

Meeting of the DDA Board of Directors June 16, 2020 - 8:00 a.m.

The meeting will be held via video conference in compliance with Executive Order 2020-75, issued by Michigan Governor Whitmer, temporary authorization of remote participation in public meetings and hearings. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting.

Downtown Development Authority, Tuesday, June 16 at 8:00 a.m.,
<https://us02web.zoom.us/j/89890407514>, +1 646 558 8656 or +1 301 715 8592,

Webinar ID: 898 9040 7514

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. May 2020 Financial Statement (Attachment 4.a)
 - b. May 2020 Invoice Report (Attachment 4.b)
 - c. March 17, 2020 Amended Meeting Minutes (Attachment 4.c)
 - d. May 19, 2020 Meeting Minutes (Attachment 4.d)
 - e. Fourth Quarter Budget Amendment (Attachment 4.e)
5. Downtown Reopening Plan Update
 - a. Street Closure – Tuesday, June 16, 2020 – 12:00 pm
 - b. Curbside Pickup locations
 - c. Signage (Attachment 5.c)
 - d. Table and Chairs Purchase (Attachment 5.d)
 - f. Staffing
6. Insurance for Downtown Reopening Plan (Handout)
7. MainCentre Parking Deck
 - a. Discussions with Singh
 - b. Construction Updates (Attachment 7)

8. Committee Information and Updates
 - a. Design Committee – DJ Boyd (Attachment 8.a)
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
 - i. 150-156 N. Center Street (Attachment 8.e.i)

9. Future Meetings / Important Dates
 - a. Economic Development Committee Meeting – June 25, 2020
 - b. Planning Commission – June 17, 2020
 - c. Sustainability Committee Meeting – June 18, 2020
 - d. Historic District Commission – June 18, 2020
 - e. Marketing Committee Meeting – July 2, 2020
 - f. City Council Meeting – July 6, 2020
 - g. Executive Committee Meeting – July 8, 2020
 - h. Design Committee Meeting – July 13, 2020

10. Board and Staff Communications

11. Adjournment – Next Meeting July 21, 2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 05/31/2020

% Fiscal Year Completed: 91.80

MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 05/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/20 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	729,072.00	729,072.46	0.00	(0.46)	100.00	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,827.00	59,529.48	1,313.15	1,297.52	97.87	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	34,144.00	34,143.93	0.00	0.07	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(1,500.00)	(12.80)	0.00	(1,487.20)	0.85	
PROPERTY TAXES		776,262.00	822,543.00	822,733.07	1,313.15	(190.07)	100.02	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	33,500.00	29,215.00	0.00	4,285.00	87.21	
GRANTS & OTHER LOCAL SOURCES		27,100.00	33,500.00	29,215.00	0.00	4,285.00	87.21	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	291.00	291.00	0.00	0.00	100.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	11,327.00	11,326.60	0.00	0.40	100.00	
MISCELLANEOUS REVENUES		350.00	12,018.00	12,017.60	0.00	0.40	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	5,000.00	4,072.87	116.38	927.13	81.46	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	750.00	652.09	0.00	97.91	86.95	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	7,000.00	8,794.37	0.00	(1,794.37)	125.63	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	4,032.71	0.00	(4,032.71)	100.00	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(318.16)	(20.98)	(81.84)	79.54	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(575.98)	(52.86)	(174.02)	76.80	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(430.25)	(30.80)	(119.75)	78.23	
370-000-664.700	CUSTODIAL FEES	0.00	(130.00)	(110.34)	0.00	(19.66)	84.88	
INTEREST		6,100.00	10,920.00	16,117.31	11.74	(5,197.31)	147.59	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	304,036.00	0.00	0.00	304,036.00	0.00	
FUND BALANCE RESERVE		62,608.00	304,036.00	0.00	0.00	304,036.00	0.00	
Total Dept 000		872,420.00	1,183,017.00	880,082.98	1,324.89	302,934.02	74.39	
TOTAL REVENUES		872,420.00	1,183,017.00	880,082.98	1,324.89	302,934.02	74.39	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	9,327.65	0.00	3,922.35	70.40	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	353.16	0.00	816.84	30.18	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	393.64	0.00	106.36	78.73	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	2,830.08	0.00	1,969.92	58.96	
370-753-967.000	FRINGE BENEFITS	14,355.00	13,880.00	9,620.00	0.00	4,260.00	69.31	
Total Dept 753 - DPW SERVICES		34,075.00	33,600.00	22,524.53	0.00	11,075.47	67.04	

PERIOD ENDING 05/31/2020
% Fiscal Year Completed: 91.80
MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2020 NORM (ABNORM)	MONTH 05/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	15,100.33	1,819.65	1,529.67	90.80
370-861-710.000	WAGES - PART TIME	20,620.00	27,520.00	15,786.34	915.24	11,733.66	57.36
370-861-726.000	SUPPLIES	625.00	625.00	146.82	0.00	478.18	23.49
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	3,918.32	0.00	16,981.68	18.75
370-861-751.000	FUEL & OIL	1,000.00	500.00	217.27	0.00	282.73	43.45
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	31,680.00	19,863.70	558.79	11,816.30	62.70
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,000.00	0.00	0.00	2,000.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0.00	15,000.00	15,000.00	0.00	0.00	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	28,250.00	17,067.36	0.00	11,182.64	60.42
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	356.00	0.00	4.00	98.89
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	5,655.71	0.00	(4,325.71)	425.24
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	8,811.52	97.97	(4,801.52)	219.74
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	6,438.09	0.00	1,601.91	80.08
370-861-967.000	FRINGE BENEFITS	8,605.00	9,300.00	7,454.33	851.54	1,845.67	80.15
370-861-976.010	STREET FURNISHINGS	85,395.00	129,850.00	41,383.40	3,117.60	88,466.60	31.87
Total Dept 861 - DESIGN COMMITTEE		239,215.00	303,745.00	158,875.69	7,360.79	144,869.31	52.31
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	15,100.43	1,819.70	1,529.57	90.80
370-862-710.000	WAGES - PART TIME	15,080.00	19,090.00	11,500.79	1,576.25	7,589.21	60.25
370-862-726.000	SUPPLIES	150.00	150.00	8.68	0.00	141.32	5.79
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,000.00	31,131.00	0.00	869.00	97.28
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	60,380.88	3,200.00	8,619.12	87.51
370-862-801.340	WEB SITE MAINTENANCE	840.00	5,840.00	864.92	39.99	4,975.08	14.81
370-862-967.000	FRINGE BENEFITS	7,745.00	8,060.00	7,122.85	902.71	937.15	88.37
Total Dept 862 - MARKETING		143,625.00	152,680.00	126,109.55	7,538.65	26,570.45	82.60
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,315.00	7,550.36	909.86	764.64	90.80
370-863-710.000	WAGES - PART TIME	1,510.00	1,910.00	1,150.15	157.61	759.85	60.22
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	0.00	1,500.00	0.00	0.00	1,500.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	342,812.00	90,420.00	0.00	252,392.00	26.38
370-863-967.000	FRINGE BENEFITS	3,405.00	3,440.00	3,205.51	402.56	234.49	93.18
Total Dept 863 - PARKING		178,885.00	408,027.00	152,326.02	1,470.03	255,700.98	37.33
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	18,875.51	2,274.59	1,914.49	90.79
370-864-710.000	WAGES - PART TIME	7,540.00	9,545.00	5,750.36	788.13	3,794.64	60.24
370-864-726.000	SUPPLIES	1,150.00	2,170.00	2,907.55	0.00	(737.55)	133.99
370-864-730.000	POSTAGE	100.00	100.00	3.25	0.00	96.75	3.25
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	3,215.00	3,720.15	737.15	(505.15)	115.71

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MAY BENCHMARK 92%

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	5,000.00	10,355.49	4,390.00	(5,355.49)		207.11
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	4,868.00	0.00	2.00		99.96
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,315.00	920.92	0.00	394.08		70.03
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	5,120.00	0.00	(120.00)		102.40
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,221.82	107.97	198.18		86.04
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,290.00	0.00	50.00		96.27
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	601.19	0.00	798.81		42.94
370-864-967.000	FRINGE BENEFITS	8,805.00	8,970.00	8,421.14	1,054.30	548.86		93.88
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	12,100.00	0.00	0.00		100.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	77,300.00	76,220.40	9,352.14	1,079.60		98.60
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	18,875.20	2,274.60	1,914.80		90.79
370-865-710.000	WAGES - PART TIME	3,020.00	3,820.00	2,300.18	315.26	1,519.82		60.21
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	500.00	0.00	0.00	500.00		0.00
370-865-801.000	CONTRACTUAL SERVICES	0.00	0.00	150.00	150.00	(150.00)		100.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,525.00	7,968.55	1,000.27	556.45		93.47
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,835.00	29,293.93	3,740.13	4,541.07		86.58
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	173,830.00	0.00	0.00		100.00
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	173,830.00	0.00	0.00		100.00
TOTAL EXPENDITURES		872,420.00	1,183,017.00	739,180.12	29,461.74	443,836.88		62.48
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,183,017.00	880,082.98	1,324.89	302,934.02		74.39
TOTAL EXPENDITURES		872,420.00	1,183,017.00	739,180.12	29,461.74	443,836.88		62.48
NET OF REVENUES & EXPENDITURES		0.00	0.00	140,902.86	(28,136.85)	(140,902.86)		100.00

06/12/2020 04:00 PM

User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 05/01/2020 - 05/31/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Attachment 4.b

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050520	05/06/20	299.00	500397
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI IN TOWN SQUARE	051720	05/20/20	259.79	113053
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 4/14-5/11/20	050720	06/02/20	97.97	500399
370-861-976.010	STREET FURNISHINGS	GREENCORNER	TOWN SQUARE UMBRELLAS	GC116064	05/20/20	3,117.60	113041
Total For Dept 861 DESIGN COMMITTEE						3,774.36	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN COSTS	45	05/06/20	500.00	112986
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN- MAY AD	2020-3433	05/06/20	700.00	112994
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR SERVICES FOR JUNE	6-2020	05/20/20	2,000.00	113039
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP	040220	05/20/20	39.99	113073
Total For Dept 862 MARKETING						3,239.99	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE INTERNET - COMCAST	60620	05/20/20	88.40	113052
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	MAY 2020 ELECTRONIC MEETINGS	215707	06/02/20	542.50	113146
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES FOR MAINCENTRE DECK	120534	05/20/20	4,390.00	113094
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050520	05/06/20	32.97	500397
Total For Dept 864 ORGANIZATIONAL						5,053.87	
Dept 865 ECONOMIC DEVELOPMENT							
370-865-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	CURBSIDE PICKUP SIGNS	1-31732	05/20/20	150.00	113062
Total For Dept 865 ECONOMIC DEVELOPMENT						150.00	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						12,218.22	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of March 17, 2020
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:05 a.m.

ROLL CALL

Present: *Mayor Brian Turnbull, Margene Buckhave, John Casey (Phone), Aaron Cozart (Phone), Ryan McKindles, Shawn Riley, Mary Starring*

Absent: *Carolann Ayers, DJ Boyd, Jim Long, Greg Presley*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Barbara Moroski-Browne/City Council, Nancy Darga/Resident, **Dave Gutman/Resident***

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. February 2020 Financial Statement
- b. February 2020 Invoice Report
- c. February 18, 2020 DDA Board Meeting Minutes

Motion by Turnbull, seconded by Starring to approve the Agenda and Consent Agenda. **Motion carried unanimously.**

DDA PROPOSED 2020-21 BUDGET

Ward stated that the City Council will be approving all 2020-21 department budgets on April 27th. Since the March Board meeting, the tax increment financing revenue has increased slightly by 1.8% or \$8,882. The revised total revenues equal \$880,994 and the proposed expenditures are \$871,350 allowing the DDA to return \$9,644 back to the DDA's fund balance. By the end of the fiscal year the fund balance will be \$142,288, Ward is hoping to improve that position a little every year. Ward mentioned that none of the new Griswold construction project revenues are reflected in the 2020-21 budget but there will be an additional \$20,000 increase in revenue for the 2021-22 budget year.

Ward said that this budget also allows for assistance with downtown programs and promotions. Contributions will still be made to the Northville Chamber, Buy MI Now, Tunes on Tuesday, and the Spectrum Festival. The budget also includes \$25,000 earmarked for Friday night concerts offset by \$15,000 in revenue generated from sponsorships. Johnson raised concern given the potential economic downturn from COVID-19 there might be less sponsorship dollars provided by businesses. Ward said in this budget there are no additional funds beyond the \$10,000 available for Friday concerts. Sullivan questioned if the contract we have with JAG Entertainment allows for

cancellation of concerts if we are still not allowed to gather in group settings by the end of May. Ward said we currently have no signed contract with JAG Entertainment so the DDA will follow up with Geitzen to find out about the cancellation policy. McKindles encouraged the Board to find the money for the concerts in the budget even if sponsorships decrease because the community will need more than ever to come together this summer. Ward also mentioned the \$5,000 in the 2020-21 budget for a new Christmas event that could be tabled this year so the monies could be diverted to concerts.

The 2020-21 budget does not reflect any costs for the MainCentre Deck repairs. Sullivan said the City is almost through the special assessment process. Singh has hired a law firm and filed a lawsuit to fight the special assessment believing the original 1996 Parking Agreement exempts them from any parking deck repair costs. The City attorneys are currently in discussions with the Singh attorneys with the hopes of coming to some sort of agreement. Sullivan said April 20th will be the deadline for City Council to approve the special assessment and move forward with a law suit. Sullivan expressed concern that we do not want to lose the original bid pricing by RAM construction if the City has still not reached an agreement with Singh by April 20th. The deck is badly in need of repair and should not be put off much longer. Ward mentioned using the City parking fund temporarily to make the repairs and then replenishing the fund with future capture or refinancing the DDA bonds. Ward has reached out to RAM about a pricing extension and whether their schedule would accommodate a later construction date. McKindles suggested moving forward with the repairs despite an agreement with Singh because the MainCentre Deck will only continue to get worse.

Motion by McKindles, seconded by Starring to adopt the proposed 2020-21 budget.
Motion carried unanimously.

LANDSCAPE CONTRACT BID RESULTS

Ward said the DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in February 2020. The DDA staff posted the RFQ on MITN (Michigan Intergovernmental Trade Network), an online vendor solicitation platform and contacted area vendors directly. The RFQ contained a list of more than two dozen common plants, shrubs, and trees as well as labor and design services. The response date was March 12, 2020. Two proposals were received: Commercial Grounds Services and Garden Girls and Guys. A selection of a single preferred vendor, based on personal qualifications, similar work, and unit prices will be awarded for the year.

After reviewing the two proposals it was found that Commercial Ground Services was 30% lower than Garden Girls and Guys. Commercial Ground Services has been great to work with in the past so the DDA is asking you to approve the attached contract with Commercial Grounds Services to provide professional landscape services as needed, based on the unit prices provided in the RFQ submission and forward the contract to City Council for consideration. This contract is for one year with the ability to renew three additional times.

Motion by McKindle, seconded Starring to approve the landscape contract with Common Grounds Services. **Motion carried unanimously.**

DDA WAYFINDING AND BRANDING PROJECT

Ward provided some illustrations of Buzz Bizzel's newest branding work in the Board packet so the Board could provide feedback. The attachment on page 2 shows the various fonts, logo designs and colors. The favorite logo design (on page 1) is shown with a burgundy "Northville" but the Design Committee has asked that it be changed to rust. The "City of" and "Michigan" will either be in light beige or green. At the next City Council meeting the two welcome signs (type A and type B) will be submitted for approval. The Type A sign will be in three locations and the Type B sign will be in one location throughout the City. There are several brick/stone base options for the monument sign to choose from, the favorite being the cream-colored brick. The brick chosen would be the shade of the Water Wheel building which has been commonly used in other downtown Northville locations. There are 4 sign locations throughout the City of Northville; 8 Mile and Novi Road, Center Street and 8 Mile, Griswold and 8 Mile, and Northville Road near Cady. Turnbull noted that the map shows no sign at 7 Mile and Center street. He believes that is the most visible and looked at sign in Northville. Ward stated the sign was eliminated because of the uncertainty of the Downs development and the possibility of having to move the sign in the future. Ward added the Downs parking lot is currently an eyesore and the committee did not want to draw attention to the area. Casey agreed with Turnbull that the sign is the most noticeable sign in Northville.

The Downs development might not happen for several years so if that time we need to move it to a new location we can make that happen. Sullivan stated the Downs would have to grant an easement to allow for the sign. Sullivan likes the idea of signs at the actual site of the City limits. Bizzel has designed metal signs on poles for those specific locations. Ward stated all three of the Type A signs would be illuminated. The Board was in favor of the brighter green lettering versus the beige for the signs. Guteman commented that green also highlights the City's desire to be a green community. The Board was unanimous in favor of using the color rust instead of burgundy for the new logo. Ward questioned whether the Board liked the "Historic Downtown" on the entrance signs. Sullivan likes the "Historic Downtown" only on the sign near the Water Wheel building because you are actually entering downtown at that location.

Ward stated the Type A (\$13,100.00) versus Type B (\$3,100.00) signs is a \$10,000.00 difference in price. Sullivan stated these signs will last 30 years so the expense is worthwhile. Ward said the DDA is wanting to change its color scheme from pastels to a similar City color pallet. Bizzel also designed 5 different sign pole banners for use in the downtown. These would be used to promote various seasonal activities in the downtown. Ward highlighted the new sponsorship brochure with the 3 logos for Music on Main, Northville Unplugged, and Skelton's Alive. The new logos have a similar color pallet that compliments the new branding colors.

Ward mentioned the two across street banners that will be installed to promote events. Bizzel's quote for the two across street banners is \$47,000. The DDA also received a bid from Signs by Crannie and their quote was \$31,000. Ward said we will be bidding the across street banners out separately.

Sullivan suggested waiting to do the permanent monument sign at 7 Mile and Sheldon till the new development takes place because per Bizzel's recommendation it should be on the NE corner so oncoming traffic can see it clearly. Right now, the only place we could put the sign is where the current one is on the NW corner. We can still have a sign on South Center marking the City limits. Ward stated all the old signs will be removed. Johnson suggested possibly doing the less expensive Type B sign at the 7 Mile and Sheldon current location until the new development happens.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Ward said the sign update was the Design Committee report.

b. Marketing Committee:

Riley said the committee met at New Hope Grief. The conversation at the meeting was focused on events happening this summer and using Ford Field more frequently as an event location. Information sharing is a real important focus of this committee.

c. Parking Committee:

MainCentre Parking Deck Public Improvement repair quotes included in the Board packet.

d. Organizational Committee:

Ward said the committee has been meeting regularly to work on the proposed 2020-21 budget that was just approved.

e. Economic Development Committee:

Ward said the next EDC meeting is scheduled for March 19th. Robert Miller is planning to present the drawings for the new building at Center and Dunlap Streets. This meeting will possibly be cancelled due to the COVID-19 shut down.

FUTURE MEETINGS/ IMPORTANT DATES

Sullivan said the COVID-19 situation is changing rapidly and the City is following the developing guidelines closely. The governor has recommended canceling all meetings that to not have anything on the agenda that requires a decision. The State is still working on legislation to have the quorum requirement for meetings be met with over the phone participation and also include audience participation. Sullivan is hoping for more clarity after a teleconference with the State leaders tomorrow. City Hall is now closed to the public but open to employees. Ward said we will not have DDA subcommittee meetings till further notice due to COVID-19 concerns.

Buckhave suggested reaching out to all the local restaurants regarding their carry-out and delivery options and then creating a list to share on Social Media. Ward said the DDA has already sent out a MailChimp to all the restaurants to gather their information so we can create a list to share with the public. Retailers may be next to close and the DDA will be in communication with them as well. Ward said there are State and Federal links for small business loans and employment assistance that we will put on our website and share with our Northville Businesses. Sullivan suggested creating a few parking spaces designated for curbside pickup. A list of future meeting dates and important events were provided in the DDA Board packet.

BOARD AND STAFF COMMUNICATION

The next DDA Board meeting is scheduled for April 21, 2020.

Meeting adjourned at 9:40 am

Respectfully submitted, Jeri Johnson, Marketing and Communications Director
Northville DDA

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of May 19, 2020
Zoom Call

The regular meeting of the DDA Board was called to order at 8:09 a.m.

ROLL CALL

Present: *Mayor Brian Turnbull, Margene Buckhave, John Casey, Aaron Cozart, Ryan McKindles, Shawn Riley, Mary Starring, Greg Presley, Carolann Ayers, DJ Boyd, Jim Long*

Absent:

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Jeremy Goodman/Resident, Dave Gutman/Resident, Marilyn Price/City Council*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. March 2020 Financial Statement
- b. April 2020 Financial Statement
- c. March 2020 Invoice Report
- d. March 2020 Invoice Report
- e. March 17, 2020 Meeting Minutes
- f. April 21, 2020 Meeting Cancellation
- g. 2019 Taxes Captured
- h. 3rd Quarter Budget Amendments

Motion by McKindles, seconded by Turnbull to approve the Agenda and Consent Agenda. **Motion carried unanimously.**

MAINCENTRE PARKING DECK

Ward said the construction on the deck was delayed several days for an insurance endorsement. RAM Construction should be starting today if the weather cooperates. City Council approved the change order as seen in attachment 5A and it has been added to their initial contract. The deck repairs should take 6-8 weeks. The tenants of MainCentre apartments were notified of where to park during construction.

Sullivan addressed the ongoing lawsuit with Singh Management. A Special Assessment was approved by City Council. There will be a Zoom meeting with the attorneys on May 22nd. Sullivan stated there has been no further action on the Wayne County Circuit Court case to stop the Special Assessment so he believes Singh will go through with

their law suit which could take upwards of 7- 8 months. The goal is to continue to try and work out a deal that both the City and Singh can live with. The money for the repairs is initially coming out of the City's parking fund. Once the negotiations are finalized the City will determine how the repairs on surface parking lots and overall maintenance will be funded moving forward. McKindles questioned how the special assessment was allocated. Ward stated the allocation of costs is 60% Singh and 40% City. Long questioned why we don't ask for them to pay for all the improvements initially so we have more negotiating power moving forward. Sullivan said the City went with what the engineers recommended for cost splitting. Ward stated that if we go with the capital program that provides for ongoing maintenance on the decks, they should last 25 – 30 years.

Ward asked if the change order (attachment 5a) should also be approved by the DDA because eventually some of the costs could be coming out of DDA funds. Sullivan agreed it would be prudent to have a motion to accept the change order.

Motion by Boyd, seconded by Buckhave to approve the change order in attachment 5a. **Motion carried unanimously.**

TIVOLI LIGHT PROJECT

Ward attached the estimate from Green Electrical Solutions to repair the festoon lighting in Town Square. Green Electrical Solutions works frequently with the City and the DPW. The first estimate is for full replacement of the lights (\$19,450.00) and the second was for making repairs to the sockets and replacing all the LED lights and globes (\$11,800.00). Green Electrical Solutions recommends doing repairs because the wiring is in good shape. Ward stated that we have \$18,000 in our current budget for these repairs. Presley asked how long the new repairs would last and Ward estimated another 12 years.

Motion by Long, seconded by Casey to approve the repair of the Town Square festoon lighting contract with Green Electrical Solutions. **Motion carried unanimously.**

UMBRELLA ORDER

Ward requested the Board approve the purchase of 4 new market umbrellas for Town Square outlined in attachment 7. The current umbrellas were purchased 13 years ago. The vendor, Greencorner, is currently having a 40% off sale and the DDA would like to take advantage of the sale to replace some of our more worn umbrellas in Town Square. We would also like to add some umbrellas to Old Church Square to provide more social distancing opportunities for outside dining. The total purchase cost is \$3117.60. This is not a budgeted item so the DDA would need to do a budget amendment utilizing the money we saved on the festoon lighting.

Buckhave commented that they have been talking to Center Street Grill about using the Old Church Square to expand their outdoor dining. The courtyard gets very hot in the summer and umbrellas would help shade the area.

Motion by Casey, seconded by Cozart to approve the purchase of 4 new umbrellas from Greencorner. **Motion carried unanimously.**

FOUNTAIN REPAIR

Ward provided photos and a description of needed fountain repairs in attachment 8. Over the winter the tiles in the fountain became even more compromised with sheets of tile falling off the sides. The damage by the drains most likely happened when the fire pits were installed with a frontend loader. Michigan winters are very hard on outside tile. Ward contacted Grissim Metz, the original designer of the fountain, for recommendations on tile repair companies. Johnson has reached out to several tile and pool contractors to secure bids for replacing and repairing the fountain tile. There were multiple solutions discussed from replacing all the tile, doing a waterproofing technique with a pool liner, and repairing the fountain as is with some new tile. The cost for repairing the tile came to \$3,980.00 but waterproofing and replacing all the tile ranged from \$12,500.00 to \$20,000.00. The DDA is recommending we just repair the tile this year and use Empire Tile and Marble to do the repairs.

Long inquired whether we looked at a concrete stain as an option. Presley said that MI winters would be hard on concrete as well. Presley thought it would be good to have a tailored cover made for the winter to prevent further damage. Ward stated the cover would not be practical if we decide to purchase new lighter weight fire pits. The Design Committee made a recommendation to the Board to replace the firepits with lighter weight units last Fall but the Board wanted something taller for safety concerns. The Design Committees intention is still to purchase new firepits this year. Ward said the DDA recommends having the fountain repaired this year because it can get done quickly and will last a few more years. Then the DDA will have the time to look for a more permanent solution. Presley felt that even with the fire pits installed there still might be a way to have a durable (kids could stand on it) custom cover made to protect the fountain. Presley felt the cover will allow the tile repair to last longer. Casey suggested moving forward with the repair so the fountain is operational this summer and then taking the next year to look at more permanent solutions.

Motion by Casey, seconded by Buckhave to approve the repair of the Town Square fountain by Empire Tile and Marble Company. The Design Committee should pursue a more permanent solution along with fire pits and a cover. **Motion carried unanimously.**

DOWNTOWN REOPENING PLAN

Ward provided a list of business resources the DDA has been promoting on our website and Social Media to help out the downtown businesses. Ward said we have been providing a weekly updated list of shops and restaurants that are providing curbside pickup and delivery. The DDA has also been doing lots of Social Media posting and press releases highlighting businesses that have been doing special things for first responders. The City has reduced outdoor dining permits and garbage pickup fees by 50%. The DDA is looking at ways to allow businesses to spread out into the streets through a special event permit when the Governor allows MI to reopen. The DDA has created 10 curbside pickup signs that the City police have hung at strategic locations throughout the downtown. The summer concert schedule will be discussed at the June 1st City Council meeting.

Turnbull mentioned that Traverse City will be reopening on Friday and closing down Front Street to traffic. This will be a test case for other cities considering closing their downtown streets. Ward said she had a Zoom meeting with restaurant owners and requested their opinion on closing streets so they would have more room to social distance. Ward stated it might just be weekends to start till we see how this works. The streets are narrow and we need at least 18 feet for emergency vehicles. Ward has been working on a layout for the downtown area. Ward said the State of Michigan is considering a bill that would designate a Social District in downtowns where restaurants and bars could expand beyond their regular designated outdoor dining areas. The State hopes to expedite this process by giving some of the LLC inspections to the local municipalities.

Ward highlighted the survey in the Board packet (Attachment 9.E) that was sent to restaurants and businesses to get their opinion on closing East Main and North Center. The DDA received 31 responses and all 31 were in favor of closing the streets. The DDA also reached out by phone to touch base with key businesses that did not respond to the survey. If streets are closed there will still be the ability to do curbside pickup from behind the shops and restaurants. The DDA plans to work with each business to help them develop a plan that is best for them, it is not one size fits all. The Early Bird Café is a good example of needing some unique help with outdoor dining from the DDA. They would need a permit to do outdoor dining in their parking lot and that is against current regulations. Long encouraged the City to be flexible and work with businesses to remove some of the existing regulations in order for them to recoup lost revenue from COVID-19.

Ward said restaurants are wondering if it makes sense to put up their outdoor dining platforms if the streets will be closed. They would get more seating if they just use the sidewalk and street in front of their restaurants. They are also concerned if the streets are only closed on the weekends where would they put tables and chairs during the weekdays especially if their platforms aren't up. Turnbull noted that is why Traverse City is shutting down Front Street for the entire summer. Casey expressed concern and agreed with Sullivan that closing down the streets for the entire week may have a negative effect on some of our service and retail businesses. Casey suggested starting out with just weekend closures and if it is successful expanding at a later date. Turnbull feels the Governor will be making an announcement soon to reopen businesses in our area by June 15th. The new plan for Northville streets would need to go to City Council on June 1st so there will be enough time to communicate reopening plans to businesses.

Riley said the concert schedule is on hold but the sponsors need to be communicated with about future plans. Riley said Ward and he had a couple conversations with JAG Entertainment about the concert line up and creative ideas for social distancing at concerts in the future. Riley suggested bands on a stage in a parking lot and cars could listen to the concert on their radio. Another suggestion was bands on a flatbed truck traveling to different neighborhoods doing mini concerts. Live streaming is also a possibility or strolling musicians in the street. Riley likes the idea of setting up a small band in front of the clocktower to entertain diners and people walking by. Johnson

expressed concern that people might bring lawn chairs and congregate in front of the bands. Riley agreed that there would need to be some controls to keep people socially distanced. Riley said there might be an opportunity to have bigger band concerts in August depending on what the State will allow.

Ward asked for feedback on how to utilize Old Church Square. Ward said we could have tables and umbrellas in that area for people to eat their carryout food or allow restaurants to expand their outdoor dining in that space. Ward drew attention for the need to maintain those tables and chairs from a safety perspective. The Seasonal employees could wipe off the tables and chairs first thing in the morning but ongoing maintenance could be difficult given time constraints. Buckhave said if Center Street Grill were to have tables in Old Church Square, they would be responsible for all the cleanup and maintenance of the area. Ayers feels that some of the responsibility falls on the people using the tables, they should have wipes and disinfectant available to wipe the tables themselves. Buckhave mentioned that Rochester was on the news and the merchants received a gift bag filled with safety products. They had embroidered masks made that said "Love local Rochester" with the City logo, it was creative advertising. Ward encouraged Board members to keep the good ideas coming.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Ward said she met with the two co-chairs of the Design Committee just to get projects started again. The highest priority is to get the entrance signs and new branding completed. Ward will send an updated list of projects later today.

b. Marketing Committee:

Shawn said the Marketing Committee has not met. Most events for the summer have started to cancel. Turnbull said the Chamber would most likely be canceling most of their events but are waiting to make a final decision till the Governor announces her reopening plans. The Farmers Market has started again on Thursdays from 8 am – 3 pm. The downtown Flower Sale will move to the Farmers Market lot. Turnbull has had conversations with Scott Buie from Northville Food & Wine, they have not cancelled yet but may consider moving to Ford Field since many weddings at Mill Race Village have been cancelled.

c. Parking Committee:

Casey said the Committee has not met.

d. Organizational Committee:

Ayers said the committee did not meet. Ward said she will send the Board an explanation of the third quarter budget amendments.

e. Economic Development Committee:

Cozart said the EDC is meeting on Thursday to discuss the new development on the corner of Center and Dunlap streets.

Motion by Turnbull, seconded by Casey to close the meeting. Motion carried unanimously.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Economic Development Committee – May 21, 2020
- b. Sustainability Committee – May 21, 2020
- c. Flower Sale – May 22, 23, 2020
- d. Memorial Day Parade – Cancelled
- e. City Council Meeting – June 1, 2020
- f. Marketing Committee Meeting – June 4, 2020
- g. Design Committee Meeting – June 8, 2020
- h. Executive Committee Meeting – June 10, 2020

BOARD AND STAFF COMMUNICATION

The next DDA Board meeting is scheduled for June 16, 2020.

Meeting adjourned at 9:54 am

Respectfully submitted, Jeri Johnson, Marketing and Communications Director
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2020

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	27,100	0	0	6,400	(4,285)	29,215	33,215	113.69
	GRANTS & OTHER LOCAL SOURCES	27,100	0	0	6,400	(4,285)	29,215	33,215	113.69
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	2,500	0	2,500	0	(700)	4,300	4,073	94.72
370-000-664.190	INTEREST - MI CLASS 1 DIST	250	0	500	0	(50)	700	652	93.16
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000	0	0	2,000	3,000	10,000	8,794	87.94
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	0	(405)	405	0	4,000	4,000	4,033	100.82
370-000-664.400	INVESTMENT POOL BANK FEES	(600)	0	200	0	0	(400)	(318)	79.54
370-000-664.500	INVESTMENT ADVISORY FEES	(750)	0	0	0	0	(750)	(576)	76.80
370-000-664.600	BANK LOCKBOX FEES	(300)	9	(259)	0	0	(550)	(430)	78.23
370-000-664.700	CUSTODIAL FEES	0	0	0	(130)	0	(130)	(110)	84.88
	INTEREST	6,100	(396)	3,346	1,870	6,250	17,170	16,118	93.87
MISCELLANEOUS REVENUES									
370-000-659.110	RENTS-SHORT TERM	150	200	50	0	0	400	400	100.00
370-000-666.000	MISCELLANEOUS REVENUE	200	0	0	91	0	291	291	100.00
370-000-667.000	INSURANCE PROCEEDS	0	0	0	11,327	0	11,327	11,327	100.00
	MISCELLANEOUS REVENUES	350	200	50	11,418	0	12,018	12,018	100.00
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	688,553	0	29,348	11,171	0	729,072	729,072	100.00
370-000-403.010	DDA OPERATING LEVY	60,209	0	(125)	743	(1,298)	59,529	59,529	100.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION	30,000	0	4,144	0	0	34,144	34,144	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(2,500)	0	0	1,000	1,000	(500)	(13)	2.56
	PROPERTY TAXES	776,262	0	33,367	12,914	(298)	822,245	822,732	100.06
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608	280,600	(19,978)	(19,194)	(79,282)	224,754	0	0.00
	FUND BALANCE RESERVE	62,608	280,600	(19,978)	(19,194)	(79,282)	224,754	0	0.00
TOTALS FOR DEPT 000-		872,420	280,404	16,785	13,408	(77,615)	1,105,402	884,083	79.98
TOTAL Revenues		872,420	280,404	16,785	13,408	(77,615)	1,105,402	884,083	79.98
DEPT: 753-DPW SERVICES									
370-753-706.000	WAGES - REGULAR FULL TIME	13,250	0	0	0	(2,000)	11,250	9,624	85.55
370-753-707.000	WAGES - REGULAR OVERTIME	1,170	0	0	0	(500)	670	353	52.71
370-753-939.000	AUTOMOTIVE SERVICE	500	0	0	0	0	500	394	78.73
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800	0	0	0	(1,500)	3,300	3,003	90.99
370-753-967.000	FRINGE BENEFITS	14,355	0	0	(475)	(2,200)	11,680	9,898	84.74
TOTALS FOR DEPT 753-DPW SERVICES		34,075	0	0	(475)	(6,200)	27,400	23,272	84.93
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	16,600	0	30	0	110	16,740	15,707	93.83
370-861-710.000	WAGES - PART TIME	20,620	0	6,900	0	(5,000)	22,520	17,042	75.68

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2020

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-861-726.000	SUPPLIES	625	0	0	0	(475)	150	147	97.88
370-861-740.050	DOWNTOWN MATERIALS	20,900	0	0	0	0	20,900	3,918	18.75
370-861-751.000	FUEL & OIL	1,000	0	0	(500)	(150)	350	217	62.08
370-861-801.000	CONTRACTUAL SERVICES	25,730	0	0	5,950	0	31,680	20,163	63.64
370-861-801.160	RESTROOM PROGRAM	2,750	0	0	0	0	2,750	1,677	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500	0	0	(500)	(2,000)	0	0	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000	0	0	(5,000)	(5,000)	0	0	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0	0	0	15,000	0	15,000	15,000	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750	0	0	(2,500)	0	28,250	19,201	67.97
370-861-913.000	VEHICLE INSURANCE	360	0	0	0	0	360	356	98.89
370-861-920.010	ELECTRIC POWER	1,330	0	0	0	4,500	5,830	5,729	98.26
370-861-920.020	NATURAL GAS	4,010	0	0	0	4,800	8,810	8,812	100.02
370-861-920.030	WATER & SEWER SERVICE	8,040	0	0	0	(500)	7,540	6,438	85.39
370-861-967.000	FRINGE BENEFITS	8,605	0	690	5	(500)	8,800	7,810	88.74
370-861-976.010	STREET FURNISHINGS	85,395	0	0	44,455	(56,000)	73,850	42,614	57.70
TOTALS FOR DEPT 861-DESIGN COMMITTEE		239,215	0	7,620	56,910	(60,215)	243,530	164,831	67.68
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	16,600	0	30	0	110	16,740	15,707	93.83
370-862-710.000	WAGES - PART TIME	15,080	0	4,010	0	(5,000)	14,090	12,231	86.81
370-862-726.000	SUPPLIES	150	0	0	0	(140)	10	9	86.80
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300	0	0	(300)	0	32,000	31,131	97.28
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910	0	0	0	(1,910)	0	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000	0	0	0	0	69,000	60,381	87.51
370-862-801.340	WEB SITE MAINTENANCE	840	0	0	5,000	(4,500)	1,340	900	67.16
370-862-967.000	FRINGE BENEFITS	7,745	0	315	0	(125)	7,935	7,437	93.73
TOTALS FOR DEPT 862-MARKETING		143,625	0	4,355	4,700	(11,565)	141,115	127,796	90.56
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	8,300	0	15	0	55	8,370	7,854	93.83
370-863-710.000	WAGES - PART TIME	1,510	0	400	0	(610)	1,300	1,223	94.09
370-863-726.000	SUPPLIES	50	0	0	0	(50)	0	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	0	0	0	1,500	(1,500)	0	0	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620	278,514	0	(51,322)	0	342,812	90,420	26.38
370-863-967.000	FRINGE BENEFITS	3,405	0	35	0	135	3,575	3,340	93.43
TOTALS FOR DEPT 863-PARKING		178,885	278,514	450	(49,822)	(1,970)	406,057	152,837	37.64
DEPT: 864-ORGANIZATIONAL									
370-864-706.000	WAGES - REGULAR FULL TIME	20,750	0	40	0	140	20,930	19,634	93.81
370-864-710.000	WAGES - PART TIME	7,540	0	2,005	0	(3,045)	6,500	6,116	94.09
370-864-726.000	SUPPLIES	1,150	0	0	1,020	740	2,910	2,908	99.92
370-864-730.000	POSTAGE	100	0	0	0	(95)	5	3	65.00
370-864-731.000	PUBLICATIONS	65	0	0	0	0	65	65	100.00
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980	1,100	1,135	0	1,000	4,215	3,720	88.26
370-864-802.010	LEGAL SERVICES - GENERAL	3,000	0	110	1,890	5,355	10,355	10,355	100.00
370-864-805.000	AUDITING SERVICES	4,870	0	0	0	0	4,870	4,868	99.96
370-864-900.000	PRINTING & PUBLISHING	1,635	0	0	(320)	(250)	1,065	921	86.47
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210	790	0	0	120	5,120	5,120	100.00
370-864-920.000	UTILITIES	1,420	0	0	0	0	1,420	1,330	93.65
370-864-958.000	MEMBERSHIP & DUES	1,340	0	0	0	(50)	1,290	1,290	100.00
370-864-960.000	EDUCATION & TRAINING	1,400	0	0	0	(700)	700	601	85.88
370-864-967.000	FRINGE BENEFITS	8,805	0	160	5	400	9,370	8,789	93.80
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100	0	0	0	0	12,100	12,100	100.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		69,365	1,890	3,450	2,595	3,615	80,915	77,820	96.17

Year Ended 06/30/2020

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	20,750	0	40	0	140	20,930	19,633	93.81
370-865-710.000	WAGES - PART TIME	3,020	0	800	0	(1,230)	2,590	2,446	94.45
370-865-726.000	SUPPLIES	200	0	0	0	(200)	0	0	0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000	0	0	(500)	(500)	0	0	0.00
370-865-801.000	CONTRACTUAL SERVICES	0	0	0	0	150	150	180	120.00
370-865-967.000	FRINGE BENEFITS	8,455	0	70	0	360	8,885	8,302	93.44
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		33,425	0	910	(500)	(1,280)	32,555	30,561	93.88
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830	0	0	0	0	173,830	173,830	100.00
TOTALS FOR DEPT 945-DEBT SERVICE		173,830	0	0	0	0	173,830	173,830	100.00
TOTAL Expenditures		872,420	280,404	16,785	13,408	(77,615)	1,105,402	750,947	67.93
TOTAL FOR FUND 370									
REVENUES:		872,420	280,404	16,785	13,408	(77,615)	1,105,402	884,083	79.98
EXPENDITURES		872,420	280,404	16,785	13,408	(77,615)	1,105,402	750,946	67.93
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	133,137	0.00

Welcome Back to Downtown Northville



Where supporting our
local businesses is

Main & Center





DDA Communications

Background:

In 2008 The DDA ordered 68 chairs, 6 tables for 2 and 14 tables for 4. Since that time we have replaced a couple of the chairs and purchased 2 additional handicapped tables and accompanying chairs. The DDA purchased the tables and chairs from EMU Americas a vendor out of California. With the requirement for social distancing the DDA staff is recommending additional tables and chairs for Old Church Square. Old Church Square and Town Square would be utilized as common areas and tables, chairs and umbrellas would provide an alternative place for people to sit and have a cup of coffee or meet a friend. Temporarily the DDA has moved Town Square furniture to Old Church Square and it has been utilized extensively. DDA staff has spoken to the owners of Center Street Grill and Tuscan Café who have both offered to assist the DDA with picking up Old Church Square, wiping down tables and putting down the umbrellas as the end of the day.

The existing tables are the Cambio style and are \$260 per table. The tables for 4 have an umbrella hole that would be covered with a cap. The current chairs in Town Square would need to be shipped from Italy, and would take 16 weeks to arrive. The DDA therefore, located another chair the Ronda that is currently in stock and will match closely enough. This chair is priced at \$87.50. DDA staff is recommending the purchase of 4 tables and 16 chairs to use in Old Church Square.

Table and Chair Option #1s:

Name	Product #	Item	Color	Size	Quantity	Price
Cambi	801	Table	Antique Iron	32" Square	4	\$260
Podio	3413	Chair	Antique Iron	32"	0	\$160
Rhonda	E116-22	Arm Chair	Antique Iron	32"	16	\$140
SubTotal						\$2,440.00
Shipping				Based on weight		\$ 214.76
Total						\$2,654.76



Cambi 800 - 24" Square



Cambi 801 - 32" Square



Podio #



Ronda #E116-22

Budget:

The purchase of the tables and chairs is not currently in the budget and would need to be funded through surplus funds from projects and sponsorships that were not spent this year.

Recommendation:

DDA staff is recommending the purchase of 4 Cambi 36" tables and 16 Ronda arm chairs in antique iron finish to install in Old Church Square for a not to exceed amount of \$2,654.76.

Project: Cady Street Parking Structure Restoration 2019 (Phase 1)
 MainCentre Parking Structure Restoration 2020 (Phase 2)
 Location: Northville, MI
 Project #: 24183249.01
 Date of Site Visit: May 27, 2020
 Weather Conditions: Partly Cloudy, 85°F
 Prepared by: Andy Oviedo / Justin Thomson
 WGI

1.0 WORK IN PROGRESS – MAINCENTRE

- 1.1 RAM started site mobilization on Monday, May 18, 2020.
- 1.2 Started construction on Tuesday, May 26, 2020.
- 1.3 Removal of control and cove sealants at Upper Level (Fig. 1).
- 1.4 Removal of exterior wall sealants at west elevation.
- 1.5 Saw-cutting for slab, curb & column repairs at Upper Level (Fig. 2).
- 1.6 Demolition for slab repairs at Upper Level (Fig. 3).



2.0 ITEMS DISCUSSED – MAINCENTRE

- 2.1 Install new deck coating (full system) in the southwest corner of the structure (adjacent to Stair #2) at Upper Level. Recoat deck coating where there is existing deck coating. Replace deck coating at concrete repairs where there is existing deck coating.



3.0 PUNCH LIST ITEMS - CADY STREET (as per Field Report #6)

- 3.1 RAM indicated completion of the following items, except the re-paint pavement marking. WGI will verify during next field visit.
 - 3.1.1 Touch-up paint at entry frame/sign on the Upper Level.
 - 3.1.2 Repair settled bricks at sidewalk adjacent to Stair #2.
 - 3.1.3 Repair door/frame to prevent water infiltration into Stair #1.
 - 3.1.4 Clean staining at Stair #1 resulting from ponding.
 - 3.1.5 Clean & re-paint streaking pavement marking at gridline B5.
 - 3.1.6 Touch-up paint at walls within Stair #2 due to roof leak.

Please contact us if you have any questions or comments.

cc: Peter Brady (RAM), Dan Canedo (RAM), Ron Clapper (RAM), Lori Ward (Northville DDA), Loyd Cureton (Northville DPW), Mark Sampson (WGI)





Design Committee Updates

Bench Program

All of the benches have been sponsored and all but two have been installed. One bench will be installed in Joe Denton Park when DPW is able to pour the concrete pad. The other bench is waiting for the plaque to be fabricated, which is currently on hold with the manufacturer. The DDA has budgeted to purchase 8 benches next year. There are currently 5 of the older wooden benches still installed downtown.

Downtown Mural

DDA Board, members expressed support for a horse racing themed mural at Main and Centre Streets rather than a historic photo of the downtown. Suzie Cozart has developed some graphics for the program utilizing historic photos of racing day at the Northville Downs. Bizzel Design provided an estimate to the DDA to utilize the existing drawing that has been completed and to install the mural of the side of the Lucy & the Wolf building. Fabrication and installation is estimated at \$ 12,000.

Entranceway Signs

The Design Committee needs to provide one more round of refinements to the current designs. In addition, staff would like to include the overhead banner and mural in the bid packet. However, Buzz's bids are too high. Let's talk about that.

Fire Pits

The Design Committee has reviewed a design proposal from Ore. The fire pits look similar to the existing fire pits but only weigh 55 pounds so, would be easier to handle. The fire pits come in a variety of finishes, and has the glass cylinder wind-break. The units could include either remote start or timed on/off, and includes an emergency off button. This would allow the DDA to program the fire pits to turn on and off at specific times and would be used more often. The units are approximately \$10,000 for a pair of the fire pits, plus, handling and installation. The design was presented to the DDA Board who provided feedback. They would like a taller narrower design that would discourage people from walking or climbing on the pit. What direction do we go in?

Bike Racks and Hoops

DDA staff needs assistance in determining the locations for the bike hoops and would like to get them ordered this month. Should we reach out to the biking community, or bike stores in determining the location and type of rack to go in each location. Should they be installed at an angle, or parallel to the street?

Fountain Repair

The Fountain is in bad shape. Full sheets of tile are falling off the side of the walls. Tiles are cracked near the drain and need to be repaired. DDA staff has requested estimates for tile replacement from several contractors. Ward presented the estimates to the Executive Committee who questioned why we were replacing the tile, which seemed to be an inappropriate material for Michigan's cold climate. Ward received one bid to repair the tiles for \$3800. Removal and replacement of the tile or replacement with another material is estimated to be between \$12,000 - \$20,000. Ward would like to repair the tiles, while the DDA explores options to replace long term, maybe in conjunction with a project to repair the pavilion.

Induction Lights Retrofit

The City's new Sustainability Committee has been meeting and discussing the use of LED vs. Induction lighting for the retro fit kits. They are recommending Induction. DDA staff has an estimate for the kit itself which is \$187.80. In addition, a mounting bracket is required. The DDA has one estimate from our lighting company to manufacture the bracket for \$ 53 a pole. Ward has reached out to Rick Cox, to see if he can manufacture the part locally. DPW has indicated that they are too busy and do not necessarily have the correct licensing to install all of the kits and the DDA will need to contract out the labor. There is a current budget of \$30,000.

Overhead Festoon Lights

DDA staff has received an estimate from two vendors. One vendors has quoted \$19,800 to remove and replace the overhead lights. The second vendor has provided two quotes – one to replace for \$19,450 and one to repair which is \$11,800. The DDA budget is \$18,000.

Christmas Event

No planning has taken place.

Cross Street Banners

DDA staff would like more than a plain pole. Signs by Crannie has provided one pole and Buzz has supplied another. The cost for Buzz's design, fabrication and installation of the two sets of poles is \$45,000. This is \$10,000 over the DDA Budget. We could revise the designs and bid it out with this project.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY April & May 2020:

PUBLICITY:

Press Materials Sent:

- Downtown Northville Businesses adapt to working during the Covid-19 crisis
- Weekly updates on lists for restaurant and shops carryout, delivery, online offerings (posted on social media and the DDA website)
- Sent restaurants and shops links from media outlets that allow them to list their businesses and hours directly

Press Coverage Received & Upcoming (Highlights/major press hits):

April 22 – **Detroit News** – Genitti’s and Center Street Grille Health Care workers offers
<https://www.detroitnews.com/story/entertainment/dining/2020/04/22/dining-briefs-detroit-pistons-launch-restaurant-database-plus-more/5139504002/>

April 24 – **The Oakland Press** – Downtown Northville businesses adapt to working during Covid-19 crisis (ran press release)

May 6 – **Detroit News** – Adorn Mother’s Day included in Mother’s Day Gift article
https://amp.detroitnews.com/amp/3057731001?_twitter_impression=true

May 7 – **Metro Mode** – Browndog Barlor bd Marketplace feature
<https://www.secondwavemedia.com/metromode/devnews/BrowndogBarlorOnlineStore.aspx>

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

PAID ADVERTISING:

- Ads in April & May issues of The Ville
- Ad in April & May issues of SEEN Magazine (May issue was final ad in the DDA contract)
- Submitted ad for the Tipping Point but series has been postponed
- Submitted Ad in Art House summer Brochure (print may be delayed but ads will be featured on Art House website and social media)

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville
 - The DDA will renew contract with The Ville for 12-months (June 2020-April 2021)
- Ad in Tipping Point programs (dates TBD)

Downtown Development Authorities (DDA) Economic Development Committee (EDC)
Comments in response to 150 – 156 N. Center St. Development
May 28, 2020

The EDC has had the opportunity to meet with the development team for the project 150 – 156 N. Center Street project on Tuesday May 26 2020. We have put together the following comments from that discussion.

1. Overall:

- a. Impressed with the thoughtful development approach and the use of Historic references through the design process. Both apartments and additional restaurant locations are both products needed in Downtown Northville. The design of the building and location lend to a nice entry into the Downtown.
- b. The project supports the goals of the 2006 and 2017 Strategic Plan for Downtown Northville.

2. Parking:

- a. Pleased to see a loading zone application for this corner, however we are concerned about the line of sight issues when leaving the parking area. It is difficult to see when turning left. In addition, parking lot to the rear of the building is tight and makes difficult for deliveries.
- b. The committee does have concerns with the amount of burden this development will put on the parking lot at the rear of the building by both residents, their guests and restaurant patrons.

3. Design:

- a. Pleased with the design overall. Design lends to a nice entry into the downtown. The restaurant on the corner activates that area and allows for place making. The committee likes the design of the corner as it is open for walking through. Like the choice of windows and brick for the design.
- b. Pleased with the overall height of the building and how it holds the corner. Historically this corner had a much taller building and it is nice to see it return. The Committee also like the way the project stepped down with the Tuscan Café portion and set back to break up the massing.

Thank you for the opportunity to provide comments for the upcoming Planning Commission meeting. We enjoyed the opportunity to meet with the development team and look forward to continued discussions on this project.