



**CANTON TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the January 19, 2022 Meeting**

This meeting was held via videoconference due to Covid-19.
The meeting was called to order at 8:01 A.M. by Chair Person, Bart Patterson.

- Present:** Andy Hargreaves, Anne Marie Graham-Hudak, Bart Patterson, Dianne Cojei, Laura Giove, Mark Waldbauer, Richard Zuniga, Sandeep Narang, Seth Kleinglass, Steve Brock, Wedad Suleiman
- Absent:** Kurt Olson
- Staff:** Amy Hamilton, Kerri Romanko
- Guests:** Kristen Thomas, Canton Township Economic Development Manager

ACCEPTANCE OF AGENDA

MOTION: by Laura Giove, supported by Mark Waldbauer, to accept the agenda as presented.

AYES: All present

APPROVAL OF THE NOVEMBER, 2021 MINUTES

MOTION: by Mark Waldbauer, supported by Wedad Suleiman, to approve the November 17, 2021 meeting minutes with the addition of Seth Kleinglass in attendance on the roll call.

AYES: All present

CITIZENS' NON-AGENDA ITEMS

NONE

PAYMENT OF BILLS

Seth Kleinglass asked about New Moon's billable hours for October. He wanted to know why the DDA was billed \$12 for restocking the ShopCanton Guide supply when we haven't printed a ShopCanton Guide for a couple years. Amy Hamilton said that some retailers still want the old guides for the map inside.

Seth also wanted to know why one of the DTE bills had a late fee. Amy Hamilton explained that the bills are paid weekly and with the holidays it may have taken longer to mail. Amy also said that government entities don't get late fees.

Seth Kleinglass asked why Frank's Landscaping snow plow bill for December was noted "1 of 4" when we used them January, February, March and December. Kerri Romanko said that Frank's Landscaping bills seasonally December through March with December being the first month of their billing season, while the Township has to bill annually starting with January.

Seth also wanted to know if OHM's bill for "as needed services" could include details. Amy Hamilton said she will contact OHM and ask them to include a description of services with their invoices.

Amy Hamilton reminded the board to email questions before the meeting so she can address them.

MOTION: by Mark Waldbauer, supported by Richard Zuniga, to accept payment of bills.

AYES: All present

CONSIDER APPROVAL OF 2022 PO TO GREAT LAKES POWER & LIGHTING INC FOR STREETLIGHT MAINTENANCE AND REPAIR SERVICE

Amy Hamilton said this would be a blanket purchase order for repair and maintenance of the streetlights. Last year we approved a PO for \$65,000 but we had \$37,000 left at the end of the year. Any funds remaining at the end of the year go back into the fund balance. Amy asked the board to approve a PO for \$55,000 to cover all 2022 costs. She reminded the board that when our inventory of light poles runs out, damaged poles won't be replaced any longer since we are approaching construction of the Ford Road Boulevard. She said they since they are custom poles, they very expensive and once ordered there is a six to eight-month lead time. Seth Kleinglass said it would be helpful to find out how many poles we have left. Mark Waldbauer suggested relocating poles from a less noticeable location if we come upon a need to replace poles in more prominent areas. Bart Patterson and Seth Kleinglass agreed with that idea.

MOTION: by Mark Waldbauer, supported by Steven Brock, to approve a PO to Great Lakes Power and Lighting for streetlight maintenance and repair.

AYES: All present

CONSIDER APPROVAL OF PO TO ALBAUGH MASONRY STONE AND TILE INC FOR MAINTENANCE AND REPAIR OF DDA WALLS

Amy Hamilton said this would be a blanket purchase order of \$30,000 to cover the costs of maintenance and repair. When a wall is hit due to an accident, the DDA gets reimbursed through insurance less \$1,000 for the deductible. Amy went on to say that some of the walls are currently in poor shape and will need to be repaired this year. She said she will have Albaugh Masonry focus mainly on the walls outside of the construction area and the corner walls that need to be maintained.

Mark Waldbauer wanted a description of the poor condition some of the walls are in. Amy Hamilton said they are aging and deteriorating so they need to be washed, calked and caps repaired or replaced. Bart Patterson said the heaving that takes places during the extreme weather changes contributes significantly.

MOTION: by Laura Giove, supported by Mark Waldbauer, to approve a PO to Albaugh Masonry Stone and Tile for decorative wall maintenance and repair.

AYES: All present

DDA COORDINATOR'S REPORT – January 15, 2022

Amy Hamilton introduced Kristen Thomas, Canton Township Economic Development Manager, to talk about free "Shop Local" videos being provided by SEMCOG (Southeast Michigan Council of Governments.) She explained that each Shop Local video is thirty seconds long, highlighting five to six businesses, with a voice-over and script provided. Canton would have to coordinate it with the businesses so shooting could be completed in one day. Kristen said that SEMCOG will provide a videographer and spend approximately thirty minutes shooting at each location. She said Canton would have to provide volunteers to act as customers. SEMCOG would share the finished video with southeastern Michigan and give the township a copy to share on our own cable networks and social media. The board was shown the video SEMCOG made for Trenton. Kristen Thomas said this would be for the whole Township but she thought the DDA might have some businesses that could participate.

- **Holiday Decor** – LeClerc Display began removing the holiday décor last week. Their contract is up this year so we will be going out to bid for the 2022 holiday season.

Anne Marie Graham-Hudak said comments from the community included the desire to see more decorations along Ford Road. She added that there are some fund-raising opportunities available to cover some of the costs.

- **Cross Access Update** – We have spoken to Wendy's and Citizen's bank at Ford/Haggerty, they are willing to sign cross access easements. OHM will be working with both property owners to record the easement and engineer the construction. Now we just need to get Dunkin Donuts.

- **Subcommittee Update** – OHM is finalizing the landscape concept for the boulevard and will present them to the subcommittee next month.

The lighting study is coming along, there were several questions asked by subcommittee members. I forwarded them to OHM and they are working on a response. I anticipate an update on the light study sometime this month.

- **New Business Update** – Planet Fitness is finally open! A Certificate of Compliance has been issued for the following businesses:

- o **TeaXpresso Café – 41812 Ford Road**

- o **Crave Hot Dogs and BBQ – 5800 Sheldon Road**

ADDITIONAL CITIZENS AND BOARD MEMBER COMMENT

Anne Marie Graham-Hudak spoke about an article in The Observer about the upcoming Ford Road construction. She said MDOT is approaching businesses to inquire about purchasing land to widen the road and she thinks the article had some misinformation that may have had a negative impact. Anne Marie suggested having a Town Hall meeting to go over where the road will be and the land MDOT is looking to acquire.

Amy Hamilton said MDOT specifically asked us not to discuss right-of-way because it could jeopardize the project. She said she spoke with Bill Serchak, Canton Township Engineering Services Manager, and he said although we are funding part of it, it is ultimately MDOT's project. Amy added that MDOT should be holding an informative meeting soon.

ADJOURN

MEETING CALLED TO ADJOURN at 8:40 A.M.

Kerri Romanko
Recording Secretary