

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
May 23, 2023

The May meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

Present: *DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley*

Absent: *Mayor Brian Turnbull, Steven Huprich, Mike Jaafar*

Also Present: *Jeri Johnson/DDA Marketing & Communications Director, George Lahanas/City Manager, Barbara Morowski-Browne/City Council, Marilyn Price/City Council, Dave Gutman, Jim Nield, Fred Shiell, Susan Haifleigh, Mary Elwart-Keys*

AUDIENCE COMMENTS

Mary Elwart-Keys suggested that the benchmarking be done with other communities before the purchase and installation of bollards.

APPROVAL OF AGENDA AND CONSENT AGENDA

Long inquired as to a budget amendment item. Organizational Chair Boyd responded that the \$20,000 budgeted line item (see page 2) in question is the anticipated reimbursement from HPH for legal and consulting fees related to the DDA TIF and Development Plan and boundary expansion project. Long also inquired what the budgeted line item of \$23,500 for contractual services (see page 4). Riley responded that it was the DDA's share of the Grissim Metz fees for the development of the Pedestrian Plan. Staff said they would confirm.

Motion by Boyd, seconded by Long, to approve the agenda and consent agenda. Motion carried.

GIS RITTER PROPOSAL

Chair Riley provided background information on the proposal to the Board. Boyd asked what GIS stood for and Lahanas responded that it stands for Geographic Information Systems. Riley indicated that Doug Ritter, Ritter GIS would be making a presentation to the group on the proposal. On several occasions, City Council members have requested that the DDA develop a data base of building information that can provide data on land uses, vacancy/occupancy status and other related information and allow staff to track land use information and trends. The DDA has \$7,500 budgeted for this project in the current fiscal year which ends June 30th.

Ritter would digitize all of the information that we have on downtown property that is currently stored in excel, word and other programs. The DDA will be able to utilize the program through an ipad. Ritter has met with DDA staff on several occasions to fine tune the scope of work.

Presley asked if there was a graphic? Ritter responded that it would have mapping capability, including the second floors. The DDA would be keeping up the system utilizing editing tools developed as part of the project. The question was asked who could use the system. Ritter responded that the site can have public and private features that the DDA establishes. Presley asked if the DDA has checked out other communities that have similar programs. Ritter responded that he has been providing similar services for communities throughout Michigan for over 15 years.

Boyd inquired who builds the initial data set and how are updates maintained. Ritter responded that Ritter GIS will build the initial data set. Ritter will start with a digital file, and geocode it. Ritter will build the digital footprints and map the locations. Boyd asked if some of this information already exists. Ritter responded that they have a lot of the information, but not all of it. Much of this information exists through the city's Assessing department. Boyd asked how the information is updated. Ritter answered that there would be an editing web app that the staff would use to make updates and changes. Johnson responded that having the time for staff to keep up will be a challenge.

Long asked if there was a maintenance fee with the contract. Ritter responded that there was not. Long confirmed that the DDA staff would be responsible for maintaining the site. Long is concerned that building tenants may want more privacy and not to be included. Long stated that he did not know if it was necessary. He has no solicitation signs up in his building now to protect the privacy of his tenants. Ritter responded that the information does not need to be made public, but could be used as a tool by the DDA for business recruitment and retention and other applications. It would just allow the DDA to digitize all of the existing information in a geographic format. Riley stated that all of the information would need to go through the DDA. Lahanas stated that the DDA could decide which layers of information they wanted to share. Ritter could provide a check box that, if checks, could indicate that tenant wants to be anonymous. Boyd asked if there was an opportunity for the City to take advantage of this project as well. Lahanas indicated that this would be incorporated into the County system. This is not a stand-alone system.

Haifleigh pointed out that all of the maps in the DDA meeting room were all produced by GIS. Having one place repository for data is critical and Haifleigh strongly supports. Moroski-Browne was asked for her thoughts and she indicated that over the years this topic has been discussed by the DDA and Council and could assist the City/DDA with economic development. This would be an addition to the existing GIS System, not a duplication.

Motion by Boyd, seconded by McKindles, to approve the contract with Ritter GIS to create the GIS as described in Attachment 5 limit the access to the data to the DDA Director exclusively until work rules can be developed and presented to the DDA Board for approval.
Motion carried.

PEDESTRIAN PLAN UPDATE

Lahanas informed the Board that two public hearings have been set for the Boundary Expansion and the amendment to the DDA Development and TIF Plan on Monday, June 19th. Following the hearing there is a 60-day window in which the affected taxing jurisdictions can opt out of capture in the proposed expanded boundaries. DDA staff was responsible for all of the notifications for the public hearing.

Presley asked what the status was over the Agreement between HPH and the City for the development of the Northville Downs Project. Lahanas updated the group on the negotiations that are currently underway and stated that the amendments to the DDA TIF and Development Plan and the boundary expansion will not move forward if there is not a development agreement in place.

PEDESTRIAN PLAN UPDATES

Lahanas presented the OHM proposal for design and construction engineering services to install removable bollards for the street closures of two blocks of downtown. The proposal was approved by City Council for an amount not to exceed \$52,500. When a plan has been developed the City will purchase the bollards directly from the manufacturer and then develop a RFP for installation of the selected products. These future phases of the project will go to City Council for authorization. The City is requesting that the DDA share 50/50 in the expenses of engineering, purchasing and installing the bollards. The estimate for the purchase of the bollards is \$92,000. The bollards are crash rated to withstand impact by a truck going 35 miles an hour. The bollards will drop down into the pavement when not in use. The City will purchase several extra bollards to be used for replacements if necessary. Part of OHM charge is to find a bollard that will fit in with the historic character of downtown.

Lahanas stated that the goal is to have the bollards in place by this fall. Presley asked if the Design Committee could meet to review the proposals and discuss improvements for the downtown. Staff indicated that they would set up a meeting.

DDA STAFFING

COMMITTEE INFORMATION AND UPDATES

- a. Design Committee:*
- b. Marketing Committee:*
- c. Parking Committee:*
- d. Organizational Committee:*
- e. Economic Development Committee:*

BOARD COMMUNICATION

Motion by Riley, seconded by Long to adjourn the DDA Board meeting. **Motion carried.**
Meeting adjourned at 9:52 am.

Respectfully submitted,
Lori Ward, DDA Director
Northville DDA