

**Van Buren Charter Township
Downtown Development Authority
Tuesday, January 26, 2016 – 5:30 pm**

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

ROLL CALL: Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Baskin, Director Blank, Director Brown, Director Laginess and Supervisor Combs.. Members Absent / Excused: Director Bechtel, Director Foster, and Director Miller. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Dave Nummer and Matthew Stacey both of Wade Trim and an audience of one.

APPROVAL OF AGENDA: Motion by Laginess, support by Bird to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES: Motion by Blank, support by Combs to approve the DDA Meeting Minutes of Tuesday, November 24, 2015, as presented. Motion carried.

REPORTS: DDA Executive Director Ireland reported that Assistant Director Lothringer sent letters to businesses within the DDA encouraging them to keep their sidewalks clear this winter for pedestrian use. The contractor for the Belleville/Ecorse Road intersection landscaping project is done for the winter. There are a few items that can't be completed until spring. We have made 2 payments thus far. The DPW has taken down and stored the holiday decorations for the season. Commonwealth Associates have begun the initial stages of the rights-of-way acquisition process. Request for Proposals is being prepared for the renovation of the Belleville Road properties and presentation to the DDA Board is anticipated for February. Explained that the DDA is exploring options to help small business owners in the DDA District since they are a vital part of the success of the Van Buren DDA.

Assistant Director Lothringer shared that the DDA will be taking part in the SWCRC Business to Business Expo this Friday. Reported on the e-mail outreach for December and shared that the January Spotlight was Remerica Main Street. Additionally she reported that the email outreach in December resulted in 3 local businesses contacting her asking to be featured in upcoming Spotlight editions. They have been added to the schedule which is now booked through June of 2016.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Consider final conveyance of 47270 Ayres Avenue and 79841 Belleville Road to the Charter Township of Van Buren: Motion by Blank, support by Bird to approve the conveyance of 46270 Ayres Avenue (parcel no. 83-061-99-0001-000) and 7981 Belleville Road (parcel no. 83-038-99-0049-002) to the Charter Township of Van Buren and authorize the Chairman to execute the Deeds. Motion carried.
2. Consider approval of 2016 Print Marketing Campaign (Phase 1): Motion by Laginess, support by Baskin to approve the funding for Phase 1 of the 2016 Print Marketing Campaign at a cost not to exceed \$8,000.00 to be expensed from line item 247-000-900-000 Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. Motion carried.

3. Discussed updating of the DDA website. Additional information will be obtained and item will be brought back at a future meeting.
4. Consider request to approve a proposal to provide pre-design for a pedestrian structure crossing the I-94 Freeway: Motion by Blank, support by Laginess to approve the proposal from Wade Trim to provide pre-design for a pedestrian structure crossing Interstate-94 in accordance with their correspondence dated January 20, 2016 in an amount not to exceed \$46,000 and transfer \$46,000 from Fund Balance – Designated Amenities to line item #247-000-820-000, Engineering, with only authorizing Wade Trim to conduct the pedestrian needs portion, present findings to the DDA and at that time the DDA will vote to continue the contract. Motion carried.

COMMUNICATIONS: None

NON AGENDA ITEMS: None

ADJOURNMENT: Motion by Laginess, support by Combs. Motion carried. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Lisa M. Lothringer - Assistant Exec. Director / Recording Secretary