

DOWNTOWN DEVELOPMENT AUTHORITY

October 16, 2008

Present – Chair Feigley, Vice-Chair Dierkes, Board members Armstrong, Heyn, Horsley, Kilpatrick, Lamb, Nader, Nichols, Niebauer, Rivera

Excused – Board member Tyler

Also present – DDA Director Barnette, Architect Grissim, and Village Manager Shufflebarger

Approval of Minutes:

Nichols moved, Kilpatrick seconded, to approve the minutes of the meeting of September 18, 2008 as presented. Motion **Carried**.

Treasurer's Report:

Contract Services, 1,623.95 includes Brien's ROW maintenance, Garden Masters, Phyllis

Community Relations includes \$750 for Home Tour contribution

Business Recruitment/Retention \$859.11, includes \$200 for Sidewalk Sales, \$417 for artwork for Summer Concert Service, \$69 for sound, \$97 to publish the RFP, \$50 for updates of the note cards and business cards

Education/Training \$201 for conference fees and gas for the MDA Conference in Frankfort

Capital Outlay \$1,206.99 includes approximately \$1,000 for TRW site and \$200 legal fees for gas station site

New budget page includes Contract Services, \$1,786.06 for ROW, gardening and minutes

Education and training \$77.14 is gas and food for the MDA Conference

Capital Outlay includes \$620 for TRW environmental fees and \$379.50 for TRW legal fees; \$207 for gas station

Lamb moved, Rivera seconded, to accept the treasurer's report as presented. Motion **Carried**.

Call to the Public:

Mr. Grissim talked about Milford Auto and the landscape project. Watering is still a problem. Brien is not familiar with a drip irrigation system and concerned with it being watered properly. Mr. Grissim contacted Kevin Golden about the project. This is to be a 5-year contract.

Unfinished Business:

1. Milford Trail, Mr. Grissim

Will be a 10 ft. wide asphalt pavement when completed. They are clearing a 30 ft. R.O.W. Met with Superintendent from Wade Trim to plan where benches and shelters will go along the way. Will be a gravel/stone base with black top.

Milford Township's part of the trail will include some blacktop and some boardwalk across the wetlands.

2. Wayfinding.

Nothing today

3. Website Update

Ms. Barnette discussed the mock-up passed around and how it will work. Main categories include For the Investor, Shopping, Dining & Business Guide, For the Visitor, Events, and About the Downtown Development Authority.

Paul Braun is doing the technical work.

Businesses will be able to link to our site and we will encourage businesses to have a link to the DDA website.

4. Liberty Street Underpass

Signed a contract for \$29,000 with DLZ located in Milford, and should be signing a contract with CSX between \$8,000 and \$25,000. Parking Authority is taking all of that cost.

Liberty Street Underpass, cont'd.

This is a grade separation feasibility study. Have prepared preliminary drafts of what it would look like; have an example project where they shut down traffic for 12 hours, put a culvert in and replace the track back on top of the culvert before the next train comes through.

The optimum plan would be a 24 ft. wide underpass including one lane of vehicular traffic going westbound, a bike path and a walking path. DLZ has done one similar in Illinois.

The contract is for 16 weeks, the preliminary study will take about 6 weeks of that, with final proposals in the 16 weeks.

New Business:

1. Liquor Licenses

The licenses holders are asking for a moratorium on new local licenses in the village.

We have 6,000 local residents but draw from surrounding areas which include 70,000 residents. Milford is considered the downtown business district for that much larger area.

Liquor licenses are a privilege not a right; they also do not guarantee success.

Ms. Dierkes asked why it is on our agenda. The letter did include the council, Chamber of Commerce and the DDA. She expressed the difficult times we are in. Some of our restaurants are big stake holders in the community, and that we perhaps should be concerned that they do stay successful; and that if they fail it will not be good for the town. Ms. Barnette said we may support their position, but for a limited time.

Mr. Shufflebarger said that a DDA license costs \$20,000; one bought on the free market could cost \$200,000. Mr. Shufflebarger will e-mail to council and ask if they are interested in discussing this item.

Ms. Barnette said the restaurants probably do not wish to have this information made public.

2. Downtown Sound System.

The DDA will be responsible for playing the music on Main Street.

Mr. Armstrong and Mr. Horsley will talk about boxes for the sound system.

3. Holiday Shopping Card.

Have talked to the merchants about them. The information will be in the next village newsletter.

4. Nichols moved, Kilpatrick seconded to postpone the Doggie Bags discussion to our next meeting. Motion **Carried**.

5. Franco Public Relations Group.

Ms. Barnette introduced the three people who will be handling our public relations. Lauren Weber our contact, Ebony Dooley is the account manager, and Anita Sitto.

They discussed the Proposed Media Relations Plan. We will have a report in each of our plackets.

Sent a letter to all property owners, about 350 in our district advising them of the plan and asking them to fill out the memorandum with the business name, contact person, etc.

Ms. Barnette will take them on a tour of the downtown.

The first three major objectives are to push the shopping and dining culinary niche, the holiday shopping card, and the Christmas Open House.

They have prepared a release about the DDA hiring them. Will meet with the Milford Times to do the release.

Director's Report

1. MBA Report. The MBA did vote to become an autonomous organization. They will be voting for new officers in November.
2. Mr. Grissim discussed the Main Street bridge over the river, and the cost of Wade Trim to review the engineering plans.

Board Member Comments:

Mr. Feigley thanked the Board for the flowers sent for his father's funeral.

Mr. Shufflebarger said the Huron Street bridge will open in November. Looking at a grand opening.

Mr. Shufflebarger talked about the movie done in town. It was a good experience.

Ms. Lamb said the Garden Club will clean up the flowers October 23, 24, 25.

Adjourn:

Dierkes moved, Nichols seconded to adjourn the meeting at 9:05 a.m. Motion **Carried**

Respectfully submitted,

Phyllis Motley, Recording Secretary