

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of October 20, 2015
Meeting Room – 8:06 a.m.**

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

ROLL CALL

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

Absent: *Greg Presley, Excused; John Casey, Excused*

Also Present: *City Manager/Patrick Sullivan, DDA Planning Coordinator/Courtney Miller, DDA Executive Director/Lori Ward*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

Minutes of DDA Meeting of September 17, 2015

- September 2015 Financial Statement
- September 2015 Invoice Report
- 1st Quarter Budget Amendment

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

RECOGNITION OF PUBLIC SERVICE FOR MAYOR CHRISTOPHER JOHNSON

Ward commended Mayor Johnson on his service with the City of Northville and presented him with an 1893 map of Northville. She stated that the DDA has been one of the benefactors of his hard work and leadership for the past 28 years, and that he is leaving quite a legacy. Mayor Johnson replied it has been a pleasure to work with the DDA, and as a citizen of Northville, he greatly appreciates the work that the DDA accomplishes. Ward invited everyone to view a slide show of improvements in Downtown Northville during the Mayor's tenure after the meeting.

REPLACEMENT OF FIRE PITS

DDA staff researched replacement options for the current fire pits, which were put in place during the Town Square improvements ten years ago. Ward stated that the fire pits are currently being used intermittently. One reason for this is that they need to be ignited and extinguished manually, which creates difficulty coordinating staff to complete this task. Another reason that Ward gave is that the pits are very heavy and require being installed and removed every year with heavy equipment owned by DPW. Ward reported that the City Manager has asked that heavy equipment not be used on top of Town Square, due to the heat melt system (the torque of the vehicles jeopardizes the system). Therefore, DPW has informed Ward that they cannot install the current fire pits manually. Ward presented the three different pits that are the best options for replacing the current fire pits. She said the model that staff is most interested in is the "Kingsman" unit by Woodland Direct. The Kingsman only weighs 150 pounds empty, and can be filled with materials once in place, so the pits could easily be hoisted into place. This particular unit has the option of an electronic ignition, and DDA staff would like to explore the option of having the fire pits on a timer. Ward stated that she believes we would get more use out of the fire pits if they were electronically ignited, possibly with a timer. The price without the electronic ignition is \$1,713 each, and they are manufactured in Shelby Township, therefore staff would be able to go to the shop and view the product before placing an order.

Long suggested that if DPW were to drive from Main Street onto Town Square, they could put down 4x8 sheets of $\frac{3}{4}$ plywood over the town square surface and drive on them, which is a regular practice for landscaping companies. Sullivan asked if Long would warranty the heat system if the work was done in this manner. Ward asked Sullivan what he thought about the idea of putting down plywood and driving on it. Sullivan replied that it is a DDA decision, however he recalled a decision that was made early on that heavy machinery would not drive on the bricks in Town Square. Long suggested that DPW look at placing plywood over the bricks for driving or receiving an estimate from Anytime Lifting, which would lift the fire pits into place while parked on Main Street. Ward informed Long that the Christmas Tree would also need to be lifted into place. Ward stated that she would like this to be accomplished before the lighted parade on November 20. Ward requested that this item be withdrawn from the agenda pending discussions with Anytime Lifting.

COMMITTEE INFORMATION AND UPDATES

Design Committee

The Comerica Community Connection Exhibit: Ward reported that the exhibit was installed a few weeks ago, and asked if anyone on the board had a chance to view it. Ward said that she and Sullivan have noticed a few minor issues with the exhibit, such as one of the panels being loose; also, the edges of the exhibit are sharp, so a cap will be installed for safety. The next step for the exhibit is to install an informational key on the east wall (opposite the installation). The key would have numbered points of information about the pictures tied to numbers that would be placed on the exhibit for

clarification. The length of the key would be approximately 4 feet long. The design is being finalized in preparation for fabrication. Ward stated that fabrication and installation of this piece would still allow the project to remain within the original budget.

Downtown Repairs: Ward reported that the brick in the vestibule at the north end of the Comerica Walkway is deteriorating, as discussed at the previous meeting. Staff has received one quote to replace the brick with the new brick on the eastern portion of the vestibule, and all brick will match when complete. This work is going to the Historic District Commission for approval this Wednesday evening and staff will continue to seek two more quotes for the work. Long asked Ward to email him a scope of work for this project. Buckhave asked about the size of the section. Ward responded that it is about 4 feet wide by 12 feet in height. Reilly asked about the possibility of the deterioration extending beyond the current area. Ward replied that the deterioration would not expand beyond this area, as the remaining brick is sealed on the interior of the walkway, and is not exposed to the elements.

