

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, April 23, 2019 – 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, Director Chudzinski, Director Delibera, Director Foster, Director Laginess, Director Rochowiak (arrived at 5:39 p.m.) and Supervisor McNamara. Members absent/excused: Director Baskin and Director Chappell. Others in attendance: VBT Planning Director Akers, Aerotropolis Interim Director Salomone, DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of three (3).

Approval of Agenda: Chudzinski moved, Bird seconded to approve the agenda as presented. Carried.

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

Reports: Marco Salomone, Interim Director for the Detroit Region Aerotropolis, presented a recap of activity for 2018. He stated that the strategy for 2019 is to continue to build on the success of 2018. He shared printed copies of the Annual Report as well as a video clip that Aerotropolis will use as a part of their 2019 marketing strategy. Mr. Salomone fielded questions from the board in reference to VBT site submittals, business development outreach and recent/future projects. Additionally, he stated that working with the township and Director Akers, in particular, has been a blessing due to the quick turnaround of information.

DDA Executive Director Ireland updated the board on the few remaining punch list items for the Pedestrian Overpass. It is anticipated that all plantings should be completed by the beginning of June.

Director Ireland informed the board that the framing and roofing is moving along at a consistent pace now that the weather is more conducive to construction. She advised the board that there is an action item on the agenda.

She shared with the board that Pioneer and Randy Brown Landscape were notified after the last DDA meeting that they had been awarded the streetscape and grounds maintenance contracts. She verified that Randy Brown Landscaping had provided the documentation requested by the board. Both vendors have begun the spring clean-up.

Director Ireland updated the board on the activities of the Michigan Downtown Association. The MDA Professional Development Committee, which Director Ireland sits on, is preparing to present their proposal for providing education, certification and continuing education for Professional Downtown Management. The final step of researching a viable acronym for the credential is being completed at this time.

Lastly, Director Ireland gave an overview of the industry and community meetings that she has attended in the past month as well as those she will be attending in the coming weeks.

DDA Assistant Director Lothringer provided the board with an update of the most recent social media and email outreach efforts. She provided the board with data for a Splash Pad post that was uploaded

over the Easter holiday weekend. That post reached 24,910 people, had 288 shares, 283 reactions (all positive) and 126 comments.

Lothringer shared the publicity pieces that had been completed as well as those currently in process.

Assistant Director Lothringer provided an update on the Splash Pad, stating that bids were opened on April 16 and Russell Designs is in the process of verifying the bid tabulation and preparing a written contractor recommendation. The contract will go before the township board and construction is anticipated to begin in early May.

Lastly, she reported on the meetings and trainings she has attended and those she will be attending in the next few weeks.

New Business: Foster moved, Laginess seconded to honor the request of Vice Chair Bird to abstain from voting on DDA Belleville Road Placemaking Project – New Business item #1. Carried.

Laginess moved, Rochowiak seconded to approve AWP (Axiom Work Proposal) No. 8 in the amount of \$12,213.00, AWP No. 9 in the amount of \$13,377.38 and AWP No. 10 in the amount of \$15,927.50 totaling \$41,517.88 and authorize the transfer of funding from fund balance to the Belleville Road Placemaking Initiative. Carried.

Communications: None

Non-Agenda Items: None

Adjournment: Bird moved, Chudzinski seconded to adjourn at 6:16 p.m.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary