**VAN BUREN CHARTER TOWNSHIP**

**DOWNTOWN DEVELOPMENT AUTHORITY**

**Tuesday, September 28, 2021 – 5:30 pm**

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

Chairman Atchinson called the meeting to order at 5:36 p.m.

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

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

**Minutes**: *Vice-Chair Bird moved, Laginess seconded to approve the DDA Minutes of Tuesday, July 27, 2021 as presented. Carried.*

Chairman Atchinson took a moment to thank Director Helen Foster for her years of dedicated service to the DDA and the community. Her forward thinking and deeply rooted belief in “service to community” will be greatly missed. He acknowledged that it has been an honor to work alongside Director Foster and finding someone to fill her shoes was not a task taken lightly. With that, he welcomed the newest member of the DDA Board of Directors, Ms. Velon Willis. Director Willis owns two businesses located within the DDA boundaries, AAA Willis Agency and Seven Staffing Agency. Chairman Atchinson shared with the board that he has previously worked with Ms. Willis on the Van Buren Civic Fund and that he believes with her skillset, she will be a wonderful addition to the DDA board.

Director Willis, who was sworn in this morning, shared that she is excited to serve on the DDA and looks forward to working with the board members on district improvements.

**Reports**: Executive Director Ireland informed the board that the Sidewalk Repair/Replacement project and required restoration are now complete and the project file has been closed out.

Ireland reported that staff continues to monitor the MTT cases within the district, they will be taking part in a schematic design meeting for the black box theater and will both be taking part in the MDA annual conference being held in November.

Executive Director Ireland updated the board on the efforts of the Aerotropolis on behalf of the DDA and the township. She provided a summary of their assistance on site requests from August 15, 2020 through August 15, 2021.

Ireland provided the board with a status update on the Wayne County Road project on Belleville Road, from I-94 to the bridge over Belleville Lake. The county has stated that all lanes will reopen as soon as the subcontractor completes the final sealing.

Lastly, Ireland shared that staff requested a quote from Vigilante Security to install a keypad lock to provide controlled access to the mechanical room. This will reduce the need for physical keys and will provide better security that can be monitored both visually and electronically. The quote from Vigilante for this additional work came in at $1,725 with an increase in the monthly monitoring fee of $5 per month. The tentative date for installation would be `mid-November.

*Laginess moved, Rochowiak seconded to approve the installation and monthly monitoring of a keypad lock on the mechanical room by Vigilante Security to be expensed from line item 247-000-819-000 and allow the Executive Director or Assistant Executive Director to sign contracts or agreements associated. Carried.*

DDA Assistant Executive Director Lothringer reported that the transition from CA Marketing has been completed. She provided an update on the most recent email and social media outreach.

Lothringer stated that she is pleased with the website design and development process with REVIZE and has a meeting later this week to go over site mapping. She provided an overview of the current projects she is working on which include the October Spotlight, copy for the Today Magazine and content development for the digital message board and social media platforms.

She shared that she continues to take part in a variety of meetings via Zoom. These include: Developmental Services weekly meeting with the Supervisor, Planning Commission and Township Board of Trustees.

**Non-Agenda Items:** None

**Adjournment:** *Rochowiak moved, Vice-Chair Bird seconded to adjourn at 5:51 p.m. Carried*.

Respectfully submitted,

**Lisa M. Lothringer**

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Recording Secretary