



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, DECEMBER 15, 2011**

The regular meeting of the Brownstown Township Downtown Development Authority was held on Thursday, December 15, 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, DiMilia, Linko, Skotanis, Varady and Vidusic. Also in attendance were Economic Development Director DiSanto, Downtown Development Authority Assistant Director Hutchison and DDA Attorney Young.

ABSENT AND EXCUSED: Khan and Willis

MINUTE APPROVAL: Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority meeting minutes of November 17, 2011, as submitted. All present voting aye. Motion carried.

Motion of Vidusic, supported by Varady, to approve the Downtown Development Authority Work Session minutes of December 7, 2011, as submitted.

AGENDA APPROVAL: Motion of Vidusic, supported by Bielecki, to approve the Downtown Development Authority agenda for December 15, 2011 with the additions as follows: 5d. Discussion on Posting of Agendas; 5e. Discussion on Televising of Subcommittee Meetings. All present voting aye. Motion carried.

PUBLIC COMMENT: 12:07 p.m. to 12:09 p.m. Richard Sexton, 19155 Allen Road, commented on the bike path.

NEW BUSINESS:

LINKING DDA WEBSITE: Jimi Shnau gave a demonstration for a website that can be directly linked to the Township website and updated by the DDA. Members discussed various concerns including but not limited to: domain name, training, proofreading, copyrights, completion time, future changes and the contract.

Motion of DiMilia, supported by Varady, to approve the contract, contingent upon Attorney Young's review and approval of the language in the contract. All present voting aye. Motion Carried.

FAÇADE IMPROVEMENT PROGRAM – Downriver Physical Medicine

Recommendation: Motion by Vidusic, supported by DiMilia to approve the recommendation to grant the façade improvement request for an 80% contribution in an amount not to exceed \$11,886, contingent upon the applicant providing the deposit as part of the required 20% match to hold the price until the work will commence in 2012. All present voting aye. Motion carried.

DEMOLITION OF BUS GARAGE: Motion of Bielecki, supported by Vidusic to award the contract for 23100 West Road demolition to RVP Construction, in an amount not to exceed \$11,975.00 and the contract for the "Old Bus Garage", 23605 King Road demolition to Pro Excavation Inc, in an amount not to exceed \$12,000.00. All present voting aye. Motion carried.

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DISCUSSION ON POSTING OF AGENDAS: Assistant Director Hutchison reported that the November agenda was sent to Muniweb but did not get posted to the website. Muniweb has agreed to confirm all future DDA email requests upon posting the agendas.

TELEVISIONING OF SUBCOMMITTEE MEETINGS – DISCUSSION AND

RECOMMENDATION: After reviewing the Township Board meeting minutes of September 5, 2006, Rybski's opinion is that the intent was to televise the regular and special public meetings of the Township Departments. She also commented that the DDA is not a department of the Township. Attorney Young commented that televising the subcommittee meetings would be very burdensome. Subcommittees, including the DDA subcommittees, must still abide by the Open Meetings Act (they already comply). The purpose of a sub-committee is generally for discussion and fact-finding and no action can be taken by the sub-committee.

DDA ATTORNEY YOUNG – NOVEMBER INVOICE: Motion by Bielecki, supported by Varady, to approve to pay DDA Attorney Young for the November 2011 invoice in an amount not to exceed \$3933.00 with funds to come from Account #248.729.810. All present voting aye. Motion carried.

JANUARY WORKSESSION TIME CHANGE: Motion of Skotanis, supported by Vidusic, to change the time of the January 4, 2012 worksession to 5:00 pm, to be followed by a joint meeting with the Planning, Recreation and Beautification/Historical Commissions. All present voting aye. Motion carried.

Motion of Bielecki, supported by Varady, to adjourn the Downtown Development Authority meeting at 12:48 p.m. All present voting aye. Motion carried.

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