

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
January 23, 2018**

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

**ROLL CALL:** Members present – Chairman Atchinson, Vice-Chair Bird, Secretary Brown, Director Blank, Director Foster, Director Laginess and Director Rochowiak. Members absent and excused – Director Baskin, Director Chappell, Director Delibera, and Supervisor McNamara. Others in Attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of one (1).

**APPROVAL OF AGENDA:** Laginess moved, Rochowiak seconded to approve the January 23, 2018 agenda as presented. *Carried*

**MINUTES:** Rochowiak moved, Bird seconded to approve the DDA Meeting Minutes of November 28, 2017 as presented. *Carried*

Laginess moved, Blank seconded to approve the DDA Special Meeting Minutes of December 14, 2017 as presented. *Carried*

**REPORTS:** DDA Executive Director Ireland reported on a meeting that took place earlier today to go over options for the electric monument sign at the Placemaking site. Groundbreaking for the project is anticipated for April. Director Ireland informed the board that DTE is working on the cost estimate for the pathway lighting and the purchase order for the LED conversion was received today and she will officially place the order with DTE tomorrow. Lastly, she reported that the Capital Improvement Plan for the DDA has been submitted to the township and she asked the DDA Board to consider continuing sponsorship of the Michigan Downtown Association for 2018.

Motion by Foster, support by Rochowiak to approve the 2018 sponsorship of the Michigan Downtown Association in the amount of \$2,000 broken down as follows: \$1,000 Education and Advocacy Fund 247-000-821-000, \$250, March Lansing Day and workshop 247-000-861-000, \$250 June one-day workshop 247-000-861-000 and \$500 October two-day conference 247-000-861-000. *Motion carried.*

Assistant Director Lothringer reported on the most recent Spotlight and e-News pieces sent through iContact and let the board know that Phase 1 of the 2018 Print Marketing Campaign would be discussed under New Business. She updated the board on the status of the Website project as well as information on ADA Compliance recommendations. Lastly, she informed the board that the winter decorations have been placed in storage, the DDA had several marketing pieces on display at the Committees & Commissions Appreciation Banquet and talked about a letter going out to all businesses within the district to inform them of opportunities to partner with the DDA for advertising and promotion.

**NEW BUSINESS:**

Motion by Blank, support by Foster to approve the continued co-sponsorship of Public Safety Day in an amount not to exceed \$10,000 to be used for marketing, promotional items and other necessities with the understanding that funding will not be allocated for payment of reimbursement of any wages or fringes. *Motion carried.*

Motion by Blank, support by Laginess to approve the continued partnership with the Belleville DDA for the 2018-2019 Sculpture Program, placing 4 sculptures within the boundaries of the Van Buren Township DDA at an amount not to exceed \$8,200 to be expensed from line item 247-000-974-000 – Amenities Fund. ***Motion carried.***

Motion by Laginess, support by Foster approve funding for Phase 1 of the 2018 Print Marketing Campaign at a cost not to exceed \$8,000 to be expensed from line item 247-000-900-000 Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. ***Motion carried.***

**COMMUNICATIONS:** None

**NON-AGENDA ITEMS:**

Blank moved, Bird seconded to adjourn at 5:57 p.m.

Respectfully submitted,

Lisa M. Lothringer - Recording Secretary