

**Van Buren Charter Township
Downtown Development Authority
Regular Meeting**

Tuesday, February 25, 2014 – 5:30 pm

Chairperson Dolph called the meeting to order at 5:30 p.m.

ROLL CALL

Members Present: Chairperson Dolph, Vice Chair Atchinson, Director Bechtel, Director Bird, Director Blank, Director Laginess, Director Miller and Director Richter

Members Absent and Excused: Secretary Zoller, Director Baskin, and Supervisor Combs

Others in Attendance: DDA Executive Director Ireland, Planning and Economic Development Director Mullen, Wade Trim Engineers Dave Nummer and Matt Stacey and an audience of one.

APPROVAL OF AGENDA

Motion Laginess, support Blank to approve the agenda as presented.

Motion carried.

APPROVAL OF MINUTES

Motion Blank, support Bird to approve the DDA Meeting Minutes of Tuesday, January 28, 2014 as presented.

Motion carried.

REPORTS:

Director's Report: DDA Executive Director Ireland provided an update on the status of projects and issues including:

Sidewalks along Belleville Road and I-94 North Service Drive; Director Ireland has received the signed documents for easements along the Service Drive.

Belleville/Ecorse Road landscape drawings will be presented by McKenna in March.

Belleville Road fence along the Belle Harbor Subdivision is complete. Seeding will occur when the weather permits.

Streetlight banners: Those placed on bridge with test arms have been destroyed. A different fabric is being tested in the area, and it remains intact. Discussion occurred around purchasing new flags or not posting flags on the bridge arms.

Wade Trim Report on Belleville Road Signalization Project: MDOT has officially awarded the project; the pre-construction meeting was held the previous week; Construction will begin in spring and will run with two completion dates: roadway south of WalMart will be complete by July 2, and roadway north of WalMart will be complete by August 12.

NEW BUSINESS:

Regional Detention Pond: Dave Nummer of Wade Trim shared the concept of a regional detention pond to serve businesses along the Belleville Road DDA. This project would be the first of its kind in Wayne County. Benefits of such a project would be: economical, by reducing the costly requirements of businesses and developers to comply; efficient, as it would serve to maximize the use of available properties in the district by eliminating the need for stand-alone retention/detention ponds; and supportive of development/growth, as it would place these properties in compliance with the onerous Wayne County storm water requirements, which has impeded development in the past. While the actual cost and potential location are not yet determined, Nummer had shared this idea with Wayne County representatives, who are very interested in regional projects of this nature.

Motion Blank, support Laginess to approve the request to investigate the potential of a new project as outlined in Wade Trim email dated February 10, 2014 for a regional detention pond. Motion carried.

Part-Time Assistance: The Van Buren Township Board of Trustees approved the hiring of a part-time Deputy Planning Director to assist Director Mullen. At a Board member strategic planning session, the Board discussed the possibility of the DDA participating to assist with this. DDA Executive Director Ireland presented a memo detailing the opportunity of such an endeavor to "share" an employee, while clearly noting the importance of hiring an individual under two separate job descriptions and two separate employment agreements under an at-will arrangement.

Motion Atchinson, support Laginess to proceed with the hiring of an individual to assist the DDA Executive Director to be equally shared with the Planning and Economic Development Director, utilizing the Township's Human Resources professional to gather information to create two job descriptions and two separate employment agreements in accordance with the DDA Executive Director's memorandum dated February 21, 2014 and contingent upon final approval of the DDA job description and "at will" employment agreement by the DDA Board. Motion carried.

ADJOURNMENT:

Motion Blank, support Atchinson to adjourn at 6:21 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Karin LaMothe". The signature is written in a cursive, flowing style.

Karin LaMothe
Recording Secretary