

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of June 16, 2015
Meeting Room – 8:00 A.M.

The regular meeting of the DDA Board was called to order at 8:03 a.m.

ROLL CALL

Present: *Mary Starring, Mayor Chris Johnson, Lynda Heaton, Margene Buckhave, Shawn Riley, Jim Long, Carolann Ayers, John Casey*

Absent: *Greg Presley, Excused*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Marketing & Communications Coordinator/Christa Williams, Resident/Fred Sheill*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA

Consent agenda as follows:

- Minutes of DDA Meeting April 21, 2015
- PR Summary April 2015
- PR Summary May 2015
- Financial Statement of April 2015
- Financial Statement of May 2015
- Invoice Report April 2015
- Invoice Report May 2015
- Fourth Quarter Budget Amendments
- Fourth Quarter Budget Amendments Explanation

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

FOURTH QUARTER BUDGET AMENDMENT EXPLANATION

Ward stated that included with the Consent Agenda is the explanation for the Fourth Quarter Budget Amendments. She noted that the Amendments are primarily balancing of accounts. Also, that after the Fiscal Year 2014 closes, there will be one more set of Amendments. Ward highlighted two items in the Amendments:

- The sidewalk replacement at Monroe Bank & Trust on the west side of the building. This work was planned during the Streetscape project, but never executed. The funding is carried forward from the previous budget year.
- The credit in the budget is from the departure of Kate Knight, DDA Planning Coordinator.

MAINCENTER PARKING DECK REPAIRS

Ward presented background information regarding the MainCenter parking deck. In the fall of 2014 bricks began falling off of the parking deck outer wall. After evaluation a contractor, D.C. Byer, was hired to repair the brickwork. This work wasn't completed before the winter months came. In the spring when the contractor resumed repairs, it was determined that the structural issues were more significant than anticipated. The request is to increase the budget for the additional time and materials needed, not to exceed \$7,000.00. Riley questioned whether Singh, as the manager of the parking deck, had any financial responsibility for the repairs of the deck. Ward responded that she and Sullivan would be addressing the parking deck agreement with Singh in the future.

Motion by Johnson, seconded by Starring, to approve the request to increase the budget for the additional time and materials needed to properly repair the MainCenter parking deck, not to exceed \$7,000.00. **Motion carried unanimously.**

COMMITTEE UPDATES

Design Committee

Ward presented an update for the exhibit design work being done in the Comerica Community Connection (CCC).

Ward also presented an update for the Wayfinding signage.

Ward is working with JJR to create a secondary streetscape and furnishing plan which would provide guidelines for development occurring within the DDA. The guidelines would provide information on the various components of the streetscape and street furnishings, i.e.: concrete type/manufacturer, bench type/manufacturer, etc.

Ward shared the proposed improvements over the alleyway behind Orin Jewelers, and beside Rebecca's Family Restaurant.

Marketing Mix Committee

Riley presented that the Marketing Mix Committee didn't meet in June, but instead attended the 2015 Business Forum's held on June 3 and 4, 2015.

Parking Committee

None

Organizational Committee

None

COMMUNICATION

Board and Staff Communications

The next DDA Board meeting is August 18, 2015.

Meeting adjourned at 9:07 a.m.

Respectfully submitted,

Christa Williams
Northville DDA
DDA Secretary
Marketing & Communication Coordinator