

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of April 17, 2017**  
**Meeting Room A**

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

**ROLL CALL**

**Present:** *Mayor Ken Roth, Chairman Shawn Riley, Margene Buckhave, Lynda Heaton, Jim Long, Greg Presley. Mary Starring*

**Absent:** *Carolann Ayers, John Casey*

**Also Present:** Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Natalie Kneifel/Resident, Fred Sheill/Resident, Marilyn Price/City Council

**AUDIENCE COMMENTS**

None.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Riley stated that his name was misspelled in the roll call and that Strategic Plan was misspelled under Organization Committee Update. Ward stated she would make the changes.

Consent agenda as follows:

- a. March 21, 2017 DDA Meeting
- b. March 2017 Financial Statement
- c. March 2017 Invoice Report
- d. 3<sup>rd</sup> Quarter Budget Amendments

Ward stated that she usually prepares a full Budget Amendment Explanation that accompanies the Spreadsheet, however the 3<sup>rd</sup> Quarter Budget Amendments are prepared by Finance Department and reflect the changes that were approved by the DDA during the budget process.

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

**BOARDS AND COMMISSIONS GUIDELINES**

Ward stated that she included guidelines that were prepared by the City and circulated to all of the City's Board and Commissions. Mayor Roth explained that the guidelines were a result of feedback from several Board and Commission chairs expressing concern that they were unable to get a quorum for meetings or were having difficulties contacting Committee members. The Mayor and Council developed Guidelines to serve as a reminder of the expectations when serving on a City Board or Commission. The

document can be shared with individuals that are applying for a Board or Commission so that they know the expectations going in and also to serve as a reminder to existing members.

Several DDA Board members indicated that they had received them in the mail earlier in the year. Ward indicated that she had not received a copy of the guidelines and wanted to make sure that the DDA Board was fully informed. The issue came up recently when the DDA posted to fill two DDA Board vacancies. Ward indicated that there have been 5 applicants for the two vacancies. Ward stated that by state statute, the DDA can have as many as 12 members, however, there is interest in filling two vacancies that would bring the board up to 11 members. In addition, the DDA is required to have a resident of the DDA District sit on the board if there are more than 100 residents in the District. Margene Buckhave serves as the DDA residential member. The DDA is also required to have a majority of its members have a “real” interest in the District, which includes ownership or rental of real property in the downtown. Six of our 9 members already have a real interest in downtown, therefore, neither of the new members will be required to meet that qualification. Heaton asked if a DDA board members had to be residents of the City of Northville. Ward responded, not if they have a real interest in the DDA District.

Riley asked where the City was in the interview process. Roth responded that 3 of the 5 interviews have been completed and 2 more are scheduled for this week. Applicant Natalie Kneifel was in the audience. Heaton asked whether the applicants had to be recommended for the position. Ward stated that the vacancies were posted on the City’s website and in the City’s e-newsletters for a month. Roth indicated that the City has increased its outreach and posting in an effort to inform and attract more interested individuals. Long asked why the City was looking to expand the number of members on the DDA Board at this time. Ward indicated that it was an effort to increase community participation. Long asked if staff could share the names of the applicants. Ward stated that applicants are resident Natalie Kneifel, business owner Dan Ferrara, architect Robert Miller, business owner Manfred Schon, and building owner Aaron Cozart.

## **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. Ward and Gallogly met with the contractor and structural engineer on the site to review several punch list items. The aluminum sill plate will be completed as part of the bridge work being completed on behalf of the property owners. DDA has issued a request for proposals to 3 firms to evaluate the two parking decks that will lead to a set of repairs and specifications that will be bid out. In the short term Ward has received a proposal to replace the nosing on 30 steps in the MainCentre and

CadyCentre decks. This work will most likely be done in advance of the evaluation to eliminate the trip hazard.

DDA will have 2 of its seasonal maintenance crew returning this year and has posted for the 3<sup>rd</sup> seasonal position. The crew should start mid-May. DDA will have a supervisor position this year that will coordinate and oversee the work in the field. In addition, the positions will rotate covering Friday nights so that there is someone on staff during the Friday Night concerts to assist with set up and tear down of the concerts and removing all of the trash from the downtown.

Ward has met with a lighting specialist to address some of the lighting issues in the downtown. The festoon lighting is quite dim and needs to be addressed. In addition, spot lighting may be added over the fountain.

Long inquired whether the DDA has a landscape contractor under contract. Ward responded that the DDA has a contract with Commercial Grounds Services. Long asked if they could take a look at the shrubs to the east of 120 W. Main. Many of the shrubs have died and need to be replaced.

Presley asked what the status of the Poole's Tavern project was. Sullivan stated that a 25 year lease agreement with Poole's has been signed and the land swap will take place once the improvements are completed. Phase 1 of the project will take place this summer with the installation of the new patio area and foundation for future columns. Phase 2 will take place in the fall and will include a covered roof structure with columns over the patio area.

b. *Marketing Mix*. None

c. *Parking Committee* – None

d. *Organizational Committee* – Ward included the information from the Strategic Plan Steering Committee April 5<sup>th</sup> meeting. The purpose of the meeting was to prioritize the recommendations for the plan. The final plan will be shared with the Strategic Plan Committee in May, then the DDA and City Council in early June.

The Committee structure will be utilized in the implementation of the new Strategic Plan. The DDA is in a very different place financially than they were 10 years ago, so when discussing the implementation and funding the DDA will need to rely more on grants, sponsorships and community partnerships to complete some of the projects.

Sullivan stated that the City needs to get a better handle on what the financial obligation is with respect to the two decks and so that the City can plan for the decks maintenance. Ward stated that the purpose of the Request for Proposals to address that issue. The evaluation of the parking decks, in addition to identifying immediate repairs needed, will provide the City with a long term management and maintenance plan.

Long asked what the life expectancy of a parking deck is. Ward stated 30-50 years if properly maintained. Buckhave asked when the Old Church Square parking lot would be re-surfaced or repaired? Ward stated that she would look into it.

#### **FUTURE MEETINGS / IMPORTANT DATES**

- a. Marketing Mix Meeting – May 4, 2017
- b. First Friday Experience – May 5, 2017
- c. Executive Committee Meeting – May 10, 2017
- d. Northville Spring Carnival – May 11 – 14, 2017
- e. DDA Board Meeting – May 16, 2017
- f. Northville Flower Sale – May 26 – 27, 2017
- g. Memorial Day Parade – May 29, 2017

#### **BOARD AND STAFF COMMUNICATIONS**

The next DDA Board meeting is May 16, 2017

**Meeting adjourned at 8:28 am**

Respectfully submitted,

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Lori M. Ward  
Director Northville DDA