

**Van Buren Charter Township
Downtown Development Authority
Tuesday, March 24, 2015 – 5:30 pm**

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

ROLL CALL: Members present: Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bird, Director Brown, Director Foster, and Supervisor Combs. Members Absent / Excused: Director Betchel, Director Blank, Director Laginess and Director Miller. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Wade Trim Engineer Dave Nummer, McKenna Senior Vice President Sally Hodges and an audience of one (1).

APPROVAL OF AMENDED AGENDA: Combs moved, seconded by Bird to approve the agenda as presented. Motion carried

APPROVAL OF MINUTES: Bird moved, seconded by Zoller to approve the DDA Meeting Minutes of Tuesday, February 24, 2015 as presented. Motion carried

REPORTS: DDA Executive Director Ireland reported on the status of the Belleville Road/I-94 North Service Road sidewalks, walkability audit, electrical upgrades at the monument, Belleville/Ecorse Road intersection landscaping, regional detention pond, rights-of-way acquisition, emergency sirens installation proceeding, banners, Belleville Road properties and the Finance Sub Committee.

Executive Director Ireland shared that the official permit had been received from Wayne County for the sidewalk project and that bid opening is scheduled for April 15, 2015 in the Denton room at 10 a.m.

Executive Director Ireland requested that the DDA board explore the feasibility of obtaining a Business Credit Card for DDA usage with a nominal credit limit. Discussion was led by Vice Chair Atchinson. Baskin moved, seconded by Zoller to authorize Director Ireland to secure a Business Credit Card for DDA usage with a \$2000 monthly limit with Director Ireland and Assistant Director Lothringer as authorized signers. Motion carried.

Assistant Director Lothringer reported on the status of the DDA marketing campaign. Presented copies of the most recent Business of the Month e-Blast (released 3/2/15), DDA News e-Blast (released 3/16/15) and the DDA e-Newsletter (scheduled release 3/25/15). Informed the board that the April Business of the Month will be Feed Rite and that a photo shoot and interview has been completed.

Assistant Director Lothringer also advised the board of her activities to increase the DDA's presence within the community. She recently attended the Belleville SOUP Project, BACC meetings/events, and there has been positive feedback from the community regarding the email marketing campaign and Facebook posts.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Motion Combs, Support Zoller to appoint Craig Atchinson as Chairperson. Close nominations and elect by acclamation. Motion Carried.

Motion Combs, Support Zoller to appoint Carol Bird as Vice-Chair. Close nominations and elect by acclamation. Motion Carried.

Motion Foster, Support Bird to re-appoint Sophie Zoller as Secretary. Close nominations and elect by acclamation. Motion Carried.

Combs moved, seconded by Bird to approve the request as outlined in Assistant Director Lothringer's proposal to approve the continued partnership with the City of Belleville DDA for a 2 page advertisement in the Metro Detroit A-Source relocation magazine in the amount of \$1550 with the cost to be expensed from printing and publishing. Account number #247-000-900-000. Motion carried

Zoller moved, seconded by Baskin to approve the request as outlined in Assistant Director Lothringer's proposal to approve the "blue" artwork for the dBusiness ad. Motion carried

Baskin moved, seconded by Foster to approve the cost estimates for McKenna Associates on the Belleville/Ecorse intersection and approve advertising for bids upon immediate approval from Wayne County. Motion carried

COMMUNICATIONS: None

CLOSED SESSION: None

NON AGENDA ITEMS: None

ADJOURNMENT: Motion Bird, support Baskin. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Lisa M. Lothringer
Assistant Executive Director / Recording Secretary