



**CANTON TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the
January 20, 2021 Meeting**

The meeting was held via videoconference due to Covid-19. It was called to order at 8:03 A.M. by Chair Person, Bart Patterson

Present: Steven Brock, Dianne Cojei, Laura Giove, Anne Marie Graham-Hudak, Seth Kleinglass, Kurt Olson, Bart Patterson, Wedad Suleiman, Mark Waldbauer

Absent: Andy Hargreaves, Janet Volante

Staff: Amy Hamilton, Kerri Romanko

Guests: Kent Early from OHM Advisors

ACCEPTANCE OF AGENDA

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

AYES: All present

APPROVAL OF THE NOV 18, 2020 MINUTES

MOTION: by Mark Waldbauer supported by Dianne Cojei, to approve the November 18, 2020 meeting minutes.

AYES: All present

CITIZENS' NON-AGENDA ITEMS

NONE

PAYMENT OF BILLS

Seth Kleinglass asked about the year-end financials from New Moon because we have a balance of \$24,225. Amy Hamilton said the DDA approved a marketing plan of \$45,000 for billable hours. Seth said he wanted to compare how we used the funds from last year to this year. Amy said it would be difficult to do an accurate comparison because we didn't publish the ShopCanton Guide this year in addition to some other things due to Covid. She said she could put together a spreadsheet to show a comparison between 2019 and 2020. Amy also stated that any unused funds go back into the fund balance.

Mark Walbauer wanted to know if we could request that Frank's Landscaping itemize their invoices instead of putting a quantity of one, then the total. He said it is easier to compare what we spend money on year to year.

MOTION: by Mark Waldbauer, supported by Dianne Cojei, to accept payment of bills.

AYES: All present

CONSIDER EXTENSION OF PROFESSIONAL SERVICE AGREEMENT WITH OHM FOR ON-CALL ENGINEERING CONSULTING SERVICES

Bart Patterson introduced Kent Early from OHM Advisors. Kent said OHM has been working with the DDA since 2018. He said there are three primary tasks that are outstanding: #1 bidding and construction of Marlowe, Brookline and Elmhurst. The prior purchase order from the DDA was for the design of that, this would be for the construction services. #2 continuation of the cross-access work. #3 obtaining a permit from MDOT for permanently placing artwork.

Bart Patterson asked how much of the Marlowe, Brookline and Elmhurst areas would be damaged when the boulevard comes in. Kent Early said that the aprons will be affected when the boulevard goes in, however the DDA borders are much further back than that. MDOT will be responsible for replacing any areas affected by their construction.

Seth Kleinglass asked if it was possible to pave those streets any further. Amy Hamilton said DDA funds are required to be used only in DDA district so we can only pave up to the border of the DDA.

Amy Hamilton said the professional service agreement with OHM will expire in April 2021. They are proposing a three-year extension on the agreement so they can continue to work on the projects discussed.

MOTION: by Mark Waldbauer, supported Laura Giove, to extend the service agreement with OHM.

AYES: All present

CONSIDER APPROVAL OF 2021 PO TO OHM FOR ENGINEERING CONSULTING SERVICES

Kent Early said the proposal for the three items discussed are described in the packet he handed out. The total amount being \$60,260 to cover the Marlowe, Brookline and Elmhurst paving, continuing the cross-access project and the permanent art piece location.

Amy Hamilton said the purchase order would include a 10% contingency making the total amount of the PO \$66,286.

MOTION: by Dianne Cojei, supported Laura Giove, to approve the 2021 OHM purchase order.

AYES: All present

CONSIDER APPROVAL TO AUTHORIZE ADDITIONAL CHECK SIGNER FOR DDA

Amy Hamilton explained the DDA checks are required to be signed by two board members. Last year we decided that making the Township supervisor one of our check signers was very helpful because the supervisor is site regularly. Right now, we have Laura Giove and Janet Volante as check signers but we would like to add our new supervisor Anne Marie Graham-Hudak and an additional signer. This is very helpful in the event that any of the signers are on vacation, become sick or otherwise unavailable. Amy then asked the board members if anyone relatively close-by and available would like to volunteer.

Mark Waldbauer volunteered. He explained that he is within walking distance of our administrative building and he is available in the mornings Monday through Friday. The board agreed to have Mark as an additional check signer.

MOTION: by Mark Waldbauer, supported Bart Patterson, to authorize an additional DDA check signer.

AYES: All present

CONSIDER APPROVAL OF 2021 PO TO GREAT LAKES POWER & LIGHTING INC FOR STREETLIGHT MAINTENANCE AND REPAIR SERVICES

Amy Hamilton explained that Great Lakes is our contractor for all electrical issues along Ford Road. We have been working with them successfully since 2009. The amount of our annual purchase order has fluctuated immensely over the years in relation to how many accidents there are. She went on to say that we have had years we've only spent \$25,000 and some up to

\$95,000. This year she is proposing a purchase order in the amount of \$65,000 which is closer to the middle. Amy explained that when a light pole is hit, Great Lakes comes out to secure it, remove it and replace it. The DDA pays for the cost of this up front then our insurance company will reimburse us for the total amount less the deductible of \$1,000. There is no way to know exactly how many poles will succumb to auto accidents each year.

MOTION: by Seth Kleinglass, supported by Mark Waldbauer, to approve the 2021 purchase order to Great Lakes Power & Lighting Inc.

AYES: All present

DDA COORDINATOR'S REPORT – January 15, 2021

- **Holiday Decor** – LeClerc Display removed the holiday décor on January 8th.
- **Marketing Update** – Attached to this report is an overview of our holiday ShopCanton campaign to help promote local business. This will be an ongoing effort in 2021. I spoke to Kim this week and they are brainstorming more promotion ideas to help small business. The board will also need to decide soon on this year's ShopCanton Guide. The guide was suspended last year due to closures. Do you want to suspend the 2021 guide or push it back to the fall or holiday season? It's typically distributed in the spring.
 - *The consensus of the Board was to not move forward with the ShopCanton Guide at this time. The board would prefer to see New Moon promote the digital app and publication of the guide will be revisited in the spring.*
- **Electrical Update** – As we move closer to construction of the boulevard, I've asked Great Lakes to investigate lighting options. Per the board's decision, they are going to price out more affordable, "off the shelf," options for the board to decide on. Our current inventory is running low, however, I'm leery to order more lights. Our current light poles are very expensive and take months to get in since they are custom made. I'm leery to order more if the construction will begin next year. I need direction from the board on what you'd like me to do.

**The consensus of the Board was to not replace any light poles due to construction of the boulevard starting soon. When a light goes out, we will just leave it until it can be removed by the construction.*

**After the meeting Mark Waldbauer requested it be noted that he would like to suggest relocating a matching pole from a North/South street (Haggerty, Lilley Morton Taylor, etc.) temporarily.*

- **New Business Update** –A Certificate of Compliance has been issued for the following businesses:
 - **Sculpt Spa – 42775 Ford Road**
 - **Athletico Physical Therapy – 43715 Ford Road**
 - **Diana Jalloul – 42775 Ford Road (Beauty Shop)**
 - **Pizzawala’s – 45490 Ford Road**
 - **The UPS Store – 42807 Ford Road**
 - **French Toast Bistro – 43225 Ford Road**

ADDITIONAL CITIZENS AND BOARD MEMBER COMMENT

ADJOURN

MEETING CALLED TO ADJOURN at 8:59 A.M.