

**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
HELD IN THE DAVID W. HANSELMAN MUNICIPAL BUILDING ON THURSDAY,
January 24, 2019 AT 4:00 PM**

I. Call to Order

The Downtown Development Authority Meeting was called to order by Vice-Chairman Motyka at 4:12 p.m.

II. Pledge of Allegiance

Mr. McCandliss led the pledge of allegiance.

III. Roll Call

The following members were present: Mayor Robert Binson, Mr. David Czapski, Ms. Jan Ornsten, Mr. John Siedlik, Mr. Russell Haney, Mr. John Motyka, Mr. Glenn McCandliss and Ms. Heather Shanks. Also present were Dennis Champine, City Manager/Clerk & DDA Director, and Ms. Nancy Gould Marketing/PR Clerk. Ms. Jessica Hite, and Councilman James Reid were excused. A quorum is present.

IV. Adoption of Agenda

Mr. Champine indicated that he had erred by not including the Iron Belle Trail presentation on the agenda. Requested that it be added to the agenda as Item VI a – Presentation, Iron Belle Trail with Public Comments.

MOTION by Mayor Binson to approve adoption of the agenda with addition of Item VI a, supported by Ms. Ornsten.

AYES: ALL

MOTION CARRIED

V. Approval of Minutes from November 29, 2018 Meeting

MOTION by Mayor Binson, supported by Mr. Siedlik to approve the minutes from the November 29, 2018 meeting.

AYES: ALL

MOTION CARRIED

VI. Public Comments

a. Presentation by Mr. Norm Cox of Greenway Collaborative regarding the Iron Belle Trail moving through the City of Center Line. Also present were

representatives from SEMCOG and Macomb County PED. Recommendations were made to consider alternate routes. Mayor Binson indicated that the City of Center Line City Council has approved the route of Stephens west to Lawrence Avenue, north to Bernice, east to Center Line Public Schools property and connecting to the Warren side of the northern city border. There will be no change to the route. There were no public comments.

VII. Presentation

None.

VIII. Board Actions

- a. REQUEST TO APPROVE QUOTE FROM KUTCHEY & SONS FOR VAN DYKE AVENUE FLOWER BASKETS. – Mr. Champine indicated that he had received a quote from Kutchey & Sons for the Van Dyke Ave. flower baskets and that the price is identical as 2018. He is recommending the DDA Board accept the quote and authorize the him to sign the quote and move forward on the plantings for 2019, in the amount not to exceed \$1,395.00.

MOTION by Mr. Haney, supported by Ms. Ornsten to approve the quote submitted by Kutchey & Sones LLC for Van Dyke Avenue flower baskets for Spring 2019 in the amount not to exceed \$1,395.00.

AYES: ALL

MOTION CARRIED

- b. REQUEST CONCURRENCE OF THE CITY COUNCIL ACTION TO AUTHORIZE PUBLICATION OF REQUEST FOR PROPOSALS FOR AN ECONOMIC DEVELOPMENT CONSULTANT. – Mr. Champine reminded the DDA Board of Directors of the need to move forward on its plans to spur new development projects in the City Center Redevelopment District. Mr. Champine pointed out that for the city to move forward, it was agreed by the City Council and the DDA Board of Directors regarding the need to bring attention to Center Line's effort and ultimately investor's attention to economic development opportunities in the downtown. Mr. Champine reported to the DDA Board of Directors that the City Council recently approved the publishing of a request for proposals for an Economic Development Consultant, which would require a shared cost or whole cost coverage by the DDA. Mr. Champine is requesting that the DDA Board of Directors concur with the City Council that RFPs be solicited with the understanding that if a firm is hired, the DDA will share or accept any cost related to this project, so long as the cost is approved by both the City Council and the DDA Board of Directors

MOTION by Mr. Haney, supported by Mr. Czapski to concur with the Center Line City Council action to authorize publication of RFPs for an Economic Development Consultant, and that any cost must be agreed upon by the City Council and the DDA Board of Directors, should a proposal be accepted.

AYES: ALL

MOTION CARRIED

IX. Old Business

- a. 7576 STANDARD – DISCUSSION AND DECISION REGARDING FUTURE USE OF PROPERTY – Mr. Champine discussed options for the use of the rental property owned by the DDA and located at 7576 Standard in the City of Center Line. Mr. Champine indicated that the DDA could continue to rent the property, but it was in need of some upgrades that are estimated at approximately \$10,000.00. He also pointed out that the DDA could demolish the property for future use in a future DDA development, again at a cost of approximately \$10,000.00. If upgraded and rented, the DDA could lease the property for \$1,000.00 to \$1,100.00 monthly, and ultimately make some revenue within the first year. After discussion, it was agreed that the property was to be leased after upgrades were made. Ms. Shanks asked how the work that was needed would be done. Mr. Champine indicated that he would review the home's needs, the city inspector requirements for bringing the home up to code and then hire contractors for the purpose of completing priority renovations. Ms. Shanks indicated that she would be happy to voluntarily manage the project, at which point Mr. Champine indicated that he would be fine with that so long as she had all work approved prior to execution by the DDA Director.

MOTION by Mayor Binson, supported by Ms. Ornsten to approve the rehabilitation of 7576 Standard at a cost not to exceed \$10,000.00 and allow Ms. Shanks to manage the project with all work and expenditure to be pre-approved by the DDA Director.

AYES: ALL

MOTION CARRIED

X. New Business –

- a. REQUEST APPROVAL TO PURCHASE AD IN THE DETROIT TIGERS 2019 YEARBOOK – As part of the DDA's continued effort to expand its marketing, the DDA Director has reached out to the Detroit Tigers to request rates for advertising in their 2019 Yearbook. Rates were provided by the advertising firm representing the Detroit Tigers.

After discussion, it was determined that this type of marketing was not in the DDA's best interest.

MOTION by Mayor Binson, supported by Mr. Siedlik to receive and file request, and take no further action.

AYES: ALL

MOTION CARRIED

- b. 10 MILE ROAD, DISCUSSION REGARDING FUTURE PLANS – Mr. Champine reminded the DDA Board that he was looking for guidance on the future of 10 Mile Road as far as design and other considerations. After discussing the many concepts that the DDA Board felt was applicable to 10 Mile Rd., it was determined that we needed a schematic and conceptual design brought forth by an architect. Mr. Champine recommended that the DDA authorize him to secure pricing for a schematic and conceptual design from AEW Engineering.

MOTION by Ms. Shanks, supported by Mr. Siedlik to authorize the DDA Director to obtain a quote for a schematic and conceptual design from AEW Engineering, and bring such quote to the DDA Board for approval.

AYES: ALL

MOTION CARRIED

XI. Chairman Comments

None.

XII. Board Comments

None.

XIII. Directors Report

None.

XIV. Adjournment

MOTION by Ms. Ornsten, supported by Ms. Shanks to adjourn the Regular Downtown Development Authority meeting.

AYES: ALL

MOTION CARRIED

Meeting adjourned at 5:42 p.m.

Dennis Champine
DDA Director