

**Van Buren Charter Township  
Downtown Development Authority  
Tuesday, July 28, 2015 – 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 (arrived at 5:35 p.m./left at 6:36 p.m.), Director Blank, Director Bechtel, Director Foster, and Director Laginess. Members Absent / Excused: Director Brown, Supervisor Combs and Director Miller. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Dave Nummer of Wade Trim, Jim Allen and Paul Lippens of McKenna and Associates and an audience of five (5).

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

**APPROVAL OF MINUTES:** Motion by Laginess, support by Bird to approve the DDA Meeting Minutes of Tuesday, June 23, 2015 as presented. Motion carried.

**REPORTS:** DDA Executive Director Ireland reported on the status of the Belleville Road/I-94 North Service Road sidewalks. Dave Nummer of Wade Trim spoke regarding the ground water and unsuitable ground base material found during the course of the project. Explained that the contractor has provided millings for the Service Road at a significantly reduced cost and has agreed to do the same for Belleville Road. Due to the substantial amount of unsuitable ground material requiring removal and proper disposal, Wade Trim is requesting that additional money be allocated to the contingency fund.

Motion by Bird, support by Foster to approve an additional 10% contingency not to exceed \$24,000 to be allocated from the 2014 DDA Bond Proceeds to sidewalks #247-000-976-000. Motion carried.

Director Ireland stated the walkability audit will be addressed in Report #3, a purchase order has been issued for the electrical upgrades at the monument. Belleville/Ecorse Road intersection landscaping will be addressed in New Business Item #1, rights-of-way acquisition – she has met with two firms and will present her findings at a future meeting, demolition plans for 10101 Belleville Road will be addressed in New Business #2, work will begin shortly on the 2016 DDA Budget, reported that the Township has completed their search for a new Planning and Economic Development Director and that there are new construction projects within the DDA boundaries. Lastly, stated that Public Safety Day, scheduled for September 19, 2015, would be addressed in New Business item #3.

Assistant Director Lothringer presented the recently completed “Welcome” map. She explained that brochure holders have been labeled and they will be displayed at the five local hotels, the BACC information wall and strategic locations within Township hall. Announced that the DDA had a booth at the Dan Rafferty concert in Quirk Park which provided an opportunity to interact with residents outside of the office. Many who stopped by the booth provided positive feedback on the sidewalks and the DDA district in general. A summer gift pack was offered for a drawing and resulted in obtaining 22 new email subscribers.

Visuals were presented of the most recent Business of the Month (BOM) e-Blast (Hidden Treasurers Resale Boutique, released 7/1/15) and the DDA News e-Blast (released 7/21/15). Reported that the August BOM will be iComputer with a release date of August 4.

Informed the board that she has met with Communication Associates and Skyline Exhibits to fine tune the booth plans for the trade show and will have designs to present at the August meeting. Lastly in regards to community outreach the DDA is working with Public Safety for their community event scheduled on September 19 and the Facebook following/engagement continues to grow.

Walkability Audit – Paul Lippens of McKenna and Associates provided a presentation on the preliminary findings from the Walkability Study done on June 25.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Ecorse Road/Belleville Road Landscape plans:  
Jim Allen from McKenna and Associates read his recommendation memo. Motion by Bechtel, support by Blank to approve expending and allocating an amount not to exceed \$319,900 of 2012 Bond Proceeds to the Ecorse Road Landscape Project, line item #247-000-977-003 to:
  - A. Award the VBT – Downtown Development Authority Ecorse Road Landscape project to WH Canon, Inc. In an amount of \$290,819 and authorize the DDA Executive Director to execute appropriate documents.
  - B. Authorize a 10% contingency of \$29,081 for use at the discretion of the Executive Director to address changes and any unforeseen conditions that may arise.

Motion carried.

2. Demolition Proposal – 10101 Belleville Road:  
Motion by Blank, support by Bechtel to approve the demolition bid documents for a project to demolish and remove all buildings, debris and other related materials on a parcel of land owned by the Downtown Development Authority at 10101 Belleville Road, parcel ID# V125-93-058-99-0010-000 and authorize the Executive Director to advertise and accept bids for the project. Motion carried.
3. Confirmation of participation in Public Safety Day:  
Motion by Laginess, support by Foster 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.
4. 2014 Year End Audit:  
Motion by Laginess, support by Bird to accept the Downtown Development Authority 2014 Year End Audit as prepared by Plante Moran and presented by Director Ireland. Motion carried.

**COMMUNICATIONS:** None

**NON AGENDA ITEMS:** None

**ADJOURNMENT:** Motion by Bechtel, support by Blank. Motion carried. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

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