Mary Alexander Court: Ward said that she is coordinating with DPW on the expansion of the dumpster enclosure in Mary Alexander Court. The foundation is underground, and the work would be the removal and extension of the east wall. Ward stated that this work will be costly and will require sealed bids.

Johnson asked what was being done about the pavers at the entrance to parking off of Mary Alexander Court that keep getting displaced by entering cars. Ward replied that they are frequently glued back into place, and that a more permanent solution would be considered. She said that she will meet with landscaping contractors to discuss options for correcting this issue, including a new design. Johnson offered a suggestion from a citizen to install right and left turn lanes on the west end of Mary Alexander Court, as some drivers are attempting to make left hand turns from the right lane.

Long said a comment was made to him regarding the trellis on the rear elevation of Table 5 that needs repair. Ward replied that she has spoken to the owner regarding this issue, and was told that it would be repaired once Lucy and the Wolf was up and running, which has occurred – this repair should be occurring in the near future. Staff will follow up with the owner.

Wayfinding Design: Staff has received an opinion from a design engineer that using the design concept from the Wayfinding signage for the regulatory signage would be unenforceable. Ward stated that staff is in the process of standardizing the signs and making sure they are all the same height. Cities that have installed these types of signs previously, such as Plymouth, Milford, and Brighton, for example, have printed their regulatory signs on custom signs without considering this. Other alternatives to designing custom signs are to leave the signs as they are, or to mount the regulatory signage on a sign with a custom border. However, to do this, the white signs would need to be reprinted to display hours of enforcement. Ward clarified that the signs would match the new Wayfinding signage program with white letters on a brown background, and would not be an alteration of those already installed, but separate signage to replace older no parking (for example) signs. The next phase of the program would have included the installation of regulatory signage, which may not be able to

happen, due to the lack of enforceability. Ayers said she would like the Board to consider these options for a while. Ward stated that another option is that if the signage is designed, the next bid packet could include the design as an alternate, to get an idea of the cost. Creation of a prototype was also discussed in an Executive Committee meeting, to gauge the success of the appearance of these signs.

Ward reported that informational packages of the larger-scale Mile road signs have been sent to Oakland and Wayne County for approval. Oakland County has approved the signage and approved the permits. Wayne County has denied the request, stating that the signage did not meet their code. DDA staff received a very brief email regarding Wayne County's decision, with very little explanation for the denial. Sullivan suggested that the DDA appeal to Elizabeth Isler, the County Parks Director who is on the Wayfinding Committee, make the request to the Public Works Department. He asked if the only one on the County right of way was at the entrance to Hines. Ward responded that there are several on 8 Mile that are in the Wayne County right of way.

Hutton and Main Street Sidewalk Replacement: Ward reported that this has occurred next to Monroe Bank and Trust. This work included the pouring of new sidewalks and the installation of 3 new trees and tree grates. More trees (about 7) were installed in the downtown area in the past 2 weeks to replace trees that have not survived.

Marketing Mix Committee

Ward informed the Board that event cards and skeleton maps are now available. Long asked if any skeletons have been stolen this year. Ward reported that none of the skeletons are missing so far. Buckhave indicated that the skeleton located at the American Legion is missing. Long commented that they were sanding and cleaning the cannon, so it may have been removed for that.

Parking Committee

Parking Counts: Buckhave stated that the Old Church Square lot was missing from the lot count report that was distributed at the last meeting. Ward replied that it was erroneously excluded and would be added.

Organizational Committee

Ayers reported that everything in the first quarter budget amendments looked standard, and nothing was really surprising.

Food and Beverage Committee

None

FUTURE MEETINGS AND IMPORTANT DATES

- a. Historic District Commission – October 21, 2015

- b. Streets of Treats and Halloween Parade – October 24, 2015
- c. Marketing Mix Committee – November 5, 2015
- d. First Friday – November 6, 2015
- e. Executive Committee Meeting – November 11, 2015
- f. Girls Night Out – November 13, 2015
- g. Next DDA Board Meeting – November 17, 2015

BOARD AND STAFF COMMUNICATIONS

None

The next DDA Board meeting is November 17, 2015.

Meeting adjourned at 8:41 a.m.

Respectfully submitted,

Courtney Miller
Northville DDA
Planning Coordinator