



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, FEBRUARY 18, 2010**

The regular meeting of the Brownstown Township Downtown Development Authority was held on Thursday, February 18, 2010 in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 12:00 p.m. by Chairperson Rybski and began with the Pledge of Allegiance.

**PRESENT:** Rybski, Bielecki, DiMilia, Khan, Matrone, Varady, Vidusic, Willis, and Wright. Also in attendance were Economic Development Manager DiSanto and DDA Attorney Young.

**ABSENT & EXCUSED:** None

**MINUTE APPROVAL:** Motion of Matrone, supported by Vidusic, to approve the Downtown Development Authority minutes of January 21, 2010 as submitted. All voting aye.

**AGENDA APPROVAL:** Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority agenda of February 18, 2010 with the addition of Item #7 – Closed Session - CoPart Pending Litigation. All voting aye.

**PUBLIC COMMENT:** No public comments were received.

**NEW BUSINESS:**

**ILLUMINATED STREET SIGNS/BOX LIGHTING – CONTRACT AWARD:** Motion of Vidusic, supported by DiMilia, to approve J. Ranck Electric Inc., Flint, Michigan, an approved MDOT qualified contractor, to provide labor and materials for the installation of illuminated street name signs at the road intersections of Dix-Toledo and Carter; West and Telegraph; and Telegraph and Dix-Toledo; for an amount not to exceed \$60,715.57 with funds to come from Account #248.729.976. All voting aye.

**GROUND MAINTENANCE – BID EXTENSION:** Motion of DiMilia, supported by Vidusic, to approve a contract extension for Township Ground Maintenance to Louie's Landscaping of Brownstown, Michigan, for grass cutting, shrub trimming, fertilization and other related items at the Township Campus, Police Station, Historical House and Sibley Fire Station for an amount not to exceed \$23,660 with funds to come from account #248.729.871. All voting aye.

**PERMISSION TO ADVERTISE – STREET PATCHING:** Motion of Matrone, supported by Bielecki, to approve to advertise for Concrete Street Patching Bids for the repair of existing concrete roads within the DDA District. All voting aye.

Rybski announced a new procedure that has been recommended by the Budget Subcommittee. Matrone explained the purpose and goals of the Budget Subcommittee and their decision to request a new "Project Call" procedure to get recommendations from Township Departments for project and equipment funding requests to be submitted in writing by June 1<sup>st</sup> of each year for

review. These recommendations will then return to the DDA for approval at the July Work Session then to the Township Board by mid-July for final DDA Budget approval before the submittal deadline in August.

**CAMPUS PLAN DISCUSSION:** DiSanto explained the Campus Plan is now ready for the next step of project preliminary design and design/construction development. The current vendor, LSL Planning, has some issues to move the project forward with their firm and would be having to rely on a third party to provide the design development of the conceptual plan. Wade/Trim, who also originally bid on this project, has now provided a proposal for consideration to take the project to final preparation.

Motion of Vidusic, supported by DiMilia, to approve the Township Campus Design Development Proposal of Wade/Trim to provide preliminary engineering and design services for Township Campus Site Improvements as submitted in an amount not to exceed \$8,000, inclusive of all expenses, with funds to come from Account #248.729.9745. All voting aye.

DiSanto updated the members on current projects. The idea of private financing for Township Campus improvements is being revisited and meetings have been scheduled with various financial institutions to review options. The bike path is near 90% design completion and the grant is being written for the payment for installation through the MDEC. The newsletter subcommittee has met and a draft document for consideration should be in front of you soon. An energy evaluation will be conducted on each of the Township buildings in the DDA to try and obtain various grants available through DTE Energy. The façade grant application is being finalized and should be ready by the next work session.

**DDA ATTORNEY YOUNG – JANUARY INVOICE:** Motion of Matrone, supported by Vidusic, to approve payment to DDA Attorney Young for January 2010 invoice in the amount of \$2,976.00 with funds to come from Account #248.729.810. All voting aye.

**CLOSED SESSION:** Motion of Matrone, supported by Bielecki, to convene the Downtown Development Authority meeting to a closed session at 12:31 p.m. for the purpose of Taylor / Delozier Property and CoPart Pending Litigation. Roll call vote: Varady, aye; Vidusic, aye; Willis, aye; Wright, aye; Bielecki, aye; DiMilia, aye; Khan, aye; Matrone, aye; and Rybski. Motion carried.

Motion of Matrone, supported by Vidusic, to reconvene the Downtown Development Authority meeting from closed session at 12:52 p.m. Bielecki, aye; DiMilia, aye; Kahn, aye; Matrone, aye; Rybski, aye; Varady, aye; Vidusic, aye; Willis, aye; and Wright, aye. All voting aye.

Motion of Matrone, supported by DiMilia, to direct DDA Attorney Young to pursue the direction as agreed upon in closed session. All voting aye.

Rybski reminded members that if they were interested in attending the MTA Contracts 101 Workshop please contact DiSanto within the next few days.

Motion of Vidusic, supported by Willis, to adjourn the Downtown Development Authority meeting at 12:55 p.m. All voting aye.