



**Downtown Development Authority
Meeting of the DDA Board of Directors
September 24, 2024**

The September 24, 2024 meeting of the DDA Board of Directors was called to order at 8:01 am.

ROLL CALL

Present: Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

Absent: David Cole

Also Present: Barbara Moroski Browne / Mayor Pro Tem, Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Tony Chubb / City Attorney, Alan Maciag / Police Chief, Dave Gutman / Sustainability Team, Tim Gilbert / Northville Chamber of Commerce, Deanna Gilbert / Northville Chamber of Commerce, Fred Sheil

AUDIENCE COMMENT None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by McKindles, **seconded by** Turnbull to approve the agenda and consent agenda. **Motion carried** unanimously.

INFORMATIONAL MEETING – PA 57

Ward led a presentation of the informational meeting report, sharing that in 2018 the Michigan State Law governing Downtown Development Authorities consolidated all of the various acts into one, PA 57. PA 57 requires the DDA to host two informational meetings a year for financial and project updates and project. Ward noted that all impacted taxing jurisdictions receive an invitation to the informational meeting and received detailed reports. Ward then discussed the financial reports in detail as well as project prioritization; noting that strategic plans were created with Becket and Rader last year. Those strategic plans projected costs per project and included direction from the DDA's Economic Development Committee.

Ward presented a list of updates from the DDA's five standing committees that start the fiscal year beginning July 1, 2024. Current Committee Chairs include Robert Miller - Design Committee, Aaron Cozart - Economic Development Committee, Shawn Riley - Marketing Committee, Chief Al Maciag - Parking Committee, DJ Boyd - Organizational Committee. The chair from each committee then took the floor to discuss additional information to augment Ward's presentation on their individual committee's list

of projects and needs. Miller shared that the next Design Committee meeting would be held on October 9, 2024 to discuss parklets, the beautification of downtown along with a focus on the connection to the Northville Downs Project. Cozart discussed the EDC's development of a downtown pedestrian plan, parklets, project financing, bonding initiatives, and grants to fund projects. Long flagged an issue on project prioritization of the two-way traffic study for Mary Alexander Court, requesting to take the study from high to low priority on the EDC agenda. Miller clarified that the note of "high prioritization" was for the improvements to the back of buildings not only for traffic. No changes were requested to be made to the list of projects. Ward presented on the Parking Committee sharing that consultants Fishbeck Associates is conducting a parking study for the management of parking and financing improvements that are scheduled. Ward added that the police department is testing a new app that will be utilized when the study is done. In addition, a city-wide parking map is being redeveloped, and the parking deck and parking lot repairs are being explored. Ward also shared that new surveillance has been installed with more desired for the next year. Riley shared that the Marketing Committee is moving forward showcasing events within the DDA along with other city organizations via bimonthly event cards, as well as looking to issue an RFP for DDA marking services that would include an update to the walking map, and looking to the future partnerships with the Chamber for music in 2025. Ward presented the Organization Committee update of the quarterly budget, and noted that the end of the budget year was June 30, 2024.

PEDESTRIAN PLAN / EXPANDED RETAIL / DINING

Lahanas gave an update on the advisory ballot noting that council made a decision to not contest the Secretary of State's decision to not include it on the ballot; thus county clerks removed thus it will not be on the ballot for either Wayne or Oakland County.

Ward gave an update on the Let's Open Northville lawsuit, noting that four individuals in senior leadership would be deposed. The lawsuit is proceeding and staff will be deposed on October 18, 2024.

Ward reported that OHM was working on a pre-engineering curbless street study that should be completed at the end of the month. The report will include several design options. cost estimates a schedule and funding options. This will assist the DDA in making a more informed decision on how to move forward.

Ward concluded with an update from the EDC subcommittee, sharing that the EDC has been meeting to determine how to move forward with a plan to enhance the vibrancy of downtown regardless of road. Ward said that the key piece of this discussion was the desire to access outdoor dining from the sidewalks, multiple options were discussed with a final choice to explore the concept of parklets. A subcommittee was formed including Robert Miller, John Carter, Greg Presley, Michelle Aniol, and DDA staff with exploration topics and meetings that included Mike Domine / DPW, Chief Al Maciag and Captain

Dustin Krueger/ NCPD, and Chief Matt Samhat / NCFD. Ward concluded that the next step would be a discussion with restaurants and merchants after full costs were flushed out to gauge their desired involvement. Future and next steps were discussed with the group. Ward shared that the subcommittee would meet prior to the next DDA board meeting and will report updated findings at that time.

PURCHASE OF CHRISTMAS TREE

Ward requested that the DDA Board approve the purchase of an artificial Christmas tree that is included in the DDA's 2024-25 budget. The last tree was purchased in 2011, and Ward noted that working with Begonia Brothers, DDA found a 20-foot pre-lit tree for an actual cost of \$17,712 (budgeted for \$25,000), leaving funds for decorations and install, assembly, and storage.

Motion by Long, **seconded by** Cozart to approve the purchase of the new DDA Christmas tree for a not to exceed amount of \$17,712 **Motion carried** unanimously.

COMMITTEE UPDATES

Completed Earlier in Report

Ward reported that fall foliage was being planted and summer canailles were being pulled and bulbs provided free to the community on a first come first serve basis. Skeletons Are Alive launch event will take place October 4th and over 120 skeletons will be installed for the entire month of October.

DDA FUTURE MEETINGS / IMPORTANT DATES

Ward noted a request to move the DDA meetings from 8:00 am to 8:30 am to accommodate staff in ease of preparation.

Motion by Riley to approve the DDA board meeting change of start time from 8:00 am to 8:30 am. **Motion carried** unanimously.

ADJOURNMENT

Motion by Turnbull **seconded** by McKindles to adjourn the DDA Board meeting. **Motion** carried unanimously.

Meeting adjourned at 8:56am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA