



**CANTON TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of the October 18, 2023 Meeting**

This meeting was held in the Supervisor's conference room in the Canton Township Administration Building and via Zoom.

The meeting was called to order at 8:02 A.M. by Mark Waldbauer.

Present: Steven Brock, John Camp, Laura Giove, Anne Marie Graham-Hudak, Seth Kleinglass, Kurt Olson, Kyle Selter, Guruveer Singh, Jacob Uhazie, Mark Waldbauer

Absent: Darshan Patel, Bart Patterson,

Staff: Gavin Beckford, Jon LaFever, Cathy Vettese, Deb Janice (Finance Department)

Guests: N/A

ACCEPTANCE OF AGENDA

MOTION: by Laura Giove, supported by Jacob Uhazie, to accept the agenda as presented.

AYES: All present to accept the agenda as presented.

APPROVAL OF THE SEPTEMBER 20, 2023 MINUTES

MOTION: by John Camp, supported by Laura Giove, to approve the September 20, 2023, meeting minutes.

AYES: All present to approve the September 20, 2023 minutes.

CITIZENS' NON-AGENDA ITEMS

N/A

PAYMENT OF BILLS

MOTION: by Laura Giove, supported by Jacob Uhazie, to allow discussion of payment of the bills.

Seth had some concerns about New Moon billing hourly and the costs being correct. He also noted that we were charged \$2,700.00 for the color block game. We will create a spreadsheet to review New Moon's invoices. Gavin will keep putting pressure on New Moon to justify what they are doing and what they are spending. Gavin will follow up with them and he feels there should be more value for the money. Currently, there has been more interaction with New Moon due to the ShopCanton Guide. We will move toward more consistent reporting and delivery. New Moon should be invited to do their presentation at the next meeting. Always good to revisit the marketing firm.

AYES: All present accept payment of the bills.

CONSIDER ADOPTION OF 2024 DDA BUDGET

Jon noted there were not a lot of changes in 2024. It is an established working budget, but money can move between accounts as needed. It will be presented to the Canton Board at the next board meeting.

Mark asked about the first line on revenue, line 403 "Current Taxes". He wanted to know if this was DDA's tax capture. Deb confirmed it was. He also asked if there was additional revenue from the road tax millage. Deb confirmed there was additional revenue, and it is mixed in with the tax capture figure. Mark prefers that those figures are viewed separately. Deb confirmed that \$210,000.00 of the tax capture figure is road tax millage money. The millage is due to expire in 20 years.

Kyle Selter asked if it was typical to project a surplus. Mark explained that it wasn't typical, but DDA is accumulating funds for the Ford Road Boulevard Project. Deb mentioned the fund balance at the end of 2022 was \$4.8 million and will continue to grow at the end of 2023. Mark noted that the Michigan Tax Tribunal has been quiet. Deb shared that in 2010 \$3.1 million was spent on the capital outlay for walls and streetlights. Jon noted that MDOT recommended a certain amount for their budget. DDA may have to contribute for some items that they require. Mark pointed out the DDA is not just the Ford Road boulevard but all the way from the east end to the west end as well as the north and south sides so it will be quite a sizable project. 10 or 15 years ago the DDA partnered with the township to buy bonds to bury the overhead lines.

MDOT shared some design element changes at the MDOT meeting Monday. We have the green light to begin approaching business and landowners. Communication is going well. Anne Marie shared that part of the funding for Ford Road will be coming from the road millage. Canton is trying to work with MDOT about a mast arm solution that doesn't involve span wire so that may be an extra cost to the DDA.

The community promotion account was discussed, and it may not all be used in 2024. The professional and contractual services account was decreased because the Ford Road project has slowed down but may need to be increased if something comes up.

Mark asked if we typically go over the utility account balances. Deb said it was a difficult question because it's hard to predict. Funds can always be transferred. DDA has never been in a deficit situation. Electric may need to be bumped up a little due to the holiday light display.

Kyle asked if DDA is eligible for DTE's incentive program. Kyle offered to give Gavin some DTE contact information.

MOTION: by Laura Giove, supported by Kurt Olson, to adopt the 2024 budget.

AYES: All present to adopt the 2024 budget.

CONSIDER P.O. TO FRANK'S LANDSCAPING & SUPPLY FOR ADDITIONAL WILDFLOWERS TO FILL IN AREAS AT THE MAIN INTERSECTION CORNERS

Jon confirmed that the subcommittee agreed with the DDA to plant living plants instead of seeding.

Canton's communications department is creating one signage type communication that will have photos of the wildflowers and description of the plants. Gavin is hopeful to have an example to share at the next meeting. This cost will be separate from the actual planting purchase order.

MOTION: by Steve Brock, supported by John Camp, to create a purchase order to Frank's Landscaping and Supply to plant additional wildflowers.

AYES: All present to create a purchase order for Frank's Landscaping and Supply to plant additional wildflowers.

CONSIDER AWARD OF CONTRACT FOR SHOPCANTON GUIDE PRINTING, DELIVERY SERVICES, AND MAILING

We received several bid responses. The quote from BRD came in the lowest and quality was good. Compton was used last year. Kim did her due diligence and researched BRD Printing. She was happy with the samples, and she got good comments from the references that were supplied. There was much discussion about staying with Compton who we've used in the past, and BRD Printing is new.

MOTION: by Laura Giove, supported by Kyle Selter, to consider awarding the ShopCanton Guide for printing, delivery services, and mailing contract to BRD Printing.

AYES: All present to award the contract to BRD Printing for the ShopCanton Guide printing, delivery services, and mailing.

CONSIDER APPROVAL OF A P.O. FOR CONSTRUCTION OF CROSS ACCESS BETWEEN DUNKIN DONUTS, WENDY'S, AND CITIZENS BANK

The cross connection in this location will give the residents a safe option to travel to the businesses along Ford Road. The goal is to have the paving of this cross connection completed this year. Al's Asphalt has completed many projects for Canton Township this year and the DDA has an opportunity to obtain current contract prices for this project instead of having it go out for bid. It is a small job and the OHM had completed the design plans, and the easement agreements have been secured. Al's Asphalt submitted a favorable bid and confirmed they could have it completed in November. OHM had reviewed the bid for cost and accuracy. The only fees associated with the easements were the OHM fees. The businesses that were involved welcomed the cross-connection project.

DDA normally follows the Canton Township's purchasing policy concerning bidding, and projects going to bid is the preferred practice, but due to timing, and depending on vendor circumstances, exceptions can be made to the bidding process if it is beneficial. Al's Asphalt had Canton Township Board approved projects in 2023 that were much bigger projects that had gone out for bid.

MOTION: by Seth Kleinglass, supported by Laura Giove to approve a purchase order to Al's Asphalt for the construction of a cross access between Dunkin Donuts, Wendy's, and Citizens Bank.

AYES: All present to approve a purchase order to Al's Asphalt for the construction of the cross access between Dunkin Donuts, Wendy's, and Citizens Bank.

ECONOMIC DEVELOPMENT AND DDA MANAGER'S REPORT – October 18 2023

- **DDA Landscaping**
 - Halloween decorations have been put up.
 - Communications is working on signage concepts to represent the wildflower plantings, which include the following: New England Aster, Shasta Daisy, Lance-Leaf Coreopsis, Purple Coneflower, Perennial Gaillardia, Oxe-eye Sunflower, Gayfeather, Blue Flax, Perennial Lupine, Evening Primrose, Prairie Coneflower, Black-Eyed Susan.
- **New Business Update** – A Certificate of Zoning Compliance has been issued for the following businesses:
 - Village Restaurant – 47182 Michigan Avenue
 - Cloudz Smoke Shop – 44942 Ford Road
 - Choppers Barber Shop – 8481 N. Lilley Road
 - Medical Office (Dr. Sarju Shah & Dr. Purvi Dharia) – 2050 N. Haggerty Road
 - ChessTree Inc. (Engineering Firm) – 7950 N. Lilley Road
 - ICOM System Corp. (Automotive Supplier) – 8655 Ronda Drive
 - Vortex Physical Therapy – 6200 Haggerty Road, Suite 500
 - Catering by Kevin (Carry-out restaurant and caterer) – 6565 Canton Center Road
 - Spirit Halloween (temporary Retail) – 42595 Ford Road

- Domino's Pizza – 39731 Ford Road
- Ahja! Biryani (Indian Restaurant) – 44993 Ford Road
- Blossom Children's Center – 39453 Ford Road
- Superior Fence and Rail – 8355 Ronda Drive
- Gill Quality Cleaners (Drycleaning) – 1690 S. Lilley Road
- Behavior Frontiers LLC (medical office/clinic) – 6223 N. Canton Center Road
- **Cross Access and Chet's Rental**
 - The ownership of Chet's Rentals has agreed to provide cross access through their property. A design is being prepared, which will feature a widened entrance off Ford Road to accommodate larger vehicles, movement of their business signage, and the inclusion of safety devices to minimize potential accidents.
- **Broadband Survey**
 - A survey by Merit Network, assessing the quality of Broadband service provided to Canton Businesses and Residents is in the process of being sent to all DDA businesses.
- **LED Lightbulb replacement**
 - Almost one side of Ford Road, west of 275, has been completed. Expected completion by early November.

ADDITIONAL CITIZENS AND BOARD MEMBER COMMENTS

The Board was very happy with the Halloween / Thanksgiving display. Seth was worried about possible theft of the display.

Gavin shared photos of the completed clean-up of the overgrowth on Ford Road. The work was delayed due to rain and muddy conditions.

Chet's has concerns about their entry way and the large vehicles they have. OHM is putting together a design. It may require stop signs and speed bumps. The entry way will need to be widened and signage will need to be moved. The cross access will be in front of the building. It was a productive meeting. This cross access will have long-term safety benefits. This may be a major budget adjustment in 2024. Seth expressed some safety concerns about the location of the cross access in that area. Gavin will present the design once it is completed.

The purpose of the Merit Network survey is to assess the actual broadband service speed being received versus the broadband service speed being advertised by providers. Please respond to the survey.

Gavin expressed his gratitude to Superbowl for allowing Great Lakes Power to use a portion of their parking lot as a staging area for their equipment. Superbowl is now known as Spinbowl.

Kyle asked Gavin for a quick recap of his presentation from the last meeting. He mentioned he presented ideas to create more walkability and gathering spaces along Ford Road. Gavin has been investigating some of the spaces that may be available. The next step would be to work with OHM to come up with the spaces that we can utilize and the design. The concept will be movable so when the Ford Road project begins it can be moved to a different area. One of the locations of interest is the Boston Market location. Currently there is the potential for blight in that location. In other Boston Market locations tax seizures have occurred. Canton is trying to formulate an agreement with them but there is an issue of obtaining contact information. Currently, Canton has been maintaining some of the landscaping when it gets out of control. There are several other locations also. One of the businesses is willing to give up part of its parking lot for this project. The next steps would be to get permission and an agreement with the owner of the location. A plan will need to be formalized and presented to the DDA board.

MDOT repainted the lines on Ford Road. The crosswalk timing was brought up again at Monday's MDOT update meeting. MDOT is aware of the timing issues. The price to widen the sidewalks to include a bike path would be considerable per MDOT and MDOT does not want to do it.

ADJOURN

Meeting adjourned at 9:30 a.m.