

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 22, 2018 – 5:30 pm**

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

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Director Baskin, Director Blank, Director Chappell, Director DeLibera, Director Foster, Director Laginess, Director Rochowiak and Supervisor McNamara. Members absent: Secretary Brown. Others in Attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, Director Akers, and an audience of five (5).

Approval of Agenda: Blank moved, Rochowiak seconded to approve the DDA agenda as amended to remove the Closed Session and add New Business #4 – Consideration of approval of the DDA Belleville Road Placemaking Project. Carried.

Minutes: McNamara moved, Bird seconded to approve the DDA Minutes of Tuesday, March 27, 2018 as presented. Carried.

Reports: DDA Executive Director Ireland reported on the details of the Pedestrian Path over I-94 with reference to start date, anticipated completion date and traffic disruptions. She notified the board that Corby Energy will be starting the LED conversion this week and a number of the light poles have been primed in preparation for a new coat of black paint. She reported that the payment had been received from Speedway for the right-of-way acquisition, Bond Council for the pedestrian crossing would be introduced under new business and the solar panel at the Belleville Road / Ecorse Road landscaping is not holding a charge so options are being explored with DTE to provide power for the irrigation system. She also informed the board that she is reviewing the new TIF legislation and working on the management analysis for the 2017 audit.

DDA Assistant Director Lothringer updated the board on the most recent e-mail outreach and explained that she will be shifting the “special edition” e-blasts to social media only so as not to risk losing the current subscribers to the email list. She reported that the website update is continuing to move ahead on schedule and that the new sculptures will be installed on Thursday, May 24th. She shared the publicity pieces that have been recently completed including the Strawberry Festival ad and the pieces in the United Airlines Hemisphere magazine and the Detroit Area Guest Guide. She reported on work in progress, upcoming meetings with both SPARK and SCORE as well as the status of Public Safety Day planning.

New Business: Attorney Colis addressed the board, providing the anticipated timeline for the sale of the bonds and expected rate. Blank moved, Bird seconded to approve the proposal from Tom D. Colis of Miller, Canfield, Paddock & Stone, P.L.C. as outlined in the Miller-Canfield letter dated May 4, 2018 and approve Resolution DDA 2018-002, Reimbursement Resolution. Carried.

Rob Luce of Aerotropolis provided the board with an update on business development efforts and continued priorities moving forward. He reported that the updated Interlocal Agreement should be completed on June 7, 2018. He stated that he has been working closely with Director Akers on several potential projects for Van Buren Township but could not provide names due to non-disclosure agreements. Foster moved, DeLibera seconded to approve payment of the 2018 Detroit Region

Aerotropolis Dues in an amount of \$25,000 and transfer \$25,000 from Fund Balance to DDA line item 247-000-810-000, Memberships and Dues. Carried.

Director Ireland will prepare a Board Action Item for the June 18, 2018 Work Study and Board meeting the following day to ask the Township Board of Trustees to concur with the decision of the DDA Board to pay the 2018 dues.

Van Buren Township's Planning and Economic Development Director, Ron Akers, addressed the DDA Board seeking their approval of an intern partnership. Director Akers explained the benefits of having an intern and the projects that they would be tasked with completing. Blank moved, Rochowiak seconded to approve the hiring of one (1) intern to work with the DDA at a rate of \$12 per hour for 20 hours per week and transfer \$12,480 from fund balance to the Employee Wage line item 247-000-705-000 and transfer \$955 from fund balance to the Fringes line 247-000-719-000 to cover FICA. Carried.

Director Ireland took a moment to provide the board with the history of the Placemaking Project that began in 2014. Representatives from Axiom Construction were on hand and answered questions posed by the board.

Blank moved, Foster supported to honor the request of Vice Chair Bird to abstain from voting on DDA Belleville Road Placemaking Project – New Business item #4. Carried.

Foster moved, Laginess supported to approve the Guaranteed Maximum Price on the DDA Belleville Road Placemaking Project with Axiom Construction in an amount not to exceed \$2,829,594 and authorize the DDA Executive Director to execute appropriate documents with funds to be expensed as follows: Site Development Item # 247-000-971-000 – \$1,479,714 [transferring an additional \$608,694 from Fund Balance]; Construction of Buildings item #247-000-971-001 - \$1,349,880 [transferring an additional \$304,880 from Fund Balance] and additionally allocate DDA Direct Costs [from Fund Balance] to Capital Outlay Item #247-000-970-000 - \$100,000 (furniture, copier, phones, etc.), Contingency in the amount of \$200,000 to remain in fund balance unless approved by the DDA Board of Directors and approve and authorize the Chairman to sign documents that transfer the of rights-of-way to Wayne County in lieu of the payment of Wayne County Permitting Fees.

Yeas: Atchinson, Baskin, Blank, Chappell, DeLibera, Foster
Laginess, Rochowiak and McNamara
Nays: None
Absent: Brown
Abstain: Bird

Communications: None

Adjournment: Rochowiak moved, Bird seconded to adjourn at 7:09 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary