

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

Vice-Chair Bird called the meeting to order at 5:31 p.m.

**ROLL CALL:** Members present: Vice Chair Bird, Secretary Zoller, Director Baskin, Director Bechtel, Director Blank, Director Brown, Director Delibera, Director Foster, Director Laginess and Supervisor Combs. Members Absent / Excused: Chairman Atchinson. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Director Ron Akers and Deputy Director Matthew Best of the Van Buren Township Planning Department, Dave Nummer and Matthew Stacey of Wade Trim, Clerk Leon Wright, Phil McGuire and Andrew Kandrevas of Wayne County, William Weimer of Wakely Associates and an audience of two.

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

**APPROVAL OF MINUTES:** Motion by Blank, support by Laginess to approve the DDA Meeting Minutes of Tuesday, March 22, 2016, as presented. Motion carried.

**REPORTS:** DDA Executive Director Ireland reported that Cross Renovation has begun the renovation of the Developmental Services area of Township Hall. Employees have been relocated to other parts of the building and assurances have been made to have the project completed before the August primary. Additional items in the Executive Director report will be addressed under new business and in closed session.

Assistant Director Lothringer shared information about recent e-News distributions and meetings held recently with the Belleville DDA regarding sculpture selection, promotion of the sculpture program and the A-Source Relocation Guide. Reported on attending the Wayne County Economic Development Community Partners Forum with Director Ireland and Matthew Best, Deputy Director of Planning and Economic Development. This was a gathering of the 43 communities in Wayne County and presentations covered ways to improve communication and the future of the auto industry in Southeast Michigan. Deputy Director Lothringer asked for feedback and direction from the board in reference to Strawberry Festival advertising options due to a significant price increase.

**NEW BUSINESS:**

1. Motion by Blank, support by Bechtel to approve awarding Architectural Design and Construction Management Services to Axiom Construction Services Group and Wakely Associates for the Van Buren Township Downtown Development Authority PlaceMaking Initiative at property located at 10101 and 10151 Belleville Road as outlined in their proposal submitted April 19, 2016 and authorize the Executive Director to execute the Standard Form of Agreement Between Owner and Construction Manager as Constructor (AIA Document A133-2009) after legal counsel review. Motion carried.
  
2. Motion Combs, support by Laginess to approve the proposal from WH Canon Landscape Company dated April 20, 2016 to provide additional plantings and fence along the Ecorse Road Service Drive east of Belleville Road on the south side in an amount of \$11,629 and transfer \$11,629 from Undesignated Fund Balance to account 247-000-977-003. Motion carried.

3. Motion by Laginess, support by Foster to authorize Wade Trim to complete the Transportation Alternatives Project (TAP) grant application for safe routes for non-drivers to be submitted by May 2, 2016 in conjunction with Wayne County who is the Act 51 recipient, authorize the Executive Director to execute appropriate documents and approve an additional \$9000 in funds to cover the TAP grant application preparation to be transferred from Undesignated Fund Balance to 247-000-820-000 (Engineering) which allows and authorizes Wade Trim to move forward with the remaining engineering stages put on hold by the DDA but for which funding (\$46,000) was previously approved by the DDA (January 2016). Motion carried.

Engineering representatives reiterated that they are working with township officials to remedy the sidewalk issue on the east side of Belleville Road north of Tyler.

**CLOSED SESSION:**

Motion by Bechtel, support by Laginess to enter into executive session at 6:28 p.m. for the purpose of discussing the purchase of real property.

ROLL CALL:

Yeas: Bird, Zoller, Baskin, Bechtel, Blank, Brown, Delibera, Foster, Laginess and Combs

Nays: None

Absent/Excused: Atchinson

Motion Carried

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

**RETURN FROM CLOSED SESSION:**

The regular DDA meeting was reconvened at 6:43 p.m.

Motion by Combs, support by Laginess to honor the request of Director Blank to abstain from voting on offer to purchase real property. Motion carried.

Motion by Bechtel, support by Combs to consider the recommendation from Commonwealth Associates to approve the Option Contract for ~~sale of~~ purchase of Real Estate for Parcel #26 and approve payment of the Option Deposit in the amount of \$150 to be expensed from Property Acquisition line item 247-000-980-000. Motion carried.

**NON AGENDA ITEMS:** None

**ADJOURNMENT:** Motion by Blank, support by Brown. Motion carried. Meeting adjourned at 6:46 p.m.

Respectfully submitted,

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