



**BROWNSTOWN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**  
**WEDNESDAY, January 6, 2016**

The work session meeting was officially changed to a regular meeting of the Brownstown Township Downtown Development Authority was held on Wednesday, January 6, 2016 in the Township Hall, 21313 Telegraph Road, Brownstown, Michigan 48183. The meeting was called to order at 12:09 p.m. by Chairperson Vidusic and began with the Pledge of Allegiance.

**ROLL CALL:**

**PRESENT:** Bielecki, DiMilia, Ferguson, Goleniak, Khan, Skotanis, Smith and Vidusic.

Also in attendance were: Economic Development Manager DiSanto, Downtown Development Authority Assistant Directors Trussell and Gustafsson and DDA Attorney Young.

**EXCUSED:** Linko

**MINUTE APPROVAL:** Motion by Bielecki, supported by Goleniak, to approve the Downtown Development Authority meeting minutes of November 19, 2015 as submitted. All present voting aye.

Motion by Bielecki, supported by Skotanis, to accept the Business Support Sub-Committee Meeting minutes of December 9, 2015 as submitted. All present voting aye.

**AGENDA APPROVAL:** Motion by DiMilia, supported by Khan, to approve the Downtown Development Authority agenda for January 6, 2016 as submitted. All present voting aye.

**PUBLIC COMMENT:** None

**NEW BUSINESS**

2016 Brownstown DDA Initiatives

Assistant Director Gustafsson presented to the DDA Board the 2016 Brownstown DDA Initiatives for consideration. A brief discussion took place. The Board agreed to the Initiatives and to ensure all projects/programs will coincide with the DDA Development Plan and TIF Plan.

Telegraph Road Corridor Market Analysis

Assistant Director Gustafsson requested proposals from three economic development and marketing firms. Two responses were received. After carefully reviewing their approach, scope of services and fee proposals, the recommendation was to award the Market Analysis to TCG. Assistant Director Gustafsson then introduced Howard Kohn, President of The Chesapeake Group, Inc. Mr. Kohn gave a presentation and answered questions by the DDA Board.

Motion by DiMilia, supported by Bielecki, to award the Market Analysis to TCG in a lump sum not to exceed \$10,000. Payment from account #248.729.976.700 Town Center Master Plan. All present voting aye.

## **NEW BUSINESS (CONTINUED)**

### Business Support Sub-Committee Recommendations

Assistant Director Trussell presented the DDA Sub-Committee report from December 9, 2015. Thanks Craig Bielecki and Ralph Vidusic for taking the time to be part of the Sub-Committee. The recommendation is for the following businesses be offered façade grants and/or loans.

\*Brownstown Sports Center – Applied for a new sign

The sub-committee recommended a \$10,000 grant along with a low interest loan. Total cost of the sign is approximately \$34,000.

\*Florek Chiropractic Center - Applied for a roof and siding repair

The sub-committee recommended a 50% grant totaling \$2,620. The total cost of the project is \$5,240.

\*Telegraph Storage – Applied for exterior painting

The sub-committee recommended a \$3,000 grant along with a low interest loan for the remainder of the cost. The total project cost is approximately \$74,000.

Motion by Smith, supported by Ferguson, to approve the DDA Sub-Committee recommendations for the three businesses, pending verification that façade grants/loans and projects be included within the DDA Development Plan and TIF Plan.

***Post meeting follow up – in the DDA Development Plan and TIF Plan 2013 Amendment does list DDA business support programs as an eligible project in the DDA District.***

## **REPORTS**

### November 2015 Financial Reports

Motion by Bielecki, supported by DiMilia, to approve the November 2015 Check Disbursement Report for account 248 in the amount of \$31,652.43. All present voting aye.

### Events Update

Assistant Director Trussell gave an update on the following events:

\*Southern Wayne County Regional Chamber Business Expo – The Expo will be held on Friday, January 29<sup>th</sup>, 2016 from 8 am to 3 pm at Crystal Gardens. The Black Tie event will be from 6 pm to 9 pm. New this year to the Expo will be Makers Day. The chamber is inviting entrepreneurs to participate and sell their items.

\*Wine & Canvas – This event will be on Thursday, February 11<sup>th</sup>, 2016 from 6pm to 8:30 pm at the Event Center. This event is being jointly supported by the DDA and the Woodhaven Brownstown Rotary. The cost is \$35.00 per person.

\*Appraisal Clinic – This event is also being jointly sponsored with the Woodhaven Brownstown Rotary. It will be held on Saturday, March 5<sup>th</sup>, 2016 from 9am to 4pm at the Event Center. DuMochelle's will again be doing the appraisals. More details will be coming.

\*Event Featuring the Entire Township – The purpose of this event is to inform the residents of what is happening in the Township and showcase our development. Besides the Township departments, Redwood Living, Kroger and the Boutrous Company will be invited. This event will be held in April.

### Economic Development Update

Economic Development Director DiSanto gave the following 2015 update:

\$68 million in industrial development, 100 new single family homes, 4,000 permits issued including building, electrical, mechanical and plumbing, \$30 million in retail and office development, and handled 1800 complaints with only 2-full time building inspectors and 2-full time code enforcement officers.

**DDA ATTORNEY YOUNG**

Motion by Khan, supported by Smith, to approve to pay DDA Attorney Young's bill for November 30, 2015 in the amount of \$4,824.00. All present voting aye.

Motion by Khan, supported by DiMilia, to adjourn the Downtown Development Authority meeting at 12:47 p.m. All present voting aye.

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