

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
August 22, 2017**

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

**ROLL CALL:** Members present – Chairman Atchinson, Vice-Chair Bird, Director Baskin, Director Blank, Director Delibera, Director Laginess and Supervisor McNamara. Members absent and excused – Director Bechtel, Secretary Brown, Director Chappell and Director Foster. Others in Attendance: DDA Executive Director Ireland, Assistant Executive Director Lothringer, and an audience of two (1).

**APPROVAL OF AGENDA:** Blank moved, Laginess seconded to approve the August 22, 2017 Agenda as presented. *Carried*

**MINUTES:** Bird moved, Delibera seconded to approve the DDA Meeting Minutes of July 25, 2017 as presented. *Carried*

**REPORTS:** DDA Executive Director Ireland announced that she and Deputy Director Lothringer will be making a budget presentation to the Township Board on Tuesday, September 5<sup>th</sup> at 4 p.m. should any of the DDA Board like to attend. She provided updated information provided by DTE regarding the streetlight conversion. At the request of the board, she will inquire as to additional options and obtain further information from both DTE and Halophane. Lastly, she informed the board that the asbestos removal has been completed on the Placemaking project and she has been informed that demo is currently out for bids. She provided the board with a preliminary rendering of the main structure and garage and showed samples of the materials that have been selected.

Assistant Director Lothringer walked the board through the most recently completed monthly spotlight (Summer Youth Employment Program), e-news (quarterly issue 2), press release (Aerotropolis conditional renewal and Public Safety Day) and advertisements (Sculpture brochure, Public Safety Day flyer and Public Safety Day poster). Additionally, she informed the board of current work in progress (Public Safety Day, map and insert revisions), gave details on the MMA MCAT training and informed the board that she submitted a grant application to DTE Energy Foundation for funding assistance to be used towards Public Safety Day expenses. Lastly, she discussed the 2018 Marketing Opportunities listing that the board received and asked the directors to respond to an email she will send out asking for their top choices for her to investigate further.

**NEW BUSINESS:**

Motion by Laginess, support by Baskin to approve the purchase of two 8' lighted "twig" trees and one silhouette pumpkin as additions to the autumn seasonal decorations at the Quirk Triangle for a total decorating amount not to exceed \$3,000 to be expensed from Belleville Road Streetscape (247-000-979-000) line item. *Carried*

**COMMUNICATIONS:** None

**NON-AGENDA ITEMS:** Played video that was created for the Wayne County Commissioner's meeting at Grace Lake earlier in the day.

Blank moved, Delibera seconded to adjourn at 6:05 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary