



BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

November 2, 2011

A Work Session of the Brownstown Township Downtown Development Authority was held on Wednesday, November 2, 2011, in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 4:00 p.m. by Chairperson Rybski and began with the Pledge of Allegiance.

PRESENT: Rybski, Bielecki, Skotanis, Varady, Linko and Khan. Also in attendance was Economic Development Manager DiSanto.

ABSENT: DiMilia, Willis.

DDA SUBCOMMITTEES & LIAISONS: A chart of committee liaison members was passed out for member review and consideration in the event that they would like to make any changes to which group they serve on.

ELECTRONIC RETENTION & RETRIEVAL SYSTEM FOR DDA FILES: Members discussed the possibilities of electronic document retention and the possible purchase of the scanning equipment necessary for this to be implemented. The use of "Document Mall/Autostore" system, a 'Cloud' type document storage server, for ease of retrieval for any commission or department or individual that would require use of the stored information and also for information security should the Township server ever go down. Commission requested that the possibility of the split-cost with a Township department be researched and to be returned to the agenda of a regular DDA meeting.

JOINT MEETING(S) AMONG BOARDS & COMMISSIONS: Due to recent requests for information from other commissions regarding projects and procedures, especially the campus project, there is a need to schedule joint meetings with these boards and commissions. Joe and Caitlyn will contact the other board and commission members by memo and return with date options for scheduling.

PUBLIC COMMENT: 4:18 p.m. to 4:22 p.m.

Work session adjourned at 4:25 p.m.

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