "q. Alternative energy devices such as windmills, solar panels, and other similar installations (as approved by the Beautification Committee) provided that the equipment is located on the exterior of a parcel eligible to participate in the CRRP and up to a maximum rebate amount of \$10,000 per parcel".

A Voice Poll Vote was recorded as All Ayes

MOTION CARRIED

7. Funding of Sculpture through Holt Community Arts Council

Mr. McFadyen referred to his memo regarding the funding of a sculpture that would be included in the improvements at the Holt/Aurelius Plaza location. The Holt Community Arts Council has selected a sculptor to design a stainless steel sculpture. Kara Hope, President of the Council handed out a potential design and stated it was being changed to an obelisk. She thanked the board for their support of the Arts Council during 2008; the concerts were a success.

Olney moved, Warfield supported, that the Board of Directors of the Delhi Charter Township Downtown Development Authority authorize the DDA's Executive Director to prepare and enter into a memorandum of understanding with the Holt Community Arts Council to provide for the procurement by the Arts Council of a sculpture for the Holt/Aurelius Plaza in exchange for a payment by the DDA to the Arts Council of \$10,000. This cost is to be charged to the DDA's Fiscal Year 2008 Infrastructure budget.

A Roll Call Vote was recorded as follows:

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

MOTION CARRIED

REPORTS

Executive Director

Mr. McFadyen gave an update of the Cedar Heights improvement project including the most current cost estimates. Supervisor Goodrich stated the Township attorney is reviewing the 40 year contract the Township has with the BWL (currently in year 35). The Cedar Street construction project should be completed by November 15, 2008. On the Cedar Street decorative lighting project, AT&T still needs to remove their service from the poles. Consumers will then take out the old utility poles. One half of the footings are poured for the new Senior Center.

Marketing Committee

Mrs. Olney reported that the proposal for the Bizz Buzz program will come to the DDA board in September.

Planning Commission

Mrs. Warfield said a site plan was approved for a new building on Patient Care Drive.

Farmers Market

Mr. McFadyen stated the Farmers Market has added more vendors; the season for produce should run until late October. Chuck Grinnell will give a report at the September DDA meeting.

Supervisor

Supervisor Goodrich indicated that the budgets for all departments will be reviewed on September 15. The Township is purchasing a HUD home located on Woodworth Street for \$1. It will be rehabbed and put back on the tax rolls. There were many resident complaints about the liquid manure smell coming from MSU fields.

Treasurer

Mrs. Cosgrove said the total of Cash and Investments through 7/31/08 was \$13,293,000; the increase was due to the inclusion of the 2008 bond proceeds.

Members

The members talked about future road projects in the central part of Holt's downtown.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

