

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING – FEBRUARY 13, 2017**

Supervisor Heise called the meeting of the Downtown Development Authority to order at 4:19 p.m.

MEMBERS PRESENT: Kurt Heise Paul Fessler
Fred Brunk Paul Garon
Dave Cook George Lytle

MEMBERS EXCUSED: Ryan Kolb Mike Kolb
Mike Workman

OTHERS PRESENT: Mark Clinton, Township Treasurer
Patrick Fellrath, Dir. of Public Utilities
Laura Haw, McKenna Associates
Dan Brooks, Wade Trim Associates
Sue Bram, Executive Asst. to Supervisor
Alice Geletzke, Recording Secretary
1 Member of the Public

C. Oath of Office for Newly Appointed and Reappointed Members

Deputy Clerk Sandra Groth administered the Oath of Office to new member Paul Garon and reappointed member Paul Fessler.

D. Chairperson Comments

Mr. Heise had members introduce themselves and give some of their history. He introduced Sue Brams, his Executive Assistant, and Mark Clinton, Township Treasurer. He also ascertained that the Vice-Chairman of the DDA is Fred Brunk and Mr. Brunk agreed to continue in that capacity...

E. Approval of Minutes – Regular Meeting of October 10, 2016

Moved by G. Lytle and supported by D. Cook to approve the minutes of the regular meeting of October 10, 2016 as presented. Ayes all.

F. Approval of Bills

Mr. Heise noted that he and Mr. Price have already approved many of the bills for payment since the last meeting.

Moved by Mr. Lytle and supported by Mr. Brunk to receive, note and file approval of the invoices as presented, in the amount of \$23,540.60. Ayes all.

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G. 2017 Budget Review – Mark Clinton

Mr. Clinton explained how revenue is generated for the DDA budget. He indicated there is presently \$290,000 available for the DDA. Recently received were 2015 tax collections of \$160,000 and a property tax reimbursement from the State of \$85,000. He estimates approximately \$100,000 combined for the 2016 tax season. Last year's expenditures were approximately \$110,000 in maintenance and roughly \$45,000 in consulting fees, with \$140,000 budgeted for mast arms.

H. Streetscape Lighting/Replacement Parts

Ms. Haw indicated a light post has been damaged on the south side of Ann Arbor Road, east of Haggerty. J. Rank Electric, the contractor for light repair, found the pole repairable, though still leaning, and the globe was replaced. The concrete foundation for the leaning pole must be readjusted to correct the lean. This repair also depleted the lighting stock, with only two bulbs and one globe remaining. It was agreed to find out whether an insurance claim has been or can be filed. Ms. Haw agreed to investigate obtaining replacement parts from the two possible suppliers, including LED options.

Moved by F. Brunk and supported by G. Lytle to authorize the Community Development Department to fix the damaged street light on the south side of Ann Arbor Road, east of Haggerty Road, and take other necessary measures relating to the repair in an amount not to exceed \$5,000. Ayes all.

I. Mast Arms along Ann Arbor Road – Patrick Fellrath and Dan Brooks

Mr. Fellrath, Dir. of Public Services, and Mr. Dan Brooks of Wade Trim Associates, reviewed the research into installing mast arms at four intersections on Ann Arbor Road. The preliminary construction cost estimates for two signal locations are \$267,323.50 for Sheldon Road and \$276,863.50 for Haggerty Road.

It was agreed that the plans for any mast arm installations would be put on hold.

J. Update on New Development Planned Along Ann Arbor Road

Mr. Heise updated members on proposed new commercial development.

K. Board Member Comments – There were none.

L. Public Comments – None

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M. Adjournalment

Moved by D. Cook and supported by G. Lytle to adjourn the meeting at 5:04 p.m. Ayes all.

Ryan Kolb, Secretary
Charter Twp. Of Plymouth
Downtown Development Authority .