

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, March 23, 2021 – 5:30 pm**

This meeting was held in a webinar/video conference format using Zoom.

Vice-Chair Bird called the meeting to order at 5:31 p.m.

Roll Call: Members Present by Video or Telephone: Chairman Atchinson, Vice-Chair Bird, Secretary Brown (5:44 p.m.), Director Baskin, (5:37 p.m.), Director Chudzinski, Director Foster, Director Delibera, Director Laginess, Director Rochowiak and Supervisor McNamara. Members Absent: Director Chappell. Also in attendance: DDA Executive Director Ireland, Rec. Secretary Lothringer, VBT Planning & Economic Development Director Powers, Aerotropolis Executive Director Girdwood and an audience of one (1).

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

Minutes: Rochowiak moved, Vice-Chair Bird seconded to approve the DDA Minutes of Tuesday, January 26, 2021 as presented. Carried.

Reports: Aerotropolis Executive Director Christopher Girdwood provided a power-point of the 2020 Detroit Region Aerotropolis Development Corporation Annual Report. Additionally, he provided some insight to how leads are fielded and the selection process for proposed properties within the four participating communities of Van Buren Township, Huron Township, Romulus and Taylor.

Executive Director Ireland informed the board that the generator has been fixed and seems to be working appropriately. Wolverine, the company that handles the inspection and maintenance of the Township's generators, will be handling the same tasks for the generator at the DDA building. She notified the board that she has reached out to the three landscape vendors who handle the streetscape maintenance throughout the district and they are all planning to continue with their respective service areas. In addition, she is soliciting for quotes on having the stamped concrete in Harris Park sealed as is recommended every two years.

Ireland provided a recap of the SEMCOG webinar with Senator Gary Peters to discuss the American Rescue Plan Act and how it will impact Van Buren Township. Lastly, she informed the board that Grosse Ile Lawn provided the quote for holiday lights at Harris Park and the Quirk Road Triangle and it reflected the promised 10% returning customer discount. She also noted that she had a conversation with GIL about the possibility of lighting Belleville Road and at this time, staff does not recommend moving forward due to the projected cost.

DDA Assistant Executive Director Lothringer recapped the most recent email and social media outreach efforts listed in her written report. Additionally, she outlined work that is currently in process at this time. She inquired if the board would be interested in having her pursue holding a "Movie in the Park" at Harris Park this summer, sometime after the township holds the one they have planned during Lake Fest. The response was positive, so this will be given further research and brought back to the board at a future meeting.

Lastly, she provided an update on the various meetings that she has attended and/or attends on a consistent basis.

Executive Director Ireland reminded the board that she and Deputy Lothringer would be taking part in the Michigan Downtown Association's Virtual Conference on Friday.

New Business: None

Non-Agenda Items: Chairman Atchinson took a moment to thank everyone for their calls, texts, cards and prayers during these past few months. He said his father was very proud of this community and to have served on the DDA board. He stated that whenever they would talk about the DDA, his dad always took the time to ask how Susan (Director Ireland) was doing. He said his Dad had great respect and admiration for Director Ireland and the work she does on behalf of the DDA.

Adjournment: Motion by Laginess, support by Supervisor McNamara. Carried.

Respectfully submitted,

Lisa M. Lothringer
Recording Secretary

DRAFT



REQUEST FOR ACTION

Agenda Item: NB #1

MEETING DATE: APRIL 27, 2021

X New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Consider request to partner with Van Buren Township on a part of the construction of a community center.	
DEPARTMENT		
PRESENTER	Susan Ireland	
PHONE NUMBER	734-699-8900 X9201	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	DPS Director Matthew Best	

