

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, February 26, 2019 – 5:30 pm**

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

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

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

**Minutes:** Laginess moved, Baskin seconded to approve the DDA Minutes of Tuesday, January 22, 2019 as presented. Carried.

**Reports:** DDA Executive Director Ireland provided an update on Pedestrian Overpass including the landscaping installation and sign placement by MDOT as well as the pathway lighting being done by Corby (DTE's contractor).

Director Ireland informed the board that the contractors have been working on the placemaking project when weather permits and much of the retention/detention piping has been completed.

She shared with the board that Plante and Moran are on site conducting the annual audits for the DDA and the Township.

Director Ireland provided an update on her activities at the MDA Board of Directors retreat in January. The board was able to complete their 2019 strategic plan as well as interview and hire a new Executive Director for the Association. MDA will be hosting a Capital Day and workshops in March.

Lastly, Director Ireland notified the board that the requests for price quotes for maintenance of the Belleville Road Streetscape and the DDA Grounds Maintenance at Belleville/Ecorse Road have been mailed to local firms, published in the paper of record and listed on the DDA website. Anyone interested in either of the two projects must have their quotes(s) in by 3:00 p.m. on Thursday, March 14, 2019. It is expected that this item will be reviewed by the DDA Board at the March 26, 2019 meeting.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She shared hard copies of publicity pieces, advertisements and projects that have been completed recently, which included: March Monthly Spotlight (Angel Food Banquet Center and Catering), brochure for distribution at the FIRST Robotics competition being held at Belleville High School, the SEMCOG postcards, and the various pieces running with HOUR media. She updated the board on projects that are currently in process that include a one-page piece for the Lake Ledger, a 4-page piece for the Van Buren Township Today magazine and the April Spotlight featuring Belleville Manor.

She also updated the board on the status of the Splash Pad project and announced that the Van Buren Civic Fund has committed \$200,000 towards the project.

Lastly, she notified the board that she is taking part in a variety of trainings offered by SEMCOG. She has completed the “Understanding the Site Selection Process” and is scheduled for “Local Government Finance 101” in March and the “Redevelopment Ready Communities--Best Practices” Series in April and May. Additionally, she will be attending the Michigan Downtown Association Lansing Day and Workshop on March 13 & 14, 2019.

DDA Intern, Melissa Kalnasy, updated the board on her recent activities. Intern Kalnasy has analyzed the VBT Master Plan Survey Results for information that could be beneficial to the DDA. She noted that respondents desired new amenities and recreational events. They are seeking entertainment venues and specialty stores such as bakeries and delis. Additionally, they praised the DDA’s continued efforts in making our non-traditional Downtown a place they want to visit. She shared an interesting observation that showed the lowest participant level in the survey results were the rental residents who ironically are also one of the largest population categories in the township. Based on that observation, the DDA will continue to expand relationships with rental property management in an effort to provide information and obtain feedback.

Additionally, Intern Kalnasy has continued to reach out to businesses through phone and email in an effort to schedule them to be featured as a Monthly Spotlight. Lastly, Intern Kalnasy informed the board that she has accepted a full-time position with Carlisle/Wortman Associates of Ann Arbor. Her last day with the DDA will be March 8, 2019.

**New Business:** Chudzinski moved, Rochowiak seconded to approve continued co-sponsorship of Public Safety Day in an amount not to exceed \$10,000 to be used for marketing, promotional items and other necessities with the understanding that funding will not be allocated for payment of reimbursement of any wages and fringes. Carried.

Laginess moved, Bird supported to approve the continued partnership with the Belleville DDA for the 2019-2020 Sculpture Program, placing 5 sculptures within the boundaries of the Van Buren Township DDA at an amount not to exceed \$10,500 to be expensed from line item 247-000-974-000 – Amenities Fund. Carried.

**Communications:** None

**Non-Agenda Items:** None

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

Respectfully submitted,

Lisa M. Lothringer  
Recording Secretary