

Van Buren Charter Township  
Downtown Development Authority  
Tuesday, October 23, 2012

Chairman Dolph called the meeting to order at 5:32 p.m.

**Roll Call:** Members present-Chairman Dolph, Secretary Zoller, Director Baskin, Director Bird, Director Blank, Director Laginess, Director Richter and Supervisor White. Absent and Excused: Vice Chair Atchinson, Director Bechtel and Director Miller. Others in attendance: DDA Executive Director Ireland, Recording Secretary Stevenson, Fire Chief Besson, Battalion Chief McInally, David Nummer and Matt Stacey, Wade Trim Engineers, Sally Hodges and Jim Allen, McKenna and Associates, Recreation Director Jennifer Wright, Attorney Robert Schwarz and an audience of two.

**Agenda:** Motion White, Support Zoller to approve the DDA agenda as presented. Motion Carried.

**Minutes:** Motion Laginess, Support Baskin to approve the DDA Minutes of Tuesday, September 25, 2012 as presented. Motion Carried.

**Reports:**

**1. Belleville/Ecorse Intersection (October 2012)**

Matt Stacey, Wade-Trim reviewed the October progress report regarding the Belleville/Ecorse Intersection. There has been a lot of activity and it has been moving along very well. The sanitary sewer project is roughly 41% complete and the water main project is approximately 75% complete. The contractor's schedule calls for them to complete the sanitary sewer approximately 1,200 feet west of Belleville Road this fall before they stop construction for the winter months and the water main is planned to be completed this year before the Contractor stops work for the winter. The timing of the signals at the intersection had been adjusted and it appears to be working well. Traffic patterns will remain the same throughout the winter.

**2. Directors Report:**

DDA Executive Director Ireland reviewed her report for October. Items that were discussed were the progress with the appraisals on Belleville Road, the replacement of some trees on Belleville Rd., the brochure, curbs and the capturing of the zoo millage.

**Unfinished Business:**

**1. Consider Request to purchase portable scoreboards for Quirk Park:**

The Directors discussed the request and proposal to purchase 5 portable scoreboards to be used only at Quirk Park. Recreation Director Wright was present to answer any questions. Several directors had concerns regarding the fact that the soccer association is at the present time utilizing a different location. Recreation Director Wright stated that there is ongoing discussion with the Van Buren Soccer Association and the field is not being used temporarily while plans are made for some maintenance to them. The acquisition of the portable scoreboards are for use at the park and in the DDA District and not strictly for soccer.

Motion Richter, Support Bird to authorize the purchase of five (5) MP-6400 portable scoreboards from Scoreboards.com with tri-pods in an amount of \$10,725 and transfer funds from undesignated fund balance to capital outlay 247-000-970-000.

**Roll Call Vote: Yeas: Dolph, Zoller, Baskin, Bird, Blank Richter. Nays: Laginess and White. Absent and excused: Atchinson, Bechtel and Miller Motion Carried.**

**2). Consider Fire Station #2 Roof Repair:**

As per requested at the September DDA Meeting, the Fire Department acquired another additional bid for comparison purposes.

Motion Blank, Support Laginess to approve payment of \$24,750 to Axiom Construction Services for the repair of the roof at Fire Station #2 to be expensed from line item 247-000—971-000 (Public Facility Development and Improvements). Motion Carried.

**New Business:**

**1). Consider proposal by McKenna Associates for Landscape Design Services in the Ecorse/Belleville Road Intersection Improvement Area and authorize Executive Director to execute the proposal:**

Sally Hodges and Jim Allen from McKenna and Associates reviewed their proposal which will cover the work effort to provide the DDA with concept plans all the way through construction documents for landscaping and gateway entrance improvements in this gateway entrance. There was discussion about the appropriateness of McKenna Associates providing this service. McKenna is the Township Planner, working on the DDA Overlay District, providers of the original streetscape design and the continuity they would provide in maintaining the DDA's concept. . The directors discussed the possibility of billing on an hourly basis.

Motion Laginess, Support Baskin to approve the proposal from McKenna Associates with billing to occur at an hourly rate not to exceed the lump sum amount outlined in the

proposal dated October 16, 2012 for Landscape Design Services in the Ecorse/Belleville Road Intersection Improvement Area to be expensed from 247-000-977-003 (Belleville/Ecorse Landscape) and authorize Executive Director to execute the proposal. Motion Carried.

2). Consider approval of DDA Resolution 2012-04 (Resolution to authorize Issuance of Tax Increment Revenue Bonds):

Attorney Schwarz explained and answered any questions regarding the documents in his packet that pertained to the authorizing Resolution and the Defeasance Resolution. The ultimate rate will be known around mid -November.

Motion Laginess, Support Blank to approve DDA Resolution 2012-04, Resolution to authorize Issuance of Tax Increment Revenue Bonds. Motion Carried.

3). Approve DDA Resolution 2012-05, Resolution Authorizing Defeasance of Bonds:

Motion Blank, Support Laginess to approve DDA Resolution 2012-05, Resolution authorizing Defeasance of Bonds as presented by Attorney Schwarz. Motion Carried.

Communications:

1. Belleville Area Chamber of Commerce:

The Directors reviewed the correspondence from the Belleville Area Chamber of Commerce Director Keith Johnson regarding the Profile Directory and Membership Directory.

Motion Blank, Support Richter to approve a full page ad in the Belleville Area Chamber of Commerce Profile and Membership Directory for the year 2013 to be expensed from 247-000-900-000 Printing and Publishing. Motion Carried.

Motion Blank, Support Baskin to adjourn the meeting at 7:06 p.m. Motion Carried.

Respectfully Submitted,

Linda M. Stevenson  
Recording Secretary