

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting of the DDA Board of Directors**  
**June 21, 2022**

The June meeting of the DDA Board was called to order at 8:01 am.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Mike Jaafar, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

**Absent:** *Aaron Cozart, Greg Presley, Greg Richards*

**Also Present:** *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Fred Sheill/Resident, Barbara Morowski-Browne/City Council*

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Long said that he was out of town for the May 17<sup>th</sup> Board Meeting and had a phone conversation with Shawn Riley regarding the street closures. Long wanted to clarify that his position has always been to reopen Center Street and have Main Street remain closed seasonally.

**Motion by Turnbull, seconded by Starring,** to approve the agenda and consent agenda.  
**Motion carries.**

**DOWNTOWN STREET CLOSURE UPDATE**

Ward said at the City Council meeting on June 6<sup>th</sup>, DDA staff presented the DDA recommendation to reopen Center St. as efficiently and as soon as possible and keep Main St. closed per the current agreement. City Council deliberated and ultimately confirmed the original action to keep both streets closed until November 1<sup>st</sup>. Council requested additional information including crash data, traffic counts, Act 51 funding impacts and financial impacts, among other items. City staff members are compiling the information for Council to review at the meeting on July 5<sup>th</sup>.

Ward added that Act 51 funding is road funding and is lost if the roads continue to be closed. Ward said the funds are based on road footage and type of road, such as if it is county or city maintained. Council will review the information requested and provide a recommendation for the path forward on long-term closures. Ward said that at the last DDA meeting it was

recommended that the current EDC act as the Advisory Committee. There has been strong interest from downtown business owners including DDA Board Member Margene Buckhave, and merchants Derek Blair and Will Hundley, to also join this advisory committee. It is recommended that EDC members and the merchants listed above serve as the Advisory Committee to work with a design firm to address road closure issues.

**Motion by Boyd, seconded by Starring**, to establish an Advisory Committee consisting of the Economic Development Committee and including Buckhave, Blair and Hundley, with a work product deadline of September 15, 2022 in order for the DDA to take appropriate action in advance of the October 17, 2022 DDA Board Meeting. **Motion carries.**

#### **PURCHASE OF REPLACEMENT LIGHTING FIXTURES**

Ward said there are a number of poles and light heads that need to be replaced. There are currently five that are completely missing from the downtown due to being damaged by accidents or wear/rusting over time. The Executive Committee also suggested keeping a small extra inventory of poles given the rising cost of metal. This year the cost of each pole and luminaire is approximately \$556 more per light fixture than the last order that was placed in 2020. DDA staff is recommending the purchase of 7 poles and 4 luminaires from Herwig, for a total of \$22,131 and a not to exceed shipping amount of \$1,400. Long asked if the replacements will include the missing light pole behind Long Plumbing. Ward confirmed that is one of the fixtures to be replaced. **Motion by Long, seconded by McKindles**, to follow staff recommendation of purchase light poles and luminaires for \$22,131 with added shipping costs not to exceed \$1,400. **Motion carries.**

#### **PURCHASE OF DECORATIVE BOLLARDS FOR COMERICA COMMUNITY CONNECTION**

Ward said someone hit an illuminated bollard at the north end of the Comerica Community Connection. The purchase invoice includes two bollards, one to replace the broken one and another in the event an extra is needed in the future. Long asked if the DDA could file an insurance claim. Ward said there is a \$1,000 deductible and the city is working to file a claim, which will offset some of the replacement cost. **Motion by McKindles, seconded by Boyd**, to purchase two illuminated bollards. **Motion carries.**

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

- a. *Design Committee*: No report.
- b. *Marketing Committee*: Riley said the group continues to meet monthly with non-profits to discuss events and joint projects. Johnson said there is a new event called Dancin' in the Ville. The DDA office printed event cards which includes the dance event and concert series for June, July and August. There will be another one printed for September and October events. Turnbull added that he heard positive feedback on the dance event.
- c. *Parking Committee*: No report.

*d. Organizational Committee:* No report.

*e. Economic Development Committee:* No report.

*f. Sustainability Committee:* No report.

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

**Meeting adjourned at 8:45 am.**

Respectfully submitted,  
Jessica Howlin, Marketing & Administrative Assistant  
Northville DDA