

**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
HELD IN THE DAVID W. HANSELMAN MUNICIPAL BUILDING ON THURSDAY,  
April 25, 2019 AT 4:00 PM**

**I. Call to Order**

The Downtown Development Authority Meeting was called to order by Vice-Chairman Motyka at 4:03 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, Ms. Jessica Hite, Mr. Russell Haney, Mr. John Motyka, Mr. Glenn McCandliss, Ms. Heather Shanks, and Councilman James Reid. Also present were Dennis Champine, City Manager/Clerk & DDA Director, and Ms. Nancy Barr Marketing/PR Clerk. were excused. A quorum is present.

**IV. Adoption of Agenda**

**MOTION** by Ms. Shanks to approve adoption of the agenda as presented, supported by Mr. Siedlik.

AYES: ALL

**MOTION CARRIED**

**V. Approval of Minutes from January 24, 2019 Meeting**

**MOTION** by Mr. Haney, supported by Mr. Czapski to approve the minutes from the January 24, 2019 meeting.

AYES: ALL

**MOTION CARRIED**

**VI. Public Comments**

a. None

**VII. Board Actions**

a. REQUEST TO APPROVE FUNDING FOR MARKETING PLAN –  
CRUISIN' 53/CENTER LINE INDEPENDENCE FESTIVAL –

**BROADCAST SELECTIONS AND SALES.** – Mr. Champine introduced Mr. Craig Bender of Broadcast Selections and Sales who spoke about and presented a radio media campaign proposal to the DDA Board of Directors. After a detailed discussion regarding the purpose and intent of the radio media campaign, a motion was made to authorize the Director and Mr. Siedlik to review the campaign and determine the cost benefits, pursue other marketing firms to present proposals and make a decision on the purchase of radio media or other marketing proposals as deemed appropriate.

**MOTION** by Ms. Hite, supported by Mr. Haney to authorize the Director to spend up to \$10,000.00 on a marketing campaign, only after the campaign assessment by Mr. Siedlik and confirmation of best practices for use of funding, for the 2019 Cruisin' 53 event and Center Line Independence Festive event during the weekend of June 7-9, 2019.

AYES: ALL

**MOTION CARRIED**

- b. **REQUEST TO AFFIRM EMAIL VOTE REGARDING SCHEMATIC/CONCEPTUAL ENGINEERING WORK FOR 10 MILE ROAD PROVIDED BY AEW.** – Mr. Champine reminded the DDA Board of Directors that on February 22, 2019, the DDA Director sent an email for a vote to approve a \$6,500.00 expenditure to cover the cost of engineering a schematic/conceptual design for 10 Mile Rd. At the time of that vote, seven members voted in the affirmative for this requested expenditure. Those members were Mayor Binson, Mr. Czapski, Ms. Hite, Mr. McCandliss, Mr. Motyka, Ms. Ornsten and Mr. Siedlik. Mr. Champine requested that the DDA Board of Directors affirm their email vote to approve the aforementioned expenditure.

**MOTION** by Mr. Haney, supported by Ms. Ornsten to affirm the February 22, 2019 email vote for the expenditure of \$6,500.00 for the engineering cost of schematic/Conceptual design for 10 Mile Rd as presented.

AYES: ALL

**MOTION CARRIED**

- c. **REQUEST TO APPROVE PURCHASE OF FLOWERS FOR GATEWAY SIGNS.** – The City of Center Line Beautification Commission has requested that flowers be planted in the gateway signage gardens. A quote was received from American Law and Garden, LLC in the amount of \$550.00 for annual flower plantings.

**MOTION** by Ms. Hite, supported by Ms. Shanks to approve the purchase of flowers for gateway signage in the amount not to exceed \$550.00.

AYES: ALL

**MOTION CARRIED**

- d. REQUEST TO APPROVE PARTIAL FUNDING FOR THIRTY CRUISIN' 53. BANNERS FOR VAN DYKE AVENUE– As part of the DDA's effort to market events and placemaking in the Downtown District, and in partnership with the Warren Community Foundation, the City of Center Line, the City of Warren, and the Center Line Festival Foundation, the city is requesting that the DDA fund 50% of the cost for banners to be displayed on Van Dyke Avenue in preparation for the Cruisin' 53 event and Center Line Independence Festival on June 8<sup>th</sup> and during the weekend of June 7-9, 2019.

**MOTION** by Mr. Czapski, supported by Mr. Motyka to approve partial funding of banners for Cruisin' 53 and Center Line Independence Festival events in the amount not to exceed \$1,542.90.

AYES: ALL

**MOTION CARRIED**

**VIII. Old Business**

- a. 7576 STANDARD – DISCUSSION – PROGRESS – Ms. Shanks reported that there is nothing to report as she has been unable to secure quotes for the needed work for the home renovations. There will be a follow up report at the next DDA meeting. No action taken at this time.
- b. REQUEST TO APPROVE AEW GREEN INFRASTRUCTURE PARKING LOT CHANGE ORDER – DDA Board of Directors were reminded of their commitment to rebuilding the DDA parking lot using MDNR grant funding during the Spring of 2019. As work has moved forward on preparations, the engineering firm AEW has reported that costs for developing specifications related to engineering was underestimated and is requesting a change order to address the shortage in the budget. The additional amount is \$1,500.00, with a total cost not to exceed \$6,500.00. Mr. Champine reported that this portion of cost is expected to be reimbursed by the MDNR grant.

**MOTION** by Ms Hite, supported by Mr. Motyka to approve the change order request in the amount of \$1,500.00, with the total amount not to exceed \$6,500.00 for engineering of specifications for the Green Infrastructure parking lot.

AYES: ALL

**MOTION CARRIED**

**IX. New Business**

- a. REQUEST TO APPROVE FAÇADE/EXTERIOR IMPROVEMENT GRANT – OUTDOOR SIGN, CENTERLINE CENTER PARTNERS,

LLC – 7513-7559 E. 10 MILE RD. & 25005-25029 VAN DYKE AVE., CENTER LINE, MI 48015 – Mr. Champine reported to the DDA Board of Directors that Centerline Center Partners, LLC has requested grant funding for sign rehabilitation work to be completed on two exterior road signs for the new “The City Center Plaza”. Mr. Champine presented that the applicant has met all requirements of the Façade/Exterior Improvement Grant Program, has received three quotes, with the lowest quote in the amount of \$106,218.98 from Phillips Sign and Lighting, and that Mr. Pinch has inspected the proposed project and location, confirming that the price proposed is reasonable. Mr. Champine recommended that the project be approved for a grant in the amount of 50% or \$5,000.00 which ever is lowest for this project.

**MOTION** by Mr. Haney, supported by Mr. Motyka to approve the Façade/Exterior Improvement – Sign Rehabilitation grant in the amount not to exceed 50% or \$5,000.00 or which ever is lowest.

AYES: ALL

**MOTION CARRIED**

- b. REQUEST TO APPROVE FAÇADE/EXTERIOR IMPROVEMENT GRANT – OUTDOOR SIGN, CENTERLINE CENTER PARTNERS, LLC – 7513-7559 E. 10 MILE RD. & 25005-25029 VAN DYKE AVE., CENTER LINE, MI 48015 – Mr. Champine reported to the DDA Board of Directors that Centerline Center Partners, LLC has requested grant funding for sign rehabilitation work to be completed on two exterior road signs for the new “The City Center Plaza”. Mr. Champine presented that the applicant has met all requirements of the Façade/Exterior Improvement Grant Program, has received three quotes, with the lowest quote in the amount of \$106,218.98 from Phillips Sign and Lighting, and that Mr. Pinch has inspected the proposed project and location, confirming that the price proposed is reasonable. Mr. Champine recommended that the project be approved for a grant in the amount of 50% or \$5,000.00 which ever is lowest for this project.

**MOTION** by Mr. Haney, supported by Mr. Motyka to approve the Façade/Exterior Improvement – Sign Rehabilitation grant in the amount not to exceed 50% or \$5,000.00 or which ever is lowest.

AYES: ALL with Ms. Hite abstaining due to her relationship with the applicant.

**MOTION CARRIED**

**X. Chairman Comments**

None.

**XI. Board Comments**

None.

**XII. Directors Report**

None.

**XIII. Adjournment**

**MOTION** by Mr. Haney, supported by Ms. Ornsten to adjourn the Regular Downtown Development Authority meeting.

AYES: ALL

**MOTION CARRIED**

Meeting adjourned at 6:12 p.m.

Dennis Champine  
DDA Director