

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of May 16, 2017
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:05 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, John Casey, Lynda Heaton, Mary Starring*

Absent: *Margene Buckhave, Jim Long, Greg Presley*

Also Present: Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Sarah Prescott/School Board Representative, Fred Sheill/Resident, Aaron Cozart/Resident, Natalie Kneifel/Resident

AUDIENCE COMMENTS

Resident and downtown property owner Aaron Cozart reported to the DDA the status of the cleanup and repairs at the CadyCentre building. Cozart reported that while doing improvements to the second floor office space of the CadyCentre building, either a sink or toilet leaked water down into the first floor showroom of Bailey & Shamoun Interiors. Bailey and Shamoun lost all of their inventory. Caldwell Banker on the 2nd floor is back up and running and the building owners are working hard to get Bailey & Shamoun back in their space. Ward reported that Bailey & Shamoun has taken some temporary space below Wok Asian Bistro on Cady Street to be able to continue to serve their customers.

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- a. April 18, 2017 Meeting Minutes
- b. April 2017 Financial Statement
- c. April 2017 Invoice Report

Motion by Roth seconded by Starring to approve the Consent Agenda. **Motion carried unanimously.**

Electric Charging Station Proposal

Ward reported that the DDA was approached by a downtown business owner, Manfred Shon, with a proposal to install 2 electric charging (EV) stations in the downtown. Shon is the owner of Up2Go at 120 W. Main Street. Ward, Riley, and Parking Chair Carol Maise met with Shon to discuss the details of the proposal. Shon has been working with Tesla, who has agreed to donate 2 EV stations at no charge to the community. The Charging stations would have a Tesla plug on one side of the unit and a universal plug (Clipper Creek) on the other side. Tesla has a plug that is unique to their car, all other EVs utilize the alternate plug. In addition, Tesla would provide up to \$1,500 per pole to

cover the cost of installation. Up2Go will coordinate the installation with Tesla and pay any costs over the \$1,500. Up2Go would cover the electrical costs, at a minimum through 2018. The electrical costs are \$0.113 per kwh. If 2 EV were used 9 hours a day the cost would be approximately \$1 a day or \$365 per EV per year.

As part of the Streetscape Improvement Project, the DDA installed the infrastructure to support 2 Electric Car charging stations in Downtown. The two spaces that were selected at the time were located at the NW corner of Main and Center Streets. The DDA and City were working with DTE and General Motors to bring the charging stations to Northville under a demonstration program. The terms of the contract were never agreed upon and the program did not go forward. The Parking Committee has continued to discuss the idea of installing EV stations over the years, however the demand never seemed to warrant the investment. Now that Tesla and Chevrolet are each coming out with lower cost models that have a greater range they can travel before recharging, the Parking Committee agreed it was time to reconsider.

The Parking Committee met on May 2nd to discuss the proposal by Shon. Discussion took place over the best location to install the charging stations. Currently there is a location on Main Street, just west of Center Street that has conduit already run to it. This was done when the City was working with DTE to install the EV stations, and remained after the project was cancelled. In addition, the two locations that were explored are located in the Old Church Square Parking lot. One of the locations is directly behind 120 W. Main and the other is just north of the east end of 120 W. Main. Ward referred to a map that was provided in the Board meeting packets.

After review and discussion, the Parking Committee has recommended that the charging stations be located in two spaces behind 120 W. Main towards the east end of the buildings. The two spaces are isolated and will be easy to sign for EV parking only. Casey stated that the decision is based on the desire to keep as many of the “prime” parking spaces available for visitors along Main Street. Ayers stated that in Florida, residents are exploring ways to not own a car and in the Detroit area we are still looking for ways to accommodate cars.

Ayers asked if the spaces would be time limited. Ward stated that there would be a 3 hour time limit like the rest of the lot, however the spaces would be restricted for use by electric and hybrid cars only. Ward informed that Board that Shon is exploring ways to power the electric charging stations by wind or solar energy. Roth asked Sullivan if a City Council approval was required. Sullivan suggested that a traffic control order would need to be prepared and approved by City Council.

Motion by Heaton seconded by Casey to approve entering into a contract with Up2Go to install 2 electric charging stations in the Old Church Square lot with Tesla paying for the 4 charging units, 2 poles and up to \$1500 per pole for installation and Up2Go paying for the electricity until the end of 2018. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee* –

Wayfinding Signs. Ward informed the Board that on May 18th the DDA received all of the approvals from Wayne County to install Wayfinding Signs in the County's right-of-way. Ward stated that the process took 18 months with Wayne County and 3 weeks with Oakland County. A notice to proceed was issued to the fabricator.

Games in Town Square. Ward directed the Board to a communications in their packets that recommends that the DDA invest in several games for Town Square that would help to activate the space. The idea came out of a discussion with the NCBA. Ward contacted the Village Workshop to explore working with them to create the games. The Village Workshop offered to take it on as a volunteer project and charge the DDA for the materials only. Staff is waiting for an estimate from the Village Workshop for the materials. The DDA seasonal staff will put out the games in the morning and Ward is exploring, with Parks and Recreation, having their staff put the games away at night when they are shutting down the parks. The games will be store under the stage or in the lower level cage in the Cady Street Parking deck. Ayers asked if other communities have done this. Ward stated that she got the idea for adding games to Town Square after a recent trip to Seattle. There is a large plaza in Pioneer Square that has similar type paving and seating with lots of available games. The games could be customized to show local sponsorship.

Motion by Casey seconded by Starring to approve a budget of \$1,000 to purchase 2 sets of Corn Hole, 1 Jenga and one Connect 4 game for the use in Town Square. **Motion carried unanimously.**

b. *Marketing Mix Committee* – Ward stated that the May Marketing Mix Committee meeting had been cancelled. The DDA has a last minute opportunity to appear live in studio on Thursday and Friday last week to promote Mothers' Day in Northville. Ten businesses were promoted during the two days on Channel 2 and Channel 7. The videos are posted on the DDA website.

c. *Parking Committee* – Casey had no additional business to report other than the EV charging stations.

d. *Organizational Committee* – Ayers stated that the Draft Strategic Plan has been delivered by Beckett and Raeder and reviewed the schedule for the upcoming Strategic Plan presentations. The Steering Committee is scheduled to meet and review the document on May 25th. The DDA and City Council would then hold meetings to review the project. Ward requested that the DDA Board hold a special meeting in May to discuss the Strategic Plan ahead of the City Council's June 19th meeting date. June 6th was selected as the date for the Special DDA Meeting.

Ayers asked if any other public meetings were scheduled. Ward responded that the plan will be presented at the DDA and City Council at public meetings. Roth suggested that both the DDA and the City post the documents on their respective websites and develop an Executive Summary.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Northville Flower Sale – May 26 – 27, 2017
- b. Memorial Day Parade – May 29, 2017
- c. Marketing Mix Meeting – June 1, 2017
- d. First Friday Experience – June 2, 2017
- e. Executive Committee Meeting – June 14, 2017
- f. Arts and Acts - June 16-18, 2017
- g. DDA Board Meeting – June 20, 2017

BOARD AND STAFF COMMUNICATIONS

Prescott informed the Board that a community member has come forward to donate funds toward turning the Main Street School site into a community park. Roth responded that the City would be fine with that idea as long as the upkeep of the park does not become a City responsibility. Roth stated that there are no funds to add another park to the maintenance responsibilities. He stated that having another green space in the city would be a positive outcome. The area is currently zoned residential. Ayers asked about how the various uses under consideration would impact parking. Sullivan noted that the schools are currently doing a traffic study for the area. He noted that parking is an issue that all of the adjacent users would have to come to an understanding over. Currently the school district provides all of the parking for the uses in the area including the community center, library and the two school buildings. The City has been responsible for maintaining the parking over the years.

Prescott also mentioned that the school district is evaluating the possibility of issuing a sizable bond, which would require a renewal of the school district's existing millage. These revenues would be utilized primarily for building upgrades. The prime project would be the renovation of Hill Side Middle School. Prescott described the proposed improvements. Public sessions are being held to discuss the ideas and gain community input. Roth stated that the average age of Northville's school buildings is over 50 years. Roth and Prescott agreed that if Northville wants to continue to compete for students, they need to invest in their facilities

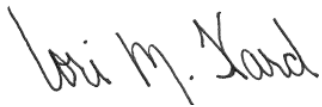
Roth informed the group that the City Council took action the previous night to appoint two new board members to the DDA: Natalie Kneifel and Robert Miller. In addition, City Council approved the appointment of Aaron Cozart to join the Board on October 1st, when a vacancy will occur with Lynda Heaton stepping down. Heaton has served on the DDA Board for over 25 years. Riley thanked Heaton for her years of service to the community.

Roth updated the Board on the pending legislation that would impact TIF capture. The proposed legislation would only allow DDA's to capture TIF revenue going forward to service bond debt issued by a DDA. Roth stated that the majority of bonds that are issued for DDA projects and are paid back from TIF revenue are actually issued by the municipalities. The proposed legislation could impact a DDA's ability to service the debt. Recently the Conference of Western Wayne took a formal position to oppose the legislation. DDA staff prepared a Resolution that City Council will also formally adopt at their next meet to oppose the legislation as well. Ward reminded the group that libraries are not required to opt out of capture, they can stay in and participate in the DDA. Ward noted that there may be the opportunity to talk to the library about future capture.

The next DDA Board meeting is June 20, 2017. In addition, the DDA Board will hold a special meeting on June 6, 2017 to discuss the Strategic Plan.

Meeting adjourned at 9:00 am

Respectfully submitted,

A handwritten signature in black ink that reads "Lori M. Ward". The signature is written in a cursive style with a large initial "L" and "W".

Lori M. Ward, Director
Northville DDA