

**Van Buren Charter Township
Downtown Development Authority
Tuesday, November 24, 2015 – 5:30 pm**

Vice Chair Bird called the meeting to order at 5:31 p.m.

ROLL CALL: Members present: Vice Chair Bird, Secretary Zoller, Director Blank, Director Brown, Director Foster and Director Laginess. Members Absent / Excused: Chairman Atchinson, Director Baskin, Director Bechtel, Director Miller and Supervisor Combs. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, and VBT Public Safety Director Laurain.

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

APPROVAL OF MINUTES: Motion by Foster, support by Laginess to approve the DDA Meeting Minutes of Tuesday, October 27, 2015, as presented. Motion carried.

REPORTS: DDA Executive Director Ireland reported that Assistant Director Lothringer is compiling the names and addresses of the businesses in the DDA that have sidewalk frontage. The DDA will be doing a mailing to those businesses to encourage them to keep their sidewalks clear this winter for pedestrian use. Director Ireland stated that the Walkability Audit has been assembled and if any of the directors wish to receive a copy to notify Assistant Director Lothringer. The Belleville/Ecorse Road intersection landscaping project is almost complete. We have made one payment and submitted for the 2nd payment. Autumn decorations have been removed and Old Glory has begun to assemble the holiday display. The rights-of-way acquisition files have been provided to Commonwealth to begin working on the project. A tour of 10101 and 10151 Belleville Road was conducted with Planning Director Akers and Deputy Director Best with both providing positive feedback on the placemaking initiative. Plans are to move forward on this project after the first of the year. Assistant Director Lothringer will provide a report on a possible partnership with the City of Belleville DDA in regards to the Outdoor Sculpture Exhibit. Lastly, Director Ireland reported that she has a meeting scheduled with MDOT on November 30, 2015 to discuss the probability of a pedestrian overpass on Belleville Road over I-94.

Assistant Director Lothringer shared that the trade show went well, contacts were made and attendees were enlightened as to the location of Van Buren Township and our business district. Reported on the e-mail outreach for November and shared that the December Business of the Month will be a shop local campaign. She stated that the SWCRC Business to Business Expo and Belleville DDA partnership will be discussed under new business items three and four.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Partnership on updating Van Buren Township's 9-1-1 system:
Motion by Laginess, support by Foster to approve the request from the Van Buren Township Public Safety Department to partner and assist with the updating of the 9-1-1 system in accordance with the DDA Executive Director's recommendation to fund hard cost item #'s 1, 4, 5, 9, 10 and 11 including a pro-rata share of the system discount item #7 [\$4,950] for a total amount of \$62,260 and transfer the funds from Designated Fund Balance Public Safety to Capital Outlay 247-000-970-000 in fiscal year 2016. Motion carried.

2. Consider approval of revised 2015 Amended Budget and 2016 Proposed Budget:
Motion by Blank, support by Laginess to approve adoption of the revised 2015 Amended Budget and 2016 Proposed Budget. Motion carried.

3. Consider participation in the SWCRC (Southern Wayne County Regional Chamber) Business to Business Expo and Conference on Friday, January 29, 2016 and rental of a 10' x 10' booth space:
Motion by Blank, support by Laginess to approve the rental of a 10' x 10' booth space at the SWCRC Business to Business Expo and Conference on January 29, 2016 at a cost of \$450 to be expensed from line item 247-000-822-000 - Public Relations. Motion carried.

4. Consider approval to partner with the Belleville DDA for participation in the 2016-2017 Sculpture Program through Midwest Sculpture Initiative:
Motion by Foster, support by Brown to approve the partnership with the Belleville DDA for participation in the 2016-2017 Sculpture Program. This partnership would place a total of 4 sculptures within the boundaries of the Van Buren Township DDA at an amount not to exceed \$7,500 to be expensed from line item 247-000-974-000 – Amenities Fund.

COMMUNICATIONS: Meeting schedule for 2016 provided to board members.

NON AGENDA ITEMS: None

ADJOURNMENT: Motion by Blank, support by Laginess. Motion carried. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

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