

**VAN BUREN CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
Tuesday, April 27, 2021 – 5:30 pm**

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

Chair Atchinson called the meeting to order at 5:31 p.m.

**Roll Call:** Members Present by Video or Telephone: Chairman Atchinson, Vice-Chair Bird, Director Baskin, (5:41p.m.), Director Chappell (5:37 p.m.), Director Delibera, Director Laginess, Director Rochowiak and Supervisor McNamara. Members Absent and Excused: Director Chudzinski, Director Foster and Secretary Brown. Also in attendance: DDA Executive Director Ireland, Rec. Secretary Lothringer, VBT Public Services Director Best, Planning & Economic Development Director Powers, BACA representative Ken Voigt and an audience of one (1).

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

**Minutes:** Rochowiak moved, Laginess seconded to approve the DDA Minutes of Tuesday, March 23, 2021 as corrected to indicate that Chair Atchinson opened the meeting and not Vice Chair Bird as written. Carried.

**New Business:**

1. Consider request to partner with Van Buren Township on a part of the new community center. Laginess moved, Baskin seconded to approve an amount up to, but not to exceed, \$1.137 million dollars from Capital Outlay line item 247-000-970-000 to be expensed in the 2022 budget year as a partnership with Van Buren Township on the inclusion of a black box type theater to be a part of the community center project and make the approval of those funds contingent on DDA staff being included in the decision process. Roll call vote taken: Yeas: Chair Atchinson, Vice Chair Bird, Director Baskin, Director Chappell, Director Delibera, Director Laginess, Supervisor McNamara and Director Rochowiak. Nays: None. Absent/Excused: Secretary Brown, Director Chudzinski and Director Foster. Motion Carried.
2. Presentation given by Ken Voigt of the Belleville Area Council for the Arts (BACA) on the Belleville Lake Bass project. BACA's intent with this project is to infuse local art in to the area. They have purchased fiberglass fish that will be painted by local artists. BACA is asking the DDA and the township to provide 5 locations for placement with no costs associated. Several questions were asked by the DDA Board and Mr. Voigt addressed each of them. The DDA board is in favor of selecting locations and has instructed Deputy Director Lothringer to provide that information to Mr. Voigt.

**Reports:**

1. Executive Director Ireland informed the board of the status of the sidewalk project that had taken place at the time of writing the report. Additionally, she filled them in on the happenings over the past two days with the project. She notified the board that any of the businesses within the DDA that filed for tax appeals in 2020 will automatically be carried over to include 2021. She will continue to monitor developments within the Tax Tribunal carefully.

The three landscape companies have all started their spring clean-up in their respective areas of the DDA. Pioneer will be taking on the task of cleaning and resealing the stamped concrete at Harris Park. They were the best price of the three quotes she obtained. Holiday lights or 2021 have been finalized with the vendor.

She shared details of the video meeting hosted by the Michigan Downtown Association with Senator Gary Peters. Ideas were shared with regard to the association and how COVID has impacted some downtown businesses.

Director Ireland has been in contact with Wayne County DPS and provided several items they requested with regard to potential road improvement projects on Belleville Road. She is awaiting a follow-up email.

Lastly, she updated the board on the Aerotropolis meetings she has been involved in as well as the continued virtual meetings held in conjunction with the township.

2. DDA Assistant Executive Director Lothringer recapped the most recent email and social media outreach efforts, mentioning that the Monthly Spotlight has been used to feature businesses or events within the DDA boundaries since 2015.

Lothringer advised the board that the Q2 edition of the Van Buren Today magazine will feature an opportunity to educate the community on the Sculpture Showcase. Additionally, there will be a 2-page piece on supporting the local businesses, big or small, they all employ our neighbors and strengthen our local economy. L

Deputy Director Lothringer also updated the board on the print and digital projects she is currently working on.

She provided an update on working with Wade Trim on the sidewalk project. She cross referenced the replacement locations to the business locations.

Lastly, she informed them of the meetings she has been attending and that she has completed one more course towards her Michigan Professional Downtown Management certification.

**Non-Agenda Items:** Supervisor McNamara took a moment to thank the DDA for their generosity and choosing to be a part of the Community Center project. He additionally thanked Executive Director Ireland and Assistant Executive Director Lothringer for the great job they do for the DDA and the Van Buren community.

**Adjournment:** Motion by Laginess, support by Vice Chair Bird. Carried.

Respectfully submitted,

Lisa M. Lothringer  
Recording Secretary



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

- Director meetings continue to be held via Zoom with Van Buren Township
- Sidewalk Repair/Replacement. Merlo Construction is now in the restoration stage. DDA met with the Engineer to review which areas would be seeded and which areas would be sod. In general, the areas where there are vacant parcels will be seed as there is no ability to water the grass on a consistent basis.
- DDA Audit – FY 2020. The DDA has received the draft audit for fiscal year ending December 31, 2020. Staff has begun working on the Management Discussion and Analysis. The Final audit may be completed for the next DDA Meeting.
- 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.
- Community Center. The Van Buren Township Recreation Committee met on May 11, 2021. They were very surprised and excited that the DDA will be partnering in this project and that the DDA had allocated 1.37 million for an Auditorium. The Recreation Committee has approved and recommended the entire project move forward. This item will be on the Board of Trustees Meeting at their first meeting in June.
- The stamped concrete at Harris Park has been cleaned and resealed. The contractor has done a very nice job and it was able to be completed over a weekend.
- A very large tree branch had fallen over onto the Belleville Road sidewalk along the Belle Harbor Estates Subdivision (Harmony Lane Sub.) It was approximately 10 – 12 inches in diameter and was narrowly hanging over the fence held up with a piece of bark. Public Safety was contacted and they sent the ordinance department to sit at the site until TNT arrived to safely remove the branch. TNT is the company that the ordinance department uses. This branch is within the Wayne County right-of-way but the DDA has the responsibility to maintain the fence. It was prudent to have this safety issue immediately removed. While at the site it became evident that there are four dead green ash trees that are on the verge of falling on the fence as well as a dead tree at Harris Park that has a good potential of falling on the pavilion. TNT is providing me with the costs to have potentially dangerous items removed.
- Michigan Downtown Association will be holding a virtual workshop on Friday, June 4.
- Aerotropolis: Director Girdwood continues moving forward with marketing, business attraction and lead generation. He has participated in many meetings, workshops, as well as making presentations on Aerotropolis to various groups as well as assisting with Van Buren Economic Development with site submittals.



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

**1. Marketing and Community Relations:**

- a. **Email Outreach** – For May we featured the DDA Sidewalk Replacement Project and for June we plan to feature Madd Gear Ladies Boutique. We continue to cross post the monthly spotlight across our social media channels.
- b. **Social Media** – The DDA's Facebook page continues to be the platform that we utilize to share most of our information. Most recently we have posted information of various grant opportunities and live/recorded webinars hosted by SCORE designed to help those looking to start up or already running small businesses. Other information that we share comes from the State of Michigan, Wayne County and the Township.
- c. **Completed Publicity Pieces / Advertisements / Projects** – The most recent edition of the Van Buren Today magazine should be arriving in mailboxes as I write this report. We have two 2-page pieces this time that focused on educating the public on the Sculpture Showcase and the importance of continuing to support local businesses – both big and small.

**2. Print/Digital Work in Process:** Currently projects include prepping the Spotlight for June, looking ahead to secure a subject for the July Spotlight and wrapping up the 2021-2022 Sculpture Showcase brochure and content for the Harris Park message center.

**3. Miscellaneous:**

- a. Participated in several meetings with Wade Trim on the sidewalk replacement project.
- b. Generated and uploaded slides for the electronic reader board to let the public know that the DDA would be replacing sidewalks in the business district.
- c. Continue to participate in the weekly Director and department meetings with the Township via Zoom
- d. Continuing to attend the VBT Board of Trustees meetings via Zoom
- e. Utilizing the BS&A online training courses to become more comfortable working with the software. BS&A is an integrated system of municipality based modules. The DDA uses BS&A to run reports for budget forecasting and a number of other tasks.
- f. Will be taking part in the MDA Summer Annual Conference that will take place virtually on Friday, June 4. Of the topics offered this time, I am very interested in the Co-working Spaces workshop as it directly reflects the incubator concept I have mentioned in the past.
- g. MDA conference will also allow me to complete another course towards my MiPDM (Michigan Professional Downtown Manager) certification. This session is on the Fundamentals of Construction Projects.



REQUEST FOR ACTION

Agenda Item:   NB #1  

MEETING DATE:   MAY 25, 2021  

<b>X New Business</b>	<b>Unfinished Business</b>	<b>Public Hearing</b>
<b>ITEM (SUBJECT)</b>	Consider approval of Appendix to Van Buren Township Resolution 2021 -12 – DDA Salary Scale	
<b>DEPARTMENT</b>		
<b>PRESENTER</b>	Susan Ireland	
<b>PHONE NUMBER</b>	(734) 699-8900 x9201	
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>		

Agenda topic

<b>ACTION REQUESTED</b>	
<p>To approve the Appendix to Van Buren Township Resolution 2021-12, DDA Salary Scale to become effective with the pay period ending May 22, 2021 which is consistent with VBT Board Action on May 18, 2021 and amend the 2021 DDA Budget Line Items 247-000-702-000 (+2,570), 247-000-703-000 (+1,900) and 247-000-719-000 (+900) from DDA Fund Balance</p>	
<b>Background – (Supporting and reference Data, Include attachments)</b>	
<p>At the May 18, 2021 Township Board Meeting, the Board approved a resolution to restructure some of the salaried positions within the Township and include as part of the Salaried Employees Benefits Manual a Salaried Employee “Salary Scale”. The Township’s Human Resource Director conducted a thorough review of salaried positions in an effort to safeguard employees with equitable pay by resolving disparities in compensation.</p> <p>This did not include the DDA because the DDA Board of Directors is the appropriate body to approve the inclusion of the DDA Wage Scale. The Township’s Human Resource Director has provided staff with an appendix to be included with the Township’s Salary Scale Resolution. These changes are effective with the pay period ending May 22, 2021 and the steps will be effective January 1 of each year, however, no one will move to Step 1 on January 2022 as upon approval wages will be frozen until January 2023.</p>	

<b>BUDGET IMPLICATION</b>	5,370
<b>IMPLEMENTATION NEXT STEP</b>	Inform Van Buren Township Human Resource Director and Accounting Coord.
<b>DEPARTMENT RECOMMENDATION</b>	approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	

Appendix to VBT Resolution 2021-12  
DDA - Salary Scale

		2%	2%	2%	2%	2%	2%	2%
	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
<b>DDA</b>	<b>87,036</b>	88,777	90,552	92,363	94,211	96,095	98,017	99,977
<b>DDA Assistant</b>	<b>62,016</b>	63,256	64,521	65,812	67,128	68,471	69,840	71,237

\*Step one (1) cannot be achieved until January 1, 2023

RESOLUTION NO. 2021-12

Salary Scale

	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
<b>Elected Officials</b>								
Supervisor	98,222	100,186	102,190	104,234	106,319	108,445	110,614	112,826
Clerk	94,347	96,234	98,159	100,122	102,124	104,167	106,250	108,375
Treasurer	94,347	96,234	98,159	100,122	102,124	104,167	106,250	108,375
Trustees	18,059	18,420	18,789	19,164	19,548	19,939	20,337	20,744
<b>Deputy's</b>								
Police	93,258	95,123	97,026	98,966	100,945	102,964	105,024	107,124
Fire	93,258	95,123	97,026	98,966	100,945	102,964	105,024	107,124
Treasurer	87,000	88,740	90,515	92,325	94,172	96,055	97,976	99,936
Additional \$5000 DT								
Supervisor	82,000	83,640	85,313	87,019	88,759	90,535	92,345	94,192
Clerk	82,000	83,640	85,313	87,019	88,759	90,535	92,345	94,192
<b>Directors</b>								
Public Safety	120,715	123,129	125,592	128,104	130,666	133,279	135,945	138,664
Public Services	90,000	91,800	93,636	95,509	97,419	99,367	101,355	103,382
Information Technology	86,301	88,027	89,788	91,583	93,415	95,283	97,189	99,133
Water & Sewer	84,836	86,533	88,263	90,029	91,829	93,666	95,539	97,450
Community Service	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895
Human Resources	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895
Planning and Economic Development	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895
Recreation	63,000	64,260	65,545	66,856	68,193	69,557	70,948	72,367
Parks	63,000	64,260	65,545	66,856	68,193	69,557	70,948	72,367
Senior Center	63,000	64,260	65,545	66,856	68,193	69,557	70,948	72,367
Museum	50,000	51,000	52,020	53,060	54,122	55,204	56,308	57,434
Assessing	75,000							
<b>Sub-Contracted</b>								
Buildings and Grounds	71,789	73,225	74,689	76,183	77,707	79,261	80,846	82,463
Water and Sewer	71,789	73,225	74,689	76,183	77,707	79,261	80,846	82,463
<b>Superintendents</b>								
<b>Administrative</b>								
Executive Assistant to Public Safety Director	56,644	57,777	58,932	60,111	61,313	62,540	63,790	65,066
Executive Assistant to Public Services Director	54,600	55,692	56,806	57,942	59,101	60,283	61,488	62,718
Confidential Assistant	52,000	53,040	54,101	55,183	56,286	57,412	58,560	59,732
<b>Coordinators/Specialist</b>								
Accounting Coordinator	75,605	77,117	78,659	80,233	81,837	83,474	85,144	86,846
Public Safety IT Coordinator	70,803	72,219	73,663	75,137	76,639	78,172	79,736	81,330
W/S GIS Coordinator	65,545	66,856	68,193	69,557	70,948	72,367	73,814	75,291
Communications Specialist	59,000	60,180	61,384	62,611	63,863	65,141	66,444	67,772
Residential Appraiser	56,000	57,120	58,262	59,428	60,616	61,829	63,065	64,326
Election Specialist	54,390	55,478	56,587	57,719	58,873	60,051	61,252	62,477
Senior Coordinator	43,697	44,571	45,462	46,372	47,299	48,245	49,210	50,194