



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, NOVEMBER 17, 2011**

The regular meeting of the Brownstown Township Downtown Development Authority was held on Thursday, November 17, 2011 in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 12:05 p.m. by Chairperson Rybski.

**ROLL CALL:**

**PRESENT:** Rybski, Bielecki, Varady, Linko, Vidusic and Khan. Also in attendance were Downtown Development Authority Assistant Director Campbell and DDA Attorney Young.

**ABSENT AND EXCUSED:** Willis, DiMilia, and Skotanis.

**MINUTE APPROVAL:** Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority meeting minutes of October 20, 2011, as submitted. All present voting aye. Motion carried.

**AGENDA APPROVAL:** Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority agenda for November 17, 2011 with the additions as follows; 5e.) Ricoh Invoice and 5f.) DDA Hiring Subcommittee Discussion. All present voting aye. Motion carried.

**PUBLIC COMMENT:** Began at 12:10 p.m. to 12:12 p.m. Commission member Linko read a letter received by his office in appreciation of the Downtown Development Authority's vision and progress regarding the inter-community walking/bike paths.

**NEW BUSINESS:**

**FAÇADE GRANT IMPROVEMENT PROGRAM – Downriver Physical Medicine**

**Recommendation:** Motion of Bielecki, supported by Varady, to table this item to the next meeting pending clarification of project pricing. All present voting aye. Motion carried.

**ELECTRONIC RETENTION & RETRIEVAL SYSTEM FOR DDA FILES:**

Representatives from Ricoh presented their software & program, Document Mall, a secure off-site electronic document storage and retrieval system. They told the commission they would submit a 5 minute video display of another municipality implementing the Document Mall program. Motion of Vidusic, supported by Khan, to table this item until the next work session, pending more information. All present voting aye. Motion carried.

**DDA SUBCOMMITTEES & LIAISONS:** Members reviewed the chart of subcommittees and added Bielecki as an alternate to the Business Support Program subcommittee, Varady as an alternate to the Hiring subcommittee, Skotanis was added to the Newsletter subcommittee and DiMilia was included as an alternate to the Recreation Campus subcommittee.

**DDA BYLAWS:** Motion of Vidusic, supported by Varady, to adopt the DDA Bylaws as submitted. Roll call vote: Rybski, aye; Bielecki, aye; DiMilia, absent; Skotanis, absent; Varady, aye; Willis, absent; Linko, aye; Khan, aye; Vidusic, aye. Motion carried.

**RICOH COPIER INVOICE:** Motion of Vidusic, supported by Bielecki, to reimburse the Community Services Department for DDA copies and one third of the department copier maintenance agreement cost. All present voting aye. Motion carried.

**HIRING SUBCOMMITTEE:** The liaisons of the hiring subcommittee are scheduled to meet on Wednesday December 7, 2011 at 3:00 p.m. for the reviewing of applications submitted for the position of Assistant DDA Director.

**DDA ATTORNEY YOUNG – OCTOBER INVOICE:** Motion by Varady, supported by Khan, to approve to pay DDA Attorney Young for the October 2011 invoice in the amount of \$3,839.80 with funds to come from Account #248.729.810. All present voting aye. Motion carried.

Motion of Bielecki, supported by Varady, to adjourn the Downtown Development Authority meeting at 1:28 p.m. All present voting aye. Motion carried.

DDA111711/tlb