

**VAN BUREN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, January 25, 2022 – 5:30 pm**

This meeting was held in a hybrid format comprising of in person and Zoom participants.

Chairman Atchinson called the meeting to order at 5:30 p.m.

Roll Call: Members Present in person: Chairman Atchinson, Vice-Chair Bird, Director Chudzinski, Director Delibera, Director Laginess, Director Willis and Supervisor McNamara. Members in attendance virtually: Director Baskin (by phone) and Director Rochowiak (by Zoom). Members Absent: Secretary Brown and Director Chappell. Also, in attendance: DDA Executive Director Ireland, Recording Secretary/Assistant Executive Director Lothringer and an audience of one (1).

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

Minutes: *Supervisor McNamara moved, Chudzinski seconded to approve the DDA Minutes of Tuesday, November 23, 2021 as presented. Carried.*

Reports: Executive Director Ireland informed the board of the current status of MTT cases within the DDA district. She provided the latest update on the Township's Community Center project and noted that the project is undergoing some value-added engineering at this time to identify opportunities to lower building costs.

She shared with the board that she is in the process of obtaining additional BS&A access for Deputy Director Lothringer for the purpose of teaching her how to do the year-end financials. She informed the board that the generator motor replacement was completed last week and the generator kicked on, as it should, during a short power outage last week.

Lastly Director Ireland highlighted the links that were provided by Director Girdwood of Aerotropolis and provided an update on the activities of the Michigan Downtown Association.

DDA Assistant Executive Director Lothringer reported on the marketing and outreach activities. She informed the board that the website design is moving forward. The site map was recently approved and REVIZE has begun the migration process.

Lothringer updated the board on the most recent articles completed and noted that the 2022 Relocate 2 Metro Detroit guide is currently at the printer and will be direct shipped to the DDA office.

Lastly, she provided a recap of the 2nd of the two required annual “informational meetings” that was held on December 1, 2021 at 10 a.m. via Zoom along with other meetings/trainings she has taken part in since our last meeting.

New Business: *Laginess moved, Chudzinski seconded to allow Supervisor McNamara to reclude himself from the new business item for the banner program. Carried.*

Laginess moved, Delibera seconded to approve the proposal for banner removal and replacement three times per year with repair and maintenance on an as needed bases, to be expensed from DDA Budget line item 247-000-979-001 Streetscape Maintenance and request that the vendor name the DDA and Township as an additional insured on their liability insurance. Carried.

Non-Agenda Items: None

Adjournment: *Chudzinski moved, Vice-Chair Bird seconded to adjourn at 6:01p.m. Carried.*

Respectfully submitted,

Lisa M. Lothringer/sdf

Lisa M. Lothringer
Recording Secretary