

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of June 19, 2017
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:02 a.m.

ROLL CALL

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

Absent: *Aaron Cozart, Robert Miller*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Fred Sheill/resident, Marilyn Price/resident, Sarah Prescott, Northville School Board*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

- a. May 2018 Financial Statement
- b. May 2018 Invoice Report
- c. May 15, 2018 Meeting Minutes
- d. 4th Quarter Budget Amendments
- e. Explanation for 4th Quarter Budget Amendments

Ayres asked Ward if the amendments looked typical. Ward noted that at the end of the year there are always more amendments to zero out the budget. Long inquired whether the Energy Reduction Coalition program mentioned in the May minutes were available for private building owners or is it available for public building owners only. Ward said that Sullivan would be able to answer the question when he arrived. Casey asked about the new legislation, Public Act 57, and whether it required DDA's to only accrue funds for five years. Ward confirmed that Public Act 57 does require additional accounting of funds that have accrued for longer than five years.

Motion by Ayres seconded by Casey to approve the Agenda and Consent Agenda. Motion carried unanimously.

CITY BOND ISSUE FOR ROAD IMPROVEMENT

Roth informed the DDA Board that City Council has approved ballot language to issue bonds to repair the City's roads. As part of the bond issue, the DDA would collect its TIF revenue on the millage. City Council is asking the DDA to agree to dedicate the TIF capture from the bond issue to repair roads within the DDA boundaries. This will not impact the DDA's current budget, as it is a proposed new millage.

Ayres informed the Board that in her role as the Organization Chair for the DDA, she had met with the Mayor, DDA Chair, City Manager and DDA Director to discuss the request set forth in the DDA packet and to determine how to handle the TIF revenue in the budget. Ayres stated that the DDA can put the TIF revenue in a special reserve account and only spend the funds on road repairs.

Long stated he thought we were putting the cart before the horse and we should wait to see if the millage passes before addressing how the DDA will spend the funds. Long mentioned that the last time a road millage was on the ballot it failed. He suggested that the Board wait until after the election to discuss the request. Ward stated that she believes that it might be important to let the voters know in advance of the election that all of the money this generated from the millage will be spent on road repairs, including the DDA's capture. Casey note that this may be an issue for some voters as it was with the DIA and Detroit Zoo millage.

Long stated that he believes that signing the Resolution may give the impression that the DDA is endorsing the road millage. Long suggested that the DDA wait until the election results and address the issue at that time. Roth stated that he felt that it is important to provide information to the voters on how all of the funds generated from the millage will be spent. Roth suggested that to address Long's concern that the Resolution gives the impression that the DDA endorses the millage, that the Resolution be amended to include a statement that states that the DDA takes no position, either for or against, the bond issue.

Ward stated that she asked the Finance Director to go back and look at the DDA's fiscal participation in road projects. The DDA has a history of participating in the funding of road projects in the DDA including Main Street, North and South Center Street, Wing Street, and the Dunlap curve. Dedicating funds for a road project is consistent with previous DDA practices. Ward also noted that with all of the development that is proposed for Cady Street, the money will most likely be spent on the improvements there.

Long requested that text be added to the Resolution that makes it clear to voters that the DDA is neither endorsing nor opposing the road millage. Johnson asked why the DDA wouldn't be on board supporting the bond millage, if the DDA believes that the roads are in disrepair and need to be addressed by the City. Roth stated that the DDA can take a position in support of the millage, but that is not what the City is requesting of the DDA. The DDA can, if it chooses, take action in support or against the millage.

Ayres stated that the bottom line is that if the millage passes, the DDA will capture roughly \$27,000 annually of the revenue. The DDA needs to decide if it wants to

dedicate those funds to road improvements as well. Long questioned whether if the millage passed, if the funds could be spent anywhere in the City or would be spent on road improvements in the DDA District. Ward responded that, by state statute, the funds would be required to be spent in the DDA District.

Prescott commented that the school board recently went through a similar effort with their bond issue. Prescott suggested that the more information that you can provide the residents with on how the revenue is spent, the better.

Long requested that language be added to Resolution to make it clear that the DDA is not taking a position on the road millage issue. Roth suggested that the Resolution be amended to include, after the last whereas, a sentence that states that the Downtown Development Authority does not take a position as part of this resolution either for or against the millage issue.

Motion by Ayres seconded by Casey to approve the Resolution to regarding City Street Bond Debt Millage to include the amendment as noted. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

In Miller's absence, Ward directed the Board to attachment 6.A in the Board Packet which provides an update on all of the DDA current projects. The EV charging stations are in and working. DDA is working with the police department to educate the visitors to the lot that the spaces are for EV parking only. The police are issuing warnings only for the first 2-3 weeks until visitors are familiar with the new EV stations. In addition, the parking spaces will be striped and have an EV symbol stenciled on the space, similar to a handicapped space. The DDA had a booth next to Up2Go at the recent event Party in the Ville to provide information to the public regarding the new EV charging station. A ribbon cutting for the units is scheduled for June 28th at 5:00 pm, with a reception hosted by Up2Go immediately following the ribbon cutting. A tesla and a volt car will be on site for charging demonstrations.

The Parking evaluations on the two parking decks should be completed by Carl Walker/WGI by the end of the month. The first phase will provide a report on the current condition of each deck, along with a restoration plan and cost estimate. A maintenance manual will also be developed for the remaining years of the deck. Ward has also requested from Carl Walker/WGI a proposal for phase 2 which will consist of the preparation of the bid documents, participation in the bidding process, and construction inspections.

The Ford Field project will require discussions with both the Parks and Recreation department, rotary and others to determine who will take the lead on the project. Sullivan suggested that the DDA take the lead on the connection and rotary take the lead on the play structure. Johnson stated that

there some current obstacles to utilizing Ford Field, that if addressed, would draw a lot more users and events to Ford Field. Roth stated that the project is a big ticket item, with the replacement of the play structure over \$250,000. Ward stated that the comfort station construction would be about \$250,000 and the plaza 2-3 times that amount. Johnson asked if the DDA has been putting any funds aside for this project or could we start to put funds aside for the project.

DDA will be working with the Chamber of Commerce to replace some or all of the banner arms that are failing. In addition, the DDA will bring a recommendation to the DDA Board to purchase two cross street banners for events located at Center and Cady and Main and Griswold. Ward stated that the Design Committee is working on a project to separate the welcome signs with the event signs.

DDA/City needs to replace the American Flags downtown. It was noted that the spikes on the street lights catch the fabric and tear the flags.

Long inquired whether the Energy Reduction Coalition Program is available to private property owners too. Sullivan indicated that the Program is for government and nonprofits currently, however there may be opportunities in the future.

b. Marketing Mix Committee

Riley recapped the new event held in Downtown Northville, Party in the Ville. It was a great event for a first time, lots of people, great weather, and good feedback.

Wednesday night concert series, Northville Unplugged! started two weeks ago and has had good attendance. There was some discussion regarding the 7:00 pm start time, which in early June is late. Sullivan asked whether the roads were being closed. Ward responded that so far, the crowd size has not warranted the road closure. DDA will continue to monitor the situation.

Presley asked why the Friday night concerts started so late this year. Riley responded that there was not enough sponsorship for a full summer series. Last year the series started earlier so it was confusing for listeners.

Ward informed the Board that the Northville Yoga Room has rented Town Square for free yoga classes. Their first event drew over 80 people. Ward has also spoken to Parks and Recreation and Gazelle Sports also about renting Town Square for health and fitness programs.

c. Parking Committee

Casey informed the group that the coffee shop in Northville Square will be reopening soon. The original owner, Rita Patel attended the Parking Committee to request 2 parking spaces be designated for 15 minute parking to allow for customers to come and go quickly. The designation would also

help the adjacent restaurant/ice cream store. The Parking Committee voted to support the request and Chief Carlson will prepare a Traffic Order to take to the City Council for consideration.

d. *Organizational Committee*

Ayers is working on the 2018-2019 budget, but it is currently in flux. She would like to take a closer look at the line item for the expansion of the DDA boundary, doing studies to see what can and cannot be done.

Ward announced that Ritter is stepping down as the Marketing and Communications Coordinator as she has accepted a full-time position with the Livingston County Convention and Visitors Bureau. The DDA is in the process of trying to replace that position and has posted it on MML, Indeed, and on social media. The seasonal groundskeeper position has also been posted, but there has not been as much interest as in previous years. The Beautification Commission is hoping to start planting on May 24, so the groundskeepers need to be ready to start maintenance. Parks and Recreation is also having a hard time filling this position. Sullivan suggested combining the positions and splitting them between the two entities, both for the groundskeepers and the Marketing and Communications Coordinator. Board members brainstormed other ideas for hiring younger groundskeepers (who could not work as late), combining positions, and different places to post the positions.

e. *Economic Development Committee*

Presley reported on the Committee in place of Cozart who was absent from the DDA meeting. The Economic Development Committee had an update on the Planning Commission's Master Plan update for 7 Mile Road and Northville Road. Planning Commission will meet tonight to discuss. In addition, there is a mixed use project being proposed for that site, which Presley is a part of. Sullivan added that there is a Master Plan for that area, however the Zoning Ordinance was never amended to reflect the Master Plan updates. East Main Street was also discussed at the last Economic Development Committee, which includes the McClure property.

Creative Many is on hold while we explore consultants who can assist with the project.

Sullivan stated that she felt that we should pursue the Redevelopment Ready Program only when we have a project that is interested in utilizing one of the MEDC programs. The City would need to pass a resolution, complete a self-evaluation and then we could be qualified for the program. There is a lot of paperwork and reporting that is required for the program and Sullivan believes that we should wait to see if it is needed. Presley stated that the EDC would like to move the program forward and that volunteers have offered to help out on the self-evaluation. Casey stated that there is a vocal group on the EDC that would like to move forward on the application.

Ayres asked Sullivan what he thought about Boundary Expansion. Sullivan stated that it is hard to look at the expansion before you know what the land use is going to be. If the project is residential, should it be in the DDA district or remain outside. Ayres stated that we

Casey stated that the group wanted to collect more information before moving forward on the Boundary Expansion. Ward stated that there was an interest in inviting Pat McGow, an attorney at Miller Canfield, to the next DDA Board meeting to explain the process of DDA Boundary expansion and discuss the likelihood of the expansion going forward.

Roth reminded the Board that if they were unable to attend the Boards and Commissions training, they can watch the training online. Michelle Massel has the link. Presley stated that prospective DDA Board members should be offered to review the video before they commit to joining the Board.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings/Important Dates

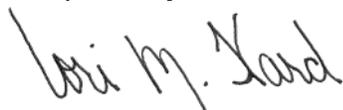
- a. May 18 – Armed Forces Benefit Concert – May 18, 2018
- b. Northville Jazz Band – May 25, 2018
- c. Flower Sale – May 25-26, 2018
- d. Memorial Day Parade – May 28, 2018
- e. First Friday Experience – June 1, 2018
- f. Party in the 'Ville – June 2, 2018
- g. Marketing Meeting – June 7, 201
- h. Design Committee Meeting – June 11, 2018
- i. Executive Committee Meeting – June 13, 2018
- j. Economic Development Meeting – June 18, 2018
- k. DDA Board Meeting – June 19, 2018

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is June 19, 2018

Meeting adjourned at 9:26 am

Respectfully submitted,



Lori M. Ward, Director
Northville Downtown Development Authority