

**Van Buren Charter Township
Downtown Development Authority
Tuesday, October 27, 2015 – 5:30 pm**

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

ROLL CALL: Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Bechtel, Director Foster and Director Laginess. Members Absent / Excused: Director Baskin, Director Blank, Director Brown and Supervisor Combs were excused; Director Miller was absent. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, Paul Sander of Commonwealth Associates, Inc. and an audience of two (2).

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

APPROVAL OF MINUTES: Motion by Foster, support by Bird to approve the DDA Meeting Minutes of Tuesday, September 22, 2015, as presented. Motion carried.

REPORTS: DDA Executive Director Ireland reported that the new sidewalks will be maintained under the current contract the DDA has with the township and requested permission to draft a letter to remind business owners to keep their sidewalks clear during the winter for pedestrian passage. Director Ireland stated that she is waiting on the final report on the walkability audit from McKenna. The Belleville/Ecorse Road intersection landscaping project is underway and moving along on schedule. The rights-of-way acquisition project will be addressed under new business. The demolition of 10101 Belleville Road has been completed. The electrical repairs at the Belleville Rd. / Quirk Road Triangle have been completed, the area has been decorated for the autumn season and the new banners are anticipated to be put into rotation with the next swap out. A presentation was made to the Township Board of Trustees at the work study on October 19 and was well received. Lastly, Director Ireland requested permission to have a conversation with the Belleville DDA regarding a partnership on the Outdoor Sculpture Exhibit project.

Assistant Director Lothringer shared the trade show booth banners that were set up for viewing. Reported on the e-mail outreach for October and shared that the November Business of the Month will be Edible Arrangements. She passed out copies of the redesigned informational and property inserts that will go in the hand-out folders for the trade show and spoke in reference to the map that will be on display to highlight the available parcels. Samples of the promotional items were presented as well as free admission coupons to those who would like to attend the trade show this weekend.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Rights-of-Way Acquisition on Belleville Road:

Motion by Laginess, support by Bechtel to approve the proposal between the Charter Township of Van Buren Downtown Development Authority and Commonwealth Land Associates, Inc. to assist the DDA in the acquisition of approximately 29 rights-of-way along Belleville Road between Ecorse and Tyler Roads under the terms and conditions of their April 17, 2014 proposal in an amount not to exceed \$262,000 and invoice the project under the rates detailed in their billing rate include with the proposal to be expensed from DDA line item #247-000-977-002, Rights-of-Way Consultant, authorize the DDA Executive Director to execute appropriate documentation and update the proposed project schedule accordingly. Motion carried.

COMMUNICATIONS: None

NON AGENDA ITEMS: None

1. Pedestrian Bridge Feasibility Study:

Motion by Bechtel, support by Bird to authorize an amount, not to exceed \$7,500.00, for a feasibility study in reference to a possible pedestrian bridge crossing over I-94 near Belleville Road to be expensed out of line item #247-000-820-000, Engineering. Motion carried.

ADJOURNMENT: Motion by Laginess, support by Bird. Motion carried. Meeting adjourned at 6:24 p.m.

Respectfully submitted,

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