

**Van Buren Charter Township
Downtown Development Authority
Tuesday, May 26, 2015 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:35 p.m.

ROLL CALL: Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Blank, Director Brown, Director Foster, and Director Miller. Members Absent / Excused: Director Baskin, Director Laginess and Supervisor Combs. Members absent: Director Bechtel. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer and an audience of two (2).

APPROVAL OF AGENDA: Motion by Blank, seconded by Bird. Motion carried.

APPROVAL OF MINUTES: Motion by Blank, seconded by Zoller to approve the DDA Meeting Minutes of Tuesday, April 28, 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, rights-of-way acquisition, emergency sirens, proposed online survey for the Belleville Road properties, credit card and 2014 year end audit.

Assistant Director Lothringer presented the most recent Business of the Month e-Blast (released 5/4/15) and the DDA News e-Blast (released 5/18/15). Reported that the June BOM will be Armstrong's Funland with a release date of June 1. Additionally the next quarterly newsletter is underway and scheduled for release on June 22. Lastly reported that she started a series of Facebook contests using the theme, "Where in the District Are We?" and response has been positive.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Motion by Foster, seconded by Bird to approve Director Ireland and Deputy Director Lothringer to attend the St. Louis Franchise & Business Expo in St. Louis, Missouri or a similar event (which is optional) to be expensed from training and transportation as appropriate and amend those line items from fund balance to cover that cost in an amount not to exceed \$2,000.
Motion carried.

COMMUNICATIONS: None

CLOSED SESSION:

Motion by Blank, seconded by Miller to adjourn to Executive Session at 5:56 p.m. for the purpose of considering the purchase of Real Property.

Roll call vote:

Yeas: Atchinson, Bird, Zoller, Blank, Brown, Foster, and Miller.

Nays: None

Absent and Excused: Baskin, Bechtel, Combs, and Laginess

Motion carried.

Motion by Blank, seconded by Foster to adjourn Executive Session. Motion carried.

RETURN from CLOSED SESSION:

The regular DDA meeting was reconvened at 6:10 p.m.

Motion by Foster, seconded by Miller to honor the request of Vice Chair Bird to abstain from voting on Executive Session item. Motion carried.

Motion by Blank, seconded by Zoller to approve two separate offers to purchase and potentially consummate the purchase of real property as discussed in the May 26, 2015 Executive Session, including retaining professional consultants as part of the investigation process and authorize the Executive Director to execute documents to retain those services.

Roll call vote:

Yeas: Atchinson, Zoller, Blank, Brown, Foster and Miller

Nays: None

Abstain: Bird

Absent/Excused: Baskin, Bechtel, Combs and Laginess

Motion carried

NON AGENDA ITEMS: Director Ireland spoke of a situation involving a child who was injured on the sidewalk abutting the Belleville Road Bridge. The insurance company has been apprised of the situation; and with the assistance of the Department of Public Works, competitive quotes will be acquired for replacement of the sidewalk.

Director Ireland asked for two board members who could be available during the day to sit on a sub-committee regarding office space utilization. Chairman Atchinson and Director Foster volunteered their time.

Director Ireland and Deputy Director Lothringer provided a sneak peak at a map project that is still a work in progress. The intended use for this piece will be placement at the local hotels and packets for businesses who will be relocating employees to the area. Additional future uses are still being discussed.

ADJOURNMENT: Motion by Blank, seconded by Bird. Motion carried. Meeting adjourned at 6:20 p.m.

Respectfully submitted,
Lisa M. Lothringer
Assistant Executive Director / Recording Secretary