

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, August 27, 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, Secretary Brown, Director Baskin, Director Chudzinski, Director Delibera, Director Foster, Director Laginess (arrived at 5:34 p.m.), Director Rochowiak, and Supervisor McNamara. Members absent/excused: Director Chappell. Others in attendance: DDA Executive Director Ireland, Recording Secretary/Deputy Director Lothringer and an audience of two (2).

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

**Minutes:** Rochowiak moved, Chudzinski seconded to approve the DDA Minutes of Tuesday, July 23 as presented. Carried.

**Reports:** DDA Executive Director Ireland provided an update on the Pedestrian Overpass, reporting that the drainage issues have been addressed and construction barrels have all been removed.

Director Ireland informed the board that the placemaking project is moving along. The Township IT Department has ordered several of our technology components and is now waiting for AT&T to bring in their line. The interior is in the process of being painted and when this is finished the installation of the flooring will begin. On the outside the trim is going up and much of the landscape has been installed and sod laid. She noted that she is still waiting for a delivery date for the furniture.

Director Ireland shared with the board that staff has received a rough draft of the Capital Improvement Plan and anticipate scheduling a meeting with Wade Trim to review a few final items. Staff would like to be able to bring the draft document for review in September.

On November 7 and 8, 2019 the Michigan Downtown Association (MDA) will hold its annual conference. At that event they will be rolling out the educational program for professional development. Director Ireland and Deputy Director Lothringer will both be in attendance.

Finally, she shared with the board that the DDA made a presentation to the Township Board of Trustees on August 5<sup>th</sup>. She anticipates being able to bring the Amended 2019 and proposed 2020 Budget to the DDA in September or October at the latest, depending on the status of the Capital Improvement Plan.

DDA Assistant Director Lothringer provided the board with an update of the most recent email and social media efforts as well as data showing the reach of posts with regard to the splash pad. In the past 28 days, 5 posts were made with updates on the progress of the project. Those posts were shared 447 times, reached 37,244 people and 8,812 engaged by clicking to look at photos or go to the DDA Facebook page.

Lothringer reported that completed publicity pieces for the past month included the August Spotlight, the Annual Review power-point for the Township board, new digital ads for the Hour Media online presence, the A-Source collaborative ad with Belleville, flier and posters for Public Safety Day, and several media pieces for the Grand Opening of the Splash Pad. She shared copies of the Detroit 500 and the latest issue of Van Buren Today.

Lothringer gave a report on the Splash Pad Grand Opening that took place on Friday, August 23<sup>rd</sup>. The event was well attended and no major issues were encountered. Those in attendance added their feedback on the event as well. She let the board know that a punch list walk through was done earlier this morning and the small amount of items will be addressed after the splash pad is closed for the season. The daily running of and maintenance of the splash pad has been turned over to Parks & Recreation and Building & Grounds. A meeting was held prior to the grand opening event to make sure that the transition from project to park amenity was a smooth one. Once the punch list items are completed and the last of the billings are paid, a project report will be generated.

Lastly, Lothringer provided an update on the annual Public Safety and Family Fun Day that is scheduled for Saturday, September 14<sup>th</sup> from 10 a.m. to 2 p.m. in the Menards parking lot. Deputy Director Lothringer has secured the location and booked all the vendors. Additionally, she reported that posters and fliers have been printed and distributed and all of the give-away items for the event have been ordered. Set up will begin at 8 a.m. that morning should any DDA board members wish to volunteer to help out.

**New Business:** Laginess moved, Foster seconded to approve resolution DDA 2019-001 naming 10151 Belleville Road as Harris Park. Carried.

Laginess moved, Brown seconded to approve advertisement in the 2019-2020 Metro Detroit Area Guest Guide publication with Hour Media in an amount not to exceed \$28,000 to be transferred from Fund Balance and expensed from line item 247-000-900-000, Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. Carried.

Rochowiak moved, Baskin seconded to approve AWP 19 (Axiom Work Proposal) and authorize the transfer of \$7,412.00 from Fund Balance to the Belleville Road Placemaking Initiative. Carried.

**Communications:** None

**Non-Agenda Items:** Audience member asked several questions with regard to a property within the DDA boundaries and was provided with the contact information for the Planning and Zoning Department.

**Adjournment:** Chudzinski moved, Bird seconded to adjourn at 6:00 p.m.

Respectfully submitted,

Lisa M. Lothringer  
Recording Secretary