

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of September 19, 2017
Meeting Room A

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

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, John Case, Lynda Heaton, Natalie Kneifel, Jim Long, Robert Miller Greg Presley, Mary Starring*

Absent: *Margene Buckhave*

Also Present: Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Aaron Cozart/Resident, Fred Sheill/Resident

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda

- a. July 2017 Financial Statement
- b. July 2017 Invoice Report
- c. August 2017 Financial Statement
- d. August 2017 Invoice Report
- e. July 18, 2017 Meeting Minutes
- f. August 15, 2017 Cancellation

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

STRATEGIC PLAN IMPLEMENTATION

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee – Wayfinding Signs.* Wayfinding signs are in production and should be completed and installed by the end of August. The package of signs include the larger scale signs on the Mile Roads, 2 additional parking signs, the projecting sign on Comerica Community Connection, a directional sign to dining and shopping on Mary Alexander Court, and a single business sign for Northville Cider Mill and Winery.

MainCentre Parking Deck Parking Agreement – The City Manager, DPW Director and DDA staff participated in a conference call with DDA Attorney Greg Need to review the final Parking Agreement. The structure of the agreement will change from a Parking Management Agreement to a Ground Lease. Before a meeting is set up with Singh to review the proposed agreement, a better understanding of the upcoming financial obligations for deck repairs needs to be obtained. DDA staff will prepare a RFP for professional services to evaluate the deck and determine a schedule for needed repairs. In addition the DDA will request for a maintenance manual to be prepared to address annual repairs.

Presley inquired whether Singh had expressed any more interest in initiating a residential project where the MainCentre parking deck is. Ward responded that there had been no recent contact from Singh regarding any interest in the deck property. Ward indicated that the City would like to convey, in some form, the elevator/stair tower and bridge to Singh since MainCentre residents are the only ones that can access the facility. The agreement will address the ownership and responsibilities of the tower and bridge and would permit the City to inspect the bridge and tower annually to ensure that the elements over the public right-of-way are in good repair and safe.

- b. *Marketing Mix Committee – Downtown Walking Map and Directories.* DDA staff, working with the Chamber of Commerce is in the process of updating all of the data on the Walking Maps and Directories. The requested changes are currently being made by Graphic Visions and the project should go to print in the next few weeks.

Staff met with representatives of Begonia Brothers to begin the discussions on this year's Skeletons are Alive event. This year the Marquis Theatre participating by holding Saturday night movies throughout the month of October.

Riley asked how the games are being received in Town Square. Staff said that they are all getting a lot of use. The bean bags disappear from time to time and need to be replaced. It will be an ongoing expense. The games are being stored under the stage at night by Parks and Recreation staff. Buckhave mentioned that she is interested in adding games to the Old Church Square too. They recently purchased new benches for Old Church Square. Many people waiting to eat at Center Street Grill wait in the Old Church Square plaza.

M-1 will be in town at the end of the month to shoot video for an overall promotional piece for the community. Six months ago a business recruitment video was developed that is utilized when talking to prospective new business owners or developers.

- c. *Parking Committee – Electric Plug in station sponsor Manfred Shon is in the process of getting estimates from electrician to work on the installation of the EV stations. DTE will need to install a new meter service and then the stations can be installed.*

- d. *Organizational Committee* – Staff met with Ayers to develop a part time job description for the vacant DDA staff position. The job would require 24-29 hours per week and would work primarily on marketing and operational tasks. The job would be posted on MML, MDA, City and DDA websites, with hopes to have the position filled by early October.

Working with Ayers, staff reviewed the Implementation Strategy prepared by Beckett and Raeder and took all of the tasks outlined in the Plan and assigned them to one of the 5 Committees. New Board members should review the document provided by staff and determine which of the committees they would like to participate on. A new Committee, Economic Restructuring, has been recommended and will need a Chair. Staff reminded the Board that the committees do not have to be chaired by a Board members.

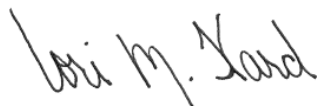
FUTURE MEETINGS/ IMPORTANT DATES

- a. Northville Home Tour – September 23, 2017
- b. Marketing Mix Meeting – October 5, 2017
- c. Skeletons are Alive Event – October 6, 2017
- d. First Friday Experience – October 6, 2017
- e. Executive Committee Meeting – October 11, 2017
- f. DDA Board Meeting – October 17, 2017
- g. Trick or Treat Trail – October 21, 2017
- h. Streets of Treats – October 28, 2017
- i. Halloween! – October 31, 2017

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is November 21, 2017
Meeting adjourned at 9:05 am

Respectfully submitted,



Lori M. Ward, Director
Northville DDA