

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
January 16, 2018 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. December 2017 Financial Statement (Attachment 4.a)
  - b. December 2017 Invoice Report (Attachment 4.b)
  - c. December 19, 2017 Meeting Minutes (Attachment 4.c)
5. Committee Information and Updates
  - a. Design Committee – Robert Miller (Attachment 5.a)
  - b. Marketing Committee – Shawn Riley
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart (Attachment 5.e)
6. Future Meetings / Important Dates
  - a. Marketing Mix Meeting – February 1, 2018
  - b. First Friday Experience – February 2, 2018
  - c. Executive Committee Meeting – February 14, 2018
  - d. Economic Development Meeting – February 19, 2018
  - e. DDA Board Meeting – February 20, 2018
  - f. Parking Committee Meeting - TBD
7. Board and Staff Communications
8. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 12/31/2017

% Fiscal Year Completed: 50.41

DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 12/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	658,692.00	564,594.01	(4,584.29)	94,097.99		85.71
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,854.00	54,218.37	245.02	3,635.63		93.72
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	36,177.84	0.00	(6,177.84)		120.59
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)		(23.06)
PROPERTY TAXES		741,546.00	741,546.00	656,143.27	(4,339.27)	85,402.73		88.48
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	1,000.00	0.00	5,250.00		16.00
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	1,000.00	0.00	5,250.00		16.00
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00		0.00
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00		0.00
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	850.00	850.00	974.32	230.60	(124.32)		114.63
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	1,500.00	1,933.04	0.00	(433.04)		128.87
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	933.00	(2,411.14)	0.00	3,344.14		(258.43)
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(850.00)	(221.62)	(69.48)	(628.38)		26.07
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(800.00)	(290.11)	0.00	(509.89)		36.26
370-000-664.600	BANK LOCKBOX FEES	0.00	0.00	(183.27)	(1.23)	183.27		100.00
INTEREST		700.00	1,633.00	(198.78)	159.89	1,831.78		(12.17)
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00		0.00
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	76,131.00	0.00	0.00	76,131.00		0.00
FUND BALANCE RESERVE		0.00	76,131.00	0.00	0.00	76,131.00		0.00
Total Dept 000		748,846.00	825,910.00	656,944.49	(4,179.38)	168,965.51		79.54
TOTAL REVENUES		748,846.00	825,910.00	656,944.49	(4,179.38)	168,965.51		79.54
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	3,655.99	1,164.49	1,344.01		73.12
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	1,350.00	282.83	282.83	1,067.17		20.95
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00		0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	2,625.00	2,625.00	1,532.54	507.44	1,092.46		58.38
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	3,996.08	1,484.81	1,253.92		76.12
Total Dept 753 - DPW SERVICES		14,725.00	14,725.00	9,467.44	3,439.57	5,257.56		64.30

PERIOD ENDING 12/31/2017  
% Fiscal Year Completed: 50.41  
DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 (ABNORM)	ACTIVITY FOR MONTH 12/31/17 INCR (DECR)	AVAILABLE BALANCE (ABNORM)	% BGDGT USED
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	12,006.19	2,535.29	11,638.81	50.78
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	45.00	0.00	(45.00)	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	23,700.00	10,938.68	0.00	12,761.32	46.15
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	13,430.00	5,469.24	3,080.26	7,960.76	40.72
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,350.00	11,540.16	862.24	28,809.84	28.60
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-861-803.490	TOWN SQUARE PROJECT	0.00	74,100.00	0.00	0.00	74,100.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	0.00	2,992.25	2,395.00	(2,992.25)	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	32,000.00	(596.50)	0.00	32,596.50	(1.86)
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	367.06	97.47	2,082.94	14.98
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	358.32	129.40	3,491.68	9.31
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,890.00	5,916.14	1,104.04	5,973.86	49.76
370-861-976.010	STREET FURNISHINGS	3,550.00	3,550.00	1,658.00	0.00	1,892.00	46.70
Total Dept 861 - DESIGN COMMITTEE		165,390.00	242,590.00	58,761.53	10,203.70	183,828.47	24.22
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	12,294.69	2,535.12	11,350.31	52.00
370-862-710.000	WAGES - PART TIME	8,700.00	8,700.00	2,730.40	2,482.40	5,969.60	31.38
370-862-726.000	SUPPLIES	150.00	150.00	104.01	29.42	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	17,263.21	1,360.00	9,336.79	64.90
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,857.00	2,857.00	0.00	0.00	100.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	36,136.50	7,664.00	29,363.50	55.17
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	575.00	0.00	398.00	59.10
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	2,400.00	0.00	600.00	80.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,110.00	5,215.81	1,295.56	4,894.19	51.59
Total Dept 862 - MARKETING		141,378.00	141,535.00	79,576.62	15,366.50	61,958.38	56.22
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	4,001.95	845.04	3,878.05	50.79
370-863-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	25,000.00	170.00	0.00	24,830.00	0.68
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	135,650.00	67,825.00	0.00	67,825.00	50.00
370-863-967.000	FRINGE BENEFITS	3,820.00	3,820.00	1,626.93	368.01	2,193.07	42.59
Total Dept 863 - PARKING		181,350.00	181,350.00	73,623.88	1,213.05	107,726.12	40.60
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	11,716.18	2,534.95	11,928.82	49.55
370-864-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	180.10	15.90	969.90	15.66
370-864-730.000	POSTAGE	175.00	175.00	0.67	0.46	174.33	0.38
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	1,381.75	692.91	108.25	92.73

