



**Downtown Development Authority  
Meeting of the DDA Board of Directors  
January 28, 2025**

The January 28, 2025 meeting of the DDA Board of Directors was called to order at 8:31am.

**ROLL CALL**

**Present:** Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

**Absent:** Aaron Cozart, Mike Jaafar

**Also Present:** Lori Ward/DDA Director, George Lahanas/City Manager, Stacy Pearson/DDA Assistant Director, Justin Quagliata/Community and Economic Development Director, Sandi Wiktorowski/Finance Director, Barbara Moroski-Browne/Mayor Pro Tem, Fred Sheill, Deanna Gilbert/Chamber Rep, Mary Keys, Nancy Darga, Greg Presley, Tony Chubb/City Attorney, Jason Iacoangeli/Toll Brothers, Scott Hansen/Toll Brothers, John Lynch/Toll Brothers

**AUDIENCE COMMENT**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

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

**TOLL BROTHERS UPDATE**

Presentation led by Jason Iacoangeli & Scott Hansen of Toll Brothers. Iacoangeli reported that a recent watermain issue was slowing down the process, but that the following dates remained as anticipated:

- Dec 2024 Vertical Construction began on Farmers Market out lot
- May 2025 first building model for this phase
- May – June – open for sale “The Churchill Collection” which is the name for phase 1
- Track Parcel Development Schedule
  - Spring 2025 Underground Utility Install
  - Summer 2025 paving site and construction of first model
  - Early 2026 new home construction, model, and sales office grand opening
  - Entire areas of track parcel to be done in one phase vs the original plan of two phases

- Information on the project can be found at [www.tollbrothers.com/downs](http://www.tollbrothers.com/downs) or via phone at 866-267-0537

Long suggested a historical marker to delineate the area as a historical site. Turnbull noted that the markers would be plausible, and that the bicentennial group would be looking at further historic signage and markers throughout the city as well.

### **DDA BOARD AND STAFF UPDATE**

Riley led a discussion on the retirement of DDA Director Ward. Riley reported that a DDA director search would include the development of a job description with the help of Ward, and that this was anticipated to be posted within a week. Riley also explained that a selection committee comprised of Riley, McKindles, Boyd, and Lahanas would interview candidates prior to bringing them before the board for the final hiring approval. Lahanas noted that a special meeting to adopt a formal process and employment process working agreement between DDA and City (MOU) needed in the next week to two weeks.

Ward led a discussion on the election of DDA officers with a discussion on bylaws.

**Motion by Turnbull, seconded by Long** to keep all present officers in their positions.  
**Motion carried** unanimously.

### **SHARED MARKETING AND COMMUNICATIONS POSITION**

Ward reported on the shared DDA / city marketing position updated that seventeen resumes were accepted for considerations, three interviews were conducted over the past week, and a finalist is still in process. Lahanas included that he had delivered an offer and the candidate is expected to start in next three weeks. Ward explained that the position was made possible by a 25% contribution from DDA (current = \$24,000 / year and we will consolidate this into the shared position pay) and 75% city contribution toward the position's salary. Ward concluded that the DDA has IMJ Communications as a marketing contractor through the end of February.

### **SHARED DPW POSITION**

Lahanas reported that the DDA has joined with to develop a shared position for events and summer seasonal work which will cover the downtown seasonal work for half of the year from May 1 to November 1 as well as being available in evenings during event coverage. The other half of the year the position will report to the DPW. Lahanas noted that the position is posted, and that the city and the DDA will share a 50/50 cost.

### **LETTER OF SUPPORT FOR RAP GRANT**

Ward presented a letter of support from DDA for RAP Grant, a matching grant up to a million dollars for streetscape and curbside street project. Ward was seeking board approval for the grant letter. Ward explained that the DDA has been working with OHM on the grant, and that the grant does not indicate that the DDA is in support or refute of the streetscape project. As it will be several months until approval, Boyd requested it be put on an agenda in spring prior to announcement and budgeting. Lahanas suggested April meeting agenda.

## **SUMMER CONCERT SERIES CONTRACT**

Summer Concert Series Contract (Handout) – Ward / Pearson / Riley motion for concerts to be presented at special meeting.

## **COMMITTEE UPDATES**

Design Committee –Miller – meeting next month

Marketing Committee –Riley – next week’s meeting will discuss the direction of the group for the upcoming year.

Parking Committee – Ward – the recent parking study results will go to the planning commission shortly and details will be shared with the board so that all can attend that meeting. All information will also be available online on the DDA and City websites.

Organizational Committee – Boyd - none

Economic Development Committee – none

## **BOARD AND STAFF COMMUNICATIONS**

Gilbert shared that the Chamber of Commerce would be hosting the Community Awards dinner on February 6, 2025 and the State of Community on April 11, 2025.

## **ADJOURNMENT**

Riley reminded the group that the next meeting would be held on February 25, 2025 at 8:30am in DDA Meeting Room A.

**Motion by Turnbull, seconded by McKindles** to adjourn the DDA Board meeting.  
**Motion carried** unanimously. **Meeting adjourned at 10:18am.**

Respectfully submitted,  
Stacy Pearson, Assistant DDA Director  
Northville DDA