



**Meeting of the DDA Board of Directors
August 24, 2021 - 8:00 a.m.**

The meeting will be held via video conference in compliance with the Open Meetings Act. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. A personal zoom invitation will be sent to each DDA Board member in advance of the DDA Board meeting and again the morning of the meeting. The public link for the DDA meeting on August 24, 2021 at 8:00 am is <https://us02web.zoom.us/j/88378441322> to join by phone: 1-312-626-6799, the Meeting ID: 883 7844 1322.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3 - minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. July Financial Statement (Attachment 4.a)
 - b. July Invoice Report (Attachment 4.b)
 - c. July 20, 2021 Meeting Minutes (Attachment 4.c)
5. Discussion of the June 15, 2021 Meeting Minutes – Greg Presley (Attachment 5)
6. Upgrade of Surveillance Equipment – Chief Maciag (Attachment 6)
7. EV Charging Stations Proposal (Attachment 7)
8. Heritage Festival (Attachment 8)
9. Social District Entrance Improvements (Attachment 9)
10. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley

- c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman
11. Future Meetings / Important Dates
- a. Design Committee Meeting – August 23, 2021
 - b. Sustainability Committee Meetings – August 26, 2021
 - c. Planning Commission – Northville Downs – August 30, 2021
 - d. Marketing Committee Meeting – September 2, 2021
 - e. Labor Day – City Hall closed – September 6, 2021
 - f. Executive Committee Meeting – September 8, 2021
 - g. Design Committee Meeting – September 13, 2021
 - h. Parking Committee – TBD
 - i. DDA Board Meeting – September 21, 2021
12. Board and Staff Communications
13. Adjournment – Next Meeting – September 21, 2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 07/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	769,414.00	769,414.00	474,862.54	474,862.54	294,551.46		61.72
370-000-403.010	DDA OPERATING LEVY	64,025.00	64,025.00	10,759.76	10,759.76	53,265.24		16.81
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,000.00	0.00	0.00	34,000.00		0.00
370-000-418.000	PROPERTY TAXES - OTHER	(500.00)	(500.00)	0.00	0.00	(500.00)		0.00
PROPERTY TAXES		866,939.00	866,939.00	485,622.30	485,622.30	381,316.70		56.02
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	30,000.00	30,000.00	0.00	0.00	30,000.00		0.00
370-000-586.080	DONATIONS/SPONSORSHIPS	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
GRANTS & OTHER LOCAL SOURCES		33,000.00	33,000.00	0.00	0.00	33,000.00		0.00
INTEREST								
370-000-664.190	INTEREST - MI CLASS 1 DIST	75.00	75.00	1.07	1.07	73.93		1.43
370-000-664.200	LONG TERM INVESTMENT EARNINGS	8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
370-000-664.500	INVESTMENT ADVISORY FEES	(600.00)	(600.00)	0.00	0.00	(600.00)		0.00
370-000-664.700	CUSTODIAL FEES	(125.00)	(125.00)	0.00	0.00	(125.00)		0.00
INTEREST		7,350.00	7,350.00	1.07	1.07	7,348.93		0.01
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		907,489.00	907,489.00	485,623.37	485,623.37	421,865.63		53.51
TOTAL REVENUES		907,489.00	907,489.00	485,623.37	485,623.37	421,865.63		53.51
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	51.37	51.37	13,688.63		0.37
370-753-707.000	WAGES - REGULAR OVERTIME	1,185.00	1,185.00	0.00	0.00	1,185.00		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	10,215.00	10,215.00	241.95	241.95	9,973.05		2.37
370-753-967.000	FRINGE BENEFITS	14,595.00	14,595.00	47.62	47.62	14,547.38		0.33
Total Dept 753 - DPW SERVICES		40,235.00	40,235.00	340.94	340.94	39,894.06		0.85
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	749.76	749.76	16,840.24		4.26
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	90.00	90.00	(90.00)		100.00
370-861-710.000	WAGES - PART TIME	55,960.00	55,960.00	4,390.89	4,390.89	51,569.11		7.85
370-861-726.000	SUPPLIES	575.00	575.00	0.00	0.00	575.00		0.00
370-861-740.050	DOWNTOWN MATERIALS	20,400.00	20,400.00	1,029.29	1,029.29	19,370.71		5.05
370-861-751.000	FUEL & OIL	400.00	400.00	73.87	73.87	326.13		18.47
370-861-801.000	CONTRACTUAL SERVICES	25,930.00	25,930.00	871.16	871.16	25,058.84		3.36
370-861-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	239.50	239.50	3,760.50		5.99
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00

PERIOD ENDING 07/31/2021
% Fiscal Year Completed: 8.49
JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 07/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-861-850.000	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	226.44	226.44	32,083.56		0.70
370-861-913.000	VEHICLE INSURANCE	400.00	400.00	203.00	203.00	197.00		50.75
370-861-920.010	ELECTRIC POWER	5,390.00	5,390.00	73.24	73.24	5,316.76		1.36
370-861-920.020	NATURAL GAS	8,250.00	8,250.00	0.00	0.00	8,250.00		0.00
370-861-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	0.00	0.00	8,860.00		0.00
370-861-967.000	FRINGE BENEFITS	11,525.00	11,525.00	738.31	738.31	10,786.69		6.41
370-861-976.010	STREET FURNISHINGS	10,700.00	10,700.00	0.00	0.00	10,700.00		0.00
Total Dept 861 - DESIGN COMMITTEE		204,290.00	204,290.00	8,685.46	8,685.46	195,604.54		4.25
Dept 862 - MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	749.77	749.77	16,840.23		4.26
370-862-710.000	WAGES - PART TIME	14,595.00	14,595.00	628.34	628.34	13,966.66		4.31
370-862-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00
370-862-785.000	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00		0.00
370-862-801.000	CONTRACTUAL SERVICES	60,000.00	60,000.00	8,368.00	8,368.00	51,632.00		13.95
370-862-801.340	WEB SITE MAINTENANCE	900.00	900.00	0.00	0.00	900.00		0.00
370-862-967.000	FRINGE BENEFITS	8,125.00	8,125.00	373.16	373.16	7,751.84		4.59
Total Dept 862 - MARKETING		152,060.00	152,060.00	10,119.27	10,119.27	141,940.73		6.65
Dept 863 - PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,795.00	374.88	374.88	8,420.12		4.26
370-863-710.000	WAGES - PART TIME	1,460.00	1,460.00	62.83	62.83	1,397.17		4.30
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00
370-863-950.260	OPER TFR TO PARKING FUND	120,900.00	120,900.00	0.00	0.00	120,900.00		0.00
370-863-967.000	FRINGE BENEFITS	3,610.00	3,610.00	167.17	167.17	3,442.83		4.63
Total Dept 863 - PARKING		184,815.00	184,815.00	604.88	604.88	184,210.12		0.33
Dept 864 - ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	937.22	937.22	21,052.78		4.26
370-864-710.000	WAGES - PART TIME	28,100.00	28,100.00	314.15	314.15	27,785.85		1.12
370-864-726.000	SUPPLIES	850.00	850.00	638.68	638.68	211.32		75.14
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	(3.00)	(3.00)	68.00		(4.62)
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	4,435.00	2,396.80	2,396.80	2,038.20		54.04
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	3,500.00	0.00	0.00	3,500.00		0.00
370-864-805.000	AUDITING SERVICES	5,105.00	5,105.00	0.00	0.00	5,105.00		0.00
370-864-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	0.00	0.00	1,315.00		0.00
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,280.00	6,280.00	3,299.82	3,299.82	2,980.18		52.54
370-864-920.000	UTILITIES	1,420.00	1,420.00	107.97	107.97	1,312.03		7.60
370-864-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	0.00	0.00	1,395.00		0.00
370-864-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
370-864-967.000	FRINGE BENEFITS	9,305.00	9,305.00	433.47	433.47	8,871.53		4.66
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	0.00	0.00	12,960.00		0.00
Total Dept 864 - ORGANIZATIONAL		97,670.00	97,670.00	8,125.11	8,125.11	89,544.89		8.32

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		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	937.17	937.17	21,052.83		4.26
370-865-710.000	WAGES - PART TIME	2,920.00	2,920.00	125.65	125.65	2,794.35		4.30
370-865-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
370-865-967.000	FRINGE BENEFITS	8,970.00	8,970.00	415.51	415.51	8,554.49		4.63
Total Dept 865 - ECONOMIC DEVELOPMENT		34,530.00	34,530.00	1,478.33	1,478.33	33,051.67		4.28
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,685.00	174,685.00	0.00	0.00	174,685.00		0.00
Total Dept 945 - DEBT SERVICE		174,685.00	174,685.00	0.00	0.00	174,685.00		0.00
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	19,204.00	19,204.00	0.00	0.00	19,204.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	19,204.00	0.00	0.00	19,204.00		0.00
TOTAL EXPENDITURES		907,489.00	907,489.00	29,353.99	29,353.99	878,135.01		3.23
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		907,489.00	907,489.00	485,623.37	485,623.37	421,865.63		53.51
TOTAL EXPENDITURES		907,489.00	907,489.00	29,353.99	29,353.99	878,135.01		3.23
NET OF REVENUES & EXPENDITURES		0.00	0.00	456,269.38	456,269.38	(456,269.38)		100.00

08/18/2021 11:35 AM

User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 07/01/2021 - 07/31/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Attachment 4.b

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035-3225-3883-9337 MISC SUPPLIES F	071321-A	07/28/21	895.89	116223
370-861-740.050	DOWNTOWN MATERIALS	DORNBOS SIGN & SAFETY,	ROAD CLOSED SIGNS	INV56442	07/28/21	116.45	116195
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	070921	07/14/21	299.00	500447
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE INTERNET	071721	07/28/21	286.08	116200
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY	11593	07/28/21	239.50	116220
370-861-850.000	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035-3225-3883-9337 MISC SUPPLIES F	071321-A	07/28/21	226.44	116223
370-861-913.000	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION # 1-7/1/21-7/1	M0001315	06/30/21	203.00	116214
370-861-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRICAL CHARGES 6/17/21 - 7/16/2	6/17/21 - 7/16/2	07/28/21	73.24	116207
Total For Dept 861 DESIGN COMMITTEE						2,339.60	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR MONTHLY STIPEND	NORTHVILLE 8-202	07/28/21	2,000.00	116189
370-862-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	MUSIC LICENSE FOR TOWN SQUARE	40568618	07/28/21	368.00	116243
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	STAGE BANNER & A-FRAME SIGNS	1-33446	08/04/21	361.00	116298
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	STAND SIGNS	1-33475	08/04/21	270.00	116298
Total For Dept 862 MARKETING						2,999.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	CDW GOVERNMENT, INC.	24" MONITORS - DDA	G503309	07/14/21	638.68	116074
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	071621	07/28/21	88.40	116201
370-864-801.190	TECHNOLOGY SUPPORT & SERV	I.T. RIGHT ,INC	EMAIL EXCHANGE & WEB FILTER SUBSCRI	20169286	08/11/21	122.00	116334
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION # 1-7/1/21-7/1	M0001315	06/30/21	1,919.00	116214
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	070921	07/14/21	32.97	500447
Total For Dept 864 ORGANIZATIONAL						2,801.05	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						8,139.65	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
July 20, 2021
Zoom Meeting

The July meeting of the DDA Board was called to order at 8:00 a.m.

ROLL CALL

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

Absent:

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Fred Sheill/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Presley wants to make a correction to the June 15th minutes and will do it later in the meeting.

Motion by McKindles, seconded by Turnbull to approve the Agenda and Consent Agenda, with the exception of the June 15th meeting minutes. **Motion carried unanimously.**

EV CHARGING STATIONS PROPOSAL

Ward said the DDA and DPW met with representatives of Fleis & VandenBrink (F&V), the City's Engineering firm, two weeks ago to discuss the possibility of having F&V assist with the upgrade of the City/DDA's EV charging Equipment. The upgrade would include adding a method of payment to the chargers so that the DDA will no longer pay the bill for the energy consumption which is currently running about \$5,000 a year. F&V sent a staff member out of their Grand Rapids office that is knowledgeable about EV charging stations and would be involved in the project.

F&V reviewed a list of area vendors provided by Detroit Edison and reached out to several of them that appeared to have the qualifications that the DDA/City required. After discussing the DDA/City project F&V recommended vendor, Hage Auto out of

Detroit. Hage Auto has teamed up with Enel X Red E Charging. Hage would assist the DDA/City in acquisition, installation and maintenance of the charging units. A pay station would be installed and the DDA would get a portion of the revenue paid by users. In addition to the two charging stations behind 120 W. Main Street, Hage is suggesting that the DDA/City install charging stations at the two locations on Main Street where the infrastructure is already available and add 4-6 new charging stations in the lower level of the Cady Street Parking Deck. The contract would be for 10 years and the DDA would receive 10% of the revenue. Hage is available to start the project as soon as the contract is executed.

DDA staff circulated a copy of the proposal to the Sustainability Committee for input. It was suggested by City Administration that the proposal, including the location of the proposed new charging stations be reviewed by the DDA's Parking Committee. DDA staff will set up a meeting as soon as possible with the Parking Committee.

Sullivan asked how many EV charging stations are being recommended and if the contract is for 10 years. Ward replied Hage is recommending 10 EV charging stations and their contract is for 10 years. Ward said you can get out of the contract early but need to stay in for at least 3 years in order to avoid penalty fees. Ward said she agrees that 10 years is a long time and the DDA would try to shorten the duration of the contract. Casey said the parking committee will discuss how many spots are actually needed and how long the contract should last. Ward said the DDA would like to explore EV charging stations for ebikes with Hage as well.

Ward said Hage would be responsible for getting our charging stations on EV maps. They provide full service and repair which would take the responsibility off the DDA staff. Presley asked if we have sufficient infrastructure on Main & Center to accommodate EV Chargers in parallel parking spaces. Casey said that most EV stations are in parking lots and decks. Buckhave asked if the charging stations would only be available for electrical cars. Ward said yes. Buckhave expressed concern about taking parking away when it is already difficult to park in downtown.

Buckhave said that she has also seen more overnight parking in the lot behind her and whether they have permits to stay all night and day. Casey said that based on what the Parking Committee has discussed in the past, overnight permit holders do have the ability to park day and night. Ward said she would ask Chief Maciag to clarify the rules on overnight parking and would get back to the Board.

Gutman commented that the main draw for installing the EV charging stations on West Main Street was that they are already wired for use. There are no other spots in downtown that are currently prepared for this purpose. Casey said there is no advantage to going to a prepared location because Hage is covering all the installation costs on the new units.

PROJECT UPDATES

Ward said the DDA is working on getting the electricity for the lights in the Pods and Stands on a timer so the lights do not stay on all evening. Derek Blair, owner of Northville Gallery has reached out to the City/DDA to suggest that the DDA install wall mounted fans to the Pods. Blair has offered for his business to sponsor the installation. The fans are approximately \$350/each and there are 6 Pods for a total of \$2,100. DDA staff has begun to search for the correct fans. The pods already have outlets in them, so once wall mounted the fans can be plugged in. The DDA should consider installing fans in the 4 Stands as well.

Ward said the DDA received an email from a resident with a concern for the outdoor dining areas not being handicapped accessible. The structures area enclosed by planters and fencing that makes it difficult to access the dining area. The DDA sent an email to all of the restaurant owners providing them with information on the issue and a date that the outdoor dining would need to be modified per the building official Brent Strong. No changes were made. Strong reached out to the DDA last week and followed up with the 3 business owners who had not yet complied.

The DDA has been working with Fleis & Vanden Brink on beautifying the entrances. It has been determined that only one type 3 barricade is required at each intersection with the current road closed signage. DPW confirmed that they have additional barricades at DPW that are newer and in better shape that we could swap out with the units that are there. This alone would be an improvement. No additional signage is required and no flashing lights are required. They made some minor suggestions on a type of barricade that could be used to replace the police cars. Before purchases for new equipment are made, DDA staff wanted to have a discussion with the Executive Committee about how long the streets might remain closed.

DDA staff has been working with both Begonia Brothers and Don Green Electrical to secure estimates for the purchase and installation of overhead Tivoli lights similar to Town Square. The DDA would like to use the same vendor that was used for Town Square and the recent replacement of the Town Square lights. The DDA received Green Electric's estimate of \$115,000 on Wednesday for both Main and Center Streets. Presley asked if a pattern for the lights was provided by Green Electrical. Presley feels that the Design Committee should weigh in on the pattern for the lights before any decisions are made. Riley questioned whether the \$115,000 estimate was for just Main or both Main and Center? Ward agreed the proposal was not clear and would ask Green Electric. Sullivan asked if the anchors for the lighting would be on the front facades of all the buildings. Ward said yes, they would be on the front of the buildings. Sullivan is concerned that over the past few years the downtown has had trouble with building facades falling off. Sullivan said the City could be blamed for the damage if the lights are deemed responsible. Sullivan also said it will be time consuming and costly getting an easement from all the building owners. Ayers cautioned the Board to be cautious concerning the DDA budget given all the other projects that may be forthcoming.

The DDA has also been exploring retractable bollards as a solution for street closures if they were to remain closed indefinitely. Chris Rizik recently sent the DDA information about a bollard system that moves on a track to open traffic. Ward said we open the streets several times a week so the flexibility of this system would be welcomed. The 4 sets of 6 bollards were approximately \$500,000. DDA is also investigating retractable bollards that can be recessed into the street, flush with the street, when needed. This can be done through a hydraulic lift or manually. This seems to be a less costly option. In addition, Fleis & Vanden Brink suggested adding barriers to replace the police cars and that can be moved when needed by tipping the units on the side and moving them like a dolly. Ward said it is hard to spend large amounts of money until we know for sure if the street closures are permanent.

Ayers wondered what the process will be to determine if the streets will remain closed. Riley said that at the Executive Committee they discussed doing another Community survey in the 4th quarter. Riley said the plan is to reach out to all the stake holders before moving forward. Ward said we need to experience what the 4th quarter will look like now that people have less covid restrictions and can dine inside restaurants. Starring said with the new covid variants we could remain closed.

COMMITTEE INFORMATION AND UPDATES

a. Design Committee:

Ward said the Design Committee will start meeting again regularly and they will have a report for the next meeting.

b. Marketing Committee:

Riley said the Marketing Committee talked about the Arts and Acts event and how it was received in the new location. Ward said the new location was problematic to the library and the Community Center so most likely not a permanent solution. The Chamber is beginning to plan the Heritage Festival, the scope and scale will be smaller this year. Turnbull said the 4th of July Parade was shorter but was well attended, the community enjoyed having the parade back.

c. Parking Committee:

None

d. Organizational Committee:

Ward said only 4 applications were received for the new Administrative Assistant position. Ward and Johnson interviewed one of the candidates. The candidate has a background in marketing so would be a good fit for the open position. We are doing background checks and plan to offer her the job if all goes well.

e. Economic Development Committee:

Cozart said the Economic Development Committee (EDC) met in late June to discuss the Exchange Bar & Grill's rooftop deck and other renovations. The committee had a favorable response to their drawings and plan to prepare

feedback for the Planning Commission to review. Cozart said there has been some talk about the Northville Downs project moving forward again but EDC is waiting to get involved until the preapplication process is complete.

f. Sustainability Committee:

Riley said that the Committee has no additional updates but their next meeting is on July 29th.

BOARD AND STAFF COMMUNICATIONS

Presley said he will address the issue with the June 15th minutes at the August Board meeting.

Motion by Turnbull, seconded by Casey to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 9:15 am

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

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
June 15, 2021
Zoom Meeting

The June meeting of the DDA Board was called to order at 8:00 a.m.

ROLL CALL

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

Absent:

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Fred Sheill/Resident, AnnaMaryLee Vollick/Resident, Susan Haifleigh/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Long questioned the amended contract with JAG. Long said the Friday night concerts were moved to Main Street and the Saturday concerts will now be on Center Street. Ward said that change has been made but was not in the JAG contract language.

Boyd brought to the attention of the Board to the Fund Balance numbers in the budget update. The total \$127,000.00 has restrictions for known future expenditures that have already been earmarked so that is why we are only returning \$84,000.00 to the fund balance. Boyd also thanked Ward and Johnson for their hard work this past year allowing the fund balance to grow.

Ayers said the Fund Balance growth is primarily because we tabled so many projects because of the pandemic. At some point in the future, she'd like to see those projects put back on the priority list.

Presley asked to add an item to the agenda. He would like to add the East Cady Street realignment to the Sustainability Committee update.

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

BUDGET UPDATE

Ward said DDA staff, working with the City's Finance Department has developed some end of the year numbers. This information was developed during the 4th Quarter Budget Amendment process and the numbers will fluctuate a bit as the fiscal year still has 3 weeks to go.

Fund Balance at start of 2020-21	\$298,552
Returned to Fund Balance	<u>\$ 84,068</u>
Fund Balance at start of 2021-22	\$382,620
Restricted Fund Balance*	<u>\$121,187</u>
Unrestricted Fund Balance 2021-22	\$261,433

The Restricted Fund Balance of \$121,187.00 has funds earmarked for street improvements, fringe benefits and the dedicated parking funds included in the total. Therefore, the DDA was able to contribute \$84,068 back to Fund Balance in part due to the postponement of capital improvement projects during the pandemic in order for the DDA to concentrate on the Social District and support of the business community. In addition, the DDA saved on operational costs with City Hall closed and staff working remotely.

Recently there has been requests for funding of projects and the DDA will need to determine if they are willing to spend some of their unrestricted fund balance to pay for the improvements and if so, to what extent. See the projects that have been discussed below that are not currently funded in the DDA's 2021-22 Budget.

Overhead Tivoli Lighting	\$75,000
Overhead Banners	\$20,000 - \$35,000
Additional Social District Improv	\$20,000
Improved Surveillance Cameras	\$12,000 – \$45,000

Johnson mentioned contacting Planterra about beautification of the entrances. They gave an estimate of \$8,000 to add evergreen shrubbery to the four entrances. Boyd questioned whether we would own the shrubbery and Johnson confirmed that the DDA would own the planters and plant material. Boyd felt we could find a better price and should look at other vendors. Boyd felt we should involve the Design Committee in the beautification of the entrances. Casey suggested taking action on a budget figure so the Design Committee can move forward when they decide priorities.

Presley asked if there was a design created for the Tivoli Light installation. Ward said she met with Green Electric and was hoping to hear back from him soon. Ward has also requested an estimate from Begonia Brothers who currently provides service for all of the DDA's seasonal lighting. Riley questioned if the roads were to reopen would we still want Tivoli Lights overhead. Ayers also felt we should be cautious with our expenditures

since the roads may reopen sooner than later. Ward said even though our street closures only go through February 2022 the Social District is in place for another 2 years. Even before the pandemic Riley said we closed the streets regularly for events so the Tivoli Lights would be utilized. Presley agreed that Tivoli Lights are a great place maker for the downtown regardless of whether the streets are closed or open.

Ayers again cautioned how we spend DDA funds because we have not had many tax increases of late. Boyd said \$261,000 of unrestricted funds is a quarter of our annual budget which is about what the DDA should have in their Reserve Funds. Ward agreed that when the DDA Board voted to adopt our new budget the Board voted to put the reserves back into the Fund Balance to build back up again. Even though the wish list is long it was felt we needed to build our reserves up again in case of another unforeseen emergency.

Casey asked that the Board approve \$8,000 for entrance beautification and turn it over to the Design Committee for final approval. That way the expenditure doesn't need to come back to the Board again for approval. Riley questioned what to do about the Tivoli Light project. Boyd said that level of expense (\$75,000) should be discussed based on what percentage the Board feels should remain in the Fund Balance. Boyd feels 15% of the DDA total budget should be a hard stop on depleting the Fund Balance moving forward. Buckhave questioned whether the Tivoli Lights would be very impactful if we reopen the streets. Presley believes the Tivoli Lights would be just as impactful if the streets were to reopen. Long felt we should move forward with the motion on the floor and table the Tivoli Light project for future discussions when we have more information. Riley felt we could call a special meeting if the DDA wants to move forward quickly with the Tivoli Light project after estimates are available.

Motion by Casey, seconded by Long to set aside \$8,000 for entrance beautification. Motion carried unanimously.

PROJECT UPDATES

Ward said the Stands in Town Square have been moved out of the center and relocated to the west side of the plaza. This has allowed more room in Town Square for activities like Tunes on Tuesday. Ward mentioned moving the other Stands may be more difficult based on proximity to electrical outlets. Ward mentioned that she also asked Green Electric for a quote to put a timer on the lights in the Stands and Pods to cut down on the DDA electricity costs.

Ward said she received a letter from a resident about the outdoor dining areas not being handicapped accessible. The outdoor structure areas are enclosed by planters and fencing which makes it difficult to access the dining area. Ward forwarded the letter to Brent Strong, the City's Building Official, and he agreed the dining areas need to be modified to become ADA compliant. Ward sent a letter to all the restaurants to give them notification that they need to modify their dining areas to become ADA compliant.

Ward said there was a scheduled facilitation on Wednesday, June 10th with Singh, the DDA and an outside facilitator to try to reach an agreement on the City/DDA's request for Singh to participate in the capital improvement projects needed to keep the deck in good operating condition. The City is looking to raise the existing monthly charge from \$10 per month to \$36 per month over the next 20 years to pay for the cost of the improvements. If we are unable to come to a resolution working with the facilitator, the City/DDA will need to discuss their legal options. If there is not a resolution the DDA Board may need to get involved at some point in the future.

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee:*

Boyd said the Design Committee did not meet but suggested having monthly meetings again moving forward.

b. *Marketing Committee:*

Riley said the Marketing Committee did not meet. Ward mentioned Arts and Acts is this weekend. Turnbull mentioned there will be 5th of July Independence Parade sponsored by the Chamber of Commerce.

c. *Parking Committee:*

None

d. *Organizational Committee:*

Ayers said the new budget starts July 1st.

e. *Economic Development Committee:*

Cozart said the committee will be meeting on June 29th to review the Exchange project.

f. *Sustainability Committee:*

Gutman said the sustainability committee continues to meet bi-monthly along with several other subcommittees. They are looking at enhancing walkability in the Northville community and supporting the 3 task forces.

Presley updated the Board on the potential realignment of Cady Street. In 2012 the city had a citizen committee to look at realigning Cady Street. Now that the Downs property may be developed it is once again critical to look at realigning Cady Street to protect the residents of Beal Town from increased traffic. This realignment would also help with walkability when the Rouge River is daylighted. Cady Street would no longer go due North but instead go on a 45-degree angle along the Foundry Flask property and through the car wash property. This would create an entrance off of East Main Street that would serve a lot of purposes. This is outside the DDA boundaries but it would provide more walkability and traffic control for the downtown. This will be talked about at the Planning Commission meeting tonight. Presley said all the property owners that the realignment effects are in favor of the Cady Street changes.

BOARD AND STAFF COMMUNICATIONS

Long said in July of 2018 the City of Northville entered into a 3-year agreement with Hunter Pasteur for only \$100 to purchase the Downs Property. The renewal comes up in July and the City has zero recourse but to allow them to renew their option to purchase. Long believes the property has increased in value over the past three years. The DDA is the keeper of the parking lots and should have been included in the discussions. Long believes this agreement should be reviewed before it is renewed in July. Turnbull said there are current ongoing conversations about the value of the property and extension of the existing contract. Turnbull agrees that the DDA should be included in future discussions. Long also stated that the current agreement with Hunter Pasteur allows them to renew every 6 months.

Boyd updated the DDA Board on the June 7th task force presentation made to City Council. The high priorities were the city entrance off of Hutton Street down to the park (creating a more graceful entrance), adding bathrooms and reconstructing the Fort Griswold playscape. A second-tier suggestion was including the Ford Field East (across Griswold) property into the life of the City by making it more walkable and accessible. Boyd said there were also discussions about combining the three separate task forces into one to create a more comprehensive task force moving in the one direction. Boyd said there are possible grants available for the Ford Field improvements.

Motion by Turnbull, seconded by Casey to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 9:25 am

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



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Surveillance Equipment

Date: August 24, 2021

Background:

In 2014, the City and DDA in partnership added surveillance equipment in City Hall, Downtown Northville, Comerica Community Connection and the Cady Deck. The surveillance equipment has been utilized by the Police Department and DDA frequently to assist in identifying those involved in accidents or crimes. In addition, with the roads closed during covid and the Social District in place, the cameras have allowed the Police Department to monitor the Social District area remotely to cut down on staffing costs.

The initial cost of the DDA's portion of the equipment and installation was approximately \$5,000. The City/DDA contracted with Hollman Surveillance over the years for upkeep and maintenance of the system. In 2020, the city parted ways with Holman Surveillance and have been using the services of Camtronics. The system is now 7 years old and is requiring a number of repairs and upgrades and is not reliable. The contractors have stated that the Main Street lens is damaged and beyond repair and the rest of the system is near its useful life.

Analysis:

The goal of the project is to move all of the stationary DDA cameras off of the current failing system to a new video server at City Hall. New PTZ (pan tilt zoom) cameras will replace the old ones.

The Scope of Work would include configuration of the new City Hall video servers to communicate with the existing DDA cameras over the upgraded network connections. The existing DDA cameras would be modified to work across the new network connection and add a new downtown PTZ camera to the video server. A full proposal has been included for review (Attachment A).

Budget:

The total cost of the proposed work is \$12,238.88. The City has an approved grant through their insurance company, MMRMA, that will cover 1/3 of the cost of this project. The remaining cost of the project would be split between the City and DDA. The total DDA share would be \$4,080. The DDA's portion would come from DDA Fund Balance.

Recommendation:

DDA staff, working with the Northville Police Department, recommend that the City and DDA partner to install the new upgraded equipment for a not to exceed amount to the DDA of \$4,080.

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Your security starts with us



Securing Southeast Michigan Since 1971

FROM

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FOR

Alan Maciag

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QUOTE NUMBER

5288

DATE

June 24, 2021

VALID UNTIL

August 25, 2021 at 12:23PM

City of Northville, Move DDA cameras and new downtown PTZ camera to the City Hall Video Server

Scope of Project

The goal of this project is to move all the stationary DDA cameras off the current failing system to the new video server at City Hall and install a new PTZ camera to replace the old one.

Scope of Work

Configure the new City Hall video server to communicate with the existing DDA cameras over upgraded network connections. Modify existing DDA cameras to work across the new network connections and add a new downtown PTZ camera to the video server. Expand the video server archive by 8TB. Work to include setup of new network connections, power supplies and wireless link.

Assumptions



- Existing cameras and cabling to be reused, assumed good. (This quote does not cover the labor required to correct or recover non-responsive equipment or faulty cable)
- The current camera's default user names and passwords are enabled and have not been changed.
- All existing cameras are POE powered.

Exceptions

- Wall patching
- Roof patch
- Removing abandoned cables
- Troubleshooting, repair or replacement of exiting cables
- Ceiling tiles
- Downtown WIFI
- All work including troubleshooting and/or recovery of any failed or locked (no password) cameras and/or connections is not included under this proposal and would be billed as an addition cost, including parts and labor.

Provided by others:

- Aerial man-Lifts
- Production network configurations
- Comcast setup, 6 additional static IPs and monthly fees
- AC power
- Internet Access
- Production network configuration and access

Wireless Point-to-Point Kit	2,150.00
Single channel, in-line, IP camera and PoE power surge protector	184.62
2MP PTZ Camera IP 2MP Pan/Tilt/Zoom camera with 32x lens 	2,236.92
Misc Mounting Hardware	307.69
Low Profile PTZ Camera Mount 	287.31
CompleteView Pro, 64 Bit, 1 IP Camera License	134.00 x 8 1,072.00

24VAC Power Supply	245.01
Additional Video Storage Drives 4TB	261.28 x 2 522.56
Parking Deck Switch	1,120.00
Bank Switch	225.77
Outdoor CAT5e	0.35 x 250 87.50
Cable, 2C 14GA PVC	0.33 x 150 49.50
Daily Truck Charge	130.00 x 3 390.00
Subtotal	8,878.88
Installation Labor Installation includes all conduit, conduit boxes, equipment enclosures, power supplies, all cable installation, cable hangers, cameras, mounts, radios and terminations. (per quote) All work to be performed during normal business hours. Overtime is not covered.	105.00 x 32 3,360.00
Total	\$12,238.88



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: EV Charging Stations

Date: August 24, 2021

Background:

In 2017, the DDA entered into a partnership with Up2Go to provide 2 EV charging stations in the parking area behind 120 W. Main Street. Up2Go agreed to pay for the purchase and installation of the 2 dual units and all of the electrical costs for 18 months. At the end of the 18 months, the DDA took over the electrical costs that average around \$5,000 year. The units have had trouble and currently have to be reset several times a week. The DDA has been discussing the possibility of upgrading the 2 units and adding a payment feature for some time now. The existing units are not reliable and DDA staff does not want to spend money repairing the units if they are going to be replaced.

Analysis:



The City's engineers, F & V, assisted the DDA in the process of selecting a vendor that could assist with the replacement and maintenance of the EV units. F & V reviewed a list of area vendors provided by Detroit Edison and reached out to several of them that appeared to have the qualifications that the DDA/City desired. After discussing the DDA/City project F & V recommended vendor, Hage Auto out of Detroit. Hage Auto has teamed up with Enel X Red E Charging. Hage would assist the DDA/City in acquisition, installation and maintenance of the charging units. A pay station would be installed and the DDA would receive 10% of the revenue produced by the units. In addition to the two charging stations behind 120 W. Main Street, Hage suggested that the DDA/City install charging stations at the two locations on Main Street where the infrastructure is already available and add 4-6 new charging stations in the lower level of the Cady Street Parking Deck. The term of the contract was proposed for 10 years. Hage is available to start the project as soon as the contract is executed.

The DDA staff presented Hage's proposal (Attachment A) to the DDA Board at their July meeting. It was suggested by City Administration that the proposal, including the location of the proposed new charging stations be reviewed by the DDA's Parking Committee. The DDA held a Parking Committee meeting on July 29, 2021.

The Parking Committee reviewed the recommendations from F & E and reviewed the proposal including the suggested locations. At the conclusion of the discussion, the Committee voted to recommend to the DDA Board the replacement of the 2 existing EV charging stations behind 120 W. Main with 1 center mounted dual port pedestal with retractable cables.



Hage recommended that 1 center mounted dual port pedestal with retractable cables also be added to W. Main Street. This location has been under discussion for many years to accommodate EV charging stations and is currently wired to receive EV stations. The Committee felt that the two parking spaces on West Main Street were too valuable to have utilized for EV charging only and are prime short-term parking for downtown businesses and should remain. Casey recommended that these two W. Main sites that were prepped for EV stations nine years ago be removed and new sidewalk installed. Currently they are capped and a trip hazard in the sidewalk area. The Committee recommended that no EV charging stations be added to Main Street or the lower level of the

Cady Street Parking deck. The Committee was not convinced that the demand for EV charging stations would support this number of new charging stations. In addition to reviewing the physical locations of the EV charging stations, the Committee also felt that the terms of the contract were too long and should be reduced from 10 years. The Committee asked staff to review whether Hage would upgrade the equipment at their expense if there was a change in technology during the term of the contract.

Budget:

The DDA currently pays approximately \$450 a month in electrical costs to support the two charging stations. Initially the cost of the electricity was sponsored by Up2Go, a Northville Downtown Business. When the initial sponsorship agreement expired, UP2Go declined to renew. Under the terms of the new agreement, Hage Auto would be responsible for the acquisition, installation and maintenance of the new equipment and would collect the revenue charged for use of the stations. The DDA would be reimbursed 10% of the revenue collected. The DDA would not assume any charged associated with the development and maintenance of the charging system.

Recommendation:

DDA Staff would like the DDA Board to review and discuss the Parking Committee recommendation and provide direction to the DDA staff.



Northville Red E EV Charging Proposal



WHY EV CHARGING

With automakers investing billions of dollars into Electric Vehicles, it is clear that the future of the car will be electric



PROMOTE SUSTAINABILITY

Electric Vehicles are **zero emissions which are better for the environment** and promote a sustainable lifestyle. EVs are also silent creating a large reduction in noise pollution.



GENERATE REVENUE

Drive **additional revenue** through EV charger use and increased traffic to your destination



BUILD BRAND AWARENESS

Increase **brand awareness** about your location by promoting EV initiatives ad presence on apps and various driver platforms.



DRIVE TRAFFIC

EV Chargers drive **additional traffic to your distinct stores, restaurants and entertainment**

WHY RED E CHARGING

➤ **LAUNCHED IN 2020**, Red E Charging is an Electric Vehicle Charging Network providing the **easiest to use** chargers, at the **most high-value locations**, with the **most competitive pricing**



15+ Years Experience

- Vehicle design
- Public + private sector advisory
- Fleet conversions
- Charging infrastructure
- A HAGE Automotive Company



Strategic Partnerships

- Enel X Strategic Partner
- Best-in-class technology
- Preferred technology vendor for multiple utility providers



80+ Site Hosts

- Majority municipal downtown parking
- Located throughout eight states
- On track to be Michigan's largest public charging network in 2021

SITE HOST PROGRAM

NO COST

We pay for all hardware, installation, insurance, utility bills, and connectivity

STRATEGIC CONSULTATION

We leverage our extensive experience and work with our hosts to find the best site to maximize usage and impact while minimizing disruption

COMPREHENSIVE SERVICE

We handle all aspects of the paperwork needed to get a site online including permitting, new address applications, inspections, and commissioning

NO MAINTENANCE

Our team operates and maintains all equipment ensuring 97%+ up time

GROW REVENUE

We provide monthly usage reports and deposit a share of the revenue earned directly to the site host each month



TECHNOLOGY OVERVIEW

Best-in-class technology future-proofed and designed for user friendliness



LEVEL 2 CHARGERS

Application: Destination sites

Charging Speed: 19.2 kW

Time to Full Charge: ~2-4 hours

Installation: Wall Mount, Pedestal

Typical use case: “Destination” EV charging offered to locals and downtown visitors to charge while shopping, dining out, enjoying parks, etc. EV guests typically spend 1-2 hours at destination

Project Overview



Existing EV Lot

Replace 2 existing charger stands with 1 center mounted dual port pedestal with retractable cables. Chargers will be upgraded to 80A 19.2kW from existing 32A 7.6kW. Intended for downtown visitors and short term employee charging.

Main St

Use existing conduit run to install 1 dual port 80A, 19.2kW pedestal charger with retractable cables. Intended for downtown visitors. High visibility to promote Northville's EV & sustainability initiatives.

E Cady St Parking Deck

Install 6 wall mounted, 80A, 19.2kW chargers on the north wall of the first floor of the parking deck. Intended for longer stay parking and employees. Reduced rate to incentivize longer stay regular users.

NEXT STEPS

Next steps detailed below for Red E Charging to bring EV charging to Northville

Contract Review

- Term length (10 years)
- Revenue share \$0.03/kWh (~10%)
- Location and technology review

Project Kick-Off

- Prep hardware
- Pull permits
- Break ground



CONTACT

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To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Heritage Festival Request

Date: August 24, 2021

Background:

At the August Chamber of Commerce Board of Director's meeting, the Chamber Board voted to cancel the Heritage Festival Beer Tent that takes place the Friday of Heritage Festival each year, behind City Hall. Several issues contributed to their decision to cancel the Beer Tent.

- Tents are difficult to find and very expensive to rent due to increased pent up demand from Covid. Chamber does not have the additional funds to use for a tent.
- Increased number of Covid 19 and Delta Variant reported. The Chamber is concerned about hosting an event that gathers a large number of attendees in close proximity in a semi-enclosed space.

Analysis:

The Chamber reached out to the DDA through Chair Aaron Cozart, DDA Chair, Shawn Riley and Mayor Turnbull. Cozart and Turnbull sit on the Chamber Board of Directors. Since the Chamber has already contracted with the Shawn Riley Band (SRB) to perform during Heritage Festival, the Chamber has asked if the band could perform in Town Square at the sole cost of the Chamber. Attendees could pick up food or drinks or alcohol to go and dine in Town Square while listening to the music. The only difference would be the location and size of the band.

The DDA already has live music set up on Friday and Saturday night of Heritage Festival as part of our summer music series. DDA staff reached out to JAG entertainment who has the contract with the DDA to provide the talent for the music series to see what options existed. JAG suggested that we could move the already scheduled Friday night music (Mike Ball) to Center Street on Friday night and have them start earlier to allow the SRB to set up. SRB would play for 3 hours, from 7-10 pm. The Chamber is not moving any other aspect of the Heritage Festival to Downtown Northville. The other activities will be set up behind City Hall and along Cady Street from Wing Street west to the entrance to the library.

DDA staff has explored ways to make this happen and is requesting input from the DDA Board on having a full band play on stage in Town Square. To date, the DDA has only scheduled single musicians and a couple of duos to play on the streets of the Social District. None of the musicians have played on the stage and up until now we have discouraged lawn chairs and large gatherings. The restrictions on the size of gatherings were lifted by the Department of Health and Human Services earlier this year and many communities have gone back to full bands performing in their communities. However reported cases of Covid and the Delta Variant continue to rise. Any agreement to host the SRB on September 17th would be predicated on the DDA's ability to cancel the concert if Covid cases continue to rise and the State or Federal government takes restrictive action.

Budget:

The entire cost of the Shawn Riley Band will be paid for by the Chamber of Commerce. The DDA will not incur any additional expenses by relocating the concert to Town Square.

Recommendation:

Discussion by DDA Board.



August DDA Project Updates

Pods and Stands



New food vendors have begun to utilize the Town Square Stands for food sales on the weekend. Derek Blair, owner of Northville Gallery in partnership with the Northville Rotary sponsored the purchase and installation of new wall mounted fans in each of the Pods and Stands. The fans were approximately \$100/each and there are 10 Pods/Stands for a total of \$1,250. The pods already have outlets in them, so once wall mounted, the fans can be plugged in to our time limited outlets.

New water barrier banners were created, welcoming the public to Downtown Northville and were installed at the four major entrances to the Downtown Social District. The banners covered up the orange water barricades and provide a more welcoming entrance to the Social District. The cost of the banners totaled \$2,680 and the funds were provided by Northville Gallery.

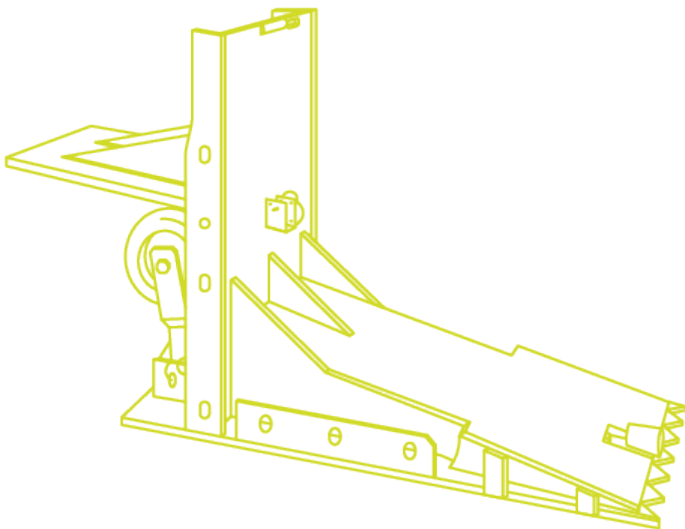


At its July meeting, the Northville DDA Board allocated \$8,000 for entranceway improvements. To date all of the improvements have been made with outside sponsorships, freeing up the funds to be used on other barricades and improvements.

Hard Barricades:

The DDA consulted with City Engineers Fleis & Vanden Brink on what signage and materials were required with Road Closures. F & V replied that only one type 3 barricade is required at each intersection with the current signage. DPW provided newer, more attractive signage and barricades for the entranceways and the DDA split the cost of the signage with DPW that can be used for other events and projects in the future. No additional signage is required and no flashing lights are required. They made some minor suggestions on a type of barricade that could be used to replace the police cars.

In addition, Fleis & Vanden Brink suggested adding barriers to replace the police cars and that can be moved when needed by tipping the units on the side and moving them like a dolly. <https://www.betterbarriers.com/products/archer-1200/> A demonstration of the product is scheduled for August 24th to view the products in action. An estimate has been obtained from Meridian Rapid Defense Group. To purchase 4 barriers (2 for Main and 2 for Center) totals \$33,821. To rent the same units would be \$3,000 per month. DDA staff is continuing to look for alternative.



Winter Market:

A planning meeting was held this week to discuss hosting a winter event this year. Lots of ideas were generated and will be discussed at the Design Committee's August 23rd meeting. The Winter Market group will be led by Suzie Cozart.

Tivoli Lighting:

At the DDA's July meeting the topic of installing overhead Tivoli lighting was discussed. DDA staff reached out to two vendors for estimates. Green Electric who has worked on the DDA's Tivoli lights previously provided an estimate of \$115,000 for Main Street. This estimate did not include the cost of anchoring in the connection points nor obtaining easements from all of the property owners. Begonia Brothers has been unable to secure the lights and provide the estimate. The Winter Market Planning Group discussed the idea of just outlining the buildings alone Main and Center similar to 120 W. Main. This would address the City Administrations concerns over attaching the cable system to the façade of the historic buildings. This year alone several buildings have had to be repaired when masonry or mortar failed on the historic district. Staff has asked Green Electric and Begonia Brothers to provide a new estimate for this work.