

**Van Buren Charter Township
Downtown Development Authority
Tuesday, June 23, 2015 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:34 p.m.

ROLL CALL: Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Baskin, Director Brown, Director Foster, Director Laginess, Director Miller and Supervisor Combs. Members Absent / Excused: Director Bechtel and Director Blank. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, (3) Representatives of McKenna and Associates (Sally Hodges, Jim Allen and Paul Lippens) and an audience of three (3).

APPROVAL OF AGENDA: Motion by Foster, seconded by Baskin to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES: Motion by Bird, seconded by Zoller to approve the DDA Meeting Minutes of Tuesday, May 26, 2015 as presented. Motion carried.

REPORTS: DDA Executive Director Ireland reported on the status of the Belleville Road/I-94 North Service Road sidewalks, stated the walkability audit will be addressed in Report #4, an estimate for the electrical upgrades at the monument is expected to be emailed on June 25, 2015, Belleville/Ecorse Road intersection landscaping will be addressed in New Business Item 1, rights-of-way acquisition proposal will be brought to the finance committee later this evening, emergency sirens were tested and are now operational, online survey for the Belleville Road properties purchased by the DDA is now live and can be accessed through the link in the e-newsletter or via Facebook, and awaiting receipt of the completed 2014 year end audit from Plante and Moran.

Assistant Director Lothringer presented visuals of the most recent Business of the Month (BOM) e-Blast (Armstrong's Funland, released 6/1/15), DDA News e-Blast (released 6/15/15), Summer Concert Series booklet ad, and a banner and flier which were produced using an existing DDA ad tile for the upcoming VBT Fireworks. Reported that the July BOM will be Hidden Treasures Resale Boutique with a release date of July 1. A copy of the 2nd quarterly newsletter was provided to each board member. Announced that this will be the final week for the "Where in the District Are We?" Facebook contest as all prizes (seasonal park passes) will have then been distributed. Presented the final version of the "Walking Map" showing how it will be displayed in the brochure holders. Lastly, informed the board that a rework of the inserts is in progress to include relocation information.

Acquisition of Real Property – Carol Bird reported that she presented the offer and is still awaiting an answer from the land owner.

Walkability Audit – Paul Lippens of McKenna and Associates provided a presentation on the Walkability of the DDA District. He invited everyone to respond to the email invitation that went out and to meet at Atchinson Ford at 1 p.m. on Thursday, June 25. Based on the current RSVP's obtained it does not look like there will be a quorum present for any of the committees/boards involved but Chairman Atchinson stated that we will still post this as a special meeting. It was noted that this is a fundamental opportunity for the community and board members expressed pleasure that the DDA is taking on this project.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Landscape plans:

1. Motion by Foster, seconded by Miller to approve expending and allocating \$286,000 of 2012 Bond Proceeds to Belleville/Ecorse Landscape #247-000-977-003 to:
 - a. Award the VBT – Downtown Development Authority Belleville/Ecorse Landscape project to WH Canon, Inc. in an amount of \$260,000 and authorize the DDA Executive Director to execute appropriate documents.
 - b. Authorize a 10% Contingency of \$26,000 for use at the discretion of the Executive Director to address changes and any unforeseen conditions that may arise.Discussion revealed that there was confusion on the bids. Motion failed.

2. Motion by Laginess, seconded by Miller to reject all bids and rebid the project with all recommended items clearly included. Motion carried.

COMMUNICATIONS: None

NON AGENDA ITEMS: None

ADJOURNMENT: Motion by Combs, seconded by Laginess. Motion carried. Meeting adjourned at 6:45 p.m.

Respectfully submitted,
Lisa M. Lothringer
Assistant Executive Director / Recording Secretary