

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, July 27, 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: Vice-Chair Bird, Secretary Brown, Director Baskin (5:33 p.m.), Director Chudzinski (5:34 p.m.), Director Delibera, Director Laginess, Supervisor McNamara and Director Rochowiak. Members Absent and Excused: Chairman Atchinson, Director Chappell and Director Foster. Also in attendance: DDA Executive Director Ireland, Recording Secretary Lothringer and an audience of one (1).

**Approval of Agenda:** Rochowiak moved, McNamara seconded to approve the agenda as presented.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

**Minutes:** Rochowiak moved, Laginess seconded to approve the DDA Minutes of Tuesday, May 25, 2021 as presented.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

**Reports:**

1. Executive Director Ireland informed the board that the sidewalk project has been completed, restoration issues have been addressed and after a satisfactory review at the end of the season the retention will be released.

She reported on the status of MTT appeals and the Township's Community Center project. Additionally, she notified the board that the MDA Annual Conference will be in Detroit on November 4 & 5.

Ireland stated that staff was asked to prepare a conceptual cost estimate for constructing a center turn lane on Belleville Road from Tyler to Ecorse. A review by the Finance Committee brought on a concern of whether engineering would need to be redone depending upon a time lapse. At the recommendation of the Finance Committee, the engineering cost of approximately \$850,000 was not included in the budget.

Lastly, she noted that Yost Sand & Gravel and Pioneer Landscape collaborated on a retaining wall project at the rear of the monument sign located at the Quirk Road triangle. Both vendors provided their materials and labor at no cost to the DDA and for that we are extremely thankful.

2. DDA Deputy Director Lothringer provided the board with a recap of the email, social media and publicity pieces she has been working on since the May meeting. She informed the board that she is currently working on the 2 -page ad for the Metro Detroit Relocation Guide and continuing to develop relevant content for both the electronic reader board and the DDA's FB page.

Lothringer gave a synopsis of the meetings she has attended with the township, SEMCOG, Wade Trim, and the Finance Committee. She stated that on June 30<sup>th</sup> the first of two required Informational Meetings was held for compliance with PA57 of 2018. The PowerPoint that she developed for that meeting has been uploaded to the DDA's website.

Lastly, she informed the board that she is continuing to work towards her Michigan Downtown Professional Management certification through MDA. One class is held at each of the three yearly gatherings of the MDA and a follow-up session is then held virtually to reinforce the information that was presented. At this moment, she has completed 8 of the 13 required courses.

#### **New Business:**

1. Laginess moved, Delibera seconded to enter in to an agreement, for design services, with the Van Buren Township Communications Department at an annual cost of \$7,500 to be expensed from DDA line item 247-000-822-000, public relations, and allow Assistant Executive Director Lothringer to execute the necessary arrangements.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

2. Laginess moved, Rochowiak seconded to accept the proposal from REVIZE for a new DDA Website at a cost of \$11,694 with a 5-year support and maintenance package at \$2,300 per year which includes a website re-design after the 4<sup>th</sup> year to be expensed from Contracted Services line item 247-000-819-000 and allow Assistant Executive Director Lothringer to execute the necessary contracts.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

3. McNamara motioned, Baskin seconded to accept the Downtown Development Authority 2020 Year End Audit as prepared by Plante and Moran.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

4. Delibera motioned, Baskin seconded to approve the Amended 2021 DDA Budget and Proposed 2022 DDA Budget and recommend approval to the Van Buren Township Board.

Roll call vote taken:

Yeas: Baskin, Bird, Brown, Chudzinski, Delibera, Laginess, McNamara and Rochowiak

Nays: None

Members Absent but Excused: Atchinson, Chappell and Foster.

Motion Carried.

**Non-Agenda Items:** None

**Adjournment:** Motion by Laginess, support by Rochowiak. Carried. Closed @ 6:12 p.m.

Respectfully submitted,

Lisa M. Lothringer  
Recording Secretary