

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, September 24, 2019 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:33 p.m.

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess, Director Rochowiak, and Supervisor McNamara (stepped out of meeting at 5:35 p.m. and returned at 5:42 p.m.). Members absent/excused: Secretary Brown and Director Baskin. Others in attendance: DDA Executive Director Ireland, Recording Secretary/Deputy Director Lothringer and an audience of two (2).

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

Minutes: Laginess moved, Bird seconded to approve the DDA Minutes of Tuesday, August 27, 2019 as presented. Carried.

Reports: DDA Executive Director Ireland informed the board that the DDA has been handling the grass cutting around the pedestrian path. MDOT had the dead evergreens removed and there are approximately fifteen (15) trees that will be replaced in the spring of 2020.

Director Ireland stated that the Placemaking project is moving toward the finish line at a rapid pace. The building is scheduled for a “cleaning” on September 30 and that information was shared with HLF Furniture so they can plan for furniture installation. The township’s IT department is working on all of the components and connections for the technology. Blinds for the windows were selected late last week and the finishing touches are being completed by Axiom and their sub-contractors. A final walk through will occur once the cleaning is completed.

Director Ireland has obtained a copy of the Van Buren Township’s Conference Room Application, Rules and Regulations along with the charges associated with each of the rooms in Township Hall. This, along with other items of reference, will be used as a template for the development of a building use policy. This policy will come before the DDA Board for feedback prior to approval and implementation.

Lastly on the Placemaking project, Director Ireland stated that she anticipates a change order that will include locks and additional security fencing.

A second draft of the Capital Improvement Plan was sent to the members of the CIP Committee in late August. DDA staff met with Wade Trim on September 9, 2019 for additional clarification. Once the third draft is received, it will be shared with the CIP Committee so they may review and provide feedback. Once that is complete, the Capital Improvement Plan will be placed on a future DDA meeting agenda for discussion and voting.

Director Ireland reported that we are receiving parts from Graybar for the light poles on Belleville Road. Once we receive all of the items, DTE will finally be able to replace the downed pole near Express Tire.

DDA Assistant Director Lothringer provided the board with an update of the most recent email and social media postings.

Lothringer reported that the “Welcome / Walking Map” revisions have been approved and this item has been sent to the printer. Once received, she will begin distributing them to the local hotels. She

reported that work currently in progress include the October Spotlight, 4 pieces for the HOUR Detroit Area Guest Guide and 4 pages for the next issue of the Van Buren Township Today magazine. Additionally, she has reached out to the Ann Arbor Guest Guide to see if there are any incentives if we commit now to advertising with them in their 2020-2022 edition.

HOUR Media sent their staff to complete the photo shoot for the cover of the Metro Detroit Area Guest Guide. Daily operations have been handed off to Parks & Recreation and Buildings & Grounds. Lothringer shared that there are a couple of small items on the punch list that will be taken care of now that the splash pad has been winterized. She also informed the board that due to a significant amount of issues with the asphalt used for the pathways, Davenport Construction has acquired a letter of commitment from their sub-contractor that all repairs will be addressed and fixed in the spring. Lastly, Lothringer stated that she is working on the application / presentation binder to submit the Splash Pad and Quirk Park Improvements Project for an award through MParks.

Deputy Director Lothringer shared with the board that the annual Public Safety and Family Fun Day was a huge success. The activities provided seemed to match well with the ages of the kids in attendance. We had a face-painter, a clown / balloon bender, an inflatable bounce house and slide and a photo booth. The kids had the opportunity to meet Jace, the K-9 dog, sit in emergency vehicles, try on various equipment and meet the First Responder Super Heroes of Van Buren Township! This year we were delighted to add the Lions Club with their Mobile Vision Testing trailer and Van Buren Public Schools. The LEEP booth was busy all 4 hours of the event and we certainly hope that we will be able to have them again next year. Lunch was a big hit this year, we had 320 hot dogs and they were gone by 11:45 a.m. Director Ireland ran out to pick up 100 more and those were quickly gone as well. Other food offerings included popcorn, bottled water and slushies. Special thanks to Director Laginess who came out to give us a hand that day. The DDA table focused on distributing copies of the Van Buren Township Today magazine, speaking with residents about the Splash Pad and the community in general. We had 22 people sign up to receive our emails.

Lastly, Lothringer reported that she is competing training with SEMCOG as well as currently working on renewal of her MCAT (Michigan Certified Assessing Technician) certification. She stated that she is working on a collaborative project with Elizabeth Renaud of the Public Services Department for Gateway and Wayfinding signs within the boundaries of the DDA and the Township as a whole. Finally, she provided a recap of the interview panel she sat of that selected the new Executive Director for the Detroit Region Aerotropolis on Monday.

New Business: Foster moved, Rochowiak seconded to approve the amended 2019 DDA Budget and proposed 2020 DDA Budget and recommend approval to the Van Buren Township Board as presented. Carried.

Communications: None

Non-Agenda Items: Audience member asked several questions and was referred to the correct entities.

Adjournment: Laginess moved, Bird seconded to adjourn at 5:54 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary