

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
“Regular Meeting”
Tuesday, March 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	_____

2. Approval of Agenda

3. Approval of the Minutes of the meeting held on **Tuesday, February 28, 2023.**

4. Directors Report

5. Unfinished Business: None

6. New Business:

A. Election of Officers

B. Consider approval of the proposal between the Charter Township of Van Buren Downtown Development Authority and O.R. Colan Associates, Inc (ORC) to assist the DDA in the remaining acquisition of 14 rights-of-way along Belleville Road between Ecorse and Tyler Roads under the terms and conditions of their March 15, 2023 proposal in an amount not to exceed \$114,227.50 and invoice the project under the rates detailed in their billing rate included with the proposal to be expensed from DDA Line Item #248-000-977-002, Belleville Road Rights-of-Way, and authorize the DDA Executive Director to execute appropriate documentation as well as approve the budget amendment in the amount of \$114,227.50 from the fund balance.

C. Consider approval to award the Belleville Road Streetscape Maintenance to Pioneer Landscaping, as outlined in the quotation request in an amount of \$8,410.00, conditional upon (Vendor has provided references and insurance) confirmation 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 approval to award the Harris Park Grounds Maintenance to Grounds Control, LLC as outlined in the quotation request in an amount of \$9,063.00, conditional upon receipt of references and insurance (Vendor has provided references and insurance) and 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 approval to award the Belleville/Ecorse Road Intersection Grounds Maintenance to Randy Brown Landscape, as outlined in the quotation request in an amount of \$18,380.00 conditional upon receipt of references and insurance and 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:

- A. Wayne County Household Hazardous Waste Collection – April 1, 2023 8a-1p

8. Closed Session: None

9. Non-Agenda Items (including audience):

10. Adjournment

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

“Regular Meeting”

Tuesday, February 28, 2023 at 5:30 p.m.

DDA Conference Room

Meeting Minutes

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

Roll Call: Members present: Chair Atchinson, Vice Chair Bird, Secretary Brown, Director Chappell, Director Laginess, Director Rochowiak and Supervisor McNamara. Director Willis joined at 5:41. Members absent and excused: Director Baskin, Director Chudzinski and Director Delibera. Also in attendance: DDA Executive Director Ireland, DDA Executive Director Coburn and an audience of one (1).

23-DDA-008

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

23-DDA-009

Minutes: Laginess moved, Bird seconded to approve the DDA Minutes of Tuesday January 24, 2023 as presented. Motion carried.

Reports: *DDA Executive Director Coburn stated the two previously filed MTT cases within the DDA District had been dismissed. *The Van Buren Township Board held a formal ground breaking on January 31st at 3:00 p.m., link provided to the write up. *February issue of the Van Buren TODAY Magazine has been released, link to view the issue was provided. *The DDA has received a partial delivery of light pole replacement parts on Tuesday, February 8th for the Belleville Road Streetlights. *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. *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, link provided. *

Staff met with Wayne Hoffman 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. 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.

23-DDA-010

New Business: Brown moved, Laginess seconded 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. Motion Carried.

Non-Agenda Items (including audience): Director Atchinson inquired of the waste collection from Ohio, Supervisor McNamara provided clarification on the process. Audience member stated the City of Belleville DDA would be printing a restaurant guide for the First Robotics Competition in March. Director Ireland stated the Van Buren DDA has printed restaurant guides to hand out as well.

The DDA Board thanked retiring Executive Director Susan Ireland for her thirty eight plus years of dedicated service to the Township and to the DDA.

23-DDA-011

Laginess moved, Bird seconded to adjourn at 6:06 p.m. Motion carried.

Respectfully submitted,
Merrie Coburn, Executive Director

Chris Brown, Secretary
To be approved March 28, 2023



To: Directors, Van Buren Township Downtown Development Authority
From: Merrie Coburn, Executive Director
Date: March 23, 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.
- Belleville Road Streetlights: final parts delivery is expected mid-April
- Marketing: Staff is working on content for the second quarter issue of the VBT Today magazine, the deadline is April 14, 2023 for a May release.
- Grants: Staff has attended three webinars regarding the Safe Streets for All grant that was awarded in the amount of \$384,9000. Staff has registered for the 9-hour web-based training course for the grant process. Staff will be meeting with the assigned Team Leader from FHWA in the next several weeks.
- Seasonal Landscaping: The deadline for submittals was Thursday, March 16, 2023 for the landscaping quotes and bids were opened at 3:pm that afternoon. Three local companies submitted.
- Banner swap: The spring banners should be installed prior to April 1st, soon after that a meeting with Antonio will be held to discuss the design of new banners for the three different seasons.
- Belleville Road: The design and concept of the project is a 3-lane concrete road, with right hand turn lanes at the fire station/school, the mobile home community and the Clover development, as well as sidewalks on both sides of the road, improvements to the traffic light at the fire station to include a hawk signal for a pedestrian crosswalk and upgrades to the underground utilities. 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. Additional funding is being sought. Staff has submitted to Congresswoman Debbie Dingell for the FY 24 Allocations for the Belleville Road Enhancements. To date 20 right of way acquisitions have been obtained, an additional 14 are needed. Staff has obtained a proposal from O.R. Colan (ORC) to assist the DDA in the remaining acquisition of the 14 ROW along Belleville Road between Ecorse and Tyler Roads.
- 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:

- Met with the Director of Recreation - Jennifer Zaenglein to discuss the summer concert series to be held on July 12, 19, & 26th. Staff will set-up a tent on the 19th & 26th to hand out swag and information, as well as Muna Khoury from WCCC Ted Scott Campus on their summer concerts to take place in June.
- Staff is working with the Western Wayne Food Truck Consortium to obtain a list of approved food trucks to host weekly at Harris Park during the spring/summer season
- Staff is working to assist the Township reach Redevelopment Ready Certification through the MEDC
- Staff submitted request for funding for the FY 2024 allocations to Senator Peters (Van Buren Township Small Businesses Get on the MAP (Master, Advance and Prosper) Program in the amount of \$60,000, as well as the FY 2024 allocations for Congresswoman Debbie Dingell (Belleville Road Enhancement Project) in the amount of \$6 million
- Staff met with the SWCRC – Southern Wayne County Regional Chamber on Wednesday, March 15th to coordinate a Morning SPARK event on May 12th from 8a-9a, this will be a joint chamber event with the Belleville Area Chamber
- Staff met with the City of Belleville DDA and Midwest Sculptures to choose the artwork that will be placed in our communities
- Staff met with the City of Belleville Project Manager Steve Jones, who is also the Belleville DDA Director on shared advertising and marketing efforts for the Tri-Community area.
- Staff met with Jessica Darcy, GM for the Holiday Inn property to discuss partnering on advertising efforts.
- Director Coburn will be attending the MDA Summer workshop in Alpena on June 2nd
- Director Coburn request time off to attend a family vacation July 10th – 14th



REQUEST FOR ACTION

Agenda Item: 6A New Business

MEETING DATE: March 28, 2023

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 New Business

MEETING DATE: MARCH 28, 2023

X New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Consider proposal to acquire the remaining 14 right of ways on Belleville Road between Tyler and Ecorse	
DEPARTMENT	DDA	
PRESENTER	Executive Director Merrie Coburn	
PHONE NUMBER		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)		

