

**Van Buren Charter Township  
Downtown Development Authority  
Tuesday, September 22, 2015 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:31 p.m.

**ROLL CALL:** Members present: Chairman Atchinson, Vice Chair Bird, Secretary Zoller, Director Baskin, Director Brown, Director Foster and Director Miller. Members Absent / Excused: Director Blank, Director Bechtel, Director Laginess and Supervisor Combs were excused. Others in attendance: DDA Executive Director Ireland, Assistant Executive Director/Recording Secretary Lothringer, VBT DPS Director James Taylor and an audience of one (1).

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

**APPROVAL OF MINUTES:** Motion by Miller, support by Bird to approve the DDA Meeting Minutes of Tuesday, July 28, 2015, with the following correction: New Business, item #1, to reflect the total not to exceed \$9,900.00. Motion carried.

**REPORTS:** DDA Executive Director Ireland reported on that Wade Trim and Davenport worked together to take corrective measures to alleviate the flooding that was occurring on the new sidewalks. Director Ireland stated that McKenna will have final recommendations at the next meeting regarding the walkability audit. The Belleville/Ecorse Road intersection landscaping project is underway. The water tap is scheduled to go in on Wednesday, September 23<sup>rd</sup>. The rights-of-way acquisition project is progressing and she plans to have the recommended firm make a presentation at the next meeting. The demolition of 10101 Belleville Road should be taking place soon. The gas and water have been cut off, we are just waiting on notification that the electric has been as well. The finance committee met last night and the Budget will be addressed in New Business item #1. Public Safety Day was held on Saturday and despite the rainy start it turned out to be a successful event.

Assistant Director Lothringer shared that 2,000 additional “Welcome Maps” have been delivered to the DDA for distribution. She shared visuals of the most recent Business of the Month (BOM) e-Blast (Township Hall, released 9/1/15), the DDA News e-Blast (released 9/22/15) and the DDA Quarterly e-Newsletter (scheduled for release 9/29/15). Reported that the October BOM will be Tucker Insurance with a release date of October 6.

She informed the board that the designs for the trade show booth have been submitted to Skyline and are in the review stages of production. Lastly, she informed the board that the inserts for the folders have been redesigned to provide a cohesive look and the “available property” inserts are being worked on at this time to provide the most up to date information to take to the trade show.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

1. Budget:  
Motion by Foster, support by Bird to approve the 2015 Amended DDA Budget and Proposed 2016 DDA Budget as presented. Motion carried.
2. Autumn Decorating of Quirk Triangle:

Motion by Bird, support by Baskin to approve the continued partnership with the Belleville DDA and CBC in the Booville celebration by decorating Quirk Triangle for the autumn season in an amount not to exceed \$3,000 to be expensed from Belleville Road Streetscape (247-000-979-000) line item. Motion carried.

**COMMUNICATIONS:** None

**NON AGENDA ITEMS:** None

**ADJOURNMENT:** Motion by Miller, support by Bird. Motion carried. Meeting adjourned at 6:06 p.m.

Respectfully submitted,

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