

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting of January 16, 2018  
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:06 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Chairman Shawn Riley, Robert Miller, Aaron Cozart, Margene Buckhave, Greg Presley, John Casey, Carolann Ayers*

**Absent:** Mary Starring, Jim Long

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Amelia Ritter/DDA Marketing and Communications Coordinator, Fred Sheill/resident, Brian Turnbull/resident*

**AUDIENCE COMMENTS**

Brian Turnbull introduced himself and said he was invited to the meeting by Jim Long.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

- a. December 2017 Financial Statement
- b. December 2017 Invoice Report
- c. December 19, 2017 Meeting Minutes

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

**COMMITTEE INFORMATION AND UPDATES**

a. *Design Committee*

The Design Committee has not yet met, but Miller gave an update on the streetscape design standards. Miller and Ward met with Marc Russell from the Planning Committee and had a discussion about planning for a secondary streetscape to compliment the Main and Center streetscapes. Miller is still waiting to hear back from Russell with his comments on updating the standards.

Ward directed the Board to the committee update in the packet and said that the wayfinding signs and EV charging station signs are made and ready to be installed once we have a few days that are above freezing temperatures. When the charging station is fully operable, there will be a press release and a ribbon cutting with Tesla and Up-2-Go.

The stairs in the Cady Parking Ramp were repaired, but they were done incorrectly. RAM was contacted and agreed to remove the concrete mortar and complete the job as outlined in the contract.

b. *Marketing Mix Committee*

The Marketing Mix Committee did not meet this month due to City Hall being closed for Christmas and New Year's. They will meet again on February 1<sup>st</sup>, 2018.

c. *Parking Committee*

There was no parking meeting last month, but Chief Carlson has asked the DDA to schedule a meeting in early February to discuss overnight parking with the Committee.

d. *Organizational Committee*

Ward presented the 2018 Goals and Objectives to City Council on January 11<sup>th</sup>. Organizational Committee Chair Carolann Ayres was in attendance. There will be minor changes to the document, for example the possible addition of bike repair units (which an Eagle Scout in town is interested in helping the DDA with) and trash/recycling receptacles. These changes will be made for the February 5<sup>th</sup> City Council meeting.

Ayers brought up a communication issue about the phone line for City Hall. She mentioned that there is a long string of options and it is hard to get to an actual person on the other end of the line.

She also mentioned that the snow removal on residential and commercial sidewalks has been lacking this winter. Ayres stated that we are a walkable city but the snow downtown has not been taken care of to accommodate a lot of walking in our community. Sullivan suggested calling in and reporting sidewalks that have not been cleared and they will get taken care of. Ward mentioned that this issue was also brought up at the merchant meeting on January 9<sup>th</sup>. There was question as to whether the DDA could pay for a machine to come and brush the sidewalks or hire someone to clear all of them. Buckhave also weighed in on this issue as she has seen the snow pile up in front of her business and her neighbors' businesses. Ward suggested contacting the snow removal vendor that works with DPW. Sullivan noted that that vendor only gets called in when there has been several inches of snowfall.

The DPW Director position has not yet been filled.

e. *Economic Development Committee*

The Economic Development Committee met on December 18, 2017 and discussed goals for the committee, expanding the DDA boundaries, and the sub-area plans. The majority of the discussion was focused on the sub-area plans for Foundry Flask and Northville Downs. Cozart said the Committee

spent quite a bit of time talking about how to become stewards of development. He appreciated and emphasized the importance of having representation from the City at meetings.

Ward said that they have a list of recommendations from the Strategic Planning Committee that the Committee went over at the last meeting to make sure each Committee was charged with appropriate tasks.

Roth expressed the importance of having a City representative present when discussing the expansion of the DDA to facilitate discussion and figure out the potential costs to the city concerning laws, taxes, and new development.

The last item noted from the Economic Development Committee was the proposed modifications to the Master Plan amendment in CadyTown, which is on the agenda for the Planning Commission tonight.

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

Future Meetings / Important Dates

- a. Marketing Mix Meeting – February 1, 2018
- b. First Friday Experience – February 2, 2018
- c. Executive Committee Meeting – February 14, 2018
- d. Economic Development Meeting – February 19, 2018
- e. DDA Board Meeting – February 20, 2018
- f. Parking Committee Meeting - TBD

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

The next DDA Board meeting is February 20, 2018

**Meeting adjourned at 8:37 am**

Respectfully submitted,



Amelia Ritter, Marketing and Communications Coordinator  
Northville DDA