

Van Buren Charter Township  
Downtown Development Authority  
Tuesday, June 26, 2012

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

**Roll Call:** Members present-Chairman Dolph, Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bird, Director Blank and Supervisor White. Absent: Director Bechtel, Director Laginess (excused), Director Miller and Director Richter (excused). Others in attendance: DDA Executive Director Ireland, Recording Secretary Stevenson, Engineers Matt Stacey, Wade-Trim, Doug Warner and Amy Sallie from Communications Associates and an audience of one.

**Agenda:** Motion Blank, Support Bird to approve the DDA agenda of Tuesday, June 26, 2012 as presented. Motion Carried.

**Minutes:** Motion Atchinson, Support Blank to approve the DDA Minutes of Tuesday, May 22, 2012 as presented. Motion Carried.

**Reports:**

**1. DDA Web Site, Communications Associates:**

Communication Associates will be making a presentation to the DDA at the July meeting at which time they will present a draft of the brochure for review along with the final approval for the website.

**2. Belleville/Ecorse Intersection (June 2012)**

Matt Stacey, Wade-Trim reviewed the June progress report regarding the Belleville/Ecorse Intersection. Bid opening will be July 11<sup>th</sup> with project awards expected to take place at the August 7<sup>th</sup> State Administrative Board meeting with authorization following after that.

**3. Audit, Year Ending December 31, 2011**

Executive Director Ireland reviewed the Financial Report year ending December 31, 2011 with the Directors.

Motion Blank, Support Atchinson to receive and place on file the Audit Report, year ending December 31, 2011. Motion Carried.

**2. Directors Report:**

DDA Executive Director Ireland reviewed her monthly report. Director Atchinson expressed his concern regarding the curbs along certain portions of Belleville Road and issues with dead trees. There was discussion regarding a possible class action suit because of a new spray Dow had developed which has actually caused trees to die and the need for further investigation.

**Unfinished Business: None.**

**New Business:**

**1. Consider proposal for Construction Phase Design Assistance**

Matt Stacey reviewed the proposal for Construction Phase Design Assistance on the Belleville/Ecorse Rd. Intersection project. Wayne County will be performing construction administration and inspection to MDOT requirements. On a road construction project of this magnitude, it is advisable for the design engineer to be continually involved in the construction phase because there will usually be questions to answer.

Motion Atchinson, Support Blank to approve the proposal for Construction Phase Design Assistance with payment based on time and materials basis at the current rate schedule VBN 2009A and to be expensed from line item 247-000-977-000. Motion Carried.

**2. Consider Acquisition of Belleville Road Rights-of-Way**

Executive Director Ireland reviewed her memo regarding the Belleville Road sidewalk project and the need to acquire easements. CDBG will not fund right-of way acquisition but they will fund construction according to the Department of Planning and Economic Development. The appraisals have been done and if the DDA can acquire the rights-of-way we can at least begin a sidewalk project.

Motion Bird, Support Atchinson to approve the proposal from Wade Trim to assist the Downtown Development Authority with the rights-of-way acquisition on Parcels 83-039-99-0009-718, 83-039-99-0009-717, 83-039-99-0006-000 and 83-039-99-0005-000 with payment based on time and materials basis at their current rate schedule VBN 2009a and to be expensed out of line item 247-000-980-000. Motion Carried.

**Other (non-agenda items):**

Supervisor White gave the Directors an update on the proposed Menards project.

Director Blank expressed his concerns with the condition of the landscaping around the Township Hall.

Public Safety Committee Chairperson Diane Madigan invited the DDA members to their next meeting (August 1<sup>st</sup> at 5:30 p.m. in the Board Room) where they will be receiving a presentation from West Shore Services on emergency siren systems. She also stated her concerns regarding the lighting at the front entrance of the Township Hall.

Motion Atchinson, Support Blank to adjourn the meeting at 6:32 p.m. Motion Carried.

Respectfully Submitted,

Linda M. Stevenson  
Recording Secretary