

**Van Buren Charter Township
Downtown Development Authority
Regular Meeting**

Tuesday, April 22, 2014 – 5:30 pm

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

ROLL CALL

Members Present: Chairperson Dolph, Secretary Zoller, Director Baskin, Director Bechtel, Director Bird, Director Laginess, Director Richter and Supervisor Combs

Members Absent and Excused: Vice Chair Atchinson, Director Blank and Director Miller

Others in Attendance: DDA Executive Director Ireland, DDA Bond Attorney Bob Schwartz, Wade Trim Engineers Dave Nummer and Matt Stacey and an audience of two.

APPROVAL OF AGENDA

Motion Bechtel, support Bird to approve the agenda as presented.

Motion carried.

APPROVAL OF MINUTES

Motion Laginess, support Bird to approve the DDA Meeting Minutes of Tuesday, February 25, 2014 as presented.

Motion carried.

REPORTS:

Director's Report: DDA Executive Director Ireland provided an update on the status of projects and issues including:

Sidewalks: Wade Trim has resubmitted the sidewalk drawings on Belleville Road and the I-94 North Service Drive incorporating the Wayne County comments. It has been nearly a month since the revisions were sent to Wayne County and we are waiting their final approval to issue permits and bid the project. The property at the North ~~West~~ ~~East~~ corner of Quirk Road and the I-94 service Drive has been sold. Because of the change in ownership, new easements will be prepared and request that the new owner grant an easement for the completion of a non-motorized pathway for pedestrian safety and provide for a safe route to cross over I-94.

Belleville Road Curb Repair: This is included as part of the Belleville Corridor Project from the S. I-94 Service Drive to Tyler Road. There are two spots outside the project scope but is anticipated that the existing contractor will fix the curbs that are outside of the project scope and invoice the DDA separately.

Belleville Road Intersection: Still awaiting final tabulation from Wayne County for any outstanding costs that have not yet been received.

Belleville Road Traffic Signalization Project: A public meeting was held on April 9, 2014 to review the Project. Notices were sent to all businesses in the DDA district. The project is expected to begin the last week in April.

Belleville/Ecorse Road landscape drawings: Wayne County informed McKenna that they would send a break-away detail that could be used to design the entryway sign. Director has been diligent in her efforts for follow thru by Wayne County. She received an answer from Wayne County Roads that they have been unable to locate a sample detail but will continue to look after the Easter holiday and forward it to McKenna.

Belleville Road fence along the Belle Harbor Subdivision is complete. The fence has been installed. The sidewalk has been cleared of the mud, but the contractor does not expect to remove stumps, grade and seed until the end of April or beginning of May

Streetlight banners: The spring banner swap-out has been completed; however, some of the banners by Belleville Lake have not remained. Old Glory went out to do a visual on April 18. Director provided Old

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At the May 27, 2014 meeting the minutes were approved with a correction to the Director's Report, Sidewalks, fourth line North West was corrected to be North East.

Glory with banner arm that came down in front of Applebee's. As banner arm replacements are ordered the manufacturer is now permanently affixing the end caps on the end of the banner arm so they don't keep flying off the ends. Director provided the name and phone number of the company we purchase the light pole parts from and the manufacturer to Old Glory. He wants to contact them directly to discuss the banner arm problem and if there is a way to resolve the issue. If not, perhaps the banners on the bridge will just be removed.

Communication Associates: New representative. Expect a new work plan. Additional key words have been added to the search engine for optimization. DDA brochures have been sent out to business professionals, and the Facebook competition was taken care of. Board discussed adding key property parcels to the website.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Tax Increment Revenue Bonds, Series 2014: The DDA received \$774,620 in Federal funding to assist with road repair, ADA sidewalk improvements, pedestrian crossings and the installation of the new traffic signal replacements along with the addition of one new signal along Belleville Road just south of the southerly entrance of Meijer. In October 2013, the DDA Board approved a Reimbursement Resolution to sell tax exempt municipal bonds to assist with the additional DDA portion of the funding required to complete the project. The DDA continues to have a favorable Standard and Poor's rating and the bond counsel believes we can look for a favorable interest rate due in large part to the overall management of the DDA. It is unusual that a DDA can bond without the local community pledging the full faith and credit to back the bonds.

Motion Bechtel, support Combs to approve DDA Resolution 2014-02 to authorize issuance of Tax Increment Revenue Bonds, Series 2014. Roll Call vote: Ayes: Zoller, Baskin, Bechtel, Bird, Laginess, Richter, Combs, and Dolph. Nays: None. Absent and excused: Atchinson, Blank and Miller Motion carried.

Regional Detention Pond: Dave Nummer of Wade Trim shared progress made on the concept of a regional detention pond to serve businesses along the Belleville Road DDA. This project would be the first of its kind in Wayne County. A potential site has been identified, which includes a combination of both publicly (Land Conservancy) and privately owned property. Responses have been favorable. There are also several development projects in the DDA corridor that would benefit greatly from this project. Given the need to continue progress on the project, the request was made to authorize Wade Trim to begin the investigation into the viability of a regional detention pond, as the timeline is only feasible if efforts begin immediately to keep the project on a 2015 timeline. The majority of any concerns are legal issues with the Wayne County Drain Code rather than any objections to the project itself. Cost of the project is unknown at the present time but a guestimate would be about 2-3 million dollars. Benefits of such a project would be: economical, by reducing the costly requirements of businesses and developers to comply; efficient, as it would serve to maximize the use of available properties in the district by eliminating the need for stand-alone retention/detention ponds; and supportive of development/growth, as it would place these properties in compliance with the onerous Wayne County storm water requirements, which has impeded development in the past.

Motion Laginess, support Bechtel to approve the authorization request from Wade Trim to continue with a proposed DDA project for a regional detention pond as outlined in the April 17, 2014 correspondence from Wade Trim with an initial authorization of \$30,000 and allocate the funding from Fund Balance line item, Designated Public/Private Partnership to Engineering. Motion carried.

Rescind Action: As the effort to pursue a joint full-time employee with the DDA and Planning/Economic Development was not received favorably, the DDA Board wishes to consider other part-time options to assist the DDA Executive Director.

Motion Laginess, support Bird to rescind the action taken at the February 25, 2014 DDA meeting to pursue a joint full-time employee with the Township's Planning/Economic Development Department. Motion carried.

Part-Time Assistance: The DDA Executive Director is seeking a part-time employee to assist with projects, reports, day-to-day activities, social media and website content, advertising, correspondence, press releases and other duties to support the Executive Director.

Motion Laginess, support Bechtel to approve the job description for a part-time DDA Coordinator and authorize the DDA Executive Director to advertise for the position. Motion carried.

Advertisement: In 2013, the Belleville and Van Buren DDAs partnered to share an advertisement in the Metro Detroit ASource to showcase the communities jointly. Communications Associates has agreed to assist with the layout for the ad. There is an opportunity to do so at 2013 prices. The cost for 1.5 pages would be \$950 for each DDA.

Motion Combs, support Baskin to approve a partnership with the City of Belleville DDA for a 1.5 page advertisement in the Metro Detroit ASource in the amount of \$950 with the cost to be expensed out of the Printing and Publishing line item of the budget. Motion carried.

ADJOURNMENT:

Motion Bechtel, support Laginess to adjourn at 7:05 p.m.

Respectfully Submitted,

Karin LaMothe
Recording Secretary