



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
AND BROWNSTOWN PARKS & RECREATION COMMISSION
WEDNESDAY, FEBRUARY 9, 2011**

A special joint Work Session of the Brownstown Township Downtown Development Authority and the Brownstown Parks and Recreation Commission was held on Wednesday, February 9, 2011 in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 6:30 p.m. by Chairperson Rybski and began with the Pledge of Allegiance.

PRESENT: DDA members Rybski, Bielecki, DiMilia, Khan, Linko, Skotanis, Varady, Vidusic, Willis and Recreation members Bryan, Barbee, Grady, McCoy, St. Louis, and Wright. Also in attendance were Economic Development Manager DiSanto, Recreation Director Maxe, DDA Project Coordinator Campbell, Public Safety Director Sclater, and Township Engineer Woodworth.

ABSENT AND EXCUSED: Recreation Commissioner Oaks

AGENDA APPROVAL: Motion of Vidusic, supported by Skotanis, to approve the Downtown Development Authority special work session agenda of February 9, 2011 as submitted. All present voting aye.

TOWNSHIP CAMPUS PLAN

OVERALL DISCUSSION: DiSanto thanked everyone for attending and introduced members all around. He explained that the Township Campus Plan is the DDA's keystone project but thought it important to include the Recreation Commission's opinion because it will be such a vital recreational component for the Township. He apologized for not including Recreation members in the recent Capital Park development decisions. Today's meeting is to improve communication and go forward with this joint project. Studies show Brownstown residents want more recreation opportunities in the community. A complete overview of the plans for the project was examined and the preliminary architectural drawings for the concession stand, event barn, picnic shelters and pavilions were reviewed. Sustainable materials and "green technology" will be used wherever possible. The project Phasing Plan was created based on our entitlement process challenges. Brownstown Creek will be rerouted as part of the north project and existing wetlands are currently being mitigated and negotiated with MDEQ. Plans to purchase acreage nearby and keep it as open space will be cheaper than on-site mitigation and provide more space for future development.

PHASE I – OVERVIEW / BIDDING: Phase I of the project, which includes a fenced dog park, tennis courts, and additional parking areas, is ready to submit to bid. A new recreation storage facility will be built to replace the old bus garage so it can be demolished. Phase II consists of a water splash pad, playground equipment separation, and enhancement of the area in front of the Community Center. Phase III will include the shelters, event barn, soccer fields, enhancement of the trail system, and a community garden. The final phase will be the construction of the baseball diamonds. Overall project cost is estimated to be six to nine million

dollars with construction to begin in April. DiSanto expects to receive low competitive bids from contractors looking for work. Bond interest is also low right now and local banks have been contacted for financing options. The project is ready to move forward.

Recreation Director Maxe explained his reasons for requesting some of the structures and items in the plan and his thoughts on the phasing schedule. Care will be taken to not impact the neighboring yards with the lights from the baseball diamonds. He is highly in favor of the field turf option so games can be held sooner after bad weather hits and seasons can be extended with no damage to the fields. Field turf also requires much less maintenance and does not have to be taken out of service for repair. Township Engineer Brian Woodworth spoke on the project floodplain impact, water retention, and drain relocation.

Members looked at different styles of equipment and benches and the theme being considered throughout the park. Pedestrian traffic signalization will be provided to cross to the north side of King Road which will also tie into the DDA bike path plans. DiSanto expects the project to take approximately three years to complete. Everyone agreed that the DDA is moving in the right direction with the project.

ART DEDICATION: Public Safety Director Sclater finds the Township Campus Plan exciting. It brings the community together and provides a focal point for the Township. He has been working on a way to recognize our public safety employees and has come up with an idea to have an artistic monument and thought that now would be a good time to ask to add it to the Campus renovation plan. He suggested placing it near the event barn where it would provide a gathering and focal point for people. There are plans to establish an honor guard and to organize fundraisers for the financing of the monument which would bring the community in and involve them in its creation. Members reviewed some of the art being considered and agreed that the archway rendition was very nice.

FINANCING: DiSanto is gathering the defined pricing for the financing of the Township Campus renovations for the next DDA meeting. He is checking into options with the banks and bond counsel. The entire project could be bonded and we would draw the money as needed.

BUSINESS SUPPORT PROGRAMS:

RETENTION/RECRUITMENT: Campbell explained the focus on bringing in new businesses and retaining current ones in the DDA district and is looking for direction from members on some program criteria and eligibility ideas. Physical materials and advertising are some of the things needed by businesses. Members discussed the program proposals and asked her to get additional ideas from more communities and draw up drafts for future consideration.

BUSINESS-TO-BUSINESS: Campbell announced plans for a proposed Business-to-Business event to be held at the Brownstown Community Center on Tuesday, May 24th from 5 to 8 p.m. She hopes to keep the event free for local businesses and provide them areas for displays. There are also plans to invite some keynote speakers and have community tables for fire, police, and historical information.

SOLAR DISCUSSION: Members were provided with informational spreadsheets from two qualified contractors for their review. DiSanto suggested that the project could be split between the two contractors and asked members to bring any questions to him before the next meeting.

EMPLOYMENT EXTENSION – KAITYLN CAMPBELL: A proposal to bring Campbell on as a full time DDA employee was presented and discussed. She would be an at-will employee at a flat rate of pay with no health insurance benefits and after six months employment receive one week of vacation and three sick/personal days. Her position would be to serve as Assistant DDA Advisor to DiSanto and the DDA Board. The final contract proposal will be clarified and prepared by Attorney Young and placed on the next regular meeting agenda for approval. Upon DDA approval the request will go to the Township Board for their consideration.

BUDGET ADJUSTMENT – DISCUSSION

ASSESSOR / BUILDING OFFICIAL / ECONOMIC DEVELOPMENT MANAGER: A request from the Supervisor was reviewed requesting budget adjustments to be made due to the current Assessor retiring and a new Assessor being hired at the last Township Board meeting creating a budget decrease of \$10,000 to Assessor. An increase of \$5,000 each to Building Official and Economic Development Manager for additional duties performed is being requested. The budget increase in Campbell's position will be taken from and decrease the fund balance.

PUBLIC COMMENT: Shirley Bowman, 18615 Emit Rd.

Motion of Willis, supported by Varady, to adjourn the joint Work Session of the Downtown Development Authority and the Brownstown Parks and Recreation Commission at 8:02 p.m. All present voting aye.

smk/DDAws