PERIOD ENDING 12/31/2017  
% Fiscal Year Completed: 50.41  
DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2017 NORM (ABNORM)	MONTH 12/31/17 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,500.00	1,747.66	977.16	752.34	69.91
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	4,687.00	0.00	3.00	99.94
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	616.99	0.00	358.01	63.28
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,270.00	4,333.00	0.00	937.00	82.22
370-864-920.000	UTILITIES	1,225.00	1,225.00	651.67	103.81	573.33	53.20
370-864-958.000	MEMBERSHIP & DUES	640.00	640.00	1,408.00	0.00	(768.00)	220.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,750.00	480.71	0.00	1,269.29	27.47
370-864-967.000	FRINGE BENEFITS	10,110.00	10,110.00	4,859.20	1,122.54	5,250.80	48.06
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	5,485.00	0.00	5,485.00	50.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	73,355.00	37,612.95	5,447.73	35,742.05	51.28
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	18,677.50	0.00	153,677.50	10.84
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	18,677.50	0.00	153,677.50	10.84
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		748,846.00	825,910.00	277,719.92	35,670.55	548,190.08	33.63
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		748,846.00	825,910.00	656,944.49	(4,179.38)	168,965.51	79.54
TOTAL EXPENDITURES		748,846.00	825,910.00	277,719.92	35,670.55	548,190.08	33.63
NET OF REVENUES & EXPENDITURES		0.00	0.00	379,224.57	(39,849.93)	(379,224.57)	100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53			
END FUND BALANCE		408,245.53	408,245.53	787,470.10			

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
POST DATES 12/01/2017 - 12/31/2017  
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	LORI WARD	LED CHRISTMAS LIGHTS REIMBURSEMENT	111517	12/06/17	465.26	105703
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	DECOR REMOVAL, MISC	6045	12/18/17	2,615.00	105915
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXTENDED WIFI	5073316	12/04/17	303.48	105720
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	121717	12/20/17	255.21	105828
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXTENDED WIFI	5102206	01/04/18	303.55	105918
370-861-803.590	SIGNAGE AND MARKERS PROJE	WAYNE COUNTY	WAYNE COUNTY PERMIT FEES, WAY FINDI	R17-042	12/06/17	2,395.00	105639
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	121917	12/21/17	97.47	105841
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 11/7 - 12/5/17	120517	01/03/18	129.40	500285
Total For Dept 861 DESIGN COMMITTEE						6,564.37	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	KURT KINDE	SANTA IN TOWN SQUARE	102	12/21/17	1,360.00	105949
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	5,000 SKELETON MAPS PRINTED	53919	11/05/17	793.00	105651
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	NOV/DEC EVENT CARDS	54341	12/16/17	165.00	105651
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	STORYVILLE MAPS PRINTED	54377	12/22/17	280.00	105651
370-862-801.000	CONTRACTUAL SERVICES	HOURL MEDIA L.L.C.	DECEMBER 1/2 AD	2017-23014	12/01/17	2,090.00	105683
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	STORYVILLE MAP CARDS	012	12/18/17	200.00	105714
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY RETAINER	1-18	01/05/18	2,000.00	105804
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	NOV/DEC EVENT CARDS	54190	12/02/17	375.00	105805
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	NOV/DEC DIRECTORY	11072017	01/12/18	561.00	105863
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN 1/4 AD	254365	12/20/17	750.00	105946
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR ADS	013	01/03/18	450.00	106032
Total For Dept 862 MARKETING						9,024.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 WATER, DIVIDERS	978771119001	12/06/17	3.72	105643
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	TOWN SQUARE WIFI	111717	12/08/17	255.21	105664
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	111617	12/07/17	94.40	105664
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	121617	01/06/18	188.80	105828
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	NOVEMBER IT SUPPORT	1700002388	12/21/17	154.50	105833
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE OCT 2017 (	111028	12/06/17	310.40	105730
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE NOV 17 (7.	111351	12/20/17	666.76	105930
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE/INTERNET 12/17 - 1/16	5103352	12/21/17	28.81	105919
Total For Dept 864 ORGANIZATIONAL						1,702.60	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						17,290.97	

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting of December 19, 2017  
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, Natalie Kneifel, Robert Miller, Mary Starring, Aaron Cozart, Margene Buckhave, Jim Long, Greg Presley, John Casey*

**Absent:** *Carolann Ayers*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Amelia Ritter/DDA Marketing and Communications Coordinator, Marilyn Price/City Council Member, Fred Sheill/resident*

**AUDIENCE COMMENTS**

This is Kneifel's last meeting, as she is moving to the township. On behalf of the DDA Board, Riley wished Natalie and her family best wishes and stated that he hopes to see her around town often.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

- a. November 2017 Financial Statement
- b. November 2017 Invoice Report
- c. November 21, 2017 Meeting Minutes

**Motion by Presley seconded by Long** to approve the Consent Agenda. **Motion carried unanimously.**

**APPROVAL OF DDA GOALS AND OBJECTIVES**

Ward presented the new DDA Goals and Objectives for 2018-19. Items marked in green indicate that they affect the DDA budget. Items marked in blue indicate that they require cooperation or coordination with another organization. Ward distributed the draft Goals and Objectives to the Committee chairs asking for input on the 2018-19 Goals prior to the DDA Board meeting. Presley asked to add the development of a Sub-Area Plan for Northville Downs to the Economic Development Committee. There already exists a sub-area plan for the Northville Downs. Sullivan noted that the sub area plan was done last year and they are now working on an overlay ordinance for the Economic Development

Committee to review that lifts a restriction first floor residential for some Downtown Northville buildings, including Northville Downs. We are currently in a review period from neighboring communities for the amendments to our master plan. From there it will be taken to City Council, adopted, and the overlay zoning district will be amended.

Presley also inquired about looking into the Foundry Flask area. The main issue with development at the Foundry Flask and at Northville Downs is allowable density. One problem is having enough parking spaces for the units. The limited number of parking spaces that a developer is able to provide on-site then limits the number of dwelling units that can be provided. This is resulting in fewer and larger units. A property with higher density will lead to more people coming into the downtown area, and in turn more diversity in the neighborhood, which is the ultimate goal. Sullivan is going to look further into this matter to see if it will require an ordinance change or a complete change to the master plan.

Long asked why other communities need to approve our Master Plan amendments. Sullivan said that it is a state law. If changes are being made on a border, for example an industrial plant going across from a residential area, both communities can have a say in the plan before it is adopted. In this case, the recommended changes to the Master Plan are not adjacent to Northville Township or the City of Novi.

Sullivan and Ward noted that first floor residential will not affect any existing downtown buildings. Nothing will be retrofitted to accommodate residential space, but new units will be built in and around town.

There was talk of formatting the Goals and Objectives differently, possibly being more concise. Roth argued that they should be left how they are, so details are there for operational issues that still need to be resolved.

These Goals and Objectives will be presented to the City Council at a special meeting on January 11m 2018.

**Motion by Presley seconded by Casey to approve the DDA Goals and Objectives. Motion carried unanimously.**

#### **COMMITTEE INFORMATION AND UPDATES**

a. *Design Committee*

Miller stated that there is a meeting this afternoon to discuss the Secondary Streetscape Design Standards. The plan is to review the proposal that Ward previously prepared, get comments, and have it ready to be presented in January to the Planning Commission and DDA Board.

City Council approved a contract with RAM Construction for \$9,625 for the DDA to replace all of the cast-iron nose pieces on the stairs in the Cady Street Parking Deck. With DDA Board approval of this contract, RAM can get started immediately on the project.

**Motion by Presley seconded by Long** to approve the RAM Construction Contract for the Cady Street Parking Deck. **Motion carried unanimously.**

The EV charging stations are installed behind 120 W. Main, an inspection has taken place, and Detroit Edison will be out later in December to connect them. Once they are connected the signs will go up and there will be a press release and a ribbon cutting. Tesla does not want recognition, but we will recognize Up2Go, as they will be paying for the electricity for the first couple of years of service.

