

**Van Buren Charter Township
Downtown Development Authority
Regular Meeting**

Tuesday, May 27, 2014 – 5:30 pm

Chairperson Dolph called the meeting to order at 5:30 p.m.

ROLL CALL

Members Present: Chairperson Dolph, Vice Chair Atchinson, Secretary Zoller, Director Bechtel, Director Bird, Director Blank, Director Laginess, Director Miller, Director Richter and Supervisor Combs

Members Absent and Excused: Director Baskin

Others in Attendance: DDA Executive Director Ireland, Wade Trim Engineers Dave Nummer and Matt Stacey, McKenna Planners Sally Hodges and Jim Allen and an audience of one.

APPROVAL OF AGENDA

Motion Blank, support Laginess to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES

Motion Bechtel, support Bird to approve the DDA Meeting Minutes of Tuesday, April 22, 2014 as amended correcting under Director Reports: Sidewalks, fourth line North *West* should be North *East* and Director Reports: Streetlight Banners, sixth line: *He* should be *The owner of Old Glory*. Motion carried.

REPORTS:

Director's Report: DDA Executive Director Ireland provided an update on the status of projects and issues including:

Belleville Road and I-94 North Service Drive Sidewalks: Wade Trim has submitted the sidewalk plans to Wayne County and is waiting for their review comments. There has been a change of ownership for the parcel at the north east corner of I-94 North Service Drive and Quirk Road. Executive Director will be contacting the new owners and request an easement for sidewalk.

Belleville Road Curbs: No additional information since the May 27, 2014 meeting

Belleville/Ecorse Road Intersection: Still waiting for a final tabulation from Wayne County for any outstanding costs that have not been submitted.

Belleville Road Traffic Signalization Project: Wade Trim is acting on behalf of Wayne County with regard to management of this project. Contact information was provided if there are any problems or residents have any concern(s). Meetings are held on Tuesdays at Van Buren on a bi-monthly basis with the contractor, engineer and other parties that are directly involved in this project.

Regional Detention Pond: DDA, Wade Trim and now former Planning Director Mullen met with the Wayne County Drain Office and their legal counsel on May 14, 2014.

Communication Associates: The quarterly postcard has been sent to all addresses in the DDA District along with the listing that the DDA Brochures were sent to. We have begun working on Public Safety Day, which will be held on August 23, 2014. Executive Director is working with Communication Associates to include major available sites within the DDA District. A subcommittee meeting (Director Blank, Director Richter and Executive Director Ireland) has been scheduled for May 28 to review website statistics.

Bond Sale: Pricing has been completed with an average interest rate of 3.5% without requesting that the Township pledge its full faith and credit.

DDA Coordinator: Executive Director Ireland was disappointed in the responses for a part-time DDA Coordinator. It was posted with numerous professional affiliations in addition to the Van Buren website and the DDA website. The Township Supervisor's Office is reimbursed on an annual basis for approximately six (6) hours per week for assistance from the Executive Assistant. Until a suitable candidate is found, the Township Supervisor has agreed that her office may be able to allocate up to an additional ten (10) hours per week. The DDA would credit an amount back to line item 101-171-703-001 an amount of \$190 for each additional eight (8) hours over and above the six (6) hours per week, from the DDA's Fund balance. An audience member asked for clarification with regard

to the recent Van Buren Township resolution concerning interdepartmental employment. It was explained that the employee does not receive any additional funding; the reimbursement is a credit to the Township Supervisor's Department which reduces the departmental budget.

Motion Blank, support Bird to accept the Township Supervisor's offer of support beyond the existing six (6) hours per week up to a maximum of 16 hours with a reimbursement amount of \$190 for each additional eight (8) hours of assistance until a suitable replacement is hired for the DDA. Motion carried.

McKenna Associates Report:

Belleville Road Fence: The construction was completed in January. The contractor cleaned, fine graded and seeded the site on May 23. To keep the fence the same height, the grade will be raised in areas that are presently open below the fence. Some stumps could not be removed without causing damage; they have been buried for mowing.

Ecorse/Belleville Road Intersection Landscaping: McKenna has contracted with an architectural firm to develop a break away detail for a masonry wall. The irrigation design will be submitted to the County as soon as it obtains the entry sign wall design. The anticipated construction timeline is set to be completed by September 30, 2014. Discussion occurred regarding the simplicity and durability of the plan as well as salt tolerance.

Motion Atchinson, support Miller to authorize McKenna to submit plans to Wayne County for Belleville and Ecorse Road landscape plan omitting the monument sign. Motion carried.

Wade Trim Report:

Traffic Signalization Project Update: The project is presently ahead of schedule. Pavement prep work is presently occurring. Base layers of asphalt will be addressed this week. Traffic will be moved to the inside lanes for milling and pavement prep work. Light poles have been ordered, and tests are being conducted on pole foundations. All seven (7) signals will be activated in July and/or August. Although there is not a warranty or a guarantee, the contractor is using the State certified and approved road mix, not a Wayne County road mix. It is a high-stress asphalt mix to prevent rutting and damage from heavy truck traffic and quick stopping. The DDA board requested that updates be placed on the website.

Sidewalks: Dave Nummer and Director Ireland are scheduled to meet with Wayne County regarding sidewalks along the north side of the I-94 Service Drive.

Regional Detention Pond: There was a meeting with the Drain Commissioner's office. Since this is a first of its kind in Wayne County, Wayne County staff is trying to figure out how to handle this project legally, as well as determining the mechanics of making the project feasible. The County is considering progressing as if the DDA is a developer, and the County would give permission to the DDA to work within the County's drain. Director Bechtel requested that the minutes reflect the importance of keeping our eyes open for unintentional consequences.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

COMMUNICATIONS:

The Belleville DDA sent a correspondence requesting that the Van Buren DDA participate in the month-long Booville project celebration of Halloween and Harvest. Director Ireland will speak with Belleville DDA Director with regard to participation in the event.

NON-AGENDA ITEMS:

Director Miller inquired about the potential of future expansion of Belleville Road to five lanes from Ecorse to Tyler Road. There are 34 rights-of-way that need to be acquired.. Directors inquired if Wade Trim does this type of work. It was noted that considerations to a project such as this must include the Uniform Relocation Act; homeowners must be contacted to notify them of this possible project, surveys and appraisals need to be done (the Uniform Relocation Act is a part of this process).

Motion Bechtel, support Blank to request a proposal for Wade Trim to provide services to acquire the remaining rights-of-way along Belleville Road from Ecorse to Tyler for eventual widening. Motion carried.

ADJOURNMENT:

Motion Blank, support Atchinson to adjourn at 7:35 p.m.

Respectfully Submitted,

Karin LaMothe
Recording Secretary