

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
August 21, 2018 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. June 2018 Financial Statement (Attachment 4.a)
 - b. July 2018 Financial Statement (Attachment 4.b)
 - c. June 2018 Invoice Report (Attachment 4.c)
 - d. July 2018 Invoice Report (Attachment 4.d)
 - e. June 2018 Meeting Minutes (Attachment 4.e)
 - f. July 2018 Meeting Cancellation (Attachment 4.f)
5. Town Square Rental (Attachment 5)
 - a. Town Square Use Policy (Attachment 5.a)
6. Secondary Streetscape Design Guidelines (Attachment 6)
7. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 7.a)
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey (Attachment 7.c)
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – (Attachment 7.e)
8. Future Meetings / Important Dates
 - a. Tunes on Tuesday – every Tuesday
 - b. Wednesday Night Concert Series - every Wednesday
 - c. Farmer's Market – every Thursday
 - d. Friday Night Concert Series – every Friday
 - e. Scars on 45 – August 26
 - f. Marketing Committee – September 6
 - g. Spectrum Fest – September 8
 - h. Design Committee – September 10
 - j. Executive Committee – September 12
 - k. Heritage Festival – September 14 - 16
 - l. Economic Development Committee – September 17
 - m. September DDA Board Meeting – September 18
9. Board and Staff Communications
10. Adjournment – Next Meeting September 18, 2018

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2018

% Fiscal Year Completed: 100.00

JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 06/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/18 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	646,845.00	646,844.71	0.00	0.29	100.00	
370-000-403.010	DDA OPERATING LEVY	57,854.00	56,823.00	56,822.82	0.00	0.18	100.00	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	36,178.00	36,177.84	0.00	0.16	100.00	
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	150.00	176.18	29.00	(26.18)	117.45	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)	(23.06)	
PROPERTY TAXES		741,546.00	734,996.00	741,174.60	29.00	(6,178.60)	100.84	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	1,000.00	1,000.00	0.00	0.00	100.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	1,000.00	1,000.00	0.00	0.00	100.00	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	150.00	0.00	0.00	100.00	
COMMUNITY CENTER REVENUES		150.00	150.00	150.00	0.00	0.00	100.00	
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	850.00	2,500.00	2,387.07	165.85	112.93	95.48	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	5,000.00	5,287.78	0.00	(287.78)	105.76	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(6,100.00)	(5,481.30)	782.40	(618.70)	89.86	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(550.00)	(452.56)	(24.33)	(97.44)	82.28	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(700.00)	(648.70)	(46.45)	(51.30)	92.67	
370-000-664.600	BANK LOCKBOX FEES	0.00	(295.00)	(294.73)	0.00	(0.27)	99.91	
INTEREST		700.00	(145.00)	797.56	877.47	(942.56)	(550.04)	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	0.00	0.00	0.00	0.00	0.00	
MISCELLANEOUS REVENUES		200.00	0.00	0.00	0.00	0.00	0.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	61,835.00	0.00	0.00	61,835.00	0.00	
FUND BALANCE RESERVE		0.00	61,835.00	0.00	0.00	61,835.00	0.00	
Total Dept 000		748,846.00	797,836.00	743,122.16	906.47	54,713.84	93.14	
TOTAL REVENUES		748,846.00	797,836.00	743,122.16	906.47	54,713.84	93.14	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	3,505.55	998.56	1,494.45	70.11	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	570.00	282.83	0.00	287.17	49.62	
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	2,625.00	2,625.00	2,203.26	312.57	421.74	83.93	
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	3,972.53	1,010.60	1,277.47	75.67	
Total Dept 753 - DPW SERVICES		14,725.00	13,945.00	9,964.17	2,321.73	3,980.83	71.45	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2018

% Fiscal Year Completed: 100.00

JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2018 NORM (ABNORM)	MONTH 06/30/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	23,256.00	2,598.54	389.00	98.35
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	45.00	45.00	0.00	0.00	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	16,000.00	15,150.93	4,212.25	849.07	94.69
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	25,458.00	16,108.16	1,305.92	9,349.84	63.27
370-861-751.000	FUEL & OIL	0.00	0.00	116.54	116.54	(116.54)	100.00
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	24,913.00	20,045.95	3,468.54	4,867.05	80.46
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	0.00	0.00	0.00	0.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	69,161.00	69,162.48	0.00	(1.48)	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	31,750.00	16,920.87	0.00	14,829.13	53.29
370-861-920.010	ELECTRIC POWER	2,450.00	1,450.00	861.98	64.81	588.02	59.45
370-861-920.020	NATURAL GAS	3,850.00	4,600.00	4,537.71	71.35	62.29	98.65
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,010.00	11,115.08	1,488.61	(105.08)	100.95
370-861-976.010	STREET FURNISHINGS	3,550.00	8,550.00	8,474.00	0.00	76.00	99.11
Total Dept 861 - DESIGN COMMITTEE		165,390.00	227,207.00	193,861.69	13,326.56	33,345.31	85.32
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	23,544.18	2,598.48	100.82	99.57
370-862-710.000	WAGES - PART TIME	8,700.00	11,650.00	11,648.16	493.28	1.84	99.98
370-862-726.000	SUPPLIES	150.00	150.00	104.01	0.00	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	25,100.00	26,770.06	2,048.22	(1,670.06)	106.65
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,857.00	2,857.00	0.00	0.00	100.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	69,500.00	60,344.99	3,529.09	9,155.01	86.83
370-862-801.340	WEB SITE MAINTENANCE	973.00	769.00	735.00	30.00	34.00	95.58
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	2,400.00	2,400.00	0.00	0.00	100.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,175.00	10,730.82	1,154.47	(555.82)	105.46
Total Dept 862 - MARKETING		141,378.00	146,246.00	139,134.22	9,853.54	7,111.78	95.14
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,900.00	7,751.87	866.16	148.13	98.12
370-863-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-863-726.000	SUPPLIES	50.00	65.00	61.65	0.00	3.35	94.85
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	0.00	139.80	139.80	(139.80)	100.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	0.00	0.00	0.00	0.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	50,000.00	50,000.00	0.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	0.00	110,650.00	85,650.00	0.00	25,000.00	77.41
370-863-967.000	FRINGE BENEFITS	3,820.00	3,300.00	3,235.91	372.13	64.09	98.06
Total Dept 863 - PARKING		181,350.00	171,915.00	146,839.23	1,378.09	25,075.77	85.41
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	22,965.36	2,598.42	679.64	97.13
370-864-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-864-726.000	SUPPLIES	1,150.00	800.00	515.57	5.84	284.43	64.45
370-864-730.000	POSTAGE	175.00	175.00	1.35	0.00	173.65	0.77
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03

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GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2018 (NORM (ABNORM))	MONTH 06/30/18 (INCR (DECR))	BALANCE (NORM (ABNORM))	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	2,035.00	1,988.04	160.50	46.96	97.69
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	4,000.00	3,530.46	48.00	469.54	88.26
370-864-805.000	AUDITING SERVICES	4,690.00	4,687.00	4,687.00	0.00	0.00	100.00
370-864-900.000	PRINTING & PUBLISHING	975.00	1,095.00	1,737.83	643.84	(642.83)	158.71
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,320.00	5,319.50	0.00	0.50	99.99
370-864-920.000	UTILITIES	1,225.00	1,318.00	1,317.77	118.22	0.23	99.98
370-864-958.000	MEMBERSHIP & DUES	640.00	1,408.00	1,408.00	0.00	0.00	100.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	650.00	611.07	0.00	38.93	94.01
370-864-967.000	FRINGE BENEFITS	10,110.00	10,000.00	9,794.92	1,134.53	205.08	97.95
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	10,970.00	0.00	0.00	100.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	66,168.00	64,911.89	4,709.35	1,256.11	98.10
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	172,355.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	172,355.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		748,846.00	797,836.00	727,066.20	31,589.27	70,769.80	91.13
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		748,846.00	797,836.00	743,122.16	906.47	54,713.84	93.14
TOTAL EXPENDITURES		748,846.00	797,836.00	727,066.20	31,589.27	70,769.80	91.13
NET OF REVENUES & EXPENDITURES		0.00	0.00	16,055.96	(30,682.80)	(16,055.96)	100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53			
END FUND BALANCE		408,245.53	408,245.53	424,301.49			

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2018

% Fiscal Year Completed: 8.49

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 07/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	669,444.00	343,497.16	343,497.16	325,946.84		51.31
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,211.00	12,553.42	12,553.42	45,657.58		21.57
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	36,000.00	0.00	0.00	36,000.00		0.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)		0.00
PROPERTY TAXES		758,655.00	758,655.00	356,050.58	356,050.58	402,604.42		46.93
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
GRANTS & OTHER LOCAL SOURCES		8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00		0.00
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00		0.00
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	2,500.00	2,500.00	0.00	0.00	2,500.00		0.00
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	(2,000.00)	0.00	0.00	(2,000.00)		0.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	0.00	0.00	(600.00)		0.00
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	0.00	0.00	(750.00)		0.00
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	0.00	0.00	(300.00)		0.00
INTEREST		3,850.00	3,850.00	0.00	0.00	3,850.00		0.00
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00		0.00
Total Dept 000		770,855.00	770,855.00	356,050.58	356,050.58	414,804.42		46.19
TOTAL REVENUES		770,855.00	770,855.00	356,050.58	356,050.58	414,804.42		46.19
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	5,485.00	6.60	6.60	5,478.40		0.12
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	570.00	0.00	0.00	570.00		0.00
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	2,650.00	18.18	18.18	2,631.82		0.69
370-753-967.000	FRINGE BENEFITS	6,005.00	6,005.00	4.97	4.97	6,000.03		0.08
Total Dept 753 - DPW SERVICES		15,210.00	15,210.00	29.75	29.75	15,180.25		0.20
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,160.00	1,299.21	1,299.21	14,860.79		8.04
370-861-710.000	WAGES - PART TIME	18,505.00	18,505.00	3,611.71	3,611.71	14,893.29		19.52
370-861-726.000	SUPPLIES	475.00	475.00	120.13	120.13	354.87		25.29

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REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2018

% Fiscal Year Completed: 8.49

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2018 NORM (ABNORM)	MONTH 07/31/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	0.00	0.00	19,450.00	0.00
370-861-751.000	FUEL & OIL	0.00	0.00	254.40	254.40	(254.40)	100.00
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	25,807.00	1,791.88	1,791.88	24,015.12	6.94
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
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	0.00	0.00	31,750.00	0.00
370-861-920.010	ELECTRIC POWER	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	0.00	0.00	3,930.00	0.00
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	0.00	0.00	7,660.00	0.00
370-861-967.000	FRINGE BENEFITS	8,185.00	8,185.00	837.12	837.12	7,347.88	10.23
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	0.00	1,500.00	1,500.00	(1,500.00)	100.00
370-861-976.010	STREET FURNISHINGS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 861 - DESIGN COMMITTEE		139,172.00	139,172.00	9,414.45	9,414.45	129,757.55	6.76
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,160.00	1,299.17	1,299.17	14,860.83	8.04
370-862-710.000	WAGES - PART TIME	12,520.00	12,520.00	0.00	0.00	12,520.00	0.00
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	29,800.00	16,471.00	16,471.00	13,329.00	55.27
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,357.00	0.00	0.00	2,357.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	6,032.00	6,032.00	59,468.00	9.21
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	30.00	30.00	810.00	3.57
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	7,375.00	559.03	559.03	6,815.97	7.58
Total Dept 862 - MARKETING		137,202.00	137,202.00	24,391.20	24,391.20	112,810.80	17.78
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,080.00	433.02	433.02	7,646.98	5.36
370-863-710.000	WAGES - PART TIME	1,255.00	1,255.00	0.00	0.00	1,255.00	0.00
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	400.00	0.00	0.00	400.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	12,500.00	12,500.00	37,500.00	25.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	22,025.00	22,025.00	91,075.00	19.47
370-863-967.000	FRINGE BENEFITS	3,300.00	3,300.00	186.32	186.32	3,113.68	5.65
Total Dept 863 - PARKING		176,185.00	176,185.00	35,144.34	35,144.34	141,040.66	19.95
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,200.00	1,299.15	1,299.15	18,900.85	6.43
370-864-710.000	WAGES - PART TIME	6,260.00	6,260.00	0.00	0.00	6,260.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	2.50	2.50	1,147.50	0.22
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	65.02	65.02	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	101.90	101.90	1,388.10	6.84
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-864-805.000	AUDITING SERVICES	4,930.00	4,930.00	0.00	0.00	4,930.00	0.00
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	0.00	0.00	975.00	0.00
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	5,610.00	0.00	0.00	5,610.00	0.00
370-864-920.000	UTILITIES	1,420.00	1,420.00	118.22	118.22	1,301.78	8.33
370-864-958.000	MEMBERSHIP & DUES	958.00	958.00	0.00	0.00	958.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2018

% Fiscal Year Completed: 8.49

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2018 NORM (ABNORM)	MONTH 07/31/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
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	8,495.00	568.14	568.14	7,926.86	6.69
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	2,880.00	2,880.00	8,640.00	25.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	67,573.00	5,034.93	5,034.93	62,538.07	7.45
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,200.00	0.00	0.00	20,200.00	0.00
370-865-710.000	WAGES - PART TIME	2,505.00	2,505.00	0.00	0.00	2,505.00	0.00
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	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	8,205.00	0.00	0.00	8,205.00	0.00
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	62,110.00	0.00	0.00	62,110.00	0.00
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	0.00	0.00	173,170.00	0.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	0.00	0.00	173,170.00	0.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	233.00	0.00	0.00	233.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	233.00	0.00	0.00	233.00	0.00
TOTAL EXPENDITURES		770,855.00	770,855.00	74,014.67	74,014.67	696,840.33	9.60
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	770,855.00	356,050.58	356,050.58	414,804.42	46.19
TOTAL EXPENDITURES		770,855.00	770,855.00	74,014.67	74,014.67	696,840.33	9.60
NET OF REVENUES & EXPENDITURES		0.00	0.00	282,035.91	282,035.91	(282,035.91)	100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53			
NET OF REVENUES/EXPENDITURES - 2017-18				(16,407.88)		(16,407.88)	
END FUND BALANCE		408,245.53	408,245.53	673,873.56			

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	NORTHVILLE STITCHING P	T SHIRTS FOR SEASONAL CREW	70047	08/01/18	99.00	107733
370-861-726.000	SUPPLIES	LORI WARD	REIMBURSE FOR HOSE AND CADDY	43	08/01/18	97.46	107734
370-861-740.050	DOWNTOWN MATERIALS	GRAINGER	PUMP FOR FOUNTAIN	9799023412	06/20/18	939.00	107381
370-861-740.050	DOWNTOWN MATERIALS	LORI WARD	GROUNDSKEEPER TOOLS	2762 5252018	06/20/18	129.99	107391
370-861-740.050	DOWNTOWN MATERIALS	GRAINGER	SHIPPING CHARGE	9799023412 SHIP	06/29/18	236.93	107468
370-861-740.050	DOWNTOWN MATERIALS	LORI WARD	REIMBURSE - BEAN BAGS, STORAGE TOTE	201	08/01/18	143.91	107734
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060418	06/06/18	299.00	500306
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	START UP IRRIGATION - MAIN AND CENT	173960	06/20/18	179.00	107372
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	START UP IRRIGATION MARQUIS THEATRE	173959	06/20/18	521.24	107372
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	START UP IRRIGATION - TOWN SQUAR AN	173961	06/20/18	1,930.80	107372
370-861-801.000	CONTRACTUAL SERVICES	HOLMAN SURVEILLANCE SY	SURVEILLANCE CAMERA REPAIR	100143	06/20/18	377.50	107418
370-861-801.000	CONTRACTUAL SERVICES	PROVIDENCE OCCUPATIONA	NEW HIRE & DOT PHYSICALS	319309	06/29/18	48.00	107474
370-861-801.000	CONTRACTUAL SERVICES	PROVIDENCE OCCUPATIONA	NEW HIRE PHYSICALS	320498	07/03/18	113.00	107548
370-861-801.000	CONTRACTUAL SERVICES	PROVIDENCE OCCUPATIONA	NEW HIRE PHYSICAL & DOT RENEWAL	319310	07/18/18	243.00	107633
370-861-801.000	CONTRACTUAL SERVICES	HOLMAN SURVEILLANCE SY	SURVEILLANCE CAMERA REPAIR	101148	08/01/18	750.00	107748
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES MAY	A-53006	08/01/18	455.00	107729
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES JUNE	A53308	08/01/18	455.00	107729
370-861-850.000	LANDSCAPE MAINTENANCE	LORI WARD	REIMBURSE - REPLACEMENT PLANTS	06282018	08/01/18	56.00	107734
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	SUMMER PLANTING	18-14-062618	08/01/18	8,151.00	107746
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	062518	06/29/18	64.81	107462
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	072218	08/01/18	63.29	107713
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 5/9/18 - 6/7/18	060918	07/03/18	71.35	500309
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 6/8/18 - 7/7/18	063018	08/01/18	72.17	500313
Total For Dept 861 DESIGN COMMITTEE						15,496.45	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	LORI WARD	REIMBURSE FOR FLOWERS - VENDOR BOOT	1010	06/20/18	37.10	107391
370-862-784.000	DOWNTOWN PROGRAMMING & PR	LORI WARD	MILEAGE REIMBURSEMENT FOR SIGNS	06052018	06/20/18	11.12	107392
370-862-784.000	DOWNTOWN PROGRAMMING & PR	JAG ENTERTAINMENT	MANGEMENT FOR WED NIGHT CONCERTS	1803	06/20/18	2,000.00	107406
370-862-784.000	DOWNTOWN PROGRAMMING & PR	NORTHVILLE CENTRAL BUS	NCBA EVENT INSURANCE REIMBURSEMENT	71517	08/01/18	511.00	107676
370-862-801.000	CONTRACTUAL SERVICES	SIGNS BY TOMORROW	A FRAME SIGN FOR NORTHVILLE UNPLUGG	27747	06/06/18	95.16	107262
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE CHAMBER OF	CONCERT EVENT CARDS	24827	06/06/18	246.77	107265
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	EVENT DIRECTORY PANEL	64707	06/06/18	249.00	107273
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	1/4 PAGE AD IN THE VILLE	1083	06/06/18	375.00	107305
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	1/4 PAGE AD IN THE VILLE MAY	1074	06/06/18	375.00	107305
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 7-18	06/20/18	2,100.00	107343
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	POSTER PRINTING- WED NIGHT CONCERTS	56161	06/20/18	95.00	107344
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	ADDITIONAL POSTER PRINTING FOR WD C	56251	06/20/18	95.00	107344
370-862-801.000	CONTRACTUAL SERVICES	SIGNS BY TOMORROW	A FRAME SIGN PANELS WED NIGHT CONER	27762	06/20/18	95.16	107377
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR WED NIGHT CONCERT	21	06/20/18	650.00	107410
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN JULY AD	257497	06/20/18	750.00	107435
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	AD IN FALL P & R BROCHURE	06052018	06/20/18	254.00	107437
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN ADS - JUNE	022	08/01/18	375.00	107743
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE FOR MAIL CHIMP SERVICE	MC09151953	06/20/18	30.00	107391
Total For Dept 862 MARKETING						8,344.31	
Dept 863 PARKING							
370-863-786.000	DOWNTOWN PARKING PROGRAM	DORNBOS SIGN & SAFETY,	SIGNS FOR EV CHARGING STATION	386669	06/20/18	139.80	107352
Total For Dept 863 PARKING						139.80	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSEMENT FOR MEETING REFRESHME	425 612018	06/20/18	5.84	107391
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	MAY IT SERVICES	1800002438	06/20/18	160.50	107366

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 06/01/2018 - 06/30/2018

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERVICE	NORTHVILLE TOWNSHIP	JUNE IT SERVICES	1800002458	08/01/18	298.00	107707
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE MAY 2018 (113513	06/20/18	48.00	107425
370-864-900.000	PRINTING & PUBLISHING	MICHIGAN MUNICIPAL LEA	AD SUMMER SEASONAL	17359	06/20/18	26.60	107365
370-864-900.000	PRINTING & PUBLISHING	MICHIGAN MUNICIPAL LEA	AD FOR MARKETING POSITION	17352	06/20/18	81.70	107365
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060418	06/06/18	43.22	500306
Total For Dept 864 ORGANIZATIONAL						663.86	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						24,644.42	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 07/01/2018 - 07/31/2018
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	LORI WARD	REIMBURSE - LANDSCAPE SUPPLIES	73	08/01/18	120.13	107734
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	070518	07/03/18	299.00	500310
370-861-801.000	CONTRACTUAL SERVICES	CHARLES J. BURKE	PAINT 18 LIGHT POSTS	47200	08/01/18	900.00	107683
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI TOWN SQUARE	7820	08/01/18	243.88	107704
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIR	174301	08/01/18	371.25	107716
370-861-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	BMI MUSIC LICENSE	32501198	08/01/18	349.00	107754
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	TECH OUTLETS	00201282	08/15/18	311.10	107900
370-861-850.000	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035322502433554 - MATERIALS	071318	08/15/18	(121.23)	107871
Total For Dept 861 DESIGN COMMITTEE						2,473.13	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CENTRAL BUS	NCBA SPECIAL EVENT INSURANCE 2018-1	71518	08/01/18	511.00	107677
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CENTRAL BUS	NCBA REIMBURSEMENT	4618	08/01/18	250.00	107678
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CHAMBER OF	SPONSORSHIP - FRIDAY NIGHT CONCERTS	24915	08/01/18	6,500.00	107721
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	WEDNESDAY NIGHT CONCERTS SERIES MAN.	1805	08/01/18	4,000.00	107742
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	THE CATALYST COMPANY L	SPONSORSHIP BUY MICHIGAN NOW FESTIV.	2018004	08/01/18	3,000.00	107749
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	JULY ISSUE OF THE VILLE	1109	08/01/18	375.00	107674
370-862-801.000	CONTRACTUAL SERVICES	SCARS ON 45	BAND FOR SUMMER CONCERT	62018	08/01/18	1,500.00	107767
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR CONSULTING RETAINER	NORTHVILLE 8-18	08/01/18	2,000.00	107686
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	JULY/AUG EVENT CARD PRINTING	56390	08/01/18	545.00	107687
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	GARPHIC DESIGN - EVENT DIRECTORIES	54826	08/01/18	486.00	107725
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN ADS - JULY	023	08/01/18	225.00	107743
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN ADS - JUL/AUG	024	08/01/18	450.00	107743
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	AD FOR SEEN MAGAZINE	525753	08/01/18	700.00	107759
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MONTHLY MAILCHIMP LISTSERVE SUBSCRI	MC09234189	08/01/18	30.00	107734
Total For Dept 862 MARKETING						20,572.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE - WATER FOR MEETING	16	08/01/18	2.50	107734
370-864-731.000	PUBLICATIONS	OBSERVER & ECCENTRIC	SUBSCRIPTION	07152018	08/01/18	65.02	107745
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	70718	08/01/18	84.90	107703
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	070518	07/03/18	43.22	500310
Total For Dept 864 ORGANIZATIONAL						195.64	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						23,240.77	

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of June 19, 2017
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:02 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Jeri Johnson, Jim Long, Greg Presley, Mary Starring*

Absent: *Aaron Cozart, Robert Miller*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Fred Sheill/resident, Marilyn Price/resident, Sarah Prescott, Northville School Board*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

- a. May 2018 Financial Statement
- b. May 2018 Invoice Report
- c. May 15, 2018 Meeting Minutes
- d. 4th Quarter Budget Amendments
- e. Explanation for 4th Quarter Budget Amendments

Ayres asked Ward if the amendments looked typical. Ward noted that at the end of the year there are always more amendments to zero out the budget. Long inquired whether the Energy Reduction Coalition program mentioned in the May minutes were available for private building owners or is it available for public building owners only. Ward said that Sullivan would be able to answer the question when he arrived. Casey asked about the new legislation, Public Act 57, and whether it required DDA's to only accrue funds for five years. Ward confirmed that Public Act 57 does require additional accounting of funds that have accrued for longer than five years.

**Motion by Ayres seconded by Casey to approve the Agenda and Consent Agenda.
Motion carried unanimously.**

CITY BOND ISSUE FOR ROAD IMPROVEMENT

Roth informed the DDA Board that City Council has approved ballot language to issue bonds to repair the City's roads. As part of the bond issue, the DDA would collect its TIF revenue on the millage. City Council is asking the DDA to agree to dedicate the TIF capture from the bond issue to repair roads within the DDA boundaries. This will not impact the DDA's current budget, as it is a proposed new millage.

Ayres informed the Board that in her role as the Organization Chair for the DDA, she had met with the Mayor, DDA Chair, City Manager and DDA Director to discuss the request set forth in the DDA packet and to determine how to handle the TIF revenue in the budget. Ayres stated that the DDA can put the TIF revenue in a special reserve account and only spend the funds on road repairs.

Long stated he thought we were putting the cart before the horse and we should wait to see if the millage passes before addressing how the DDA will spend the funds. Long mentioned that the last time a road millage was on the ballot it failed. He suggested that the Board wait until after the election to discuss the request. Ward stated that she believes that it might be important to let the voters know in advance of the election that all of the money this generated from the millage will be spent on road repairs, including the DDA's capture. Casey note that this may be an issue for some voters as it was with the DIA and Detroit Zoo millage.

Long stated that he believes that signing the Resolution may give the impression that the DDA is endorsing the road millage. Long suggested that the DDA wait until the election results and address the issue at that time. Roth stated that he felt that it is important to provide information to the voters on how all of the funds generated from the millage will be spent. Roth suggested that to address Long's concern that the Resolution gives the impression that the DDA endorses the millage, that the Resolution be amended to include a statement that states that the DDA takes no position, either for or against, the bond issue.

Ward stated that she asked the Finance Director to go back and look at the DDA's fiscal participation in road projects. The DDA has a history of participating in the funding of road projects in the DDA including Main Street, North and South Center Street, Wing Street, and the Dunlap curve. Dedicating funds for a road project is consistent with previous DDA practices. Ward also noted that with all of the development that is proposed for Cady Street, the money will most likely be spent on the improvements there.

Long requested that text be added to the Resolution that makes it clear to voters that the DDA is neither endorsing nor opposing the road millage. Johnson asked why the DDA wouldn't be on board supporting the bond millage, if the DDA believes that the roads are in disrepair and need to be addressed by the City. Roth stated that the DDA can take a position in support of the millage, but that is not what the City is requesting of the DDA. The DDA can, if it chooses, take action in support or against the millage.

Ayres stated that the bottom line is that if the millage passes, the DDA will capture roughly \$27,000 annually of the revenue. The DDA needs to decide if it wants to

dedicate those funds to road improvements as well. Long questioned whether if the millage passed, if the funds could be spent anywhere in the City or would be spent on road improvements in the DDA District. Ward responded that, by state statute, the funds would be required to be spent in the DDA District.

Prescott commented that the school board recently went through a similar effort with their bond issue. Prescott suggested that the more information that you can provide the residents with on how the revenue is spent, the better.

Long requested that language be added to Resolution to make it clear that the DDA is not taking a position on the road millage issue. Roth suggested that the Resolution be amended to include, after the last whereas, a sentence that states that the Downtown Development Authority does not take a position as part of this resolution either for or against the millage issue.

Motion by Ayres seconded by Casey to approve the Resolution to regarding City Street Bond Debt Millage to include the amendment as noted. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

In Miller's absence, Ward directed the Board to attachment 6.A in the Board Packet which provides an update on all of the DDA current projects. The EV charging stations are in and working. DDA is working with the police department to educate the visitors to the lot that the spaces are for EV parking only. The police are issuing warnings only for the first 2-3 weeks until visitors are familiar with the new EV stations. In addition, the parking spaces will be striped and have an EV symbol stenciled on the space, similar to a handicapped space. The DDA had a booth next to Up2Go at the recent event Party in the Ville to provide information to the public regarding the new EV charging station. A ribbon cutting for the units is scheduled for June 28th at 5:00 pm, with a reception hosted by Up2Go immediately following the ribbon cutting. A tesla and a volt car will be on site for charging demonstrations.

The Parking evaluations on the two parking decks should be completed by Carl Walker/WGI by the end of the month. The first phase will provide a report on the current condition of each deck, along with a restoration plan and cost estimate. A maintenance manual will also be developed for the remaining years of the deck. Ward has also requested from Carl Walker/WGI a proposal for phase 2 which will consist of the preparation of the bid documents, participation in the bidding process, and construction inspections.

The Ford Field project will require discussions with both the Parks and Recreation department, rotary and others to determine who will take the lead on the project. Sullivan suggested that the DDA take the lead on the connection and rotary take the lead on the play structure. Johnson stated that

there some current obstacles to utilizing Ford Field, that if addressed, would draw a lot more users and events to Ford Field. Roth stated that the project is a big ticket item, with the replacement of the play structure over \$250,000. Ward stated that the comfort station construction would be about \$250,000 and the plaza 2-3 times that amount. Johnson asked if the DDA has been putting any funds aside for this project or could we start to put funds aside for the project.

DDA will be working with the Chamber of Commerce to replace some or all of the banner arms that are failing. In addition, the DDA will bring a recommendation to the DDA Board to purchase two cross street banners for events located at Center and Cady and Main and Griswold. Ward stated that the Design Committee is working on a project to separate the welcome signs with the event signs.

DDA/City needs to replace the American Flags downtown. It was noted that the spikes on the street lights catch the fabric and tear the flags.

Long inquired whether the Energy Reduction Coalition Program is available to private property owners too. Sullivan indicated that the Program is for government and nonprofits currently, however there may be opportunities in the future.

b. Marketing Mix Committee

Riley recapped the new event held in Downtown Northville, Party in the Ville. It was a great event for a first time, lots of people, great weather, and good feedback.

Wednesday night concert series, Northville Unplugged! started two weeks ago and has had good attendance. There was some discussion regarding the 7:00 pm start time, which in early June is late. Sullivan asked whether the roads were being closed. Ward responded that so far, the crowd size has not warranted the road closure. DDA will continue to monitor the situation.

Presley asked why the Friday night concerts started so late this year. Riley responded that there was not enough sponsorship for a full summer series. Last year the series started earlier so it was confusing for listeners.

Ward informed the Board that the Northville Yoga Room has rented Town Square for free yoga classes. Their first event drew over 80 people. Ward has also spoken to Parks and Recreation and Gazelle Sports also about renting Town Square for health and fitness programs.

c. Parking Committee

Casey informed the group that the coffee shop in Northville Square will be reopening soon. The original owner, Rita Patel attended the Parking Committee to request 2 parking spaces be designated for 15 minute parking to allow for customers to come and go quickly. The designation would also

help the adjacent restaurant/ice cream store. The Parking Committee voted to support the request and Chief Carlson will prepare a Traffic Order to take to the City Council for consideration.

d. *Organizational Committee*

Ayers is working on the 2018-2019 budget, but it is currently in flux. She would like to take a closer look at the line item for the expansion of the DDA boundary, doing studies to see what can and cannot be done.

Ward announced that Ritter is stepping down as the Marketing and Communications Coordinator as she has accepted a full-time position with the Livingston County Convention and Visitors Bureau. The DDA is in the process of trying to replace that position and has posted it on MML, Indeed, and on social media. The seasonal groundskeeper position has also been posted, but there has not been as much interest as in previous years. The Beautification Commission is hoping to start planting on May 24, so the groundskeepers need to be ready to start maintenance. Parks and Recreation is also having a hard time filling this position. Sullivan suggested combining the positions and splitting them between the two entities, both for the groundskeepers and the Marketing and Communications Coordinator. Board members brainstormed other ideas for hiring younger groundskeepers (who could not work as late), combining positions, and different places to post the positions.

e. *Economic Development Committee*

Presley reported on the Committee in place of Cozart who was absent from the DDA meeting. The Economic Development Committee had an update on the Planning Commission's Master Plan update for 7 Mile Road and Northville Road. Planning Commission will meet tonight to discuss. In addition, there is a mixed use project being proposed for that site, which Presley is a part of. Sullivan added that there is a Master Plan for that area, however the Zoning Ordinance was never amended to reflect the Master Plan updates. East Main Street was also discussed at the last Economic Development Committee, which includes the McClure property.

Creative Many is on hold while we explore consultants who can assist with the project.

Sullivan stated that she felt that we should pursue the Redevelopment Ready Program only when we have a project that is interested in utilizing one of the MEDC programs. The City would need to pass a resolution, complete a self-evaluation and then we could be qualified for the program. There is a lot of paperwork and reporting that is required for the program and Sullivan believes that we should wait to see if it is needed. Presley stated that the EDC would like to move the program forward and that volunteers have offered to help out on the self-evaluation. Casey stated that there is a vocal group on the EDC that would like to move forward on the application.

Ayres asked Sullivan what he thought about Boundary Expansion. Sullivan stated that it is hard to look at the expansion before you know what the land use is going to be. If the project is residential, should it be in the DDA district or remain outside. Ayres stated that we

Casey stated that the group wanted to collect more information before moving forward on the Boundary Expansion. Ward stated that there was an interest in inviting Pat McGow, an attorney at Miller Canfield, to the next DDA Board meeting to explain the process of DDA Boundary expansion and discuss the likelihood of the expansion going forward.

Roth reminded the Board that if they were unable to attend the Boards and Commissions training, they can watch the training online. Michelle Massel has the link. Presley stated that prospective DDA Board members should be offered to review the video before they commit to joining the Board.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings/Important Dates

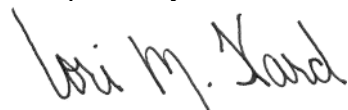
- a. May 18 – Armed Forces Benefit Concert – May 18, 2018
- b. Northville Jazz Band – May 25, 2018
- c. Flower Sale – May 25-26, 2018
- d. Memorial Day Parade – May 28, 2018
- e. First Friday Experience – June 1, 2018
- f. Party in the 'Ville – June 2, 2018
- g. Marketing Meeting – June 7, 201
- h. Design Committee Meeting – June 11, 2018
- i. Executive Committee Meeting – June 13, 2018
- j. Economic Development Meeting – June 18, 2018
- k. DDA Board Meeting – June 19, 2018

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is June 19, 2018

Meeting adjourned at 9:26 am

Respectfully submitted,



Lori M. Ward, Director
Northville Downtown Development Authority



The July 17, 2018 meeting of the DDA Board of Directors has been cancelled.



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Town Square Use Policy

Date: August 21, 2018

Background:

As part of Downtown Northville's on-going marketing campaign, the DDA is continuing to promote events in the downtown area. The 2017 Downtown Strategic Plan identified the need to increase activity in Town Square as a priority. Currently Friday Night Concerts, Tunes on Tuesday Children's concerts and multi-day festivals including Heritage Festival and Buy Michigan Now are held in Town Square.

One of the DDA's identified Goals and Objectives for 2018-19 is to take over the rental of Town Square and to encourage more activities to be held in the plaza. The DDA has agreed to take over the management of Town Square and is now in charge of the reservation of the facility.

Analysis:

DDA staff reviewed the past Town Square Use Policy utilized by the Parks & Recreation Department and updated the policy to reflect the DDA's involvement in its rental and maintenance. The rates were lowered to encourage additional use of the facility and a half day rental fee was instituted in order to allow affordable use of the facility for classes and other short rentals.

Additionally, the language was modified to allow more casual use of the square for musicians and other performers. The pavilion is treated much like a park pavilion; if you want to guarantee that you have use of the structure, a reservation is required. However, if you want to drop by and use the stage, and nobody has reserved it, you are welcome to do so.

Insurance Requirements and Hold Harmless Agreements are required in order to make a reservation.

Budget:

DDA staff proposed the rate of \$100/day or \$50/up to 4 hours for the reservation of Town Square.

Recommendation:

It is recommended that the Northville DDA approve the Town Square Use Policy.

NORTHVILLE TOWN SQUARE RENTAL GUIDELINES

The Northville Town Square is managed by the Northville Downtown Development Authority (DDA) and is made available for use in accordance with the guidelines established by the Northville Downtown Development Authority (DDA) Board of Directors and by Northville City Council.

CONDITIONS OF USE:

ALCOHOLIC BEVERAGES: Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.

SMOKING: There is no smoking allowed in Town Square at any time.

CHAPERONE: All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.

WHO NEEDS TO SUBMIT A TOWN SQUARE RENTAL AGREEMENT?

Anyone may utilize Town Square for daily activities or small gatherings at no charge and without the need for a reservation. An example would be an acoustic guitar player, or book club gathering. However if a user wishes to have guaranteed exclusive use of Town Square and/or the stage/pavilion, the user must have a completed rental agreement approved and on file with the DDA and must have paid all applicable fees and provided the DDA with the required certificate of insurance and hold harmless agreement. An example would be a special fitness class, office party, or wedding. Public pedestrian access from Mary Alexander Court to Main Street must remain in place.

APPLICANTS MUST AGREE TO THE FOLLOWING:

Orderly Behavior

Financial responsibility for any damages due to renter's use of the premises.

Responsiveness to directives of department personnel.

That the activity is lawful and conforms to the regulations of State and Federal laws, community of Northville, and the Northville Downtown Development Authority.

Tables and chairs located in Town Square are to be used on a first-come, first-serve basis and shall not be reserved for future use. Tables and chairs may be moved briefly but in any event shall be moved back to their normal positions as soon as possible.

Between late May and early October, Town Square may have a platform stage erected under the shelter. The stage area can be rented for private functions that do not unreasonably disrupt or interfere with the general public's use.

Due to the presence of underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.

Outside equipment such as grills, tents, tables, chairs, etc. are not permitted without prior approval from the DDA or an approved special event application from the City of Northville.

All events in Town Square must end by 11:00 p.m.

The DDA assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.

Renters selling food must comply with current Wayne County Health Department regulations.

INSURANCE WILL BE REQUIRED FOR THE FOLLOWING RENTALS:

Events open to the public- Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with the Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take down."

Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter's "homeowners" or "renter's insurance" policy.

Rentals for the purpose of providing instruction to the public - Individual(s) or group(s) renting Town Square for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$1,000,000), with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with DDA and the City of Northville named "Additional Insured: from set-up to take-down."

PAYMENT AND REFUNDS:

All renters must pay \$100 for a full day rental, or \$50 for a half day rental. Balance of rent is due thirty (30) days prior to event.

REFUND POLICY: If the renter cancels in excess of 45 days before the scheduled event, then Northville Downtown Development Authority will retain 50% of those funds already paid. Refunds requested received less than 45 days before the scheduled event will not be returned. There will be no exceptions.

** I have read the information and conditions of the Town Square Rental Guidelines, am familiar with the contents and agree to abide by the guidelines. I will not hold the Downtown Development Authority responsible for any injury or illness sustained while participating in activities at the Town Square and/or any affiliated locations. I fully understand that medical insurance is the responsibility of the participants. I, the undersigned, have the authority to sign this agreement for the named individual organization. Failure to abide by rental guidelines will result in termination of contract.

Signature of Renter

Date



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Secondary Streetscape Design Standards

Date: August 21, 2018

Background:

The DDA was asked by the Planning Commission to produce a set of Secondary Streetscape Design Guidelines to be utilized for projects in and adjacent to the DDA. With many new projects underway, it was important to provide a common set of design standards to provide consistency and continuity in the public areas of the downtown.

Analysis:

DDA staff, working with the Design Committee, pulled together existing information on design elements that would provide direction to a Developer as they developed their site plans for new projects. The standards include recommendations on trees, landscaping, site furnishings, lighting, sidewalks and other hardscape. It is difficult to mandate the spacing of these elements, not knowing how large a building or project will be. However the guidelines will give the Planning Commission a palate of materials, colors and plant material to utilize when reviewing new projects.

Once the DDA has reviewed and approved the Standards, they will be forwarded to the Planning Commission for review and approval.

Budget:

N/A.

Recommendation:

It is recommended that the Northville DDA approve the Secondary Streetscape Design Standards and forward to the Planning Commission for review.



CITY OF NORTHVILLE
*Secondary
Streets Design
Standards*

July 25, 2018

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INTRODUCTION



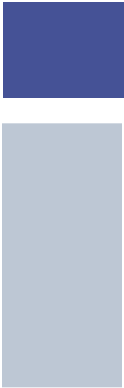
Downtown Northville is a great example of an architecturally significant, walkable, traditional retail core. The entire downtown is within the boundaries of a national, state, and locally designated Historic District. The City has long recognized the value of the downtown as a community asset and has successfully encouraged the redevelopment of downtown in a pattern that supports the historic form of the district.

To encourage and support the (re)development efforts, the City and Downtown Development Authority (DDA) recognized the need to update the public streets, parks and amenities that support its vital downtown and in 2006 prepared a Strategic Plan for Downtown Northville. The Plan was updated in 2017. One of the items that was featured prominently in the Strategic Plan was the need to update the City's aging streetscape.

In 2011 the Streetscape Enhancement Project was initiated. The project was funded in part from a grant from the Michigan Department of Transportation. The project included:

- New sidewalks, curbs, and crosswalks that were safe, met current ADA standards, and were compatible in appearance with the existing Town Square project.
- New curb bump-outs to support pedestrian activities in downtown such as outdoor dining and to improve pedestrian safety at street crossings.
- Street amenities including benches, planters, and waste/recycling receptacles that are high quality, consistent in appearance and well distributed throughout the downtown.
- Healthy trees and other vegetation that were not thriving in the current conditions.



- 
- Updated light sources for improved color rendering of the architecture and increased energy efficiency.
 - Bicycle parking facilities throughout the downtown.
 - Enhanced downtown pedestrian and cyclist wayfinding signs.

The plan for improving the downtown streets was developed in a collaborative process with the community and represents the consensus of a number of concerned organizations and community members. When completed, the project significantly improved the visual character of downtown, enhanced the walkability of the community, and helped to retain the economic vitality of the core downtown area.

With the deficiencies of the core area of the downtown addressed, it is now time to address the issues facing the secondary areas of the downtown. These Design Standards provide a common language of landscaping, lighting, paving and street furniture that will provide a strong visual cohesion to the larger downtown area as properties in these vital secondary areas leading into the core downtown are redeveloped.

These standards apply to the secondary streets in the Downtown Development Authority (DDA) District, as illustrated on the map on page 4. The Northville Zoning Ordinance also references these standards in the Cady Street Overlay District (along Cady St. between Wing & Main St.), and the Central Business District Overlay District (along N. Center St. between Randolph & Walnut). Note that the Central Business District Overlay is outside of the DDA boundaries; however, the ordinance still references these standards as applicable to the overlay district.

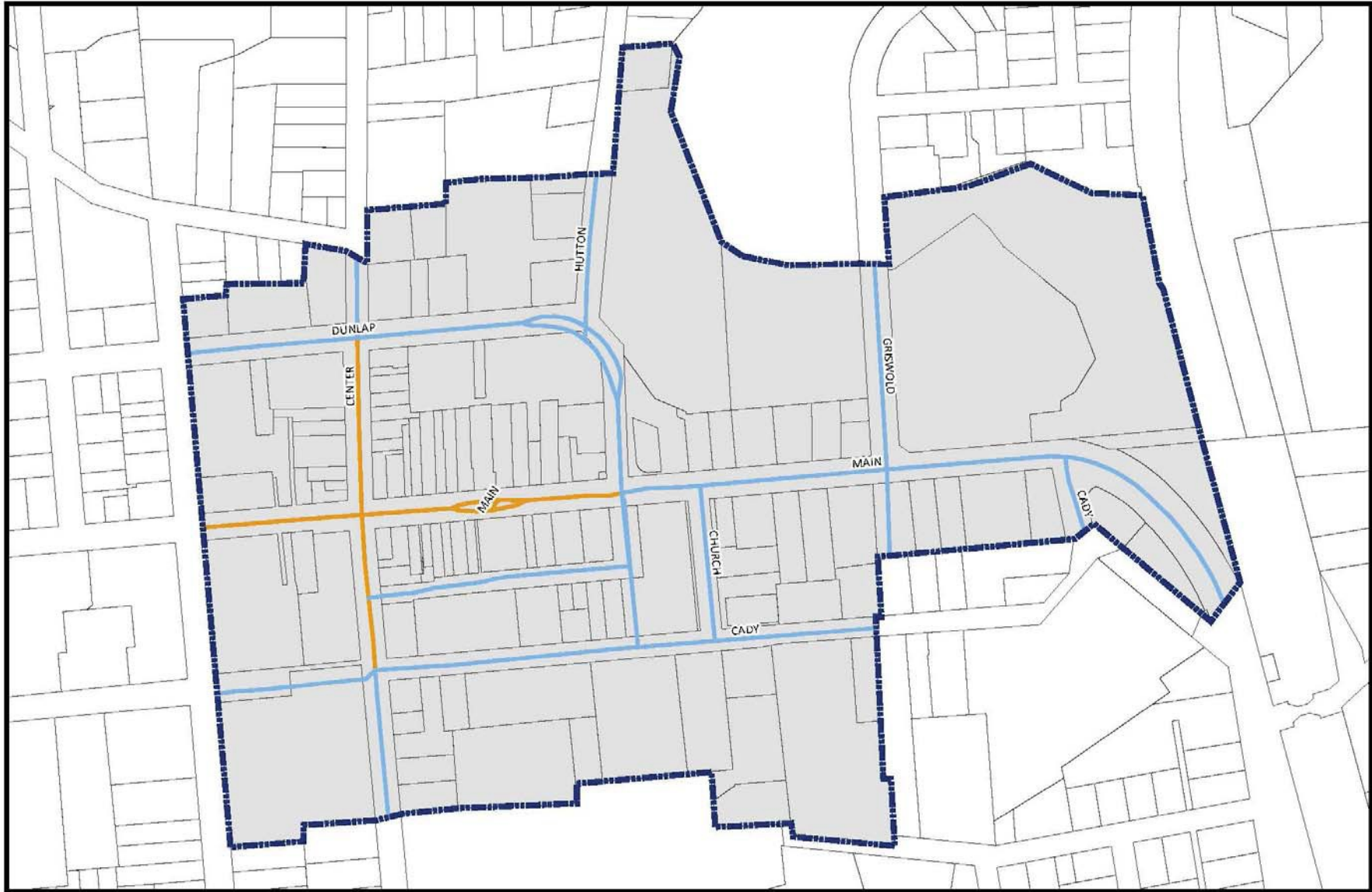
These standards illustrate required improvements for new development fronting the City's right of way. The standards may be waived or modified by the City of Northville Planning Commission for locations where the strict application of the standards may be impractical. The situations where the standards may be waived or modified include:

- Sight visibility at intersections
- Driveway clearance

- Sidewalk obstruction/walkway clearance
- Interference with underground or overhead utilities
- Other similar site features

Illustrations showing how the various elements coordinate along a street or at an intersection are provided on pages 15 and 16.

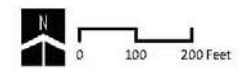





DDA SECONDARY STREETS

City of Northville, Michigan

-  DDA Boundary
-  Primary Roads
-  Secondary Roads



Source: Wayne County GIS
 Carlisle/Wortman Associates
 February 29, 2016 



LANDSCAPING

Trees: Street trees are an important ingredient in a downtown streetscape. They provide shade and cool the pavement during the hot summer months, and as vertical elements they reduce the perceived width of the street thereby slowing traffic and resulting in a more pleasant pedestrian environment. It is important to select trees that do not block the window displays and signs of downtown businesses. When planting street trees, choose a variety of species to avoid noticeable gaps when one dies or is damaged. The current emerald ash borer impact on the ash tree population is a potent reminder that an entire species of street trees can be wiped out in a single growing season. For tree spacing, see the table in Appendix B.1 on page 43.

Some plants do better than others in such tough urban conditions. But, even the right plant can be sorely tested if not properly cared for or if placed in the improper setting. They need the right proportion of air, water and nutrients to survive in this relatively unnatural, harsh environment. Tree roots need oxygen, and this is achieved through proper aeration of the soil. They need an adequate, regular, but not excessive supply of water. And they require a balanced supply of nutrients, which often need to be supplemented by fertilization. Irrigation, properly managed, provides the best opportunity for trees to get the right amount of water and flushes out salt and fertilizer residue. An irrigation system for the trees and other landscape beds are required. Without these conditions, the plants suffer and they lend a shabby appearance to the downtown. Street trees that tolerate urban conditions that are recommended for inclusion in Downtown Northville include:

- *Gleditsia tracanthos* 'Skyline' – Honeylocust
- *Liriodendron tulipifera*- Tuliptree
- *Tilia cordata* – Little Leaf Linden
- *Zelkova serrata* 'Green Vase' – Zelkova
- *Acer X freemanii* 'Celebration' – Maple
- *Syringa reti culata* 'Ivory Silk' – Lilac
- *Ulmus americana* "Princeton" - Elm

1.1

Trees should be planted in a sequence of two to three of the same species in a row to provide a consistent character for a segment of the street. Where conditions allow, planting trees across the street from one another should also be considered. The trees should be planted in a large enough caliper to survive the urban condition, a minimum of 2.5 - 3.0" is recommended.

GFI receptacles should be installed at the base of the trees to allow for seasonal lighting.

In the core downtown along Main and Center Streets, raised planters constructed of Brussels Block stone are part of the streetscape. A variety of trees, listed above are planted in these raised planters, which are typically located at intersections where there are bumpouts in the pavement large enough to accommodate the planters. The planters average height is approximately 12", which allows them to also be used for a seating area. This height of the planters was set as a condition of the MDOT Enhancement Grant by MDOT's architectural historian. On secondary streets, raised planters may be used in areas where the pavement is large enough to accommodate them while allowing pedestrians to pass by easily. Trees may be placed in the planters, or in landscaped areas or tree grates, depending the conditions in the sidewalk area.

If tree grates are utilized, they should match the East Jordan grates installed in the core area (see Appendix for specifications) and meet ADA requirements. The tree grate should be able to meet the load bearing capacity and requirement of the surrounding sidewalk area. In addition, the grate system should be able to be removed and replaced with a larger opening grate in the event the tree trunk grows too large for the opening. The distance between the finished soil grade and the top of the tree grate may not be more than six inches in height.

Tree guards: Use of the metal tree guards should be discontinued. Though installed with good intentions to protect the street trees, they are negatively impacting the image of downtown and in some cases the health of the trees.

Window boxes and planters: Building owners, merchants, and residents should be encouraged to complement their buildings with appropriate flower boxes and pots. Quality material should be utilized. Including terra cotta, cedar, painted wood, and metal. Window boxes may require plastic liners to extend their life and to maintain moisture in the soil. They should be installed below the sill line of the windows. Authentic materials should be utilized and use of artificial flowers and greens avoided.

PEDESTRIAN LIGHTING

A well lit downtown creates an environment that feels safe, inviting and comfortable. Properly placed, streetlights extend downtown activity into the evening. The City of Northville has a signature light pole used consistently throughout the downtown. A more recent light pole was installed in downtown, and while it is similar to the traditional light pole, there are noticeable differences. Newly purchased light poles should match the model of the original downtown light pole, and eventually replace the different style pole, which could be relocated to areas outside of the DDA district. See the Appendix for light pole and fixture specifications.

Lighting levels are important. Lighting should be sufficient for people to see comfortably and correctly distinguish persons and objects in the street. However, lighting should not be so great as to create deep shadows or pronounced areas of light and dark. Street lights are important for daytime use as well. The verticality of the light poles helps to distinguish the curb line for the street and establishes a particular rhythm to the street edge. The light levels along a street should generally be between 0.4 to 1.7 foot-candles; while 2.4 foot-candles is recommended at intersections.

The light source of the downtown light poles is a mixture of high-pressure sodium and induction lighting. High pressure sodium lighting is still evident in areas of the downtown including Cady Street. High pressure sodium lighting casts a yellowish-orange tint distorting the color of people, landscaping, buildings, and other elements.

During the recent streetscape enhancement project, the City began to retrofit the high pressure sodium lighting in the core downtown with induction lighting. Approximately 120 streetlights have been converted, with another 80 left to convert.

2.1

The City is currently evaluating the possibility of retrofitting the remaining lights with a comparable LED light source and will provide direction once a decision has been made.

The pedestrian-scaled light fixtures are comprised of a pole by Herwig Lighting that is 12' tall and a Spring City head. The poles should be installed approximately 2 feet on center from the face of curb and spaced to match other poles in the area, approximately 40 feet apart. Where needed, house side shields should be installed in the light head to minimize light shining directly into residential areas.

Each new streetlight installed, should be fitted with banner arms and GFI receptacles located at the top of the pole.

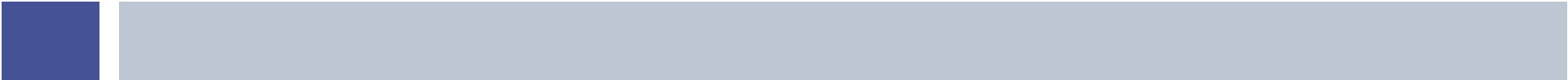
STREET FURNISHINGS

The Downtown Development Authority (DDA) has invested in a well-made family of furnishings from Canterbury International and Conceptual Site Furnishings. The receptacles, planters and drinking fountains are from the Pennsylvania series and are of cast aluminum and painted a gloss black. The furnishings are maintained by the DDA, with assistance from the Public Works Department. All of the street furnishings are further described in the Appendix.

Benches: Many of the benches were replaced during the Streetscape Enhancement Project. Additional benches are needed to retire the existing wooden benches and to populate underserved areas. Benches, placed facing the road and not obstructing the opening of cars doors, should be installed in each block of the downtown. The new downtown benches are fabricated by Conceptual Site Furnishings and are Kenton model. The DDA has retired the plaque program initiated during the first Streetscape project in 1978-80. As benches are retired, the plaques – and in some cases the bench- are returned to the original donor.

Receptacles: The downtown trash receptacles are fabricated by Canterbury International and are the Pennsylvania series in cast aluminum. As the community is becoming more pedestrian friendly, additional receptacles are needed to accommodate underserved areas. Temporary red barrels augment the receptacles on event days. The DDA has also been exploring the possibility of adding recycling receptacles for paper, bottle, glass and metal. The receptacles would be installed initially in central gathering places like Town Square, Old Church Square, Northville Square and Ford Field.

Cast aluminum planters: Almost one hundred cast aluminum Pennsylvania series planters by Canterbury International are scattered around the downtown area. The eighteen-inch tall pots are the most prevalent and are installed at the curb line throughout the downtown. Plantings within them are changed seasonally by the DDA. In addition, raised clusters of three planters varying in heights of twenty-four, thirty and thirty-six inches are grouped near corners and in areas with wider pavement. The installation of additional planters should be continued on the secondary streets as new development occurs.



The Appendix also provides specifications for additional street furnishings and site features that may or may not be needed for a particular site design. These elements include the following:

- Tables and chairs
- Fencing
- Bollards
- Drinking Fountains

Site furnishings may be required for projects along secondary streets that are subject to site plan review by the Planning Commission. In these cases, the Planning Commission will determine if street furnishings are required by the zoning ordinance, and will work with the applicant to determine what is appropriate for a given project and location.

NON-MOTORIZED TRANSPORTATION



The downtown is home to several bicycle shops and is a center for local cycling activity; however there is not a systematic organization to cycling facilities such as bicycle parking areas. In the larger picture, the Secondary Street Design Standards is a bike friendly initiative, intended to connect to a City/Township joint design effort to provide non-motorized connections through the Township, Edwards Hines Park and the City of Northville.

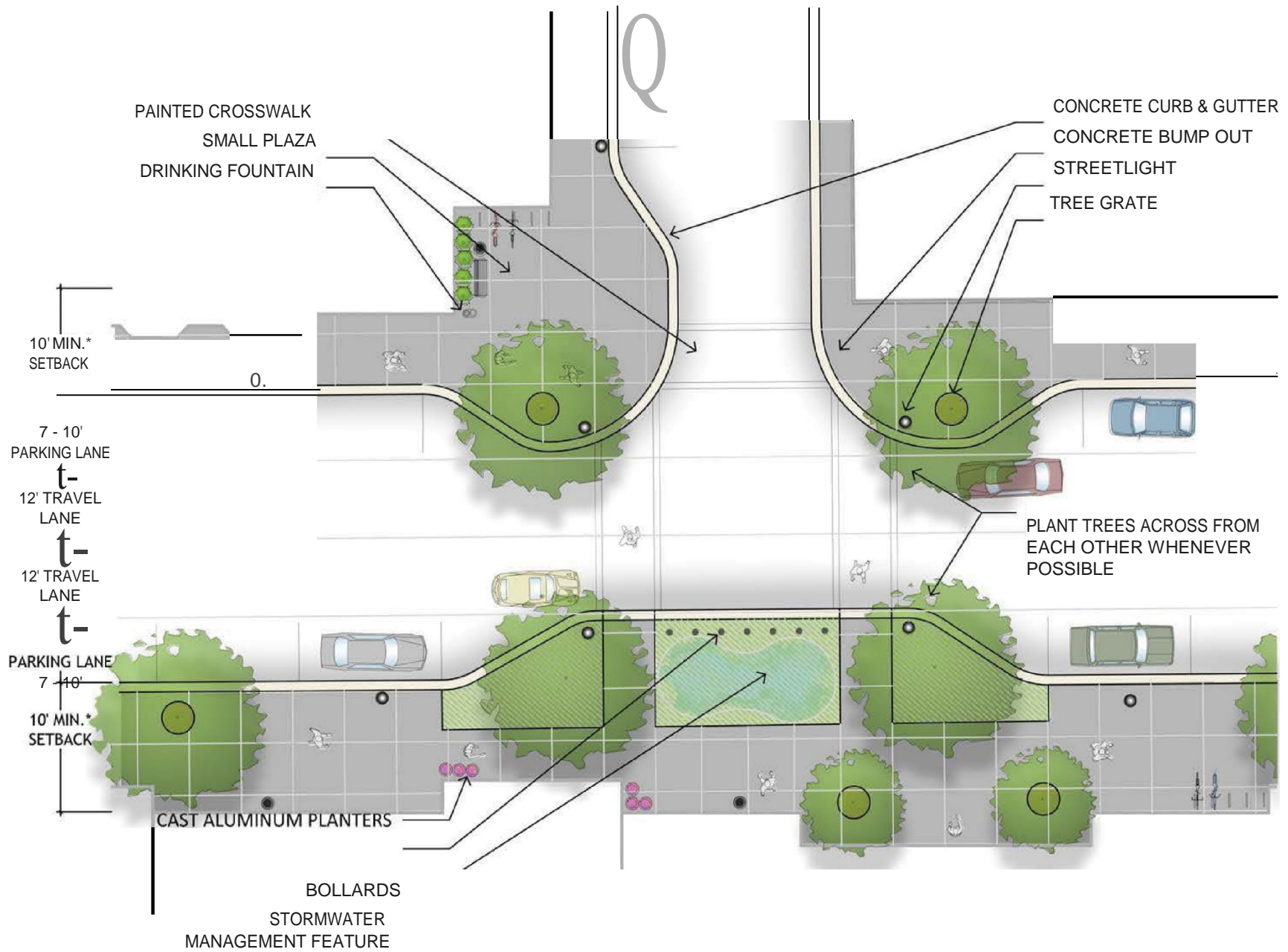
Additional bicycle parking facilities, as well as pedestrian and cyclist wayfinding signage, have been placed throughout the downtown to address the needs of the many cyclists using Hines Park and the Northville community.

The City has begun to install bike racks and on-street bike facilities in community gathering areas that are large enough to accommodate the size of these facilities. Individual or clustered single-hoop bicycle racks should be installed throughout the downtown. Black hoops, by S & G Fabrications, will be located in each block of the downtown.

A bike respite station has been recommended for the downtown area to allow a place for cyclists to put air in tires, make minor repairs, fill water bottles, and lock up bikes. Cady Street has been identified as the preferred location for the installation of the respite station.

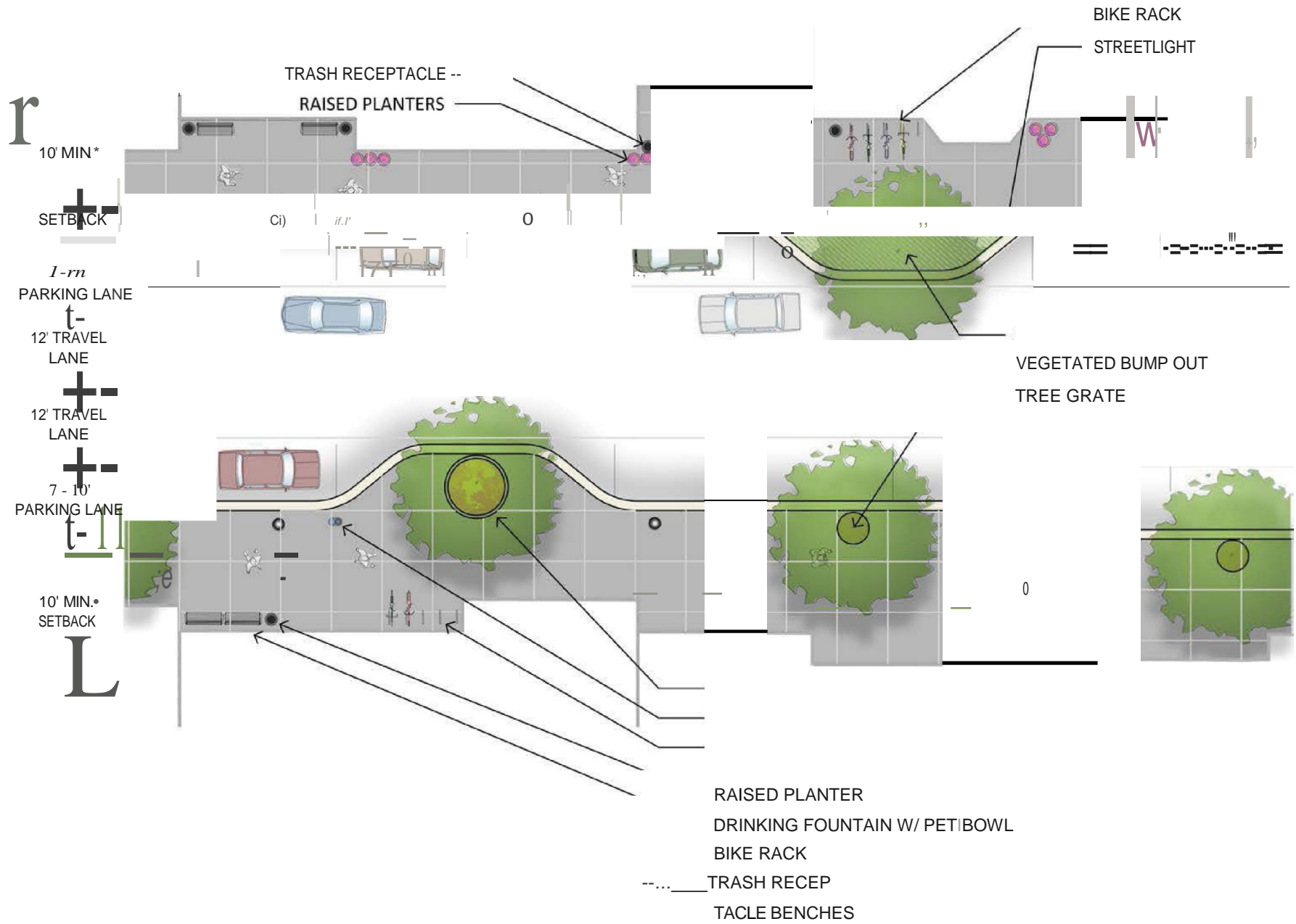
SIDEWALKS, RAMPS & CURBS

Sidewalks, ramps and curbs shall be poured of a standard concrete mix and meet all local, state and federal code requirements. Ramps shall have detectible warning surfaces. Sidewalks and curbs shall be the standard 4.0"-depth and ramps shall be 6.0"-depth poured concrete. Sidewalk control joints shall be hand troweled. Bump outs that break up a long block visually shall be roughly every 4-5 parking spaces or 80 – 100 feet.



* Alternative setbacks apply to Cady Street overlay area
 See Section 10.06 Cady Street Overlay of the City of Northville Zoning Ordinance

0 10 20
 SCALE: 1" = 20'



* Alternative setbacks apply to Cady Street overlay area



Specifications

Small Raised Planter Bed

Dimensions:

Diameter: 6'

Materials:

Planter Stone: "Brussels" by Unilock
Limestone Color to match existing

Manufacturer's standard concrete adhesive between stone layers and to concrete base

Planter Ring: 5' diameter
Galvanized steel, black

Company:

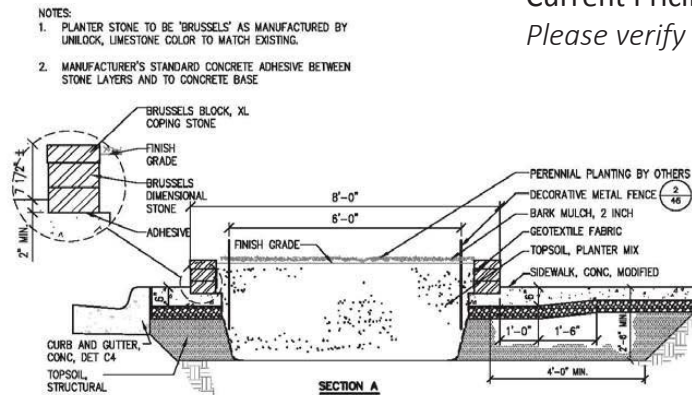
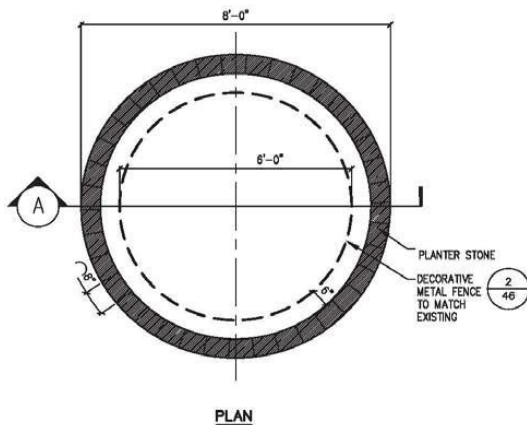
Planter Ring: Future Fence

Phone: (586) 755-7080

Website: www.futurefabricating.com

Current Pricing: \$3,000 (Planter Ring)

Please verify with company



A.1 Raised Beds

Specifications

Large Raised Planter Bed

Dimensions:

Diameter: 13'

Materials:

Planter Stone: "Brussels" by Unilock
Limestone Color to match existing

Manufacturer's standard concrete adhesive between stone layers and to concrete base

Planter Ring: 8' diameter
Galvanized steel, black

Company:

Planter Ring: Future Fence

Phone: (586) 755-7080

Website: www.futurefabricating.com

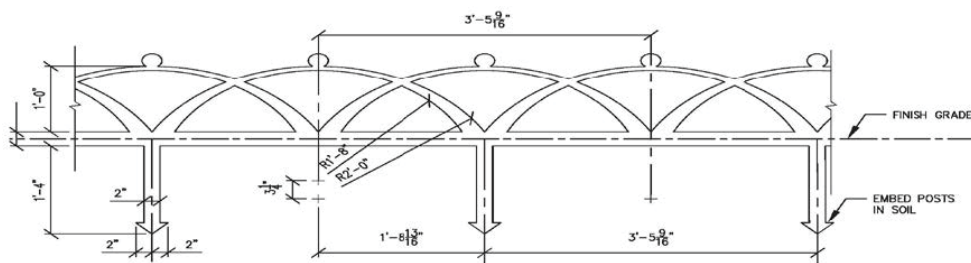
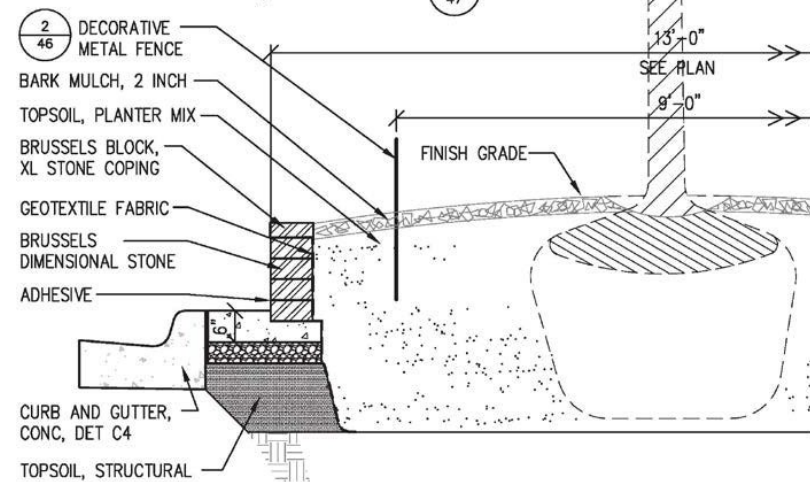
Current Pricing: \$4,308 (Planter Ring)

