

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of April 19, 2016**  
**Meeting Room – 8:05 a.m.**

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

**ROLL CALL**

**Present:** *Chairman/Shawn Riley, Mayor Ken Roth, Margene Buckhave, Carolann Ayers, John Casey, Mary Starring, Greg Presley*

**Absent:** *Lynda Heaton (excused), Jim Long (excused)*

**Also Present:** City Manager/Patrick Sullivan, DDA Planning Coordinator/Courtney Miller, DDA Executive Director/Lori Ward, School Board Liaison to the DDA/ Matt Wilk, Resident/ Aaron Cozart, Resident/ Fred Sheill, Business Owner (Edward's)/ Chris Shelters, Business Owner (Van Dam's Boutique)/ Chris Van Dam

**AUDIENCE COMMENTS**

Downtown Business Owners Chris Van Dam and Chris Shelters are present to discuss a resolution to a potential conflict between the Concours d'Elegance and the upcoming NCBA Sidewalk Sale, both are currently scheduled for the weekend of July 29-30. Van Dam stated that the Concours as an event does not benefit the downtown businesses and asked if the event could be relocated to Mill Race Village, or Ford Field. She stated that the NCBA has already committed performers and vendors for the Sidewalk Sale, and they cannot be moved to another date. Ward stated that the Concours has been held on the same weekend for the past 5 years, and that this event has been discussed at the Marketing Mix and DDA Board Meetings for months previous to this issue. She said that while the future of the Concours was not yet decided for this year, it had not yet been ruled out. Sheill stated that holding the events concurrently in the same space would not be a good idea, due to the value of the cars. Ward stated that the cars would need to be moved out of the Downtown, if the events were to be held concurrently, which is not characteristic of a DDA sponsored event. Starring suggested holding the event at Ford Field.

Riley stated that there is currently a meeting scheduled for the following week to determine the future of the Concours event. There are approximately \$6800 worth of sponsorships currently committed to the event. Riley stated that the projected budget for the event is \$15,000 for a four hour event. Ward stated that this money would need to be raised for the event to be executed successfully. She said that some staff time has already been utilized in the planning of the Concours event, and numbers can be provided to the Board, if needed. Ward stated that the current plan was to wait about a

week to provide the opportunity to touch base with sponsors. Riley stated that by May 2<sup>nd</sup>, there would be a clearer indication of whether or not the event would occur. Sheill stated that the future of the Concours event would be dependent on whether or not the funding for the event is in place. Riley asked about the success of the event in the previous year. Ward stated that the event was not financially remarkable in either a negative or positive way, however the DDA absorbed the staff time for planning and execution of the event, and some of the print material for the event came out of the DDA marketing budget. Roth expressed concern regarding the manner in which this conflict unfolded, and questioned how a new event could be in conflict with a longer standing event. Van Dam stated that the last she had heard at an NCBA meeting, there would not be a Concours event in 2016.

Shelters stated that she believes that the permit application for the Sidewalk Sale was submitted prior to the application for the Concours. Roth asked for clarification of the Special Event process. Ward explained that permit applications are completed and submitted to the City Manager's Office. They are then circulated to all of the City departments for comment before placing the item on the City Council agenda for approval. Neither permit application has been circulated nor approved by Council. Ward stated that the Special Events process gives preference to annual events.

Roth asked about the feasibility of moving the event. Sheill stated that using Ford Field for the Concours is a feasible alternative. Roth concluded that during the meeting on May 2, the option of relocation and the financial feasibility of the event would be discussed, and the possibility of a compromise could be discussed. He expressed concern with the amount of work that was already put into the event, and how potential scheduling conflicts like this could occur. Ayers expressed concern with the fact that the majority of the Board currently does not have any background information on the topic being discussed, so no decisions will be able to be made at the current meeting.

#### **APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent agenda as follows:

- a. Minutes of March 15, 2016 DDA Meeting
- b. March 2016 Financial Statement
- c. March 2016 Invoice Report
- d. 3<sup>rd</sup> Quarter Budget Amendments
- e. Explanation of 3<sup>rd</sup> Quarter Budget Amendments
- f. DDA Tax Capture Report

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

#### **MAIN STREET ROAD REPAIR**

Ward updated the Board that the repair work on Main Street is currently underway. A notice was sent out Friday, April 15<sup>th</sup> to notify the surrounding business and property

owners. The reason for the repair is that the road – bricks and concrete- were failing in front of Comerica Bank. DPW performed some excavation work under the site and discovered that the weep holes were sealed with concrete and duct tape, making them unusable as drains. The work should be completed and the road reopened by April 20<sup>th</sup>. Roth stated that the matter should be revisited with the original contractor, although the statute of limitations has been exceeded, dissatisfaction should still be expressed. Ward will give an update to the Board at the next meeting.

#### **COMMITTEE INFORMATION AND UPDATES**

##### *a. Design Committee*

- i. Wayfinding Design: Locations for larger signs have been staked, and MissDig has marked all utilities. These activities will be documented and resent with an application to Wayne County, who was looking for evidence to ensure that existing signage would not be blocked by the new signs.

Staff is having difficulty finding a pole that will adequately support the signage and withstand windload. Roth asked about utilizing 2 poles instead of one. Staff is in contact with the designer to formulate a plan.

- ii. Secondary Streetscape Guidelines: DDA Staff and Carlisle Wortman are reviewing the final version of this document. It will be on the Planning Commission agenda for May 3 to be approved and adopted.

- iii. Street Furniture: ADA accessible tables have been ordered for use in Town Square, as well as extra chairs. Replacement umbrellas have also been received.

- iv. Town Square Pavilion Repair: Dave Mielock is assisting the DDA on the repair of the pavilion in Town Square. The structure will require glass repair, as well as general repair, which may be bid out separately. The current goal is to have this work completed before the first Friday Night Concert on June 3<sup>rd</sup>.

- v. MainCentre Parking Deck Repairs: RAM construction has been working to replace the cove joints around the two stair towers on the Cady Deck. There has been a lot of water infiltration recently. DDA staff will be receiving a report on the roof, which is leaking and may need some repair. Ayers asked if the DDA is financially responsible for all of the work occurs on the deck. Ward replied that it is currently very unclear about who is responsible for which repairs. She reported that the DDA has budgeted \$25,000 per year for 4 years. RAM has assisted the DDA Office in creating a prioritized punch list of repairs that will need to be completed, and an RFP will be created based on this list. Casey recommended Western Waterproofing. Ward stated that she has a few companies in

mind, including Western Waterproofing that would be sent an invitation to bid.

- vi. Mary Alexander Court Dumpster Enclosure: Ward reported that work on the expansion of the dumpster enclosure begins next Monday. She said that trees will be moved out of the way and the three grease containers will be consolidated into one container which will be located within the enclosure. An email will be sent to notify business and property owners when the construction is scheduled to begin and where the temporary location of the dumpsters will be during construction. Buckhave reported that the enclosure in the parking lot behind her building is missing doors, and asked if Ward knew why. Ward reported that she was not aware of this, but will follow up with DPW to find out what is happening.

b. *Marketing Mix Committee*

- i. Promotional Video: Riley reported that the Committee has a special group meeting on Thursday regarding how to proceed with the Promotional video for Downtown Northville.
- ii. Photographer: Ward reported that an RFQ for a Downtown Photographer was sent out, and Mike Moeglin was selected. She stated that the DDA was looking for a vendor on an as needed basis, as this will be much less expensive for the DDA.

c. *Parking Committee*

- i. Street Parking Hours: Casey reported that the Committee made the recommendation to change street parking hours from 3-5am, instead of 3-6am.
- ii. Parking Count Volunteers: Casey stated that there were no volunteers to count available spaces in Downtown Parking Lots. The next step will be to seek appropriate technology for this task. Roth stressed the importance of this task remaining a priority, as improvements cannot be made to downtown parking without accurate counts in place.
- iii. Uniform Parking Regulations: The Police Chief performed a review of parking regulatory signage in the main parking lots, and discovered that some of the signs were installed without the appropriate traffic control order in place. Ward and Chief Carlson reviewed these, adjusted them as necessary, and have taken them to City Council for approval.

d. *Organizational Committee*

- i. DDA Budget Presentation to City Council: Ayers reported that the budget was taken to City Council, and there were no issues. The Council will take action on the budget at the next meeting. Ward will confirm whether or not the budget needs approval from the DDA after it is adopted by Council.
- ii. Strategic Plan Update: Next week is the kick-off Strategic Plan Steering Committee meeting with Beckett and Raeder.

**FUTURE MEETINGS/ IMPORTANT DATES**

- a. Marketing Mix Meeting – May 5, 2016
- b. First Friday Experience – May 6, 2016
- c. Executive Committee Meeting – May 11, 2016
- e. Next DDA Board Meeting – May 17, 2016

**BOARD AND STAFF COMMUNICATIONS**

Roth reported that there was a bill introduced in the Senate subcommittee recently that bans future existence of DDAs. He stated that it is not expected that the bill will pass, but it may be used as leverage by anti-DDA groups to perform revenue adjustments. Ward reported that committees are currently reviewing DDA legislation.

The next DDA Board meeting is May 17, 2016.

**Meeting adjourned at 9:10 a.m.**

Respectfully submitted,

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Courtney Miller  
Northville DDA  
Planning Coordinator