

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – SEPTEMBER 9, 2013**

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

MEMBERS PRESENT: Richard Reaume
Joseph Barone
Fred Brunk
Dave Cook
Jim Grutza
Michelle Ludtke
Jim Stevens

MEMBERS EXCUSED: Mike Kolb
Ken Trefilek

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

C. Approval of Minutes for the August 12, 2013 Meeting

Moved by Mrs. Ludtke, supported by Mr. Brunk, to approve the minutes for the regular meeting of August 12, 2013 as presented. Ayes all.

D. Approval of Invoices

Moved by Mr. Grutza, supported by Mr. Barone, to approve payment of the invoices in the amount of \$554,929.15 as follows:

Vendor No.	Vendor	Invoice Date	Invoice No.	Amount	Account No.	Check Date	Check No.	Description
40507	Denny's Landscaping	7/31/2013	5493	1,805.64	248248776000	8/19/2013	1299	Jul13 Lawn Service & Repairs
40507	Denny's Landscaping	8/31/2013	5613	2,836.14	248248776000	9/5/2013	1301	Aug13 Lawn Service & Repairs
51975	Erie Construction, LLC	8/7/2013	Appl. No. 2	322,197.54	248248823000	8/19/2013	1300	Ann Arbor Rd. Corridor Improv.
51975	Erie Construction, LLC	8/26/2013	Appl. No. 3	213,665.08	248248823000	9/5/2013	1302	Ann Arbor Rd. Corridor Improv.
81675	Hubbell, Roth & Clark, Inc.	8/3/2013	124070	1,114.59	248248823000	9/5/2013	1303	Ann Arbor Rd. 2013 DDA Improv.
81675	Hubbell, Roth & Clark, Inc.	8/3/2013	124069	11,378.06	248248823000	9/5/2013	1303	Ann Arbor Rd. 2013 DDA Improv.
161298	Charter Twp. Of Plymouth H2O	8/9/2013	9709Jul13	664.30	248248776000	9/5/2013	1304	Jul13 Irrigation
161298	Charter Twp. Of Plymouth H2O	8/9/2013	9710Jul13	1,267.80	248248776000	9/5/2013	1304	Jul13 Irrigation

Ayes all.

E Acceptance of Borrowing of Funds from the Township General Fund

This item was postponed until later in the meeting.

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F. Streetscape Maintenance Update & Maintenance Contract Bid

Mrs. Radtke indicated a number of repairs have been made to the irrigation system and Erie Construction repaired a broken piece on the gateway feature.

When the current maintenance contract expires in February and new bids are sought, the new area will be added to the request, as well as any changes. Some changes that are being considered are:

- Possible fourth fertilizer application.
- Looking to formally add mowing of the Ann Arbor Road/I-275 area.
- Increase periodic inspection for pruning and trimming of trees and shrubs, including some specifically by varieties.
- Weed control for hard surfaces such as the verge and litter control under plantings.

The bid documents are currently being researched and updated so they apply to both sections of the corridor. The tentative date for posting the bid documents is October 20, with a two-week time period for companies to find out about the project with a walk-through scheduled for the following week. Two weeks from when the bids are posted will be the actual bid opening, approximately November 5.

G. Streetscape Project – Update

Mrs. Radtke reported that the streetscape project is about 80% completed with the verge in, the ornamental fence completed on all sites, and the street trees and ornamental plants are in place. Work is still being done on sod and with the irrigation system.

H. Approval of 2014 Budget

Moved by Mrs. Ludtke, supported by Mr. Cook, to approve Resolution D-2013-001, the Amended 2013 Plymouth Township Downtown Development Authority Fund Budget and Recommended 2013 Plymouth Township Downtown Development Authority Budget. Ayes all on a roll call vote.

A copy of the Resolution is on file in the Clerk's office for public perusal.

E Acceptance of Borrowing of Funds from the Township General Fund

Treasurer Edwards explained that the Board of Trustees has approved the loan to the DDA and is asking for acceptance of the terms of 4% interest with a payment of \$125,000 plus interest scheduled for February 28, 2014 and \$175,000 plus interest scheduled for February 27, 2015.

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Moved by Mr. Stevens, supported by Mr. Brunk, to approve the acceptance of funds from the General Fund to the Downtown Development Authority in the amount of \$300,000 at 4% interest. Ayes all.

Mrs. Ludtke left the meeting at 5:07 p.m.

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. Grutza, to adjourn the meeting at 5:15 p.m. Ayes all.

Michelle Ludtke, Secretary
Charter Township of Plymouth Downtown Development Authority

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