

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of September 20, 2016
Meeting Room – 8:00 a.m.**

The regular meeting of the DDA Board was called to order at 8:01 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shaw Riley, John Casey, Margene Buckhave, Carolann Ayers, Mary Starring, Lynda Heaton, Jim Long*

Absent: *Greg Presley*

Also Present: City Manager/Patrick Sullivan, DDA Planning Coordinator/Courtney Geil, DDA Executive Director/Lori Ward, Matt Wilk/ Northville Schools, Resident/ Fred Sheill

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- a. Minutes of August 16, 2016 DDA Meeting – with amendment. Casey and Riley were not marked as present on the attendance. Riley's name was misspelled.
- b. August 2016 Financial Statement
- c. August 2016 Invoice Report

Motion by Ayers, seconded by Roth, to approve the Consent Agenda. Motion carried unanimously.

CADY PARKING DECK REPAIR BID AWARD

Ward reported the results of the bid opening on September 15. Two bids were received and opened for the work to repair the walkway from CadyCentre building to the Cady Deck. The low bidder was RAM Construction, the second bid was Shiesch Commercial. The estimate from the structural engineer was similar to the amount bid by RAM Construction.

The City shares the need for the beam in need of repair with the owners of CadyCentre, as the City owns and maintains the deck, and the building is privately owned. Ward proposed postponing the award of the contract until the proposed work is discussed with the owner of CadyCentre to gain a clear understanding of who is responsible for

funding the work, and get the best possible outcome for the City. Long stated that the building owners should pay for the repair work required. Roth stated that the agenda item should be treated as an informational piece, and serve as direction to DDA staff and the City Manager to speak with building owners regarding sharing financial responsibility for the walkway repair, and to check in with structural engineers to ensure that there is not an imminent need for immediate repair (that it is not an emergency situation.).

TIF LEGISLATION

Included in the packets are updates to the current TIF legislation currently making its way through the House of Representatives. The proposed changes include: disallowing the DDA to capture any local millages in the future; increased organizational transparency online (items already currently in place at the Northville DDA); a required annual meeting; and the reporting of the tax capture. Sullivan reported that Michigan Municipal League has stated that these reforms are considered phase I of TIF reform, and phase II will be the complete elimination of TIFs. These legislative changes will be voted on before November.

COMMITTEE INFORMATION AND UPDATES

a. Design Committee

- i. Fed Ex Box Installation: The new Fed Ex drop box has been installed, and has been well utilized thus far.
- ii. Newspaper Racks: The new newspaper rack has been ordered, and the old racks will be removed. The concrete slab near Poole's will be repurposed and used for a bike rack.
- iii. Skeletons Are Alive!: The celebration will be October 7, in conjunction with the First Friday Experience. There will be food trucks, live performances, and staff is currently exploring the option of street performers. Shawn Riley band will be performing, as well as Performer's Edge Dance studio.

There has been recent concern regarding adjacent communities replicating the event, and ensuing discussion regarding trademarking the event within a designated radius of Northville. There is currently no exclusivity with Begonia Brothers regarding the Skeletons Event, therefore others could potentially replicate the event. Roth suggested trademarking as it is inexpensive, and an easy process. He also informed the board that if the event was trademarked, there is a legal requirement for the interest and ability to pursue legal action against those violating the trademark.

- iv. Wayfinding Signage: The bid documents are complete, and the drawings and engineering report from Spaulding DeDecker have been submitted to Wayne County for review. This phase will include parking directional signs, a sign directing pedestrians to Mary Alexander Court, and a single business sign. The projecting sign for the Comerica Community Connection is on the agenda for the upcoming Historic District Commission meeting.
 - v. Planters: Ward reported that the raised planter bed in front of the Marquis Theatre was recently hit, which makes 5 current insurance claims that have been filed for automobiles colliding with raised planter beds. There are a total of 15 raised planters - certain planters have been hit multiple times, and some have not been hit at all. Roth asked for the collision numbers from the last year, to try to discern whether the issue was related to traffic from the closure of 275, or if it is a design issue. Long suggested requesting red light cameras from Wayne County. Buckhave suggested removing the fencing in the planters, as they are costly to replace.
- b. *Marketing Mix Committee* – Riley reported that the Marketing Mix Committee met with John Iacoangeli of Beckett and Raeder who presented information regarding the results of the retail market study.
 - c. *Parking Committee* – Casey reported that DDA staff is working on determining the number of volunteers for the parking lot counts on Saturdays. Chief Carlson volunteered police time to assist in getting accurate counts. Smaller lots have been added to the count, to improve accuracy.
- The post office recently requested removal of the 5 parking spaces located in front of their building, as it impedes the visibility of the trucks backing out, and was denied.
- d. *Organizational Committee* – Board members received an email from the auditors.
 - e. *Strategic Plan Update*: The Steering Committee received a presentation from the BRI team on the market study in its entirety. DDA staff then compiled a list of questions and concerns regarding the study in its current state, and brought them to BRI and LandUse USA for review. The team has been receptive and will be addressing these issues at the next steering committee meeting. The engagement session that was originally planned for the coming week has been canceled and will be held at a later date.

FUTURE MEETINGS/ IMPORTANT DATES

- a. October in the 'Ville– October 1-31, 2016
- b. Marketing Mix Meeting – October 6, 2016
- c. First Friday Experience – October 7, 2016
- d. Skeletons Are Alive – October 7, 2016
- e. Executive Committee Meeting - October 12, 2016
- f. DDA Board Meeting – October 18, 2016
- g. Streets of Treats – October 29, 2016
- h.

BOARD AND STAFF COMMUNICATIONS

Browndog Creamery has leased the space where Urban Pearl was located, and will be moving from their current location on Main Street and possibly expanding their space/business.

Dear Prudence will be opening in the former Pendleton space. The business has multiple locations and their Arbor Hills location will be phased out, and moved to the Northville space.

Wok Asian Bistro is expanding their business to catering, and changing their hours.

Make It Memories is closed until further notice while they repair a broken pipe in their store.

The next DDA Board meeting is October 18, 2016.

Meeting adjourned at 9:00 a.m.

Respectfully submitted,

Courtney Geil
Northville DDA
Planning Coordinator