

Van Buren Charter Township
Downtown Development Authority
Tuesday, May 24, 2011

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

Roll Call: Members present - Chairman Dolph, Vice-Chairman Atchinson, Secretary Zoller, Director Bechtel, Director DeLibera (arrived at 6:00 p.m.), Director Laginess, Director Bird, Director Blank, Director Richter, Director Suliman and Supervisor White. Absent: None. Others in attendance: DDA Executive Director Ireland, Recording Secretary Cline, Planning and Economic Development Services Director Carroll, David Nummer, Matt Stacey both from Wade-Trim and an audience of one (1).

DDA Executive Director Ireland introduced Ashley Olszewski, Wayne State student who is working on her masters in Public Administration and has been interning and observing the operations of the Township. DDA Executive Director Ireland introduced Planning and Economic Development Services Director Carroll and Director Carroll gave a brief synopsis of his career in municipal government.

AGENDA: Motion Suliman, Support Bird to approve the DDA agenda of Tuesday, May 24, 2011 as presented. Carried.

MINUTES: Motion Suliman, Support Laginess to approve the DDA minutes of Tuesday, April 26, 2011 as presented. Carried.

UNFINISHED BUSINESS: None.

NEW BUSINESS: The DDA Directors and Director Carroll discussed the Van Buren Township/Belleville Road Overlay District proposal from McKenna Associates and requested Sally Hodges from McKenna Associates come to next meeting for further discussion and input from the DDA Directors regarding a Belleville Road Overlay District plan.

Motion Bechtel, Support Suliman to allow Supervisor White to abstain from voting on retaining a full time DDA Executive Director. Carried.

Motion Blank, Support Atchinson for approval of hiring a full time DDA Executive Director and to establish a three member sub-committee to negotiate 1) job analysis/job description, 2) compensation package and negotiate contract for approval and execution by the DDA and confirmation by the Township Board, 3) offer position to Susan Ireland. Roll Call Vote. Yeas: Dolph, Atchinson, Zoller, Bechtel, DeLibera, Laginess, Bird, Blank, Richter and Suliman. Nays: None. Abstain: White. Carried.

The three sub-committee members are Atchinson, Blank and Laginess.

REPORTS:

1). Belleville/Ecorse Rd. Intersection Progress Report

Wade-Trim Engineer David Nummer and Matt Stacey reviewed the April Monthly Progress Report with the Directors.

2). Marketing Plan Update

Director Bechtel reviewed the Van Buren Township Marketing Plan and the invitation to bid process with the DDA Directors.

COMMUNICATIONS: None.

OTHER (non agenda items): None.

ADJOURNMENT: Motion Richter, Support Bird to adjourn the meeting at 7:06 p.m. Carried.

Respectfully Submitted,

Kathleen A. Cline, CMC
Recording Secretary