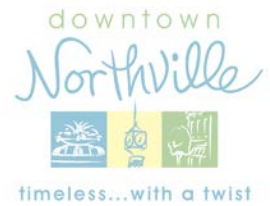


**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
May 21, 2019 - 8:00 am**



AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. April 2019 Financial Statement (Attachment 4.a)
 - b. April 2019 Invoice Report (Attachment 4.b)
 - c. April 16, 2019 Meeting Minutes (Attachment 4.c)
5. DDA Board Requirements (Attachment 5)
6. Update on Northville Downs Development
7. Update on Parking Deck Repair Funding
8. Committee Information and Updates
 - a. Design Committee – Robert Miller (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
9. Future Meetings / Important Dates
 - a. Friday Night Concerts begin May 24, 2019
 - b. Flower Sale – May 24-25, 2019
 - c. Downtown Block Party – May 25, 2019
 - d. Memorial Day Parade – May 27, 2019
 - e. Northville Unplugged! begins – May 29, 2019
 - f. Party in the Ville – June 1, 2019
 - g. Marketing Committee – June 6, 2019
 - h. First Friday Experience – June 7, 2019
 - i. Design Committee – June 10, 2019
 - j. Executive Committee – June 12, 2019
 - k. Tour de Ville – June 15, 2019
 - l. Tunes on Tuesday begins – June 18, 2019
 - m. DDA Board Meeting – June 18, 2019
 - n. Arts and Acts – June 21 – 23, 2019
 - o. Tapped in the 'Ville – June 22, 2019
 - p. Economic Development Committee – TBD
10. Board and Staff Communications
11. Adjournment – Next Meeting **June 18, 2019**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2019

% Fiscal Year Completed: 83.29

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2019 NORM (ABNORM)	MONTH 04/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
PROPERTY TAXES							
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	670,195.00	670,194.98	0.00	0.02	100.00
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,932.00	58,179.71	0.00	752.29	98.72
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	778.55	778.55	(778.55)	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(1,000.00)	14.14	0.00	(1,014.14)	(1.41)
PROPERTY TAXES		758,655.00	760,168.00	761,208.46	778.55	(1,040.46)	100.14
GRANTS & OTHER LOCAL SOURCES							
370-000-586.020	SPONSORSHIPS	8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53
GRANTS & OTHER LOCAL SOURCES		8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53
COMMUNITY CENTER REVENUES							
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00	100.00
INTEREST							
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	4,075.92	357.94	(1,575.92)	163.04
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	217.00	673.09	0.00	(456.09)	310.18
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	5,527.75	0.00	(527.75)	110.56
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	0.00	4,622.69	0.00	(4,622.69)	100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(296.91)	(31.80)	(303.09)	49.49
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(397.80)	(52.36)	(352.20)	53.04
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(297.42)	(18.37)	(2.58)	99.14
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(54.91)	0.00	54.91	100.00
INTEREST		3,850.00	6,067.00	13,852.41	255.41	(7,785.41)	228.32
MISCELLANEOUS REVENUES							
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,118.00	1,182.00	0.00	(64.00)	105.72
370-000-667.000	INSURANCE PROCEEDS	0.00	6,427.00	7,427.00	0.00	(1,000.00)	115.56
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	64.00	0.00	0.00	64.00	0.00
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50	99.98
MISCELLANEOUS REVENUES		200.00	9,999.00	10,998.50	0.00	(999.50)	110.00
FUND BALANCE RESERVE							
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	23,738.00	0.00	0.00	23,738.00	0.00
FUND BALANCE RESERVE		0.00	23,738.00	0.00	0.00	23,738.00	0.00
Total Dept 000		770,855.00	810,372.00	793,512.37	1,033.96	16,859.63	97.92
TOTAL REVENUES		770,855.00	810,372.00	793,512.37	1,033.96	16,859.63	97.92
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	9,043.29	701.75	3,941.71	69.64
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32	45.36

PERIOD ENDING 04/30/2019
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APRIL BENCHMARK 83%

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		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2019 (NORM (ABNORM))	MONTH 04/30/19 INCR (DECR)	BALANCE (NORM (ABNORM))	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	3,667.67	334.84	1,132.33	76.41
370-753-967.000	FRINGE BENEFITS	6,005.00	13,535.00	9,626.54	640.83	3,908.46	71.12
Total Dept 753 - DPW SERVICES		15,210.00	32,990.00	22,868.18	1,677.42	10,121.82	69.32
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	12,853.14	1,183.66	3,336.86	79.39
370-861-710.000	WAGES - PART TIME	18,505.00	18,470.00	8,652.46	51.25	9,817.54	46.85
370-861-726.000	SUPPLIES	475.00	475.00	247.06	0.00	227.94	52.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	17,452.22	3,030.00	1,997.78	89.73
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	27,820.00	22,686.17	265.74	5,133.83	81.55
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	12,396.00	0.00	19,354.00	39.04
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00	98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,300.00	1,294.11	60.49	5.89	99.55
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	5,586.78	0.00	(1,656.78)	142.16
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34	48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,280.00	5,966.34	511.47	2,313.66	72.06
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	28,655.00	19,323.50	0.00	9,331.50	67.44
Total Dept 861 - DESIGN COMMITTEE		139,172.00	172,080.00	113,728.01	5,102.61	58,351.99	66.09
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	12,852.96	1,183.67	3,337.04	79.39
370-862-710.000	WAGES - PART TIME	12,520.00	4,350.00	256.26	256.26	4,093.74	5.89
370-862-726.000	SUPPLIES	150.00	150.00	49.75	0.00	100.25	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	32,300.00	33,757.36	0.00	(1,457.36)	104.51
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,657.00	0.00	0.00	2,657.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,000.00	49,674.76	3,939.00	15,325.24	76.42
370-862-801.340	WEB SITE MAINTENANCE	840.00	3,340.00	690.00	0.00	2,650.00	20.66
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,775.00	5,234.06	527.36	1,540.94	77.26
Total Dept 862 - MARKETING		137,202.00	130,762.00	102,515.15	5,906.29	28,246.85	78.40
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	6,461.89	591.86	1,633.11	79.83
370-863-710.000	WAGES - PART TIME	1,255.00	435.00	25.62	25.62	409.38	5.89
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	500.00	250.00	0.00	250.00	50.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	12,500.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	88,100.00	22,025.00	25,000.00	77.90
370-863-967.000	FRINGE BENEFITS	3,300.00	3,245.00	2,659.78	255.77	585.22	81.97
Total Dept 863 - PARKING		176,185.00	175,425.00	147,497.29	35,398.25	27,927.71	84.08
Dept 864 - ORGANIZATIONAL							

PERIOD ENDING 04/30/2019
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APRIL BENCHMARK 83%

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		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2019 NORM (ABNORM)	MONTH 04/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	16,119.21	1,479.63	4,120.79	79.64
370-864-710.000	WAGES - PART TIME	6,260.00	2,175.00	128.12	128.12	2,046.88	5.89
370-864-726.000	SUPPLIES	1,150.00	3,150.00	521.48	52.43	2,628.52	16.55
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	127.92	0.00	(62.92)	196.80
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	2,440.00	2,373.01	96.90	66.99	97.25
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	1,892.50	451.00	1,107.50	63.08
370-864-805.000	AUDITING SERVICES	4,930.00	4,755.00	4,754.00	0.00	1.00	99.98
370-864-900.000	PRINTING & PUBLISHING	975.00	1,630.00	1,399.68	0.00	230.32	85.87
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	4,173.68	0.00	(53.68)	101.30
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,182.20	75.00	237.80	83.25
370-864-958.000	MEMBERSHIP & DUES	958.00	1,340.00	1,338.00	0.00	2.00	99.85
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,190.00	6,775.63	662.13	1,414.37	82.73
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	11,520.00	2,880.00	0.00	100.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	65,545.00	52,305.43	5,825.21	13,239.57	79.80
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	16,330.67	1,479.58	3,909.33	80.69
370-865-710.000	WAGES - PART TIME	2,505.00	870.00	51.25	51.25	818.75	5.89
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,090.00	6,901.26	638.34	1,188.74	85.31
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	60,400.00	23,316.48	2,169.17	37,083.52	38.60
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		770,855.00	810,372.00	635,400.54	56,078.95	174,971.46	78.41
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	810,372.00	793,512.37	1,033.96	16,859.63	97.92
TOTAL EXPENDITURES		770,855.00	810,372.00	635,400.54	56,078.95	174,971.46	78.41
NET OF REVENUES & EXPENDITURES		0.00	0.00	158,111.83	(55,044.99)	(158,111.83)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	562,088.91			

05/15/2019 06:08 PM

User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 04/01/2019 - 04/30/2019
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							
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	LIGHT REMOVAL & REPLACEMENT	7859	04/24/19	3,030.00	109976
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	041619	05/08/19	299.00	500349
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	4172019	04/24/19	265.74	109946
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	042419	04/24/19	60.49	109952
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 3/8/19 - 4/9/19	040919	05/08/19	1,084.49	500347
Total For Dept 861 DESIGN COMMITTEE						4,739.72	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	BIDNET	AUCTION FEES	IN2724	04/10/19	164.00	109833
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN MAGAZINE AD APRIL	261823	04/10/19	700.00	109854
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	THE VILLE APRIL AD	1373	04/10/19	375.00	109858
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MAY PR RETAINER	NORTHVILLE 5-19	04/24/19	2,000.00	109927
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	ANNUAL ADVERTISING IN THE VILLE	1388	04/24/19	4,200.00	109992
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE FOR MONTHLY LISTSERV	MC09952589	05/08/19	30.00	110044
Total For Dept 862 MARKETING						7,469.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 MARKERS	269896113001	04/24/19	23.99	109921
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 BINDERS, CWW MEETING SUPPL	291245191001	04/24/19	28.44	109921
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE INTERNET	4162019	04/24/19	96.90	109945
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE FEB 2019 (116382	04/10/19	416.00	109844
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL FEB 2019 (38.9	10719607	04/24/19	35.00	109950
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	041619	05/08/19	43.22	500349
Total For Dept 864 ORGANIZATIONAL						643.55	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						12,852.27	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of April 16, 2019
Meeting Room A

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

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Robert Miller, Greg Presley*

Absent: *Jim Long, Mary Starring*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Fred Sheill/resident, Marilyn Price/City Council, Brian Turnball/resident, Dave Gutman/resident,*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda

- a. February 2019 Financial Statement (Attachment 4.a)
- b. February 2019 Invoice Report (Attachment 4.b)
- c. March 2019 Financial Statement (Attachment 4.c)
- d. March 2019 Invoice Report (Attachment 4.d)
- e. February 19, 2018 Meeting Minutes (Attachment 4.e)
- f. March Meeting Cancellation Notice (Attachment 4.f)
- g. 2018 Captured Taxes (Attachment 4.g)
- h. 3rd Quarter Budget Amendments (Attachment 4.h)

Motion by Roth, seconded by Ayers to approve the Agenda and Consent Agenda as presented. **Motion carried unanimously.**

DDA BOARD REQUIREMENTS

Ward welcomed Jeri Johnson as the new DDA Marketing & Communications Director. Johnson has resigned from the Board in order to take the staff position. City Council is now taking applications for the vacancy and will be interviewing prospective candidates in the near future.

The Executive Committee met April 9th and discussed the 75% attendance requirement for DDA Board members. Ward sent an email to all the Board members with a copy of the guidelines and their individual attendance record. Riley explained that the required 75% attendance is necessary so that a quorum will be met for all meetings. Ayers wanted to note that most Board members spend many additional hours on Board subcommittees. Roth said there are several DDA Committees with volunteer opportunities if you DDA Board members are unable to meet the 75% attendance requirement of board membership. There was discussion about whether City Council or the DDA Board Chair should manage attendance. It was determined that the Board Chair will be ultimately responsible for keeping track of attendance and communicating with Board members.

Presley asked about the qualifications needed to sit on the DDA Board. Ward said the PA 57 outlines the requirements and said she will clarify those at the next meeting.

PARTY IN THE VILLE SPONSORSHIP

Ward requested approval to do a gold level sponsorship for Party in the 'Ville on June 1st, 2019 from 1:00 – 10:00 pm. Kevin DeGrood of North Center Brewing Company is the event manager. The sponsorship includes an onsite booth and logo recognition on promotional materials, signage, and social media. It is estimated that there were 1000-2000 in attendance last year. Ward stated that the sponsorship would come from the marketing contract line item. Casey expressed concern over where the profit from this event was going and if a non-profit was involved. Riley said Tipping Point was a partner last year but was not sure what non-profit was involved this year. Riley pointed out that the band, rentals, and security costs were also event expenses that needed to be covered by sponsorships.

Motion by Casey, seconded by Presley to approve the Gold Level Sponsorship for Party in the 'Ville 2019 event. **Motion carried unanimously.**

PROPOSAL FOR LOGO AND BRANDING DESIGN

Ward presented the proposal to the Board from Bizzell Design to update our brand/logo building on the design work already completed in the Wayfinding project. The plan also includes the City working with Bizzell Design on a compatible design for new entranceway signs to Northville. The total cost of this project is \$11,000 with the DDA responsible for \$3,200 and the City \$7,800. The DDA has already budgeted \$4,000 in 2020 for this purpose. Ward provided examples of Bizzell's design work to the Board. Ayer's expressed concern that our logo lacked color and seemed too simplistic. Ward assured the Board that she and the Design Committee would be working on many design options with Bizzell. This project will require coordination between the City, DDA and Design Committee to create an identifiable brand image for Northville.

Motion by Ayers, seconded by Casey to approve the proposal from Bizzell Design to prepare a brand/logo for the Northville DDA and a brand manual of standards and colors for the use in the application of the brand. The cost of the project is \$3,200.
Motion carried unanimously.

REBECCA'S ALLEYWAY

Ward reviewed the Strategic Plan from 2006 and 2016 to research the DDA's commitment to maintaining alleyways in the City of Northville. The Strategic Plan stated that the alleyways are important cut-throughs that need to be maintained for pedestrian use. The DDA should work with the property owners to maintain and enhance the alleyways.

In 2014 Rebecca's reached out to the DDA to help them replace the brick pavers with cement. The DDA agreed to contribute \$,5500 towards the initial 2014 project. The cost for that project escalated and the owners of Rebecca's decided to table the project.

Last year the ADA requirements changed for outdoor seating. Restaurants are now required to have handicap accessibility from the outdoor seating to the inside restaurant and bathrooms. Rebecca's alleyway is not currently meeting the new ADA requirements so the owners reached out again see if the DDA would be willing to help with the alley improvements. The slope would need to be changed from the parking lot in the back and again at the side door to meet the new ADA requirements. The new estimated costs for this project are \$20,000 – \$25,000. Rebecca's is looking to the DDA to provide funding for half the total cost.

There was discussion between Roth, Miller, and Ayers about our responsibility for compliance and limiting it to the alleyway and side entrance. Presley suggested if we are moving forward with the project we should consider better lighting for the alley.

Roth raised legal questions regarding the easement. Roth would like the city's lawyer to review the previous alleyway easement agreement and make recommendations on how we should manage the alleyway moving forward.

Roth suggested giving Ward the authority, subject to review by the City Attorney, to move forward with the project. Sullivan suggested we limit the DDA's financial commitment to a maximum of \$12,500 in case there are unforeseen overages. Ward will provide updates as the project moves forward.

Motion by Casey, seconded by Miller to approve up to \$12,500 for the Rebecca's alleyway with the provision that the easement should be reworked and should be perpetual. The project should meet the new ADA compliance rules. The building ownereis responsible for all the design work. The DDA is not responsible for any damages to the building and footings that may occur during construction. Ward is authorized to sign the contract on behalf of the DDA.

The following members voted in support: Mayor Roth, Chairman Riley, Buckhave, Casey, Cozart, Miller, and Presley. The following members voted in dissent: Ayers.
Motioned carried.

COMMITTEE INFORMATION AND UPDATE

- a. *Design Committee* – Miller said the Design committee did not meet. Miller plans to meet with Ward to prioritize Design Committee projects before meeting with the full Committee.
- b. *Marketing Committee* – Riley updated the Board on the Marketing Committee's recent meeting on March 7, 2019.
 - The Committee met at Tipping Point, next month will be at the Community Center.
 - Received an update from Dan Ferrara who is heading up a committee that is looking at ways to rejuvenate the Heritage Festival. Saturday has always been the slow day so they are looking for ways to involve more community organizations.
 - Ward mentioned that Slows BBQ is interested in doing a pop up food camp. This could become a permanent site throughout the summer months. Casey expressed concern that these pop ups have an unfair advantage because they do not pay property taxes like the restaurants. Casey does not have a problem with one day event food trucks but his issue is with a permanent pop up camp. Sullivan said the City fee to set up a food truck is minimal but did not take into consideration a permanent pop up. Sullivan suggested revisiting this more permanent concept with City Council.
- c. *Parking Committee* – No meeting was held.
 - Ward updated the Board on the parking deck repairs. Minor changes were made to the drawings. Estimates for the projects came in below the initial estimates and are now \$602,435. Staff is recommending that we include the retrofit of all project lighting to LED. Ward said the City will continue to meet with Singh to determine their financial commitment to the project. Ward is also working with the City on financing options.
 - Presley mentioned if we are spending money on the Cady deck we should consider adding another floor to the deck. At least explore the options to see if it is possible. Ward will explore.
- d. *Organizational Committee* – No meeting was held.
 - Ayers mentioned that Johnson is no longer on the committee and she would like to find a replacement.
- e. *Economic Development Committee* – Cozart said EDC had several meeting this past month.
 - Cozart updated the Board on the Downs project saying that Watermark and Hunter Pasteur are now working as a team again to request PUD eligibility from the Planning Commission. The EDC believes that the Planning

Commission should grant this request and move forward with the project. Sullivan requested that the EDC write a letter stating their opinion before the meeting tonight. Presley expressed concern that the promised community enhancement projects be addressed during PUD agreement discussions.

- Presley announced that Hunter Pasteur may be hiring him to help with the project.
- No new updates on the Foundry Flask development.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Economic Development Committee – April 30, 2019
- b. Marketing Committee – May 2, 2019
- c. First Friday Experience – May 3, 2019
- d. Executive Committee – May 8 2019
- e. Design Committee – May 13, 2019
- f. DDA Board Meeting – May 21, 2019
- g. Economic Development Committee – May 28, 2019

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is May 21, 2019

Meeting adjourned at 9:45 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4204 Board; appointment, terms, and qualifications of members; vacancy; compensation and expenses; election of chairperson; appointment as public official; oath; conducting business at public meeting; public notice; special meetings; removal of member; review; expense items and financial records; availability of writings to public; single board governing all authorities; member as resident or having interest in property; planning commission serving as board in certain municipalities; modification by interlocal agreement.

Sec. 204. (1) Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her service as a public official. In addition, the public official's membership on the board expires on his or her resignation from office as a public official.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The business which the board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) Pursuant to notice and after having been given an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) In addition to the items and records prescribed in subsection (5), a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) By resolution of its governing body, a municipality having more than 1 authority may establish a single board to govern all authorities in the municipality. The governing body may designate the board of an existing authority as the board for all authorities or may establish by resolution a new board in the same manner as provided in subsection (1). A member of a board governing more than 1 authority may be a resident of or have an interest in property in any of the downtown districts controlled by the board in order to meet the requirements of this section.

(8) By ordinance, the governing body of a municipality that has a population of less than 5,000 may have the municipality's planning commission created pursuant to former 1931 PA 285 or the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, serve as the board provided for in subsection (1).

(9) If a municipality enters into an agreement with a qualified township under section 203(7), the membership of the board may be modified by the interlocal agreement described in section 203(7).

History: 2018, Act 57, Eff. Jan. 1, 2019.

CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
BYLAWS
ARTICLE I
BOARD OF DIRECTORS

Section 1. The business and property of the Authority shall be managed and directed by the Board of Directors, who shall serve terms as provided in the ordinance creating the Authority.

Section 2. The fiscal year of the Authority shall begin on July 1 of each year and end on the next succeeding June 30. The Board annually at its first regular meeting in January shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be a member of the Board to serve in this office. The officers so elected shall be for a term of one (1) year or any part thereof as may be determined, and until a successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

Section 3. The Board may employ and fix the compensation of an Executive Director, subject to the approval of the City Council. The Executive Director shall not be a member of the Board. The Executive Director shall serve at the pleasure of the Board for no definite term of office. The Board may use the City Attorney to advise the Board in the proper performance of its duties. The City Attorney may represent the Authority in actions brought by or against the Authority.

Section 4. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary out-of-pocket expenses, as approved by the Board.

Section 5. The Board may exercise all powers provided by Act 197, Public Acts of Michigan, 1975, as amended, or otherwise by law, including those bestowed by the ordinance establishing the Authority.

Section 6. The Board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants, as in its judgment, may be necessary and incidental to carry out the purposes of the Authority.

Section 7. The Board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the City Council.

Section 8. Pursuant to notice and an opportunity to be heard, a member of the Board may be removed for cause by the City Council. Cause shall include the reasons set forth in the City Charter.

Section 9. The Board may authorize the Executive Director or an agent or agents of the Authority to enter into any contracts necessary or incidental to the exercise of its powers and performance of its duties authorized under Act 197.

Section 10. A Board member who has a direct interest in any matter before the Authority shall disclose the member's interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter. All Board members are subject to the City's policy or policies in effect from time to time governing conflicts of interest.

Section 11. The seat of any member of the Board who has been appointed to the Board as a person having an interest in property in the district shall be deemed vacant when the person no longer has an interest in property in the district.

ARTICLE II

MEETINGS

Section 1. Meetings of the Board shall be held in accordance with the provisions of the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended, and shall be held in the City of Northville, Michigan.

Section 2. Regular meetings of the Board shall be held at times and locations set by the Board.

Section 3. Special meetings shall be held whenever called by direction of the Chairperson, Executive Director, or any two (2) members of the Board on eighteen (18) hours' written notice of the time and place of meeting. A waiver of notice in writing signed by a member entitled to such notice, whether before or after the time of the meeting, shall be deemed the equivalent to the giving of such notice.

Section 4. A quorum of the Board shall be necessary for the transaction of business or the passage of any resolution.

Section 5. At meetings of the Board, business shall be transacted in such order as from time to time the Board may determine.

ARTICLE III

OFFICERS

Section 1. The Chairperson shall preside at meetings of the Board and shall do and perform such other duties as may be from time to time assigned by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as shall from time to time be assigned by the Board.

Section 2. (a) The Executive Director shall be the chief administrative officer of the Authority. Subject to the approval of the Board, the Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by law. The Executive Director shall attend the meetings of the Board, and shall render to the Board and to the Council a regular report covering the activities and financial condition of the Authority. If the Executive Director is absent or disabled, the Board

may designate a qualified person as acting Executive Director to perform the duties of the office. Before entering upon the duties of the office, the acting Executive Director shall take and subscribe to the oath, and furnish bond, as required by law of the director. The Acting Executive Director shall furnish the Board with information or reports governing the operation of the Authority as the Board may require from time to time.

(b) The Executive Director annually shall prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Funds of the City shall not be included in the budget of the Authority except those funds authorized by law and by the City Council.

Section 3. The Secretary shall maintain custody of the records, books, documents, or other papers of the Authority not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep (or cause to be kept) a record of its proceedings, and shall perform such other duties delegated by the Board.

Section 4. The Treasurer shall keep the financial records of the Authority and, together with the Executive Director, approve all vouchers for the expenditure of funds of the Authority. All payments on behalf of the Authority shall be processed by the City of Northville in accordance with its financial policies. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

Section 5. An officer may be removed by the Board whenever in its judgment the best interest of the Authority would be served.

ARTICLE IV

COMMITTEES

Section 1. The Board by resolution may designate and appoint one or more committees to advise the Board. The current standing committees are: Design, Business Mix, Marketing, Parking, and Organizational, with duties as prescribed in the sections below. The Chairperson of the Authority shall appoint the members and select the committee Chair. The committees may be terminated by a vote of the Authority. At the annual meeting, the committees will be evaluated and reappointed or dissolved. A majority of the members of a committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be empowered to act on behalf of the committee.

Section 2. The Design Committee will coordinate design development for all Authority projects, including studying design alternatives, negotiating contracts with vendors, soliciting input from the City and other citizens and interested groups, and preparing design recommendations for the Authority.

Section 3. The Business Mix Committee will develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the City's 2006 Strategic Plan, as it may be amended and supplemented.

Section 4. The Parking Committee will periodically study vehicular traffic and circulation patterns within the district, monitor parking capacity in the lots within the district, develop and recommend strategies to manage existing parking, and study and recommend physical changes to parking lots and structures, including the development of new projects, if any.

Section 5. The Marketing Committee will create and maintain a brand identity for Downtown Northville that supports the district economy. Its responsibilities will include developing marketing and promotions plans, improvements to the Authority's website, and special events.

Section 6. The Organizational Committee has responsibility for recommending any changes in governance and organizational matters, including committees, bylaws, district boundaries, tax levies, policies and procedures.

Section 7. The Board may by resolution authorize the establishment of advisory boards to the Authority. The Chairperson shall select with the advice and consent of the Authority members the members of each advisory board. The advisory boards shall elect their own officers and establish rules governing their actions.

ARTICLE V

BYLAWS

Section 1. The Board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Council. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next preceding regular or special meeting of the Board.

Section 2. These bylaws and subsequent amendments shall become effective after adoption by the DDA Board and approval by the City Council of the City of Northville.

ARTICLE VI

INDEMNITY

Any member of the Board, officer, or employee shall be indemnified or reimbursed by the Authority for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Authority, in the event of which such indemnification or reimbursement may extend only to expenses, including attorney's fees actually and reasonably incurred in connection with the defense or settlement of such action or suit and then only if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Authority) to which he/she was or is a party or is threatened to be made a party by reason of his/her being or having been a member of the Board, officer or employee of the Authority or of any corporation, partnership, joint venture, trust or other enterprise which he/she served in any such capacity at the request of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter

in any such action, suit, or proceeding as to which he/she shall finally be adjudged to have been guilty of or liable for gross negligence, willful misconduct or criminal acts in the performance of his/her duties to the Authority; and provided further that no person shall be so indemnified or reimbursed in relation to any such matter in any such action, suit, or proceeding which has been made the subject of a compromise settlement, except with the approval of a court of competent jurisdiction, or the Board of the Authority, acting by vote of members not parties to the same or substantially the same action, suit, or proceeding, constituting a majority of the Board. The foregoing right of indemnification or reimbursement shall not be deemed exclusive of other rights to which such person may be otherwise entitled, and shall continue as to a person who has ceased to be a member of the Board, officer, or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.

If not already provided by the City, the Authority may, upon the affirmative vote of a majority of its Board, purchase insurance for the purpose of indemnifying its members, officers and other employees to the extent that such indemnification is allowed in the preceding paragraph. Such insurance may but need not be for the benefit of all members, officers, or employees. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in the first paragraph of this Article VI may be paid by the Authority in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of the Authority in the specific case upon receipt of an undertaking by or on behalf of the member of the Board, officer, or employee to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article VI.

Adopted _____, 2007

Secretary

Approved by the City Council of the City of
Northville on _____, 2007

City Clerk



Design Committee Project Updates

DDA Staffing

Jeri Johnson has accepted the position of Marketing and Communications Director for the DDA and began work on April 10th. She will be working T-Th 9 – 4 and a few hours every other Monday to submit AP. The DDA has been successful in hiring two seasonal employees and one supervisor. All three are local Northville residents. They will start May 23rd and remain through the summer. The DDA will need to hire a temporary fall seasonal to work from mid- August to the end of October.

Parking Deck Repairs

Sullivan and Ward met with representatives of Singh Development to discuss the needed repairs to the two parking decks along with the long term maintenance plan. Ward prepared a background memo on the project and reviewed the costs associates with each floor of the MainCentre deck. In addition, Ward informed Singh that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. The meeting was positive and productive. Ward has followed up with Singh to schedule the next meeting.

The Finance Department is preparing a financial strategy to determine how much will be funded by the Parking Fund, TIF reserve or future capture, SAD, bonds or other methods. The consultants are ready to bid the project, but they may need to put the project on hold until the financing has been resolved. A presentation to the DDA Board will be schedule soon.

Entranceway Signs

The City, needs to approve a contract with Buzz Bizzell to get the entranceway sign project started. The City Council needs to take action on the contract before Buzz can begin the design process. The DDA approved the branding project and would like to coordinate the two projects to save time, money and travel.

Bench Plaque Project



The DDA has supported the creation of a sponsorship program for benches, planters and trash receptacles. Johnson has contacted other communities to request copies of their sponsorship programs and contracts.. Ward reached

out to Conceptual Site Furnishings to discuss the size the plaques and the amount of messages units that can be included. The cost of the bench sponsorship is \$2,000.



Rebecca's Alley

The DDA Board voted to enter into an Easement Agreement with the owners of the building at 134 N. Center Street. The Easement would keep the alleyway north of Rebecca's restaurant open to the public and in exchange the DDA would participate in a 50-50 cost sharing up to \$12,500. The improvements would replace the old unilock brick with concrete and create an ADA accessible route into the building. The Easement would be perpetual and would run with the land. DDA staff has met several times with the restaurant and building owners to discuss the project.

Town Square Rental

Town Square has been reserved for 58 events this summer including Northville Unplugged! Acoustic concerts on Wednesday nights, Tunes on Tuesday, Friday Night Concerts, Party in the Ville, Arts and Acts, Buy Michigan Now, Flower Sale, Downtown Block Party and numerous yoga and fitness classes. The month of September is equally busy with 3 special events being held in downtown.

Restaurant Guide

The DDA's restaurant guide has been updated and includes information on type of cuisine and price points. The guides are currently at the printer and will be distributed next week prior to the concert series starting.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY April 2019:

PUBLICITY:

Press materials that have been prepared & sent out in April 2019:

- May / June 2019 calendar
- Jeri Johnson Joins the Northville DDA
- Azentuar Micro-blading studio opening
- Northville Unplugged Schedule announcement

Upcoming press materials:

- Los Tres Amigos opening
- July / August 2019 media calendar

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in April issue of The Ville
- Ad in April issue of SEEN Magazine

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. Ad in May issue of SEEN
 2. The DDA is renewing for another 12 months with SEEN (June 2019 – May 2020)
- Quarter-page Ads in The Ville
 1. Ad in May issue of The Ville
 2. The DDA is renewing for another 12 months with The Ville (May 2019 – April 2020)