

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

“Regular Meeting”

Tuesday, March 26, 2024 at 3:00 p.m.

DDA Conference Room

Agenda

1. Call to Order and Roll Call

ROLL CALL:

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

2. Approval of Agenda

3. Approval of the Minutes of the meeting held on **Tuesday, January 23, 2024.**

4. Directors Report

5. Unfinished Business: None

6. New Business:

A. Election of Officers

B. Consider approval to re-allocate the \$35,000 in funds from 248-000-819-000 Contracted Services that were approved at the May 23, 2023 meeting to be spent on the FUSUS project to be used for the shared purchase of a new 911 Viper System.

C. Consider to renew the Belleville Road Streetscape Maintenance contract with Pioneer Landscaping, as outlined in the quotation request in an amount of \$8,410.00 for lines 1 through 5, with the additional \$4,970.00 for lines 6 through 12 it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Streetscape Maintenance Line Item 248-000-979-001

D. Consider to renew the Harris Park Grounds Maintenance contract to Grounds Control, LLC as outlined in the revised quotation request in an amount of \$12,075.00, it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Harris Park Maintenance Line Item 248-000-979-002.

E. Consider to renew the Belleville/Ecorse Road Intersection Grounds Maintenance contract to Randy Brown Landscape, as outlined in the quotation request in an amount of \$18,380.00 it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Streetscape Maintenance Line Item 248-000-979-001

7. Communications:

8. Closed Session: None

9. Non-Agenda Items (including audience):

10. Adjournment

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
“Regular Meeting”
Tuesday, January 23, 2024 at 3:00 p.m.
DDA Conference Room
Meeting Minutes**

Chairperson Atchinson called the meeting to order at 3:03 p.m.

Roll Call: Members present: Chairperson Atchinson, Director Chappell, Director Delibera, Director Laginess, Supervisor McNamara, Director Willis. Members absent and excused: Vice Chair Bird, Director Baskins, Secretary Brown, and Director Rochowiak. Also, in attendance: DDA Executive Director Coburn, Chris Wall of Wade Trim and a zoom audience of five (5), Secretary Brown, Public Services Director Ron Akers, Brian Gaughan of O.R. Colan, Jason Long of WWRP Law, and Rosemary Oztzman of the Belleville Independent.

24-DDA-076

Approval of Agenda: Laginess moved, Delibera supported to approve the agenda as presented. Motion Carried.

24-DDA-077

Minutes: Delibera moved, Laginess supported to approve the DDA Minutes of Tuesday November 28, 2023. Motion carried.

- **Reports:** *DDA Executive Director Coburn provided a copy of her report and a brief update on the following:
Belleville Banner Program – MI Custom Signs will be changing out the couplings and the banners in the next three weeks. So far, we have thirty new business banners sold. *Marketing* - Staff is working on content for the content for the first quarter of 2024 TODAY magazine. *Grants* - Staff continues to have regular check-ins with our Funding Scout Wayne Hofmann to discuss grant opportunities. Together we are continuing to pursue all grants that meet our project goals. SS4A – Safer Streets for All (FHWA) in the amount of \$384,900.00. SEMCOG Planning Assistance Program Award in the amount of \$40,000. RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant – The deadline for this grant submission is February 28th. Due to no board meeting in December, staff requested permission from Chairperson Atchinson to allow Wade Trim to assist with the grant submission in the amount of \$26,000. (agreement attached for your record). This grant application is being submitted for additional funds for the Belleville Road Widening Project. MIO (Michigan Infrastructure Office) Grant – Wade Trim submitted a grant writing and/or match funding grant for Belleville Road Widening and Tyler Road Non-Motorized Improvements (RAISE Grant application on January 3, 2024. *VBT DDA Small Business Resource Sessions* - Staff received a lot of positive feedback and is currently having conversations with the Belleville Area Chamber and Belleville DDA Director to partner on the next round of programming. The VBT DDA still has an earmark in the amount of \$60,000 from Senator Peters office we’re waiting on confirmation on receipt of funding. *Right of Way Acquisition* - Staff has regular check-ins with OR Colan for property status updates. We currently have received three (3) signed easements back, eleven more needed. Wade Trim did stake the properties to give the owners a better understanding of the project limits on their properties. In your packet there is a proposal to consider for approval to move to the next level of the acquisition process. *Tyler Road Sidewalk Project* - The application was submitted on October 11th, we received initial comments from MDOT requesting additional information, one being having the County sponsor as the Act 51 Agency to receive funding through the TAP Grant process. Staff met with Wayne County to discuss the project and to get their support to be the sponsor for the funding, they are willing to be the recipient of the funding and allow the Township to take the lead on the project, however we did not receive the necessary document from the county to resubmit to MDOT. It is our intent to submit for the next round of funding. *Aerotropolis* - Executive Director Girdwood continues to work on marketing, business

attraction and lead generation. *Miscellaneous updates* – Staff is updating the landscape proposal documents, working with the Communication Department to create a tri-community calendar, and is looking into the cost to have a flag pole installed at Harris Park.

New Business:

Chris Wall of Wade Trim provided an update on grant initiatives and the design concept status for the Belleville Road Widening Project.

24-DDA-078

Laginess moved, Delibera supported to approve the professional services agreement from Jerome Pesick, Attorney at WWRP to assist with the acquisition/condemnation of the remaining eleven rights-of-way along Belleville Road between Ecorse and Tyler Roads under the terms and conditions of their January 17, 2024 proposal and invoice the project under the rates detailed in their billing rate included in the proposal to be expensed from DDA line item #248-000-801-002 Legal Fees and authorize the DDA Executive Director to execute appropriate documentation as well as approve the budget amendment in the amount of \$50,000.00 from the fund balance to cover the costs associated with the proposal. Motion Carried.

