

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – JUNE 9, 2014**

Mr. Reaume called the meeting to order at 4:04 p.m.

MEMBERS PRESENT: Richard Reaume Dave Cook
Fred Brunk George Lytle
Michelle Ludtke Jim Stevens
Ken Trefilek

MEMBERS EXCUSED: Joseph Barone
Mike Kolb

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 – Regular Meeting April 14, 2014

Moved by Mrs. Ludtke and supported by Mr. Stevens, to approve the minutes for the regular meeting of April 14, 2014 as presented. Ayes all.

D. Approval of Invoices

Moved by Mr. Brunk and supported by Mr. Trefilek to approve the invoices in the amount of \$3,183.15 as follows:

<u>Vendor</u>	<u>Date</u>	<u>Inv. No.</u>	<u>Amt.</u>	<u>Acc. No.</u>	<u>Description</u>
Charter Twp of Plymouth	6/4/14	Dec 13-Mar 14	2,724.10	248248776000	Dec 13-Mar 14 DDA Electric
Printing Systems, Inc.	4/30/14	84694	171.05	248248776000	DDA Checks
US Lawns of Livonia	5/14/14	2205	288.00	248248776000	Apr 14 Winter Cleanup

Ayes all

E. Streetscape Maintenance and Contract Update

Mrs. Radtke noted that in the west side area the landscape plantings are still under warranty so the maintenance contractor is focusing on grass maintenance.

The contractor for the east side between Haggerty and Eckles is watching how the dwarf globe arborvitae recover from burn spots over the summer and will have recommendations for the possible need for replanting weedy beds. Also, the contractor for K-Mart sprayed a lot of Round-Up in the area of the gateway feature and if the coneflowers don't survive, it's possible they may be billed for replacements.

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F. Financial Policies

Treasurer Edwards indicated the auditors have recommended additional financial control measures and he proposes to have one Authority member meet with the Township Treasurer each quarter to review revenue and expense reports, bank reconciliations, check register, and other financial information.

Moved by Mr. Lytle and supported by Mr. Stevens to establish a Quarterly Financial Review Process for the Downtown Development Authority. Ayes all.

G. Board Member Comments

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

I. Public Comment – There was none.

J. Adjournment

Moved by Mr. Trefilek and supported by Mr. Brunk to adjourn the meeting at 4:29 p.m. Ayes all.

Richard Reaume, Chairman
Charter Twp. of Plymouth
Downtown Development Auth.

Michelle Ludtke, Secretary
Charter Township of Plymouth
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, 9955 Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)