

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, November 23, 2021**

This meeting was held in a webinar/video conference format using Zoom.

Chairman Atchinson called the meeting to order at 5:36 p.m.

Roll Call: Members Present by Video or Telephone: Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Chudzinski, Director Laginess, Director Willis and Supervisor McNamara. Members Excused: Director Baskin, Director Chappell, Director Delibera and Director Rochowiak. Also, in attendance: DDA Executive Director Ireland, Recording Secretary/Assistant Executive Director Lothringer, Police Chief Jason Wright, Community Services Director Elizabeth Renaud and Ryan Elswick, representative for FLOCK.

Approval of Agenda: *Laginess moved, Vice-Chair Bird seconded to approve the agenda as modified to allow the License Plate Camera presentation to be given before the scheduled reports. Carried.*

Minutes: *Supervisor McNamara moved, Laginess seconded to approve the DDA Minutes of Tuesday, September 28, 2021 as presented. Carried.*

Presentation: Supervisor McNamara gave a brief overview of the License Plate Recognition Camera project that the Township Board of Trustees approved at their last meeting. He introduced Ryan Elswick, the representative from FLOCK, who gave a PowerPoint presentation on the cameras. Mr. Elswick and Police Chief Wright both answered questions from the DDA board. The DDA Board found merit in the project and felt a motion was in order.

Director Laginess moved, Vice Chair Bird seconded to approve annual reimbursement to the Township in an amount up to the annual fees associated with up to ten (10) cameras located within the boundaries of the DDA and to transfer the appropriate monies from fund balance to contracted services 247-000-819-000 and authorize DDA staff to handle any associated paperwork or contracts. Carried.

Reports: VBT Director of Community Services, Elizabeth Renaud, provided the DDA board with an update on the status of the Community Center project and the Black Box / Cube Theater. She shared renderings of the proposed layout and potential exterior elevation.

Executive Director Ireland informed the board that the holiday lights were put up in Harris Park and at the Quirk Road Triangle on Wednesday, November 18th.

She shared with the board that the owner of Old Glory Flags & Flagpoles has retired. She was disappointed that he changed out the flag banners before Veteran's Day and felt that it may have been done early because of his decision to retire. Staff will be going out for quotes on the banner services and hope to bring something back to the board in early 2022.

Ireland stated that the keyless entry access pad had been installed on the mechanical room door. The addition of this pad will enable staff to control access and unlock/relock that door remotely should that be necessary.

Lastly, she shared a brief recap of the Michigan Downtown Association Annual Conference that was held in Detroit on November 4 & 5. The conference was well attended with participants having an option to attend in person or virtually. There was a wide variety of workshops offered and Director Ireland was a presenter for the Introduction to Public Finance and Policy Session. DDA Assistant Executive Director Lothringer reported on the marketing and outreach activities. She provided an update on the status of the new website design, stating that the basic design and site mapping have been completed. REVIZE is now in the migration phase and they anticipate scheduling the next update meeting for early to mid-December. Additionally, Lothringer stated that she worked with Chris from Aerotropolis to provide copy and photos for an advertorial with WDIV – Channel 4. This publicity piece was paid for by Aerotropolis as part of a marketing package they have with WDIV.

Lothringer updated the board on meeting attendance and the current status of her MiPDM certification. Lastly, she informed the board that the 2nd of the two required annual “informational meetings” has been scheduled for December 1, 2021 at 10 a.m. via Zoom. Notices were mailed to the taxing jurisdictions and posted as required by law to maintain compliance with PA57 of 2018.

New Business: *Laginess moved, Vice Chair Bird seconded to extend the grounds maintenance at the Belleville/Ecorse Roads intersection with Randy Brown Landscape and Streetscape Maintenance with Pioneer Landscape to be expensed from the DDA Budget – Streetscape Maintenance line item 247-000-979-001 and Harris Park Grounds Maintenance with Pioneer Landscape to be expensed from the DDA Budget – Harris Park Maintenance line item 247-000-979-002 for the 2022 season. Carried.*

Non-Agenda Items: None

Adjournment: Laginess moved, Chudzinski seconded to adjourn at 6:34 p.m. Carried.

Respectfully submitted,

Lisa M. Lothringer

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Recording Secretary