

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of January 19, 2016**  
**Meeting Room – 8:01 a.m.**

The regular meeting of the DDA Board was called to order at 8:01 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Lynda Heaton, Shawn Riley, Carolann Ayers, John Casey*

**Absent:** *Chairman/Greg Presley (excused), Mary Starring (excused), Margene Buckhave (excused), Jim Long (excused)*

**Also Present:** City Manager/Patrick Sullivan, DDA Planning Coordinator/Courtney Miller, DDA Executive Director/Lori Ward, City Councilmember/Marilyn Price, School Board Representative/Matt Wilk

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent agenda as follows:

- a. Minutes of DDA Meeting of December 15, 2015 (Attachment 4.a)
- b. December 2015 Financial Statement (Attachment 4.b)
- c. December 2015 Invoice Report (Attachment 4.c)
- d. 2<sup>nd</sup> Quarter Budget Amendments (Attachment 4.d)
- e. Explanation of 2<sup>nd</sup> Quarter Budget Amendments (Attachment 4.e)

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

**ELECTION OF OFFICERS (ATTACHMENT 5)**

The Board was presented with the slate of officers for the 2016-2017 year. Ward stated that all of the officers would remain the same, with the exception of Courtney Miller as Secretary.

Board members expressed the need to elect officers that have a satisfactory attendance record. Ayers stated that with the current review by City Council of the standards and practices of its Boards and Commissions, the DDA should be taking this factor into account as the DDA elects its officers for this year. Roth stated that performance evaluations will be put into place in the near future for Northville Boards and

Commissions, which includes attendance. Ward requested that the Board let her know if there are any materials that she should provide to assist them in making a decision regarding Board membership, holding office, and attendance.

The discussion regarding the election of officers was tabled until the February meeting.

#### **CONSIDERATION OF CURRENT LANDSCAPING CONTRACT**

Ward reported that last year the bidding process for landscape services was changed from seasonal bid documents to a year-long contract encompassing all landscape services. Companies were compared by providing costs for the plant materials used regularly in the Downtown area. The new bidding process has made the process and selection more efficient.

Commercial Grounds Services was the company selected for contracted landscaping in Downtown Northville in 2015. The company has been working for the DDA under seasonal contract for 4 years, and last year was their first annual contract with the DDA. Ward stated that she is impressed with the overall performance of Commercial Grounds Services because their prices are consistently low, and they are professional and responsive.

Ward requested that the DDA extend the contract for Commercial Grounds Services, maintaining the same unit prices as last year.

**Motion by Heaton, seconded by Ayers** to extend the current contract for Commercial Grounds Services to perform landscaping services in Downtown Northville through the 2016-2017 year. **Motion carried unanimously.**

#### **REVIEW OF DRAFT RFP FOR STRATEGIC PLAN UPDATE**

Ward presented the draft RFP for a consultant to create a Strategic Plan for Downtown Northville. The Strategic Plan would include a Vision statement within the community, and a retail and housing market study. Ward stated that the previous planning process and the way it was structured was very successful for Northville, as the previous document has been actively used as a blueprint for the Downtown.

Casey asked if 3 weeks was sufficient time to obtain responses from a wide range of bidders for an RFP of this size. Sullivan asked that the scheduled deadline be pushed to April.

Roth asked if budget allocation between City and DDA for this project had been discussed. Ward responded that last time the DDA paid for the Market Study, and the City paid for the Strategic Plan, but allocation the budget for the update has not yet been decided. Sullivan stated that the housing portion should be funded through the City, as most of the housing is outside of the DDA boundary.

**Motion by Ayers, seconded by Riley** to approve the RPF upon the amendment of the due dates. **Motion carried unanimously.**

#### **COMMITTEE INFORMATION AND UPDATES**

a. *Design Committee*

- i. Comerica Community Connection Exhibit: Ward reported that the key to the exhibit in the Comerica Community Connection should be installed by the end of the month, and she will notify the board when this has been completed.
- ii. Wayfinding signage: Ward reported that Cheryl Gregory of Spalding DeDecker is assisting with the reapplication to Wayne County for installation of Wayfinding signage. Gregory has suggested removing the scrollwork from the pole, and using poles identical to the light poles downtown. The updated application will be resubmitted in the near future.
- iii. Design Standards for Secondary Streetscapes: Planning Commission will be discussing the proposed design standards for secondary streetscapes in Northville at the next meeting.
- iv. Dumpster Enclosures on Mary Alexander Court: There will be a bid opening for the work on the dumpster enclosure in Mary Alexander Court on January 21. Dave Mielock has provided technical drawings and bid specifications for the project, and the contract is expected to be awarded at the February 1, 2016 City Council meeting. Roth expressed resident concerns about appearance of the structure. Ward responded that there has been discussion about how to screen the dumpster more effectively, due to the length, and the intermediate wall will be removed by cutting it to below grade and capping it with a new floor.

b. *Marketing Mix Committee*

Riley reported that the Committee brainstormed material for the Strategic Plan and continued conversation about recruitment of new businesses. The Committee also discussed procedural matters, such as equal participation in discussions.

Ward stated that there was also discussion about businesses closing Downtown in the near future. There has been a lot of interest in vacant space in Northville, therefore there should be no problem finding new tenants for the newly available spaces. Riley states that the City needs to decipher what type of business environment it intends to market itself as – shopping or service. The Market Study update included in the Strategic Plan will assist in identifying this information, and will help foster the appropriate environment. Casey suggested

that the DDA keep track of the available space inquiries, and share them with owners that might be considered selling or subleasing. Sullivan stated that there have been several businesses that came to Northville looking for space when there was none available, and suggested that the DDA reach out to those companies, updating them on the currently available space.

Alcohol Regulation at Downtown Events:

Casey reported that the Police Chief investigated the legality of serving alcohol as a giveaway at Downtown Events, and found that it is illegal to do this. The DDA only has one event where alcohol is served, but it is served in conjunction with a restaurant that has a liquor license. Sullivan reported that the City would be notifying the affected parties within the week.

c. *Parking Committee*

Casey reported that at the last meeting, the Committee came up with new parking spaces for the Marquis Lot. The Committee is recommending that the loading spaces behind the Marquis be changed to 3 hour parking. Sullivan stated that the spaces in front of the theater were originally intended for bus loading and unloading, however the area was never marked. When cars park in that area, buses stop in the traffic lane, and cars cannot get through when buses are unloading. This change is an attempt to solve the issue of cars parking in the bus lane. There will be changes to four other loading spaces in the lot. Two loading spaces will be changed to allow parking after 6pm, and two will be changed to 15 minute loading only. These recommendations go to City Council January 26th.

Ward stated that there is a need for expanding parking counts, as the current system only allows for counts at noon one day per month. There are also smaller lots that are not included in the current count. Roth stressed the importance of updating this system using technology to improve accuracy.

d. *Organizational Committee*

Ayers attended the Goals and Objectives Council meeting and reported that there was feedback from City Council on the DDA Goals and Objectives. DDA staff is currently amending the goals and they will be brought back to City Council for approval.

**FUTURE MEETINGS/ IMPORTANT DATES**

- a. Marketing Mix Committee – February 4, 2016
- b. Executive Committee Meeting – February 10, 2016
- c. Next DDA Board Meeting – February 16, 2016

## **BOARD AND STAFF COMMUNICATIONS**

Roth states that City Council is reviewing the bylaws regarding oversight for City Boards and Commissions, and exploring the idea of creating a process.

The next DDA Board meeting is February 16, 2016.

**Meeting adjourned at 9:18 a.m.**

Respectfully submitted,

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Courtney Miller  
Northville DDA  
Planning Coordinator