

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
May 23, 2017**

Chairman Atchinson called the meeting to order at 5:30 p.m.

ROLL CALL: Members present – Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Baskin, Director Blank, Director Chappell (arrived at 5:32 p.m.), Director Delibera (arrived at 5:36 p.m.), Director Foster and Director Laginess. Members absent and excused – Director Bechtel and Supervisor McNamara. Others in Attendance: DDA Executive Director Ireland, Assistant Executive Director Lothringer, and an audience of two (2).

APPROVAL OF AGENDA: Blank moved, Bird seconded to approve the May 23, 2017 Agenda as presented. *Carried*

MINUTES: Foster moved, Laginess seconded to approve the DDA Meeting Minutes of April 25, 2017 as presented. *Carried*

REPORTS: DDA Executive Director Ireland provided an update on the Placemaking project, including the asbestos survey, concept drawing review meeting and status of utilities disconnect. She also informed the board of a meeting held with DTE's Community Lighting representative regarding the lighting of the pedestrian bridge and the retro-fitting of the current streetlights. After a discussion of the cost savings and recapture timeline the board asked Director Ireland to move forward with the retro-fit project. Lastly, she shared that being involved with the interview process for the Summer Youth Employment Program was a positive experience and asked that the board consider covering the cost of t-shirts for the students who will be hired for the program.

Blank moved, DeLibera seconded to approve funding the purchase of t-shirts for the Summer Youth Employment Program at an approximate cost of \$270 to be expensed from line item 247-000-900-000 Printing and Publishing. *Carried*

Assistant Director Lothringer reported on the most recent e-collateral, social media postings and collaborative projects for the Summer Youth Employment Program. Additionally, she presented the board with the completed ads for the Strawberry Festival Booklet (shared cost with Van Buren Township) and the A-Source Relocation Guide (shared cost with Belleville DDA). She informed the board that she has work in process for Public Safety Day, Folder Insert updates and is waiting on the final 2017-18 Marketing Strategy surveys.

NEW BUSINESS: None

COMMUNICATIONS: None

Laginess moved, Blank seconded to adjourn at 5:44 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary