



**CHARTER TOWNSHIP OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**Monday, September 17, 2018  
4:00 p.m.  
Plymouth Township Hall – Town Hall Meeting Room**

- A. Meeting called to order at \_\_\_\_\_ p.m.
- B. Roll Call
  - \_\_\_\_\_ Kurt Heise                  \_\_\_\_\_ Fred Brunk                  \_\_\_\_\_ Dave Cook
  - \_\_\_\_\_ Paul Fessler                  \_\_\_\_\_ Paul Garon                  \_\_\_\_\_ Mike Kolb
  - \_\_\_\_\_ Ryan Kolb                  \_\_\_\_\_ George Lytle                  \_\_\_\_\_ Mike Workman
- C. Chairperson Comments
- D. Approval of Minutes – Regular Meeting, May 14, 2018
- E. Approval of Bills (June - September)
- F. DDA Corridor Update – *Kurt Heise*
- G. DDA Corridor Update from Planning Consultant – *Laura Haw*
- H. Board Member Comments
- I. Public Comments
- J. Adjournment

**CHARTER TOWNSHIP OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**September 17, 2018 MEETING**

**ITEM D  
APPROVAL OF MINUTES**

**CHARTER TOWNSHIP OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING – MAY 14, 2018**

Supervisor Heise called the meeting of the Downtown Development Authority to order at 4:00 p.m.

**MEMBERS PRESENT:** Kurt Heise Fred Brunk  
Paul Garon Paul Fessler  
Ryan Kolb George Lytle  
Mike Workman

**MEMBERS EXCUSED:** Dave Cook Mike Kolb

**OTHERS PRESENT:** Laura Haw, AICP, Planning Consultant  
Sue Brams, Executive Asst. to Supervisor  
Alice Geletzke, Recording Secretary

C. Chairperson Comments – There will be no meeting in June and none in August, depending on the blanket purchase order issue. Remaining meetings for the year would be in September and November, depending on issues arising.

D. Approval of Minutes – Regular Meeting, February 12, 2018

Moved by G. Lytle and supported by R. Kolb to approve the minutes of the regular meeting of February 12, 2018. Ayes all.

E. Approval of Bills (February – May)

Moved by R. Kolb and supported by P. Fessler to approve the bills as presented in the amount of \$10,792.11. Ayes all.

Supervisor Heise noted there is a proposal to have blanket orders for recurring vendors to keep their accounts current between meetings, as is currently done for utilities. Accountant Cindy Kushner explained the procedure, with invoices to be approved by Supervisor Heise and unusual items to be red-flagged. Items paid would appear on the reports to the DDA. The companies being considered are Diamond ProClean, Serene Surroundings, and McKenna.

Moved by Supervisor Heise and supported by F. Brunk that the DDA request blanket approval of charges for Diamond ProClean, Serene Surroundings and McKenna Associates. Ayes all.

F. DDA Corridor Update – *Kurt Heise*

G. DDA Corridor Update from Planning Consultant – *Laura Haw*

Updates were given for various properties including trees in front of Red Olive, Quick Pass Car Wash, Steak and Ale, Dunkin Donuts, Atlantis Building, property behind Comfort Inn, the Dehoco property, Shimmy Shack, Mumbai Market and Monroe Bank and Trust.

**CHARTER TOWNSHIP OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING – MAY 14, 2018**

H. Board Member Comments – There were none.

I. Public Comments – None

J. Adjournment

Moved by P. Fessler and supported by R. Kolb to adjourn the meeting at 4:25 p.m. Ayes all.

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

**CHARTER TOWNSHIP OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY**

**September 17, 2018 MEETING**

**ITEM E  
APPROVAL OF BILLS**

Charter Township of Plymouth  
AP Invoice Listing - Board Report

09/06/18

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**CHARTER TWSP OF PLYMOUTH**

DDA - Water Billing September 2018 bill for July 2

248-248-776.000

**Invoice Amount:**

**\$5,128.00**

**Check Date:**

**09/07/2018**

DDA - Water Usage Sept. 2018 bill

5,128.00

**Total Amount to be Disbursed:**

**\$5,128.00**

Charter Township of Plymouth  
AP Invoice Listing - Board Report

DDA  
8/28/18

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**CHARTER TWSP OF PLYMOUTH**

DDA ELECTRIC CHOICE REPAYMENT - July 2018  
248-100-067.050

**Invoice Amount:**

**\$452.69**

**Check Date:**

**08/27/2018**  
452.69

DDA - ELECTRIC CHOICE REPAYMENT - 7/18

**Total Amount to be Disbursed:**

**\$452.69**

**Charter Township of Plymouth  
AP Invoice Listing - Board Report**

DDA  
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**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>MCKENNA ASSOCIATES INC</b>		<b>Invoice Amount:</b>	<b>\$2,341.50</b>
DDA - Professional Services July 2018 (#21702-D		<b>Check Date:</b>	<b>08/21/2018</b>
248-248-818.000	<i>On Site - 1/2 day (2.10 total)</i>		<i>798.00</i>
248-248-818.000	<i>On site - full day (2.10)</i>		<i>1,543.50</i>
<b>MCKENNA ASSOCIATES INC</b>		<b>Invoice Amount:</b>	<b>\$776.00</b>
DDA - Professional Services July 2018 - #90047J		<b>Check Date:</b>	<b>08/21/2018</b>
248-248-818.000	<i>Final Pres. Prep for BOT 7/24/18</i>		<i>291.00</i>
248-248-818.000	<i>Mtg. re appraisal of K-Mart Property</i>		<i>97.00</i>
248-248-818.000	<i>Prep &amp; Attend BRA &amp; BOT</i>		<i>388.00</i>
<b>SERENE SURROUNDINGS, INC.</b>		<b>Invoice Amount:</b>	<b>\$1,445.00</b>
DDA - Westt Phase Service-July 2018 - Invoice #		<b>Check Date:</b>	<b>08/21/2018</b>
248-248-776.000	<i>DDA-West Phase - Inv. # 36818</i>		<i>1,445.00</i>
<b>SERENE SURROUNDINGS, INC.</b>		<b>Invoice Amount:</b>	<b>\$2,075.00</b>
DDA - East Phase Service July 2018 - Invoice # 36		<b>Check Date:</b>	<b>08/21/2018</b>
248-248-776.000	<i>DDA-East Phase July 2018 #36957</i>		<i>2,075.00</i>
<b>SERENE SURROUNDINGS, INC.</b>		<b>Invoice Amount:</b>	<b>\$301.05</b>
DDA - Westt Phase Service-Work Order 24539 - I		<b>Check Date:</b>	<b>08/21/2018</b>
248-248-776.000	<i>DDA-West-Work Order 24539/37082</i>		<i>301.05</i>
<b>Total Amount to be Disbursed:</b>			<b>\$6,938.55</b>



Charter Township of Plymouth  
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DA  
8/9/18

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**MCKENNA ASSOCIATES INC**

DDA - Professional Services June 2018 (#90047J-  
248-248-818.000 1.5 hrs. DDA Redevelopment Mtg

**Invoice Amount: \$145.50**  
**Check Date: 08/09/2018**  
145.50

**CHARTER TWSP OF PLYMOUTH**

DDA - Portion of MMRMA billing attributable to D  
248-100-067.050 DDA Portion

**Invoice Amount: \$320.18**  
**Check Date: 08/09/2018**  
320.18

**CHARTER TWSP OF PLYMOUTH**

DDA - Water Billing August 2018 bill for June 201  
248-248-776.000 DDA - Water Usage Aug. 2018 bill

**Invoice Amount: \$2,801.40**  
**Check Date: 08/09/2018**  
2,801.40

**Total Amount to be Disbursed: \$3,267.08**

Charter Township of Plymouth  
AP Invoice Listing - Board Report

DDA  
7/18/18

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**MCKENNA ASSOCIATES INC**

DDA - Professional Services June 2018 (#21702-

248-248-818.000

*On Site - 1/2 day (1.5 total)*

248-248-818.000

*On site - full day (1.80 total)*

**Invoice Amount:**

**\$1,893.00**

**Check Date:**

**07/15/2018**

570.00

1,323.00

**Total Amount to be Disbursed:**

**\$1,893.00**

Charter Township of Plymouth  
AP Invoice Listing - Board Report

**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>SERENE LANDSCAPE GROUP</b>		<b>Invoice Amount:</b>	<b>\$6,140.43</b>
DDA -East Phase - June 2018 Invoices # 35526 a		<b>Check Date:</b>	<b>07/10/2018</b>
248-248-776.000	DDA Invoice # 35526		6,015.00
248-248-776.000	DDA Invoice # 35950 (irrigation repair)		125.43
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<b>SERENE LANDSCAPE GROUP</b>		<b>Invoice Amount:</b>	<b>\$7,346.91</b>
DDA -West Phase - June 2018 Invoice # 35527 &		<b>Check Date:</b>	<b>07/10/2018</b>
248-248-776.000	DDA West - Invoice #35527		7,145.00
248-248-776.000	DDA - Invoice #35949 (irrigation repair)		201.91
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	<b>Total Amount to be Disbursed:</b>		<b>\$13,487.34</b>

DUV  
7/3/18

**Charter Township of Plymouth  
AP Invoice Listing - Board Report**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>DTE ENERGY</b> DDA - Service @ 44644 Ann Arbor RoadW Bldg. I 248-248-776.000	<i>DDA Service - 9100-055-5424-1</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$44.99</b> <b>07/01/2018</b> 44.99
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- General D 248-248-776.000	<i>DDA - Irrigation Systems - General Drive</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$612.96</b> <b>07/01/2018</b> 612.96
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- Auto Zone 248-248-776.000	<i>DDA - Irrigation Systems - Auto Zone Pit</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$735.36</b> <b>07/01/2018</b> 735.36
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- East of La 248-248-776.000	<i>DDA - Irrigation Systems - E of Lauren B</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$131.52</b> <b>07/01/2018</b> 131.52
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- Front of K 248-248-776.000	<i>DDA - Irrigation Systems- Front of KMart</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$1,384.08</b> <b>07/01/2018</b> 1,384.08
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- Front of L 248-248-776.000	<i>DDA - Irrigation Systems- Front Los Tres</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$555.84</b> <b>07/01/2018</b> 555.84
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- East of Ro 248-248-776.000	<i>DDA - Irrigation Systems E. Rucker/Wendy</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$290.64</b> <b>07/01/2018</b> 290.64
<b>CHARTER TWSP OF PLYMOUTH</b> DDA - Irrigation Systems - May 2018 -- Atrium 248-248-776.000	<i>DDA - Irrigation Systems- Atrium</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$99.88</b> <b>07/01/2018</b> 99.88
<b>Total Amount to be Disbursed:</b>			<b>\$3,855.27</b>

