

Van Buren Charter Township  
Downtown Development Authority  
Tuesday, November 22, 2011

Chairman Dolph called the meeting to order at 5:31 p.m.

Roll Call: Members present-Chairman Dolph, Director Bird, Director Blank, Director Laginess, Director Richter, Director Suliman and Supervisor White. Absent: Vice Chair Atchinson (excused), Secretary Zoller (excused), Director Bechtel (excused), Director DeLibera (excused). Others in attendance: DDA Executive Director Ireland, Recording Secretary Stevenson, Engineers David Nummer and Matt Stacey, Public Safety Director Carl McClanahan, Fire Chief Darwin Loyer, Public Safety IT Coordinator Ken Dandy, Tom Traciak and an audience of two (2).

Agenda: Motion Laginess, Support Suliman to approve the DDA agenda of Tuesday, November 22, 2011 with the removal of New Business Item # 2. Motion Carried.

Minutes: Motion Blank, Support Laginess to approve the DDA minutes of Tuesday, October 11, 2011. Motion Carried.

**Reports:**

**1.) Attorney RFQ:** DDA Director Ireland and Director Blank gave a report on the process of reviewing the five responses received from the Attorney RFQ's. After review and research it was the consensus of the DDA Committee to remain with Bob Schwartz who has the highest qualifications and has been a great service to the DDA since the beginning.

**2.) Belleville Road Intersection:** Wade-Trim Engineers David Nummer and Matt Stacey gave a report on the progress with the Belleville Road intersection project. They did have their plan review with Wayne County and there is concern that a delay might now occur with the project due to the fact that MDOT has updated their specifications from the 2003 ones previously used. Wayne County has not yet adopted the specifications they will be using along with the newly adopted MDOT ones. Discussion was had on how this could possibly impact the time frame of the project. Engineer Stacey will set up a meeting with Wayne County and Township staff to resolve issues. A further report will be given at next month's meeting.

**Unfinished Business:**

**1. 800 MHz Radio System for Public Safety:** The Directors discussed in great detail the request to purchase the 800 MHz Radio System for the Public Safety Department. DDA Director reported on the discussions she has had with Director McClanahan and

distributed an amendment to her earlier memo on the items she felt would fall under the Downtown Development Plan. The directors discussed the memorandum from Bob Schwartz and its interpretation with emphasis on not spending DDA funding for items that would not be appropriate.

Motion Laginess, Support Blank to assist the Public Safety Department with the purchase of 800 MHz Public Safety Radio System for the first seven (7) items as noted in the Executive Director's amended memorandum dated November 18, 2011 in the amount of \$207,501.19 and to be reallocated from Designated Public Safety Guarantee to 247-000-970000 Capital Outlay for the 2011 fiscal year.

Roll Call Vote:

Yeas: Director Bird, Director Blank, Director Laginess, Director Richter, Director Suliman and Supervisor White

Nays: Chairman Dolph

Motion Carried.

**New Business:**

**1). Consider request for approval of Financial Consultant:**

Thomas Traciak, from Umbaugh and Associates gave a synopsis on the duties and the need of a financial consultant during the bond process for the Belleville Road intersection project. Mr. Traciak will bring an engagement letter for the Director's approval at the December 5 special meeting of the DDA.

**Other:**

DDA Executive Director Ireland distributed a memo received from Supervisor White regarding the issue of office rental prices. Discussion ensued regarding specific issues DDA Executive Director Ireland is encountering.

Motion Suliman, Support Laginess to adjourn the meeting at 7:38 p.m. Motion Carried.

Respectfully Submitted,

Linda M. Stevenson  
Recording Secretary