

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, September 25, 2018 – 5:30 pm**

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 Foster, Director Laginess and Director Rochowiak. Members absent/excused: Director Chappell, Director Delibera and Supervisor McNamara. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, and an audience of one (1).

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

Minutes: Foster moved, Bird seconded to approve the DDA Minutes of Tuesday, July 24, 2018 as presented. Carried.

Reports: DDA Executive Director Ireland provided the most recent information from the bi-weekly progress meetings with MDOT and Mannik Smith on the Belleville Road Pedestrian Bridge project. She reported that construction is on track, the beams over the freeway were set without incident, and detail on the stone being used at the Placemaking project has been provided to MDOT as they have stated they will do their best to match it on the pedestrian bridge side and center supports. Additionally, she stated that we are working with MDOT to see if a construction sign can be placed at the job site explaining what the project is and that it is being built in conjunction with grant funds from MDOT and SEMCOG.

Director Ireland informed the board that the 2018 amended and 2019 proposed budgets will be going before the Township Board in October. She went on to inform the board that the Placemaking Project received final site plan approval, work is being done to obtain the necessary easements and permits so that construction can begin soon.

DDA Assistant Director Lothringer updated the board on the most recent e-mail and social media outreach. She shared with the board the publicity pieces/advertisements that have been completed and shared copies of the Detroit 500 magazine and the Ann Arbor Art Fair guide, both of which the DDA had advertisements in. Additionally, she provided an update on the status of pieces currently in process, the progress of the website and the progress of the splash pad project. Lastly, she shared with the board a comprehensive report on the 2018 Family Fun and Public Safety Day event.

New Business:

Blank moved, Baskin seconded to approve the contract with Drone Brothers for Pedestrian Bridge Construction drone services in an amount of \$1,450.00 to be expensed from 247-000-822-000 public relations and allow Deputy Director Lothringer to execute the necessary contracts. Carried.

Foster moved, Rochowiak seconded to approve two (2) easements between the Van Buren Township DDA and Van Buren Township, one (1) for water main and one (1) for sanitary sewer and authorize the DDA Chairman to execute the easements. Carried.

Vice Chair Bird asked to be allowed to abstain from new business item #3. Foster moved, Rochowiak seconded to allow Vice Chair Bird to be allowed to abstain from voting on new business item #3. Carried.

Blank moved, Laginess seconded to approve the easement between the Van Buren Township DDA and Remerica Main Street to provide cross access and parking at 10145 and 10151 Belleville Road and authorize the DDA Chairman to execute the easement. Carried.

Communications: The 2019 DDA meetings calendar was shared with the board. Additionally, Executive Director Ireland shared that the Belleville Area Museum had requested sponsorship for the 2019 calendar they publish. Since we have done so in the past, the board was amicable to the request to sponsor a full page in the 2019 calendar.

Non-Agenda Items: Executive Director Ireland shared with the board that Director Blank is retiring and tonight would be his last meeting serving on the DDA Board. She thanked him for his dedication and vision over the past 17 years. Others spoke to the wonderful job he has done as a part of the board since January 2001 and how much he will be missed. Chairman Atchinson read the inscription from the service award being bestowed on Director Blank. Director Blank thanked everyone for their kind words and said he looks forward to seeing the continued mindful growth of the DDA District.

Adjournment: Laginess moved, Rochowiak seconded to adjourn at 5:57 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary