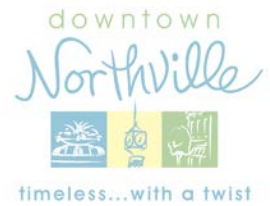


**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
June 18, 2019 - 8:00 am**



AGENDA

1. Call to Order – Shawn Riley
2. Introduction of New DDA Board Members
 - DJ Boyd
 - Ryan McKindles
3. Audience Comments
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. May 2019 Financial Statement (Attachment 5.a)
 - b. May 2019 Invoice Report (Attachment 5.b)
 - c. May 21, 2019 Meeting Minutes (Attachment 5.c)
 - d. 4th Quarter Budget Amendments (Attachment 5.d)
 - e. Explanations for 4th Quarter Budget Amendments (Attachment 5.e)
6. Sponsored Benches (Attachment 6)
7. Committee Information and Updates (Attachment 7)
 - a. Design Committee – Robert Miller (Attachment 7.a)
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart (Attachment 7.e)
8. Future Meetings / Important Dates
 - a. Arts and Acts – June 21-23, 2019
 - b. Tapped in the 'Ville – June 22, 2019
 - c. Economic Development Committee – June 27, 2019
 - d. Independence Day Parade – July 4, 2019
 - e. Design Committee – July 8, 2019
 - f. Executive Committee – July 10, 2019
 - g. Marketing Committee – July 11, 2019
 - h. DDA Board Meeting – TBD
 - i. Northville Grub Crawl – July 23, 2019
 - j. Movie in the Park – July 26, 2019
9. Board and Staff Communications
10. Adjournment – Next Meeting **July 9, 2019**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
PROPERTY TAXES							
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	670,195.00	670,194.98	0.00	0.02	100.00
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,932.00	58,179.71	0.00	752.29	98.72
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	778.55	0.00	(778.55)	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(1,000.00)	14.14	0.00	(1,014.14)	(1.41)
PROPERTY TAXES		758,655.00	760,168.00	761,208.46	0.00	(1,040.46)	100.14
GRANTS & OTHER LOCAL SOURCES							
370-000-586.020	SPONSORSHIPS	8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53
GRANTS & OTHER LOCAL SOURCES		8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53
COMMUNITY CENTER REVENUES							
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00	100.00
INTEREST							
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	4,325.46	249.54	(1,825.46)	173.02
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	217.00	748.81	0.00	(531.81)	345.07
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	6,470.52	0.00	(1,470.52)	129.41
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	0.00	4,851.28	0.00	(4,851.28)	100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(320.77)	(23.86)	(279.23)	53.46
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(442.87)	(45.07)	(307.13)	59.05
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(324.92)	(27.50)	24.92	108.31
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(63.84)	0.00	63.84	100.00
INTEREST		3,850.00	6,067.00	15,243.67	153.11	(9,176.67)	251.26
MISCELLANEOUS REVENUES							
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,118.00	1,182.00	0.00	(64.00)	105.72
370-000-667.000	INSURANCE PROCEEDS	0.00	6,427.00	7,427.00	0.00	(1,000.00)	115.56
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	64.00	0.00	0.00	64.00	0.00
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50	99.98
MISCELLANEOUS REVENUES		200.00	9,999.00	10,998.50	0.00	(999.50)	110.00
FUND BALANCE RESERVE							
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	23,738.00	0.00	0.00	23,738.00	0.00
FUND BALANCE RESERVE		0.00	23,738.00	0.00	0.00	23,738.00	0.00
Total Dept 000		770,855.00	810,372.00	794,903.63	153.11	15,468.37	98.09
TOTAL REVENUES		770,855.00	810,372.00	794,903.63	153.11	15,468.37	98.09
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	10,624.25	1,580.96	2,360.75	81.82
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32	45.36

PERIOD ENDING 05/31/2019
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MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2019 (ABNORM)	MONTH 05/31/19 INCR (DECR)	BALANCE (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	548.98	548.98	(48.98)	109.80
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	4,136.32	468.65	663.68	86.17
370-753-967.000	FRINGE BENEFITS	6,005.00	13,535.00	11,146.53	1,519.99	2,388.47	82.35
Total Dept 753 - DPW SERVICES		15,210.00	32,990.00	26,986.76	4,118.58	6,003.24	81.80
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	14,628.69	1,775.55	1,561.31	90.36
370-861-710.000	WAGES - PART TIME	18,505.00	18,470.00	9,295.46	643.00	9,174.54	50.33
370-861-726.000	SUPPLIES	475.00	475.00	247.06	0.00	227.94	52.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	17,452.22	0.00	1,997.78	89.73
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	27,820.00	23,230.92	245.75	4,589.08	83.50
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	12,396.00	0.00	19,354.00	39.04
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00	98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,300.00	1,356.86	62.75	(56.86)	104.37
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	6,671.27	0.00	(2,741.27)	169.75
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34	48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,280.00	6,779.11	812.77	1,500.89	81.87
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	28,655.00	19,689.39	365.89	8,965.61	68.71
Total Dept 861 - DESIGN COMMITTEE		139,172.00	172,080.00	119,017.21	3,905.71	53,062.79	69.16
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	14,628.51	1,775.55	1,561.49	90.36
370-862-710.000	WAGES - PART TIME	12,520.00	4,350.00	1,918.74	1,662.48	2,431.26	44.11
370-862-726.000	SUPPLIES	150.00	150.00	49.75	0.00	100.25	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	32,300.00	42,807.36	9,050.00	(10,507.36)	132.53
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,657.00	0.00	0.00	2,657.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,000.00	53,569.76	3,895.00	11,430.24	82.42
370-862-801.340	WEB SITE MAINTENANCE	840.00	3,340.00	720.00	0.00	2,620.00	21.56
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,775.00	6,125.68	891.62	649.32	90.42
Total Dept 862 - MARKETING		137,202.00	130,762.00	119,819.80	17,274.65	10,942.20	91.63
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	7,349.66	887.77	745.34	90.79
370-863-710.000	WAGES - PART TIME	1,255.00	435.00	191.88	166.26	243.12	44.11
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	500.00	250.00	0.00	250.00	50.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	88,100.00	0.00	25,000.00	77.90
370-863-967.000	FRINGE BENEFITS	3,300.00	3,245.00	3,054.19	394.41	190.81	94.12
Total Dept 863 - PARKING		176,185.00	175,425.00	148,945.73	1,448.44	26,479.27	84.91
Dept 864 - ORGANIZATIONAL							

