

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
February 28, 2017**

Chairman Atchinson called the meeting to order at 5:35 p.m.

ROLL CALL: Members present – Chairman Atchinson, Vice-chair Bird, Secretary Zoller, Director Delibera (arrived at 5:40 p.m.), Director Foster, Director Laginess and Supervisor McNamara. Members absent and excused – Director Baskin, Director Bechtel, Director Blank and Director Brown. Others in Attendance: DDA Executive Director Ireland, Assistant Executive Director Lothringer, and an audience of six (6).

APPROVAL OF AGENDA: Zoller moved, Laginess seconded to approve the February 28, 2017 Agenda as presented. *Carried*

MINUTES: Laginess moved, McNamara seconded to approve the DDA Meeting Minutes of January 24, 2017 as presented. *Carried*

A plaque presentation was made to Sophie Zoller in recognition of her many years of service to the DDA board. Chairman Atchinson read a statement about Mrs. Zoller's many activities and memberships within the Van Buren Township community. Mrs. Zoller is the last of the original DDA board members and her presence on the board will be greatly missed.

REPORTS: DDA Executive Director Ireland reported that the Rights-of-Way Acquisition project is beginning to wind down. She briefed the board on a meeting with Wakely and Associates regarding the Placemaking project and the pedestrian bridge design. She informed the board that she accompanied DPW to inspect some fencing issues in the Harmony Lane Subdivision along Belleville Road. Repairs will be made once the weather is cooperative. She requested that the board once again provide sponsorship for the Michigan Downtown Association and stated that she has been asked to sit on the QBS qualification selection committee for the township General Planning and Engineering services that recently went out for proposals.

Laginess moved, Bird supported that the Board approve a \$2,000.00 sponsorship to the Michigan Downtown Association (MDA) under the following categories and expensed out of the listed line items:

\$1,000 - Education and Advocacy Fund - #247-000-821-000
\$250 – March Lansing Day and workshop – 247-000-861-000
\$250 June one-day workshop – 247-000-861-000
\$500 – October – two-day conference – 247-000-861-000

Carried

CLOSED SESSION:

Motion by McNamara, support by Foster to enter in to closed session at 6:09 p.m. for the purpose of discussing the purchase of real property.

Roll call vote:

Yeas: Atchinson, Bird, Zoller, Delibera, Foster, Laginess, McNamara

Nays: None

Absent/Excused: Baskin, Bechtel, Blank and Brown

Motion by Laginess, support by Delibera to return to open session at 6:21 p.m. **Carried**

Motion by Foster, support by McNamara to honor the request of Vice Chair Bird to abstain from voting on Executive Session item. **Carried**

Motion by Zoller, second by Laginess to approve the purchase of 10065 Belleville Road in an amount of \$132,500 and the purchase of 10085 Belleville Road in an amount of \$132,500 contingent upon the following to occur at the Seller's sole expense: the property shall be unoccupied, subject to no leases, or other usage with both closing occurring simultaneously with all costs to complete the transaction and transfer \$265,000 and \$10,000 (for any required costs and/or fees) from fund balance and allocating it to be expensed from 247-000-980-000 – Property Acquisition.

Roll call vote:

Yeas: Atchinson, Zoller, Delibera, Foster, Laginess, McNamara

Nays: None

Absent/Excused: Baskin, Bechtel, Blank and Brown

Abstain: Bird

Carried

NEW BUSINESS:

Motion by Laginess, support by Bird to approve Change Order #2 for Commonwealth Associates in an amount of \$21,000 as outlined for the Belleville Road rights of way project and transfer \$21,000 from fund balance to DDA Line Item #247-000-977-002, Rights-of-Way Consultant and authorize the DDA Executive Director to execute appropriate documentation. **Carried**

COMMUNICATIONS: None

Zoller moved, McNamara seconded to adjourn at 6:41 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary