

**Van Buren Charter Township
Downtown Development Authority
Tuesday, August 25, 2015 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:31 p.m.

ROLL CALL: Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Baskin, Director Blank, Director Laginess, and Supervisor Combs. Members Absent / Excused: Director Brown, Director Bechtel and Director Foster were excused and Director Miller was absent. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Bill Fisher of Wade Trim, Sally Hodges of McKenna and Associates and an audience of one (1).

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

APPROVAL OF MINUTES: Motion by Combs, support by Baskin to approve the DDA Meeting Minutes of Tuesday, July 28, 2015 as presented. Motion carried.

REPORTS: DDA Executive Director Ireland reported on the status of the Belleville Road/I-94 North Service Road sidewalks. Bill Fisher of Wade Trim spoke regarding the pooling of water on the Belleville Road sidewalk near Tyler Road. He stated that Wade Trim has reviewed the situation and have scheduled a meeting with the contractor for Wednesday, August 26th to discuss a solution. If it becomes necessary for the DDA Board to be involved with the resolution process, Directors Laginess, Blank and Brown have been designated to represent the DDA Board.

Director Ireland stated that a presentation will be made by McKenna at the next meeting to report on the findings of the walkability audit. A preconstruction meeting was held out at the site on Monday, August 24th for the Belleville/Ecorse Road intersection landscaping project. The contractor has scheduled construction to begin on 8/31/15 in order to accommodate the traffic that will be associated with the airshow this coming weekend. The rights-of-way acquisition project is progressing. Executive Director Ireland has received bids from two firms and is in the process of having them reviewed by legal counsel. Once all her questions and concerns have been addressed she will bring the findings to the board.

The demolition of 10101 Belleville Road will be addressed in New Business #1, the 2016 DDA Budget is in process and she will convene the finance committee upon completion so they can review it prior to it being presented at the September board meeting. A power point presentation will be generated to accompany the budget proposal to the township board in October. Director Ireland reminded the board that Public Safety Day is scheduled for September 19, 2015 and also mentioned that she will be looking in to having the phragmites cut down again while a long term solution is sought to combat their growth.

Assistant Director Lothringer shared that the "Welcome Maps" have been delivered to the local hotels as well as placed in locations within Township Hall and at the chamber office. Feedback on the project has been extremely positive with one hotel already calling for a refill. She shared visuals of the most recent Business of the Month (BOM) e-Blast (iComputers, released 8/4/15) and the DDA News e-Blast (released 8/18/15). Reported that the September BOM will be Township Hall with a release date of September 1.

She presented the board with the proposed three panel display for the trade show banner stands. Received feedback on the panels and fielded questions from the board in regard to the photos used and the use of white space. The poster and flier for Public Safety Day was shared and reported that recently the

DDA prepared 50 packets for relocated workers at Constellium. These packets included the first two of ten inserts that will be redesigned.

Results of 2015 Belleville Road Corridor Site Online Survey – Sally Hodges of McKenna and Associates provided a recap of the results of the online survey.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Bid Award for Demolition of 10101 Belleville Road:

Motion by Blank, support by Laginess to accept the bid from VanAssche Contracting to demolish and remove all buildings, debris and other related materials on a parcel of land owned by the Van Buren Township Downtown Development Authority at 10101 Belleville Road, parcel ID#V125-83-99-0010-000 in an amount of \$8,900 with a \$1,000 contingency for a total not to exceed \$9,900 and transfer funding from Designated Public Facilities to line item "Other" 247-000-956-000 and authorize the Executive Director to execute appropriate documentation. Motion carried.

2. Banners:

Motion by Laginess, support by Bird to approve the purchase of 190 Custom Vinyl Banners: 76 with the Van Buren Logo, 39 Yellow Spring Floral, 38 Red, White and Blue Summer Starts and Stripes and 38 Blue Winter Pine Tree Scene with 2 straight wind slits and "welcome" on the seasonal banners, in an amount of \$18,213 and transfer the funding from fund balance "Amenities" to Belleville Road Streetscape 247-000-979-000. Motion carried.

COMMUNICATIONS: None

NON AGENDA ITEMS: None

ADJOURNMENT: Motion by Blank, support by Zoller. Motion carried. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

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