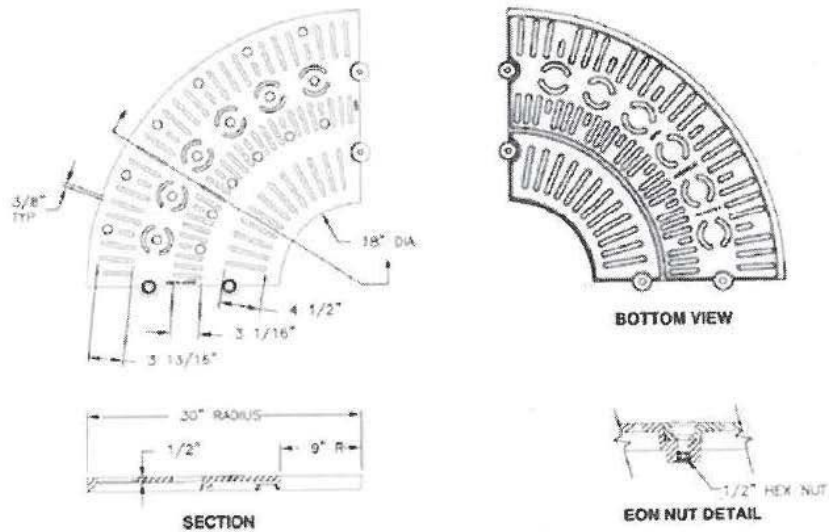
Please verify with company



NOTES:

1. PLANTER STONE TO BE 'BRUSSELS' AS MANUFACTURED BY UNILOCK, LIMESTONE COLOR, TO MATCH EXISTING.
2. MANUFACTURER'S STANDARD CONCRETE ADHESIVE BETWEEN STONE LAYERS AND TO CONCRETE BASE.
3. STAKE TREE PER STAKING/GUYING DETAILS IN 10
47





Specifications

Orbit tree grate
Model number 8595

Dimensions:

60" round
18" tree opening

Materials:

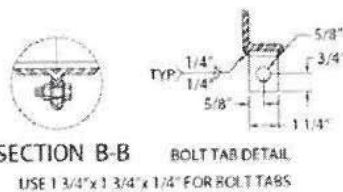
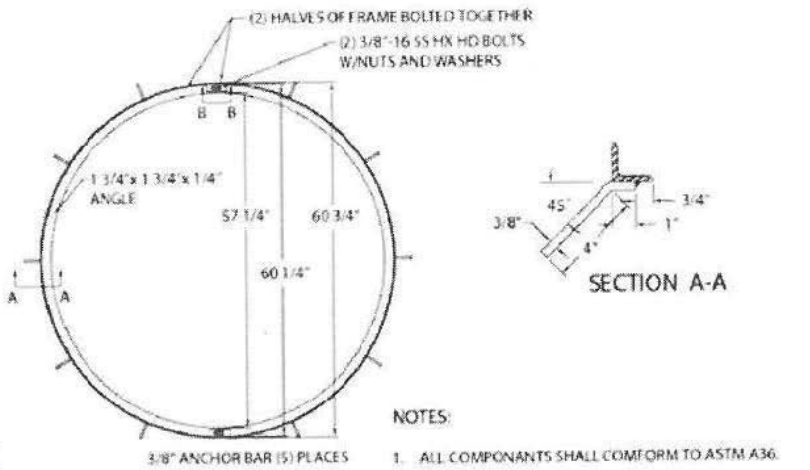
Steel setting frame

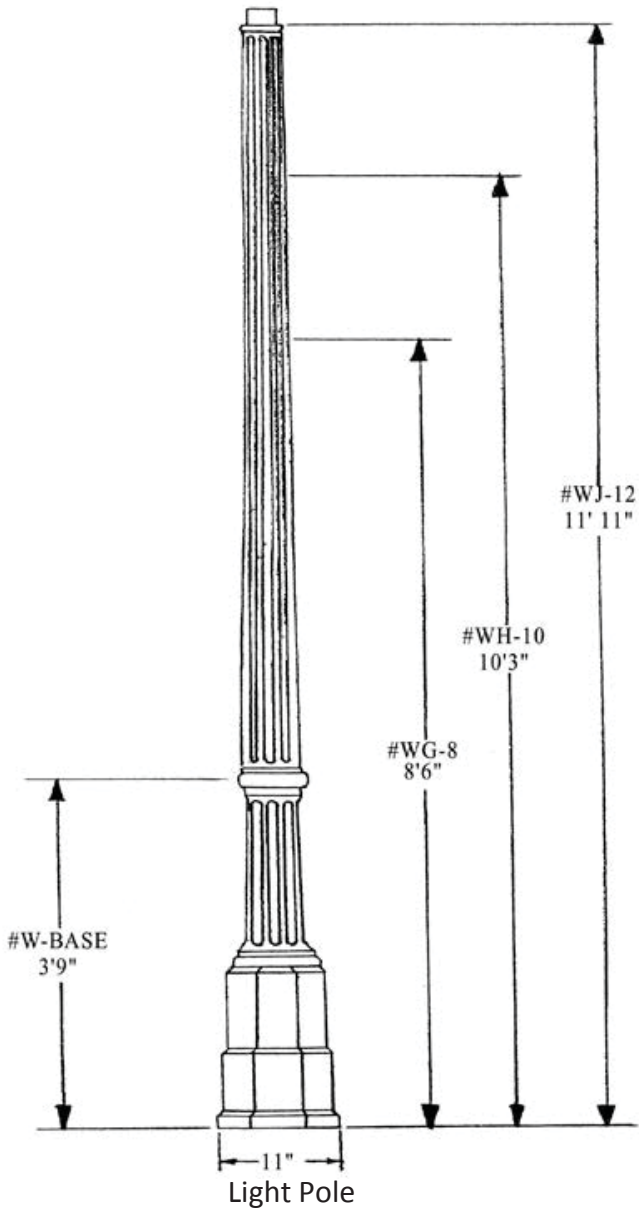
Company:

East Jordan Iron Works
Phone: 1(800)874-4100
Website: www.americas.ejco.com

Current Pricing: \$2,500 each

Please verify with company





Specifications

Herwig WJ-12 Cast Post

Dimensions:

Diameter: 11"

Height: 11' 11"

Materials:

Cast Aluminum, black finish

Tapered and fluted shaft

Cast single box GFI receptacle with weatherproof cover

4 – 5/8" x 18" anchor bolts

Company:

Herwig

Phone: 1(800) 643-9523

Website: www.herwig.com

Current Pricing:

Please verify with company



A.3 Street Lights

Specifications

Edgewater – Medium Filter
85 Watt Induction Light Source
120 Volts
3000K color temp

Dimensions:

Diameter: 20"
Height: 34"

Materials:

Cast Aluminum Alloy #356
Frosted Seeded Acrylic
Stainless Steel Screws
Black Finish

Company:

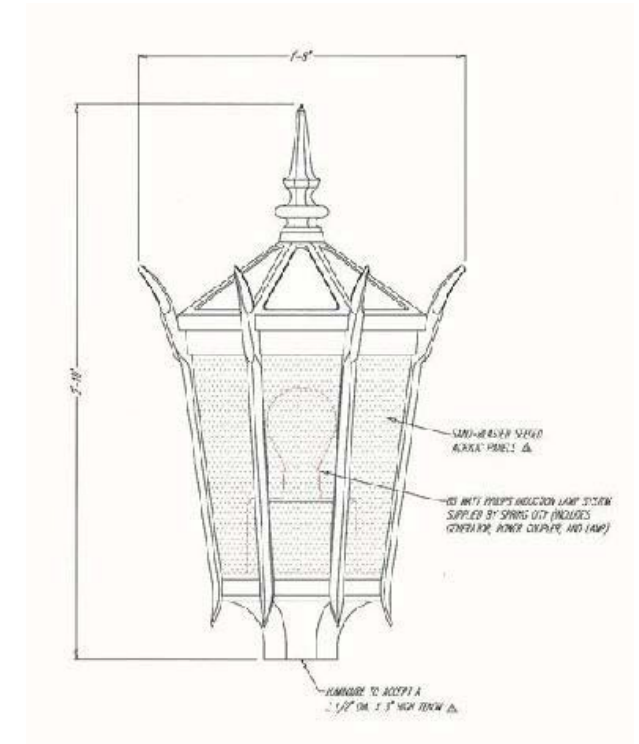
Spring City
Phone: 1(610) 948-4000
Website: sales@springcity.com

Current Pricing: \$1,425 per head

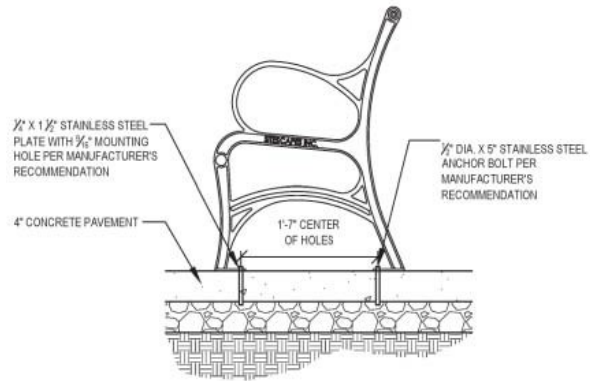
Please verify with company



Induction Head

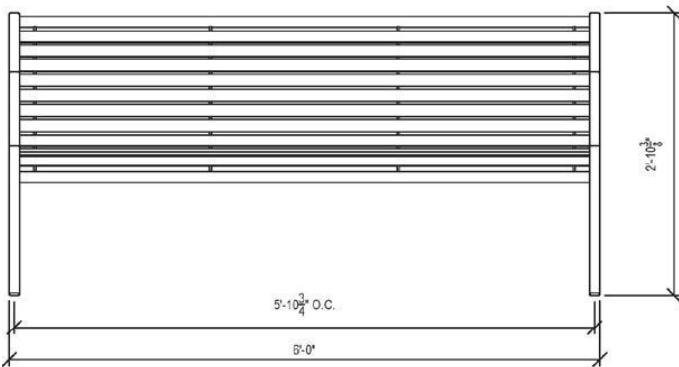


Bench Mounting Instructions

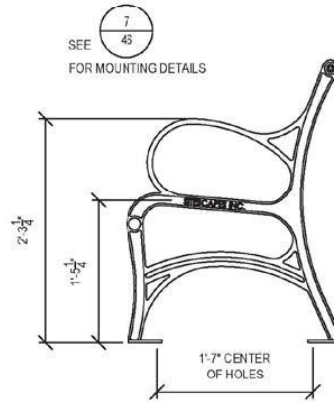


TOP VIEW

- NOTE:
1. BENCH TO BE WESTPORT SERIES AS MANUFACTURED BY SITESCAPES, PLAINWELL SERIES AS MANUFACTURED BY LANDSCAPE FORMS, OR APPROVED EQUAL. BENCH SHALL BE BACKED, WITH HORIZONTAL SLATS.
 2. BENCH SHALL BE 6' IN LENGTH.
 3. BENCH SHALL BE 6" IN LENGTH.
 4. BENCH SHALL BE BLACK IN COLOR.



FRONT VIEW



RIGHT SIDE VIEW

Specifications

Kenton Bench

Dimensions: 72" L x 72" H x 25" D

Materials:

Seat and Back: Steel slats

Cast Aluminum end frames, steel support frames

Finish: Powder coat, black

Company: Conceptual Site Furnishings

Phone: (616) 940-9830

Website: www.conceptualsite.com

Current Pricing: \$1,056.00

Please verify with company



Trash Receptacles A.5

Specifications

Pennsylvania Avenue Trash Receptacle Model 102, with side openings and hinged side door

Dimensions: 23 1/2" diameter and 37 1/2" high.

Materials:

Barrel – Cast Aluminum with welded construction

Liner – Removable rigid plastic

Top – Cast Aluminum

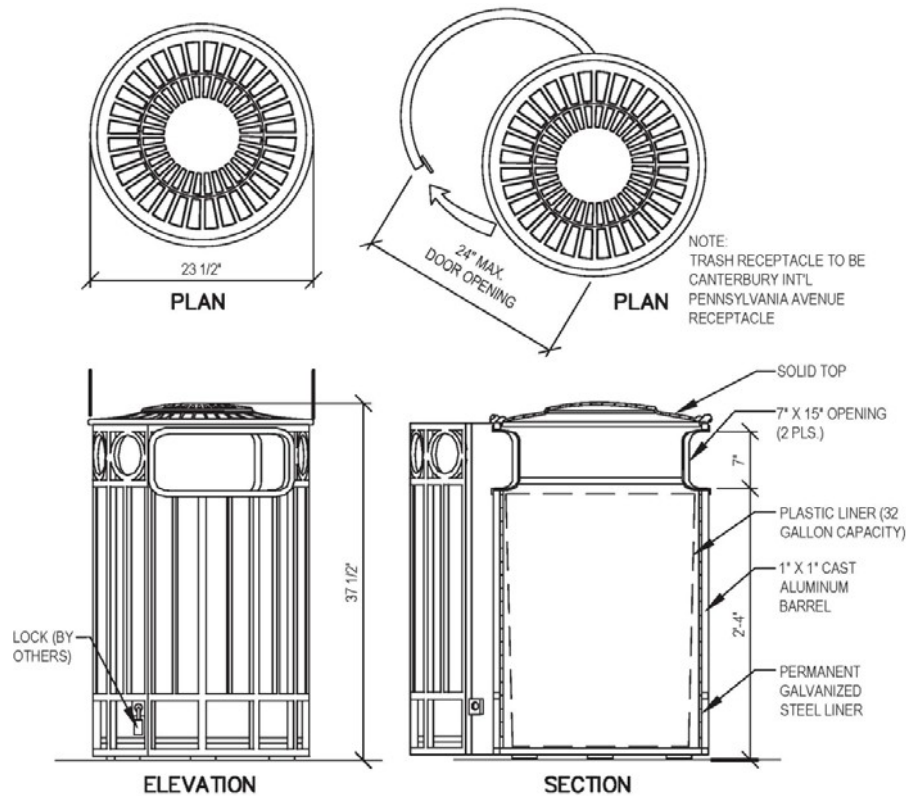
Company: Canterbury International

Phone: 1(800) 935-7111

Website: www.canterburyintl.com

Current Pricing: \$1,490.00

Please verify with company



Specifications

Pennsylvania Avenue Planter

Dimensions:

Diameter: 23 1/2"

Height: 18", 24", 30", 36"

Materials:

Barrel Cast Aluminum with welded; construction liner - fiberglass

Finish: Std. Black

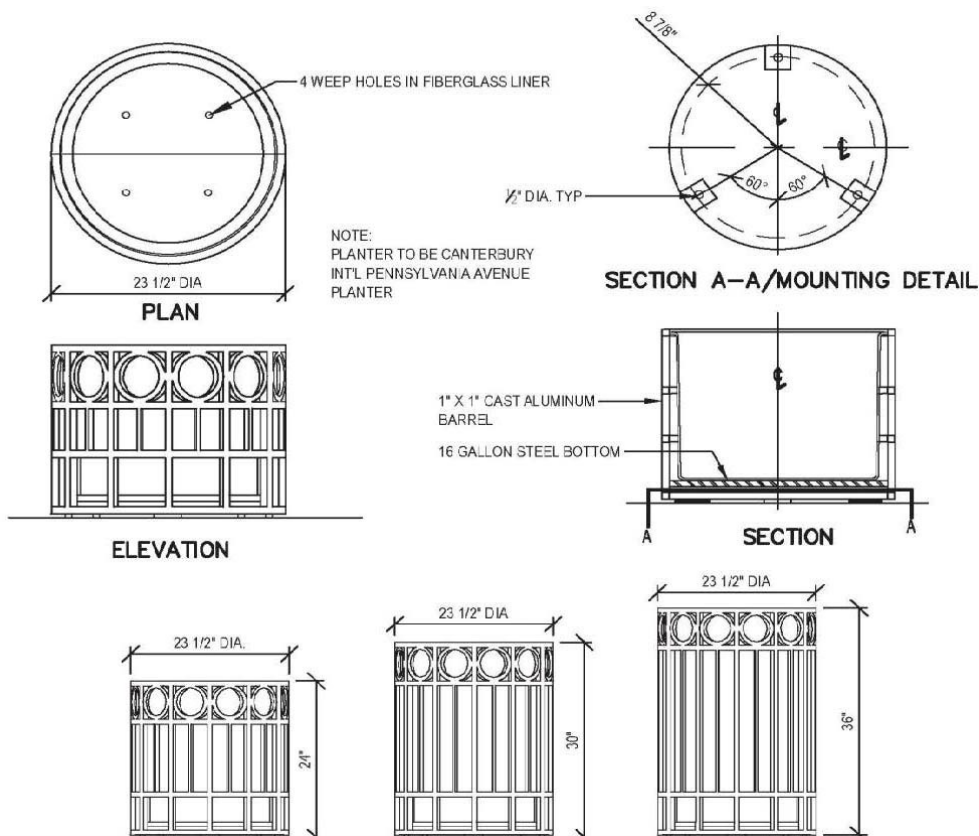
Company: Canterbury International

Phone: (800) 935- 7111

Website: www.canterburyintl.com

Current Pricing:

Please verify with company

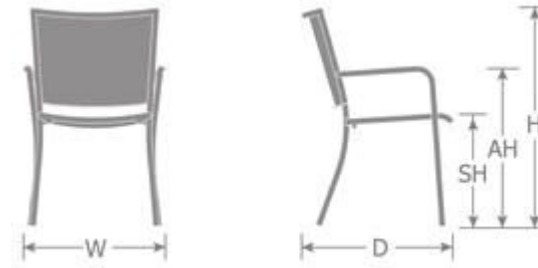




Specifications

Chair: Podio Outdoor/Indoor Stacking Chair, #3413

Dimensions:



H: 35.5" W: 23" D: 25" SH: 18" AH: 26" Lbs: 14

Materials:

Frame: Tubular Steel

Seat/Back: Small Interlace Steel Mesh

Finish: Powder coat, black

Company: Emu Contract

Phone: (800) 726-0368

Website: www.emuamericas.com

Current Pricing:

Please verify with company

A.7 Tables and Chairs

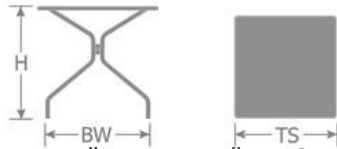
Specifications

Table: Cambi Outdoor/Indoor Table

Current Pricing:
Please verify with company

Dimensions:

Cambi #800- 24"

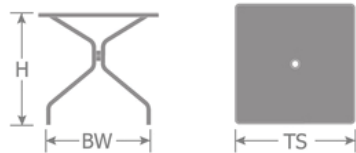


H: 29.5" BW: 20" TS: 24" Sq Lbs: 25



Cambi #800 - 24"

Cambi #802- 36"



H: 29.5" BW: 28" TS: 36" Sq Lbs: 37
Outdoor/Indoor Umbrella Table
Umbrella Hole Dia. 1 9/16"



Cambi #802 - 36"

Materials:

Top Thickness: 1 1/4"

Frame: Steel

Top: Extended Steel Mesh

Base: Tubular Steel Legs

Company: Emu Contract

Phone: (800) 726-0368

Website: www.emuamericas.com





Specifications

Montage plus Majestic 3-rail panel with flush bottom, standard 4" gap and rings at the top

Dimensions:

Width: 8' per panel

Height: 4'

Materials:

Metal

Black finish

Company:

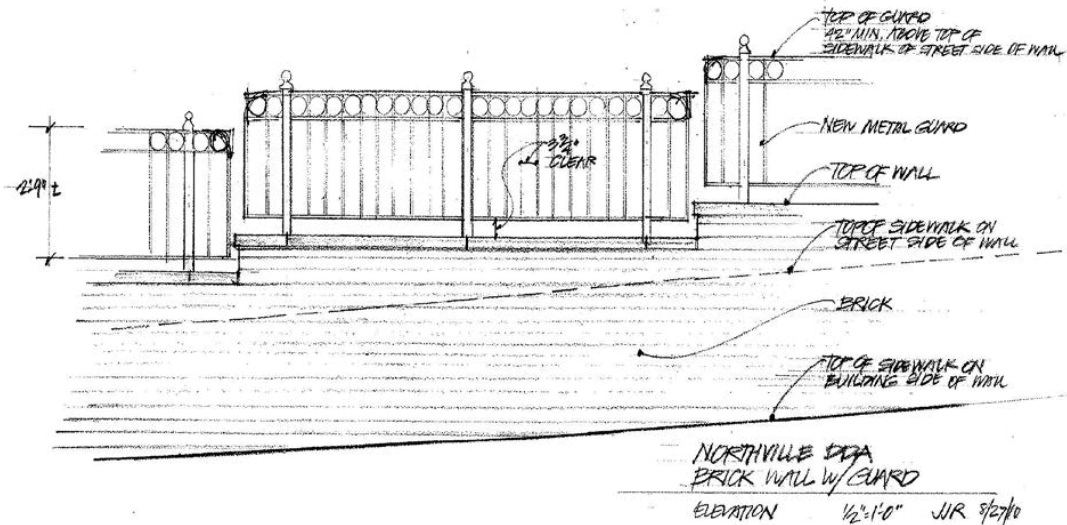
Fencing: Future Fence

Phone: (586) 755-7080

Website: www.futurefabricating.com

Current Pricing: \$541 per panel

Please verify with company



Bollard A.9

Specifications

Pantlind Bollard (plain or lit)

Dimensions:

Height: 43"

Materials: Cast Aluminum

Black finish

Lamp: PL13 fluorescent

Company:

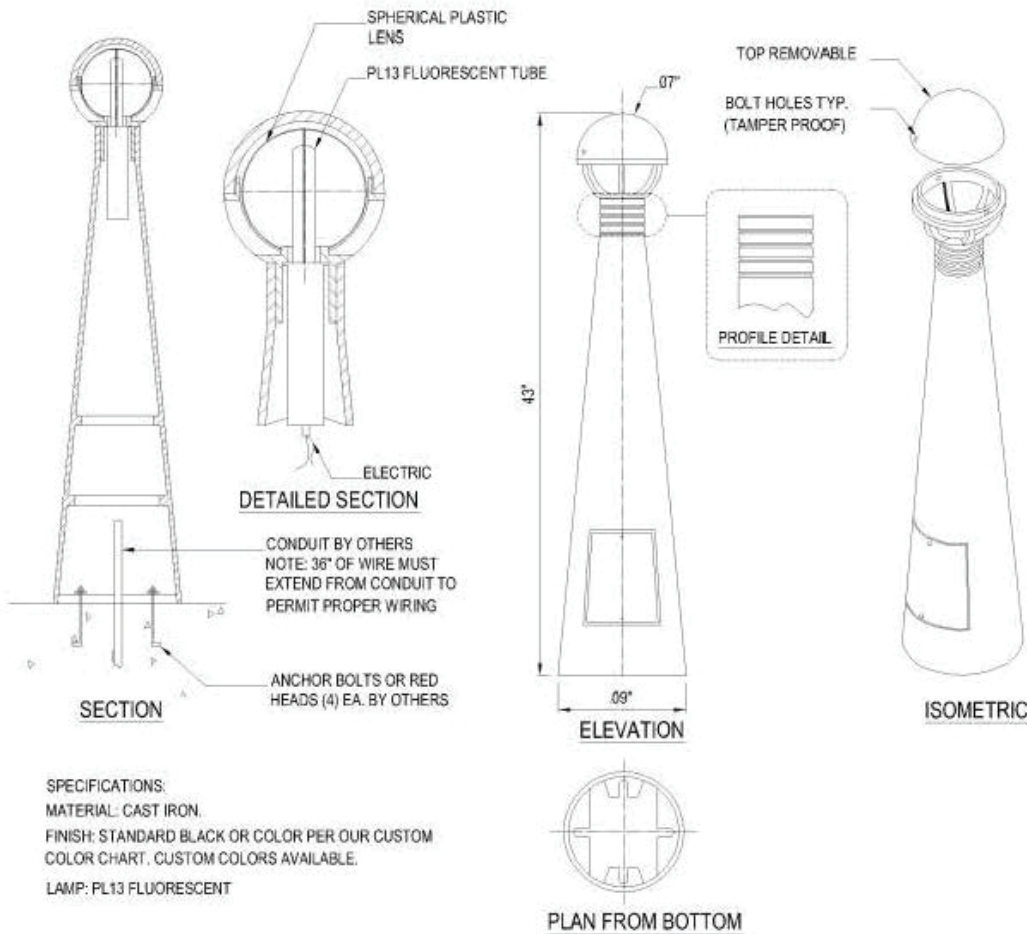
Canterbury International

Phone: 1(800) 935-7111

Website: www.canterburyintl.com

Current Pricing: \$1,200

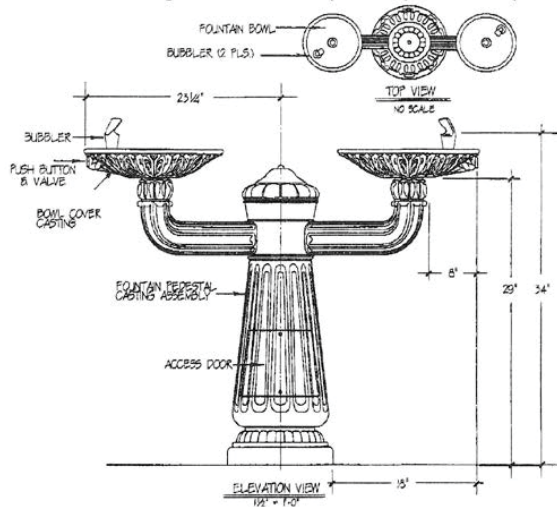
Please verify with company



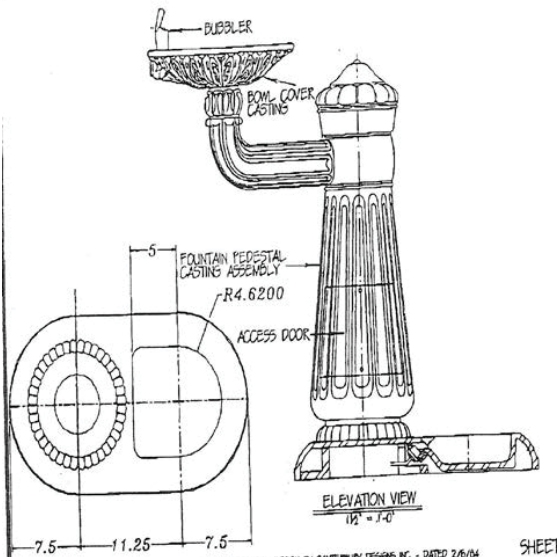
SPECIFICATIONS:
 MATERIAL: CAST IRON.
 FINISH: STANDARD BLACK OR COLOR PER OUR CUSTOM COLOR CHART, CUSTOM COLORS AVAILABLE.
 LAMP: PL13 FLUORESCENT



1890 Drinking Fountain - 2 Arm (Handicap Accessible)



Two-Arm Design



Single-Arm with Pet Bowl Design

Specifications

1890s Drinking Fountain

Two arm

One arm and pet bowl

Dimensions:

Height: 36"

Materials:

Bowl: Bronze with patina

Bubblers, strainers, and drain pipe in chrome-plated brass

Company:

Canterbury International

Phone: 1(800) 935-7111

Website: www.canterburyintl.com

Current Pricing:

Please verify with company





Specifications

U Shaped ornamental bike rack

Dimensions: 126" in length

Height: 36"

Materials: Black Matte Finish

Company: S & G Products

Phone: (517) 54c-9240

Website: www.sgfabricators.com

Current Pricing:

Please verify with company

Specifications

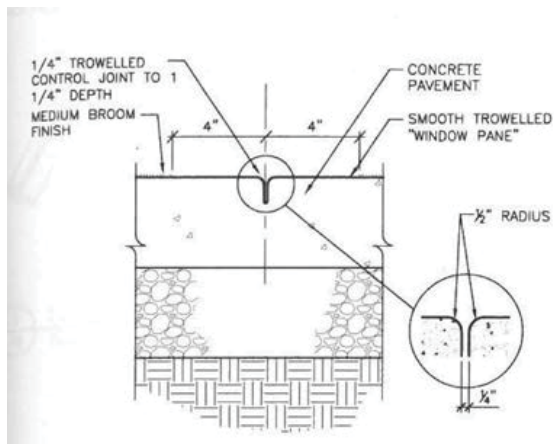
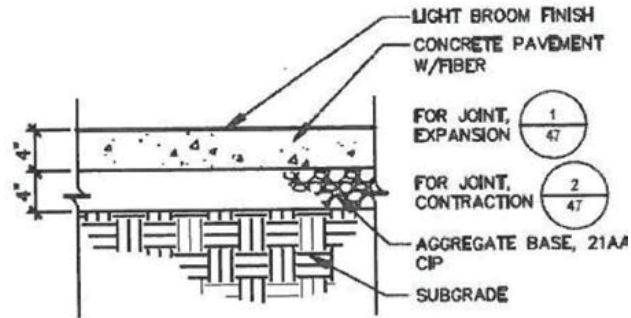
Sidewalk

Materials:

P1 concrete, Hand-trowelled
4" thickness

Minimum of 5' wide

Meets ADA compliance



Existing Furnishing Frequency **B.1**

Street	Bump Outs	Stone Planters	Planting Beds	Planting Pots	Tree Grates	Street Trees	Benches	Refuse
North Center- Approx. 370'								
East Side	2	2		7 - 1 per 50'	3 - 1 per 123'	5 - 1 per 74'	2 - 1 per 185'	2 - 1 per 185'
West Side	3			6 - 1 per 61'	6 - 1 per 62'	6 - 1 per 62'	1 - 1 per 370'	3 - 1 per 123'
West Main- Approx. 356'								
North Side	4	2	3	4 - 1 per 89'	1 - 1 per 356'	5 - 1 per 60'	1 - 1 per 356'	2 - 1 per 178'
South Side	3		5	8 - 1 per 45'	2 - 1 per 178'	7 - 1 per 50'	1 - 1 per 356'	3 - 1 per 119'
East Main- Approx. 560'								
North Side	3	6		8 - 1 per 70'	4 - 1 per 140'	10 - 1 per 56'	3 - 1 per 186'	4 - 1 per 140'
South Side	4	4		8 - 1 per 70'	5 - 1 per 112'	9 - 1 per 62'	3 - 1 per 186'	4 - 1 per 140'
Bump outs occur roughly every 4-5 spaces								



Northville DDA – Design Committee

MEETING MINUTES

June 11, 2018

Prior to the meeting: Brief discussion about the Commissions/Boards training session held by the City on June 7. All sub-committees must follow Open Meetings Act and be prepared for Freedom of Information Act requests. Lori will make sure all sub-committee meetings receive proper public notice. Chuck volunteered to take/prepare minutes.

Meeting Called to Order: At 3:12pm

Meeting Attendance: Lori Ward, Robert Miller, Alan Somershoe, Fred Sheill, Carol Maise, Chuck Murdoch

Bike Racks and Bike Repair Station:

- Responsibility for the bike repair station has been removed from this committee, as the Eagle Scout will be locating it outside the DDA boundary, at the Hines Park Trailhead on the south side of Seven Mile Rd. Mark Gasche, Parks & Rec, will assist.
- Twenty single hoop bike racks and three multi-loop racks will be recommended for purchase at a future DDA Board meeting. Total purchase expense (not including installation) is estimated to be about \$3800, in the 2018/19 budget year.
- It was agreed to recommend to the DDA Board, that the damaged existing bike rack be replaced. Also, existing bike racks which are pushed up against a wall (therefore unusable) in front of City Hall should be relocated.
- Also, based on a question, Lori explained that the newspaper racks near Poole's have been removed. Also, the old newspaper racks near 120 E Main have been removed and will be replaced with a new, smaller version.

Street Light Banner Hardware:

- Some of the banner hardware has been repaired, thanks to a volunteer.
- We've realized that banners are being made to various sizes, which not all the hardware types can accommodate. We need to pick a common set of hardware for ease of installation. Also, we need to standardize the size of the banners – Chamber will recommend a size.
- Lori will order additional banner arms to replace those that are missing or too damaged to use.

Cross Street Banners:

- We still need to confirm minimum banner height requirements for crossing a street. One suggestion is to find out the height of the lowest street light in town (or standards for street lights).
- Top priority locations are: Cady/Center, and Griswold/~~and~~ Main. Additional banners may be at: Main/Wing, and Center/Dunlap. Approximate costs are \$7500 material (not installation) for each location.
- Lori will investigate an approximate cost for a single banner and a set of four banners. We need to determine if out typical users will be willing to pay such a cost for an event. Are four banners too much? What would we be willing to spend on banners for a major event (like Heritage Festival)?
- Also, the DPW is starting to charge labor and materials for all work performed downtown, like installing banners for us. This may affect our ability to do these programs.
- Will these banners alleviate the need for messaging on our five "Welcome" signs entering town? Can the welcome signs be improved as a result of the banners?

- Lori will continue to investigate. We will not make any recommendations to the DDA Board at this time.

American Flags and Poles:

- The existing flags are getting very tired looking. We need approximately 200 new flags and 17 new poles. Going rate for a polyester flag is about \$35 apiece. This purchase would require a competitive bid, which will slow the process.
- It's doubtful we could have new flags in hand by July 4th. Robert suggested contacting Rocket Enterprise – they are full service, including installation – they made be able to do everything prior to July 4th.
- Suggestion was made to buy only 100 flags and space them out – fewer good flags may be better than many poor looking flags.
- Lori will keep investigating alternatives.

Piano in Old Church Square (Suzie):

- Suzie provided a project update by e-mail. We weren't sure about a few things, so Robert will contact Suzie. How do the games contracted with Village Workshop fit into the project?
- We would prefer the piano be painted professionally. Keep going with artist competition idea.
- Perhaps Tessa can attend our next meeting to discuss.

Downtown Murals (Chuck):

- Chuck provided a quick summary. DIA Inside/Outside (loan) Program, which we've done in prior years is over for 2018. Applications for 2019 are due in September. Chuck will fill out the application. On-line search showed no other museum in the state has such a program, as an alternative.
- Discussion about murals for the side of the build -- either Long building on East Main or the side other Lucy & The Wolf. Chuck will continue to investigate.

Ford Field:

- This project is an all-encompassing rethinking of what Ford Field should be, and what physical changes to improve it. All we have now is a ten-year old concept drawing.
- Long discussion about the fact that no major events have been held in Ford Field this year, or planned for the rest of the year. Therefore, should DDA be spending resources on it? No reason to connect the City to it, if nothing happens there. Need to establish a vision for this space – is it an event location, or not? Need to get the conversation going. Does it start with DDA Board, City/Township Managers, Parks&Rec?
- Process should include talking with Parks&Red/City Council to rethink approved renting process for Ford Field, including current fee that goes to Mill Race.

New Business:

- There was some discussion about the ordinance regarding sidewalk merchandising. A reminder may need to be sent to retailers.

Meeting Adjourned: 5:05pm

Next Meeting: July 9, 2018 @ 3:00pm

Submitted: C. Murdock 06/12/2018

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY July 2018:

PUBLICITY:

Press materials that have been prepared & sent out in July 2018:

- Sweet Brew 'n Spice Café opening

Upcoming press materials:

- Scars on 45 Concert
- 160 Main Opening
- Nail Salon 10th Anniversary
- September/October calendar
- Skeletons are Alive

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

- July 11 – The Oakland Press: Preview on Sweet Brew n Spice Café Opening
- July 14 – Fox 2: In-studio with Browndog about their National Ice Cream Day Fundraiser (Northville mentioned as a result of Browndog Barlor PR)
- July 14 – WJR AM: In-studio with Browndog about their National Ice Cream Day Fundraiser (Northville mentioned as a result of Browndog Barlor PR)
- July 14 – WXYZ TV 7: In-studio with Browndog about their National Ice Cream Day Fundraiser (Northville mentioned as a result of Browndog Barlor PR)
- July 17 – Northville Record: Feature on Sweet Brew n Spice Café
- July 22 – Fox2: In-studio with Sweet Brew n Spice Café
- July 27 – The Detroit News: Preview of the Buy Michigan Now Festival in Homestyle section
- July 31 – WXYZ TV 7: In-studio Buy Michigan Now Festival preview
- The Ville: Coverage/Profile on Up2Go regarding EV Charging stations
- Listings of events in major daily publications

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 July 2018 issue of The Ville
- Ad in July issue of SEEN Magazine

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. August 2018
 2. September 2018
 3. October 2018
 4. November 2018
 5. December 2018
 6. January 2019
 7. February 2019
 8. March 2019
 9. April 2019
 10. May 2019
 11. June 2019

- Quarter-page Ads in The Ville
 1. August 2018
 2. September 2018
 3. October 2018
 4. November 2018
 5. December 2018
 6. January 2019
 7. February 2019
 8. March 2019
 9. April 2019

- Ad in Tipping Point Theatre Season Programs
- 1/2 page Ad in Fall 2018 brochure

Northville DDA – Parking Committee

MEETING MINUTES

July 26, 2018

The Parking Committee Meeting was called to order at 8:06 am.

Present: Chair Carol Maise, Fred Sheill, John Casey, Jeffy Mittman

Absent: Lou LaChance, Jim Long

Also Present: Chief Mike Carlson, DPW Director Loyd Cureton, DDA Director Lori Ward

Approval of Previous Meeting Minutes. N/A

Residential Overnight Parking Permit Program:

The City has received a complaint from a downtown resident that the price of the residential overnight parking permits is too high and that there are no spaces in the designated spaces when the residents comes home at night and it is inconvenient to have to park elsewhere. Ward completed a survey of surrounding communities to determine the rates that other communities are charging for similar permits. There were a range of prices varying from free to \$35 per month. The City currently charges \$10/month for permits

Motion by Maise seconded by Mittman to recommend that the City maintain the \$10/month fee for Residential Overnight Parking Permits based on the time and resources required to review the applications, issue the permits and enforce the program and comparable rates charged by other Michigan Communities. **Motion carried unanimously.**

The Committee then discussed the issue of where the residents could park overnight. Many solutions were discussed including designating a remote lot for residential parking, expanding the number of parking spaces in each lot that residents could park in overnight, allowing residents to park anywhere in the lots in non-snow emergency situations. Ward mocked up ariel maps of each of the parking decks and lots to show the expanded spaces. The spaces would increase to 120 spaces in the 5 lots/decks.

Motion by Mittman seconded by Sheill to recommend that the City expand the number of parking spaces in each of the lots and decks designated for overnight parking and allow permit holders to park in any of the designated residential spaces in the system. The areas would be added adjacent to the current designated spaces. **Motion carried unanimously.**

Ward stated that she would contact the downtown resident to let him know of the Committee's recommendation.

Parking Deck Evaluating Project:

Ward provided information to the Parking Committee on the status of the Evaluation of the Parking Decks. Carl Walker/WGI has completed the reports on the necessary repairs and replacements that will need to be made, provided cost estimates, a phasing plan and 20 year maintenance plan. The City/DDA will now need to review the information and develop a funding strategy for the projects.

Cady Street Surface Parking Lot Status:

Ward advised the Committee that the City has entered into an Option Agreement with Hunter Pasteur Homes (HPH), the proposed developer of the Northville Downs. The purchase price will be \$422,917 and HPH will be required to replace the 92 public parking spaces currently located on site within their new project and City Council must approve the PUD for the project prior to closing on the sale of the lot.

EV Charging Stations:

Ward thanked the Parking Committee for attending the recent ribbon cutting for the EV charging stations held on June 28th. It appears that visitors are using the stations for charging and non-EV cars are no longer parking in the spaces since they have been striped and an EV symbol stenciled in each space. The project has been well received.

Sheill requested that the Committee receive information at the next meet on traffic counts that are being collected. Ward said she would insure the information was in the packet.

Meeting Adjourned: 9:20 am

Next Meeting: Meetings held as necessary.

Minutes submitted by Lori M. Ward

Northville DDA – Economic Development Committee

MEETING MINUTES

July 16, 2018

Prior to the meeting: Brief discussion about the Commissions/Boards training session held by the City on June 7. All sub-committees must follow Open Meetings Act and be prepared for Freedom of Information Act requests. Lori will make sure all sub-committee meetings receive proper public notice. Robert volunteered to take/prepare minutes.

Meeting Called to Order: At 8:06am

Meeting Attendance: Lori Ward, Jeff Hamilton, Robert Miller, Aaron Cozart, Chuck Murdock, Michelle Aniol, Carol Maise, Greg Presley

Master Plan and Sub Area Plan Updates

- City Council to review 7 Mile overlay.
- Do we need more commercial outside of Downtown?
- Does retail study help?
- How do we track actual trade area?
- Not retail necessarily, but some kind of commercial.
- Long term vision is needed for commercial needs along 7 Mile with potential for track development.
- Discussion about Plymouth ordinance of 25% lot coverage compared to Northville's 30%.
 - FAR reducing large homes on small lots; more greenspace.

Creative Many Update

- Strategic Plan recommended to work with Creative Many
- Director is leaving
- Subcommittee to find art organization for city or create one
 - Create a scope of work
- Involvement from art community

Downtown Project Updates

- Charging stations are working.
- Parking deck assessment:
 - Maintenance schedule
 - 30 year in maintaining property
 - \$600k for repairs at (2) decks
 - Discuss at August board meeting
- Track property update.

Main Street School RFP Update

- Discussed status of RFP
- Proposals include single family houses, apartments, park space

DDA Boundary Expansion

- Create subcommittee to discuss

Meeting Adjourned: 9.30am

Next Meeting: August 20, 2018

Submitted: Robert E Miller