

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

Tuesday, August 26, 2014 – 5:30 pm

Chairperson Dolph called the meeting to order at 5:30 p.m.

ROLL CALL

Members Present: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bechtel, Director Bird, Director Blank, Director Laginess, and Supervisor Combs

Members Absent / Excused: Director Miller and Director Richter

Others in Attendance: DDA Executive Director Ireland, Lt. Charles Bazy, McKenna Planners Sally Hodges and George Ostrowski, Wade Trim Engineer Dave Nummer and an audience of two.

APPROVAL OF AGENDA

Motion Combs, support Blank to approve the agenda as presented.

Motion carried.

APPROVAL OF MINUTES

Motion Bechtel, support Laginess to approve the DDA Meeting Minutes of Tuesday, July 22, 2014 as presented.

Motion carried.

REPORTS:

Director's Report:

- Sidewalks along Belleville Road and I-94 North Service Drive: The easement for the parcel of land at the corner of Quirk Road and the I-94 Service Drive has been sent to Wayne County Register of Deeds for recording. Comments were incorporated into the plans for the sidewalk, as requested by the County, and resubmitted for approval. The Wayne County Permit Department has requested that some additional work be included along Belleville Road before the permit is issued.
- Status of the Belleville Road curbs outside of the project area: Because the traffic re-signalization project is partially funded with grant funds, Wayne County will not allow the additional work outside of the project area for the Belleville Road upgrades. Instead, Wayne County indicated that they would more likely consider it in the permit for the sidewalks.
- Belleville Road Traffic Signalization Project: Final restoration and installation of all permanent signs is set to be completed by the end of August 2014.
- Belleville/Ecorse Road Landscape: Landscape plans have been submitted to Wayne County along with irrigation plans. Wayne County's review was expected to be completed by August 15, but has not yet been completed. In order for the DDA to have a monument sign that complements the sign at the Quirk Road triangle, it is necessary to petition the State of Michigan to obtain the excess right-of-way. Wayne County will only allow the typical break-away sign you see along the freeways with 4x4 pieces of wood. This petition request can be a lengthy process with the State of Michigan, but it can be done.
- Winter Holiday Decorations: Old Glory Flags will happily accommodate the DDA's request to place additional decorations at the triangle for the holidays.
- Communication Associates: Communication Associates will be out at Public Safety Day on August 23 taking photographs. All work has come together well.
- Subcommittee for DDA Employee: The sub-committee met on August 6 regarding the request for a new employee.
- Belleville Road Rights-of-Way Acquisition: Wade Trim is and will continue to be working on a scope of service for this project.
- DuPont Imprelis® Claims Resolution: The DDA may be waiting several months for the \$715.30 insurance settlement from DuPont.

- VantagePort: VantagePort has relocated to 11895 S. Wayne Road, Suite 101, Romulus, MI 48174. There will be an open house on September 4, 2014 from 3:00 – 6:00 p.m. All members of the DDA Board and VBT Board are invited to visit.

Wade Trim Report:

- Sidewalks: There is an issue of standing water that does not drain by the entrance of Central Outlet Homes. Executive Director Ireland and Engineer Nummer met with Wayne County representatives to discuss different options that would enable the project to continue that would provide for a more walkable community without being cost-prohibitive to resolve. Proposals for a French Drain or culverts will be submitted to Wayne County for their determination.
- Regional Detention Pond: Because the Meadows of Van Buren would be part of the retention pond, the size of the pipe is estimated to be seven to eight feet. An alternative to this would be to split the drainage into two parts: the north half would flow to Westport Apartments and go east to the Pond. The south half would flow southeast to CVS. The preliminary cost estimate is approximately one million dollars for the storm sewer. The plan is to meet with Wayne County Roads and the Drain Commissioner's office and to refine estimates on pond construction, ditching, outlet and landscaping at the detention site.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Emergency Sirens: Lt. Charles Bazy obtained a quote from West Shore Services, the only authorized sales company for emergency sirens, to install sirens for the north half of Van Buren Township. He has also requested and is awaiting receipt of a quote for the southern half of Van Buren Township. CDBG funding in the amount of \$89,000 could be used for the purchase of several sirens that are located in the low-mod income sections of the present eligibility map. These would all be installed in 2014. The project requires FAA approval, Wayne County Roads approval, and CDBG funding re-allocation approval.

Motion Blank, support Laginess to approve funding two (2) with the possibility of a third emergency siren to be located within the DDA District (sites 1 and 4 and potentially a portion of site 7) and the equipment for Dispatch as outlined in the West Shore Services, Inc. proposal dated August 14, 2014, and transfer funding from Fund Balance to line item 247-000-970-000 Capital Outlay for payment in an amount not to exceed \$62,030.00. Motion Carried.

DDA Employee: Directors Bird, Laginess and Bechtel met as a sub-committee with Executive Director Ireland to discuss the possible hiring of a full-time DDA employee. After much discussion, the sub-committee agreed upon the full-time position of Assistant DDA Executive Director, who would assist the DDA Executive Director in numerous capacities, including the additional duties of program management, media relations and communications management. This position would be at-will and would require the candidate possess a Bachelor's degree in marketing or communications.

Motion Atchinson, support Bird to rescind the DDA Coordinator job description [approved April 22, 2014], approve a new job description for an Assistant DDA Executive Director and authorize the advertising for the position. Motion carried.

ADJOURNMENT to EXECUTIVE SESSION:

Motion Blank, support Bechtel to adjourn to Executive Session at 6:41 p.m. for the purpose of considering the purchase of real property and to discuss pending litigation MTT Docket No. 451720. Roll call vote: Ayes: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bechtel, Director Bird, Director Blank, Director Laginess, and Supervisor Combs; Nays: None. Absent and excused: Director Miller and Director Richter. Motion carried

RETURN from CLOSED SESSION:

Motion Blank, support Atchinson to adjourn Executive Session at 7:20 p.m.

Motion Blank, support Combs to honor the respectful request of Director Bird to abstain from voting on Executive Session item #1. Roll call vote: Ayes: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bechtel, Director Blank, Director Laginess, and Supervisor Combs; Nays: None; Abstain: Bird. Motion carried.

Motion Blank, support Bechtel to approve the recommendation of the DDA Executive Director to further investigate and potentially consummate the transaction for the purchase of real property. Roll call vote: Ayes: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Baskin, Director Bechtel, Director Blank, Director Laginess, and Supervisor Combs; Nays: None. Abstain: Bird Motion carried.

Motion Atchinson, support Bechtel to adjourn at 7:25 p.m.

Respectfully Submitted,

Karin LaMothe
Recording Secretary