



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, DECEMBER 16, 2010**

The regular meeting of the Brownstown Township Downtown Development Authority was held on Thursday, December 16, 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, Linko, Skotanis, Varady, and Willis. Also in attendance were Economic Development Manager DiSanto, DDA Attorney Young, and Township Assessor Iott.

ABSENT AND EXCUSED: Vidusic

MINUTE APPROVAL:

Motion of Willis, supported by Bielecki, to approve the Downtown Development Authority special meeting minutes of November 4, 2010 as submitted. All present voting aye.

AGENDA APPROVAL: Motion of Willis, supported by Bielecki, to approve the Downtown Development Authority agenda of December 16, 2010 as submitted. All present voting aye.

PUBLIC COMMENT: None

OLD BUSINESS:

PROJECT UPDATES: Most of the 2010 projects are complete, however, some are going to carry over into the new year. The Township Campus Phase I and the storage building are 98% complete. The MDEQ Permit will be submitted Friday. DiSanto will provide the cost analysis, schedule, and financing options for review to move the project forward. The LED lights have been installed and should be energized by DTE soon. The Township Campus banners have been installed, but the Telegraph Road banners required alterations and should be returned soon. Two solar bids were received but not yet opened and DiSanto will be providing a recommendation for that as well. Members were provided a copy of the completed PES Market Study to review and were asked to present any questions at the next meeting. Attorney Young reported that he has received clean title work on the Sibley Road property and are now waiting on the MDEQ permit so the closing can be scheduled. The façade agreements have been drafted and are awaiting final signatures, materials are on order and the project is expected to start next week.

NEW BUSINESS

BEECH DALY ROAD – CHANGE ORDER / FINAL PAYMENT: Motion of DiMilia, supported by Bielecki, to approve Beech Daly Road reconstruction Change Order and Certificate No. 3 and approve payment to Wade Trim Associates in the amount of \$453,615.22 with funds to come from Account #248.729.977.500. All present voting aye.

NEWSLETTER – APPROVAL TO RELEASE: Motion of DiMilia, supported by Skotanis, to approve to release the DDA Newsletter for distribution in January 2011 with minor changes as noted . All present voting aye.

DiSanto reported that Kailtyn has contacted Sunshift regarding the DDA Website project. Attorney Young was asked to send a letter to help move the project forward.

DISCUSSION OF SUBCOMMITTEES: Rybski requested members to decide on which subcommittees they would like to participate in. She wants to come back in January to finalize appointments on the Façade Grant and DDA Plan Update subcommittees.

DDA ATTORNEY YOUNG – OCTOBER & NOVEMBER INVOICES: Motion of Willis, supported by Varady, to approve to pay DDA Attorney Young for October 2010 invoice in the amount of \$2,835 and November 2010 invoice in the amount of \$2,817, for a total amount of \$5,652 with funds to come from Account #248.729.810. All present voting aye.

Motion of DiMilia, supported by Bielecki, to adjourn the Downtown Development Authority meeting at 12:33 p.m. All present voting aye.

DDA121610/smk