

**DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting - October 27, 2016
Meeting Room**

The Special meeting of the DDA Board was called to order at 8:04 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shaw Riley, Carolann Ayers, Margene Buckhave, Lynda Heaton, Jim Long, Mary Starring* (*joined the meeting at 8:20 a.m)*

Absent: *Greg Presley, John Casey*

Also Present: Patrick Sullivan/City Manager, Lori Ward/ DDA Executive Director, Greg Need/Adkinson, Need, Allen & Rentrop, Jay Desai/Desai Consulting Engineers, Alexander Lamb/Desai Consulting Engineers

APPROVAL OF AGENDA

Motion by Roth, seconded by Buckhave, to approve the Agenda. **Motion carried unanimously.**

1ST QUARTER BUDGET AMENDMENTS

Ward presented the 1st quarter budget amendments which consist of two revenue adjustments:

- Removing the sponsorship revenue from the Concours d'Elegance event. The event has been cancelled and there will be no revenue sources.
- Addition of \$1,275 in revenue from interest earned. This reflects actual revenues received and is reported by the Finance Department

Staff will make adjustments to the expense side of the Concours d'Elegance event during the 2nd Quarter Budget Amendments.

Motion by Ayers, seconded by Heaton, to approve the 1st Quarter Budget Amendments as presented. **Motion carried unanimously.**

CONSIDERATION OF CLOSED SESSION

Motion by Ayers, seconded by Long, to go into closed session to discuss attorney-client privileged communications. **A role call vote was taken:**

- Shawn Riley – yes
- Margene Buckhave – yes
- Lynda Heaton – yes
- Ken Roth – yes
- Carolann Ayers – yes
- Jim Long – yes
- Greg Presley – absent
- Mary Starring – absent
- John Casey – absent

A 2/3 majority of DDA Board members must vote affirmatively to go into closed session. The vote was 6/9 to proceed into closed session. The motion passed.

DDA moved into Closed Session.

Motion by Ayers, seconded by Buckhave, to open the meeting back up. Motion carried unanimously.

Motion by Ayers, seconded by Starring, to direct administration to proceed as discussed in closed session. Motion carried unanimously.

BOARD AND STAFF COMMUNICATIONS

Long stated that he was not happy when the DDA hired Ward as Executive Director in 1999, but in the 17 years that she has been with the DDA she has done a great job.

Ayers stated that the DDA needs to be prepared to discuss the City and DDA's role in the maintenance, repair and funding of our parking decks and lots.

The next DDA Board meeting is scheduled for November 15, 2016.
Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Lori M. Ward, Director
Northville DDA