

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 26, 2020 – 5:30 pm**

This meeting was held in a video conference format using Zoom.

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

Roll Call: Members Present: Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Foster, Director Laginess, and Supervisor McNamara. Members absent/excused: Director Baskin, Director Chappell, Director Chudzinski, Director Delibera and Director Rochowiak. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, David Nummer and Carmelle Tremblay of Wade Trim and an audience of two (2).

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

Minutes: McNamara moved, Laginess seconded to approve the DDA Minutes of Tuesday, January 28, 2020 as presented. Carried.

Foster moved, Laginess seconded to approve the DDA Work Session Minutes of Thursday, February 6, 2020 as presented. Carried.

Reports: Executive Director Ireland provided an update to the board on continued work-flow during the COVID-19 pandemic. She stated that staff has been able to continue DDA operations remotely and they are alternating in-office days to allow opportunity for access to the printer and collection of mail.

Ireland noted several items on her written report such as acknowledging that the auditors have completed the 2019 audit and she is waiting on the draft in order to begin working on the management analysis. Additionally, housekeeping items for compliance with PA 57 and bond requirements are being worked on at this time. Additionally, she provided an update on the installation of the keypad and additional cameras. This work will resume once the “shelter in place” order has been lifted.

Finally, she informed the DDA Board that the legal opinion had come in on the question of whether or not the DDA could provide grants to businesses within the DDA for COVID-19 recovery assistance. Legal counsel informed staff that there is currently (as of 4/20/20) no mechanism to do so. Nothing had been put in an Executive Order nor is there any expectation that legislation will be introduced that would allow for it.

DDA Assistant Executive Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She reported that the sculptures were selected on March 16 and should be installed in early June. Lothringer informed the board that the DDA billboard ads are currently running now through June 7th. The electronic billboard is located on I-275 southbound near Tyler Rd. Lothringer thanked the board for their forethought on the marketing allocation in January. With that additional funding she was able to take advantage of an opportunity to sponsor a 12-week podcast with dBusiness. This sponsorship includes a 30-second commercial, a 100 +/- word live read as well as logo inclusion on banner and other marketing materials associated with the podcast. We also have first right of refusal for future podcasts. Lastly, Lothringer provided details on several projects in the works and gave a report on the 84 SBA Grant Applications she scored for Wayne County for COVID-19 funding.

New Business: Foster moved, Bird seconded to approve and accept the janitorial quotation dated March 11, 2020 received from Lakefront Window and Cleaning in an amount of \$3,140 per year and that any special requested service from the DDA would be at a cost of \$40 per hour, amend the Contracted Services Line item 247-000-819-000 by \$5,000 conditional upon receiving updated liability insurance listing the DDA and Township as additional insured. Carried.

McNamara moved, Brown seconded to have Wade Trim do a 3-way analysis on Belleville Road pavement repairs from approximately 11550 Belleville Road south to the Belleville Lake bridge that would include A.S.R. analysis, drone flight and bid specs for a cut and replace fix that could be completed by November and provide a cost analysis to replace the road entirely in 2022 to be expensed from the Engineering line item 247-000-820-000 at a cost of \$28,500 with the understanding that if ASR cannot be identified in the field there will be additional cost for off-site testing. Carried.

Laginess moved, Foster seconded to approve the proposal from Wade-Trim dated May 14, 2020 for Belleville Road sidewalk repairs from Tyler Road to the Belleville Lake Bridge for a lump-sum amount of \$22,000 to be expensed from the Engineering line item 247-000-820-000. Carried.

Communications: None

Non-Agenda Items: Because of the video conference format, Deputy Lothringer asked members of the public in attendance individually if they wished to speak. Audience members declined.

Adjournment: Bird moved, Laginess seconded to adjourn at 6:23 p.m. Carried.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary