

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, June 26, 2018 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:31 p.m.

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Director Blank, Director Chappell, Director DeLibera, Director Foster, Director Laginess, Director Rochowiak and Supervisor McNamara. Members absent and excused: Secretary Brown and Director Baskin. Others in Attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, DDA Intern Melissa Kalnasy and an audience of two (2).

Approval of Agenda: Laginess moved, Rochowiak seconded to approve the DDA agenda as presented. Carried.

Minutes: Foster moved, DeLibera seconded to approve the DDA Minutes of Tuesday, May 22, 2018 as amended to include Director Rochowiak in the roll call vote of New Business #4. Carried.

Deputy Director Lothringer introduced Melissa Kalnasy to the board. Ms. Kalnasy gave a brief narrative of her schooling and reasons for wanting to intern with the DDA.

Reports: DDA Executive Director Ireland provided an update on the Belleville Road Placemaking project stating that the DDA Engineer is completing the revised plans so that they can be delivered to Wayne County for their final approval. She reminded the board that the pedestrian overpass project is scheduled to start on July 16, that the bond issue is moving forward and that the Bond closing is anticipated for July 26, 2018. She notified the board that after a few bumps in the road, the streetlight conversion has been completed. Lastly she reported that S & L Electrical Services will be installing a meter and wiring up the box for the irrigation system at Ecorse Road and Belleville Road, this week.

DDA Assistant Director Lothringer updated the board on the most recent e-mail and social media outreach and displayed printed copies of several pieces for the board to look over. She stated that the Ann Arbor Art Fair collaborative ad had been completed and submitted. She reported on work in progress as well as provided a report on the status of the Public Safety Day planning.

New Business: Blank moved, Rochowiak seconded to accept the Downtown Development Authority 2017 Year End Audit as prepared by Plante and Moran. Carried.

Attorney Colis addressed the board, providing a recap of the anticipated timeline for the sale of the bonds and the anticipated reaffirming of the S & P rating. Laginess moved, Foster seconded to approve DDA Resolution No. 2018-003, to authorize issuance of Tax Increment Revenue Bonds, Series 2018. Carried.

Non-Agenda Items: Deputy Director Lothringer addressed the board in reference to Phase 2 of the 2018 Marketing Campaign. Bird moved, Laginess supported approving funding for Phase 2 of the 2018 Print Marketing Campaign at a cost not to exceed \$13,900 to be expensed from line item 247-000-900-000 Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. Carried.

Communications: None

Adjournment: Blank moved, DeLibera seconded to adjourn at 5:53 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary