

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of January 20, 2015
Meeting Room – 8:00 AM

The regular meeting of the DDA Board was called to order at 8:04 a.m.

ROLL CALL

Present: *Greg Presley, Jim Long, Mary Starring, Mayor Chris Johnson, Shawn Riley, Lynda Heaton, Carolann Ayers, John Casey*

Absent: *Margene Buckhave, Excused*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Marketing & Communications Coordinator/Christa Williams, DDA Planning Coordinator/Kate Knight, Resident/Fred Sheill*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA

Consent agenda as follows:

- Minutes of DDA Meeting December 9, 2014
- PR Summary December 2014
- Financial Statement of December 2014
- Invoice Report December 2014
- 2nd Quarter Budget Amendments
- Budget Amendment Explanation

Motion by Johnson, seconded by Riley, to approve the Consent Agenda, with the change to the minutes for the start time of the December 9, 2014 meeting, and addition to the agenda, of the DDA Board election of officers for 2015. **Motion carried unanimously.**

AMENDED AND RESTATED DEVELOPMENT AND TIF PLAN UPDATE

Ward presented the Amended and Restated Development and TIF Plan Update. The DDA staff, along with the City Clerk's office, have notified all of the existing taxing jurisdictions of the proposed update. Public notices regarding the proposed Update were posted in 20 conspicuous places throughout the taxing jurisdiction. The first public hearing is scheduled for

February 2, 2015 at City Council. The DDA is required to have two public hearings, and then the adoption of the ordinance.

The Northville Public Library contacted the DDA regarding the proposed Update, and the ability to opt out of the taxing jurisdiction. Ward provided the following response to these concerns: the land currently in the DDA Downtown District may be added to the Development Area with only an amendment to the Plan, and such an amendment does not trigger an opt out right for any taxing jurisdiction subject to capture.

DDA Staff asked members of the DDA Board to show their support for the proposed Plan by attending the February 2, 2015 City Council meeting.

COMMITTEE UPDATES

Design Committee

Comerica Community Connection Exhibit Design

Bid set has been received from consultant. DDA staff is finalizing language for Invitation to Bid, with bid opening scheduled for February 9th.

Wayfinding Design

DDA staff is finalizing bid set with consultant. The Phase I bid set will include all type B (local) and parking signs. Bid opening is scheduled for February 9th. Over the winter, staff will be working with Wayne and Oakland Counties to obtain permits for installation of Wayfinding signs in the county right-of-ways. A spring bid set including all type A (county), directory, and potentially entrance signs will be let for late spring, early summer installation.

Music in Town Square

The DDA holds a contract with customchannels.net, Inc for a yearly fee of \$419.40. Equipment is currently programmed to play Monday through Thursday from 11:00AM to 8:00PM, Friday and Saturday 11:00AM to 9:00PM and Sunday 12:00PM to 5:00PM. The sound system is operable through manual control for volume.

Request for Landscape Contracting Qualifications

The DDA is working with DPW to write a Request for Landscape Contracting Qualifications. The Request will solicit a competitive range of unit prices for commonly specified materials and typical rates for professional services and labor. The chosen vendor will complete projects for the DDA as needed, eliminating the exercise of soliciting bids and quotes for ongoing services and new conditions as they arise.

DDA staff revisited the topic of Public Restrooms with the DDA Board. After conversations with merchants, it was determined that the merchants are happy to have the public come in and use the restrooms if needed and did not support spending additional funds on public restrooms.

Marketing Mix Committee

No meeting.

Parking Committee

No meeting.

Organizational Committee

2nd quarter budget amendments were included in the January packet.

Motion by Johnson, seconded by Casey, to nominate the following slate for the DDA Board Executive Officers: Greg Presley, Chairperson; John Casey, Vice Chair; Christa Williams, Secretary. **Motion carried unanimously.**

Motion by Johnson, seconded by Riley, to approve the following slate for the DDA Board Executive Officers: Greg Presley, Chairperson; John Casey, Vice Chair; Christa Williams, Secretary. **Motion carried unanimously.**

COMMUNICATION

Board and Staff Communications

The next DDA Board meeting is February 17, 2015.

Meeting adjourned at 8:55 a.m.

Respectfully submitted,

Christa Williams
Northville DDA
DDA Secretary
Marketing & Communication Coordinator