

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 22, 2019 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:40 p.m.

Roll Call: Members Present: Chairman Atchinson, Director Chudzinski, Director Foster, Director Laginess, Director Rochowiak, and Supervisor McNamara. Members absent/excused: Vice Chair Bird, Secretary Brown, Director Baskin, Director Chappell, and Director Delibera. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer, and DDA Intern Kalnasy.

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

Minutes: Foster moved, Rochowiak seconded to approve the DDA Minutes of Tuesday, November 27, 2018 as presented. Carried.

Reports: DDA Executive Director Ireland provided the most recent information on the pedestrian bridge project. She reported that the logo sign was damaged on-site by the contractor but it is the process of being reproduced. Additionally, she stated that DTE anticipates having the pathway lighting completed by February 22, 2019.

Director Ireland informed the board that a progress meeting was held with Axiom and the placemaking project is moving along on schedule. Contractors will continue to work during the winter months, weather permitting. The foundations are in and retention/detention is underway.

Director Ireland shared with the board that the DDA is in full compliance with the new TIF legislation and that she will be attending the Michigan Downtown Association Board of Directors annual retreat later this week to begin strategic planning for 2019. Lastly, she informed the board that the DDA will soon begin the process to request price quotes for landscaping services for the calendar years 2019 and 2020 with an option to renew in 2021.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She reported that several publicity/marketing pieces are in process and she is continuing to work with local news agencies to obtain inclusion of articles featuring activity within the DDA and the township as a whole. In December, the Eagle Newspaper included articles in 3 separate issues featuring the pedestrian bridge, the Placemaking project and the Splash Pad project.

New Business: Laginess moved, Rochowiak seconded to approve the participation in the Quirk Park Improvement Project, a collaborative endeavor with Van Buren Township, and authorize the transfer of an additional \$180,000 from fund balance to Amenities (247-000-974-000) for a total of \$480,000 to be earmarked for a splash pad and associated amenities and allow Assistant Executive Director Lothringer to execute necessary agreements and contracts. Carried.

McNamara moved, Foster seconded to approve AWP No. 05R as well as administrative fees per the contract, with the understanding that Item 4 will be adjusted to include an alternative to the solid wood door proposed and Item 5 is being excluded completely and authorize the transfer of funding from fund balance to the Belleville Road Placemaking Initiative. Carried.

Laginess moved, Rochowiak seconded to approve funding for a full page collaborative ad with the Belleville DDA to appear in the 2019 Detroit Tigers Yearbook at a cost of \$5,125.00 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: None

Adjournment: Laginess moved, Chudzinski seconded to adjourn at 6:30 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary