

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

Tuesday, November 25, 2014 – 5:30 pm

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

ROLL CALL

Members Present: Vice Chair Atchinson, Secretary Zoller, Director Bird, Director Blank Director Miller, Director Richter and Supervisor Combs

Members Absent / Excused: Chairperson Dolph, Director Baskin, Director Bechtel and Director Laginess

Others in Attendance: DDA Executive Director Ireland, Wade Trim Engineers Dave Nummer and Matt Stacey, Planning Consultants Hodges and Lippens, Acting Recording Secretary Smith and an audience of five (5).

APPROVAL OF AGENDA

Motion Blank, support Richter to approve the agenda as presented. Motion Carried

APPROVAL OF MINUTES

Motion Combs, support Zoller to approve the DDA Meeting Minutes of Tuesday, October 28, 2014 as presented. Motion Carried

REPORTS:

Director's Report: Executive Director reported on the status of:

- Sidewalks along Belleville Road and the I-94 North Service Drive.
- Belleville Road curbs outside of the project area. Wayne County will allow repairing the additional Belleville Road curbs that were outside of the scope of the traffic signalization project. This will have to be a separate issue.
- Belleville Road Traffic Signalization Project.
- Belleville/Ecorse Road Landscape.
- Belleville Road Rights-of-Way Acquisition: remains on the near future list of projects.
- Holiday decorations have been delivered and will be placed at the Belleville/Quirk intersection where the Township monument sign is located.
- A meeting has been scheduled with Communication Associates for the beginning of January, 2015.
- Emergency Sirens: After approval at the August, 2014 meeting of the DDA, the Township was informed that the CDBG eligibility areas had changed in Van Buren Township. This has changed siren location and the CDBG funding amount has changed. It would be appropriate to amend the August, 2014 motion to reflect accurate costs.

Motion Blank, support Bird to amend the August 26, 2014 motion [for clarity purposes] and approve the purchase three (3) Emergency Sirens from West Shore Services, Inc. to be located within the DDA boundary lines along with the ancillary equipment for dispatch at as noted in West Shore Services, Inc. correspondence dated August 14, 2014 in an amount not to exceed \$72,030 and transfer that amount from fund balance to line item 247-000-970-000 – Capital Outlay. Motion Carried

Wade Trim Report:

Regional Detention Pond: Engineer Nummer distributed a new preliminary Regional Detention drawing, which relocates the detention area from the rear of the RV dealership to the western edge of the adjoining parcel to the ease. Engineer Nummer has requested a meeting with Wayne County to begin discussions.

UNFINISHED BUSINESS:

Motion Combs, support Zoller to honor the respectful request of Director Bird to abstain from voting on Unfinished Business Item #1 because of direct personal interest. Roll call vote: Ayes: Vice Chair Atchinson, Secretary Zoller, Director Blank, Director Miller, Director Richter, and Supervisor Combs; Nays: None; Abstain: Bird. Absent and Excused Dolph, Baskin, Bechtel and Laginess. Motion Carried.

Motion Blank, support Miller to approve the purchase of 10151 Belleville Road in an amount of \$150,000 and the purchase of 10101 Belleville Road in an amount of 200,000 contingent upon receipt of the due diligence and the Phase 1 environmental assessment with both closings occurring simultaneously with all costs to complete the transaction being expensed from 247-000-980-000 – Property Acquisition. Roll Call Vote: Yeas: Atchinson, Zoller, Blank, Miller, Richter and Combs. Nays: None; Abstain: Bird; Absent and Excused: Dolph, Baskin, Bechtel and Laginess. Motion Carried

NEW BUSINESS:

Presentation was made by McKenna and Associates to prepare and complete a walkability audit for Belleville Road and its connecting streets within the DDA area of Van Buren Township. A walkability audit would result in recommendations to supplement the DDA plan and be used to guide future infrastructure improvements.

Motion Richter, second Bird to authorize McKenna and Associates to conduct a Walkability Audit along the Belleville Road corridor as outlined in their letter dated October 8, 2014 in an amount of \$12,750 to be expensed from line item 247-000-821-000 – Consultant and authorize the DDA Executive Director to execute the Authorization to proceed. Motion Carried

Motion Blank, second Miller to approve funding a full page advertisement in the Belleville Area Chamber of Commerce 2015 Directory/Calendar in an amount of \$895 to be expensed from line item 247-000-861-000 - printing and publishing. Motion Carried

DDA Executive Director reviewed the process that was used to determine who would be the best candidate for the DDA in order to assist the Executive Director. Directors Bird, Laginess, Bechtel and Baskin received a special note of thanks for all of their efforts during this process.

Motion Combs, support Bird to approve the Employment Agreement between Lisa Lothringer and the Van Buren Township Downtown Development Authority, with a start date of January 5, 2015 and authorize Vice Chair Atchinson and Secretary Zoller to execute the Agreement. Motion Carried

Executive Director provided an overview of the 2014 Amended and 2015 Proposed Budget.

Motion Blank, support Richter to approve the 2014 Amended and 2015 Proposed Budget as presented [dated November 24, 2014]. Motion Carried

ADJOURNMENT:

Motion Blank, support Miller to adjourn at 6:45 p.m.

Respectfully Submitted,

Karen Smith
Acting Recording Secretary