**Charter Township of Plymouth  
AP Invoice Listing - Board Report**

*DDA  
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**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>DTE ENERGY</b> DDA - Service @ 575 Ann Arbor Road Bldg, Irrigat <i>248-248-776.000</i>	<i>DDA Service - 9100-055-5410-0</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$45.23</b> <b>06/23/2018</b> <i>45.23</i>
<b>DTE ENERGY</b> DDA - Service @ 217 Ann Arbor Road Bldg, Irrigat <i>248-248-776.000</i>	<i>DDA Service - 9100-055-5381-3</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$45.23</b> <b>06/23/2018</b> <i>45.23</i>
<b>DTE ENERGY</b> DDA - Service @ 4 2171 Ann Arbor Road Bldg, Irri <i>248-248-776.000</i>	<i>DDA Service - 9100-055-5367-2</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$44.99</b> <b>06/23/2018</b> <i>44.99</i>
<b>DTE ENERGY</b> DDA - Service @ 1425 Ann Arbor Road Bldg, Irrig <i>248-248-776.000</i>	<i>DDA Service - 9100-055-5393-8</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$45.72</b> <b>06/23/2018</b> <i>45.72</i>
<b>PLANTE &amp; MORAN, PLLC</b> DDA financial statement audit 12/31/17 <i>248-248-818.000</i>	<i>DDA Audit 12/31/17</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$960.00</b> <b>06/23/2018</b> <i>960.00</i>
<b>CHARTER TWSP OF PLYMOUTH</b> DDA ELECTRIC CHOICE REPAYMENT - May 2018 <i>248-100-067.050</i>	<i>DDA - ELECTRIC CHOICE REPAYMENT - 5/18</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$409.79</b> <b>06/23/2018</b> <i>409.79</i>
<b>SERENE LANDSCAPE GROUP</b> DDA -East Phase Invoice # 35196 - Work Order 2 <i>248-248-776.000</i>	<i>DDA Invoice # 35196</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$567.01</b> <b>06/23/2018</b> <i>567.01</i>
<b>SERENE LANDSCAPE GROUP</b> DDA -East Phase - May 2018 Invoice # 34540 (D) <i>248-248-776.000</i>	<i>DDA Invoice # 34540 - May 2018</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$2,850.00</b> <b>06/23/2018</b> <i>2,850.00</i>
<b>SERENE LANDSCAPE GROUP</b> DDA -West Phase Invoice - Irrigation Repair Inv# <i>248-248-776.000</i>	<i>DDA Invoice # 35197</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$481.12</b> <b>06/23/2018</b> <i>481.12</i>
<b>SERENE LANDSCAPE GROUP</b> DDA -West Phase - May 2018 Invoice # 34541 (D) <i>248-248-776.000</i>	<i>DDA Invoice # 34541 - May 2018</i>	<b>Invoice Amount:</b> <b>Check Date:</b>	<b>\$3,356.00</b> <b>06/23/2018</b> <i>3,356.00</i>
<b>Total Amount to be Disbursed:</b>			<b>\$8,805.09</b>

Charter Township of Plymouth  
AP Invoice Listing - Board Report

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**VENDOR INFORMATION**

**INVOICE INFORMATION**

<b>MCKENNA ASSOCIATES INC</b>		<b>Invoice Amount:</b>	<b>\$194.00</b>
INV 90047J-6 DDA CONSULTING SERV 5/1-5/31,		<b>Check Date:</b>	<b>06/19/2018</b>
248-248-818.000	CONSULTING SERVICES		194.00
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<b>MCKENNA ASSOCIATES INC</b>		<b>Invoice Amount:</b>	<b>\$2,455.50</b>
INV21702-DDA-12 PLYMOUTH TWP OFFICE HOU		<b>Check Date:</b>	<b>06/19/2018</b>
248-248-818.000	CONTRACTUAL SERVICES - MAY 2018		2,455.50
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		<b>Total Amount to be Disbursed:</b>	<b>\$2,649.50</b>

Charter Township of Plymouth  
AP Invoice Listing - Board Report

DDA  
5/23/18

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**CHARTER TWSP OF PLYMOUTH**

DDA - ELECTRIC CHOICE APRIL 2018

248-100-067.050

ELECTRIC CHOICE APRIL 2018

**Invoice Amount:**

**\$416.30**

**Check Date:**

**05/23/2018**

416.30

**Total Amount to be Disbursed:**

**\$416.30**