

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

Tuesday, January 28, 2014 – 5:30 pm

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

ROLL CALL

Members Present: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Bird, Director Blank, Director Laginess, Director Miller and Director Richter

Members Absent and Excused: Director Baskin, Director Bechtel and Supervisor Combs

Others in Attendance: DDA Executive Director Ireland, Wade Trim Engineers Dave Nummer and Matt Stacey and an audience of five.

APPROVAL OF AGENDA

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

Motion carried.

APPROVAL OF MINUTES

Motion Laginess, support Miller to approve the DDA Special Meeting Minutes of Monday, November 18, 2013 as presented.

Motion carried.

REPORTS:

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

Sidewalks along Belleville Road and I-94 North Service Drive; plans have been submitted to Wayne County. The owner of one of a parcel on the Service Drive has had an offer to purchase and is in the "due diligence" process, draft funding policy, update on the Wayne County Zoo Millage litigation, VantagePort and Belleville Road fence along the Belle Harbor Subdivision. Upon completion of the fence, McKenna will begin landscape plans for the Belleville/Ecorse Road Intersection.

Communication Associates Report: Staff provided marketing initiatives and website traffic updates. Executive Director Ireland will ask Communication Associates to attend another meeting to discuss website statistics and their impact on DDA and its development.

NEW BUSINESS:

Sidewalks: Tucker Insurance Company made a formal request to meet with the DDA to ask for consideration with the assistance of bringing a water main across their property frontage, as this property is located within the DDA district. DDA members had a lengthy discussion with regard to this request and the benefit to the DDA District as a whole as well the precedent this action would set. As the DDA is a body formed under State law to expend funds to eliminate property value deterioration and to promote economic growth, members discussed one of its main priorities to become pedestrian-friendly. Consideration was instead made to assist the development through the installation of sidewalk along the property frontage and the parcel to the west, which would help to provide a pedestrian-friendly connection to Belleville Road.

Motion Blank, support Atchinson to approve an expenditure in the amount of \$17,000 for sidewalk installation along the frontage of the Tucker Insurance Company parcel, which will be installed by Tucker's contractor during the construction process, and to unencumber \$17,000 from Designated Public/Private Partnership to expend said amount from line item 247-000-976-000 – Sidewalks. Motion carried.

Belleville Road Improvement Project: Wayne County is the party responsible to account for the federal aid dollars being spent for the signalization and improvements along Belleville Road. When Wade Trim provided cost

estimates on this project, engineering items under Wayne County's area of responsibility were not included in Wade Trim's original Construction Engineering estimate. Wayne County has informed DDA members it has neither the funding nor the personnel to assist with this construction project. As Wade Trim is MDOT certified, Wayne County requested that Wade Trim oversee the inspection and materials testing of these additional engineering items.

Motion Blank, support Laginess to approve the revised engineering costs for the construction engineering, which will include construction engineering and inspection and materials testing performed by Wade Trim, an MDOT pre-qualified firm, as outlined in the Wade Trim correspondence dated January 22, 2014 for a total estimated of \$325,000. Motion carried.

Resolution 2014-001: The DDA has received the agreement between the County of Wayne and the Charter Township of Van Buren Downtown Development Authority for the road improvements to Belleville Road, including signalization, from Tyler Road to just south of the I-94 South Service Drive. The document has been reviewed by Attorney McCauley and Engineer Stacy, and the two find it suitable for execution.

Motion Atchinson, support Bird to approve DDA Resolution DDA 2014-001, which provides: cost estimates, working capital advance, amount of STP Urban Program Funding and allowance for the execution of the Agreement by the DDA Executive Director. Motion carried.

NON AGENDA ITEMS (including audience):

DDA Executive Director will bring the additional sidewalk to the DDA Board from the Tucker Insurance site west toward Belleville Road.

ADJOURNMENT:

Motion Atchinson, support Bird to adjourn at 6:38 p.m.

Respectfully Submitted,

Susan Ireland
DDA Executive Director