*b. Marketing Mix Committee*

Riley recapped the last Marketing Mix meeting where events leaving the downtown area and moving to the Township were discussed. The committee talked about what they can do to change the perception and make Downtown Northville a more desirable place to host events. Meetings are being set up with Riley, Ward, Roth, and Sullivan to get together with other groups in town to address issues and challenges of hosting events in town. The goal is to figure out what makes an event attractive and competitive for Downtown Northville. Not every event will be good for every merchant, but if they can at least get exposure and bring people to the area then it is positive for Downtown Northville.

Ward reviewed ads that have been placed in Seen and HOUR magazines, as well as mentioning the DDA appearance on Fox 2 Detroit on December 12<sup>th</sup>. Ward also discussed the success of Santa being in Town Square.

*c. Parking Committee*

There was no new information regarding the Parking Committee to discuss.

*d. Organizational Committee*

Aside from the DDA Goals and Objectives for 2018-2019 (see above) there was no new information regarding the Organizational Committee to discuss.

*e. Economic Development Committee*

Cozart went over the committee meeting from the previous day. Cozart stated that it was a successful meeting with a couple of guest speakers. The Committee talked about a Five Year Capital Improvement Plan with Jim Gallogly, working with developers, and a possible expansion of the DDA boundaries.

Presley encouraged the Committee to explore the possibility of straightening out Cady Street to allow more than one way to get to the center of town. The new development could continue the river-walk (terminate at the north end of the bridge) and take pressure off of Beal Street by straightening out Cady Street and adding another East-West option to enter Main Street. This would be beneficial to the City because it would cut down on traffic at peak times. Presley acknowledged that cost would be a major factor in the project. Sullivan and Ward have a meeting with Singh in January where this could be



discussed. This is the first action step. Then the next step in this process would be talking to Wayne County, engineers, planners, and designers to estimate the design and potential impact. It needs to be determined if the straightening of Cady Street would be in the best interest of the city.

f. *Executive Committee*

A meeting of the chairs of the DDA, Planning Commission, Historic District Commission, the Mayor, City Manager and DDA staff was held last week to discuss a potential agenda for a January joint meeting. A number of items were discussed that were identified in the 2017 Strategic Plan. It was discovered that many of the items of common interest were already being addressed in some fashion. The group recommended that no joint meeting was needed at this time.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

- a. Santa in Town Square – Through December 23, 2017
- b. Marketing Mix Meeting – January 4, 2018
- c. First Friday Experience – January 5, 2018
- d. Design Committee - TBD
- e. Executive Committee Meeting – January 10, 2018
- f. Economic Development Meeting – January 15, 2018
- g. DDA Board Meeting – January 16, 2018

#### **BOARD AND STAFF COMMUNICATIONS**

Ritter went over the place-making grant from the Greater Metropolitan Association of Realtors. Applications are accepted on a rolling basis, but projects granted need to be completed within the calendar year. It is in the DDA's best interest to apply for this in early 2018. Riley will apply for the grant as a member of the GMAR. We have designs and plans in place for the mural that will be submitted with the application. The plan is still to do a horse racing themed mural, as it has significance historically in Northville and will be pointing toward Northville Downs.

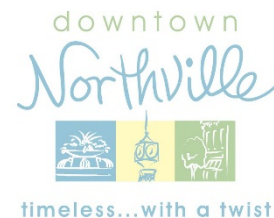
The next DDA Board meeting is January 16, 2017

**Meeting adjourned at 9:13 am**

Respectfully submitted,



Amelia Ritter, Marketing and Communications Coordinator  
Northville DDA



## January Design Committee Update

### Wayfinding Signage

We have been waiting for a break in the weather to install the fabricated signs. The temperature needs to be above 30 degrees. Thankfully, we are finally there! The 10 locations are being flagged by miss dig this week. The hydro vac has been scheduled for Wednesday January 17 to dig the holes, and the Universal mason will follow up on Wednesday and Thursday and pour the concrete and set the anchor bolts. Universal will be on site Wednesday to help both crews with the locations. It will take at least a week before the signs can be mounted to the bases after they are poured.

Parmenter's was billed for the sign on N. Center Street and has remitted the money to the DDA. The sign was provided free of charge from Universal after the long delay in the project. Once the project is completed and the bill for the signs is received from Universal the DDA can prorate Parmenter's share and refund them the difference.

### EV Charging Stations



The EV Charging Station equipment was installed on December 1st. An electrical inspection by the City took place on December 5<sup>th</sup> and the project was approved. A request to DTE has been made to install the meter and hook up the service.

A sign indicating EV Charging Parking Only has been fabricated and will be installed once the meters are operational. Up2Go will provide their own sponsorship sign for installation on the sign pole. Tesla declined any further recognition other than the units themselves.

The DDA has prepared a Press Release to go out to help get the word out about the new EV Stations. We are waiting for Tesla to approve the content of the Press Release. DDA staff is working to make sure that the units are listed on all of the EV websites that list locations of EV Stations in the area.

Once the meter is installed, a ribbon cutting will be scheduled. Tesla will have electric cars available at the event for test drives.

## Stair Tower Repair



The Northville City Council authorized a contract with RAM construction at their December 18<sup>th</sup> City Council meeting to replace the cast iron nosing on the stair treads in the Cady Street Parking Deck. The contract was signed and the insurance was provided by RAM. The repairs took place between Christmas and New Year's Day. DDA staff inspected the stairs in early January and found that the repairs had been made in a manner inconsistent with the contract. RAM was contacted immediately about the issue.

RAM indicated that the supervisor on site made the decision to remove the cast iron nosing and repair the step with mortar. DDA staff discussed the issue with the DPW Director and the City Manager. RAM was contacted and directed to repair the stairs per the contract. The mortar will be removed and new cast iron treads installed this week.

## Streetscape Design Guidelines

Design Committee Chair Robert Miller has reviewed the most recent draft of the Guidelines and set up a meeting with Planning Commission members Marc Russell and Dave Mielock for Friday, December 12<sup>th</sup> to discuss. The intent is to have the Guidelines on the Planning Commission's agenda for discussion in January.



## Northville DDA Economic Development Committee

Monday December 18, 2017 Meeting Room A, 8:00am

---

### Meeting Agenda

1. Introductions
2. Feedback on Planning Process – Andrew Daley, Realtor and Developer
3. Presentation on the City’s Capital Improvement Plan – Jim Gallogly
4. Review of Meeting Notes from November 16, 2017 Meeting (attachment 4)
5. Review of Economic Development Committee Tasks (Attachment 5)
  - a. Prioritize
  - b. Assign Tasks
6. January Meeting Date
7. Meeting Adjourned

### Committee Members Present:

- John Carter
- Aaron Cozart
- Lori Ward
- Jeff Hamilton
- Carol Maise
- Greg Presley
- Shawn Riley
- Robert Miller
- John Casey
- Chuck Murdock

### Members not present:

- Bob Taylor
- Michele Aniol

### Meeting Notes:

#### Feedback on Planning Process – Andrew Dailey – Realtor and Developer

- Feedback from Andrew:
  - o Discussed the Cady Street Project and the Planning Process associated
  - o 4.5 years into the project
  - o System / Process not conducive for the developer
  - o System presents to many challenges and hurdles which lends to additional time and costs for the developer
  - o Birmingham, MI and Ann Arbor, MI don't seem to have the same hurdles for development
  - o Public finding and assistance could incentivize the developer
  - o At times it seems like the various committees charters (Planning Commission, City Council, Historic District) seem to conflict with another
- Committee Discussion based on Andrews Feedback:
  - o There is a perception that the City has poor Customer Service. How can we improve up on this?
  - o At times, having a planning consultant rather than a Planner on staff seems to lend to the process hurdles

#### Presentation of the Capital Improvement Plan – Jim Gallogly (Attached)

- Committee Discussion:
  - o Extending Cady Street to Northville Rd. Concern around Northville Rd. being a Wayne county road and if it would be even possible. Jim shared that the City's relationship with Wayne County is very good and thinks that it could be possible.
  - o With some of the items in the budget, such as Cady Street repair, could those items be offered to a developer to help incentivize the City's vision for certain roads.

#### Review Committee Tasks and Priortizing:

- Sub – Area Development for Cady Street / Cady Town, East Main and Nortville Downs high priority for the committee with some of the recent activity

- Add Northville Downs and McDonald Ford to the list of Sub-Areas
- Expansion of the DDA discussion needs to be an agenda item for the next meeting due to several of the sub-areas falling outside of the DDA

Immediate Action Items:

- Put together a joint meeting between the DDA, Planning Commission, City Council and HDC
- Arrange for a discussion with Singh, Mayor Roth, Pat Sullivan and Lori Ward regarding the Faundry Flask Project and how this committee may be able to help
- Have the Chair of this committee attend Planning Commission Meetings moving forward

Next Meeting:

- Date: January 15 2018
- Time: 8:30am
- Location: Robert Millers Office (Due to City Hall being closed)