

**Van Buren Charter Township
Downtown Development Authority**

Regular Meeting

Tuesday April 23, 2013

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

ROLL CALL

Members Present: Chairperson Dolph, Vice Chairperson Atchinson, Secretary Zoller, Director Bechtel, Director Bird, Director Miller, Director Richter, and Supervisor Combs.

Members Absent: Director Baskin (excused), Director Blank (excused) and Director Laginess (excused)

Others in Attendance: DDA Executive Director Ireland, Recording Secretary LaMothe, and an audience of five.

APPROVAL OF AGENDA

Motion Bechtel, support Miller to approve the agenda as presented noting the addition of New Business Item #2 Van Buren Township Website. Motion carried.

APPROVAL OF MINUTES

Motion Combs, support Zoller to approve the DDA Minutes of Tuesday, March 26, 2013 as amended to reflect that Chairman Dolph called the meeting to order. Motion carried.

Motion Miller, support Richter to approve the Special Meeting Minutes of Tuesday, April 2, 2013 as presented. Motion carried.

REPORTS

Director's Report: DDA Executive Director Ireland provided an update on the status of outstanding projects including: Belleville Road sidewalks between Tyler to 8701, light pole replacements and repairs, banners, Zoo millage, Belleville Road curbs, Belleville Road fence between Harmony and Sunrise Lanes, Van Buren Township Hall Roof, Belleville Chamber of Commerce luncheon with Robert Ficano, Aerotropolis, and Public Safety Day.

Motion Richter, support Atchinson to approve the proposal from Old Glory Flags to install 16 "test" banner arms on eight light poles along Belleville Road bridge in an amount not to exceed \$2,368. Motion Carried.

Wade Trim Update: Representatives from Wade Trim provided an update regarding the Belleville/Ecorse Road construction project. Construction began again in March and is on schedule.

NEW BUSINESS

McKenna Update: Representatives from McKenna and Associates presented fencing cost estimates to replace the existing fence on Belleville Road along the Belle Harbor Estates Subdivision. This is a visible area in the DDA District just before you go into the City of Belleville.

Motion Richter, support Bird to authorize McKenna Associates to prepare a Request for Proposals (RFP) to remove and replace the existing fence on Belleville Road along the Belle Harbor Estates Subdivision with a natural grain 6' wood simulated colored vinyl fence (not white) as proposed in the McKenna Associates memorandum dated April 23, 2013; including removal of existing vegetation and tree pruning in order to place the new fence in the same location as the existing fence contingent upon Wayne County approval and submit the RFP to the DDA at their next meeting for approval. Carried

Motion Bechtel, support Bird to approve the proposal from Communication Associates to refresh the Van Buren Township Website as outlined in their correspondence dated April 22, 2013 in an amount not to exceed \$23,300 and reallocate that amount from Fund Balance to the Consultant line item to pay for this service. Motion carried.

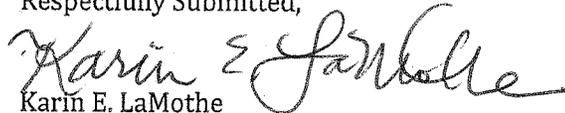
COMMUNICATIONS

Belleville Downtown Development Authority requested Van Buren Township Downtown Development Authority have a joint update meeting to discuss upcoming projects. Executive Director Ireland will arrange upcoming meeting to do so.

ADJOURNMENT

Motion Atchinson, support Miller to adjourn the meeting at 6:54 p.m. Motion carried.

Respectfully Submitted,



Karin E. LaMothe
Recording Secretary