

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, March 26, 2019 – 5:30 pm**

Chairman Atchinson called the meeting to order at 5:34 p.m.

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

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

Minutes: Laginess moved, Bird seconded to approve the DDA Minutes of Tuesday, February 26, 2019 as presented. Carried.

Reports: DDA Executive Director Ireland stated that she would provide an update on the Pedestrian Overpass during the presentation of New Business Item #1.

Director Ireland informed the board that the sub-floor of the main structure has been completed and framing of the walls has begun. She said the site is seeing daily activity now that the weather has warmed up a bit.

She shared with the board that Plante and Moran have completed the annual audit and the official copy should be received by June.

Director Ireland reminded the board of the quote process used in the past for the Belleville Road Streetscape Maintenance and the Belleville Road / Ecorse Road Intersection Grounds Maintenance. Detail on the quotes received and a recommendation will be provided in New Business Item #3.

Lastly, Director Ireland gave an overview of the industry and community meetings that are on her calendar in the next week.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts.

Lothringer shared photos of the 10 sculptures that were selected to be placed in the 2019-2020 Belleville and Van Buren Township Sculpture Showcase. She stated that the swap out of the sculptures should take place the last week of May and that this year they would be adding a sculpture to the Township Hall campus. This sculpture will be placed to the east of the main entrance on the grassy area.

Assistant Director Lothringer provided a recap of the Splash Pad presentation made to the Township Board on Monday, March 18th and stated that a similar presentation would be presented to the Planning Commission on Wednesday, March 27th. The next steps in the process will include putting the project out for bid on MITN. Bids will be opened and the tabulation generated at 3 p.m. on April 16th. Russell Design will provide the contractor recommendation by April 30th and the contract is expected to go before the Township Board for approval on May 7th with work scheduled to begin on May 8th. Several components, splash pad items from Vortex and shade sails from Penchura, have already been ordered to ensure timely delivery to keep the project on schedule.

Lastly, she reported on the MDA Lansing Day / Workshop and provided a summary of the trainings she is taking part in through SEMCOG.

New Business: Foster moved, Laginess seconded to approve MDOT request to support additional construction engineering services funding in an amount of \$110,000 with the DDA portion in an amount of \$84,194 in accordance with the MDOT Agreement for the Belleville Road non-motorized pedestrian pathway to be expensed from DDA line item 247-000-975-000. Carried.

Laginess moved, Rochowiak seconded to approve AWP (Axiom Work Proposal) No. 7 in the amount of \$3,453.45 and authorize the transfer of funding from fund balance to the Belleville Road Placemaking Initiative. Carried.

Laginess moved, Delibera seconded to award the Belleville/Ecorse Road Intersection Maintenance to Randy Brown Landscape in accordance with the price quotation submitted; under the stipulation that the DDA be provided references, liability insurance naming Van Buren Township and the Van Buren Township DDA as an additional insured and written confirmation that the vendor will be providing black mulch as has been used in the past by 3:00 p.m. on April 9, 2019. If Randy Brown Landscape fails to provide the requested information, the DDA will award the work to Gonczy's Property Maintenance based on the quotation provided to be expensed from the DDA Budget – Streetscape Maintenance Line Item #247-000-979-001. Carried.

Laginess moved, Foster seconded to award the Belleville Road Streetscape Maintenance to Pioneer Landscape based on exceptional past performance and in accordance with the price quotation submitted; under the stipulation that the vendor will provide black mulch as has been used in the past [liability insurance and references have been submitted to the DDA] to be expensed from the DDA Budget – Streetscape Maintenance Line Item #247-000-979-001. Carried.

Communications: None

Non-Agenda Items: None

Adjournment: Laginess moved, Bird seconded to adjourn at 6:09 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary