

Downtown Development Authority Board Minutes

June 12, 2006

Chairman Reaume called the meeting to order at 4:03 p.m.

MEMBERS PRESENT:

Richard Reaume
Joseph Barone
Thomas Booth
Dave Cook
Mike Kolb
Ron Kasperski arrived at 4:05 p.m.
Jim Grutza arrived at 4:10 p.m.

MEMBERS ABSENT:

Michelle Ludtke, excused

ALSO PRESENT:

James Anulewicz, Director of Public Service
Patrick Fellrath, Township Civil Engineer
Alice Geletzke, Recording Secretary

3. Approval of minutes for the March 13, 2006 meeting

Moved by Mr. Kolb, supported by Mr. Barone, to approve the minutes of the meeting of March 13, 2006, as presented.

Ayes all, with Mr. Kasperski and Mr. Grutza absent.

4. Old Business

A. Streetscape

a) Status/Punch List

Mr. Fellrath reported that this is the final growing season with MDOT still responsible for maintaining the plantings. There was any early May walk-through with the McKenna arborist to identify plantings in need of replacement. The sub-contractor for MDOT is in disagreement with the list, which is an MDOT issue. Mr. Fellrath will coordinate with MDOT to resolve this issue. Our contractor, Denny's, is maintaining the lawns and we have taken over the irrigation system for operation and maintenance.

The phone number (734-453-8131) for Tony Hollis, Public Works Manager, was given for any calls regarding problems with the irrigation system.

b) Insurance Policy

Mr. Fellrath presented a list of items covered by the Township insurance with Michigan Municipal Risk Management Association.

c) Spare Parts

Mr. Fellrath presented an inventory of streetscape items. With a 6-8 week delivery time for the double and single luminaire pole assemblies (street lights), the Board felt it expedient to have one of each in stock for replacement.

5. New Business

A. Streetscape

a) RFP for Electrical Contractor

A draft of an RFP for an electrical contractor was presented. It would cover the period of one year, with a renewable option.

Moved by Mr. Kolb, supported by Mr. Cook, to authorize the purchase of one each of the double and single luminaires for replacement purposes, and to authorize seeking Requests for Proposals, based on the packet submitted, for an electrical contractor to maintain the streetscape.

Ayes all.

b) Proposed Sign Relocation

Mr. Anulewicz asked that members consider possible sign relocation of the sign located near Terry Street.

He asked that members review the handouts and be prepared to discuss the items at the next meeting.

In addition, DDA members were asked to look at the open space at the four quadrants of the on/off ramps for I-275. The DDA board was also asked to start thinking about what the next major project should be along the corridor. Railroad bridge? Underpass area? Others?

Mr. Cook left the meeting at 4:52 p.m.

c) Consideration of Adopting DDA Purchasing Policy

Mr. Anulewicz asked that members review the Township's current purchasing policy and consider whether it should be retrofitted for adoption by the DDA.

B. Resignation of DDA Member Si Nahra

Mr. Reaume informed members of Mr. Nahra's resignation.

C. Approval of Invoices

Moved by Mr. Grutza, supported by Mr. Barone, to approve the invoices as submitted, in the amount of \$15,565.92.

Ayes all.

6. Public Comment

Mr. Reaume discussed the improvements made in front of the new Township Hall.

7. Adjournment

Moved by Mr. Booth, supported by Mr. Grutza, to adjourn the meeting.

Ayes all.

Meeting adjourned at 5:15 p.m.

Richard M. Reaume, Chairman
Downtown Development Authority

PLEASE TAKE NOTE; The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office,