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MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	18,338.55	2,219.34	1,901.45	90.61
370-864-710.000	WAGES - PART TIME	6,260.00	2,175.00	959.38	831.26	1,215.62	44.11
370-864-726.000	SUPPLIES	1,150.00	3,150.00	2,411.60	0.00	738.40	76.56
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	127.92	0.00	(62.92)	196.80
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	2,440.00	2,429.91	56.90	10.09	99.59
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	2,100.50	208.00	899.50	70.02
370-864-805.000	AUDITING SERVICES	4,930.00	4,755.00	4,754.00	0.00	1.00	99.98
370-864-900.000	PRINTING & PUBLISHING	975.00	1,630.00	1,843.03	443.35	(213.03)	113.07
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	4,173.68	0.00	(53.68)	101.30
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,300.42	75.00	119.58	91.58
370-864-958.000	MEMBERSHIP & DUES	958.00	1,340.00	1,338.00	0.00	2.00	99.85
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,190.00	7,811.55	1,035.92	378.45	95.38
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	11,520.00	0.00	0.00	100.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	65,545.00	59,108.54	4,869.77	6,436.46	90.18
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	18,550.06	2,219.39	1,689.94	91.65
370-865-710.000	WAGES - PART TIME	2,505.00	870.00	383.75	332.50	486.25	44.11
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,090.00	7,880.76	979.50	209.24	97.41
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	60,400.00	26,847.87	3,531.39	33,552.13	44.45
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		770,855.00	810,372.00	673,895.91	35,148.54	136,476.09	83.16
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	810,372.00	794,903.63	153.11	15,468.37	98.09
TOTAL EXPENDITURES		770,855.00	810,372.00	673,895.91	35,148.54	136,476.09	83.16
NET OF REVENUES & EXPENDITURES		0.00	0.00	121,007.72	(34,995.43)	(121,007.72)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	524,984.80			

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 05/01/2019 - 05/31/2019
 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 753 DPW SERVICES							
370-753-939.000	AUTOMOTIVE SERVICE	ANGELO'S SUPPLIES INC.	WATER TRUCK REPAIR	91080658001	05/22/19	94.03	110171
370-753-939.000	AUTOMOTIVE SERVICE	PEP BOYS MANNY AND JAC	WATER TRUCK REPAIR	65642010326	05/22/19	454.95	110196
Total For Dept 753 DPW SERVICES						548.98	
Dept 861 DESIGN COMMITTEE							
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	351375	06/05/19	86.00	110265
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	051619	06/05/19	299.00	500352
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI IN TOWN SQUARE	051719	05/22/19	245.75	110143
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	052219	05/22/19	62.75	110154
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 4/10 - 5/8/19	051719	06/05/19	661.38	500351
370-861-976.010	STREET FURNISHINGS	LIGHTING SUPPLY CO	LED LIGHTS	V0367523	05/08/19	365.89	110056
Total For Dept 861 DESIGN COMMITTEE						1,720.77	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CHAMBER OF	FRIDAY NIGHT CONCERT SPONSORSHIP	100	05/22/19	5,050.00	110160
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	NORTHVILLE UNPLUGGED CONCERT SERIES	2006	05/22/19	3,000.00	110180
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTH CENTER BREWING C	PARTY IN THE VILLE SPONSORSHIP	1510325	05/22/19	1,000.00	110197
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	MAY/JUNE EVENT CARD	59183	05/08/19	510.00	110011
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	IMJ MONTHLY RETAINER	NORTHVILLE 6-19	05/22/19	2,000.00	110127
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	MAY/JUNE EVENT DIRECTORY	55688	05/22/19	471.00	110165
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	ANNUAL EVENT DIRECTORY	55687	05/22/19	214.00	110165
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN MAGAZINE	262261	05/22/19	700.00	110194
Total For Dept 862 MARKETING						12,945.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE INTERNET	051619	05/22/19	56.90	110142
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - MARCH 19	116447	05/08/19	208.00	110063
370-864-900.000	PRINTING & PUBLISHING	KIMPRINT INC	DDA BUSINESS CARDS	59165	05/08/19	174.00	110011
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	051619	06/05/19	43.22	500352
Total For Dept 864 ORGANIZATIONAL						482.12	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						15,696.87	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of May 14, 2019
Meeting Room A

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

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Robert Miller, Mary Starring*

Absent: *Greg Presley*

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

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda

- a. April 2019 Financial Statement (Attachment 4.a)
- b. April 2019 Invoice Report (Attachment 4.b)
- c. April 16, 2019 Meeting Minutes (Attachment 4.c)

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

DDA BOARD REQUIREMENTS

Ward provided a copy of the DDA Board requirements from the State of Michigan and the City of Northville DDA bylaws in response to Greg Presley's question of Board eligibility. "Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown has 100 or more persons residing within it." Ward clarified that you can be an employee of a downtown business to meet the requirements, you do not have to own the business. In addition, the City bylaws mandate that if the previous requirements are not met, the Board member must be a resident of the City.

Ayers asked if one of the Board members needs to be from Oakland County. Price noted that currently they do not ask the candidates what county they reside in as part of the interview process. There was some discussion about reviewing a candidates residency in the future since Oakland County residents may have a different perspective than Wayne County residents and the majority of our city voters reside in Oakland County.

Ward shared that Robert Miller has stepped down from the DDA Board since he no longer meets the Board requirements. Two positions on the DDA Board are currently vacant. Price mentioned that interviews are still ongoing.

NORTHVILLE DOWNS DEVELOPMENT UPDATE

Ward shared that the Northville Downs project received PUD eligibility last month for the entire 50 acre site. There will be two phases of development, the first phase is located completely in the DDA boundaries and the second phase is not. The EDC has met with Watermark Development, the developer for the Cady Street parcel on several occasions. The Downs project will be on the June 4th Planning Commission agenda for Preliminary PUD and Site Plan consideration. The DDA staff has been included in weekly meeting with the City staff and developers.

Cozart said the EDC is trying to keep current on the development but there continues to be a lot of moving pieces. The EDC would like to see more commercial/retail space included in the project. The EDC is also concerned about the projects phasing because most of the public benefits are in phase two. The City would require something in writing to make sure that the approved benefits would be include in Phase 2. Sullivan spoke to this concern and said that the City has consulted with their attorney and all the vested parties in the development would become one LLC bound by the PUD agreement. The LLC would post a bond or letter of credit for all the public improvements.

Riley expressed concern that the developer did not see the viability of commercial space on a secondary street. Riley used the example of Barrio in Plymouth as being very successful on a secondary street. Sullivan said the developer has plans to earmark two secondary street areas for commercial/retail space; one on Cady & Griswold and the other on Center & Beal. They would have those areas be flexible space and if after 2 years they were not leased as commercial they could be converted into residential.

Sullivan said that negotiations are ongoing between the developer, City and the DDA about public benefit priorities. The DDA Board will receive the site plan proposal for approval when things start to solidify. A public hearing will not be scheduled until they have an agreed upon preliminary site plan from the Planning Commission. They must have a public hearing prior to approval of the final site plan. After approval of the final site plan the project will then go to City Council to get the PUD agreement approved. This process will take a few months if everything goes smoothly.

Casey is concerned about parking and the amount they would need for all the residential tenants. Sullivan said that the developer has provided a parking study to address those concerns. Based on this study they have more than enough parking and are motivated to keep their residents happy.

Cozart mentioned the above ground detention pond is not a good urban solution. The developer has stated that to locate the storm water underground is much more expensive than an above ground detention facility. Watermark may ask the DDA for assistance to fund the underground solution. Sullivan stated that he is concerned about public dollars and prioritizing what amenities the City/DDA would be willing to fund.

Ayers and Long expressed concern about the level of tax abatement that the DDA will be asked to give the developer. Sullivan stated that he felt it was reasonable to share some of the expenses with the developer for things like traffic improvements, farmers market and environmental cleanup. Those projects could be funded in several different ways including with Brownfield funding, commercial tax abatement, or through a TIF Agreement. Sullivan assured the Board that the developer would need to do their due diligence before any money was promised. The developer has said there is metal in the top layers of the soil that will need to be removed. In order to take advantage of a Brownfield credit the burden of proof is on the developer. The City would only reimburse on what was spent. Ayers and Long wanted to make sure the City is not being over accommodating to the developer and that the DDA Board would be part of the funding discussions. Sullivan said the City, Planning Commission, and the DDA would be involved in the decision making process.

Sullivan spoke to the traffic concerns that would arise because of the new development. The study done by the developer shows a traffic circle at 7 Mile and Center would greatly improve the traffic flow. The lights at Main and Center would need to be timed differently, but because of the traffic circle the bottleneck at that intersection would flow much better.

Long shared that he feels the public is not being heard. He stated that the feedback he has heard has been mostly negative about the density and the impact it would have on traffic and the downtown. Sullivan reminded the Board that the DDA hired a consultant a few years ago and they found there was not adequate downtown living to support the business community. It became a goal of the DDA to have more living space downtown. Also, the Planning Commission's masterplan calls for more residential living space in downtown. In comparison to Plymouth and other communities Northville has much less residential living space in the downtown area. Roth mentioned along with the additional living space there would be another potential 20,000 square feet of commercial to enhance the downtown.

Price says she has heard from several people who feel change is not bad and the development will be good for our community. Ward cautioned that this project could be built as a "matter of right" and not take into consideration any public amenities. The density is allowed by the master plan so they could go forward without a PUD and there would be no community input. Casey agrees that having the opportunity to work with the developer on the amenities through the PUD process is better than having them do the

project a “matter of right” with no input. Ward once again assured the Board that they will continue to be updated as the project moves forward.

PARKING DECK REPAIR FUNDING UPDATE

Ward said the cost to repair the two City-owned parking decks is approximately \$650,000 and ongoing maintenance would be an additional \$50,000 per year. If the decks are maintained properly they should last another 25 - 30 years. The City also received an estimated cost to maintain the surface lots and it was surprisingly high.

Sullivan and Ward met with the Finance Director to review options to finance the repair and maintenance of the parking decks and surface lots. The Finance Department is preparing a financial strategy to determine how much will be funded by the Parking Fund, TIF reserve or future capture, SAD, bonds or other methods. One creative approach would be to continue the streetscape improvement bond that expires in 2025 to fund the parking lots and decks. There would need to be a loan from the City parking fund until the debt is retired and the revenue can be programmed for other uses. Ward mentioned that there will be very little growth in the City’s Parking Fund because there are no new projects needing to purchase parking credits in the foreseeable future.

Sullivan and Ward met with representatives of Singh Development to discuss the needed repairs to the MainCentre deck along with the long term maintenance plan. Ward prepared a financial breakdown on the project and reviewed the costs associated with each floor of the MainCentre deck. In addition, Ward informed Singh that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. Ward will follow up with Singh to schedule the next meeting. The City/DDA will need to come to an agreement with Singh on shared construction and maintenance costs, the management of the deck and the ownership of the stair/elevator and bridges soon so the project can move forward.

COMMITTEE INFORMATION AND UPDATE

- a. *Design Committee* – Ward met with Miller and Design Committee co-chair Susie Cozart to discuss all the outstanding projects in order to prioritize next steps. They identified the top three as cross street banners, murals, and bike racks. The Committee will be meeting in early June to work on the list of projects. Buckhave requested the piano be removed from Church Square.
- b. *Marketing Committee* – Ward said the Marketing Committee met at the Community Center in May to discuss all the upcoming events and how the various organizations can work together to strengthen the events and to promote each other. Upcoming events include the Memorial Day Parade, Flower Sale, the start of Friday Night Concerts and Northville Unplugged.
- c. *Parking Committee* – No meeting was held.

- d. *Organizational Committee* – Ayers said the new DDA budget begins on July 1st.
- e. *Economic Development Committee* – Cozart said most everything was covered under the Downs update.
 - Roth said the Foundry Flask project has gone quiet.
 - Roth said the 335 Cady project has received its building permits.
 - Ward said Los Tres Amigos has started construction and should be open in a couple months.
 - Sullivan said an outdoor liquor license was approved for 160 Main. They have also submitted plans for an outdoor dining space in Town Square.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Friday Night Concerts begin May 24, 2019
- b. Flower Sale – May 24-25, 2019
- c. Downtown Block Party – May 25, 2019
- d. Memorial Day Parade – May 27, 2019
- e. Northville Unplugged! begins – May 29, 2019
- f. Party in the Ville – June 1, 2019
- g. Marketing Committee – June 6, 2019
- h. First Friday Experience – June 7, 2019
- i. Design Committee – June 10, 2019
- j. Executive Committee – June 12, 2019
- k. Tour de Ville – June 15, 2019
- l. Tunes on Tuesday begins – June 18, 2019
- m. DDA Board Meeting – June 18, 2019
- n. Arts and Acts – June 21 – 23, 2019
- o. Tapped in the 'Ville – June 22, 2019
- p. Economic Development Committee – TBD

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is June 18, 2019

Meeting adjourned at 9:15 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE
 Year Ended 06/30/2019
 4TH QUARTER BUDGET AMENDMENTS
 Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	8,000	0	0	2,000	(1,450)	8,550	7,453	87.17
	GRANTS & OTHER LOCAL SOURCES	8,000	0	0	2,000	(1,450)	8,550	7,453	87.17
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	2,500	0	0	0	2,025	4,525	4,325	95.59
370-000-664.190	INTEREST - MI CLASS 1 DIST	0	100	117	0	583	800	749	93.60
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000	0	0	0	2,070	7,070	6,471	91.52
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	(2,000)	0	0	2,000	4,000	4,000	4,851	121.28
370-000-664.400	INVESTMENT POOL BANK FEES	(600)	0	0	0	220	(380)	(321)	84.41
370-000-664.500	INVESTMENT ADVISORY FEES	(750)	0	0	0	220	(530)	(443)	83.56
370-000-664.600	BANK LOCKBOX FEES	(300)	0	0	0	(75)	(375)	(325)	86.65
370-000-664.700	CUSTODIAL FEES	0	0	0	0	(85)	(85)	(64)	75.11
	INTEREST	3,850	100	117	2,000	8,958	15,025	15,243	101.46
MISCELLANEOUS REVENUES									
370-000-659.110	RENTS-SHORT TERM	150	250	0	0	50	450	400	88.89
370-000-666.000	MISCELLANEOUS REVENUE	200	0	982	(64)	64	1,182	1,182	100.00
370-000-667.000	INSURANCE PROCEEDS	0	0	6,427	0	1,000	7,427	7,427	100.00
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0	0	0	64	(64)	0	0	0.00
370-000-687.010	MMRMA DISTRIBUTION	0	2,390	0	0	0	2,390	2,390	99.98
	MISCELLANEOUS REVENUES	350	2,640	7,409	0	1,050	11,449	11,399	99.56
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	669,444	0	0	751	0	670,195	670,195	100.00
370-000-403.010	DDA OPERATING LEVY	58,211	0	0	721	(752)	58,180	58,180	100.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION	36,000	(3,959)	0	0	0	32,041	32,041	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES C	0	0	0	0	779	779	779	99.94
370-000-418.000	PROPERTY TAXES - OTHER	(5,000)	0	0	4,000	0	(1,000)	14	(1.41)
	PROPERTY TAXES	758,655	(3,959)	0	5,472	27	760,195	761,209	100.13
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0	22,316	530	892	(23,738)	0	0	0.00
	FUND BALANCE RESERVE	0	22,316	530	892	(23,738)	0	0	100.00
TOTALS FOR DEPT 000-		770,855	21,097	8,056	10,364	(15,153)	795,219	795,304	100.01
TOTAL Revenues		770,855	21,097	8,056	10,364	(15,153)	795,219	795,304	100.01
DEPT: 753-DPW SERVICES									
370-753-706.000	WAGES - REGULAR FULL TIME	5,485	2,500	5,000	0	0	12,985	10,624	81.82

Year Ended 06/30/2019

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-753-707.000	WAGES - REGULAR OVERTIME	570	0	600	0	0	1,170	531	45.36
370-753-939.000	AUTOMOTIVE SERVICE	500	0	0	0	50	550	549	99.81
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650	750	1,400	0	0	4,800	4,136	86.17
370-753-967.000	FRINGE BENEFITS	6,005	2,200	6,500	(1,170)	0	13,535	11,147	82.35
TOTALS FOR DEPT 753-DPW SERVICES		15,210	5,450	13,500	(1,170)	50	33,040	26,987	81.68
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	16,160	0	30	0	0	16,190	14,629	90.36
370-861-710.000	WAGES - PART TIME	18,505	0	305	(340)	0	18,470	9,295	50.33
370-861-726.000	SUPPLIES	475	0	0	0	175	650	247	38.01
370-861-740.050	DOWNTOWN MATERIALS	19,450	0	0	0	(1,840)	17,610	17,608	99.99
370-861-751.000	FUEL & OIL	0	1,000	0	0	0	1,000	325	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807	0	0	2,013	1,300	29,120	23,616	81.10
370-861-801.160	RESTROOM PROGRAM	2,750	0	0	0	(350)	2,400	1,894	78.92
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500	0	0	0	(2,500)	0	0	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750	0	0	0	0	31,750	14,433	45.46
370-861-913.000	VEHICLE INSURANCE	0	350	0	0	0	350	346	98.86
370-861-920.010	ELECTRIC POWER	1,500	0	0	(200)	180	1,480	1,357	91.68
370-861-920.020	NATURAL GAS	3,930	0	0	0	4,405	8,335	7,333	87.97
370-861-920.030	WATER & SEWER SERVICE	7,660	0	0	0	(1,660)	6,000	3,685	61.41
370-861-967.000	FRINGE BENEFITS	8,185	0	120	(25)	(780)	7,500	6,779	90.39
370-861-973.000	CAPITAL OUTLAY < \$5,000	0	1,500	0	0	0	1,500	1,500	100.00
370-861-976.010	STREET FURNISHINGS	500	14,455	4,700	9,000	(8,000)	20,655	19,689	95.33
TOTALS FOR DEPT 861-DESIGN COMMITTEE		139,172	17,305	5,155	10,448	(9,070)	163,010	122,736	75.29
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	16,160	0	30	0	0	16,190	14,629	90.36
370-862-710.000	WAGES - PART TIME	12,520	0	(6,485)	(1,685)	(500)	3,850	1,919	49.84
370-862-726.000	SUPPLIES	150	0	0	0	(100)	50	50	99.50
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800	0	2,500	0	10,750	43,050	42,807	99.44
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357	0	0	300	(2,657)	0	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500	0	0	(500)	(4,000)	61,000	55,912	91.66
370-862-801.340	WEB SITE MAINTENANCE	840	0	0	2,500	(2,500)	840	720	85.71
370-862-950.050	O/T TO PARKS & RECREATION	2,500	0	(2,500)	0	0	0	0	0.00
370-862-967.000	FRINGE BENEFITS	7,375	0	(490)	(110)	100	6,875	6,126	89.10
TOTALS FOR DEPT 862-MARKETING		137,202	0	(6,945)	505	1,093	131,855	122,163	92.65
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	8,080	0	15	0	0	8,095	7,350	90.79
370-863-710.000	WAGES - PART TIME	1,255	0	(650)	(170)	(90)	345	192	55.62
370-863-726.000	SUPPLIES	50	0	0	0	(50)	0	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400	0	0	100	(250)	250	250	100.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100	0	0	0	0	113,100	88,100	77.90
370-863-967.000	FRINGE BENEFITS	3,300	0	(45)	(10)	150	3,395	3,054	89.96
TOTALS FOR DEPT 863-PARKING		176,185	0	(680)	(80)	(240)	175,185	148,946	85.02
DEPT: 864-ORGANIZATIONAL									

Year Ended 06/30/2019

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-864-706.000	WAGES - REGULAR FULL TIME	20,200	0	40	0	0	20,240	18,339	90.61
370-864-710.000	WAGES - PART TIME	6,260	0	(3,240)	(845)	(300)	1,875	959	51.17
370-864-726.000	SUPPLIES	1,150	0	0	2,000	(500)	2,650	2,475	93.40
370-864-730.000	POSTAGE	100	0	0	0	(100)	0	0	0.00
370-864-731.000	PUBLICATIONS	65	65	0	(65)	65	130	128	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490	0	431	519	0	2,440	2,430	99.59
370-864-802.010	LEGAL SERVICES - GENERAL	3,000	0	0	0	(500)	2,500	2,101	84.02
370-864-805.000	AUDITING SERVICES	4,930	0	0	(175)	0	4,755	4,754	99.98
370-864-900.000	PRINTING & PUBLISHING	975	0	1,000	(345)	515	2,145	1,948	90.83
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610	(1,490)	0	0	55	4,175	4,174	99.97
370-864-920.000	UTILITIES	1,420	0	0	0	(120)	1,300	1,344	103.36
370-864-958.000	MEMBERSHIP & DUES	958	0	380	2	0	1,340	1,338	99.85
370-864-960.000	EDUCATION & TRAINING	1,400	0	0	0	(1,400)	0	0	0.00
370-864-967.000	FRINGE BENEFITS	8,495	0	(240)	(65)	500	8,690	7,812	89.89
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520	0	0	0	0	11,520	11,520	100.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		67,573	(1,425)	(1,629)	1,026	(1,785)	63,760	59,322	93.04
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	20,200	0	40	0	160	20,400	18,550	90.93
370-865-710.000	WAGES - PART TIME	2,505	0	(1,295)	(340)	(195)	675	384	56.85
370-865-726.000	SUPPLIES	200	0	0	0	(165)	35	33	95.14
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000	0	0	0	(1,000)	0	0	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000	0	0	0	(5,000)	0	0	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000	0	0	0	(25,000)	0	0	0.00
370-865-967.000	FRINGE BENEFITS	8,205	0	(90)	(25)	615	8,705	7,881	90.53
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		62,110	0	(1,345)	(365)	(30,585)	29,815	26,848	90.05
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170	0	0	0	0	173,170	173,170	100.00
TOTALS FOR DEPT 945-DEBT SERVICE		173,170	0	0	0	0	173,170	173,170	100.00
DEPT: 999-RESERVE ACCOUNTS									
370-999-999.000	UNALLOCATED RESERVE	233	(233)	0	0	25,384	25,384	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		233	(233)	0	0	25,384	25,384	0	0.00
TOTAL Expenditures		770,855	21,097	8,056	10,364	(15,153)	795,219	680,172	85.53
TOTAL FOR FUND 370									
REVENUES:		770,855	21,097	8,056	10,364	(15,153)	795,219	795,304	100.01
EXPENDITURES		770,855	21,097	8,056	10,364	(15,153)	795,219	680,168	85.53
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	115,136	0.00

Northville DDA
FY 2018-19 DDA Budget
4th Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.01	DDA Operating Levy	Actual Capture	(\$752)
370-000-417.00	Delinquent Personal Property Taxes	Actual Amount	\$779
370-000-586.02	Sponsorships	Actual Earnings	(\$1,450)
370-000-659.11	Rents – Short Term	Additional rentals of Town Square	\$50
370-000-664.00	Interest Comerica Investment	Actual Earnings larger than expected	\$2,025
370-000-664.19	Interest MI Class 1 Distribution	Actual Earnings	\$583
370-000-664.20	Long Term Investment Earnings	Actual Earnings	\$2,070
370-000-664.30	Unrealized Market Change	Actual Figures	\$4,000
370-000-664.40	Investment Pool Bank Fees	Actual Fees	\$220
370-000-664.50	Investment Advisory Fees	Actual Fees	\$220
370-000-664.60	Bank Lockbox Fees	Actual Fees	(\$75)
370-000-664.70	Custodial Fees	Actual Fees	(\$85)
370-000-666.00	Misc Revenue	Sale of retired Tree Guards	\$64
370-000-667.00	Insurance Proceeds	Insurance from Light Pole Claim	\$1,000
370-000-673.00	Gain on Disposal of Assets	Sale of Retired Tree Guards	(\$64)
370-000-699.00	Use of Fund Balance	Actual Expenses	(\$23,738)
DPW			
370-753-939.00	Automotive Service	Repair of Water Truck	\$50
Design			
370-861-726.00	Supplies	Additional supplies for Santa House	\$175
370-861-740.50	Downtown Materials	Less spent on downtown lighting	(\$1,840)
370-861-801.00	Contractual Services	Boiler Repair	\$1,300
370-861-801.16	Restroom Program	Expenses less than budgeted	(\$350)
370-861-801.94	Brick Repair and Maintenance	Deferred until 2019-20	(\$2,500)
370-861-920.01	Electrical Services	Actual costs	(\$180)
370-861-920.02	Natural Gas Services	Actual costs – DPW Investigating increased costs	\$4,405

370-861-920.03	Water and Sewer Service	Actual costs	(\$1,660)
370-861-967.00	Fringe Benefits	Actual costs	(\$780)
370-861-976.01	Street Furnishings	New Banner arms deferred until 2019-20	(\$3,000)
370-861-976.01	Street Furnishings	Bike racks deferred until 2019-20	(\$5,000)
Marketing Mix			
370-862-710.00	Wages and Salaries – Part Time	Position unfilled for longer period	(\$500)
370-862-726.00	Supplies	Actual Costs	(\$100)
370-862-784.00	Downtown Programs and Promotion	Sponsorship of Additional nights for Friday Night Concerts	\$3,600
370-862-784.00	Downtown Programs and Promotion	Sponsorship of Party in the Ville	\$1,000
370-862-784.00	Downtown Programs and Promotion	Added one more concert to Northville Unplugged	\$500
370-862-784.00	Downtown Programs and Promotion	Additional Skeleton costs – offset by sponsorship revenue	\$5,650
370-862-785.00	Business Retention Program	Walking Map deferred to 2019-20	(\$1,907)
370-862-785.00	Business Retention Program	Restaurant Guide reclassified to 370-862-801.00	(\$750)
370-862801.00	Contractual Services	No video costs this year	(\$3,000)
370-862-801.00	Contractual Services	Event panel production cost less than expected	(\$1,500)
370-862-801.34	Web Site	Deferred website redesign until 2019-20	(\$2,500)
370-862-967.00	Fringe Benefits	Actual costs	\$100
Parking			
370-863-706.00	Wages and Salaries – Full Time	Actual costs	(\$90)
370-863-726.00	Supplies	No expenditures	(\$50)
370-863-786.00	Downtown Parking Program	Brochure printing deferred to 2019-20	(\$250)
370-863-967.00	Fringe Benefits	Actual Expenses per Finance	\$150
Organization			
370-864-710.00	Wages and Salaries – Part Time	Actual costs	(\$300)
370-864-726.00	Supplies	Savings on computer supplies and meeting catering	(\$500)
370-864-730.00	Postage	Actual costs	(\$100)
370-864-731.00	Publications	Cost of running ads for seasonal employees	\$65
370-864-802.01	Legal Services	Costs with Plunkett and Cooney lower	(\$500)
370-864-900.00	Printing and Publishing	Business Cards	\$65
370-864-900.00	Printing and Publishing	Color Copying for meetings	\$450
370-864-910.00	Insurance	Special Event Insurance actual cost	\$55

370-864-960.00	Education and Training	Attended no conferences this year	(\$1,400)
370-864-967.00	Fringe Benefits	Actual Expenses per Finance	\$500
Economic Deve.			
370-865-706.00	Wages and Salaries – Full Time	Actual Costs of new Committee	\$100
370-865-710.00	Wages and Salaries – Part Time	Actual Costs of new Committee	(\$195)
370-865-726.00	Supplies	Fewer supplies purchased for new Committee	(\$165)
370-865-785.00	Business Retention Program	Recruitment Package Update deferred until 2019-20	(\$1,000)
370-865-801.00	Contractual Services	Boundary expansion cancelled	(\$5,000)
370-865-803.200	Planning Studies	Creative Many study did not go forward in 2018-19	(\$25,000)
370-865-967.00	Fringe Benefits	Actual Costs	\$615



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Purchase of Benches

Date: June 18, 2019

Background:

As part of MainStreet '78, numerous site furnishings were made available to sponsor allowing residents, businesses, and organizations the opportunity to participate in the Downtown's renewal. Several items were offered for sponsorship including trees, benches, receptacles, trees, and tree guards. It appears that there were no rules or written guidelines for the program. As the items were retired and replaced with newer models of the items, the program became difficult to administer and the program was retired. Over the years, DDA staff and volunteers have attempted to return the plaques to the original sponsors. The effort has been difficult as many of the sponsors are now deceased, have moved away from the area, or no longer utilize the land line listed on the original sponsorship form.

Analysis:

Recently the DDA has experienced an increase in the number of requests for sponsorship of a bench. For years the DDA has referred these requests to Northville Parks and Recreation who has been frequently able to accommodate the request in one of the City's parks. The DDA's Design Committee has spent time discussing this issue and recommended during the budget process that the DDA revive the sponsorship program. There are approximately 16 of the old style wooden benches still in use around the downtown. Many of the original benches are in bad shape and need to be retired and replaced with a new bench.

DDA staff has developed an application (Attachment A) and guidelines (Attachment B) for sponsorship of benches in the DDA area.

Budget:

The benches are \$1,375 apiece and the cost of the plaque is \$375. To add a plaque to the bench, the bench needs to be modified by creating a recess in the back of the bench where the plaque will be screwed in place. In addition to the cost of the bench and plaque, the DDA will incur costs for shipping, handling and installation.

Recommendation:

The Design Committee recommends to the DDA Board of Directors that they adopt the guidelines for the bench sponsorship program and authorize the DDA Director to advertise the sponsorship program and purchase 10 benches for the program.

Northville Downtown Development Authority Commemorative Bench Application

Donor name: _____

Donor address: _____

Address

City

State

Zip

Phone number: _____

E-mail address: _____

Name of person honored by memorial: _____

Requested plaque inscription: (Up to three lines with 18 characters max including spaces)

Total cost of commemorative bench due to DDA prior to order is **\$2,000.00**

Please make checks out to City of Northville DDA and return to 215 W. Main Street,
Northville, MI 48167

My signature below states that I understand the payment is for the physical lifespan (15 years) of the bench. In addition, I understand the DDA is the ultimate authority for determining the location of the bench as well as the final text on the plaque, and that the bench may be moved at the discretion of the DDA.

Signature: _____ Date: _____

Northville Downtown Development Authority Commemorative Bench Program

Dedicating a bench in downtown Northville is a wonderful way to support your downtown, honor a loved one or celebrate an occasion. These generous donations allow the Downtown Development Authority to provide and maintain attractive seating throughout the downtown area.

DDA Commitment

- Memorial benches are fabricated by Conceptual Site Furnishings and are the Kenton Backed Bench. The six foot long, black bench is made of cast aluminum and is powder coated to prevent rust. The bench will be mounted to the concrete. A custom-cast plaque is flush mounted in the backrest of the bench. The plaque measures 8" X 3" and can accommodate 3 lines of text with 18 characters maximum per line (including spaces). There is a limit of one plaque per bench. The text on the plaque must be approved by the City. Cost per bench is \$2000.00.
- The DDA will maintain a list or map of locations that new benches can be installed. Bench placement is done by the DDA and is determined by users need as a priority. The DDA will do its best to accommodate your request for location, but the final location is determined by the DDA.
- Benches are installed May – October.
- The DDA will maintain the sponsored bench for 15 years and will replace the bench, in event of damage, at no cost to the donor. Depending on the condition of the bench, the bench may remain in use beyond the original 15 years or may be retired and replaced with a new bench at the DDA's discretion.
- When the bench is retired from service, the plaque will be made available to the sponsoring individual for a keepsake or private use. It is the responsibility of the sponsor to pick up the plaque from the DDA office.

Donor Commitment

- The donor is required to fill out the application and pay in full before the bench is ordered.
- The donor is required to keep the DDA updated on any changes in contact information in case of damage to or the replacement of benches.

If you have additional questions please contact Lori Ward at the Northville Downtown Development Authority office at 248-349-0345 or email lward@ci.northville.mi.us.



DDA June Project Updates

DDA Staffing

The DDA hired three seasonal employees. Two of the employees have already left, replacements have already been hired and will begin on Monday, June 17th. The crew has been especially busy due to all of the rain. They have not been doing much watering, but have been busy weeding, assisting the PD with No Parking sign installation, and helping with Friday night concert cleanup.

Parking Deck Repairs

Ward has been unable to get Singh to agree to a follow up meeting. According to their representative, Singh does not feel that they are under any obligation to participate in repairs of the deck to any greater extent than they have already been participating. Ward reminded Singh that there is currently no agreement in place for Singh to be distributing permits, collecting money or billing for permits, or doing any maintenance or repairs on the deck. They were unable to provide any information on how the parking spaces and permits are currently being distributed, nor were they able to provide a list of tenants that currently hold permits. Ward requested that information be provided to the City/DDA on who currently holds a permit for the City owned parking deck.

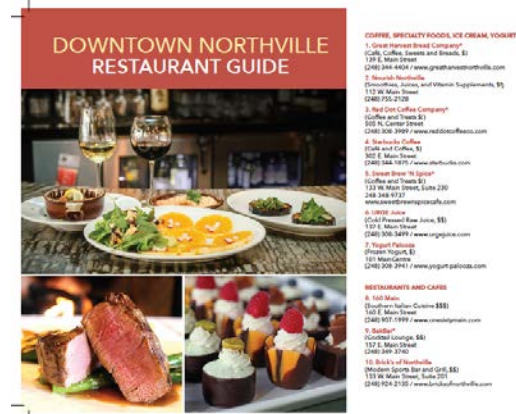
In addition to addressing the capital projects and ongoing maintenance, Ward stated that the City/DDA needs to formalize a new process for managing the deck. Ward also stated that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. Singh has indicated that they do not want to own the facilities either as they would have to pay taxes on them going forward.

The Finance Department is preparing a financial strategy to determine how much will be funded by the Parking Fund, TIF reserve or future capture, SAD, bonds or other methods. The consultants are ready to bid the project. Ward is recommending that the City/DDA either issue the bid documents for both decks with Cady Street Parking Deck being repaired this year and MainCentre in 2020 or issue the bid documents for Cady Street Parking Deck only at this time. Staff is seeking direction from the Executive Committee on how to proceed.

Entranceway Signs

The City Council needs to take action on the contract before Buzz can begin the design process. The DDA approved the branding project and would like to coordinate the two projects to save time, money and travel. Once City Council has taken action, the project will begin. The Design Committee has agreed to provide guidance and feedback on the project.

Restaurant Guide



- DDA staff has updated the Downtown Restaurant Guide to include new businesses that have been added since the last publication. In addition, the DDA is working with the Chamber of Commerce to put out a guide that contains not only the Downtown businesses, but the other restaurants in Northville that are Chamber members. The guide would then include additional Northville Restaurants like the Garage, North Center Brewing, Pizza Cutter, Red Dot Coffee, and the Wagon Wheel. The Chamber members

are designated with an asterisk. A second version of the Restaurant Guide was developed that is sized to fit in the fold of the Downtown Walking Maps. Currently there is another insert for Outdoor Public Art. The DDA will be working on a Parking Insert this summer.

Bench Plaque Project



The DDA has supported the creation of a sponsorship program for benches, planters and trash receptacles. Johnson has contacted other communities to request copies of their sponsorship programs and contracts. Ward reached out to Conceptual Site Furnishings to discuss the size the plaques and the amount of messages units that can be included. The cost of the bench sponsorship is \$2,000. The DDA hopes to have a draft contract for the DDA



Board to review at their June meeting.

Rebecca's Alley

A draft, perpetual easement agreement was submitted to the property owners at 134 N. Center Street (Rebecca's Restaurant). Staff is waiting for a reply. Staff has reached out to several designers in the area to see what it would take to add foundations and electricity to the project this summer to allow the project to be improved over the coming years with Tivoli lights and an entrance arch. Staff will bring the information back to the DDA for consideration.

Scroll Repair

One of the scrolls attached to the legs of the pavilion in Town Square was broken when a group of kids was playing on the pavilion and broke off the curly-que from the leg. Staff found the pieces hidden in the bushes and underneath the stage. Staff searched the security cameras and found the time and date of the damage. Staff is working with the City Clerk to file an insurance claim and to have the pavilion repaired.

Foundry Flask

The City/DDA has confirmed with Singh Development that they will not be proceeding with the Foundry Flask project. According to Avi Greywall, Singh did not believe that the market could support both the 300 apartment units of the Watermark project and the 175 apartments proposed as part of Singh's Foundry project.

Bike Racks and Hoops



Design Committee co-Chair Suzie Cozart developed a map and flyer to get community input on the location of new bike racks in downtown Northville. The flyers ask residents and visitors to select their top choices for hoop/rack installation. The flyer will be passed out during the Tour de Ville this weekend. Information obtained through the flyer and from input from other cyclists will be used to determine how many hoops/racks should be ordered and where they should be installed. The Design Committee has already selected both the individual hoop and the rack for purchase.

Fire Pits

The Design Committee has reviewed a design proposal from Ore. The fire pits look similar to the existing fire pits but only weigh 55 pounds so, would be easier to handle. The fire pits come in a variety of finishes, and has the glass cylinder wind-break. The units could include either remote start or timed on/off, and includes an emergency off button. This would allow the DDA to program the fire pits to turn on and off at specific times and would be used more often. Electric power is available at the fountain, but may need to be rerouted in the fountain floor. Staff has



been directed to find a company to install the fire pits and to secure an estimate for the work. Volunteer Fred Sheill is working with the fabricator, Ore, to determine how much gas the fire pits use on an annual basis so the DDA can amend the budget to include the ongoing operational and maintenance costs. The units are approximately \$10,000 for a pair of the fire pits, plus shipping, handling and installation.


Downtown Mural

Design Committee member, Chuck Murdoch is heading up a small group that is working to develop a prototype for a mural program. Suzie Cozart has developed some graphics for the program utilizing historic photos of racing day at the Northville Downs. Several members of the Committee are scheduled to meet with the owner's representative in the next week to advance the concept. The idea will need to go to the Historic District Commission for approval. A Draft Easement between the City and the Property owner has been drafted by Plunkett and Cooney.



Historic Markers

DDA staff has met with Michelle Fecht to discuss the concept of developing a Historic Markers program for Downtown Northville. Fecht completed research on the buildings located at Main and Center Street for the Heritage Festival's Anniversary. The research completed could be utilized, along with historic photographs, for the development of






DOWNTOWN MOVIE THEATERS

When the Orpheum opened in 1913 at 325 South Main Street, the event drew such a crowd that people had to be turned away. Constructed by architect J. Fred Wierth, it was the first theater in town built to show movies. Earlier, one-eyed films were shown in storefront nickelodeons like the Star at 218 East Washington Street (lower right). Advertised as "family entertainment," many shows included live acts.

In 1917, behind his clothing shop next door to the Orpheum, Wierth built a second theater. Moviegoers entered below the Wierth's Main Street marquee (shown above in the 1940s) and passed through a two-story, slightly arcade that led to the theater. The L-shaped plan allowed the two theaters to share backstage space and a single theater organ. In early 1929 the Wierth was the first local theater

to convert from silent films to "talkies." While the Orpheum specialized in more high-toned productions, the smaller, cozier Wierth showed children's serialized matinees and gave away china to attract viewers. After both theaters closed in 1957, the interior spaces were remodeled for new uses. By 1957 Wierth's menswear business had become Figel's. It survived until 1991.

SPONSORED BY RALPH H. BEARD
PHOTO COURTESY OF MICHELLE FECHT AND THE MICHIGAN HISTORICAL SOCIETY

historic markers starting at the four corners. The program could grow as we develop sponsorship for the program. The Committee has looked at a similar program in Ann Arbor as a template.

Scroll Repair

One of the scrolls attached to the legs of the pavilion in Town Square was broken when a group of kids was playing on the pavilion and broke off the curly-que from the leg. Staff found the pieces hidden in the bushes and underneath the stage. Staff searched the security cameras and found the time and date of the damage. Staff is working with the City Clerk to file an insurance claim and to have the pavilion scrolls repaired. In addition to the scroll, there are several other items that need repair on the pavilion. The cracked pane of glass needs to be replaced and the gutter/trough that runs the length of the pavilion is leaking and needs to be repaired. DDA staff is looking for a general contractor to work on this, and other projects in the downtown.

Northville DDA – Design Committee

MEETING MINUTES

June 10, 2019

Meeting Called to Order: At 3:35 pm

Attendance: Lori Ward, Robert Miller, Chuck Murdock, Fred Sheill, Suzie Cozart, Carol Maise, Alan Somershoe

Minutes of Prior Meeting: Not discussed.

Piano in Old Church Square (Suzie):

- Unfortunately, the piano has been very badly damaged due to exposure to extreme weather conditions, and the piano has been discarded. It will not be replaced.

Downtown Murals (Chuck):

- The DDA Board has approved the concept and a budget of \$6,000.
- However, the Board would like the proposed mural changed to reflect a “race track” or “horse” theme. **Suzie has a proposed image, which she will send to Chuck.** Chuck will continue to work on the image.
- **Jeri to contact the Northville Downs** to see if they have old images which might be useful.
- **Lori to contact Stacey again** (the building owner) to get a final agreement on putting the mural on the building.
- Prior assignment: **Chuck is working on a simplified marker**, which will be complementary to a potential new set of markers (see next agenda item).
- Prior assignment: There’s still a question about whether this mural needs to somehow comply with city ordinances for “signs”. We think it’s a “mural”. **Lori and Carol to investigate.**

Fire Pits (Fred):

- Fred’s proposal from the last meeting was presented to the DDA Board. The Board approved the project concept and a \$10,000 budget. **We still need to finalize the specific design – auto start/stop with timer, emergency shut-off, gas line routing, electrical hookup, etc.**
- We still need someone to install the fire pits. **Lori to contact Long Plumbing** to get a feasibility assessment, and if possible, a quote for the installation.
- We need to consider the natural gas costs of operation. **Fred to contact the manufacturer** to get some gas flow rates to determine costs.
- The project will need to go back to the DDA Board for approval of the installation, when available.

Bench Design / Sponsorships (Lori):

- We settled on the metal black-powder painted bench with recessed plaque attached with screws from the back. Sponsorships are \$2,000, and we hope to start installing by late summer.
- We have four sponsors already lines up.
- We need to finalize a “contract” with donors which describes long-term responsibilities for both sides. **Lori to present draft at the next meeting.**
- Agreed to buy 10 benches immediately, based of the four in-hand sponsors, and forecasted demand. **Lori to order.**

Newspaper Boxes:

- A new newspaper box, which will accommodate six publications has been ordered. It will be located near the alley just east of 120 W Main (across from Joseph's).

Rainworks Project (Suzie):

- This project involves applied water resistant material to concrete surfaces, so that images appear when it rains. It's being done all over the world.
- Suzie has some design proposals, which **she will test out in her driveway.**
- Still a question about HDC approvals and city ordinances – **Lori will ask at the next Executive Committee meeting.**

Alley Improvements

- Rebecca's restaurant desires front of store outdoor seating, but they need a permit from the City. The permit requires ADA access, which does not exist. The City has proposed improvements to the alley for side door access, and has proposed a 50/50 sharing of all improvements (up to \$12,500) if the City can also recommend desirable improvements.
- Design Comm. To recommend potential improvements with the help of a local architect. **Lori to contact an architect.**

Banner Hardware:

- The Chamber of Commerce program for military banners has been a great success. They are in need of even more brackets to contain the program. Jodie has proposed the Chamber and DDA split buying an additional 30 brackets at \$1500 for each organization.

Cross-Street Banner Poles/ Hardware:

- Still need to identify the specific locations for the banners.

As the remaining meeting time became short, we prioritized the remaining agenda items for priority at the next meeting:

- Christmas Events Season: Set up a sub-committee to develop some proposals.
- Bike Hoops: We think we know what we want – let's get going.
- Pavilion Repair: Lori to talk to Grissom-Metz about pavilion repairs – glass, trough leakage, and broken ornamentation

Meeting Adjourned: 4:50pm

Next Meeting: Monday , July 8, 2019 @ 3:00pm

Submitted: C. Murdock 06/13/2019

**DOWNTOWN NORTHVILLE
PR / ADVERTISING SUMMARY
May 2019:**

PUBLICITY:

Upcoming press materials:

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

SOCIAL MEDIA:

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

PAID ADVERTISING:

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

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. Ads in June 2019 – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
 1. Ads in May 2019 – April 2020 issues of The Ville
- Ad in Fall Parks & Rec brochure

June 4, 2019

City of Northville Planning Commission
215 West Main Street
Northville, MI 48167

Dear Commissioners:

The Economic Development Committee (EDC) of the Downtown Development Authority (DDA) has had the opportunity to attend public meetings before the Planning Commission and Historic District Commission, to meet with both the HPH and Watermark Development Teams, and to discuss in detail the proposed project at the Committee level. Most recently, the EDC met with Chris Alexander of Watermark Development on May 16, 2019 to discuss the Development Team's submission to the Planning Commission for Preliminary PUD Site Plan consideration. The majority of the EDC's comments pertain to Phase 1 of the project that lies almost exclusively within the boundaries of the DDA and will have a significant impact on the existing historic downtown.

The EDC in their support for PUD eligibility noted that the following items still needed to be addressed as part of Site Planning process.

- Traffic and congestion
- Adequate parking
- Farmers' Market location
- Underground stormwater management.
- Development of more urban landscaping solutions
- Additional commercial space along Cady Street
- Refine architectural facades of Cady Street buildings
- Refine project layout and density
- Begin discussions on public participation from City and DDA for funding environmental remediation and infrastructure improvements.

The EDC notes that the plan submitted for Preliminary PUD Site Plan Approval is almost identical to the plan presented during the PUD Eligibility phase of the review process. Only one change of note has taken place in the latest site plan; the addition of 2,115 square feet of flex space has been added at the NE corner of the site. This flex space could be leased for commercial use by the Development Team, but could also revert back to residential use if they are not able to market the commercial space. An additional 3,000 – 4,000 square feet has also been identified in HPH submission documents as commercial, but still appears as residential in the submitted. The EDC supports adding additional commercial square footage to the project and would encourage additional space to be converted to commercial use along east Cady Street to support the new residential tenant base.

The latest plan also contains a decrease in parking spaces provided in the Parking Deck down from 473 spaces in the PUD Eligibility phase to 371 spaces in the Preliminary Site Plan phase, a loss of 102 spaces. The Development Team has commissioned a Parking Study produced by Fleis & Vandenbrink. The report makes a case for decreasing the amount of parking spaces required by the residential uses by using the Institute of Transportation Engineers manual on parking. The manual assists planners and engineers in determining the parking demand for various land uses. The Planning Commission will use the Fleis & Vanderbrink report as well as research conducted by Carlisle Wortman of surrounding Michigan communities to determine the appropriate number of parking spaces needed for a successful project.

The EDC has continued to express a strong desire to see an underground stormwater management solution for the apartments along Cady Street. This is an urban project, one block off of Northville's Main Street and should be treated with an urban solution. The consensus from the EDC is that a detention pond at the corner of Beale and Griswold is not an appropriate solution and should be redesigned as an underground facility.

In previous designs, the Development Team has provided several alternatives for the relocation of the Farmers' Market. In the latest Preliminary Site Plan application it appears that the western surface parking lot has been designated as the preferred site. The EDC encourages the Development Team to work closely with the Chamber of Commerce to address their needs in respect to size, layout and amenities of the Farmers' Market.

It is worth noting that the issues outlined above were noted as project concerns in the motion to grant the project PUD eligibility. It is the EDC's collective opinion that these numerous issues have not yet been resolved. However, the project, with modifications could address the issues outlined above and provide a mixed use project that would act as a transition from the residential uses to the south with the historic downtown to the north. The EDC looks forward to continuing to work with the Development Team to reach that goal.

Respectfully,

Aaron Cozart, Chair
DDA Economic Development Committee