

Van Buren Charter Township
Downtown Development Authority
Tuesday, August 30, 2011

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

Roll Call: Members present-Chairman Dolph, Vice Chair Atchinson, Secretary Zoller, Director Bechtel, Director Bird, Director Blank, Director DeLibera (arrived at 5:45 p.m.) Director Laginess, Director Richter, Director Suliman and Supervisor White. Others in attendance: DDA Executive Director Ireland, Recording Secretary Stevenson and David Nummer.

Agenda: Motion Blank, Support Bird to approve the DDA agenda of Tuesday, August 30, 2011 moving Reports to after the minutes. Carried.

Minutes: Motion Atchinson, Support Richter to approve the DDA minutes of Tuesday, July 26, 2011. Motion Carried.

Unfinished Business: Director Suliman inquired about the sidewalk project on the service drive.

Reports:

1). Belleville/Ecorse Rd. Intersection Progress Report

Wade-Trim Engineer David Nummer reviewed the August Monthly Progress report with the Directors and reviewed the different designs of signals.

Motion Blank, Support Bird to approve the design of the mast arms painted black with illuminated street signs in the amount of \$92,000. Motion Carried.

New Business:

1). DDA Executive Director

There was a very lengthy discussion regarding the employment agreement for the Executive Director position. Some of the areas of concern were contract length, benefits, bonus and the section on termination of employment.

Supervisor White requested that he be allowed to abstain from voting on the topic of the DDA Director.

Motion White, Support Betchel to allow Supervisor White to abstain from voting on the DDA Executive Director Employment Agreement. Motion Carried.

Motion Blank, Support Atchinson to offer Susan Ireland the position of Downtown Development Authority Executive Director at her current salary and benefits with the discussed changes incorporated into the Employment Agreement and pending approval of the final version by the subcommittee and Director Bechtel. Motion Carried.

Roll Call Vote: Vice-Chair Atchinson (yea), Secretary Zoller (yea), Director Bechtel (yea), Director Bird (yea), Director Blank (yea), Director DeLibera (yea), Director Laginess (yea), Director Richter (yea), Director Suliman (yea), Chairman Dolph (yea) and Supervisor White (abstain).

Marketing Presentations:

- 1). IMJ Communications
- 2). Communication Associates

The two companies that were selected from the initial bids gave a 45 minute each presentation along with a proposal and timeframe for the marketing project.

Motion Richter, Support Blank to retain the services of Communication Associates for the Downtown Development Authority Marketing Plan. Motion Carried.

Other (non-agenda items:)

Supervisor White informed the Directors of some potential new businesses looking at the Township.

Motion Laginess, Support Suliman to adjourn the meeting at 9:09 p.m. Motion Carried.

Respectfully Submitted,

Linda M. Stevenson
Recording Secretary