

**Van Buren Charter Township -Downtown Development Authority**  
**Tuesday, May 24, 2016 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:32 p.m.

**ROLL CALL:** Members present: Chairman Atchinson, Vice Chair Bird, Director Baskin, Director Bechtel, Director Brown, and Director Foster. Members Absent/Excused: Secretary Zoller, Director Blank, Director Delibera, Director Laginess and Supervisor Combs. Others in attendance: DDA Executive Director Ireland and Assistant Executive Director/Recording Secretary Lothringer.

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

**APPROVAL OF MINUTES:** Motion by Bechtel, support by Foster to approve the DDA Meeting Minutes of Tuesday, April 26, 2016, with the correction noted to remove “sale of” from motion to approve Option Contract on page 2. Motion carried.

**REPORTS:** DDA Executive Director Ireland reported that the water meter at Ecorse Road has been installed and energized. The first grass cutting and weeding/pruning/general clean up should begin shortly. Explained to the board that after discussion with Jim Allen of McKenna she would like to the board to consider two (2) changes to the Ecorse Landscape project.

Motion by Bechtel, support by Baskin to approve the installation of drain tile adjacent to Stack’s and use of a solar powered battery system (permanent installation) for the irrigation system as outlined in the e-mail from Jim Allen of McKenna Associates dated May 24, 2016. Motion carried.

Executive Director Ireland further explained that the Rights-of-Way project is continuing to move forward, a meeting was held with Axiom and Wakely Associates for a visioning and measuring of the Placemaking property and the TAP grant for the pedestrian overpass was submitted to SEMCOG. Additionally she reported that there will be an upcoming meeting involving MDOT and that the 2015 draft audit was just received. She is in the process of reviewing the audit and writing the Management Discussion and Analysis.

Assistant Director Lothringer shared information about recent e-mail distributions including the Monthly Spotlight and e-News. The sculpture installation is scheduled for Thursday, May 26 beginning at 9 a.m., weather permitting. She is continuing to work with the Belleville DDA on several ways to promote the program. Deputy Lothringer passed around the Ann Arbor Guest Guide highlighting the DDA’s ad on page 3 and informed the board that the Strawberry Festival Ad has been submitted and the A-Source Ad will be submitted early next week.

**NEW BUSINESS:**

1. Motion by Foster, support by Baskin to approve continued co-sponsorship of Public Safety Day in an amount not to exceed \$10,000 to be used for marketing, promotional items and other necessities (such as portable restrooms) with the understanding that funding will not be allocated for payment of reimbursement of any wages and fringes. Motion carried.
  
2. Motion by Bechtel, support by Baskin to approve the 2016 Budge Amendments as shown in the DDA Budget dated May 24, 2016. Motion carried.

**COMMUNICATIONS:** DDA Executive Director Ireland passed out copies of a press release shared with her announcing that Verdeterre Contracting has been selected as one of the 2016 “Michigan 50 Companies to Watch” by Michigan Celebrates Small Business. Verdeterre, which is located in the DDA District, was recognized for its exceptional entrepreneurial leadership, creative innovation, and sustainable competitive advantage. The board congratulated Chris Brown and his firm for their dedication to reinvestment in their business and the community.

**CLOSED SESSION:**

Motion by Bechtel, support by Bird to enter into executive session at 6:10 p.m. for the purpose of discussing the purchase of real property.

ROLL CALL:

Yeas: Atchinson, Bird, Baskin, Bechtel, Brown, and Foster

Nays: None

Absent/Excused: Zoller, Blank, Delibera, Laginess and Combs

Motion Carried

Motion by Bechtel, support by Baskin to adjourn Executive Session. Motion carried.

**RETURN FROM CLOSED SESSION:**

The regular DDA meeting was reconvened at 6:20 p.m.

Motion by Bechtel, support by Foster to consider the recommendation from Commonwealth Associates to approve the Option Contract for purchase of Real Estate for Parcels 9, 20 and 22 and approve payment of the Option Deposit in the amount of (#9 - \$810, Parcel #20 - \$90 and Parcel #22 - \$300) \$1,200 to be expensed from Property Acquisition line item 247-000-980-000 and authorize the Executive Director to execute the Option Contracts. Motion carried.

**NON AGENDA ITEMS:** None

**ADJOURNMENT:** Motion by Bird, support by Bechtel. Motion carried. Meeting adjourned at 6:23 p.m.

Respectfully submitted,

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