

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting of the DDA Board of Directors**  
**April 19, 2022**

The March meeting of the DDA Board was called to order at 8:02 am.

**ROLL CALL**

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

**Absent:** *Aaron Cozart, Greg Richards, Mary Starring*

**Also Present:** *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Pat Sullivan/City Manager, Alan Maciag/City of Northville Police Chief, Dave Gutman/Resident, Fred Sheill/Resident, Marilyn Price/City Council, Barbara Morowski-Browne/City Council*

**AUDIENCE COMMENTS**

None.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Presley said in reference to the March 29, 2022 minutes, he did not recall stating that the Foundry Flask and Downs development hired business recruiters. Long asked what O/T meant and also that it is inaccurate that Foundry Flask hired a recruiter. Ward said that O/T is an abbreviation for Operating Transfer. Johnson said the DDA office will review the recordings for clarification. **Motion by Turnbull, seconded by Buckhave, to approve the agenda and consent agenda. Motion carries.**

**SERVICE SUPPORT AGREEMENT FOR SURVEILLANCE SYSTEM**

Ward said back in August the DDA partnered with the police department to upgrade and replace some surveillance equipment. At that time, the DDA Board approved a not-to-exceed budget of \$4,080. The DDA contribution came in under budget at \$3,096. Maciag said the city portion has now been completed and equipment has been ordered for the downtown area. Chief Maciag approached the DDA to participate in a service support agreement. There is a total of 14 cameras with 8 being in the DDA. The monthly service cost breakdown per camera totals \$138 charged to the police department and \$78.16 charged to the DDA. Maciag added that this is strictly a software agreement for updates and maintenance of the surveillance system.

Long asked where the cameras are located within the downtown. Maciag said the cameras are located at the following: one in front of Comerica Bank, two in the

Comerica Connections walkthrough and one facing the parking lot. There are also two mounted to the parking structure at Mary Alexander Court and two in the stairwell in the same structure. Maciag added that the camera in front of Comerica Bank is slated to be replaced with a newer camera just east of the current one to better monitor the Town Square area. Prescott inquired if there are any cameras to survey Old Village and does the City feel like there is enough visibility at the school. Maciag said the camera in that area is actually attached to the fire station and there is not one directly capturing the school. Turnbull asked if the school has other camera locations; Prescott said the school has several cameras but would need to check specific locations. Prescott added that she will follow up with the school board regarding the cameras, and would also like to request to partner with the City/Police Department to integrate additional cameras in the Old Village area.

Boyd asked about privacy and what is done with surveillance recordings, such as where it is stored, who has access and how long footage is retained. Maciag said that the recordings are available to the police department, personnel director and the clerk. The server is located in City Hall, not on a virtual cloud. The video is not monitored continuously but used when needed. There is a 15-day save period for the surveillance videos. Some examples of times the video has been reviewed are kids in the fountain, larceny and car accidents.

**Motion by Boyd, seconded by Long, to allocate funds to get camera system installed and running. Motion carries.**

#### **DOWNTOWN STREET CLOSURE UPDATE**

Ward said in conjunction with planner Carlisle Wortman, the Street Closure Survey was prepared and the DDA began distribution on Monday, April 11. The survey is open for 3 weeks and is scheduled to close on May 2. It was distributed via Mailchimp to newsletter subscribers, committees, downtown business owners and building owners and City Council. It was also distributed via social media and sent to the Chamber, Art House and others, to distribute to their membership. It was also added to the Downtown Northville website as a pop up. Downtown tenants/residents received a paper notice of the survey in the mail. So far there have been 1,620 responses. Ward met with Riley to discuss next steps, and a possibility of hosting either a special Town Hall on May 9 or a special DDA Board meeting to discuss survey results and additional feedback before providing a recommendation to City Council. If the decision is to keep streets closed for a portion or all of the time period, the DDA is also recommending a firm be hired to work with staff and downtown business/restaurant owners to design and beautify the closed area. Right now, the results are about 70% in favor of continued closures and 30% in favor of reopening.

Buckhave asked how many times a person can take the survey. Ward said that Carlisle Wortman confirmed that there is a ballot stuffing report that is reviewed weekly; so far there have been only 3 responses linked to the same IP address and after reviewing the replies, the responses were varied and do not seem to indicate a repetitive response. Boyd asked if Northville Township and City of Northville responses were weighted differently for the results. Ward said that the replies are sorted by Township and City but

are not weighted differently. Ward also noted that the survey isn't designed to be an end-all to reopen or keep the streets closed, but is an additional tool to use in the decision-making process for next steps.

Turnbull said that Main Street has a potential to at the very minimum remain closed at least seasonally. Buckhave asked how residents without a computer are able to complete the survey. Ward said that when residents have reached out to express an opinion, those responses have also been recorded. Sullivan said that a value of hosting a Town Hall is the added input of the community and providing a sounding board before making a recommendation. Prescott said she does not like to see downtown so lonely and empty during the week. Long added that when the streets are open, traffic can visually see what is downtown while driving through. Johnson said that she received feedback from an establishment on Center Street, who is in favor of reopening Center St. in the winter months.

Jaafar said he would love to have Center Street opened now, Main Street closed seasonally, and the social district expanded to include establishments such as The Garage, Sports Den and Lava Grille. Jaafar added that the extended closure on Center Street is difficult for law enforcement. Maciag agreed that with the street reopened, traffic flow would improve greatly without having the detours to go around. Turnbull said that the social district could continue even if the streets are reopened.

Johnson asked if there is a penalty if Center Street stays closed long-term. Sullivan said that if the streets remain closed after this year, the City will not receive the state gas tax money, which MDOT calculates on a per foot basis. Ward said that in general, long term street closures have not been successful, and it is important for the DDA to figure out next steps to make this successful long-term. Prescott added that she is concerned that if the consensus is to keep the streets closed, when will it be determined if businesses are struggling. Reviewing this continually is important so action can be taken to help struggling businesses before the town dies.

**Motion by McKindles, seconded by Boyd, to host a joint Town Hall Meeting on Monday, May 9 at 7:00 pm to get feedback on the street closures from the community. Motion carries.**

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

*a. Design Committee:*

Boyd said the DDA is going to be performing maintenance on the planters downtown. There is continued positive feedback on EV Charging Stations. The decorative lights project is still in progress.

*b. Marketing Committee:*

Riley said the Marketing Committee continues to meet and work together to plan events. Johnson added that the concert series is booked and will include a Fourth Friday large band for the months of June, July and August. So far \$22,000

has been raised of a \$24,000 - \$25,000 budget. NHS Jazz Band will be the kick off performance this year on Friday of Memorial Day weekend.

c. *Parking Committee:*

No report. Buckhave asked if there can be enforcement in parking lots. There is a car that has been parking in a 3-hour spot and doesn't move all day. She has received complaints daily about a lack of parking. Maciag said it is a challenge to enforce timed parking. The City is looking at a parking program replacement and has reached out to Plymouth Police Department. Plymouth uses a digital chalking program that takes a picture of the tire and the police department would be able to write tickets using the program. In the meantime, Maciag encourages people to contact the police department when there is an issue.

d. *Organizational Committee:*

Boyd highlighted sourcing of the DDA funds, which includes tax capture from various taxing jurisdictions including City of Northville, Wayne County, Wayne County Parks, Schoolcraft College, Huron Clinton Metropolitan Authority, Northville District Library and Wayne Public Safety.

e. *Economic Development Committee:*

No report.

f. *Sustainability Committee:*

Ward said that the City of Northville has been silver certified as part of the Michigan Green Communities challenge. This group measures progress toward sustainability.

## **BOARD AND STAFF COMMUNICATIONS**

None.

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

**Meeting adjourned at 9:15 am.**

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