

VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, November 22, 2022 – 5:30 pm

CALL TO ORDER:

ROLL CALL:

Chairperson Atchinson	_____	Director Delibera	_____
Vice Chair Bird	_____	Director Laginess	_____
Secretary Brown	_____	Director Rochowiak	_____
Director Baskin	_____	Director Willis	_____
Director Chappell	_____	Supervisor McNamara	_____
Director Chudzinski	_____	DDA Executive Director Ireland	_____

APPROVAL OF AGENDA:

MINUTES:

1. DDA Minutes of Tuesday, August 23, 2022

_____ approved _____ corrected

REPORTS:

1. Directors Report

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. Belleville Road Streetlight replacement parts.
2. Adoption of DDA Resolution – DDA 22-001

COMMUNICATIONS:

CLOSED SESSION: None

NON AGENDA ITEMS (including audience):

ADJOURNMENT:

VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, August 23, 2022

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

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Director Baskin, Director Chudzinski, Director Delibera, Director Laginess, Director Rochowiak, Director Willis and Supervisor McNamara. Members Absent and Excused: Secretary Brown and Director Chapell. Others in attendance: DDA Executive Director Ireland and an audience of two (2).

Approval of Agenda: Bird moved, Rochowiak seconded to approve the Agenda as presented. Carried.

Minutes: Laginess moved, Chudzinski seconded to approve the DDA Board Meeting Minutes of Tuesday, May 24, 2022 as presented. Carried.

Reports: DDA Executive Director provided status of current MTT cases within the DDA District, Community Center groundbreaking will be at the end of September and the Patriotic Banners were installed on the streetlights. The supply of replacement parts for the Belleville Road streetlights have been depleted. The DDA has been informed by Greybar that many of the replacement parts for the DDA Streetlights are no longer available and Halophane would need to be contacted to see what other parts could be used to retrofit the current streetlights. Greybar has had employee turnovers and the DDA has not been successful in obtaining a response. DTE is sending a list of other companies that utilize Halophane lights. The Aerotropolis dues invoice has been received and submitted for payment. With the invoice Executive Director Girdwood provided a report that was distributed to the DDA Board on sites that have submitted for development consideration in each Aerotropolis community.

Executive Director Ireland presented the Assistant Executive Director report which included information on the new website, Art Sculptures, The Van Buren Today Magazine and other miscellaneous items. Staff met with Courtney Baum the DTE Community Lighting Account Manager and discussed various potential solutions for Belleville Road Streetlights. The damaged light pole near Comerica Bank was removed and replaced with a "temporary test set-up" utilizing a stock DTE pole and stock luminaire. DDA members continue to prefer the more decorative streetlight and staff will research all options and bring the information to the DDA Board.

New Business: Laginess moved, Willis seconded to approve and confirm the partnership between Van Buren Township and the DDA to develop an SS4A Action Plan Grant application package, with the assistance of the Wade Trim FundingScout Division that would extend beyond the DDA boundaries in an amount not to exceed \$15,000 to be proportionately divided in order for the DDA to remain compliant with PA 57 of 2018, with the DDA portion to be expensed from DDA line Item 247-000-821-000 – Consultant. Carried.

Delibera moved, Rochowiak seconded to approve funding for the purchase of one (1) bike repair station, featuring the VBT DDA logo to be installed at Harris Park as a test site, to be expensed from line item 247-000-974-000 - Amenities, and allow Assistant Executive Director to execute necessary agreements and/or contracts. Carried.

Willis moved, Baskin seconded to approve the proposal with Grosse Ile Lawn Sprinkler to continue with the installation of the Winter Holiday Season Lighting for one year for the 2022 Holiday Season to be expensed from Account 247-000-819-000 – Contracted Services. ROLL CALL VOTE: Yeas: Atchinson, Bird, Baskin, Chudzinski, Laginess, Rochowiak, Willis and McNamara. Nays: Delibera. Absent and excused: Brown and Chappell. Motion Carried.

Bird moved, Rochowiak seconded to accept the Downtown Development Authority December 31, 2011 Financial Report as prepared by Plante and Moran. Carried.

Laginess moved, Delibera seconded to approve the Amended 2022 DDA Budget and Proposed 2023 DDA Budget dated August 22, 2022 and recommend approval to Van Buren Township. Carried.

Chudzinski moved, Rochowiak seconded to adjourn at 6:38 p.m.

Respectfully submitted,

Susan Ireland
Executive Director



To: Directors, Van Buren Township Downtown Development Authority
From: Susan Ireland, Executive Director
Date: November 2022
Subject: Director's Update

- Director meetings continue to be held via Zoom with Van Buren Township, attend Township Board Meetings, meet with Developmental Services Department the morning following Township Board Meetings, when appropriate participate with planning staff review and attend Planning Commission.
- State of Michigan Tax Tribunal (MTT.) As of August, there are two parcels within the DDA that have filed petitions with the MTT for 2022. To date that has not changed.
- Community Center. Van Buren has officially been awarded a \$4,500,000 grant from Wayne County. Community Services is in the process of coordinating a ground breaking. When the date and time is known, I will forward that information to the DDA Directors.
- Belleville Road Streetlights: See New Business #1.
- Marketing: Advertisement for the relocation guide has been completed and sent. Van Buren Today 2022 fourth quarter has been completed and is currently available.
- Grants: See New Business #2.
- Holiday lights: This is scheduled for the week of November 21 prior to Thanksgiving.
- Banner swap: This is scheduled to be done on November 21 or 22, weather permitting.
- Wayne County: On November 17, 2022 Supervisor McNamara, Director Akers and DDA Director Ireland met with Wayne County officials (Engineering and Roads) as a way of introducing ourselves and have general conversation. One of the items discussed was the potential of installing a center left turn lane on Belleville Road between Ecorse and Tyler Roads. They are very familiar with this section of Belleville Road and they consider this area to be a "Capacity Project." That area is a bottleneck area in that the road goes from four (4) lanes to two (2) lanes and back to five (5) lanes. This could qualify for funding through the county under MDOT TEDF (Transportation Economic Development Fund) Category C for congestion relief which is reserved for assistance with congestion in five (5) Urban Counties one being Wayne County. Right now, there are two (2) projects ahead of this (Haggerty and Ford Roads) so this realistically could not be a project until 2024, 2025 or 2026. However, if either of these projects don't come to fruition and we are ready to go it could be sooner. This type of grant does require a local match which in addition to cash, it can also include credit for items like design engineering and/or rights-of-way acquisition. It appears there is enough room for the third lane but staff will be checking to see if the DDA has acquired enough rights-of-way to include sidewalks. Staff will be forwarding pertinent information to Wayne County for review.

- Holiday lights: This is scheduled for the week of November 21 prior to Thanksgiving.
- Banner swap: This is scheduled to be done on November 21 or 22, weather permitting.
- Aerotropolis: Executive Director Girdwood continues to work on marketing, business attraction and lead generation. Remains active or provided information for Ten (10) projects during September. He continues to work with Airspace link and made a presentation on Channel 4 “Live in the D” on 10/04
➔ Drone deliveries in the D (Clickondetroit.com)

NASA’s Ecosystem Wellness and Advanced Mobility, MEDC, SEMCOG, Airport Authority, Wayne County and their EDC for round table Discussions. The next Aerotropolis Board Meeting is on December 1, 2022.



REQUEST FOR ACTION

Agenda Item: #1

MEETING DATE: NOVEMBER 22, 2022

X New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Belleville Road Streetlight replacement parts	
DEPARTMENT	DDA	
PRESENTER	Susan Ireland, Executive Director	
PHONE NUMBER	734.699.8900 x9201	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)		

Agenda topic

ACTION REQUESTED	
<p>Approve the purchase of six (6) sets of the Atlanta style light poles from Great Lakes Electric and Supply Co. for Belleville Road in an amount of \$64,660.08 to be expensed from DDA line item 248-000-926-000 Street Lighting.</p>	
<p>Background – (Supporting and reference Data, Include attachments)</p>	
<p>At the last DDA Meeting, staff informed the Board that we had depleted our supply of replacement parts for the Belleville Road Streetlights and the difficulty we were having in obtaining the parts. Previously we obtained our parts from Greybar who was part of a national cooperative purchasing consortium that served local government, schools, states, counties and cities. They were contacted and to date we have not received any response from them.</p>	
<p>Staff contacted DTE Communities Lighting Division and they provided us with the four (4) vendors for Holophane Lights that they worked with. Each was contacted and we received the best price from Great Lakes Electric Supply Co. Six (6) complete sets of lights were quoted at a total of \$64,660.08. Out of the six (6) we will immediately use two (2) so there will be four (4) complete light poles that we will have on hand. Great Lakes were excellent to deal with and they were able to provide me with the new part numbers for the Atlanta Style light. See attached price comparison sheet.</p>	
<p>Holophane has a lead time of 125 working days plus transit, so the streetlights will not be delivered at the earliest July 2023.</p>	
<p>During fiscal year 2022 we have received \$34,243.05 in insurance claims that help to offset the cost.</p>	

IMPLEMENTATION NEXT STEP	Forward purchase order to Great Lakes Electric
DEPARTMENT RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	n-a
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	In 2019 the same parts were a total of \$60,356.04



PRICE COMPARISON SHEET

DATE November 16, 2022

CAN ONLY BE PURCHASED FROM ONE SUPPLIER OR SOURCE

NAME-ADDRESS OF OTHER SUPPLIERS OR SOURCES CONTACTED

Greybar on Haggerty Road did not response	0
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		AMOUNT
1)	Great Lakes Electric Supply	64,660.00
	2110 Pontiac Rd	
	Auburn Hills, MI 48326	
2)	Service Electric	71,934.24
	15424 Oakwood Dr	
	Romulus, MI 48174	
3)	Madison Electric	65,512.26
	31855 Van Dyke Ave	
	Warren, MI 48093	

SELECTION OF SUPPLIER: REASON(S) FOR SELECTING THIS VENDOR:

Lowest cost and their customer service has been exceptional.

Susan Ireland
SIGNATURE

November 16, 2022
DATE



REQUEST FOR ACTION

Agenda Item: #2

MEETING DATE: NOVEMBER 22, 2022

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Adoption of DDA Resolution – DDA 22-001
DEPARTMENT	DDA
PRESENTER	Susan Ireland
PHONE NUMBER	734-341-3484
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To approve Van Buren Township Downtown Development Authority Resolution – DDA22-001	
Background – (Supporting and reference Data, Include attachments)	
Wayne Hofmann from Wade Trim’s FundingScout Division is beginning preparation to submit a grant application through the Ralph Wilson Jr. Design and Access Fund. This grant application request is for planning and preliminary design for non-motorized improvements along Tyler Road from Township Hall/Quirk Road to Morton Taylor. The DDA is being asked to approve a Resolution of Support for this application, which has been included.	
Wade Trim will develop the scope of work, cost and schedule to support the application. It is anticipated that the cost to complete the submission will be within their preapproved grant application fee.	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Forward approved resolution to Wayne Hofmann
DEPARTMENT RECOMMENDATION	approval
ATTORNEY RECOMMENDATION	n-a
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



Van Buren Township Downtown Development Authority Resolution DDA 22-001

Resolution requesting grant funding through the Ralph C. Wilson, Jr. Legacy Fund to assist in developing a Tyler Road Plan to provide for pedestrian and non-motorized improvements along Tyler Road from the Township Hall/Quirk Road to Morton Taylor Road.

Motion by _____, seconded by _____, that

Whereas, non-motorized pathways and sidewalk improvements have been in the Van Buren Township Downtown Development Authority Plan since the inception of the DDA, and

Whereas, sidewalks and non-motorized improvements are included in the Van Buren Township Downtown Development Authority Plan and the Overlay District Plan, and

Whereas, the Van Buren Township Downtown Development Authority has been diligent and continues to provide safe pedestrian and non-motorized access throughout the DDA District, and

Whereas, this is evidenced by recent projects undertaken by the DDA to provide safe movement from our hotels and residences to the business district; connecting the north and south half of the business district which is bisected by the I-94 Interchange through the installation of a non-motorized pathway along Belleville Road over this interstate and most recently replaced approximately 3.5 miles of sidewalk within the DDA District, and

Whereas, Van Buren Township is in the process of building a community center adjacent to Township Hall on Tyler Road to **provide opportunities for active living and recreation in a safe, inclusive environment**, and

Whereas, there are many residential areas along Tyler Road and there will be a **need to provide safe passage to the community center** for those who do not have access to motorized transportation.

Now therefore be it Resolved that the Charter Township of Van Buren Downtown Development Authority hereby requests consideration from the Ralph C. Wilson, Jr. Legacy Funds for assistance in developing a pedestrian study/plan for providing sidewalk/non-motorized improvements for the residents of Van Buren Township from Morton Taylor to Quirk Road.

Yeas:

Nays:

Absent:

Abstain:

I hereby certify that the foregoing is a true and correct copy of DDA Resolution DDA 22-001 adopted by the Van Buren Township Downtown Development Authority at a regular meeting held on November 22, 2022

Susan Ireland, Executive Director
Charter township of Van Buren
Downtown Development Authority