

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – AUGUST 12, 2013**

Mr. Reaume called the meeting to order at 4:23 p.m.

MEMBERS PRESENT: Richard Reaume
Dave Cook
Mike Kolb
Jim Stevens
Ken Trefilek

MEMBERS EXCUSED: Joseph Barone
Fred Brunk
Jim Grutza
Michelle Ludtke

OTHERS PRESENT: Ron Edwards, Treasurer
Jana Radtke, Community Dev. Dir. and Planner
Alice Geletzke, Recording Secretary
1 member of the public

C. Approval of Minutes for the June 10, 2013 Meeting

Moved by Mr. Cook, supported by Mr. Kolb, to approve the minutes for the regular meeting of June 10 as presented. Ayes all.

D. Approval of Invoices

Moved by Mr. Trefilek, supported by Mr. Stevens, to approve payment of the invoices in the amount of \$94,345.76 as follows:

Vendor No.	Vendor	Invoice Date	Invoice No.	Amount	Account No.	Check Date	Check No.	Description
21699	Bradley Signworks	5/29/2013	Aug-13	2,560.00	248248823000	8/12/2013	1295	Fabricate & Install Signs
40507	Denny's Landscaping	6/30/2013	5383	2,582.14	248248776000	7/15/2013	1292	Jun13 Monthly Maintenance
51975	Erie Construction, LLC	6/21/2013	Appl. No. 1	74,615.53	248248823000	6/25/2013	1290	Ann Arbor Rd. Corridor Improv.
81675	Hubbell, Roth & Clark, Inc.	6/7/2013	123098	1,358.22	248248823000	6/25/2013	1291	Ann Arbor Rd. 2013 DDA Improv.
81675	Hubbell, Roth & Clark, Inc.	6/7/2013	123099	2,153.74	248248823000	6/25/2013	1291	Ann Arbor Rd. 2013 DDA Improv.
81675	Hubbell, Roth & Clark, Inc.	6/24/2013	123319	1,148.63	248248823000	7/17/2013	1294	Ann Arbor Rd. DDA Improvements
81675	Hubbell, Roth & Clark, Inc.	6/24/2013	123318	2,254.95	248248823000	7/17/2013	1294	Ann Arbor Rd. DDA Improvements
81675	Hubbell, Roth & Clark, Inc.	6/24/2013	123320	428.91	248248823000	7/17/2013	1294	Ann Arbor Rd. DDA Improvements
120135	Landplan Engineering, P.A.	9/20/2012	4105	2,509.54	248248823000	8/12/2013	1296	Twp. Sign Design & Coordination
120135	Landplan Engineering, P.A.	10/16/2012	4197	23.00	248248823000	8/12/2013	1296	Reproduction Expenses
161298	Charter Twp. Of Plymouth H2O	6/14/2013	9709May13	797.70	248248776000	7/15/2013	1293	May13 Irrigation
161298	Charter Twp. Of Plymouth H2O	6/14/2013	9710May13	1,146.10	248248776000	7/15/2013	1293	May13 Irrigation
161298	Charter Twp. Of Plymouth H2O	7/15/2013	9709Jun13	632.35	248248776000	8/12/2013	1297	Jun13 Irrigation
161298	Charter Twp. Of Plymouth H2O	7/15/2013	9710Jun13	1,384.95	248248776000	8/12/2013	1297	Jun13 Irrigation
211675	Upper Level Graphics	7/12/2013	2272-40	750.00	248248823000	8/12/2013	1298	2 Sign Faces Digitally Printed

Ayes all.

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E. Intergovernmental Financing

Mr. Edwards explained that funds would not be borrowed from the Brownfield Redevelopment Authority but rather from the General Fund to be repaid with interest.

F. Streetscape Maintenance Update & Maintenance Contract Bid

Mrs. Radtke indicated the current streetscape maintenance contract expires in February, 2014. When bids are sought this fall the new construction section will be added.

Mr. Kolb suggested that a long-range view should be taken regarding maintenance such as professional pruning of rose bushes and redoing perennial beds and sod areas.

Owner maintenance responsibility, or lack thereof, was also discussed and the need for protection of the DDA investment.

G. Streetscape Project – Update

Mrs. Radtke updated members on the progress being made. The project is expected to be completed by the end of August.

H. Approval of 2014 Meeting Dates

Moved by Mr. Trefilek, supported by Mr. Stevens, to approve the following 4 p.m. meeting dates for 2014:

Jan 13	Feb 10	Mar 10	Apr 14	May 12	Jun 9
Jul 14	Aug 11	Sep 8	Oct 13	Nov 10	Dec 8

Ayes all.

I. Board Member Comments

Mr. Reaume updated members on commercial activity in the area.

J. Public Comment – There was none.

K. Adjournment

Moved by Mr. Stevens, supported by Mr. Trefilek, to adjourn the meeting at 5:10 p.m. Ayes all.

Richard Reaume, Chairman
Charter Township of Plymouth Downtown Development Authority

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