

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
“Regular Meeting”  
Tuesday, January 24, 2023 at 5:30 p.m.  
DDA Conference Room  
Meeting Minutes**

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

**Roll Call:** Members present: Chair Atchinson, Vice Chair Bird, Director Delibera, Director Laginess, Director Rochowiak and Supervisor McNamara. Members absent and excused: Secretary Brown, Director Baskin, Director Chappell, Director Chudzinski and Director Willis. Other in attendance: Clerk Wright, DDA Executive Director Ireland, Merrie Coburn and an audience of one (1).

**23-DDA-001**

**Approval of Agenda:** Bird moved, Laginess seconded to approve the agenda as presented with the following changes: Delete New Business Item four (4) and a notation correcting the date of the meeting to January 24, 2023. Carried.

**23-DDA-002**

**Minutes:** Laginess moved, Delibera seconded to approve the DDA Minutes of Tuesday November 22, 2022 as presented.

**23-DDA-003**

Laginess moved, Delibera seconded to approve the DDA Special Meeting Minutes of Tuesday, December 12, 2022 as presented.

**23-DDA-004**

**New Business:** Laginess moved, Bird seconded to concur with the Van Buren Township Board of Trustees and formerly accept the recommendation of the DDA interview subcommittee to approve a Personal Service Agreement with Merrie Coburn, authorize execution of the Agreement, amend and increase DDA line item 248-000-702-000 from fund balance by an amount of \$7,600. Carried.

*Van Buren Township Clerk Leon Wright administered the oath of office with Merrie Coburn as the DDA Executive Director effective February 1, 2023.*

**23-DDA-005**

Laginess moved Rochowiak seconded to approve the proposed Personal Services Contract between the Van Buren Township Downtown Development authority and Susan Ireland to provide Management Consultant services to the DDA on an as need basis, transfer funding [\$24,000] from fund balance to the consultant line item 248-000-819-000 and authorize the Chair to sign the Agreement. Carried.

**23-DDA-006**

Bird moved, Laginess seconded to approve a one year 25% match and partnership with Van Buren Township to hire Daniel Consulting as a lobbying firm at a cost of \$12,000 with an amendment to DDA line item 248-000-819-000 (Contracted Services) from fund balance. Carried.

**Reports:** DDA Executive Director advised there was no change in the status of current MTT cases within the DDA District. The Van Buren Township Board approved a resolution authorizing the issuance of Capital Improvement Bonds for the Community Center at the January 17 2023 meeting, additionally there will be a ground breaking at 3:00 pm on January 31 at Township Hall. Staff has completed and submitted the DDA's four pages for the February edition of Van Buren Today. The DDA has been slowly receiving replacement parts for the Belleville Road Streetlights.

Staff met with Wayne Hoffman on January 12, 2023 and will again be meeting on February 9 to meet the new Executive Director and review the status of all and future submittals. The DDA has been informed Belleville Road from Tyler to Ecorse Rd has been placed on the Wayne County FAC, TEDF Category C Funding for an amount of \$2,111,000 for a 2025 funding year. Staff has requested a meeting with the engineers to determine actual needs and will continue looking for additional funding sources.

**23-DDA-007**

Rochowiak moved, Laginess seconded to adjourn at 6:33 p.m.

Respectfully submitted,  
Susan Ireland, Executive Director



Chris Brown, Secretary  
Approved February 28, 2023