24-DDA-079

Delibera moved, Laginess supported to approve the budget amendment to move \$740,740.00 from the fund balance to allocate the funds to DDA line item 248-000-977-002 Belleville Road Right of Way to cover costs associated with the easement takes. Motion Carried.

24-DDA-080

Laginess moved, Willis supported to approve to advertise the VBT DDA with the Belleville Area Council for the Arts – advertising at Music Lakeside and to match the funds given from the Belleville DDA in the amount not to exceed \$3,000.00 as well as advertise the VBT DDA with the Belleville Central Business Community 2024 events in the amount of \$550.00 to be paid from line item 248-000-822-000 Public Relations. Motion Carried.

Communications: Director Coburn informed of the updated Board Member contact information list in your packet.

Closed session: None

Non-Agenda Items (including audience)

24-DDA-081

Delibera moved, Willis supported to adjourn at 3:52 p.m. Motion carried.

Respectfully submitted,
Merrie Coburn, Executive Director

Chris Brown, Secretary
To be approved February 27, 2024



To: Directors, Van Buren Township Downtown Development Authority
From: Merrie Coburn, Executive Director
Date: March 21, 2024
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.
- Business Banner Program: MI Custom Signs was out on Thursday, March 14th to change out the banner couplings and install the new banners however the parts we received from Madison Electric are not the correct parts, staff is working to get those returned and the correct part received. We didn't not have the correct description and part number in our records and that is where the confusion was. I'm meeting with the representative from Halophane to make sure I have the correct parts list and pole assembly rendering to avoid this going forward.
- Grants: Staff continues to have regular check-ins with our Funding Scout Wayne Hofmann to discuss grant opportunities. Together we are continuing to pursue all grants that meet our project goals. With the success the DDA has had with obtaining grants with the help of the Funding Scout, the Township and the DDA will be meeting together with them to see if a shared agreement is feasible and beneficial.
 - SS4A – Safer Streets for All (FHWA) the Steering Committee had their kick-off meeting on Wednesday, March 20th they discussed the project scope of work, the goals of the safety action plan, as well as community engagement initiatives to gather the community input through a survey and hosting a few sessions around the township to meet the residents and businesses where they are at. The Steering Committee will meet monthly throughout this project. The deadline for completion of the safety action plan is Fall of 2024.
 - Belleville Road Corridor Safety Plan – staff had a discussion/kickoff meeting with Wade Trim. Wade Trim has begun building existing conditions traffic model for Belleville Road Corridor. They have requested and received signal timing permits from Wayne County for use in modeling signalized intersections, they've collected multimodal turning movements counts at study intersections along Belleville Road and begun reviewing crash data and patterns along Belleville Road. One of the goals of this plan is to prove the need for a dedicated left turn light at the Intersection of Belleville and Tyler Road, with the calculation of the sight distance, the crash data and the traffic counts it has been determined and proven the need for a dedicated left turn light.
 - RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant – We submitted a 33-page application for this grant on February 28th. We have received the necessary application sponsorship letter from Wayne County, as well as eight letters of support from state and local legislators. As part of the support we received for the RAISE Grant application submittal, we received a gap funding commitment from (MIO) Michigan Infrastructure Office in the amount of \$1.2 million for the Belleville

Widening Project. During the input process of the grant, our Benefit Cost Analysis of this project scored very high, which in turn should help us score high for the awarding of the grant.

- FY 2024 Senator Peters Congressional Funding for the Van Buren Township Small Business Get on the MAP (Master, Advance & Prosper) Program – Staff received a call from Brian McMurran who is the Regional Manager for Senator Peters Office on Thursday, March 21st to confirm our request has made it through appropriation's and is at the Presidents level for signing the budget. It will take a couple of months for the funding to be rolled out and we are instructed that we will receive an email with further instructions on how to proceed.
- FY 2025 Senator Peters Congressional Director Spending – Staff submitted a request for \$2,000,000 for the Belleville Road Enhancement - Water Main Replacement Project that will occur during the reconstruction and widening of Belleville Road. This project is to replace a 61-year old 12" asbestos concrete water main with a ductal iron pipe. The water main is nearing end of its useful life and with the road widening project gives an opportunity to replace this critical infrastructure.
- Right of Way Acquisition: Staff has received all documentation and notes regarding any and all contact with property owners for the ROW acquisition from OR Colan. They have been forwarded to WWRP to assist with the next steps and a smooth transition. Staff met with WWRP at their Birmingham office on March 18th to discuss the updated appraisals that have been ordered, those with need to be reviewed by a separate reviewer, as required by the Uniform Act. Staff will provide to WWRP the necessity language to be included in the Resolution that the Board of Trustees will need to approve in order to file with the courts.
- Aerotropolis: Executive Director Girdwood continues to work on marketing, business attraction and lead generation.
- Miscellaneous Updates:
 - February edition of the Van Buren Today Magazine was mailed out, click the link to view it online <https://mymediaflip.com/publication/?i=816463>, staff is working on content for the next quarter edition
 - Mid-Week Music – The bands have been booked for Wednesdays in June, each week will have a theme. There will be vendors selling sweet treats
 - Midwest Sculptures – Staff met with the City of Belleville DDA to choose the artwork that will be placed in our communities. The sculptures will be swapped out late April, early May. The Communications Team will create a new sculpture map to share
 - Director Coburn attended the MDA Lansing Day and Spring Workshop on March 5th & 6th and will be attending the MDA Summer Workshop in Harbor Springs on May 31st



REQUEST FOR ACTION

Agenda Item: 6A New Business

MEETING DATE: MARCH 26, 2024

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Election of Officers
DEPARTMENT	DDA
PRESENTER	Executive Director Coburn
PHONE NUMBER	734-699-8941
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Election of Officers	
Background – (Supporting and reference Data, Include attachments)	
To stay compliant with the Third Amendment of the Charter Township of Van Buren Downtown Development Authority Bylaws Article II, Section 2.	
Section 2. The Board [DDA Board] shall annually at its first regular meeting in March designate one of its members as Chair, one of its members as vice chair and one of its members as Corresponding Secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



REQUEST FOR ACTION

Agenda Item: 6B

MEETING DATE: MARCH 26, 2024

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Funding Request for Dispatch Equipment located in the DDA
DEPARTMENT	DDA
PRESENTER	Merrie Coburn, Executive Director
PHONE NUMBER	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Police Chief Jason Wright

Agenda topic

ACTION REQUESTED

Consider approval to re-allocate the \$35,000 in funds from 248-000-819-000 Contracted Services that were approved at the May 23, 2023 meeting to be spent on the FUSUS project to be used for the shared purchase of a new 911 Viper System

Background – (Supporting and reference Data, Include attachments)

As stated in the March 13th memo from Chief Wright.

The police department was recently advised by our vendor “Intrado” that our 911 Viper System is being classified as end-of-life technology beginning August 1, 2024. This news has come approximately 2 years earlier than we projected or anticipated. The 911 Viper System is a critical piece of electronic equipment that captures all-incoming telephone calls in dispatch. It populates the address and/or phone number that the call is coming from, and then integrates the information into our Computer Aided Dispatching system.

It is requested the DDA Board consider re-directing the \$35,000 that they approved to be spent on the FUSUS project, and put it towards the purchase of a new 911 Viper System. The FUSUS project did not come to fruition, due to some technology challenges related to integration with our CLEMIS report management system.

It has also been requested from Township Supervisor McNamara to re-direct the \$75,000 the township had budgeted for FUSUS to go towards the new Viper 911 System. I am also planning on allocating approximately \$64,385 from our drug forfeiture account to cover the remainder of the expense for the system upgrade.

The new Viper 911 System will be located at all times in the DDA District housed stationary at the Police Department. The overall cost of the new Viper 911 System is \$174,385.00. The typical life span of this system is approximately 10 years making it a long-term purchase that is an absolute critical piece of equipment necessary for Dispatch to function. We will be maintaining a service agreement for the equipment for next 5 years which is standard and a separate expense to guarantee we stay up and running.

If approved the breakdown for the shared expense is as follows;

\$35,000- DDA

\$75,000- Police Department Budget

\$64,385- Police Department Drug Forfeiture Account

\$174,385.00 Total

BUDGET IMPLICATION	\$35,000.00
IMPLEMENTATION NEXT STEP	Chief Wright will notify the vendor for the purchase.
DEPARTMENT RECOMMENDATION	Approve
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



03/13/2024

TO: Merrie Coburn, DDA Director

FROM: Jason Wright

Subject: Funding Request for Dispatch Equipment located in the DDA

Merrie,

The police department was recently advised by our vendor "Intrado" that our 911 Viper System is being classified as end-of-life technology beginning August 1, 2024. This news has come approximately 2 years earlier than we projected or anticipated. The 911 Viper System is a critical piece of electronic equipment that captures all-incoming telephone calls in dispatch. It populates the address and/or phone number that the call is coming from, and then integrates the information into our Computer Aided Dispatching system.

End-of-life technology means that parts are no longer available and repairs are no longer guaranteed. Van Buren Police Dispatch is the only agency left using our current Viper System model. Over the past year, we have experienced an increase in technical problems with our current Viper System and technicians are at our station routinely fixing malfunctions in the system.

We need to replace this critical piece of equipment sooner than later, and we have been advised that when we order the new Viper System model there is a 6-to-9-month delay on the installation. Intrado who provides the 911 Viper System is a sole source vendor. Northville Township Dispatch, Romulus Dispatch, Canton Township Dispatch and the Metro Airport Dispatch are all currently Viper System users and this allows us all to backup each other when necessary.

I am requesting the DDA Board consider re-directing the \$35,000 that they approved to be spent on the FUSUS project, and put it towards the purchase of a new 911 Viper System. The FUSUS project did not come to fruition, due to



some technology challenges related to integration with our CLEMIS report management system.

Please know that I have also requested from Township Supervisor McNamara to re-direct the \$75,000 the township had budgeted for FUSUS to go towards the new Viper 911 System. I am also planning on allocating approximately \$64,385 from our drug forfeiture account to cover the remainder of the expense for the system upgrade.

The new Viper 911 System will be located at all times in the DDA District housed stationary at the Police Department. The overall cost of the new Viper 911 System is \$174,385.00. The typical life span of this system is approximately 10 years making it a long-term purchase that is an absolute critical piece of equipment necessary for Dispatch to function. We will be maintaining a service agreement for the equipment for next 5 years which is standard and a separate expense to guarantee we stay up and running.

If approved the breakdown for the shared expense is as follows;

\$35,000- DDA

\$75,000- Police Department Budget

\$64,385- Police Department Drug Forfeiture Account

\$174,385.00 Total

Thank you for your consideration on this matter.

Sincerely,

Jason Wright

Van Buren Township Police Department

Downtown Incident Statistics

2023

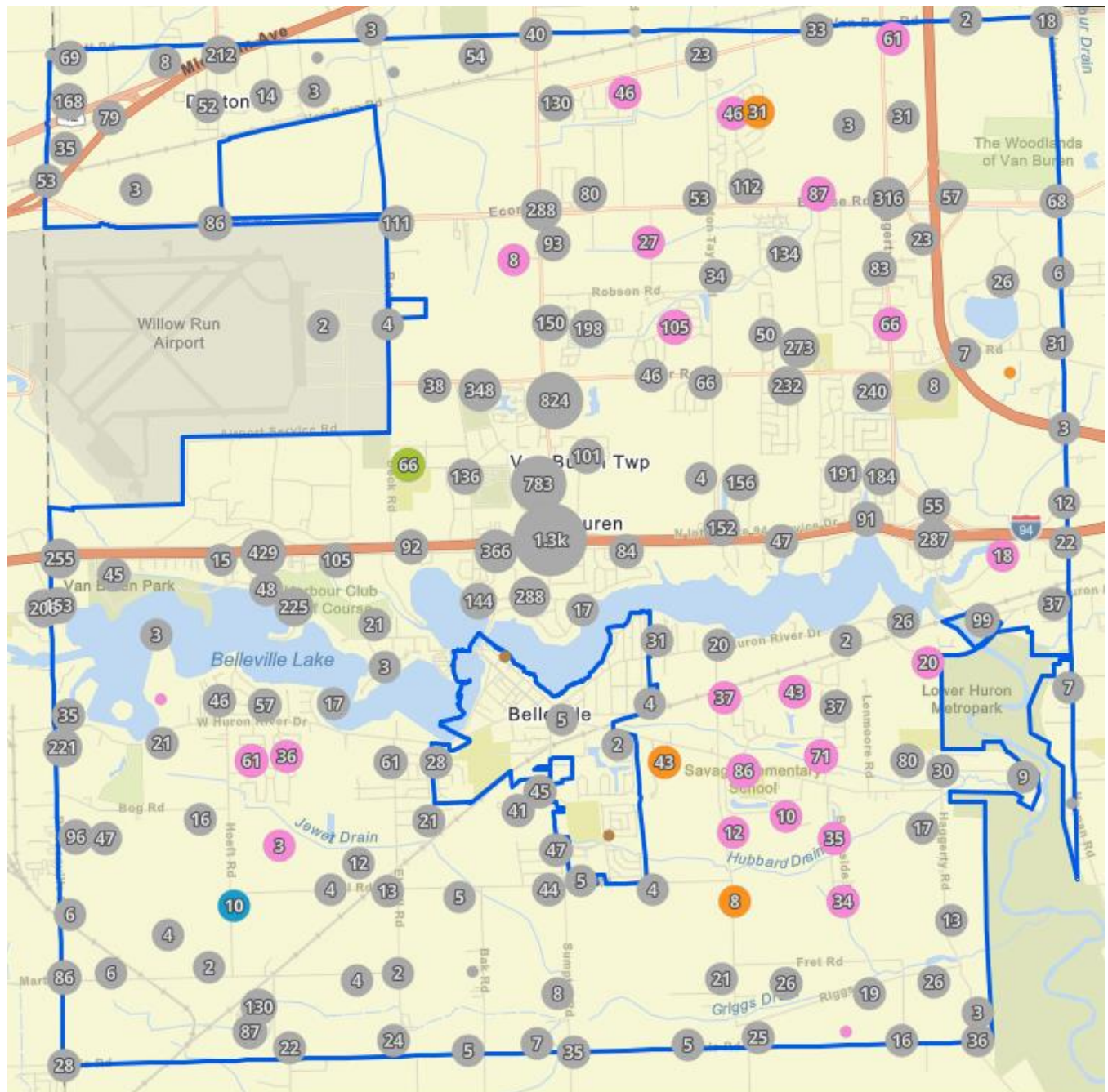


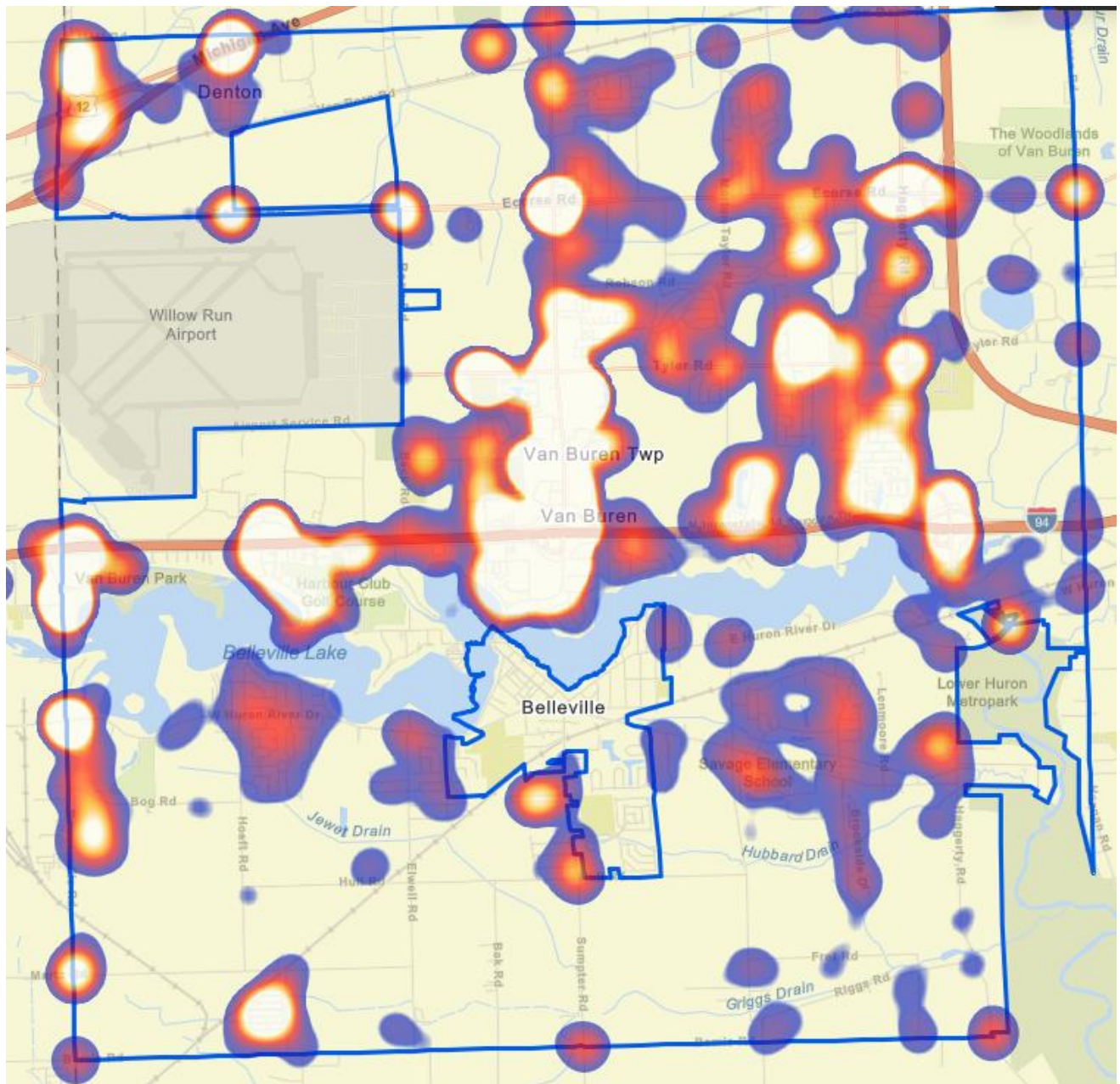
Van Buren Police respond to calls-for-service throughout the entire 36 square miles of our jurisdiction. A part of that area is considered “downtown”. In this report, the downtown area will have the following parameters; Ecorse Road south to the Belleville Lake Bridge and Quirk Road east to DeWitt Road.

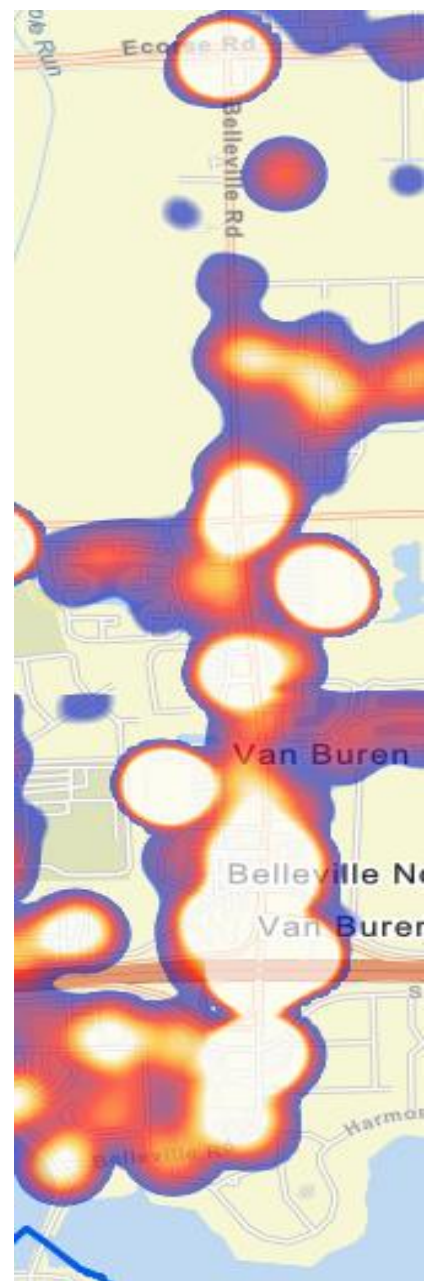
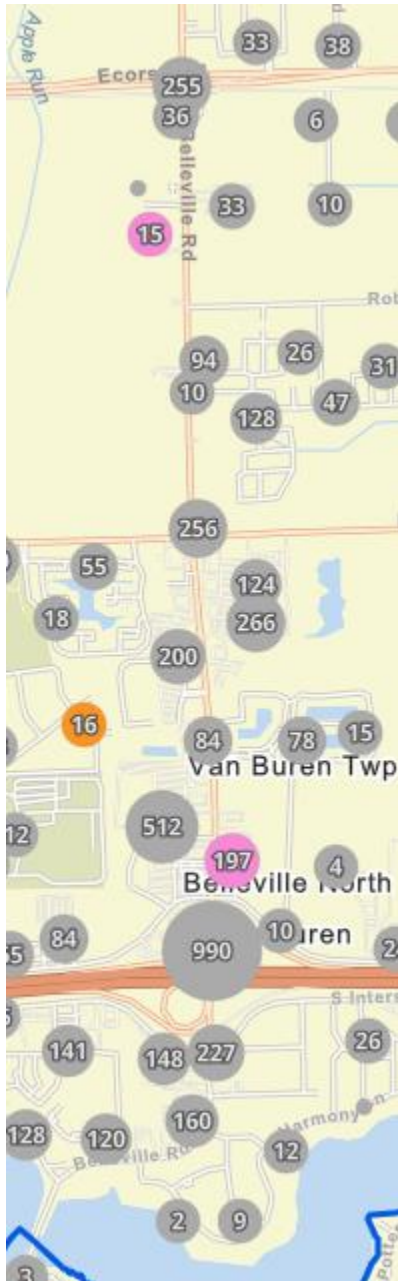
In 2023, Van Buren Police responded to 14,265 calls-for-service. Of these calls, 3,471 were in the downtown area. The downtown area accounted for 24% of the calls-for-service for the year.

Below, are maps of the calls-for-service to illustrate the distribution of the calls. The cluster map shows numerical values of calls-for-service in a small area. The heat map shows call volume, showing higher call volume in white and lower call volume in blue.

The current data collection system does not classify the number of calls into types of calls. However, it is reasonable to deduce that since this is largely composed of retailers, the calls would reflect incidents that commonly occur at those types of businesses. These incidents are retail fraud, larceny, traffic crashes, private property traffic crashes, burglary alarms, traffic stops, and assaults.









REQUEST FOR ACTION

Agenda Item: #6C New Business

MEETING DATE: MARCH 26, 2024

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Consider to renew the maintenance services for the Belleville Road Streetscape.
DEPARTMENT	DDA
PRESENTER	Executive Director Merrie Coburn
PHONE NUMBER	734-699-8941
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
<p>Consider to renew the Belleville Road Streetscape Maintenance contract with Pioneer Landscaping, as outlined in the quotation request in an amount of \$8,410.00 for lines 1 through 5, with the additional \$4,970.00 for lines 6 through 12 it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Streetscape Maintenance Line Item 248-000-979-001</p>	
Background – (Supporting and reference Data, Include attachments)	
<p>The DDA went out for price quotes for maintaining the Belleville Road Streetscape in early spring of 2023. This was advertised in the local paper of record; the website and packets were mailed out to local vendors. The DDA received two (2) quotes on this project, both companies are in Van Buren Township, so the 5% local vendor preference wasn't needed.</p> <p><u>Belleville Road Streetscape Maintenance – 2023</u> Pioneer Landscape: \$8,410 Ground Control, LLC: \$10,770.00</p> <p>As the 2023 season was underway there were many items that were needed to be done in addition to the quoted items. These items had been done in the past by the contractor that was awarded the streetscape maintenance contract to ensure the items were done consistently and correctly to maintain a clean and manicured look along the Belleville Road Corridor. It is asked to approve the renewal of the contract to Pioneer Landscaping to include the additional items.</p>	

BUDGET IMPLICATION	\$13,380.00
IMPLEMENTATION NEXT STEP	Notify vendor

DEPARTMENT RECOMMENDATION	Approval requested
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	

QUOTE-REQUEST



Date: February 16, 2023

Due Date: March 16, 2023

Time: No later than 3:00 PM
Eastern time

Van Buren Township - DDA
46425 Tyler Road
Belleville, MI 48111
734.699.8900 x9201
Fax 734.699.8958
Sireland-dda@vanburen-mi.org

TO Pioneer Landscaping
45041 Ecorse Road
Van Buren Township, MI 48111
E-Mail pioneer.landscaping@aol.com

This quotation request is for maintenance of the DDA Streetscape along Belleville Road is for calendar year 2023 and 2024 and by approval of the DDA and contractor may have option to renew in 2025

CONTRACTOR: STATE PAYMENT TERMS BELOW			

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
14 yards	Black hardwood mulch for the remainder of Trees along Belleville between sidewalk and road. Include granular fertilizer, remove old stakes on trees, and spray Round-up along edge of mulch only. Include flag notification to be removed after 4 days. Ensure mulch is at an elevation to appear attractive without strangling or choking trees		1400 ⁰⁰
60 yards	Black mulch as ground cover at Belleville/Quirk road triangle and along bridge. Prior to mulch spread and lilies sprouting; spray weeds with Round-up		5000 ⁰⁰
Monthly (4-6 times)	Weed Bridge and Van Buren Monument Sign @ Belleville and Quirk Road. (May, June, July, August - April and September if determined to be necessary by DDA Executive Director and Contractor)	35 hr.	1400 ⁰⁰
2 times	Weed and remove garbage @ southeast corner of Belleville Road and Tyler Road and the southwest corner of Belleville Road and I-94 North Service Road (As determined by the DDA Executive Director and Contractor)	35 hr.	210 ⁰⁰
	Tree Pruning on Belleville Road Streetscape when trees become dormant for safety, along the street or sidewalk which may need to be pruned to allow pedestrian traffic to pass underneath and to clear sight lines for traffic. Trees in the landscape may also need to be pruned to allow passage for mowing, trimming or just passing through the lawn. Simply remove all branches outside the branch collar where they join the trunk up to a comfortable level for pedestrians to pass. Timing to be determined with the DDA Executive Director	3 hrs 400 ⁰⁰	400 ⁰⁰
	May include tree replacement which will be bid when necessary (will include bidders who provide a quote) and water bags will be used.		
	<u>PROVIDE LIABILITY INSURANCE INFORMATION which includes that the Van Buren Township DDA is added to the insurance policy and a 30-day notice of cancellation applies.</u>		
	Time Period Price quote is guaranteed <u>3 YEARS</u>		
	TOTAL		8410 ⁰⁰

Authorized representative of and by: Pioneer Landscaping

To accept this quotation, sign here and return: Patricia Spengler

Belleville Road Streetscape Maintenance - 2023/2024

Quotation Verification

Quoted Price

QUANTITY	DESCRIPTION	Unit	Pioneer
1 14 yards	Additional black hardwood mulch for Trees along Belleville in public spaces. Include granular fertilizer, remove old stakes on trees, and spray Round-up along edge of mulch only. Include flag noification to be removed after 4 days. Ensure mulch is at an elevation to appear attractive without choking trees	14	\$ 1,400.00
2 60 yards	Black mulch as ground cover at Belleville/Quirk road triangle and along bridge. Prior to mulch spread and lilies sprouting; spray weeds with Round-Up.	60	\$ 5,000.00
3 Monthly (4-6 times for the season)	Weed Bridge and Van Buren Monument Sign @ Belleville and Quirk Road. (May, June, July, August – April and September if determined to be necessary by DDA and Contractor.	\$35.00 per hour	\$ 1,400.00
4 2 times	Weed and remove garbage @ southeast corner Belleville Road and Tyler Road and the southwest corner of Belleville Road and I-94 North Service Road (as determined by the DDA and Contractor)	2@ \$105.00	\$ 210.00
5 1 time	Tree Pruning on Belleville Road Streetscape when trees become dormant for safety, along the street or sidewalk which may need to be pruned to allow pedestrian traffic to pass underneath and to clear sight lines of traffic. Trees in the landscape may also need to be pruned to allow passage for mowing, trimming or just passing through the lawn. Simply remove all branches outside the branch collar where they join the trunk up to a comfortable level for pedestrians to pass.	1 time	\$ 400.00
6 Bi-weekly (8-12 times per season)	Cut and weed whip the I-94 Overpass bi-weekly May, June, July, August - April and September if determined to be necessary by the DDA andcontractor April -October	12 @ \$200.00 each	\$ 2,400.00
7 Bi-weekly (6-8 times per season)	Cut 2 feet in from the sidewalk in front of Menards from the traffic signal to the bench area	5 @ \$80.00	\$ 400.00
8 Lakefest Prep	Plant flowers on Welcome Sign \$250.00 Whip Guardrail on Bridge \$200.00 Trim up trees & Boxwoods on the Triangle \$200.00	1	\$ 650.00
9 Bridge Walk	Prep for Bridge Walk - weed whipped the guardrail	1	\$ 200.00
10 2 times montly	Cutting of Harmony Lane entrance area May, June, July, August, September & October cut 12 times	\$20.00 per	\$ 240.00
11 Fall Clean-up in November	Weed and pull off dead heads from Lillies, blow off the leaves and clear storm drains from Bridge and Van Buren Monument Sign @ Belleville and Quirk Road. Weed, cut down grasses and pull off dead heads from Lillies from at Meijer and I-94 North Service Drive.	\$35 per hour	\$ 980.00
12 Winterfest Prep	Pick up and remove trash from bridge	1	\$ 100.00
			\$ 13,380.00

8410.00

4970.00

**Agenda Item: #6D New Business****REQUEST FOR ACTION**MEETING DATE: MARCH 26, 2024**X New Business****Unfinished Business****Public Hearing**

ITEM (SUBJECT)	Consider to renew the maintenance services contract for Harris Park
DEPARTMENT	DDA
PRESENTER	Executive Director Merrie Coburn
PHONE NUMBER	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED							
<p>Consider to renew the Harris Park Grounds Maintenance to Grounds Control, LLC as outlined in the revised quotation request in an amount of \$12,075.00, it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Harris Park Maintenance Line Item 248-000-979-002.</p>							
Background – (Supporting and reference Data, Include attachments)							
<p>The DDA went out for price quotes for maintaining Harris Park in early spring 2023. This was advertised in the local paper of record; the website and packets were mailed out to local vendors. The DDA received two (2) quotes on this project, both companies are in Van Buren Township, so the 5% local vendor preference wasn't needed.</p>							
<table><tr><td><u>Harris Park – 2023</u></td><td><u>Harris Park - 2024</u></td></tr><tr><td>Pioneer Landscape: \$10,770.00</td><td>Pioneer Landscape: \$11,340.00</td></tr><tr><td>Ground Control, LLC: \$9,063.00</td><td>Ground Control, LLC: \$12,075.00</td></tr></table>		<u>Harris Park – 2023</u>	<u>Harris Park - 2024</u>	Pioneer Landscape: \$10,770.00	Pioneer Landscape: \$11,340.00	Ground Control, LLC: \$9,063.00	Ground Control, LLC: \$12,075.00
<u>Harris Park – 2023</u>	<u>Harris Park - 2024</u>						
Pioneer Landscape: \$10,770.00	Pioneer Landscape: \$11,340.00						
Ground Control, LLC: \$9,063.00	Ground Control, LLC: \$12,075.00						
<p>It is asked to approve the renewal of the contract to Grounds Control, LLC to approve the increase of \$3,012.00 for line #2 increase of turf mowing cost, #3 one additional turf fertilization, #4 adding the mosquito, flea & tick spray for the grounds, #5 increased cost of tree & shrub pruning, #7 correcting the count of bi-weekly gardening services from six to twelve and #7 increased cost of fall clean-up.</p>							

BUDGET IMPLICATION	\$12,075.00
IMPLEMENTATION NEXT STEP	Notify vendor
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	

2024 - Harris Park - TABULATION

DESCRIPTION	MEA	QTY	Ground Control	difference	Pioneer
Spring clean-up: remove leaves & debris from turn bed areas. Hook/turn mulch beds & tree rings	occ	1	249.00	0	250.00
Turf Mowing: mow all turf areas once per week. Remove all litter and debris prior to mowing. Edge paved surfaces every other week	occ	26	5160 ea 4160.00	2730.00	1110.00 2860.00
Turf Fertilization: apply turf fertilizer and pre-emergent herbicide in early spring. Apply (3) application of fertilizer with weed control	app	4/3	200.25 801.00	336.00	4x 220.00 880.00
Tree & Shrub insect & disease: apply insect and disease control as needed; monitor plant material for infestations throughout the season <i>mosquito, flea & tick medicine</i>	app	1	265.00	190.00	monitor cost only 50.00
Tree & Shrub pruning: prune all shrubs and ornamental trees as needed; remove unwanted growth and maintain natural form	occ	1	480.00	305.00	150.00
Gardening Services: weed beds monthly (bi-weekly if approved by DDA) <i>May-June-July-Aug-Sept-Oct</i>	occ	12/6	80.00 960.00	300.00	435/hr 5 hrs. 12 x 175.00 2100.00
Fall clean-up: remove leaves and debris from turf areas and bed areas. Wrap evergreen trees in burlap <i>only if needed</i>	occ	1	960.00	711.00	300.00
Mulch installation: supply and install double shredded hardwood bark mulch to bed areas and tree rings (black)	cy	35/48	120.00 4200.00	-1560.00	48x98.9583 4750.00
Tree replacement will be done as recommended by Landscaping Co. and approved by the DDA					
Total Base Landscape			12,075.00	3012.00	11,340.00

NAME	COMPANY	TITLE
Merrie Coburn	VBT DDA	Executive Director



Harris Park Grounds Maint.

2023, 2024 with option for 2025

Van Buren Township Downtown Development Authority

Job: Harris Park

Date: February 16, 2023

Expires: 3:00 p.m.

16-Mar-23

Name: Ground Control, LLC

Address 44164 Robson Rd.

Van Buren Twp, MI 48111

PROVIDE THREE REFERENCES

PROVIDE LIABILITY INSURANCE INFORMATION which includes that the Van Buren Township DDA is added to the Insurance policy as additional insured, PRIOR TO START DATE. 30 day notice of cancellation applies.

Grounds Maintenance-Harris Park

	Mea	Qty	Bid Unit Price	Total Bid Price
<u>Spring clean-up:</u> remove leaves & debris from turn bed areas. Hook/turn mulch beds & tree rings	occ	1	\$249	\$249
<u>Turf Mowing:</u> mow all turf areas once per week. Remove all litter and debris prior to mowing. Edge paved surfaces every other week	occ	26	\$55 \$160	\$1,430 \$4,160
<u>Turf Fertilization:</u> apply turf fertilizer and pre-emergent herbicide in early spring. Apply (3) application of fertilizer with weed control	app	4 3	\$155 \$200.25	\$465 \$801
<u>Tree & Shrub insect & disease:</u> apply insect and disease control as needed; monitor plant material for infestations throughout the season Mosquito, Flea and Tick - One Time	app	1	\$75 \$265	\$75 \$265
<u>Tree & Shrub pruning:</u> prune all shrubs and ornamental trees as needed; remove unwanted growth-maintain natural form (wound care as needed)	occ	1	\$175 \$480	\$175 \$480
<u>Gardening Services:</u> weed beds monthly (bi-weekly if approved by DDA)	occ	6 12	\$110 \$80	\$660 \$960
<u>Fall clean-up:</u> remove leaves and debris from turf areas and bed areas.	occ	1	\$249 \$960	\$249 \$960
<u>Mulch installation:</u> supply and install double shredded hardwood bark mulch to bed areas and tree rings (black)	cy	48/35	\$425 Should be \$5760.00	\$425 \$4,200
Tree replacement will be done as recommended by Landscaping Co. and approved by the DDA				

Total Base Landscape

Total \$3,728

\$9063.00

\$12,075

Landscape bid price prepared by: Ground Control, LLC

This is a quotation on the services named, subject to the conditions noted below:
(Describe any conditions pertaining to these prices and any additional terms of the agreement.
You may want to include contingencies that will affect the quotation.)

Met with Matt on March 22nd to discuss the price quoted for mulch installation. Price was misquoted Should be \$9063.00



REQUEST FOR ACTION

Agenda Item: #6E New Business

MEETING DATE: MARCH 26, 2024

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Consider award of maintenance services for the Belleville/Ecorse Intersection
DEPARTMENT	DDA
PRESENTER	Executive Director Merrie Coburn
PHONE NUMBER	734-699-8941
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Consider to renew the Belleville/Ecorse Road Intersection Grounds Maintenance to Randy Brown Landscape, as outlined in the quotation request in an amount of \$22,230.00, it has been confirmed that the vendor will provide black mulch as has been used in the past to be expensed from the DDA Budget – Streetscape Maintenance Line Item 248-000-979-001.	
Background – (Supporting and reference Data, Include attachments)	
<p>The DDA went out for price quotes for maintaining the Belleville/Ecorse Intersection in early spring 2023. This was advertised in the local paper of record; the website and packets were mailed out to local vendors. The DDA received three (3) quotes on this project all companies are in Van Buren Township, so the 5% local vendor preference wasn't needed.</p> <p><u>Belleville/Ecorse Intersection - 2023</u> Randy Brown Landscape: \$18,380.00 Pioneer Landscape: \$21,500.00 Ground Control, LLC: \$20,699.00</p> <p>As the 2023 season was underway there were a couple items that were needed to be done in addition to the quoted items. These items had been done in the past by the contractor that was awarded the Belleville/Ecorse Intersection contract. It is asked to approve the renewal of the contract to Randy Brown Landscape to approve the increase of \$3,850.00 for line #2 increase of turf mowing cost, #6 correcting the count of bi-weekly gardening services from six to twelve and #10 adding the spraying of the spillway bed and #11 adding 10 bags of Snapshot Weed Prevent.</p>	

BUDGET IMPLICATION	\$22,230.00

IMPLEMENTATION NEXT STEP	Notify vendor		
DEPARTMENT RECOMMENDATION			
COMMITTEE/COMMISSION RECOMMENDATION			
ATTORNEY RECOMMENDATION			
(May be subject to Attorney/Client Privilege and not available under FOIA)			
ADDITIONAL REMARKS			

Belleville /Ecorse Rds. Ground Maintenance - 23/24

Quotation Verification

Quoted Price

QUANTITY	DESCRIPTION	Unit	Brown
1	Spring Clean-up: remove leaves & debris from turn bed areas. Hook/turn mulch beds & tree rings	1	\$ 295.00
26	Turf Mowing: mow all turf area once per week. Remove all litter and debris prior to mowing. Edge paved surfaces every other week.	26 @\$320 ea	\$ 8,320.00
3	Turf Fertilization: Apply (3) applications of fertilizer with weed control	3@\$685.00	\$ 2,055.00
1	Tree & Shrub insect & disease: apply insect and disease control as needed; monitor plant material for infestations throughout the season	1	\$ 425.00
1	Tree & Shrub pruning: prune all shrubs and ornamental trees as needed; remove unwanted growth and maintain natural form	1	\$ 295.00
12	Gardening Services: weed plant beds bi-weekly	12@350.00	\$ 4,200.00
1	Phragmites: Cut down around trees (second cutting may be required if approved by DDA)	1	\$ 500.00
1	Fall Clean-up: remove leaves and debris from turf areas and bed areas.	1	\$ 340.00
90 cy	Mulch installation: supply and install double shredded hardwood bark mulch to bed areas and tree rings (black)	90 cy @\$45	\$ 4,050.00
1 time in April	Spray weeds on spillways & Beds	1	\$ 250.00
10 bags	Snapshot Weed Prevent	10 bags @ \$150 ea	\$ 1,500.00
	TOTAL		\$ 22,230.00