

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, October 23, 2018 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:30 p.m. and welcomed James Chudzinski to the DDA board. Mr. Chudzinski gave a brief introduction of himself, his involvement within the community and his aspirations for his role as a member of the Van Buren Township Downtown Development Authority.

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess and Director Rochowiak. Members absent/excused: Secretary Brown, Director Baskin and Supervisor McNamara. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, DDA Intern Kalnasy and an audience of one (1).

Approval of Agenda: Foster moved, Laginess seconded to amend the agenda to include new business item #2 to consider approval of engineering services by SME for materials testing of the Belleville Road Placemaking Project. Carried.

Minutes: Laginess moved, Delibera seconded to approve the DDA Minutes of Tuesday, September 25, 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 concrete for the bridge decking was poured last night with the remaining bridge decking to be poured this evening. Additionally, she stated that MDOT has advised that there will be intermittent single lane closures as construction continues and the installation of the ornamental fencing takes place.

Director Ireland informed the board that the 2018 amended and 2019 proposed budgets were approved by the Township Board on October 16th. She went on to inform the board that the Placemaking Project construction has started. Footings have been poured and a meeting was held to finalize the interior and exterior materials and colors. She is still working with Westlake Apartments to obtain the needed easements and has been informed that they are currently being reviewed by the attorney for Mr. Rose.

Lastly, she stated that the most recent reports of streetlight strobing have been addressed by DTE and she thanked Director Rochowiak for the wonderful decorations at the Quirk Road monument.

DDA Assistant Director Lothringer updated the board on the most recent e-mail and social media outreach. She informed the board about publicity pieces that are currently works in process and provided status updates on the design of the splashpad and the new website which will be going live soon. She briefly shared information about the various meetings, workshops and training events she has attended recently which included several CDBG (Community Development Block Grant) meetings, the Government Summit hosted by the Michigan Treasury office, the Michigan Downtown Association annual conference and progress meetings with MDOT for the bridge project.

DDA Intern Kalnasy provided the board with a brief overview of one of the projects that she is currently working on. This project involves visiting the businesses within the DDA district to familiarize them with what the DDA is and what it does. Additionally, she is having them complete a short questionnaire to gauge what type of DDA coordinated business workshops they would be interested in attending or

having their staff attend. Lastly, she is completing an observation form with regard to the general condition of the building, parking lot and amenities as a way to determine the viability of the DDA offering a façade grant program in the future.

New Business: Laginess moved, Foster seconded to approve the purchase of 190 custom Sunbrella banners: 76 with the Van Buren logo, 38 winter snowflake, 38 spring flowers and 38 summer stars & stripes with “welcome” on the seasonal banners, in an amount not to exceed \$24,000 and transfer the funding from fund balance “Amenities” to Belleville Road Streetscape 247-000-979-000. Carried.

Foster moved, Delibera seconded to approve the proposal of SME to provide materials testing services for the Belleville Road Placemaking project as outlined in their October 23, 2018 correspondence to be expensed from the DDA Budget line item #247-000-820-000 on a time and materials basis in the amount of \$18,500 plus a 10% contingency and authorize the DDA Executive Director to execute the General Conditions of Services. Carried.

Communications: Director Laginess shared an open invitation to an event being hosted by Wayne County Community College this Friday. Executive Director Ireland passed out copies of the Aerotropolis quarterly report.

Non-Agenda Items: None

Adjournment: Chappell moved, Bird seconded to adjourn at 6:03 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary