

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, October 27, 2020 – 5:30 pm**

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

Chairman Atchinson called the meeting to order at 5:34 p.m.

Roll Call: Members Present by Video: Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Baskin, Director Chudzinski, Director Foster, Director Delibera, Director Laginess and Supervisor McNamara. Members Absent: Director Chappell and Director Rochowiak. Also in attendance: DDA Executive Director Ireland & Rec. Secretary Lothringer.

Approval of Agenda: Director Baskin moved, Foster seconded to approve the agenda as amended to change the order of the two new business items. Carried.

Minutes: Laginess moved, DeLibera seconded to approve the DDA Minutes of Tuesday, September 22, 2020 as presented. Carried.

Reports: Executive Director Ireland informed the board that the DDA budget was approved by the Township Board. She shared that Allied Universal had completed all of the work for the final camera installations. They are all up and operating, now allowing the entire Harris Park grounds and all buildings to be monitored. The Township IT Director has informed staff that the Wi-Fi project he is working on will be installed by the end of 2020.

During a video meeting with Wade Trim, staff was informed that Wayne County Department of Public Services Permit Office has approved the engineering for repair/replacement of sidewalks within the DDA District. Wade Trim is preparing the bid packet and inspector days will be included. It is expected that the project will go out to bid in mid-December. The DDA will receive a copy of the Public Notice for posting. This project will then be placed on Quest CDN (Construction Data Network) and MITN (Michigan Inter-Governmental Trade Network). Bid opening is expected to be January 14, 2021 with a project start date of April 2021. Staff will bring this back to the board at the first meeting in 2021 to award and approve the contract as well as approve construction engineering.

Harris Park continues to see daily use by walkers, runners and people visiting with each other. On Saturday, October 17th the park was the setting for another wedding. This bride selected an early evening wedding because she thought the park looks so beautiful with all the lights on.

Ireland shared with the board that the Quirk Road triangle was decorated for the autumn season by Garden Fantasy Greenhouse and she is pleased with how it turned out. Additionally, she updated the board on the holiday lighting at Harris Park and the monument sign at Belleville and Quirk Roads. Based on the feedback from the board at the September meeting, Grosse Ile Lawn Sprinkler was chosen as the vendor and they anticipate having the lights done in time for the Thanksgiving holiday.

DDA Assistant Executive Director Lothringer explained to the board that the October Spotlight was used as an opportunity to draw attention to the information available on the DDA's website.

Among the requirements to maintain 100% compliance with Public Act 57 of 2018, the DDA website must contain a listing of current contracts and management services, current and archived agendas, minutes, audits, annual reports, budgets and development/TIF plans.

Lothringer reported that the Restaurant Rally 48111 was well received and at least one of the restaurants would like to see it become an annual event. Lothringer went on to share the publicity pieces/projects that have been completed since the last meeting as well as the items that she is currently working on.

Deputy Lothringer informed the board that the additional site furnishings approved at the September meeting have been ordered through Penchura. Lastly she shared with the board several meetings/events that she had taken part in with SEMCOG and MTA.

New Business: During discussion on new business item #1, it was decided by the board, that at this time, costs associated with disinfecting the conference room and common areas of the building will not be charged to the groups renting the conference room. However, the DDA reserves the right to rescind that decision, at any time, and require groups to cover that cost if it becomes a burden to the DDA. Additionally, should the evening rentals reach a point where they are having an impact on staff schedules, the DDA will entertain the use of a building monitor to cover the evening rentals.

Laginess moved, Foster seconded to approve the Building Use Policy, Application to Use the Conference Room, Release and Waiver of Liability and the 2020-2021 Fee Schedule. Carried.

During discussion on new business item #2, it was decided to make the following changes to the Van Buren DDA Covid-19 Pandemic Reopening Policy:

- Page 4, Stage 4, second bullet point, second sub-bullet point to read “Meeting room use will be in accordance with the building use policy.”
- Page 4, Stage 5, to read “This stage can be achieved if the outbreak has been contained or controlled and it is deemed safe to do so by the Centers for Disease Control (CDC), State of Michigan, Michigan Department of Health and Human Services or Wayne County Health Department. Additionally, building disinfecting will be put in place based on recommendations of these noted agencies at that time.”

Laginess moved, Baskin seconded to approve the Van Buren Township Downtown Development Authority, COVID-19 Pandemic Reopening Policy. Carried.

Non-Agenda Items: Supervisor McNamara mentioned to the board how the foodbank give-away went with Forgotten Harvest earlier in the day. He said the line wrapped around Township Hall and they ran out of food. In two weeks they will be hosting Forgotten Harvest again and have requested a semi for that day.

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

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary