

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

Tuesday, January 27, 2015 – 5:30 pm

Vice Chairman Atchinson called the meeting to order at 5:32 p.m.

ROLL CALL:

Members present: Vice Chair Atchinson, Director Bird, Director Blank, Director Brown, Director Foster, Director Laginess and Supervisor Combs

Members Absent / Excused: Secretary Zoller, Director Baskin, Director Betchel and Director Miller (arrived after the close of the meeting)

Others in Attendance: DDA Executive Director Ireland, DDA Assistant Executive Director Lothringer, Wade Trim Engineer Dave Nummer and an audience of two (2).

APPROVAL OF AGENDA:

Motion Combs, support Laginess to approve the agenda as presented. Motion Carried

APPROVAL OF MINUTES:

Motion Blank, support Bird to approve the DDA Meeting Minutes of Tuesday, November 25, 2014 as presented. Motion Carried

REPORTS:

Director's Report: Executive Director Ireland reported on the status of:

- Assistant Executive Director Lothringer has been on board since January 5, 2015. Director stated the Assistant Director is very enthusiastic and she is pleased with how things are going.
- Welcomed and thanked the newest board members, Director Brown and Director Foster. Stated that they will bring additional value and input to the board.
- Belleville Road/I-94 North Service Road sidewalks – This project was bid in the fall with the bids being rejected and the project will be rebid for spring construction. Engineer Nummer explained the elevation in that area of Belleville Road and that Wayne County has since required an increase in the length of the French Drain. Wayne County has also requested additional language on the plan if the French Drain does not work. Engineer Nummer and Director Ireland will work on the additional language to be added to the plan that is more palatable to the DDA Board.
- Belleville Road Walkability Audit – will proceed when weather permits.
- Belleville Road Traffic Signalization Project – Wade Trim has closed their file but the State of Michigan file will remain open for approximately 24 months to ensure nothing extraordinary materializes. Director Laginess asked about any additional information the signal issues brought up in November. Director Ireland shared details of her conversations with Wayne County about the signal

heads and should they be taken down and yellow signal heads installed it will not be at the expense of the DDA.

- Belleville / Ecorse Road Landscape – McKenna submitted final landscape plans to Wayne County for approval. After some discussion Wayne County has conceded to the installation of a 3' decorative aluminum fence in-lieu of the MDOT chain link to maintain consistency with the proposed high quality landscaping. Director Ireland shared with the board that the approximate cost difference for the decorative fencing at \$10,900 vs. \$4,360 for the chain link. The board was in agreement with the decorative fencing choice.
- Winter Holiday Decorations – Very nice although there were issues with the electrical service when it rained or snowed. Electrical upgrades will need to be done at the monument sign before the 2015 holiday season. Director Ireland has discussed light and figurine placement with Old Glory for future holidays.
- Regional Detention Pond – Wade Trim completed the final draft of the preliminary analysis. This analysis has also been submitted to the Wayne County Department for their initial review and a meeting has been requested. Engineer Nummer, Director and Van Buren Planning Director Knowles met with the representative of the property owners who requested that Wade Trim look at other alternatives that minimized the impact of the parcel's road frontage. It was noted that the initial amount approved for the analysis has been depleted and whether Wade Trim should continue work or wait until a meeting is held with Wayne County which causes a delay in the process.

Motion Combs, support Blank to approve an additional allocation of \$20,000 from fund balance, Designated Public/Private Partnership to Engineering #247-000-820-000 to be used to continue work that is pending until a meeting is held with Wayne County about the feasibility of this project. Motion Carried.

- Communication Associates – Meeting held with Communication Associates and the Assistant Director to review status of web-site, social media, etc. Review of the initial proposal, investigation and plan formulation with goals and objectives.
- Belleville Road Rights-of-Way Acquisition – nothing new to report
- DuPont Imprelis Claims Resolution – DDA was contacted by representatives for DuPont regarding claim. They cannot send the claim check to the DDA because we are not the property owner of record. They will send the check to AppleBees. Contact has been made with their corporate office asking for endorsement and forwarding of the check upon receipt.
- Emergency Sirens – Township is proceeding forward with the installation of the sirens throughout the township. Funding sources in addition to the DDA contribution will be through the use of CDGB Funds in the low to moderate income areas and the Van Buren Civic Fund.
- Property Acquisition – The DDA is the owner of 10101 and 10151 Belleville Rd. The Harris family was pleased that the DDA was acquiring and it would not be turned into a commercial development. Discussion with McKenna regarding the two sites. Asking for volunteers to serve on a sub-committee to meet with

McKenna to discuss goals, objectives and ideas so a plan can be formulated for this Placemaking Initiative. Director Bird and Supervisor Combs volunteered to sit on this sub-committee.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Motion Laginess, Support Blank to approve the request, as outlined in the Executive Director's memorandum dated January 20, 2015 for the Assistant DDA Director to undertake an on-line program for Social Media and Mobile Marketing Professional through Monroe Community College in an amount of \$1795 [Executive Director's request for action noted an incorrect amount of \$1,750] and approve a transfer of \$1795 from Fund Balance to Training Line item 247-000-861-000 and upon successfully completing and obtaining OMCP Certification approve a salary merit increase of \$998 for calendar year 2015 and approve addendum 1 to the Employment Agreement for the Assistant DDA Executive Director and authorize the execution of Addendum 1. Motion Carried

COMMUNICATIONS:

2015 Meeting Schedule provided to the board members

NON-AGENDA ITEMS:

Motion Blank, support Bird to approve the request of DDA Executive Director to continue support of the Michigan Downtown Association in an amount of \$1,000 for fiscal year 2015 which includes registration at two workshops and one conference to be expensed from training line item 247-000-860-000. Motion Carried.

Request by Executive Director Ireland for volunteers for a sub-committee to assist in project prioritization and review budget allocations accordingly. Volunteers: Director Laginess, Director Atchinson and Director Foster.

ADJOURNMENT:

Motion Blank, support Laginess. Meeting adjourned at 6:41 p.m.

Respectfully submitted,



Lisa M. Lothringer

Assistant Executive Director / Recording Secretary