

**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
AND INFORMATIONAL MEETING HELD IN THE DAVID W. HANSELMAN  
MUNICIPAL BUILDING ON THURSDAY, FEBRUARY 11, 2021 AT 4:00 PM**

**I. Call to Order**

The Downtown Development Authority Meeting was called to order by Vice-Chairman Motyka at 4:07 p.m.

**II. Pledge of Allegiance**

Chairman McClandis led the pledge of allegiance.

**III. Roll Call**

The following members were present: Chairman Glenn McCandliss, Ms. Jessica Hite (Virtual), Mr. Russell Haney, Ms. Jan Ornsten and Mr. John Motyka. Also present were Councilman Aaron Delitka (Ex-Official), Dennis Champine, City Manager/Clerk & DDA Director, Nancy Barr and Joseph Fresard. A quorum is present.

The following members were absent and excused: Mayor Robert Binson, Mr. Gary Novak and Mr. David Czapski.

**IV. Adoption of Agenda**

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

**AYES: ALL**

**MOTION CARRIED**

**V. Approval of Minutes from December 3, 2020 Meeting**

**MOTION** by Mr. Motyka, supported by Ms. Ornsten to approve the minutes from the December 3, 2020 meeting.

**AYES: ALL**

**MOTION CARRIED**

**VI. Public Comments**

a. Mr. Tim Shoemake, a local statue artist, stated that he was at the meeting to simply listen in.

**VII. Treasury Report**

a. Mr. Champine reported that the DDA fund has a balance of

\$377,444.00

**MOTION** by Mr. Haney, supported by Ms. Ornsten to accept the Treasury Report as presented.

**AYES: ALL**

**MOTIION CARRIED**

**VIII. Board Actions**

- a. CONSIDERATION OF FAÇADE/EXTERIOR IMPROVEMENT GRANT PAYMENT – Teroma Inc., 24447 Van Dyke Avenue, Center Line, MI 48015 for awning replacement and parking lot improvements in the amount not to exceed \$5,982.05. Mr. Champine indicated that Haney’s Family Restaurant’s completed all requirements of the grant in accordance with the grant contract.

**MOTION** by Ms. Ornsten, supported by Mr. Motyka to approve the Façade/Exterior Improvement Grant payment in amount not to exceed \$5,000.00.

**AYES: ALL**

**MOTIION CARRIED**

- b. CONSIDERATION TO ACCEPT ESTIMATE FOR VAN DYKE AVENUE HANGING BASKETS AND AUTHORIZE PAYMENT – Mr. Joe Kutchey of Kutchey and Sons has annually seeded the hanging baskets in the winter to be ready for each spring. He has provided an estimate for the cost of this project in the amount of \$1,446.00. Mr. Champine requested the DDA Board accept the estimate and authorize payment upon invoicing for said service.

**MOTION** by Ms. Ornsten, supported by Mr. Motyka to accept the cost estimate of \$1,446.00 for hanging baskets to be seeded and delivered and authorize the DDA Director to make payment of same upon invoicing of said service.

**AYES: ALL**

**MOTIION CARRIED**

**IX. Old Business**

- a. 1696 Signage - Mr. Champine provided the DDA Board of Directors with an update, indicating that he had met with the City Engineer and local artist, Mr. Tim Shoemake to discuss the design and possible related costs.
- b. DWH Marquee Sign – Mr. Champine reported that revisions as prescribed by the board have been implemented, and that construction will begin in early March, as Veres Environmental and Signs is waiting on parts.
- c. Gateway Signage – Mr. Champine reported that the new logos will be

cast aluminum with black outlines. Those logos have been ordered and will be replaced at the same time as the DWH Municipal Complex marquee sign. Ms. Ornsten inquired about the “little balls” on the Gateway signs, and wondered if they shouldn’t be replaced with larger ones. Mr. Champine pointed out that he would look into the additional cost of purchasing and replacing the current 8” balls with 11” balls on the gateway signs.

**XI. New Business**

- a. Introduction of Joseph Fresard, Economic Development Director.
- b. DDA Brochure – Mr. Champine advised that we needed to update the brochure, however he indicated that the brochure may not have impact on the overall marketing of the DDA. It was agreed that an update was needed and smaller production of brochures could be done in-house. Mr. Champine indicated that he would get Mr. Barr working on the update and produce.

**XII. Economic Development Update – Joseph Fresard**

Mr. Fresard provided Economic Development updates.

**XIII. Chairman Comments**

Very excited to see all the new developments in every district in the city. Now we need to get focused on the downtown district.

**XI. Board Comments**

None.

**XII. Directors Report**

None.

**XIII. Adjournment**

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

**AYES: ALL**

**MOTION CARRIED**

Meeting adjourned at 5:16 p.m.

Dennis Champine  
DDA Director