Agenda topic

<p>Background – (Supporting and reference Data, Include attachments)</p> <p>The Van Buren Township Board of Trustees tasked EPIC~MRA to conduct a survey on “Support for a Community Center” in November 2019. 76% of those surveyed liked the idea of a community center. That increased to 83% after being provided a description of what the center would have to offer in the way of facilities and being informed that it would not require a tax increase to build. The survey further indicated that that the preferred location would be on the campus of the Township’s current administrative offices. There were four areas that those surveyed ranked as the most important:</p> <ol style="list-style-type: none"> 1. New community recreation center (with 60% indicating the importance of a running and walking track as part of the gymnasium) 2. Fitness/workout/weight and exercise room 3. Large gymnasium with locker room space for men and women 4. Meeting rooms <p>The full results of the survey have been publicly discussed at meeting of both the Recreation Committee and Township Board.</p> <p>While there was a desire by the public for a community pool, that option is not feasible in the foreseeable future due to the cost to build and maintain.</p> <p>The other item that was mentioned by the public was the desire for a theater/auditorium with potential uses for concerts, plays, musicals, speeches, theater, puppet shows, magic shows, lectures, recitals, state of the township addresses, award ceremonies, professional conference meetings, and more.</p> <p>The Township is requesting that the DDA Board consider partnering, as we did with the Slash-pad, which would nicely round out the immediate needs of the community. A general, unapproved, rendering has been included in your packet to represent the concept. It is anticipated that the cost to include an auditorium/theater would be in the range of 1.1 to 1.2-million dollars. Public</p>
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Services Director, Matthew Best will attend the meeting to answer any questions that you may have.

Should you consider this to be a good project for the DDA to assist with, it would be recommended that DDA staff be included in the project. Additionally, it will be necessary allocate funding from the DDA General Fund to the Capital Outlay line item #247-000-970-000.

BUDGET IMPLICATION	1.1 – 1.2 million dollars to be expensed in 2022
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	



Van Buren Charter Township Community Center

Auditorium Conceptual Budget:

$$2,500 \text{ s.f.} \times \$350/\text{s.f.} = \$875\text{K}$$
$$30\% \text{ Soft Costs} = \underline{\$262\text{K}}$$

Conceptual Budget **\$1.137M**





REQUEST FOR ACTION

Agenda Item: Presentation

MEETING DATE: APRIL 27, 2021

	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Belleville Area Council for the Arts		
DEPARTMENT			
PRESENTER	Kenneth Voigt		
PHONE NUMBER	734-740-1769		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

Background – (Supporting and reference Data, Include attachments)
On Thursday, April 15 the DDA spoke with Kenneth Voigt representing the Belleville Area Council for the Arts. He has asked to attend the April DDA meeting to share a project BACA is undertaking.

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	

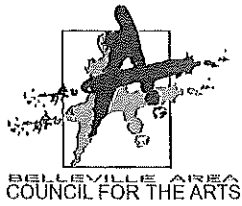
Ireland, Susan

From: Kenneth Voigt <kenvoigt4council@gmail.com>
Sent: Friday, April 16, 2021 5:43 PM
To: Ireland, Susan
Subject: Belleville Lake Bass Project
Attachments: Belleville Lake Bass flyer.pdf

Hi Susan,

It was great to speak with you yesterday. Thank you for your interest in the BACA Belleville Lake Bass project. I have attached an information sheet that shows a rendering and some examples of similar projects in other communities. If you have any questions, please feel free to contact me. I look forward to attending the DDA meeting to answer questions if you think that would be helpful.

