

VAN BUREN CHARTER TOWNSHIP -DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, September 22, 2020 – 5:30 p.m.

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to Van Buren Township residents; this Van Buren Township Downtown Development Authority meeting will be conducted virtually in compliance with State of Michigan Governor’s Executive Orders regarding remote public meetings

<https://us02web.zoom.us/j/85142006600?pwd=WGN5N0RCYTdFQytNQTIiLaVFtQ3I3Zz09> Passcode: 525930

Or Telephone: (312) 626 6799 or (646) 558 8656 Webinar ID: 851 4200 6600 Passcode: 525930

For assistance, see the “DDA’s how to join a Zoom meeting” document on the DDA’s website at www.vanburendda.com

AGENDA

CALL TO ORDER:

ROLL CALL:

Chair Atchinson _____	Director Bird _____	Vice Chair Brown _____
Director Baskin _____	Director Chappell _____	Director Chudzinski _____
Director Delibera _____	Director Foster _____	Director Laginess _____
Supervisor McNamara _____		Director Rochowiak _____
Executive Director Ireland _____		Recording Secretary Lothringer _____

APPROVAL OF AGENDA: As presented

MINUTES:

1. DDA Minutes of Tuesday, July 28, 2020

REPORTS:

1. Executive Director Report
2. Assistant Director Report

UNFINISHED BUSINESS:

1. None

NEW BUSINESS:

1. Consider request to purchase additional site furnishings
2. Consider approval of Harris Park holiday light display

COMMUNICATIONS: None

CLOSED SESSION: None

NON AGENDA ITEMS (including audience):

ADJOURNMENT:

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

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

Vice-Chair Bird called the meeting to order at 5:43 p.m.

Roll Call: Members Present: Vice-Chair Bird, Director Chudzinski, Director Delibera (exited at 5:50 and re-entered at 6:15), Director Foster, Director Laginess, Director Rochowiak and Supervisor McNamara. Members absent/excused: Chairman Atchinson, Secretary Brown, Director Baskin. Members absent: Director Chappell. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, Carmelle Tremblay of Wade Trim and an audience of one (1).

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

Minutes: Rochowiak moved, Chudzinski seconded to approve the DDA Minutes of Tuesday, June 23, 2020 as presented. Carried.

Reports: Executive Director Ireland updated the board on the current work schedule for staff of 50% in office and 50% remote. She commented on the continued increase in usage of Harris Park. She informed the board that the trades used for the construction of the Placemaking project have been on site to complete warranty work on the floors, doors, HVAC system and landscape plantings.

She updated the board on the status of Wayne County's Huron River Bridge Project between N. Haggerty and S. Haggerty is out for bid with repairs beginning in August or September. Additional confirmation was received from Wayne County that Belleville Road has been designated as the alternate route when Huron River Drive is closed for bridge restoration. Staff have been advised that when the resurfacing of the road proper begins, Huron River Drive will then be open on one side.

Director Ireland brought to the board's attention that a request has been put in with the landscape contractor to have the overgrowth along the Harmony Lane fence trimmed back. Lastly she updated the board on several meetings she has been involved with for Aerotropolis.

DDA Assistant Executive Director Lothringer updated the board on email and social media outreach; noting she spends time daily on local social media pages to monitor that information being posted is accurate and replying to those who may have questions about DDA business.

Lothringer shared with the board that the DDA, the Township and the BACC had collaborated on a publicity piece for the VBT Today Q3. This piece provided advertisement for many of the local businesses as well as feature articles on four local business owners. Three of those four have their businesses located within the DDA boundaries.

Lastly, she noted that she is continuing to make slides for the electronic reader board, preparing for the public informational meeting later this week, assisted with the budget process, is working with the Harris sisters to help create the legacy story and continuing to take part in a number of online meetings and web-conferences.

New Business: Foster moved, Laginess seconded to approve the Amended 2020 DDA Budget and Proposed 2021 DDA Budget and recommend approval to the Van Buren Township Board as presented. Carried.

Laginess moved, Foster seconded to authorize Wade Trim to proceed with sidewalk repair including ADA compliance for areas noted in the DDA District and allocate finding in the 2021 Budget line item 247-000-976-000 – Sidewalks. Carried.

Laginess moved, Foster seconded to advertise as a gold sponsor in Business View Magazine for the American Sustainability Issue: Best of Michigan Series, DDA Line Item 247-000-900-000. Carried.

Communications: None

Non-Agenda Items: Vice-Chair Bird said that her Corvette Club utilized the park a few weeks ago for their monthly meeting/car show. The members of the club were very pleased with the amenities of the park and are looking forward to coming back soon.

Director Delibera said that he has heard nothing but positive comments from people he has spoken with about Harris Park.

Deputy Director Lothringer mentioned that there is a small 4 piece band that has been talking about doing a free concert in Harris Park on August 11th, observing all the MiSafeStart guidelines, of course.

Lastly, Supervisor McNamara complemented the DDA for putting in the Splash Pad at Quirk Park. He said it was a job well done and that is reinforced for him each day when he walks in or out of township hall and can hear the laughter of the kids from the Splash Pad.

Adjournment: Rochowiak moved, Bird seconded to adjourn at 6:29 p.m. Carried.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary



To: Directors, Van Buren Township Downtown Development Authority
From: Susan Ireland
Date: September 2020
Subject: Director's Update

- Director meetings continue to be held via Zoom on Mondays.
- The DDA Budget has been presented and submitted to the Township.
- Allied Universal has informed staff that the shipping date for the camera pole has been pushed back to October 19. As soon as it arrives Allied will be scheduling the final install.
- The engineer has completed and has submitted the sidewalk repair and/or replacement drawings to Wayne County for review and comment. This will not come back to the DDA Board to approve and bid out until Wayne County approves the project and is ready to issue the permit. Wayne County has acknowledged receipt of the drawings. Staff has been informed that Wayne County is behind and it is taking a long time to get through their permitting process. Once this has happened it will come back to the DDA Board to approve the contract documents and language. Additionally, prior to any contractor starting this project, we will be documenting the condition of the area where the work will occur and we will make flags available to the businesses and/or homeowners so they can mark where underground sprinkling systems are.
- We have begun some preliminary discussion with the Van Buren Assessor on Michigan Tax Tribunal cases that have been submitted and may have an impact on future revenue. The filing deadline for this was extended by the State due to COVID. Once the assessor has all of the information together we will have a conversation to determine what the DDA's exposure could be. This information will be reported back to you.
- The DDA will be participating with the Human Resources Department on Saturday, September 19, 2020 at Harris Park for a school supply giveaway which should conclude the Township's R.E.A.L. Program. Harris Park is an ideal location as it is in the heart of our commercial area, it is visible from Belleville Road and social distancing practices can be adhered to.
- Harris Park continues to see steady usage. As an example, when leaving the office on September 17, 2020 we had ballet dancers, karate practice and a band was playing music.
- At the September 11, 2020 Aerotropolis Meeting their Board approved a Resolution of Intent and called for a Public Hearing regarding the Amendment to the LDFA District. Aerotropolis is in the process of expanding the LDFA District to encompass the participating communities. Expanding the boundary line *does not negate the ability of "local control."* It is expected that the Public Hearing Notice will be published in October for a public Hearing date of December 3, 2020. Between June 5, 2020 and September 10, 2020, the Aerotropolis Director responded to twelve (12) new projects, 33 buildings and/or Sites Submitted and two (2) incentive requests (LDFA and PA 198). He continues to work with the Wayne County Airport Authority on marketing efforts. The Aerotropolis Airspace Link Test has concluded. Airspace link is an all-in-one FAA-certified, cloud-based platform that can provide Low Altitude Authorization and Notification Capability for safe drone flights in controlled airspace under 400'.



To: Directors, Van Buren Township Downtown Development Authority
From: Assistant Executive Director Lothringer
Date: September, 2020
RE: Assistant Director's Update

1. **E-mail outreach – Spotlight:** September featured the Sculpture Showcase & October we are looking to draw attention to the DDA's website and the information available there.
2. **Social Media:** At the time of this report we are in the midst of a social media blitz to remind the community of the live music in Harris Park, the R.E.A.L. school supply event and the upcoming Restaurant Rally 48111. Keeping our social media posts relevant to the ever changing world around us and consistently monitoring the local community pages to share and/or comment when necessary remains a priority.
3. **Completed Publicity Pieces / Advertisements / Projects:**
 - a. Working in partnership with the Belleville DDA and the Belleville Central Business Community (CBC) for a "call to action" for September 24 – 26, 2020.
 - Social media posts have been made and shared to community pages.
 - Press release has been written and sent out to our media contact list.
 - Posters and a FAQ sheet have been delivered to the restaurants in the DDA.
 - Messages with the details of the "call to action" have been sent to the restaurants in the DDA that have Facebook pages.
 - Email has been sent to the DDA Board, Township Board and management at the Township requesting that they share the event with friends and family.
 - b. "Annual Activity Recap" power-point was updated. Presentation was used for the public informational meeting (1 of 2) for compliance with PA-57 of 2018. Additionally, presentation was used for staff's appearance before the Township Board at the recent budget meetings. The updated presentation can be viewed on the DDA's website.
 - c. 1-page ad and an advertorial submitted to publisher for Business View digital magazine. The ad contains a photograph taken by VBT resident, Reg Ion. Mr. Ion regularly uploads his photography to the community pages and when I inquired if we could use one he agreed.
 - d. New reader board slides created for upcoming events and COVID-19 mask-up reminders.
4. **Work in Process:**
 - a. October Spotlight
 - b. Continued promotion for the Restaurant Rally 48111 event
 - c. 4-pages for the Q3 Van Buren Today magazine
 - d. Quarterly e-Newsletter
5. **Miscellaneous:**
 - a. Met with Penchura to discuss additional site furnishings for Harris Park & pedestrian bridge.
 - b. Arranged for several vendors to come out to provide holiday lighting quotes for Harris Park.
 - c. Participated in a number of Zoom meetings. (SEMCOG, Wade Trim and Township)
 - d. Provided Issue Media Group with a DDA project history to prep partnership piece with MDA.
 - e. Received a cd with a voice recording of Albert Harris telling the story of his life and family.
Working on ideas of how that can be incorporated into the "historical story" of Harris Park.



REQUEST FOR ACTION

Agenda Item: NB # 1

MEETING DATE: SEPTEMBER 22, 2020

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Consider request to approve purchase of additional site furnishings.
DEPARTMENT	
PRESENTER	Assistant Director Lothringer
PHONE NUMBER	734.699.8941
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	Approve funding for the purchase of additional site furnishings at a cost not to exceed \$17,000.00 to be expensed from line item 247-000-975-000 Pedestrian Bridge and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts.
Background – (Supporting and reference Data, Include attachments)	<p>Bond counsel has confirmed that the suggested site furnishings, on the accompanying proposals, are appropriate and allowable purchases under the guidelines of the 2018 Bond. The Placemaking project (Harris Park) and the DDA’s commitment to improved pedestrian safety within the DDA district were an integral part of why the DDA was awarded a TAP grant. Therefore, it is fitting that a portion of the remaining bond proceeds be used to purchase and place trash receptacles at both end of the pedestrian bridge and additional amenities at Harris Park. Staff is proposing that the following items be purchased through Penchura, an approved municipal supplier and the site furnishing vendor we used on the Quirk Park Splash Pad & Park Improvements project.</p> <p>Pedestrian bridge placement: 2 trash receptacles with cable locks to secure them to each end of the bridge.</p> <p>Harris Park placement: 1 additional trash receptacle, 3 additional picnic tables and concrete lawn games (2 sets of corn hole and 1 set of ladder golf with extra sets of bean bags and string golf balls).</p>

BUDGET IMPLICATION	Not to exceed \$17,000.00
IMPLEMENTATION NEXT STEP	Contact Penchura to accept the proposal and place orders
DEPARTMENT RECOMMENDATION	approval
COMMITTEE/COMMISSION RECOMMENDATION	n-a
ATTORNEY RECOMMENDATION	n-a
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



REQUEST FOR ACTION

Agenda Item: #2

MEETING DATE: SEPT, 22, 2020

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Consider approval of Harris Park holiday light display.
DEPARTMENT	
PRESENTER	Susan Ireland
PHONE NUMBER	734-699-8900 x9201
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve the proposal for the lease, installation, removal and on call service for Holiday lighting for Harris Park and transfer funding to the contracted services line item 247-000-819-000	
Background – (Supporting and reference Data, Include attachments)	
Staff proposes that we decorate Harris Park for the upcoming holiday season. Should the DDA Board concur, we need to get this in place now as the holidays will be here soon and installation needs to be scheduled. We reached out to vendors who lease the decorations which includes installation, removal and an on-call technician should there be any problems. For your consideration are three (3) proposals.	
<u>LeClerk Display Company: \$3,618.00</u>	
Simple design.	
<ul style="list-style-type: none"> • Lighted snowflakes on the light poles in the parking lot. • Roofline lighting of the pavilion, garage gutter facing the west and two sides of the office building. • 4' lighted garland scrolls on the pergola (sample #1.) • 4' tri candle lighted wreath over doorway 	
<u>Grosse Ile Lawn: \$6,882.50</u>	
Moderate design.	
<ul style="list-style-type: none"> • C-9 Bulb (LED) following the roof lines of the main building, garage, and pergola (sample #2.) • Garland with LED mini lights and custom bows to wrap center light post in the main parking lot island and the support pillars on the gazebo and pergola (sample #3.) • 5mm LED mini lights to light small trees and shrubs throughout the park area and the two (2) large trees on either side of the driveway creating and arch (sample #4.) 	
<u>Santa's Light Crew: \$11,845.00</u>	
Moderate design with animation	
<ul style="list-style-type: none"> • C-7 LED Bulbs on front and side roof line with two (2) mixed hanging teardrop swags (sample #5) for front of the main building and gazebo. (does not include garage or pavilion) • Garland with LED lights on light poles in the parking lot with lighted snowflakes • Lighting on trees on island in parking lot, nine (9) small bushes and lighting on the hardwood trees. • Animated Light Display (\$6,250) with one (1) 12' tree, smaller trees, candy canes, 4 arches approximately 3' tall, singing tree speakers, FM transmitter 3 programmed songs 	

I believe any of the companies would do a fine job. Staff is leaning a bit toward Grosse Ile Lawn, as they provided renderings of the park, their commitment to service and returning customers would receive a 10% discount. Regardless of who the DDA may select each vendor requires ½ down and final payment upon completing the installation.

BUDGET IMPLICATION	\$3,618 - \$11,845
IMPLEMENTATION NEXT STEP	Notify selected vendor
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	n-a
ATTORNEY RECOMMENDATION	n-a
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	