



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, MAY 19, 2011**

The regular meeting of the Brownstown Township Downtown Development Authority was held on Wednesday, May 19, 2011 in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 12:08 p.m. by Chairperson Rybski.

**PRESENT:** Rybski, DiMilia, Linko, Skotanis, Varady, and Vidusic. Also in attendance were Economic Development Manager DiSanto, DDA Assistant Director Campbell, and DDA Attorney Young.

**ABSENT AND EXCUSED:** Bielecki, Khan, and Willis

**MINUTE APPROVAL:**

Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority meeting minutes of April 21, 2011 as submitted. All present voting aye.

**AGENDA APPROVAL:** Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority agenda of April 21, 2011 with the addendums of Items # 6d2 – Farmers Market - Sponsored Entertainment; #6f – Discussion of Memorial Wall; and #6g – Rotary Club Meeting. All present voting aye.

**PUBLIC COMMENT:** None

**PROJECT UPDATES**

**RECREATION CAMPUS – PHASE I:** Phase I staking, excavating, sewer line, and site work along with prep work for the tennis courts began last Monday.

**PEDESTRIAN / BIKE PATH:** A pre-construction meeting for the Bike Path will be held on May 23<sup>rd</sup>. The last of the needed easements are currently being obtained.

**MEDIA UPGRADES:** Campbell met with a few companies on site to evaluate needed media improvements for the Board Room. Large TV screens for viewing by audience during presentations, and tablets on the desk for access to documents and large plans were some of the suggestions that were offered. She plans to invite companies to offer proposals live at a future work session.

**LOGO DESIGN COMPETITION:** Several entries have been received so far for the DDA Logo Design Competition. Deadline is Monday, May 23<sup>rd</sup> at 4:00 p.m. The subcommittee will meet to narrow qualified entries down to five finalists. Those five will come to the Work Session in June for voting by the DDA and the winner awarded at the meeting.

## **NEW BUSINESS**

**SPRING NEWSLETTER PROOF:** Members reviewed the proof of the 2011 Spring DDA Newsletter. The last page needs the last sentence completed.

**CORRIDOR BEAUTIFICATION PLAN – determination of scope:** Rybski would like to reintroduce the beautification plan for the enhancement of the Telegraph corridor to include cleaning of the easements and tree planting and the need to determine the scope of the project. There is a Telegraph Tomorrow plan that adopted certain types of materials, colors, signage, lighting, landscaping and uniformity along the telegraph corridor through many communities and we need to obtain the guidelines to comply with and work with that adopted plan. The Brownstown Planning Commission already uses some of the requirements during their project reviews and some requirements have been adopted into the Township ordinances already. Get the guidelines and begin to develop a corridor beautification plan.

**RECREATION CAMPUS - SIGNS:** Motion of Skotanis, supported by Vidusic, to table the Recreation Campus – Construction Signs for examples from the companies of the sign materials being provided in their proposal. All present voting aye.

**RECREATION CAMPUS – GROUND BREAKING EVENT:** Campbell announced that it would be a wonderful idea to hold a ground-breaking event for the Township Campus. It would include all the Township boards and commissions and invite the public to ask questions and get more information about the project and also to showcase the work that has gone on so far. Members were asked to start considering when the best time would be to hold this event.

**FARMERS MARKET – REQUEST FROM BEAUTIFICATION/HISTORICAL COMMISSION FOR CHILDREN’S FOOD PASSPORTS:** Motion of Vidusic, supported by Varady, to approve the request from the Beautification/Historical Commission for the DDA to purchase 250 children’s food passports from Premier Marketing in the amount of \$507.50 to be used as marketing materials for the Farmers Market. All present voting aye.

**FARMERS MARKET – SPONSORED ENTERTAINMENT:** Motion of Vidusic, supported by Varady, to approve the DDA fund a Farmers Market Entertainment Budget for the Brownstown Beautification/Historical Commission in the amount of \$750 to be used for entertainers at the Farmers Market events. All present voting aye.

**VAN HORN – DRAFT AGREEMENT:** DDA Attorney Young reviewed the details of the Draft Agreement between the Brownstown DDA and the Woodhaven/Brownstown School District for the paving of a portion of Van Horn Road from Telegraph to the Vista Park Condominiums to accommodate the heavy traffic around the school. The DDA’s requested financial contribution would be capped at \$150,000 and be approximately 1/3 of the total cost with the School District taking control on the project and handling all the engineering and Wayne County requirements. There is about \$25,000 available in the Township Road Fund that could be used if there would be any additional fees. Members requested more information on the proposed traffic light at Struin, if there were any plans to install street lighting in the area, and what the costs would be. Attorney Young to get the information requested and a final contract for review at the next meeting.

**DISCUSSION OF MEMORIAL WALL:** Motion of DiMilia, supported by Varady, to approve to proceed with addition of a Public Safety Memorial Wall to the Township Campus renovation plan as presented with partial cost of the element to be provided through a donation fund and fund-raising. All present voting aye.

**ROTARY CLUB MEETING:** Members were invited to attend the Rotary Club Meeting at the Brownstown Community Center being held on May 25, 2011 at 12:00 noon where DiSanto will be a speaker at this event.

**DDA ATTORNEY YOUNG – APRIL INVOICE:** Motion of Vidusic, supported by Varady, to approve to pay DDA Attorney Young for April 2011 invoice in the amount of \$2,892 with funds to come from Account #248.729.810. All present voting aye.

Motion of Vidusic, supported by Linko, to adjourn the Downtown Development Authority meeting at 1:10 p.m. All present voting aye.

DDA051911/smk