Regards,
Ken Voigt
(734)740-1769



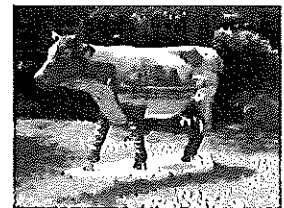
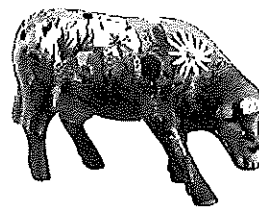
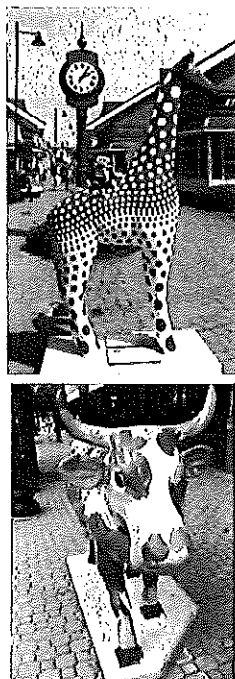
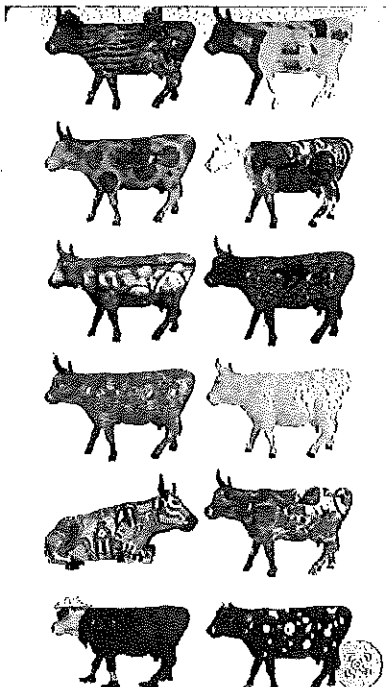
Belleville Lake Bass Project



Height approximately 48" w/base

Every fish will be different and will be decorated by area artists and displayed throughout the Tri-community. They will be sprayed with a UV inhibiting clear coat spray which will keep them from fading. They will on display indefinitely and can be re-decorated after a period of time.

Some examples:





To: Directors, Van Buren Township Downtown Development Authority
From: Susan Ireland
Date: April 2021
Subject: Director's Update

- Director meetings continue to be held via Zoom with Van Buren Township
- Sidewalk Repair/Replacement. Preconstruction meeting was held on April 13, 2021. This project involves 8,000 sq. ft of existing concrete sidewalk, 225 L ft of concrete curb and gutter and related work. As of the preconstruction meeting the following items were reviewed.
 - a. Approved and executed contracts are available at the DDA Offices and with the Van Buren Township Clerk's Office.
 - b. As of the preconstruction meeting there were no addendums issued for the project.
 - c. Completion Time for Contract: it is estimated this will be a two (2) week project (depending on weather). Work shall be substantially complete on June 15, 2020 and final completion on July 15, 2021. Liquidated damages for the project will be \$500 per day after Substantial Completion date.
 - d. Notice to Proceed Date: Week of April 26.
 - e. Performance Bond and Material Bonds have been provided. All work guaranteed for one year commencing on the date of final payment.
 - f. Contractor is responsible for initiating, maintaining and supervising all safety precautions and programs and will comply with all local, state, and federal safety requirements.
 - g. Soil and Erosion is not required, Wayne County Department of Roads Permits have been obtained.
 - h. On a monthly basis, contractor will submit request for payment to Wade Trim which will include Contractor Declarations.
 - i. Traffic control and devices will be in accordance with the Michigan Manual of Uniform Traffic Control Devices.
 - j. Concrete is to be 3500 psi concrete using Aggregate 21AA as a base material with mix being submitted prior to installation.
 - k. Contractor reminded to call MISS DIG.
 - l. Work hours general Monday – Saturday, 7am to 7pm.
 - m. Sidewalks will be marked prior to work commencing.
- State of Michigan Tax Tribunal (MTT.) Any tax appeals filed for 2020 are automatically carried over to include 2021. It is too early to know who or how many parcels in the DDA District will file that did not file last year. Staff will continue to monitor.
- The Gardner's Choice, Pioneer Landscaping and Gonczy's Property Maintenance have begun spring clean-up within their areas of responsibility of the DDA District. As indicated in the March report, staff obtained pricing to clean and reseal the stamped concrete in Harris Park. Prices were obtained from three vendors and I had conversation with Osborn Concrete. Even though they do not do this type of work they were able to give me an idea about what to expect in pricing. Staff also spoke with Chair Atchinson, Secretary Brown and Director Laginess. Ultimately, we were able to obtain a price

through Pioneer Landscape at 1.25 per sq. ft for a cost of \$ 14,716.25. Harris Park has over 11,700 sq. feet of concrete. The other two companies provided a price of \$ 35,199.00 and \$ 33,908.37.

