

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, January 28, 2020 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:31 p.m.

**Roll Call:** Members Present: Chairman Atchinson, Director Baskin, Director Chappell (arrived at 5:39 p.m.), Director Delibera, Director Laginess, Director Rochowiak, and Supervisor McNamara. Members absent/excused: Vice Chair Bird, Secretary Brown, Director Chudzinski and Director Foster. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, Detroit Region Aerotropolis Director Christopher Girdwood, David Nummer and Carmelle Tremblay of Wade Trim and an audience of four (4).

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

Director Ireland explained that as she was going through the Use Policy, New Business item #4, she noticed some errors. She asked the board how they wished to address that item. Laginess moved, Delibera seconded to amend New Business Item #4 to read, "Consider creation of a subcommittee to develop a Meeting Room –Use Policy". Carried.

**Minutes:** McNamara moved, Laginess seconded to approve the DDA Minutes of Tuesday, September 24, 2019 as presented. Carried.

**Reports:** Detroit Region Aerotropolis Director Christopher Girdwood introduced himself to the board, providing information on his background. He gave an update on recent activities at Aerotropolis and laid out his plans for moving forward.

Carmelle Tremblay and David Nummer from Wade Trim provided an overview of the updated Capital Improvement Plan that the subcommittee has been working on. McNamara moved, Baskin seconded to accept the updated DDA Capital Improvements Plan as presented. Carried.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She reported on completed publicity/marketing pieces and those in process. Additionally, she provided a report on the Gateway Signage collaborative project that she is working on with Elizabeth Renaud from the township. She informed the board that the Splash Pad project is still generating media interest. She did a phone interview with the Southeast Michigan Contractors Association for an article in their January edition. Additionally, she has had several communities inquire about the project stating they wish to use it as inspiration for future projects in their communities.

Lothringer will be attending her first meeting of the SEMCOG Economic Development Task Force next week as well as attending several workshops that SEMCOG has arranged at the mParks Conference in Novi. She informed the board that she has submitted her application, transcripts and course waiver justification statements to the Michigan Downtown Association to request acceptance in to the MiPDM Certification Program (Michigan Professional Downtown Manager).

**New Business:** Laginess moved, Rochowiak seconded to approve funding for Phase 1 of the 2020 Marketing Campaign at a cost not to exceed \$10,000 to be expensed from line item 247-000-900-000

and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. Carried.

Delibera moved, Laginess seconded to approve the Third Amendment to the DDA Bylaws to include reference to PA57 of 2018, Teleconferencing and formally establish the 4<sup>th</sup> Tuesday of each month as the designated DDA meeting night. Carried.

Baskin moved, Rochowiak seconded to approve the DDA Janitorial Specifications and authorize solicitation of quotes. Carried.

Discussion by board members with regard to the creation of a subcommittee to develop a meeting room use policy resulted in the decision to hold a work study session on Thursday, February 6, 2020 at 5:30 p.m.

Baskin moved, Laginess seconded to allow staff to solicit costs associated with the installation and use of a number code door locking system and bring back the findings to the board at a later date. Carried.

**Communications:** None

**Non-Agenda Items:** Director Delibera reminded the board that staff completed several large projects in a very short period of time in 2019 and thanked staff for their dedication.

Audience member asked how does one get on the board. The process of completing an application that is available in the Supervisor's office at Township Hall was explained. Additionally, the audience member was informed of other committee and commission openings available at this time.

**Adjournment:** Laginess moved, Rochowiak seconded to adjourn at 7:10 p.m. Carried.

Respectfully submitted,

Lisa M. Lothringer  
Recording Secretary