

NORTHFIELD TOWNSHIP DDA MEETING MINUTES

WEDNESDAY, JULY 22, 2020

7:00 PM VIRTUAL MEETING

MEETING NUMBER ONE:

SEMI-ANNUAL DDA REPORT AND PUBLIC INFORMATION MEETING

Call to Order

The meeting was called to order at 7:08 pm by Chairperson Griffith-Watkins via tele-conference.

Roll Call

Barb Griffith-Watkins, Chair	Present	Anne Iaquinto	Present
Doug Wilbur, Vice Chair	Present	Jack Secrist	Present
Jeni Olney, Secretary	Present	Marlene Chockley, Twp Supervisor	Present
Dana Forrester	Present	Cecilia Infante, Planning Comm. Rep	Present
Denise Kabisch	Absent		

Also present:

Members of the community

Call to the Public

- Bridget Kasmenn introduced herself. She is a licensed clinical psychologist, a current business owner in Whitmore Lake at 100 Barker and has applied to join the DDA.
- Matt Ritz introduced himself. He was checking in to see how things are going, is currently trying to open a dispensary downtown and has applied to join the DDA.
- Broc Gullett and Lauren recently moved to Northfield Township and are interested in getting involved.

Informational Report

Chairperson Watkins presented the attached history and 2020 plans of the Northfield Township DDA.

Adjournment

The meeting adjourned at 7:17 pm.

MEETING NUMBER TWO:

JULY 22, 2020 REGULAR DDA MEETING

Call to Order

The meeting was called to order at 7:17pm by Chairperson Griffith-Watkins via tele-conference.

Roll Call

Barb Griffith-Watkins, Chair	Present	Anne Iaquinto	Present
Doug Wilbur, Vice Chair	Present	Jack Secrist	Present
Jeni Olney, Secretary	Present	Marlene Chockley, Twp Supervisor	Present
Dana Forrester	Present	Cecilia Infante, Planning Comm. Rep	Present
Denise Kabisch	Present		

Also present:

Members of the community

Call to the Public

None.

I. Meeting Minutes of June 24, 2020

► **Motion:** Secrist moved, Wilbur seconded to approve the minutes of June 24, 2020 as presented. **Motion carried 8-0 by voice vote.**

II. Financial Report

► **Motion:** Secrist moved, Forrester seconded to accept the financial report. **Motion carried 8-0 by voice vote.**

III. Old Business

A. Business Development Process

The Planning Commission was previously working on a plan to streamline the process of starting a business in the Township. The DDA planned to produce a marketing piece to provide the steps necessary for new businesses using that process. Secrist agreed to contact Planning Commission Chairman Larry Roman on the status of their activities and Watkins agreed to contact Township Planner Paul Lippens to see how our efforts can be coordinated.

B. Discuss Suggestions for Business District Improvement

- Small business grants
- Whitmore Lake safety kits
- Marketing efforts
- Downtown Beautification--replacing the anchor benches, bigger boxed planters and small trees
- Wayfinding Signage
- Others
 - Develop branding for signage and promo materials
 - Review the TIF plan for allowable project descriptions
 - Review the sign regulations and provide suggestions for businesses
 - Replace the benches
 - Streetlighting and streetscaping would cost many \$100,000s.
 - Improve sidewalks downtown

After discussion, the DDA decided to prioritize the benches and beautification, a style guide for signage, and developing a closer connection to current business owners with another meet and greet and a newsletter for business owners.

C. Amend Budget

► **Motion:** Watkins moved, Secrist seconded to amend the 2020-2021 budget to include the \$125 membership to the Michigan Downtown Association. **Motion carried 8-0 by voice vote.**

(Note: Infante left the meeting at this point at 8:15 pm.)

IV. New Business

A. Consider extra meetings

In lieu of extra meetings, two subcommittees will work on benches (Watkins, Secrist and Kabisch) and a style guide for signage (Forrester, Olney and laquinto).

V. Supervisor's Update

Two positions on the DDA are up for renewal plus an open position from Dave Horton's departure. Marlene has 3 new applicants and plans to appoint them at the next Board meeting. She is hoping to get the Redevelopment Ready Communities on the next Board agenda. The sale of 75 Barker sale isn't completed yet. Munger is also very interested in looking at North Village. The Township Manager and Attorney have restarted conversations with Livonia Builders.

VI. Board Member Comments

- Secrist – The library is open to the public two days a week, Tuesday and Thursday. Limit of 9 people can be inside the library.
- Wilbur - Parks and Rec put a new sign up on the North Village Park. Prepped for a storage building that will go on the Community Garden site. Having a problem with garbage on the park, trying to get disposal to pick up regularly.
- laquinto - would like to see both she and Wilbur stay on, suggest allowing the next Supervisor to expand the next board. In addition to her own business, she also represents the business she works with.
- Forrester - excited about new members, but wants to keep Wilbur and laquinto on as well. Would like to coordinate holiday lights with downtown businesses. Perhaps DDA can provide lights, etc.
- Olney - likes the new working group style and could support expanding our board. Appreciates the new look of the Community Garden.
- Chockley - don't forget we need to elect the officer positions for the DDA, will be on the next agenda.
- Watkins – will bring the Redevelopment Ready Communities letter back to the Board of Trustees for approval, Trunk-or-Treat: many communities are already canceling trick or treating already, she has 12-15 holiday banners that the old Chamber of Commerce bought previously.

VII. Call to the Public

- Broc Gullett – wondering whether the DDA can give any funds to redo sidewalks. Watkins mentioned that our fund balance is incredibly low. Gullett suggested that the township try to subsidize the update in some way.
- Matt Ritz – as part of his application for a marijuana business, he pledged multiple benches, new sidewalks, etc. so he will want to know what the DDA decides so he can incorporate them into his plans as well.

VIII. Next Meeting
August 26th

IX. Adjournment

The meeting adjourned at 8:48 pm.