- Holiday Lights for Harris Park and the Belleville/Quirk Road monument have been finalized.
- Michigan Downtown Association had a virtual meeting with Senator Gary Peters' Office on April 8. Ideas were shared with regard to the association and how COVID has impacted some downtown businesses.
- Received a phone call from Wayne County DPS (Richard Hodges). He requested that I send the aerial of Belleville Road from the Belleville Lake Bridge to just south of the I-94 South Service Road which was done by Wade-Trim when the DDA request a cost estimate to repair or replace. At his point I am uncertain whether this is a project they would undertake. I have sent a follow-up email to him and am waiting for him to respond.
- Aerotropolis: The Wayne County Economic Development Team has developed a robust data tool to better understand how COVID-related grant funding was administered. The tool allows you to drill down to the 43 individual communities within Wayne County! Wayne County Dashboard There is a great tutorial on how to use the tool here: zoom 0.mp4 (dropbox.com). Aerotropolis continues marketing, business and lead generation on behalf of the Aerotropolis Communities.

On April 22, I attended a Remote Conference on Strengthening Michigan's Aerial Mobility Ecosystem Series. The first event focused on reimaging the automotive supply chain to drive the future of drones.



To: Directors, Van Buren Township Downtown Development Authority
From: Assistant Executive Director Lothringer
Date: April, 2021
RE: Assistant Director's Update

1. **Marketing and Community Relations:**

- a. **Email Outreach** - Continuing to feature a business, event or project taking place within the boundaries of the DDA each month. We have been doing this consistently since March of 2015. In April, National RV was featured and for May, the DDA Sidewalk Replacement Project will be featured. The spotlights are cross posted each month on our social media platforms as well as being distributed through our iContact email list.
- b. **Social Media** – As SCORE adds webinars and workshops to their monthly calendar, those are being shared to our social media platforms. Consistent monitoring of our FB page as well as the community pages to address any community questions, comments or concerns. Sharing information from the State of Michigan, Wayne County and the Township on grant programs, mobile food pantry, vaccination clinics and other information as it becomes available. Striving to keep the delicate balance between too many posts and not enough.
- c. **Completed Publicity Pieces / Advertisements / Projects** - Completed the 4 pages for the Van Buren Today magazine Q2 edition. This time around I took the opportunity to educate the public on the Sculpture Showcase, recapped the most recent spotlighted businesses and did a 2-page piece on supporting local businesses - big and small because they employ our neighbors and strengthen our local economy.

2. **Print/Digital Work in Process:** I am currently working on the Spotlight for May and June, the 2021-2022 Sculpture Showcase brochure and developing content for the Harris Park message center.

3. **Miscellaneous:**

- a. Participated in the pre-construction meeting with Wade Trim and Merlo Construction for the upcoming sidewalk replacement project. Wade Trim Inspector, Steven Meyer, will be out late the week of April 19 to mark the slabs that will be replaced. At that time, he will also hand deliver the marking flags to the corresponding business so they can identify where their sprinkler heads/lines are located.
- b. On Monday, April 19th, I generated and mailed a letter to each of those businesses to inform them of the project scope, the timeline and provide contact information for any questions.
- c. Attended the virtual MDA workshop and completed one more of the required courses toward obtaining my Michigan Professional Downtown Management certification.
- d. After a lot of investigating, I was finally able to figure out why our electronic reader board would not allow for me to upload new content. As it turned out, it was nothing on our end, but rather the cloud based server company had not migrated our unit over to the most up to date version of their software. Once that was completed, I designed several new slides and uploaded them into the rotation. The quality of the slides does seem much improved with this update.
- e. Participate in the weekly Director and department meetings with the Township via Zoom
- f. When able to, I am taking part in online workshops through SCORE to get a better understanding of how their organization works and the information that is shared
- g. Continuing to attend the VBT Board of Trustees meetings via Zoom