

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 28, 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 (arrived at 5:37 p.m.), Director Baskin (arrived at 5:32 p.m.), Director Chappell, Director Chudzinski, Director Delibera (arrived at 5:39 p.m.), Director Foster, Director Laginess, and Supervisor McNamara. Members absent/excused: Director Rochowiak. Others in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of two (2).

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

Minutes: Bird moved, Chudzinski seconded to approve the DDA Minutes of Tuesday, April 23, 2019 as presented. Carried.

Reports: 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 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. Lastly, she advised that the continuing disclosure report has been completed for the existing DDA Bond issues and she has completed the Management Discussion Analysis for the audit.

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

She shared with the board the publicity pieces and ads that had been completed as well as those currently in the works.

She invited the board to be a part of the sculpture installation scheduled for the end of the week.

Deputy Director Lothringer provided a recap for the board of the progress on the Splash Pad Project. She stated that the Township Board approved the contract on May 7th, the Pavilion/Site Furnishings have been ordered, construction has begun, the old playground structure has been removed and a temporary irrigation system is being installed to ensure sprinkler service to the baseball and soccer fields during construction.

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, Bird seconded to approve the proposal of Wade Trim to assist the Van Buren Township Downtown Development Authority with an updated Capital Improvement Plan as outlined in the Wade Trim correspondence dated May 2, 2019 to be expensed from DDA line item 247-000-821-000. Carried. [volunteered to be on the committee: Bird, Foster, Delibera, Laginess and McNamara]

Laginess moved, Brown seconded to approve AWP (Axiom Work Proposal) No. 11 in the amount of \$5,097.95 and AWP No. 12 which is a credit in the amount of \$13,700.00 with the DDA procuring the benches, tables, trash receptacles with bonnets and liners and doggy pit stations (including shipping) and authorize the transfer of funding in an amount of \$5,354.95 from fund balance to the Belleville Road Placemaking Initiative. Carried.

Bird moved, Delibera seconded to approve funding for Phase 2 of the 2019 Print Marketing Campaign at a cost not to exceed \$4,550.00 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. Carried.

Laginess moved, Baskin seconded to approve funding for ad placement in the 2019 Detroit 500 publication by D-Business at a cost not to exceed \$2,995.00 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. Carried.

Laginess moved, Bird seconded to approve the DDA's inclusion in the Destination Downriver Coalition and allow Assistant Executive Director Lothringer to execute the Memorandum of Understanding. 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

******Let it be known that in accordance with Public Act 57 of 2018, otherwise known as the Recodified Tax Increment Financing Act, the VBT DDA held an open meeting from 5 p.m. to 5:30 p.m. on Tuesday, May 28, 2019 in the Denton Room at Township Hall for the purpose of sharing the updated annual synopsis of activities within the boundaries of the authority. This meeting was attended by one member of the public, Executive Director Ireland and Assistant Executive Director Lothringer.***