Agenda topic

ACTION REQUESTED	
<p>Approve the proposal between the Charter Township of Van Buren Downtown Development Authority and O.R. Colan Associates, Inc (ORC) to assist the DDA in the remaining acquisition of 14 rights-of-way along Belleville Road between Ecorse and Tyler Roads under the terms and conditions of their March 15, 2023 proposal in an amount not to exceed \$114,227.50 and invoice the project under the rates detailed in their billing rate included with the proposal to be expensed from DDA Line Item #248-000-977-002, Rights-of-Way Consultant, authorize the DDA Executive Director to execute appropriate documentation as well as approve the budget amendment in the amount of \$114,227.50 from the fund balance.</p>	
Background – (Supporting and reference Data, Include attachments)	
<p>In 2015 the Van Buren Township DDA contracted with Commonwealth Land Associates, Inc. to begin the acquisition of the 34 right of ways (ROW) necessary for the widening of Belleville Road between Tyler and Ecorse. To date the DDA has obtained 20, and an additional 14 are needed. Once acquired this increases the ROWS from 66' to 120'.</p> <p>The design and concept of the project is a 3-lane concrete road, with right hand turn lanes at the fire station/school, the mobile home community and the Clover development, as well as sidewalks on both sides of the road, improvements to the traffic light at the fire station to include a hawk signal for a pedestrian crosswalk and upgrades to the underground utilities. 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. Additional funding is being sought. Staff has submitted to Congresswoman Debbie Dingell for the FY 24 Allocations for the Belleville Road Enhancements.</p> <p>O. R. Colan Associates, LLC (ORC) is a right-of-way firm that brings the deep expertise, familiarity, and resources to serve as an effective negotiator with affected owners, while meeting aggressive budgetary and scheduling demands. All acquisition activities will be done in accordance with the MDOT Real Estate Policy and Procedures Manual and the URA – Uniform Relocation Act. Based on their understanding of the project, the scope and fee they have separated out the parcels into two categories; with or without appraisal and appraisal review and we would bill based on the category each parcel falls within. For the parcels <u>with</u> appraisals, in addition to ORC's negotiating and project management fees, the price includes title search, appraisal, appraisal review, and closing fee. For the parcels <u>without</u> the appraisal and review needed, the price includes title search, Broker's Price Opinion, and closing fee, in addition to ORC's negotiating and project management fees.</p>	

Looking at the parcel list and using the County data, the commercial properties will absolutely fall into the needing appraisal category. The value of the land far exceeds the \$10,000 threshold. There is no getting around that based on MDOT's guidelines. Preliminarily, the residential properties seem to be uncomplicated and under \$10,000, but these could change after they have more data on the properties.

Based on the recommendation from Wade Trim, and the experience Executive Director Coburn had with ORC in a previous community, the DDA Board is asked to consider and approve the proposal from O. R. Colan Associates, LLC (ORC).

BUDGET IMPLICATION	\$114,227.50
IMPLEMENTATION NEXT STEP	Inform ORC of the proposal approval to sign contract agreement and to notify the Treasurer of the approved budget amendment
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



REQUEST FOR ACTION

Agenda Item: #6C New Business

MEETING DATE: MARCH 28, 2023

X New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Consider award of 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>Based on the quotes, it is recommended that the DDA award:</p> <p>Belleville Road Streetscape Maintenance to Pioneer Landscaping, as outlined in the quotation request in an amount of \$8,410.00, conditional upon (Vendor has provided Insurance and references) confirmation 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>	
<p>Background – (Supporting and reference Data, Include attachments)</p> <p>The DDA went out for price quotes for maintaining the Belleville Road Streetscape. 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.</p> <p><u>Belleville Road Streetscape Maintenance – 2023</u></p> <p>Pioneer Landscape: \$8,410 5% (420.50) local vendor cost leeway [8,410.00 – 420.50 = 7,989.50]</p> <p>Ground Control, LLC: \$10,770.00 5% (538.50) local vendor cost leeway [10,770.00 – 538.50 = 10,231.50]</p> <p>The DDA uses the Township's Purchasing Policy as a guideline. In part it states: "A local vendor that is within 5% of the low bid may be given preference, as long as all other items are comparable. If federal funds are to be used in the purchase, this provision will not apply and the selection of the successful bidder will be made on the lowest priced acceptable bid."</p>	

BUDGET IMPLICATION	\$8,410.00		
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			



REQUEST FOR ACTION

Agenda Item: #6D New Business

MEETING DATE: MARCH 28, 2023

X New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Consider award of maintenance services for Harris Park	
DEPARTMENT	DDA	
PRESENTER	Executive Director Merrie Coburn	
PHONE NUMBER		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)		

Agenda topic

ACTION REQUESTED	
<p>Based on the quotes, it is recommended that the DDA award:</p> <p>The Harris Park Grounds Maintenance to Grounds Control, LLC as outlined in the quotation request in an amount of \$9,063.00, conditional upon receipt of references and insurance (References and Insurance have been provided) and 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. 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.</p> <p><u>Harris Park - 2023</u></p> <p>Pioneer Landscape: \$10,770.00 5% (538.50) local vendor cost leeway [10,770.00 – 538.50 = 10,231.50]</p> <p>Ground Control, LLC: \$9,063.00 5% (453.15) local vendor cost leeway [9,063.00 – 453.15 = 8,609.85]</p> <p>The DDA uses the Township's Purchasing Policy as a guideline. In part it states: <i>"A local vendor that is within 5% of the low bid may be given preference, as long as all other items are comparable. If federal funds are to be used in the purchase, this provision will not apply and the selection of the successful bidder will be made on the lowest priced acceptable bid."</i></p>	

BUDGET IMPLICATION	\$9,063.00
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	



REQUEST FOR ACTION

Agenda Item: #6E New Business

MEETING DATE: MARCH 28, 2023

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	
<p>Based on the quotes, it is recommended that the DDA award:</p> <p>The Belleville/Ecorse Road Intersection Grounds Maintenance to Randy Brown Landscape, as outlined in the quotation request in an amount of \$18,380.00, conditional upon receipt of references and insurance and 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>	
<p>Background – (Supporting and reference Data, Include attachments)</p> <p>The DDA went out for price quotes for maintaining the Belleville/Ecorse Intersection. 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.</p> <p><u>Belleville/Ecorse Intersection - 2023</u></p> <p>Randy Brown Landscape: \$18,380.00 5% (919.00) local vendor cost leeway [18,380.00 – 919.00 = 17,461.00]</p> <p>Pioneer Landscape: \$21,500.00 5% (1075.00) local vendor cost leeway [21,500.00 – 1075.00 = 20,425.00]</p> <p>Ground Control, LLC: \$20,699.00 5% (1034.95) local vendor cost leeway [20,699.00 – 1034.95 = 19,664.05]</p> <p>The DDA uses the Township's Purchasing Policy as a guideline. In part it states: "A local vendor that is within 5% of the low bid may be given preference, as long as all other items are comparable. If federal funds are to be used in the purchase, this provision will not apply and the selection of the successful bidder will be made on the lowest priced acceptable bid."</p>	

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BUDGET IMPLICATION	\$18,380.00
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	

Wayne County Presents:

April 1, 2023
8:00 a.m. to 1:00 p.m.



Household Hazardous Waste Collection

Examples of Acceptable Items

Household paints, stains, dyes

Floor wax, floor care products,
carpet cleaner

Furniture polish, bathroom cleaners,
stain removers, solvents

Pharmaceutical Waste
(NON-CONTROLLED SUBSTANCES ONLY)

Nail polish, glue

Fertilizer, lawn and garden chemicals,

Antifreeze, motor oil, gasoline

Automotive batteries and dry cell batteries,
fluorescent bulbs (all types)

Fire extinguishers, smoke detectors

Mercury thermometers, thermostats,
elemental mercury and electronics recycling

Computer CPU's, monitors, printers,
scanners, keyboards, mice

Cell phones, fax machines, copiers,
and televisions

Only household generated products from Wayne County residents will be accepted. Items that will not be accepted include: commercial waste, industrial waste, radioactive material, explosives, ammunition, 55 gallon drums, household trash, refrigerators, microwaves or other appliances, tires, yard waste, roofing shingles, & concrete. For information on how to dispose of these items, please contact the Wayne County Resource Recovery Coordinator at 734-326-3936. Visit www.WayneCounty.com for more information.

Location:

Wayne County Community College
Ted Scott Campus
9555 Haggerty Road Belleville, MI
48111



Public Services