

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
July 25, 2017**

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

**ROLL CALL:** Members present – Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Chappell, Director Delibera, Director Foster, Director Laginess and Supervisor McNamara. Members absent and excused – Director Baskin, Director Bechtel and Director Blank. Others in Attendance: DDA Executive Director Ireland, Assistant Executive Director Lothringer, and an audience of two (2).

**APPROVAL OF AGENDA:** Foster moved, Bird seconded to approve the July 25, 2017 Agenda as presented. *Carried*

**MINUTES:** Laginess moved, Delibera seconded to approve the DDA Meeting Minutes of May 23, 2017 as presented. *Carried*

**REPORTS:** Robert Luce, Executive Director of the Detroit Regional Aerotropolis, made a report/presentation to the board. Mr. Luce highlighted recent progress of the organization which includes a parcel / infrastructure identification project, provided feedback in regard to recent site selector visits and shared plans for improving the public / private partnerships within the district.

Laginess moved. Delibera seconded to approve payment of the 2017 Aerotropolis dues out of line item 247-000-810-000 with the amount being transferred from Designated Amenities fund balance under the following conditions: 1) Aerotropolis will provide the DDA with quarterly updates during the next year and 2) the approval of the language change in the Inter-Local Agreement assuring the township will have a seat on the executive board. *Carried*

DDA Executive Director Ireland provided an update on the Placemaking project stating that the asbestos removal is scheduled to start August 7<sup>th</sup> with demolition immediately following. She also informed the board of the most recent meeting with DTE's Community Lighting representative regarding the lighting of the non-motorized overpass and the retro-fitting project. Director Ireland shared a recap of the MDOT meeting held earlier this afternoon and informed the board that MDOT anticipates providing conceptual drawings at the next meeting which is scheduled for October. Lastly, she announced that the rights-of-way project with Commonwealth Associates is winding down.

Assistant Director Lothringer walked the board through the most recently completed monthly spotlight (Holiday Inn Express and Which Wich), e-blast (Summer Youth Employment Program), e-news (Issues 3 and 4), press release (Summer Youth Employment Program) and advertisements (Strawberry Festival, Ann Arbor Art Fair and MICH Magazine). Additionally, she informed the board of current work in progress (Public Safety Day, Sculpture brochure, quarterly newsletter, map and insert revisions), gave details on the MDA summer conference she attended and informed the board of her recent training on accessing the SEMCOG GrantFinder system.

**NEW BUSINESS:**

Motion by Foster, support by Laginess to accept the Downtown Development Authority December 31, 2016 Year-End Audit as prepared by Plante Moran. **Carried**

Motion by Bird, support by Brown to approve the 2017 amended DDA Budget and the Proposed 2018 DDA Budget as presented. **Carried**

**COMMUNICATIONS:** None

Laginess moved, McNamara seconded to adjourn at 8:07 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary