

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of March 21, 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, Margene Buckhave, John Casey, Lynda Heaton, Jim Long*

Absent: *Greg Presley, Carolann Ayers, Mary Starring*

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

AUDIENCE COMMENTS

Riley introduced Sarah Prescott, the liaison to the Northville School Board who will be joining the DDA Board as a non-voting member.

APPROVAL OF AGENDA AND CONSENT AGENDA

Ward stated that the meeting minutes were misidentified in the meeting packet as December 20, 2016 and they should have been labeled February 21, 2017 on the agenda. Casey stated that the minutes from February 21st contained an error. Under Board and Staff Communications Casey stated that the new FEMA maps would be available on June 24th, not April as the minutes stated. Heaton noted that the February minutes also erroneously showed her as present at the meeting that she was absent from. Riley noted that Riley's name was misspelled in the roll call.

Consent agenda as follows:

- a. February 21, 2017 DDA Meeting
- b. February 2017 Financial Statement
- c. February 2017 Invoice Report

Motion by Roth seconded by Casey to approve the Consent Agenda with the changes to the minutes reflected above. **Motion carried unanimously.**

DRAFT DDA BUDGET 2017 -18

Ward directed Board members to the Budget Communication that was included in the Board packet. The Communications provided background information and identified areas that the Board needs to address in this year's budget. In addition Ward provided a spreadsheet that highlighted the changes between the DDA budget that was presented at the February DDA Board meeting and the budget being considered that the March

DDA Board meeting. The DDA Draft 2017-18 Budget was presented to the DDA Board at the February 21st meeting. The budget showed a small, \$12,000 budget deficit that would have relied on fund balance. Staff presented several options to the DDA Board for ways to reduce expenses as a way to eliminate the reliance of fund balance. The DDA discussed several possibilities including: reducing a series of small ticket items of the budget to ensure that we have a positive cash flow, look for additional sponsors for items like WiFi and porta-potties, submit an insurance claim on the Pavilion repair, and explore the real cost associated with providing street lighting for the downtown.

Ward stated that since the DDA's March meeting, the Finance Department received information from the City Assessor showing to items that impact the DDA budget:

- 4% increase in taxable values for downtown commercial property that resulted in an additional increase in revenue of roughly \$18,250.
- Board of Revue action that resulted in a loss of TIF revenue of \$8,207.

Combining the two items above provides a net revenue increase of roughly \$10,000. Ward met with Board members Ayers to discuss a strategy on how to proceed. DDA staff reviewed the budget and made several changes, identified in the spreadsheet provided in the Board packet. Ward walked the Board through the changes reflected in the spreadsheet.

Roth inquired if the DDA TIF revenue is impacted by Headlee and if the numbers in the budget presented reflect that impact. Ward stated that TIF revenue is subject to Headlee and she would follow up with the Finance Director to ensure that the numbers that are in the DDA Budget will not be impacted further from Headlee.

Motion by Casey seconded by Long to approve the DDA 2017-18 budget as presented. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee* – Ward stated that the DDA has heard back from the Wayne County Permitting office and they are now requiring two additional items before a permit will be granted. Staff is working to provide the information. A notice to proceed has not been granted to the fabricator until the permits are approved.

The Cady Parking Deck beam repair has been completed. The aluminum sill plate will be completed as part of the bridge work being completed on behalf of the property owners. Next step will be to request 3 quotes for the evaluation of parking decks that will lead to a set of repairs and specifications that will be bid out.

- b. *Marketing Mix* - Riley stated that the Marketing Mix Committee has spent a lot of time discussing and supporting the work of the Strategic Plan. The group has discussed whether the Marketing Mix Committee should be broken down into two committees – Marketing and Business Services which is how the committees were originally created. This will be discussed at the next Strategic Plan meeting on April 5th.

- c. *Parking Committee* –Casey stated that a Parking Committee meeting has been scheduled for March 30th at 8:00 am. There are three items on the agenda; evening parking counts, overnight parking, and electric charging stations.
- d. *Organizational Committee* – No further report.

FUTURE MEETINGS / IMPORTANT DATES

- a. Marketing Mix Meeting – April 6, 2017
- b. First Friday Experience – April 7, 2017
- c. Executive Committee Meeting – April 12, 2017
- d. DDA Board Meeting – April 18, 2017

BOARD AND STAFF COMMUNICATIONS

Long mentioned that she noticed that bike racks were back in the budget and was wondering where they would be installed. Ward stated that a Bike Focus Group has met to select the type of bike racks and their locations. There are two bike racks that have been selected one is the original hoop which would accommodate single bikes and the other rack would hold multiple bikes that will be located near areas where people congregate. The on street rack will be installed prior to Memorial weekend.

Prescott updated that Board on the status of the buildings located on West Main Street that are owned by Northville Public Schools. The school district will be investing over 8 million dollars to consolidate the preschool programs into one location that they will share with the administrative functions of the district. These functions will be in Old Village School. Long asked if the plan to combine City Hall and the School District was still under consideration. Sullivan said it was not, the project was too expensive. Prescott was questioned about the timing of the project and she stated that the combined facility is scheduled to be completed by August 2018. Prescott also noted that the School District would be going to the Historic District Commission to ask for permission to tear down the Main Street School. Long asked what would happen to the site and Sullivan responded that the proposal that the School District has accepted is for the development of 7 single family homes.

Long asked if the proposal for the old Riffles Restaurant space was moving forward. Ward stated that she and the Building Inspector had met recently with the potential purchasers to discuss the project and answer questions. Ward advised the group that Lucy & the Wolf will be opening for lunch starting on April 1st.

The next DDA Board meeting is April 18, 2017

Meeting adjourned at 8:48 am

Respectfully submitted,

Lori M. Ward, Director Northville DDA