

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, February 27, 2018 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:30 p.m.

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, Director DeLibera, Director Laginess, Director Rochowiak and Supervisor McNamara. Members absent and excused: Director Blank and Director Foster. Others in Attendance: DDA Executive Director Ireland and an audience of two (2).

Approval of Agenda: Rochowiak moved, Bird seconded to approve the DDA agenda as presented. Carried.

Minutes: Rochowiak moved, Bird seconded to approve the DDA Minutes of Tuesday, January 23, 2018 as presented. Carried.

Reports: DDA Executive Director Ireland reported that the Placemaking Plans have been submitted to Wayne County for review, Invitations to Bid has been sent out and are due back by March 14, and a Pre-Bid Meeting will be held on February 28 at the site. MDOT has scheduled letting the Belleville Road Bridge widening and pathway installation project for March 2, 2018. DTE picked up the check for the Belleville Road streetlight conversion to LED lights and the parts have been ordered. Closing documents have been executed by Chairman Atchinson for the 27' of right-of-way that Speedway is purchasing. March "Spotlight of the Month" is Liberty Tax Service, select the new pieces of sculpture for the DDA District is scheduled for March 14, 2018 and Communication Associates continues to work on updating the DDA Website.

New Business: Laginess moved, Rochowiak seconded to approve the request to transfer \$5,500 from fund balance to DDA Line Item 247-000-900-000 "Printing and Publishing" to cover the cost of ½ page advertisement in United Airlines "Hemispheres" March 2018 edition. Carried.

Laginess moved, DeLibera seconded to approve the proposal from DTE dated February 22, 2018 and order 22-39w LED Acorn style fixtures with a Wadsworth pole in black through the community lighting program in an amount of \$46,462 to be expensed from DDA line item 247-000-978-000, Street lighting, request an Agreement for the Municipal Street lighting and authorize the Township Supervisor to execute that Agreement on behalf of the DDA. Carried.

Communications: Aerotropolis will be presenting their annual report on Thursday, March 22, 2018.

Adjournment: Rochowiak moved, Baskin seconded to adjourn at 5:48 p.m.

Respectfully submitted,

Susan Ireland
Acting Recording Secretary