

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
November 28, 2017**

Chairman Atchinson called the meeting to order at 5:30 p.m.

ROLL CALL: Members present – Chairman Atchinson, Vice-Chair Bird, Director Baskin, Director Blank, Director Chappell, Director Delibera, Director Foster, and Director Rochowiak. Members absent and excused – Secretary Brown, Director Laginess and Supervisor McNamara. Others in Attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of one (1).

APPROVAL OF AGENDA: Blank moved, Baskin seconded to approve the November 28, 2017 Agenda as presented. *Carried*

MINUTES: Foster moved, Bird seconded to approve the DDA Meeting Minutes of October 24, 2017 as presented. *Carried*

REPORTS: DDA Executive Director Ireland announced that the Belleville Road Placemaking project received preliminary site plan approval at the Planning Commission meeting on Wednesday, October 25, 2017. Director Ireland also reported on the November 6th meeting with MDOT to review the final pedestrian bridge and lighting plans. Lastly, she informed the board that the DDA is working on documents to be submitted for inclusion in the Township's Capital Improvement Plan.

Assistant Director Lothringer reported on the email outreach and advertisements that have been completed since the last meeting. Additionally, she announced that the autumn decorations have been replaced with the winter lighted display. Lastly, she informed the board that she received complimentary tuition from SEMCOG to attend the second part of the Grant Writing/Management training.

NEW BUSINESS:

Motion by Blank, support by Foster to approve the conversion of 72 streetlights on Belleville Road to LED under DTE's Community Lighting Program in accordance with Proposal "A", transfer \$125,000 from 2017 Street lighting to 2018 Street lighting and authorize the Township Supervisor (DDA Member) to execute Exhibit A to the DTE Master Agreement. *Motion carried.*

CLOSED SESSION:

Motion by Rochowiak, support by Foster to enter into executive session at 6:01 p.m. for the purpose of discussing the purchase of real property.

ROLL CALL:

Yeas: Atchinson, Bird, Baskin, Blank, Chappell, Delibera, Foster and Rochowiak

Nays: None

Absent/Excused: Brown, Laginess, McNamara

Motion Carried

Motion by Blank, support by Delibera to adjourn Executive Session. *Motion carried.*

RETURN FROM CLOSED SESSION:

The regular DDA meeting was reconvened at 6:05 p.m.

Motion by Delibera, support by Rochowiak to approve the purchase for parcel #21 as recommended by Commonwealth Associates to be expensed from Property Acquisition line item 247-000-980-000 and authorize the Executive Director to complete the purchase. ***Motion carried.***

COMMUNICATIONS: None

NON-AGENDA ITEMS: Chair Atchinson welcomed Director Rochowiak to the DDA board.

Bird moved, Blank seconded to adjourn at 6:06 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary