

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 26, 2021 – 5:30 pm**

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

Vice-Chair Bird called the meeting to order at 5:36 p.m.

Roll Call: Members Present by Video or Telephone: Vice-Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski, Director Foster, Director Delibera, Director Laginess, Director Rochowiak and Supervisor McNamara. Members Excused: Chairman Atchinson. Also in attendance: DDA Executive Director Ireland, Rec. Secretary Lothringer, and an audience of four (4).

Approval of Agenda: *Supervisor McNamara moved, Rochowiak seconded to approve the agenda as presented. Roll-call vote was conducted. Yays: Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess, Supervisor McNamara and Director Rochowiak. Nays: None. Excused: Chairman Atchinson. Carried.*

Minutes: *Foster moved, Chudzinski seconded to approve the DDA Minutes of Tuesday, October 27, 2020 as presented. Roll-call vote was conducted. Yays: Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess, Supervisor McNamara and Director Rochowiak. Nays: None. Excused: Chairman Atchinson. Carried.*

Reports: Executive Director Ireland informed the board that the new wireless Wi-Fi has been installed, is operational and seems to be a faster and better connection.

Ireland updated the board on the status of current and potential cases to go before the MTT (Michigan Tax Tribunal). She has been in contact with Assessor Stevenson and they plan to sit down again after the March Board of Review. She will keep the board updated.

Ireland reported that she received many positive reviews on the Holiday Lights that were put up in Harris Park and at the Monument Sign at Belleville/Quirk Road. She was very pleased with the vendor and their responsiveness to provide service when a couple strings would not stay lit due to moisture. She inquired if the DDA board would like her to secure this vendor once again for the 2021 holiday lights and the consensus was yes. Conversation was also held on the possibility of expanding the holiday lights to include decorating the poles on Belleville Road. Board members decided that they would like to discuss the potential of adding holiday lights down Belleville Road at a future meeting.

Lastly, Director Ireland provided a quick update on activity within Aerotropolis. She inquired if the board would like to have Chris Girdwood provide an annual update at a meeting in the near future. The board agreed that they would like to have Mr. Girdwood give a presentation. Director Ireland will make arrangements.

DDA Assistant Executive Director Lothringer explained to the board the most recent email and social media outreach efforts. Additionally, she informed the board that a number of print and

electronic publicity pieces had been completed and published since the last meeting of the board in October.

Lothringer gave an overview of projects that she is currently working on as well as the various virtual meetings and trainings she has taken part in. Lastly, she informed the board that the second of the two required annual public informational meetings was held on December 17, 2020 to maintain compliance with Public Act 57 of 2018.

New Business: *Laginess moved, Foster seconded to award the VBT-DDA sidewalk repairs project to Merlo Construction in an amount of \$134,710 with a contingency of \$13,500 for a total amount not to exceed \$148,200 to be expensed from DDA line item 247-000-976-000 and approve the proposal from Wade Trim to provide professional services for construction engineering in an amount of \$17,000 to be expensed from line item 247-000-976-000. Roll-call vote was conducted. Yays: Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess, Supervisor McNamara and Director Rochowiak. Nays: None. Excused: Chairman Atchinson. Carried.*

****Please note that Director Rochowiak had to leave the meeting at 6:20 p.m.**

Non-Agenda Items: Audience member asked a number of questions and each was addressed by either DDA staff or a DDA Board Member.

Adjournment: *Secretary Brown moved, Chudzinski seconded to adjourn at 6:26 p.m. Roll-call vote was conducted. Yays: Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski, Director Delibera, Director Foster, Director Laginess and Supervisor McNamara. Nays: None. Excused: Chairman Atchinson and Director Rochowiak. Carried.*

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary