

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
April 25, 2017**

Chairman Atchinson called the meeting to order at 5:33 p.m.

ROLL CALL: Members present – Chairman Atchinson, Vice-chair Bird, Director Baskin, Director Chappell, Director Foster, Director Delibera (arrived @ 5:43 p.m.), Director Laginess and Supervisor McNamara. Members absent and excused – Secretary Brown, Director Bechtel, and Director Blank. Others in Attendance: DDA Executive Director Ireland, Assistant Executive Director Lothringer, Director of Public Safety Laurain, Deputy Director of Police Wright and an audience of one (1).

APPROVAL OF AGENDA: McNamara moved, Laginess seconded to approve the April 25, 2017 Agenda as presented. *Carried*

MINUTES: Foster moved, Bird seconded to approve the DDA Meeting Minutes of March 28, 2017 as corrected to include *“in the amount of \$100.00”* in the motion to fund a sponsorship in the event program for the 2017 Van Buren Civic Fund – Play Ball event. *Carried*

REPORTS: DDA Executive Director Ireland reported that she and Deputy Lothringer visited Glengray Supply to make final stone selection for the Placemaking project. Additionally, she shared with the board that the DDA closed on the additional two parcels on April 21st. She reported on her meeting with MDOT for the aesthetics of the pedestrian overpass and informed the board that the QBS process for planning and engineering consultants is complete. Lastly, she and Supervisor McNamara provided some details regarding their meeting earlier in the day with the American Center for Mobility.

Assistant Executive Director Lothringer reported on the email outreach for April, informed the board of joint projects with the township, including the Summer Youth Jobs Initiative. Additionally, she informed the board of meetings she attended with Director Akers regarding Planning and Economic Development in the region. Lastly, she spoke about the grand opening of Which Wich and informed the board that she has a scaled down version of the Marketing Survey to be completed this evening by any board member who has not done the online version.

NEW BUSINESS:

Director Laurain provided a presentation regarding AED equipment. He stated that since the board packets were put together, a local vendor had been identified. He requested that the board select the local vendor based on their competitive pricing and the fact that they will provide an on-site training workshop to show how to safely and properly use the equipment.

Motion by Laginess, support by Baskin, to approve the purchase of five (5) Automatic External Defibrillators (AED's) from Aventric Technologies in Warren, Michigan in an amount of \$7,335.00 to be expensed from Capital Outlay (DDA Line Item 247-000-979-000) and allocate \$200 from Training (DDA

Line Item 247-000-861-000) for staff awareness/presentation training and transfer \$7,535.00 from Designated Fund Balance – Public Safety to cover the expenditures.

Carried

Motion by McNamara, support by Foster to award the Landscape Proposal at the Belleville/Ecorse intersection area for the 2017 year to Gonczy's Property Maintenance in an amount of \$14,610.00 to be expensed from DDA line item – 247-000-979-001.

Carried

Motion by Foster, support by Delibera to approve the request for Deputy Director Lothringer to attend a Michigan Certified Assessing Technician (MCAT) Class at a cost of \$150 plus lodging and meals, if necessary, in calendar year 2017 to be expensed from account 247-000-861-000 Training.

Carried

Motion by Laginess, support by Baskin to approve funding for Phase 1 of the 2017/18 Print Marketing Campaign at a cost not to exceed \$3,000.00 to be expensed from line item 247-000-900-000 Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts.

Carried

CLOSED SESSION: None

COMMUNICATIONS: None

Bird moved, Delibera seconded to adjourn at 6:30 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary