

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
“Regular Meeting”
Tuesday, February 28, 2023 at 5:30 p.m.
DDA Conference Room
Agenda**

1. Call to Order and Roll Call

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 Coburn	_____
		DDA Executive Director Ireland	_____

2. Approval of Agenda

3. Approval of the Minutes of the meeting held on **Tuesday, January 24, 2023.**

4. Directors Report

5. Unfinished Business: None

6. New Business:

- A. Motion to approve allocating \$44,264.22 of the previously approved \$64,660.08 [11-22-2022] to the 2023 DDA Budget, line item 248-000-926-000, Streetlighting in order to correctly align the budget to the year parts are received

7. Communications:

8. Closed Session: None

9. Non-Agenda Items (including audience):

10. Adjournment

**Van Buren Charter Township
Downtown Development Authority
Tuesday, January 24, 2023**

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).

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.

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

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

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.

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.

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.

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

Respectfully submitted,

Susan Ireland, Executive Director

DRAFT



REQUEST FOR ACTION

Agenda Item: **6A New Business**

MEETING DATE: FEBRUARY 28, 2023

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Belleville Road Streetlight replacement parts – 2023 Budget Amendment
DEPARTMENT	DDA
PRESENTER	Susan Ireland
PHONE NUMBER	734-699-8900 x9201
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To approve allocating \$44,264.22 of the previously approved \$64,660.08 [11-22-2022] to the 2023 DDA Budget, Line item 248-000-926-000, Streetlighting in order to correctly align the budget to the year parts are received.	
<hr/>	
Background – (Supporting and reference Data, Include attachments)	
At the November 22, 2022 DDA Meeting, the DDA Board approved the purchase of six (6) complete sets of the Atlanta Style streetlights in an amount of \$64,660.08 from Great Lakes Electric along with the account numbers the parts were to be expensed from. However, you were not asked to split the funding in two different fiscal years. We received some parts in 2022 which were expensed from the 2022-line item in the amount of \$20,395.86. The remainder will be expensed from the 2023-line item.	
Inasmuch as all the funding was allocated in 2022, it is necessary that the remaining \$44,264.22 of the approved amount be allocated as a 2023 expense.	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Send the Deputy Treasurer copy of the motion to make the corrections
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



Motion Extract

Vice Chair Bird moved, Director Chudzinski seconded to 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.

Yeas: Atchinson, Bird, Chudzinski, Delibera, Laginess, Willis & McNamara.

Nays: None.

Absent: Baskin, Brown Chappell and Rochowiak (all excused).

I hereby certify that the foregoing motion was adopted by the Board of Directors of the Van Buren Township Downtown Development Authority at a regular meeting held Tuesday, November 22, 2022.

Susan Ireland

Susan Ireland, Executive Director
Van Buren Charter Township
Downtown Development Authority



To: Directors, Van Buren Township Downtown Development Authority
From: Merrie Coburn, Executive Director
Date: February 28, 2023
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.) The two parcels within the DDA that have filed petitions with the MTT for 2022 have been dismissed.
- Community Center. The Van Buren Township Board held an “formal” ground breaking on January 31st at 3:00 p.m. <https://bellevilleareaindependent.com/wp-content/uploads/2-9-23.pdf>
- Belleville Road Streetlights: A partial delivery of the light pole replacement parts arrived on Tuesday, February 8th.
- Marketing: February edition of the of the Van Buren Today Magazine will be released soon. Click the link to view <https://www.communitypublishing.com/van-buren-today>
- Grants: Staff was made aware of the \$384,000 award for the SafeVB Roads and Streets Action Plan. Directors Ireland, Akers and myself met with Wayne Hoffman on February 9, 2023 for introductions and an update on current submittals. An additional meeting is scheduled for Wednesday, March 1, 2023 to discuss upcoming SEMCOG Transportation Planning and Transportation Alternatives Program grants, also known as TPP and TAP grants.
- Holiday lights: No new update. They have now been taken down for the season.
- Seasonal Landscaping: Request for quotes were published on February 16, 2023 in the Belleville Independent as well as the DDA website for the following areas; Streetscape Belleville to Tyler Road, Harris Park and the Belleville and Ecorse Intersection. Deadline for submittals is Thursday, March 16, 2023 https://vanburendda.com/document_center/index.php
- Banner swap: The winter banners for the streetlights are up, however, three banners have had to be repaired. The DDA may wish to think about replacing some of the banners in the near future.
- Belleville Road: Staff has been informed that 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. An meeting was held on Monday, February 13, 2023 to meet with the engineers to determine actual needs and next steps. Additionally, staff will be looking for other funding sources. The DDA has finally been able to obtain contact information for the one house on the west side of Belleville Road.

We will report back to you when we have more information. To date 20 right of way acquisitions have been obtained, an additional 14 are needed. Staff is currently working to obtain quotes for a consultant firm to acquire the remaining 14.

- Aerotropolis: Executive Director Girdwood continues to work on marketing, business attraction and lead generation. He has provided a link [Homepage - Innovative Finance Playbook](#) which is a resource dedicated to helping small businesses and entrepreneurs understand funding.
- Miscellaneous updates:
 - Attended the Developmental Services Update meetings on Monday, February 6, 2023 and the Department of Public Services Director meeting on Wednesday, February 22, 2023
 - Attended the Board meeting on Tuesday, February 7, 2023 and February 21, 2023
 - Met with Frank Demers, Loss Control Consultant from MML Loss Control Services on February 7, 2023 to go over stats on our rating score
 - Attended the Planning Commission meeting on Wednesday, February 8, 2023. Jiffy Lube extension was slated on the agenda; however, it was pulled due to the applicant being unable to attend.
 - Introductions made with board members – Baskins, Brown, and Chappell, as well as toured the district to get a better understanding of the boundaries
 - Website and Screenhub training
 - Cleaned and re-organized the supply cabinets and boxed up files prior to 2020 and moved to the file cabinets in the garage
 - Director Coburn will be attending the MDA Lansing Day and Spring Workshop on March 8th & 9th in Lansing.