

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
September 17, 2019 – Immediately after Informational Meeting**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. August 2019 Financial Statement (Attachment 4.a)
 - b. August 2019 Invoice Report (Attachment 4.b)
 - c. August 20, 2019 Meeting Minutes (Attachment 4.c)
5.
 - a. 1st Quarter Budget Amendments (Attachment 5.a)
 - b. Explanation of 1st Quarter Budget Amendments (5.b)
6. Town Square Use Policy (Attachment 6)
7. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 7.a)
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
 - i. Post Office Update – Pat Sullivan
8. Future Meetings / Important Dates
 - a. Spectrum Fest – September 20, 2019
 - b. Economic Development Committee – September 26, 2019
 - c. Marketing Committee – October 3, 2019
 - d. Skeletons are Alive – October 4, 2019
 - e. Executive Committee – October 9, 2019
 - f. Witches Night Out – October 10, 2019
 - g. Handcrafters' Fall Fair – October 11 – 12, 2019
 - h. Great Pumpkin Festival – October 12 – 13, 2019
 - i. Design Committee – October 14, 2019
 - j. Trick or Treat Trail – October 19, 2019
 - k. DDA Boards Meeting – October 22, 2019
 - l. Streets of Treats – October 26, 2019
9. Board and Staff Communications
10. Adjournment – Next Meeting October 22, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 08/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	688,553.00	626,082.26	310,711.72	62,470.74	90.93	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,209.00	44,944.54	35,298.51	15,264.46	74.65	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)	0.00	
PROPERTY TAXES		776,262.00	776,262.00	671,026.80	346,010.23	105,235.20	86.44	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.000	PRIVATE CONTRIBUTIONS/DONATIONS	0.00	0.00	100.00	100.00	(100.00)	100.00	
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	11,450.00	11,450.00	15,650.00	42.25	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	11,550.00	11,550.00	15,550.00	42.62	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	350.00	50.00	(200.00)	233.33	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		350.00	350.00	350.00	50.00	0.00	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	248.82	248.82	2,251.18	9.95	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	78.13	0.00	171.87	31.25	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	836.52	0.00	4,163.48	16.73	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	(404.89)	0.00	404.89	100.00	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(51.46)	(28.76)	(548.54)	8.58	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(46.13)	(46.13)	(703.87)	6.15	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(43.66)	(43.66)	(256.34)	14.55	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(9.39)	0.00	9.39	100.00	
INTEREST		6,100.00	6,100.00	607.94	130.27	5,492.06	9.97	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	62,608.00	0.00	0.00	62,608.00	0.00	
FUND BALANCE RESERVE		62,608.00	62,608.00	0.00	0.00	62,608.00	0.00	
Total Dept 000		872,420.00	872,420.00	683,534.74	357,740.50	188,885.26	78.35	
TOTAL REVENUES		872,420.00	872,420.00	683,534.74	357,740.50	188,885.26	78.35	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	326.86	132.70	12,923.14	2.47	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	244.42	0.00	925.58	20.89	
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	4,800.00	4,800.00	75.12	46.95	4,724.88	1.57	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	548.95	131.10	13,806.05	3.82	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	1,195.35	310.75	32,879.65	3.51	

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AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	2,071.35	1,183.68	14,528.65	12.48
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	8,358.08	4,754.75	12,261.92	40.53
370-861-726.000	SUPPLIES	625.00	625.00	9.99	0.00	615.01	1.60
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	201.63	201.63	20,698.37	0.96
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	172.22	48.06	827.78	17.22
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	6,193.00	2,446.00	19,537.00	24.07
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	718.50	958.00	2,031.50	26.13
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	1,437.48	223.48	29,312.52	4.67
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	178.00	0.00	182.00	49.44
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	56.62	(1,335.30)	1,273.38	4.26
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	0.00	0.00	4,010.00	0.00
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	1,812.57	1,812.57	6,227.43	22.54
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	1,535.58	875.37	7,069.42	17.85
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	8,300.00	8,300.00	77,095.00	9.72
Total Dept 861 - DESIGN COMMITTEE		239,215.00	239,215.00	31,045.02	19,468.24	208,169.98	12.98
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	2,071.38	1,183.68	14,528.62	12.48
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	1,509.35	843.74	13,570.65	10.01
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	18,727.00	250.00	13,573.00	57.98
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	14,777.00	3,450.00	54,223.00	21.42
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	480.00	450.00	360.00	57.14
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	1,005.67	572.73	6,739.33	12.98
Total Dept 862 - MARKETING		143,625.00	143,625.00	38,570.40	6,750.15	105,054.60	26.85
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	1,035.70	591.86	7,264.30	12.48
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	150.95	84.40	1,359.05	10.00
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	12,500.00	0.00	37,500.00	25.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	115,620.00	22,605.00	0.00	93,015.00	19.55
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	456.06	260.26	2,948.94	13.39
Total Dept 863 - PARKING		178,885.00	178,885.00	36,747.71	936.52	142,137.29	20.54
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	2,589.26	1,479.61	18,160.74	12.48
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	754.66	421.86	6,785.34	10.01
370-864-726.000	SUPPLIES	1,150.00	1,150.00	0.00	0.00	1,150.00	0.00
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	980.00	2,193.80	86.90	(1,213.80)	223.86
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	0.00	0.00	4,870.00	0.00

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	67.69	67.69	1,567.31		4.14
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	4,210.00	1,924.00	0.00	2,286.00		45.70
370-864-920.000	UTILITIES	1,420.00	1,420.00	279.66	161.44	1,140.34		19.69
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	770.00	770.00	570.00		57.46
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	175.00	175.00	1,225.00		12.50
370-864-967.000	FRINGE BENEFITS	8,805.00	8,805.00	1,196.15	684.71	7,608.85		13.58
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	3,025.00	0.00	9,075.00		25.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	69,365.00	13,040.24	3,847.21	56,324.76		18.80
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	2,589.18	1,479.57	18,160.82		12.48
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	301.86	168.75	2,718.14		10.00
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,455.00	1,134.38	647.33	7,320.62		13.42
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	4,025.42	2,295.65	29,399.58		12.04
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	0.00	0.00	173,830.00		0.00
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	0.00	0.00	173,830.00		0.00
TOTAL EXPENDITURES		872,420.00	872,420.00	124,624.14	33,608.52	747,795.86		14.28
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	872,420.00	683,534.74	357,740.50	188,885.26		78.35
TOTAL EXPENDITURES		872,420.00	872,420.00	124,624.14	33,608.52	747,795.86		14.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	558,910.60	324,131.98	(558,910.60)		100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08				
NET OF REVENUES/EXPENDITURES - 2018-19				68,330.61		68,330.61		
END FUND BALANCE		403,977.08	403,977.08	1,031,218.29				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 08/01/2019 - 08/31/2019
 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 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	LIGHTING BALLAST	V0390916	08/28/19	131.28	110988
370-861-740.050	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	LIGHT BULBS	V0390938	08/28/19	70.35	110988
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080519	08/14/19	299.00	500360
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080519	08/28/19	299.00	500362
370-861-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	MUSIC SERVICE TOWN SQUARE	72938	08/14/19	420.00	110885
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	REPLACE LIGHT FIXTURE IN TOWN SQUAR	00227242	08/14/19	250.00	110888
370-861-801.000	CONTRACTUAL SERVICES	MCNEELY & LINCOLN ASSO	SURVEY WORK FOR POOL'S EXPANSION	137691	08/28/19	922.25	110956
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE INTERNET	081619-2	08/28/19	255.75	110959
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES	A-56184	08/14/19	479.00	110862
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	TOWN SQUARE PORTA POTTIES	A-56523	08/28/19	479.00	110977
370-861-850.000	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035322024383196	72119	08/14/19	223.48	110866
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	082819	08/28/19	56.02	110968
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 7/9 - 8/8/19	080619	09/11/19	158.49	500363
370-861-976.010	STREET FURNISHINGS	CONCEPTUAL SITE FURNIS	DEPOSIT FOR BENCHES	15364	08/14/19	8,300.00	110882
Total For Dept 861 DESIGN COMMITTEE						12,343.62	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	PIZZAZZ LLC	ENTERTAINMENT FOR SKELETONS EVENT	81419	08/28/19	250.00	111005
370-862-801.000	CONTRACTUAL SERVICES	TIPPING POINT THEATRE	AD IN TIPPING POINT BROCHURE	081719-02	08/14/19	750.00	110849
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	AD IN SEEN MAGAZINE	263670	08/14/19	700.00	110893
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY RETAINER	NORTHVILLE 9-19	08/28/19	2,000.00	110945
370-862-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	WEB HOSTING AND DOMAIN REGISTRATION	19644	08/14/19	420.00	110851
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE FOR MONTHLY LISTSERV MAIL	MC10267021	08/28/19	30.00	110980
Total For Dept 862 MARKETING						4,150.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA INTERNET	081619	08/28/19	86.90	110958
370-864-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT SERVICES	1724247	09/11/19	2,875.00	111055
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080519	08/14/19	43.22	500360
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080519	08/28/19	43.22	500362
370-864-958.000	MEMBERSHIP & DUES	NATIONAL MAIN STREET C	MAIN STREET MEMBERSHIP	5727-1	08/28/19	295.00	110943
370-864-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSO	MI DOWNTOWN ASSOCIATION	2304	08/28/19	475.00	110944
370-864-960.000	EDUCATION & TRAINING	MICHIGAN DOWNTOWN ASSO	CONFERENCE REGISTRATION	1892	08/28/19	175.00	110944
Total For Dept 864 ORGANIZATIONAL						3,993.34	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						20,486.96	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of August 20, 2019
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:10 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Carolann Ayers, DJ Boyd, Margene Buckhave, John Casey, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

Absent: *Aaron Cozart, Greg Presley*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications, Marilyn Price/City Council, Jeremy Goodman, Sarah Prescott/School Board, Fred Sheill, Robert Miller/Design Committee Chair*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. July 2019 Financial Statement
- b. July 2019 Invoice Report
- c. July 23, 2019 Meeting Minutes

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

PARKING DECK REPAIR PROJECT UPDATE

- a. Bids for Cady Street Parking Deck:

Ward provided background on the Cady Street parking deck rehabilitation project. In 2018, the City/DDA retained Carl Walker/WGI to conduct an Engineering Condition Assessment of both the Cady Street and Main Centre parking decks. The WGI study identified major renovation costs that would need to be completed immediately and ongoing annual maintenance. Ward informed the Board that the DDA/City are currently in negotiations with Singh Development to identify their share of the expenses associated with the MainCentre Parking Deck and to determine a financing strategy to collect their contribution. Because an agreement has yet to be made, the renovation project for the two parking structures was divided into two separate projects with the Cady Street Parking Deck project scheduled for this fall and the MainCentre Parking Deck project scheduled for spring 2020.

The Cady Street project was submitted for bids in late July and the bid opening was held on August 14th. The low bidder was RAM construction. Ward has worked with RAM previously on deck repairs. The project was estimated at \$356,235. Because of the large difference between estimated costs and the actual bid, Thomson met with RAM to review each unit price and to verify their bid numbers. On August 15th, the DDA received a letter of recommendation from WGI to accept the bid by RAM Construction, the low bidder. In addition, WGI recommends the acceptance of Alternate A.1 for the colored concrete curb repair at the upper level entrance to the parking deck in the amount of \$6,900. The total contract award, with Alternate A.1 is \$253,194.32. DDA staff is recommending the approval of a 10% construction contingency of \$25,320 for a total not to exceed construction amount of \$278,514.32. Ward was very pleased that the final project price was almost a third less than what was initially estimated.

Ward stated that if approved by the DDA Board of Directors, the recommendation will be forwarded to City Council for consideration at their September 3rd meeting. Once the contract is executed, the construction will take 6 - 8 weeks, with a completion date of October 31st noted in the bid specifications.

McKindles asked if there are economies of scale that we are missing out on by not doing the decks as a combined project. Ward said there was a price increase from separating the two projects of \$25,700. McKindles wondered if we would be using that as a bargaining tool with Singh Management. Ward said yes, and if there wasn't forward motion in negotiations the City would consider doing a Special Assessment on the MainCentre property to resolve the issue.

DDA staff recommends that the DDA award the bid for the Cady Street Parking Deck to RAM construction in the amount of \$253,194.32 and approve a 10% contingency budget of \$25,320 for a not to exceed project total of \$278,514.32.

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

b. Status of MainCentre Parking Deck:

DDA and City staff have held several meetings with Singh representative to discuss the results of the Carl Walker reports and recommended repairs to the parking structures. It has been communicated to 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. Singh representative Josh Jacobs, indicated that Singh did not want to own the facility for tax purposes but Singh would be willing to explore the lease of the facilities which would include liability and maintenance of the structures.

The City has proposed a long-term lease of the lower level to Singh to accommodate the residential tenants in the MainCentre Building. Singh would be entirely responsible for the maintenance and liability of the control mechanism and card reader on the lower level of the MainCentre deck, the elevator/stair

tower and pedestrian bridge. In addition, Singh would pay an annual amount in the form of a lease sufficient to cover the cost of the initial capital repair projects and annual maintenance costs thereafter. The lease agreement would include a provision to “settle up” each year based on actual expenses. Singh’s share of the initial renovation costs is estimated at \$109,725 and Singh’s maintenance costs for the next 19 years are estimated at \$617,175. The term of the lease would be for five years, and could be renewed for three succeeding terms of five years. The amount of the lease is estimated at \$35,000 annually for the first five years. Subsequent lease agreements will be based on the estimated cost of repairs for the next five years.

The amount charged to Singh would reduce the City/DDA’s share of the initial renovation project to \$158,825 and significantly offset the future maintenance on the deck. The City and DDA are working to develop a funding strategy for the renovations and ongoing maintenance of the MainCentre parking deck.

Boyd suggested the lease agreement should be more specific on how the yearly assessment would be negotiated. Roth said Singh has pushed back on having a specific sum paid every year because the repairs in any given year could be less than their yearly fee. Sullivan says it really isn’t a lease if the amount changes yearly and would be difficult to enforce. Boyd suggested the yearly fee be fixed and the money not used transferred to an escrow account. The escrow account could then be used for repairs incurred in future years. Buckhave questioned why the City does not hand the deck over to Singh to manage. Ward stressed Singh does not want to own the deck because they will have to pay taxes. After much discussion Roth suggested that the city’s real estate attorney take another look at the lease and make improvement suggestions to tighten up the loopholes with more specific language.

CARL WALKER/WGI CHANGE ORDER REQUEST

Ward updated the Board on the WGI price increase caused from separating the two parking deck projects, Cady Street deck this fall and MainCentre deck next spring.

While separating the projects into two separate bid packets has allowed the City/DDA more flexibility in negotiating the MainCentre Parking Deck costs with Singh, it has added to the consulting costs of the project. WGI is seeking an additional \$600 in fees for separating the two projects into one project, the Cady Street Parking Deck restoration project, for bid this fall. In addition, WGI is seeking an additional \$24,300 in fees and an additional amount of \$800 in reimbursable expenses to produce a second set of bid specifications, assist with bidding, and inspection fees for the Spring 2020 MainCentre Parking Deck restoration project.

Long and Sullivan voiced concern that the increased fees for separating the project seemed high. Sullivan questioned why the engineering costs in the office and field almost doubled. Those costs should have been in the proposal whether they were completed this summer or next s

Sullivan suggested that he and Ward meet again with WGI to review the cost increases before approving the change order.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee –

Fire Pits

Miller opened discussion about the Design Committees proposal for new fire pits in Town Square. Miller said that one of the reasons for replacing the existing fire pits is because they are too heavy and awkward to install. They also require a manual start so someone always needs to be available to turn them on and off. Miller asked the Board to share their concerns about installing fire pits. Roth said in previous discussions the height of the unit was a concern so that kids would not be able to reach inside. Also, a protective guard around the fire pit would be helpful. The other concern addressed was the automatic timer feature. Roth said the element of surprise with no warning could be dangerous.

The Design Committee has reviewed a design proposal from Ore. The units are approximately \$10,000 for a pair of the fire pits, plus shipping, handling and installation. Miller said the units they have chosen are the best value and accomplish the goals of the committee. 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. Miller said there could possibly be a warning noise before the unit turns on or at the minimum signage.

Ayers expressed concern that any type of fire feature in Town Square would be dangerous and she doesn't see the need to move forward. Prescott said that she is not opposed to the fire pits but is very concerned with the automatic start feature. The element of surprise might catch parents and children off guard. Roth stated that given the cost of the fire pits and the staff time to turn them on he does not see the value added. Boyd said he was in favor of moving forward. Ward said with the automatic start and the ease of installation they will be used more frequently and enhance the look of Town Square. Long suggested we purchase the fire pits and work out the details at a later date.

Downtown Mural

Miller reviewed two design solutions for the mural. One of the designs was produced by Buzz Bizzell while he was working on Northville's Wayfinding Signs system. This mural is an original artwork of a harness race. The second solution

was developed by Design Committee member Suzie Cozart and utilizes an actual historic photo of racing day at the Northville Downs. Through graphic design software the photo would be enhanced while keeping the antique look. The graphic is heat applied and will look like a painting when finished. Miller asked for feedback on the two designs. Ward addressed the cost of the two different murals. The murals should last only 5-7 years. The Board unanimously supported the mural using the actual photo of the Northville Downs. The Board referred the issue back to the Design Committee for further revisions.

- b. *Marketing Committee* – Long had requested at a previous Board meeting a list of all the events that require street closures. Ward provided a detailed list of all events throughout the year. There are a variety of organizations that host events throughout the year. Long feels there are too many Saturdays during the summer that the streets are closed. He feels this list should be looked at more closely before next year's event season begins. Ward agreed that there needs to be further discussion about how many events we allow and the scheduling of those events.
- c. *Parking Committee* – No update
- d. *Organizational Committee* – No update
- e. *Economic Development Committee* – No update

FUTURE MEETINGS/ IMPORTANT DATES

- a. Economic Development Committee – August 22, 2019
- b. Marketing Committee – September 5, 2019
- c. Northville Wine & Food Festival – 7, 2019
- d. Design Committee – September 9, 2019
- e. Executive Committee – September 11, 2019
- f. Heritage Festival – September 13, 14, 15, 2019
- h. DDA Boards Meeting – September 17, 2019
- i. Spectrum Fest – September 21, 2019

BOARD AND STAFF COMMUNICATION

Ward updated the Board that Hunter Pasteur has withdrawn their PUD application so that Watermark can move forward with the apartment complex as a separate project.

The next DDA Board meeting is September 17, 2019

Meeting adjourned at 10:05 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Revenues			Fund #	Activity #									
Prepared By:	Lori Ward			370	Revenues									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-403	Current Property Taxes		688,553		-		-		-		-		688,553	
		688,553											688,553	
370-000-403.01	DDA Operating Levy		60,209		-		-		-		-		60,209	
		60,209											60,209	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		30,000		-		-		-		-		30,000	
	Local Community Stabilization Share	30,000											30,000	
370-000-417	Delinquent Personal Property Taxes												-	
370-000-418	Property Taxes - Other		(2,500)		-		-		-		-		(2,500)	
	Reserve - Tax Appeals	(2,500)											(2,500)	
Total Taxes		776,262	776,262	-	-	-	-	-	-	-	-	-	776,262	
370-000-586.02	Sponsorships		27,100		-		-		-		-		27,100	
	Skeletons Are Alive	7,000											7,000	
	Wednesday Night Concerts	3,500											3,500	
	Benches	16,600											16,600	
370-000-659.11	Rent Revenue		150		200		-		-		-		350	
	Rental of Town Square	150		200									350	
370-000-666	Misc Revenue		200		-		-		-		-		200	
	Other													
Misc Revenue		27,450	27,450	200	200	-	-	-	-	-	-	-	27,650	

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Revenues			Fund #	Activity #									
Prepared By:	Lori Ward			370	Revenues									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-664	Investment Earnings - Short Term	2,500	2,500		-		-		-		-	2,500	2,500	
370-000-664.19	Investment Earnings - Long Term MI Class	250	250		-		-		-		-	250	250	
370-000-664.20	Investment Earnings - Long Term	5,000	5,000		-		-		-		-	5,000	5,000	
370-000-664.30	Unrealized Market Change	-	-	(405)	(405)		-		-		-	(405)	(405)	
370-000-664.40	Investment Pool Bank Fees	(600)	(600)		-		-		-		-	(600)	(600)	
370-000-664.50	Investment Advisory Fees	(750)	(750)		-		-		-		-	(750)	(750)	
370-000-664.60	Bank Lockbox Fees	(300)	(300)	9	9		-		-		-	(291)	(291)	
370-000-667.70	Custodial Fees	-	-	-	-	-	-	-	-	-	-	-	-	
Net Investment Earnings		6,100	6,100	(396)	(396)	-	-	-	-	-	-	5,704	5,704	
Total		809,812	809,812	(196)	(196)	-	-	-	-	-	-	809,616	809,616	
Difference (should be zero)			-		-		-		-		-		-	
Total Expenditures		872,420	872,420	280,404	280,404	-	-	-	-	-	-	1,152,824	1,152,824	
Total Revenues		809,812	809,812	(196)	(196)	-	-	-	-	-	-	809,616	809,616	
Use of (Increase to) Fund Balance		62,608	62,608	280,600	280,600	-	-	-	-	-	-	343,208	343,208	
Difference - should be zero		-	-	-	-	-	-	-	-	-	-	-	-	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Design			Fund #	Activity #								
Prepared By:	Lori Ward			370	861								
		Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1)		16,600		-		-		-		-		16,600
		16,600										16,600	
370-861-710	Wages and Salaries - Part Time		20,620		-		-		-		-		20,620
	3 Seasonals	17,600										17,600	
	DDA part-time staff	3,020										3,020	
370-861-726	Supplies		625		-		-		-		-		625
	Meeting supplies	50										50	
	Reproduction	100										100	
	Catering	125										125	
	Printing tshirts	100										100	
	Maintenance Equipement	250										250	
370-861-740.05	Downtown Materials	-	20,900		-		-		-		-		20,900
	Downtown Greenery	2,500										2,500	
	LED Tree lights 17 raised planters	2,400										2,400	
	Holiday Lights in Downtown	3,000										3,000	
	LED Lights for Light Poles	500										500	
	Town Square Christmas Tree	2,500										2,500	
	Holiday Lighting & Decor - Town Square	7,000										7,000	
	Halloween Decorations	3,000										3,000	
370-861-751	Fuel & Oil	1,000	1,000		-		-		-		-	1,000	1,000

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Design			Fund #	Activity #									
Prepared By:	Lori Ward			370	861									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-861-801.00	Contractual Services		25,730		-		-		-		-		25,730	
	Expanded WiFi - Clear Rate	3,600											3,600	
	Electrical Repairs	10,000											10,000	
	New Hire Physicals (\$81/hire)	300											300	
	Irrigation Repairs	2,500											2,500	
	Sprinkler Start Up and Winterization	960											960	
	Umbrella Repairs	250											250	
	Sound System in Town Square	420											420	
	Radio Licensing Fees	350											350	
	Heat Melt Repair	500											500	
	Painting of Receptacles and Planters	1,000											1,000	
	Security Cameras	350											350	
	WiFi Service Town Square - Comcast	3,000											3,000	
	Fountain Repair	2,500											2,500	
370-861-801.16	Public Restroom Program		2,750		-		-		-		-		2,750	
	Porta Potty rental (\$430/mo)	2,750											2,750	
370-861-801.94	Brick Repair & Maintenance		2,500		-		-		-		-		2,500	
	Town Square													
	Downtown	2,500											2,500	
370-861-803.59	Signage and Markers Projects		10,000		-		-		-		-		10,000	
	Historic Markers	5,000											5,000	
	Mural Project	5,000											5,000	
	Non Motorized Trail Project												-	
370-861-850	Landscape Maintenance & Materials		30,750		-		-		-		-		30,750	
	Annuals & perennials	20,000											20,000	
	Landscape Replacement	5,000											5,000	
	Tree Maintenance and Replacement	1,000											1,000	
	Trim and Mulch	1,000											1,000	
	Parking Lot Landscaping	1,500											1,500	
	Beautification Commission Plantings	2,250											2,250	
	Misc.	-											-	
370-861-913	Vehicle Insurance		360		-		-		-		-		360	
	MMRMA	360											360	
370-861-920.01	Electrical Service (127 E Main)		1,330		-		-		-		-		1,330	
	Town Square & Walkway	1,330											1,330	
		-											-	
370-861-920.02	Natural Gas Service		4,010		-		-		-		-		4,010	
	Heat Melt System & Fire Pits - Town Square	3,440											3,440	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Design			Fund #	Activity #								
Prepared By:	Lori Ward			370	861								
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Walkway	570										570	
370-861-920.030	Water and Sewer Service		8,040		-		-		-		-		8,040
	Town Square, 120 W Main, Hutton Park	7,720										7,720	
	Walkway	320										320	
370-861-967	Fringe Benefits (1)		8,605		-		-		-		-		8,605
		8,605										8,605	
370-861-976.01	Street Furnishings		85,395		-		-		-		-		85,395
	Signage - Directory	3,000										3,000	
	Light Fixture Conversions	15,545										15,545	
	Umbrella	250										250	
	Furniture/Benches	16,600										16,600	
	Festoon Lighting	20,000										20,000	
	Cross Street Banners	30,000										30,000	
Total		239,215	239,215		-		-		-		-	239,215	239,215
Difference (should be zero)			-		-		-		-		-		-

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:		Downtown Development Authority		Account Number									
Activity:		Marketing & Business Mix		Fund #		Activity #							
Prepared By:		Lori Ward		370		862							
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		16,600		-		-		-		-		16,600
		16,600										16,600	
370-862-710	Wages and Salaries - Part Time		15,080		-		-		-		-		15,080
	part time office staff	15,080										15,080	
370-862-726	Supplies		150		-		-		-		-		150
	Meeting Supplies & Refreshments	150										150	
370-862-784	Downtown Programming & Promotions		32,300		-		-		-		-		32,300
	Other Promotional Events	-										-	
	Northville Chamber of Commerce	7,000										7,000	
	Friday Night Concerts	6,500										6,500	
	Wednesday Night Concerts	6,500										6,500	
	Buy Michigan Now Festival	2,500										2,500	
	NCBA	1,000										1,000	
	Skeletons are Alive	4,000										4,000	
	Fall Décor	300										300	
	Tunes on Tuesday	2,000										2,000	
	Christmas	2,500										2,500	
370-862-785	Business Retention Program		1,910		-		-		-		-		1,910
	Walking Map	1,910										1,910	
370-862-801.00	Contractual Services		69,000		-		-		-		-		69,000
	Graphic Design	5,000										5,000	
	Logo and Branding Development	4,000										4,000	
	Newsletter	1,500										1,500	
	IMJ Communications	24,000										24,000	
	Print	22,000										22,000	
	Internet/Social Media	2,500										2,500	
	Video/Photography	3,000										3,000	
	Event Cards and Posters	3,500										3,500	
	Event Panels	3,500										3,500	

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority		Account Number											
Activity:	Marketing & Business Mix		Fund #	Activity #										
Prepared By:	Lori Ward		370	862										
			Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-862-801.34	Web Site		840		-		-		-		-		840	
	Accunet	420										420		
	Mail Chimp	420										420		
370-862-967	Fringe Benefits (1)		7,745		-		-		-		-		7,745	
	Per Finance Department	7,745										7,745		
Total		143,625	143,625	-	-	-	-	-	-	-	-	143,625	143,625	
Difference (should be zero)			-		-		-		-		-		-	

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Parking			Fund #	Activity #									
Prepared By:	Lori Ward			370	863									
		Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-863-706	Wages and Salaries - Full Time (1)		8,300		-		-		-		-		8,300	
		8,300												
370-863-710	Wages and Salaries - Part Time		1,510		-		-		-		-		1,510	
	Part time staff	1,510												
370-863-726	Supplies		50		-		-		-		-		50	
	Meeting Supplies	50												
370-863-950.21	O/T to General Fund	-	50,000		-		-		-		-		50,000	
	Street Lighting & Parking Lot Electrical	50,000												
370-863-950.26	O/T to Parking Fund		115,620		278,514		-		-		-		394,134	
	parking maintenance costs	86,620											86,620	
	snow removal	4,000											4,000	
	Parking Deck Repairs	25,000		278,514									303,514	
370-863-967.00	Fringe Benefits (1)		3,405		-		-		-		-		3,405	
	Per Finance Department	3,405												
Total		178,885	178,885	278,514	278,514	-	-	-	-	-	-	457,399	457,399	
Difference (should be zero)			-		-		-		-		-		-	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority		Account Number										
Activity:	Organizational		Fund #	Activity #									
Prepared By:	Lori Ward		370	864									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		20,750		-		-		-		-		20,750
		20,750										20,750	
370-864-710.	Wages - Temp/Part Time Reg		7,540		-		-		-		-		7,540
	part time staff	7,540										7,540	
370-864-726	Supplies		1,150		-		-		-		-		1,150
	Office . Supplies	250										250	
	Computer Software	250										250	
	Computer Supplies	500										500	
	Meetings Catering	150										150	
370-864-730	Postage		100		-		-		-		-		100
	Postage machine & stamps	100										100	
370-864-731	Publications		65		-		-		-		-		65
	Northville Record	65										65	
370-864-801.19	Technology Services		980		1,100		-		-		-		2,080
	Email Archival Service	20										20	
	IT Right	960		1,100								2,060	
370-864-802.01	Legal Services		3,000		-		-		-		-		3,000
	General Legal Fees	1,000										1,000	
	Real Estate Legal Fees	2,000										2,000	
	Other												
370-864-805	Auditing Services		4,870		-		-		-		-		4,870
	Plante & Moran - Per Finance Department	4,870										4,870	
370-864-900	Printing & Publishing		1,635		-		-		-		-		1,635
	Notecards/Envelopes/Labels	250										250	
	DDA Annual Report in Newspaper	320										320	
	Slide and Photo Processing	100										100	
	Color Copying Charges	800										800	
	Personnel Ad Placement	165										165	
370-864-910	Insurance - MMRMA		4,210		790		-		-		-		5,000
	Per Schedule	3,060		790								3,850	
	Special Event Insurance	1,150										1,150	
370-864-920	Utilities		1,420		-		-		-		-		1,420
	cell phone allowance (\$75/mo)	900										900	
	Clear Rate phone & internet (\$43/mo)	520										520	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Organizational			Fund #	Activity #								
Prepared By:	Lori Ward			370	864								
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-958	Memberships & Dues		1,340		-		-		-		-		1,340
	APA	245											245
	Chamber of Commerce	270											270
	NTHP - National Main Street Center	350											350
	Michigan Downtown Association	475											475
	Crain's												-
370-864-960	Education & Training		1,400		-		-		-		-		1,400
	Travel - mileage and parking	500											500
	Meals	150											150
	Conference Fees	350											350
	Hotel Expenses	400											400
370-864-967	Fringe Benefits (1)		8,805		-		-		-		-		8,805
	Per Finance Department	8,805											8,805
370-864-967.02	Overhead		12,100		-		-		-		-		12,100
	services by Finance Dept, DPW Dir, Manager	12,100											12,100
Total		69,365	69,365	1,890	1,890	-	-	-	-	-	-	-	71,255
Difference (should be zero)			-		-		-		-		-		-

City of Northville														
Budget Amendment Worksheet														
2019-20														
Department:	Downtown Development Authority			Account Number										
Activity:	Economic Development			Fund #	Activity #									
Prepared By:	Lori Ward			370	865									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-865-706	Wages and Salaries - Full Time (1)		20,750		-		-		-		-		20,750	
		20,750											20,750	
370-865-710	Wages - Temp/Part Time Reg		3,020		-		-		-		-		3,020	
		3,020											3,020	
370-865-726	Supplies		200		-		-		-		-		200	
	Meeting suplies	50											50	
	Meeting Catering	100											100	
	Reproduction	50											50	
370-865-785	Business Retention Program		1,000		-		-		-		-		1,000	
	Recruitment Package	500											500	
	Speakers	500											500	
			-		-		-		-		-		-	
370-865-967	Fringe Benefits (1)		8,455		-		-		-		-		8,455	
	Per Finance Department	8,455											8,455	
Total		33,425	33,425		-		-		-		-		33,425	
Difference (should be zero)					-		-		-		-		-	

City of Northville													
Budget Amendment Worksheet													
2019-20													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt		Fund #	Activity #									
Prepared By:	Lori Ward		370	945									
			Original Budget	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-945-950.49	O/T to DDA Debt Service Fund			173,830		-		-		-		-	173,830
	2013 DDA Refunding Bond Debt Service												
	Principal		145,000										145,000
	Interest		28,830										28,830
	Final payment due April 2025												
Total			173,830	173,830	-	-	-	-	-	-	-	-	173,830 173,830
Difference (should be zero)				-		-		-		-		-	-

Northville DDA
 FY 2019-20 Proposed DDA Budget
 1st Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-659.11	Town Square Rental	Increase usage	\$200
370-000-664.30	Unrealized Marketing Change	Provided by Finance Department	(\$405)
370-000-664-70	Custodial Fees	Provided by Finance Department	\$9
DPW			
none			
Design			
none			
Parking			
370-863-950.00	O/T to General Fund	Cady Street Parking Deck Rehabilitation	\$278,514
Organizational			
370-864-801.19	Technology and Support	Increased fees with IT Right, new IT support for City	\$1,100
Economic Dev.			
None			

Northville Downtown Development Authority Town Square Use Policy

Town Square is a public leisure area/open space located in Downtown Northville on the south side of Main Street between Center Street & Hutton Street. The area is open to the general public throughout the year. The square is equipped with several tables and chairs for use by the general public.

General Rules:

1. Users of Town Square must behave in a way that does not interfere with the enjoyment and use by other users of the Town Square.
2. Town Square cannot be rented for private functions which hinder and/or prohibit the general public from its use. Any rentals utilizing this space, must have a completed a rental agreement approved and on file with the Northville Downtown Development Authority.
3. Tables and chairs located in Town Square are to be used on a first-come, first-serve basis and cannot be reserved for future use. Tables and chairs cannot be moved or altered out of their normal placement, unless approved as part of rental agreement.
4. Between late May and early October, Town Square will have a platform stage erected under the pavilion. The stage area can be used on a first-come, first-serve basis as long as the use does not hinder the general public's use of Town Square. If a user would like to reserve the platform stage and guarantee the use of the stage, a reservation must be approved by the Northville DDA.
5. Any activity that does not have a completed and approved rental agreement with the Northville Downtown Development Authority on file which causes any effect on Town Square's use by the General Public will be stopped immediately.
6. Due to underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.
7. Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall.
8. All activities in Town Square must end no later than 11:00 p.m. daily.
9. There is no smoking allowed in Town Square at any time.

For additional information, please contact the Northville Downtown Development Authority at 248-349-0345 or lward@ci.northville.mi.us.



Northville DDA – Design Committee

MEETING MINUTES

August 12, 2019

Meeting Called to Order: At 3:30 pm

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

Minutes of Prior Meeting: Chuck mentioned an omission of the draft minutes – Suzie will serve as Co-Chair of the Committee. A motion by Suzie to approve the minutes of the June 12 meeting; seconded by Fred. Minutes were approved.

Newspaper Racks:

- A new rack has been installed on the east end of 120 W. Main. None of the “for sale” publications, like the Fee Press, are interested in using the rack. So, all publications will be free, and the coin operation will be disabled.
- **Lori is looking into doing some landscaping around the rack.**

Benches:

- The DDA Board has approved the wording of the bench program flyer and the bench application.
- Sponsorship fee is \$2000, and half the benches have already been reserved.
- Ten benches have been purchased, but, not yet delivered. **Lori is trying to expedite one bench for a specific client.**

Rebecca’s Restaurant Alley:

- Lori has submitted a perpetual easement agreement to the building owners for their signatures.
- We need some further design help on alley improvements, and **Lori will contact Mark Russell.** If there is an entrance arch in the design, we agreed it should be “building mounted”.

Murals:

- Suzie has proposed a very nice “horse racing” themed mural. **She will take it to the next DDA Board meeting** for a conceptual approval. **The artwork itself needs some more research** – is it good enough quality to blow up in size? **Suzie will also contact Mike Carlo for other potential artwork.**
- We have a draft easement agreement, but, **it still needs to be discussed with the property owner.**
- 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.**

Entranceway Signs:

- We need to agree on specific locations for the signs – should they be at “city limits” or at the “edge of town”? **Lori will identify on a map the locations of existing entranceway and other related signs.**

Fire Pits:

- Note at the last meeting, the DDA 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 need to see if Grissom Metz can help us with some design work.**

- Some discussion at the DDA Board meeting about fire safety. Fred discussed an emergency shut-off switch with the Fire Chief, and he was OK with it. Robert will discuss it again at the next DDA Board meeting.
- 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.
- The project will need to go back to the DDA Board for approval of the installation, when available.

Bike Racks:

- Suzie has developed a survey to.....? She will place some copies of the survey in each of the bike shops in town.

Cross-Street Banners:

- Lori received a new “fluted” pole proposal, which is much more expensive than the prior design. Lori will work with a designer to create specs and/or drawings to go out for competitive bids.
- Still need to identify some specific locations.

Pavilion Repair:

- One of four scrolls has been damaged. Graphic Visions, who made the originals, can no longer repair or make these in the original materials. Lori has talked to a metal fabricator, but, he can't make it look to match.
- The DDA Board is interested in rehabbing the entire pavilion area. So, more work to be done.

Wall-Mounted Directory:

- Lori had a proposal for a new directory to be mounted on the Comerica Bank wall in the Marque parking lot, near the Walkthrough. It was agreed to simplify the directory by using only the Map & Directory (left-hand side of the proposal). The Community Events would continue to be advertised using the hand-held cards. Perhaps placing cards in a rack at the directory.

Christmas Event:

- Suzie has some good ideas. But, it's probably too late to execute for this season. Perhaps some ideas could be rolled into the December First Friday events.

Rainworks Project:

- 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 purchased a small sample of the material, and will test it in her driveway.
- Still a question about HDC approvals and city ordinances – Lori will ask at the next Executive Committee meeting.

Meeting Adjourned: 5:15 pm

Next Meeting: Monday , September 9, 2019 @ 3:30pm

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY August 2019:

PUBLICITY:

Upcoming press materials:

- Los Tres Amigos opening

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

- August 1 – WXYZ TV 7 – In-studio preview with Center Street Grille and Buy Michigan Now to preview the festival
- August 2 – WJR AM – Paul W. Smith interview with
- August 3 – WDIV TV 4 – On-site in Downtown Northville for the Buy Michigan Now Festival; Living & Learning Center was a featured segment
- August 3 – Fox2 – On site for the Buy Michigan Now preview Festival; Stemville was a featured segment
- Date TBD – Metro Parent Feature on Stemville opening

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

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. Ads in September 2019 – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
 1. Ads in September
 2. 2019 – April 2020 issues of The Ville

- Ad in Fall Parks & Rec brochure
- Ad in the Art House brochure
- Skeletons Launch Party ads in the Free Press (print and online); Entertainment sections 9/23, 9/25, 9/26, 9/30, 10/2, & 10/3