

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 25, 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 5:35 p.m.

Roll Call: Members Present by Video or Telephone: Vice-Chair Bird, Director Baskin, Director Chappell (5:37 p.m.), Director Chudzinski, Director Delibera, Director Foster, Director Laginess, and Supervisor McNamara (left the meeting @ 5:58 p.m.). Members Absent and Excused: Chairman Atchinson, Director Rochowiak and Secretary Brown. Also in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of one (1).

Approval of Agenda: McNamara moved, Laginess seconded to approve the agenda as amended to have New Business #1 moved before Reports.

Roll call vote taken:

Yeas: Baskin, Bird, Chudzinski, Delibera, Foster, Laginess and McNamara

Nays: None

Members Absent but Excused: Atchinson, Rochowiak and Brown. Chappell (on @ 5:37 p.m.).
Motion Carried.

Minutes: Laginess moved, Baskin seconded to approve the DDA Minutes of Tuesday, April 27, 2021 as presented.

Roll call vote taken:

Yeas: Baskin, Bird, Chappell, Chudzinski, Delibera, Foster, Laginess and McNamara

Nays: None

Members Absent but Excused: Atchinson, Rochowiak and Brown.
Motion Carried.

New Business:

Baskin moved, Delibera seconded to approve the “DDA Appendix (Salary Scale)” to Van Buren Township Board Resolution 2021-12, to become effective with the pay period ending May 22, 2021 which is consistent with Van Buren Township Board Action on May 18, 2021 and amend the 2021 DDA Budget Line Items 247-000-702-000 (+2570), 247-000-703-000 (+1,900) and 247-000-719-000 (+900) from DDA Fund balance. Annual salary of the current DDA Executive Director will be \$87,036 and Assistant DDA Executive Director will be \$62,016 through December 31, 2022.

Roll call vote taken:

Yeas: Baskin, Bird, Chappell, Chudzinski, Delibera, Foster, Laginess and McNamara.

Nays: None

Members absent but Excused: Atchinson, Brown and Rochowiak

Reports:

1. Executive Director Ireland informed the board that the sidewalk project has moved in to the restoration phase. DDA staff met with the engineer to review areas of seed vs. sod.

She reported that the DDA Audit – FY 2020 has been received and staff is working on the Management Discussion and Analysis. She continues to monitor for any tax appeals.

She informed the board that she attended the virtual meeting of the VBT Recreation Committee and they were very excited that the DDA will be partnering on the Community Center project for the inclusion of an auditorium. The Recreation committee has approved and recommended that the entire project move forward. The item is expected to be on the Board of Trustees agenda in June.

Director Ireland reported that the stamped concrete at Harris Park has been cleaned and sealed. Staff is pleased with the job done by the contractor and more so by the fact that it was able to be completed in a timely manner.

Lastly, she noted that there is a need to have some trees trimmed and/or removed along the fence on Belleville Road. Recently there was a tree that snapped and the fence was in jeopardy of being damaged. That prompted an inspection of the trees along the fence to determine potential future hazards and a report and quote should be arriving soon.

Director Ireland is planning to take part in the MDA virtual workshop on June 4th.

2. DDA Deputy Director Lothringer provided the board with a recap of the marketing and community relations activities she has been working on since the last meeting. She showed the most recent copy of the Van Buren Today magazine and provided a synopsis of the two 2-page spreads the DDA has in this edition. One focused on the Sculpture Showcase, explaining what it is, why the DDA takes part and where the new sculptures are located. The second article stresses the importance of supporting our local businesses, both big and small. These businesses, whether locally owned or corporate owned, employ our residents, friends and neighbors and therefore puts money back in to our community.

Deputy Director Lothringer provided a glimpse in to the business being featured for June, Maddgear Boutique, telling a little about how the business started from a dream and the journey of growing to their current location on Belleville Road in the Belleville Square shopping plaza.

Lothringer mentioned that there had been a resident call about using BBQ's in Harris Park. For the record, open flames are not allowed in Harris Park. She will print up material to that rule and place it in the zigzag display in the park in advance of the holiday weekend. Lastly she updated the board on the meetings and trainings she has attended and/or is scheduled to attend.

Non-Agenda Items: None

Adjournment: Motion by Laginess, support by Chudzinski. Carried. Closed @ 6:04 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary