

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, November 27, 2018 – 5:30 pm**

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

Roll Call: Members Present: Chairman Atchinson, Vice Chair Bird, Secretary Brown (arrived at 5:32 p.m.) Director Chudzinski, Director Delibera (arrived at 5:58 p.m.), Director Foster, Director Rochowiak, and Supervisor McNamara. Members absent/excused: Director Baskin, Director Chappell, and Director Laginess. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, DDA Intern Kalnasy and an audience of one (1).

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

Minutes: Chudzinski moved, Foster seconded to approve the DDA Minutes of Tuesday, October 23, 2018 as presented. Carried.

Reports: DDA Executive Director Ireland provided the most recent information from the bi-weekly progress meetings with MDOT and Mannik Smith on the Belleville Road Pedestrian Bridge project. She reported that the construction portion of the project is complete and the heavy equipment will be removed once the ground is not so soft. A number of things remain to be completed and will be done in the spring due to the unseasonably cold weather conditions. Additionally, she stated that the remaining fence and signs should all be installed in the next two weeks and it is estimated that DTE has about 5 days of work out there to install the pathway lighting.

Director Ireland informed the board that a progress meeting was held with Axiom and the placemaking project is moving along on schedule. The necessary easements have been received and will be sent to Wayne County to be recorded.

Lastly, she shared with the board details of a meeting held with DDA's from Downriver, Western Wayne and Monroe to discuss the new compliance requirements that will take effect on January 1, 2019 as a result of Public Act 57 of 2018.

DDA Assistant Director Lothringer updated the board on the most recent e-mail and social media outreach. She informed the board that she has opened a Van Buren Township Downtown Development Authority Twitter account in hope of reaching a younger demographic. She shared with the board the publicity pieces that are currently works in process and provided status updates on the Splashpad Project. She informed the board that the new website is now live and invited them to take a moment to join her in the Sheldon Room for a viewing. She briefly shared information about the various meetings, workshops and training events she has attended since the last meeting

DDA Intern Kalnasy provided the board with an update on the site visit project she is working on. She shared some of the feedback she has received on what the business owners would like to see in the community. Additionally, she talked about the data she has gathered as part of the site observation logs she is keeping. Lastly, she shared with the board information about an MEDC Economic Development workshop she attended with Deputy Director Lothringer that covered the topics of Redevelopment Ready Communities, Main Street programs, CDBG and Pro-forma analysis.

New Business: Foster moved, Rochowiak seconded to approve the Change Order Policy for the Belleville Road Placemaking initiative as outlined in the November 27, 2018 agenda item narrative and authorize the ability to transfer funds. Carried.

Delibera moved, Bird seconded to approve AWP No. 3 in the amount of \$5,347.79 and AWP No. 4 in the amount of \$16,000 and authorize the transfer of funding from fund balance to the Belleville Road Placemaking Initiative. Carried.

Brown moved, Rochowiak seconded to approve funding for continuation of banner impressions with Hour Media at a cost of \$1,500.00 to be expensed from line item 247-000-900-000 Printing and Publishing and allow Assistant Executive Director Lothringer to execute necessary agreement and contract. Carried.

Communications: None

Non-Agenda Items: At the request of Director Bird, clarification on the new Snow Ordinance approved by the Township Board of Trustees was provided by Supervisor McNamara.

Adjournment: Rochowiak moved, Bird seconded to adjourn at 6:28 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary