

Meeting of the DDA Board of Directors July 14, 2020 - 8:00 a.m.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. June 2020 Financial Statement (Attachment 4.a)
 - b. June 2020 Invoice Report (Attachment 4.b)
 - c. June 4, 2020 Meeting Minutes (Attachment 4.c)
5. Downtown Reopening
 - a. Reopening Plan Update (Attachment 5.a)
 - b. Purchase of Additional Garbage Cans (Attachment 5.b)
 - c. Impact of Downtown Reopening on DDA Budget (Attachment 5.c)
6. Social District Law (Attachment 6)
 - a. Summary of HB- 5781 (Attachment 6.a)
 - b. MLCC Application (Attachment 6.b)
 - c. Northville Plan Outline (Attachment 6.c)
7. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
8. Future Meetings / Important Dates
 - a. Economic Development Committee Meeting – July 15, 2020
 - b. Design Committee Meeting – July 20, 2020
 - c. City Council Meeting – July 20, 2020
 - d. Planning Commission – July 21, 2020
 - e. Historic District Commission – July 22, 2020
 - f. Special DDA Board Meeting – July 28, 2020
 - g. Sustainability Committee Meeting – July 30, 2020
 - h. City Council Meeting – August 3, 2020
 - i. Marketing Committee Meeting – August 6, 2020
 - j. Executive Committee Meeting – August 12, 2020
9. Board and Staff Communications
10. Adjournment – Next Meeting – Special Meeting – July 28, 2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/20 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	729,072.00	729,072.46	0.00	(0.46)	100.00	
370-000-403.010	DDA OPERATING LEVY	60,209.00	59,529.00	59,529.48	0.00	(0.48)	100.00	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	34,144.00	34,143.93	0.00	0.07	100.00	
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	345.58	345.58	(345.58)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(500.00)	0.53	12.79	(500.53)	(0.11)	
PROPERTY TAXES		776,262.00	822,245.00	823,091.98	358.37	(846.98)	100.10	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	29,215.00	33,215.00	4,000.00	(4,000.00)	113.69	
GRANTS & OTHER LOCAL SOURCES		27,100.00	29,215.00	33,215.00	4,000.00	(4,000.00)	113.69	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	291.00	291.00	0.00	0.00	100.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	11,327.00	11,326.60	0.00	0.40	100.00	
MISCELLANEOUS REVENUES		350.00	12,018.00	12,017.60	0.00	0.40	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	4,300.00	4,116.78	43.91	183.22	95.74	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	700.00	672.27	0.00	27.73	96.04	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	10,000.00	9,403.16	0.00	596.84	94.03	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	4,000.00	4,695.11	0.00	(695.11)	117.38	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(364.47)	(46.31)	(35.53)	91.12	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(619.77)	(43.79)	(130.23)	82.64	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(457.75)	(27.50)	(92.25)	83.23	
370-000-664.700	CUSTODIAL FEES	0.00	(130.00)	(119.44)	0.00	(10.56)	91.88	
INTEREST		6,100.00	17,170.00	17,325.89	(73.69)	(155.89)	100.91	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	224,754.00	0.00	0.00	224,754.00	0.00	
FUND BALANCE RESERVE		62,608.00	224,754.00	0.00	0.00	224,754.00	0.00	
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Total Dept 000		872,420.00	1,105,402.00	885,650.47	4,284.68	219,751.53	80.12	
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TOTAL REVENUES		872,420.00	1,105,402.00	885,650.47	4,284.68	219,751.53	80.12	
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Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	11,250.00	10,129.48	801.83	1,120.52	90.04	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	670.00	353.16	0.00	316.84	52.71	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	393.64	0.00	106.36	78.73	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	3,300.00	3,862.61	1,032.53	(562.61)	117.05	
370-753-967.000	FRINGE BENEFITS	14,355.00	11,680.00	10,434.61	814.61	1,245.39	89.34	
Total Dept 753 - DPW SERVICES		34,075.00	27,400.00	25,173.50	2,648.97	2,226.50	91.87	

PERIOD ENDING 06/30/2020
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JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2020 NORM (ABNORM)	MONTH 06/30/20 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	16,740.00	16,313.45	1,213.12	426.55	97.45
370-861-710.000	WAGES - PART TIME	20,620.00	22,520.00	19,314.65	3,528.31	3,205.35	85.77
370-861-726.000	SUPPLIES	625.00	150.00	236.82	90.00	(86.82)	157.88
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	14,009.32	10,091.00	6,890.68	67.03
370-861-751.000	FUEL & OIL	1,000.00	350.00	217.27	0.00	132.73	62.08
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	31,680.00	26,147.45	6,170.75	5,532.55	82.54
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	0.00	0.00	0.00	0.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	0.00	0.00	0.00	0.00	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0.00	15,000.00	15,000.00	0.00	0.00	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	28,250.00	21,571.64	4,314.28	6,678.36	76.36
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	356.00	0.00	4.00	98.89
370-861-920.010	ELECTRIC POWER	1,330.00	5,830.00	5,797.96	142.25	32.04	99.45
370-861-920.020	NATURAL GAS	4,010.00	8,810.00	8,811.52	0.00	(1.52)	100.02
370-861-920.030	WATER & SEWER SERVICE	8,040.00	7,540.00	6,590.01	134.91	949.99	87.40
370-861-967.000	FRINGE BENEFITS	8,605.00	8,800.00	8,246.73	792.40	553.27	93.71
370-861-976.010	STREET FURNISHINGS	85,395.00	73,850.00	57,068.40	15,685.00	16,781.60	77.28
Total Dept 861 - DESIGN COMMITTEE		239,215.00	243,530.00	201,357.72	42,162.02	42,172.28	82.68
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,740.00	16,313.58	1,213.15	426.42	97.45
370-862-710.000	WAGES - PART TIME	15,080.00	14,090.00	12,936.07	1,435.28	1,153.93	91.81
370-862-726.000	SUPPLIES	150.00	10.00	8.68	0.00	1.32	86.80
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,000.00	33,318.00	2,187.00	(1,318.00)	104.12
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	0.00	0.00	0.00	0.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	62,830.88	2,450.00	6,169.12	91.06
370-862-801.340	WEB SITE MAINTENANCE	840.00	1,340.00	939.90	74.98	400.10	70.14
370-862-967.000	FRINGE BENEFITS	7,745.00	7,935.00	7,753.26	630.41	181.74	97.71
Total Dept 862 - MARKETING		143,625.00	141,115.00	134,100.37	7,990.82	7,014.63	95.03
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,370.00	8,156.93	606.57	213.07	97.45
370-863-710.000	WAGES - PART TIME	1,510.00	1,300.00	1,293.67	143.52	6.33	99.51
370-863-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00
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	115,620.00	342,812.00	90,420.00	0.00	252,392.00	26.38
370-863-967.000	FRINGE BENEFITS	3,405.00	3,575.00	3,476.30	270.79	98.70	97.24
Total Dept 863 - PARKING		178,885.00	406,057.00	153,346.90	1,020.88	252,710.10	37.76
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,930.00	20,391.88	1,516.37	538.12	97.43
370-864-710.000	WAGES - PART TIME	7,540.00	6,500.00	6,468.00	717.64	32.00	99.51
370-864-726.000	SUPPLIES	1,150.00	2,910.00	3,210.37	302.82	(300.37)	110.32
370-864-730.000	POSTAGE	100.00	5.00	13.75	10.50	(8.75)	275.00
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	4,215.00	3,800.45	80.30	414.55	90.16
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	10,355.00	10,355.49	0.00	(0.49)	100.00

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	4,868.00	0.00	2.00		99.96
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,065.00	1,091.45	170.53	(26.45)		102.48
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,120.00	6,939.00	1,819.00	(1,819.00)		135.53
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,329.79	107.97	90.21		93.65
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,290.00	1,290.00	0.00	0.00		100.00
370-864-960.000	EDUCATION & TRAINING	1,400.00	700.00	601.19	0.00	98.81		85.88
370-864-967.000	FRINGE BENEFITS	8,805.00	9,370.00	9,143.21	722.07	226.79		97.58
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	12,100.00	0.00	0.00		100.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	80,915.00	81,667.60	5,447.20	(752.60)		100.93
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,930.00	20,391.59	1,516.39	538.41		97.43
370-865-710.000	WAGES - PART TIME	3,020.00	2,590.00	2,587.24	287.06	2.76		99.89
370-865-726.000	SUPPLIES	200.00	0.00	0.00	0.00	0.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	0.00	0.00	0.00	0.00		0.00
370-865-801.000	CONTRACTUAL SERVICES	0.00	150.00	180.00	30.00	(30.00)		120.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,885.00	8,639.92	671.37	245.08		97.24
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	32,555.00	31,798.75	2,504.82	756.25		97.68
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	173,830.00	0.00	0.00		100.00
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	173,830.00	0.00	0.00		100.00
TOTAL EXPENDITURES		872,420.00	1,105,402.00	801,274.84	61,774.71	304,127.16		72.49
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,105,402.00	885,650.47	4,284.68	219,751.53		80.12
TOTAL EXPENDITURES		872,420.00	1,105,402.00	801,274.84	61,774.71	304,127.16		72.49
NET OF REVENUES & EXPENDITURES		0.00	0.00	84,375.63	(57,490.03)	(84,375.63)		100.00

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	NORTHVILLE STITCHING P	SEASONAL EMPLOYEE TSHIRTS	60420	06/17/20	30.00	113235
370-861-726.000	SUPPLIES	NORTHVILLE STITCHING P	SEASONAL EMPLOYEE T-SHIRTS	273634	06/30/20	60.00	113338
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS	TOWN SQUARE LIGHTING	9547	06/17/20	4,250.00	113227
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS	LIGHTING RAISED PLANTERS ALONG MAIN	9548	06/30/20	3,025.00	113325
370-861-740.050	DOWNTOWN MATERIALS	MUNICO CORP	WATER FILLED BARRICADES	77059A	06/30/20	2,816.00	113377
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060520	06/02/20	299.00	500400
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	392988	06/30/20	86.00	113344
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION SYSTEM REPAIRS	191112	06/17/20	183.00	113221
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIRS	191115	06/17/20	843.25	113221
370-861-801.000	CONTRACTUAL SERVICES	AFP SOUND SYSTEMS	AMPLIFIER REPAIR	3059	06/17/20	250.00	113264
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	INTERNET - TOWN SQUARE	061720	06/30/20	259.79	113311
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION SYSTEM REPAIRS	192105	06/30/20	529.50	113323
370-861-801.000	CONTRACTUAL SERVICES	EMPIRE TILE COMPANY	TOWN SQUARE FOUNTAIN REPAIR	20-05-12	06/30/20	3,980.00	113383
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	SPRING FLOWERS - PANSIES	20-14-052020	06/02/20	2,134.00	113158
370-861-850.000	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	FLOWERS	730751	06/30/20	2,109.68	113363
370-861-850.000	LANDSCAPE MAINTENANCE	LORI WARD	REIMBURSE FOR MULCH	732021	06/29/20	70.60	113339
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	060220	06/02/20	73.03	113137
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	063020	06/30/20	69.22	113320
370-861-976.010	STREET FURNISHINGS	GREENCORNER	UMBRELLA BASES AND WHEELS	GCI16195	06/02/20	1,230.24	113126
370-861-976.010	STREET FURNISHINGS	EMU AMERICAS LLC	TABLES AND CHAIRS FOR OLD CHURCH SQ	0104799	06/17/20	2,654.76	113255
370-861-976.010	STREET FURNISHINGS	GREEN ELECTRICAL SOLUT	FESTOON LIGHTING REPAIRS - TOWN SQU.	1199	06/30/20	11,800.00	113381
Total For Dept 861 DESIGN COMMITTEE						36,753.07	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	MUSIC IN DOWNTOWN 6/19 & 6/20	2197	06/30/20	2,187.00	113346
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	WELCOME BACK SIGNS	1-31846	06/17/20	1,350.00	113225
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN SERVICES	8146	06/17/20	800.00	113246
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR & MARKETING SERVICES FOR JULY	7-2020	06/30/20	2,000.00	113290
370-862-801.000	CONTRACTUAL SERVICES	COBB COMMUNICATIONS, I	MI STATE PARK MAP	198783	06/30/20	300.00	113380
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP SUBSCRIPTION	10964909	06/02/20	34.99	113150
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	LIST SERV - MAILCHIMP REIMBURSEMENT	REISSUE 111680	06/02/20	124.99	113150
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE WEBSITE SUBSCRIPTION MAIL	MC11038933	06/17/20	39.99	113238
Total For Dept 862 MARKETING						6,836.97	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 TONER, FOLDERS	506394932001	06/17/20	77.98	113200
370-864-726.000	SUPPLIES	THE OFFICE CONNECTION	SNEEZE SHIELDS - COVID	733594	06/17/20	74.86	113226
370-864-726.000	SUPPLIES	I.T. RIGHT ,INC	WEBCAMS	20164784	06/30/20	149.98	113370
370-864-801.190	TECHNOLOGY SUPPORT & SERVI	I.T. RIGHT ,INC	SERVER BACKUP - STORAGE /LICENSING,	20164527	06/17/20	276.00	113265
370-864-801.190	TECHNOLOGY SUPPORT & SERVI	I.T. RIGHT ,INC	FY21 ANNUAL SERVICE CONTRACT	20164688	06/17/20	829.00	113265
370-864-801.190	TECHNOLOGY SUPPORT & SERVI	3PLAY MEDIA INC	CAPTIONING SERVICE - MAY 20	86183	06/17/20	80.30	113275
370-864-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DDA INTERNET - OFFICE	061620	06/30/20	88.40	113310
370-864-801.190	TECHNOLOGY SUPPORT & SERVI	CARLISLE-WORTMAN ASSOC	JUNE 2020 ELECTRONIC MEETINGS	2157514	07/15/20	548.35	
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MILLERS MUTUA	POLICY #G050527400 - DDA SPEC EVENT	CL0034509P	06/30/20	779.00	113385
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060520	06/02/20	32.97	500400
Total For Dept 864 ORGANIZATIONAL						2,936.84	
Dept 865 ECONOMIC DEVELOPMENT							
370-865-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	CURBSIDE DELIVERY SIGNS	I-31779	06/02/20	30.00	113140
Total For Dept 865 ECONOMIC DEVELOPMENT						30.00	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						46,556.88	

DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting of June 4, 2020
Zoom Call

The special meeting of the DDA Board was called to order at 5:30 p.m.

ROLL CALL

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

Absent:

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Peggy Stoe/Pear-aphernalia, Jenn Grochowski/Pear-aphernalia, Paul Gabriel/Browndog*

AUDIENCE COMMENTS

None

REOPENING PLAN FOR DOWNTOWN NORTHVILLE

In response to COVID-19 shutdown the DDA staff, working with the business owners and City administration, has developed a Reopening Plan for Downtown that will provide an opportunity for all of the downtown businesses to reopen safely and with the maximum capacity allowed under the latest Governor's Executive Orders. The plan requires the use of several tools including the special event application provided as Attachment B.

Casey said that he has been talking with Ward and Riley about what the reopening of downtown should look like and how to help businesses recover their losses. From those conversations they began to have ZOOM meetings inviting the restaurants and retailers to participate in the conversations. From those conversations it became clear the majority of businesses were in favor of allowing businesses to spill out into the streets for better social distancing. Riley said restaurants in particular will benefit from closing the streets since they are restricted to 50% capacity inside and need more outside space for diners. Both Casey and Riley are concerned if we do not help the businesses make up their COVID-19 losses, we will have a lot of empty storefronts in the downtown. It was clear from listening to the downtown restaurants that we needed to shut the streets for the entire week not just on weekends. Casey pointed out that it is too difficult to move tables and chairs when you have no storage for them during the week.

Ward communicated with colleagues across the state sharing ideas on what they were planning to do as restrictions are lifted. Ward also restated the research and numerous information gathering Zoom calls, emails and phone conversations that were done prior to coming up with the Reopening Plan for Northville.

Ward said there are three initiatives that are part of the DDA Reopening Plan. First is the support of House Bill 5781, which allows for municipalities to designate a “social district”. Ward stated we have set up social districts in the past when we did events in the downtown. This piece of legislation would allow our restaurants and retailers to spill out into the street to maintain the mandated social distancing requirements. It would also allow people to eat and consume alcohol while moving about in the designated social district area. Ward asked the City Council to write a letter of support for House Bill 5781. Ward has also asked the City Council to approve a letter of support for the limited permanent outdoor service area permission (form 204a). This form would be expedited by the MCC and would allow the 13 downtown restaurants to be able to expand their boundaries in order to make up for the seats they are losing because of the reduced capacities and social distancing requirements. Ward said City Council approved this letter and the DDA was able to distribute those letters to all the restaurants. The restaurants will include this letter when they apply for permission from the MLCC to spill out into the public right away. The second initiative was to fill out a Special Event Application for the downtown. This would allow merchandising by retailers outside of their store and also restaurants to expand out into the streets. Finally, the third initiative is to close East Main and North Center streets to allow for more outdoor dining and merchandising. After meeting with Department Heads and the Police/Fire Chiefs it was determined that 18 feet would need to remain open for public safety in the event of an emergency. Ward said the common areas, Old Church Square and Town Square will be maintained for common use. The Seasonal staff will be maintaining the public tables and chairs. Ward mentioned the DDA is looking into having live acoustic music on the streets to create a welcoming atmosphere. The DDA is also putting together a marketing plan creating signs, banners, print material and social media to promote the theme “Welcome Back to Northville”.

Ward initially did a survey of the business owners in the downtown to see if they would like the streets closed on weekends only. Out of 30 responses all 30 said yes. The DDA then did an additional survey to see if businesses would prefer just weekend closures or the full week. The results were 3 voted for no closures, 13 said weekends only and 31 said close for the entire week. Since the Governor has reopened retail and restaurants at 50% capacity, DDA staff are trying to quickly get this done in a safe manner so the businesses can have a larger footprint to recapture their losses. Ward mentioned Cole from Great Harvest did some research of other cities that have done similar closures and have had great success. That information was shared by separated email to the DDA Board members.

Long commented that he was very disappointed that the DDA was initially presenting the full week street closures to City Council without getting DDA Board approval. Long felt it was a very bad precedent to have the Executive Committee and staff make recommendations without DDA Board input. Ward said she takes full responsibility and apologized for not including the full Board in the decision-making process. Ward said it

was a complete oversight on her part because things have been moving so quickly and working from home is so different that she bypassed the normal process. Ward said she would never intentionally leave the Board out and again apologized. Ward is pleased everyone was flexible and able to make this Zoom call so the DDA can collectively make a recommendation.

Long expressed concern that the survey went out to all businesses not just the ones that would be affected by the street closures. Long believes if you take out double votes for the same business and businesses that are not directly affected by the closures the responses that should be counted is only 27 not the full 47. Long feels we are moving too fast and should take more time to talk to the businesses that are directly involved. Long is also concerned about traffic in the neighborhoods if Center Street is closed. Long believes citizens of Northville will be up in arms with the increased traffic because that was a big concern when looking at the Northville Downs Development. Long cautioned the Board to be more diligent when it comes to checks and balances for DDA decisions.

Riley made the point that the emails were sent multiple times to 250 businesses and they were also invited to multiple Zoom calls and if they did not choose to respond they abstained from having an opinion. The DDA has worked hard to set up meetings and get as many opinions as possible to do what's best for reopening the downtown.

Presley asked for clarification about the traffic coming North on Center to the intersection at Main and if cars would then be able to turn left on Main Street. Sullivan said yes, cars would be able to turn left. Sullivan also said the detour being recommended by the police department is to try to get traffic to head east as much as possible by putting up a barricade at Dunlap. There would be a stop sign to turn left so that traffic would go around the east end of town. Sullivan said the police are trying to come up with a plan to keep traffic out of the neighborhoods as much as possible.

Presley drew attention to Orin Jeweler's letter about tents being set up in the streets. Presley agreed that large tents would be unattractive but more importantly structurally unsafe. He brought up the 1980 Victorian festival when a tornado came out of nowhere and blew tents horizontally down Main Street. Ward stated that tents were not a part of the special event application that was developed by DDA staff. Ward agreed with Presley's concerns and added that many of the businesses are concerned that tents would block the visibility of their storefronts. Presley needed to sign off of the zoom call, but voted YES for full week street closures.

Ayers expressed her concern for traffic flow in the neighborhoods. Wing Street has had so much additional traffic because of the post office trucks. Also, Cabbage Town could be negatively affected as well.

Buckhave said that her customers are still being cautious about going into stores and preferring curbside pickup. Buckhave believes it would be too difficult for restaurants to move their outdoor furniture every week if the streets were closed down only on weekends. It will need to be a group effort to keep the streets clean and garbage empty. Buckhave questioned the need for additional bathrooms/porta potties for the increased

pedestrian traffic. She also suggested having art or flower vendors in the street to help with the ambiance. Her opinion is to give this a try and see what happens. Boyd and McKindles echoed Buckhaves comments and agreed this would be a great thing to do for the businesses that have lost so much of their income.

Turnbull reached out to several other surrounding communities to get their input and ideas. He also talked to several of the businesses on Main and Center and they all realize these are unique times and want to give the street closures a try. Turnbull also said there will be increased pedestrian traffic because so many people will continue to work from home through September or later.

Riley mentioned working with JAG Entertainment to provide acoustic music on both Main and Center Streets. This would add to the downtown atmosphere and make Northville a destination town. These would not be big concerts like we've had in the past but more individuals playing the guitar.

Long questioned whether anyone has reached out to restaurants that will not be able to take advantage of the street closures. Ward said yes, the DDA has been reaching out to all downtown and surrounding Northville restaurants working with them to expand their outdoor dining options.

Stoe and Grochowski from Pear-aphernalia wanted to raise attention to the many bike riders and skateboarders that ride through town on the sidewalks. This is a hazard to pedestrians walking on the sidewalks. Also, there are many pedestrians that walk their dogs through town and with the restaurants out in the street this could potentially become a problem. Stoe also suggested valet parking for older customers that may not be able to walk from distant parking. Stoe commented that porta potties are not attractive and restaurants that are serving customers should allow the use of their bathrooms. She recommended retailers should create tasteful outdoor displays to entice customers into the store.

Gabriel from Browndog believes that people will not feel comfortable eating inside a restaurant for some time. If other cities shut down their streets and Northville does not, we will lose a lot of our customer base.

Motion by Casey, seconded by Cozart to approve the ReOpening Downtown Special Event to be held June 4th – October 31st, 2020. **Motion carried unanimously.**

NEW TABLES AND CHAIRS FOR TOWN SQUARE/OLD CHURCH SQUARE

Ward said that Johnson has been looking into getting additional tables and chairs for Old Church Square. The DDA did not get a formal quote in time so it is not in the Board packet. Ward mentioned the Square will remain a public plaza for the next 5 years and the DDA has wanted to put outdoor furniture in that spot for several years. This would be a great location for people to eat carryout food and beverages. Buckhave is in favor of having additional seating as long as the DDA maintains the garbage and keeps the area clean. Buckhave also mentioned having music in the Old Church Square would add ambiance. Johnson reached out to Custom Channels to play lighter acoustic music

through our sound system but that is only audible in Town Square. It would be nice to add additional speakers in the Church Square area depending on the cost. Buckhave also mentioned having signs created for bikers to prevent them from riding their bikes through down. It is a hazard with all the diners in the streets and on the sidewalks. Buckhave was concerned about the number of folks walking dogs in the downtown area. She believes we should have poop bag stations especially with all the outdoor dining.

Sullivan expressed concern about who would be in charge of cleaning the streets and picking up the garbage in the evenings. He said the DPW does not have the manpower to take on additional tasks. Ward said we have hired two full time seasonal employees but hope to hire more. Ward said it has been difficult to find people to apply for the job. If we can add more staff, we will have additional shifts on the weekends to help with garbage. Ward said the DDA would not be able to do that every weekday evening. We will see how much additional staff will be needed as this Downtown Reopening Event unfolds.

BOARD & STAFF COMMUNICATIONS

None

Motion by Casey, seconded by McKindles to close the meeting. **Motion carried unanimously.**

The next Board meeting is scheduled for June 16, 2020.

Meeting adjourned at 7:00 pm

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

To: DDA Board of Directors

From: Lori Ward, DDA Director

Date: July 14, 2020

Re: Special Event Application – Reopening Downtown



Since the Special Event Application was approved on June 5th, a few items have come up that I wanted to provide information on. The DDA continues to receive input on the road closures and restaurant and retail expansion every day. The information received is overwhelmingly positive. Many residents have expressed an interest in seeing the road(s) shut down every summer to allow more dining and retail opportunities in an expanded pedestrian environment. Many of you have taken the time to share your experience with the implementation of the expanded seating and retail. I urge all of you to share your views and the feedback you are receiving with us so that we can continue to improve the experience for everyone.

Music

The DDA has scheduled music every Friday and Saturday evenings from 5-7 on Center Street and 7-9 on Main Street. The musicians are either single acts or duos, and are not big concert names like we would normally have in the summer at the Pavilion. The music on Main Street is tucked underneath the Marquis, behind the clock. The music is meant to be background music and not a concert. The DDA has had signs made that encourage visitors to social distance, wear a mask and not bring lawn chairs. DDA staff will continue to monitor the area for compliance and at any time that it appears that the visitors are not complying, the concerts will be discontinued. Currently we are not booking the concerts more than 2 weeks in advance as the circumstances continue to change with the Governor's Orders.



In addition, several of the restaurants (Center Street Grill and 160 Main) would like to have music on Wednesday and Thursdays to contribute to the atmosphere of the area. The music could be inside or outside their enclosed area. DDA is seeking to clarify what type of permitting is necessary to allow the music downtown. Attorney Kelly Allan has been in contact with the MLCC and believes the limited permanent outdoor service area permit allows music. The DDA is working with Chief Maciag to contact the MLCC directly to verify. If this is true, DDA staff recommends that the DDA allow the use of the DDA's street lighting GFI's for the music and that operational hours for the music be set.

Expanded Service

The DDA have been working closely with both the Police Department and the Fire Department to ensure that the expanded outdoor restaurant areas run as smoothly as possible. The Police Department has worked with the DDA to identify carry out location, provide short term spaces for retailers and install the signage. The Fire Department recently brought a fire truck downtown and drove through each street to ensure that public safety routes were clear and operational. Several adjustments were made to the placement of the tables, chairs and fencing. Working with the restaurant owners, we were able to make these modifications with no issues. DDA staff appreciates the cooperation, support and flexibility that each of these departments has demonstrated, they have been great to work with.

Many establishments opened with more limited hours. The main reason for this has been the difficulty in hiring staff. Once the restaurants are fully staffed, DDA staff has been assured, they will be reopening for lunch. The DDA district has at least one new outdoor dining area, Joe's Coney Island. With the reduced capacity and social distancing requirements limiting the number of indoor seats that they could have, they acquired an outdoor dining permit and expanded outdoors along the curb. Joe's owners have liked being outdoors and may make this a permanent part of their business. DDA staff worked with the City to reach out to a dozen food establishments outside of the DDA, who did not qualify to expand in the public right of way. The City Administration and Planning Commission developed a Temporary Use application that could restaurants could submit to the Planning Commission and an expediated review process, allowing the restaurants to expand onto private parking/property. To date, two additional food establishments have taken this opportunity to expand.

Clean Up

DDA staff has sent reminders out to the restaurant owners reminding them of their obligation to keep their areas clean of debris and food as to not attract bugs and other animals. DDA owns a power washer and has set up a schedule for washing both Old Church Square and Northville Square. The seasonal employees are also blowing and sweeping the common area and streets daily. We have hired a 4th summer employee to assist with these tasks as well as weekend garbage removal. Several other restaurant owners also have power washing equipment that they have offered to share with neighbors. In addition, the DDA has provided the restaurants with the name of a local service that provides power washing.



At the DDA's last meeting, a suggestion from Chris Shelters, owner of Edward's Café was made to replace the red barrels with other trash receptacles with tops so they would not fill up with rain and become too heavy to move. DDA staff has done some research on additional trash cans and will be approaching the DDA Board with a request to purchase up to 12 new receptacles that are 42-gallon capacity and are 41 ¾" tall. The existing Canterbury Cast Aluminum receptacles are 32-gallon capacity.

Walk your Wheels

Following the street closures in early June, the amount of non-motorized traffic downtown increased dramatically. The DDA and Police Department received complaints of bike riders on City sidewalks and through the pedestrian walking areas. The DDA had signs made up reminding visitors to Walk their Wheels while going through the two areas on N. Center and E. Main Street. Additional signage may be necessary. DDA is now working on providing additional bike racks for the areas near the street barricades, near the signs. Hopefully this will help reduce the conflicts between pedestrians and bikers/skate boarders.

~ DDA Communications ~

To: Northville Downtown Development Authority

From: Lori Ward, DDA Director

Subject: Additional Trash Receptacles

Date: July 9, 2020



Given the recent shutdown of the Main & Center Streets the Downtown is generating more garbage. Temporarily, we have put out uncovered red barrels from the DPW yard. These are not a long-term solution given they have no lid to protect the garbage from rain and this makes disposing of the trash heavy and wet. Also, these red barrels are unattractive and have only been used for shorter weekend events. DDA staff has done research into other trash receptacles with lids that would be a more attractive and permanent solution to the increased trash.

Webstaurant Store has an attractive 42-gallon black waste container and dome lid set. The dome-shaped lid fits snugly atop the unit's frame and features large 12 1/4" x 6" openings on all four sides to allow for convenient disposal. Additionally, the lid works to prevent rain water from filling the bag and keep patrons from placing trash on the lid's top. An integrated "Grab Bag" system features routed openings to secure the trash bag in place. An ADA Compliant design adds handicapped accessibility, making it usable for all patrons.

Overall Dimensions:

Width: 18 1/2"

Depth: 18 1/2"

Height: 41 3/4"

Capacity: 42 gallons

Name	Product #	Color	Size	Quantity	Price
PolyTec Waste Container	73290199	Black	42 Gallon	10	\$1,908.20
Shipping					\$ 274.40
Total					\$2,182.60

The shipping time would be 6 days from purchase. Please see the two attached DPW quotes for comparison. These quotes are significantly higher, therefore staff is recommending the Webstaurant trash receptacle.

Budget:

The purchase of the Waste Containers is not currently in the budget and would need to be funded through a first quarter budget amendment.

Recommendation:

DDA staff recommends the purchase of 10 Polytec Waste Containers in the amount of \$1,908.20 plus shipping of \$274.40 for a not to exceed amount of \$2,182.60.

Category	Item	Credit	Debit	
Design	Tshirts		\$65.00	
Design	Maintenance Equipment		\$50.00	
Design	Seasonal Employees		\$5,000.00	
Design	Social Districting Expenses			
Design	New Hire Physicals		\$100.00	
Design	Garbage Cans		\$2,200.00	
Design	Tables and Chairs		\$2,600.00	\$10,015.00
Marketing	Signs		\$5,000.00	
Marketing	New Music		\$22,000.00	thru Labor Day
Organization	Laptop		\$1,000.00	
Organization	Speakers and cameras for Desktop		\$300.00	
Organization	Plexiglass shields		\$300.00	
Parking	Water Barrels		\$3,000.00	\$31,600.00
Marketing	Northville Chamber	(\$6,000.00)		
Marketing	Friday Night Concerts	(\$10,000.00)		
Marketing	Wednesday Night Concerts	(\$6,000.00)		
Marketing	Buy Michigan Now	(\$2,500.00)		
Marketing	Tunes on Tuesday	(\$2,000.00)		(\$26,500.00)
Revenue	Wednesday Nigth Concert Sponsorship		(3,000.00)	
Revenue	Friday Night Concert Sponsorship		(7,000.00)	(budgeted \$15,000.00)
Revenue	Rental of Town Square		(500.00)	(10,500.00)
New Expenses			\$41,615.00	
Saved			(\$26,500.00)	
Total New Cost			\$15,115.00	
Lost Revenue			\$10,500.00	
Total Impact to Budget			\$25,615.00	

Future Expenses				
	Item		Debit	
Design	Welcome Banners for Downtown		\$2,500.00	
	Additional Chairs and Tables SD		\$5,000.00	
	Planters and landscaping at entranceways		\$2,000.00	
Marketing	Video		\$2,500.00	
	Social Media		\$1,000.00	

Act No. 124
 Public Acts of 2020
 Approved by the Governor
 July 1, 2020
 Filed with the Secretary of State
 July 1, 2020
 EFFECTIVE DATE: July 1, 2020

**STATE OF MICHIGAN
 100TH LEGISLATURE
 REGULAR SESSION OF 2020**

Introduced by Reps. Webber, Sabo, Steven Johnson, Bollin, Slagh, Rendon, Paquette, Crawford, Hall, Huizenga, Kahle, Lightner, Meerman, Hood, Elder, Leutheuser and Reilly

ENROLLED HOUSE BILL No. 5781

AN ACT to amend 1998 PA 58, entitled “An act to create a commission for the control of the alcoholic beverage traffic within this state, and to prescribe its powers, duties, and limitations; to provide for powers and duties for certain state departments and agencies; to impose certain taxes for certain purposes; to provide for the control of the alcoholic liquor traffic within this state and to provide for the power to establish state liquor stores; to prohibit the use of certain devices for the dispensing of alcoholic vapor; to provide for the care and treatment of alcoholics; to provide for the incorporation of farmer cooperative wineries and the granting of certain rights and privileges to those cooperatives; to provide for the licensing and taxation of activities regulated under this act and the disposition of the money received under this act; to prescribe liability for retail licensees under certain circumstances and to require security for that liability; to provide procedures, defenses, and remedies regarding violations of this act; to provide for the enforcement and to prescribe penalties for violations of this act; to provide for allocation of certain funds for certain purposes; to provide for the confiscation and disposition of property seized under this act; to provide referenda under certain circumstances; and to repeal acts and parts of acts,” by amending section 1021 (MCL 436.2021), as amended by 2013 PA 235, and by adding section 551.

The People of the State of Michigan enact:

Sec. 551. (1) The governing body of a local governmental unit may designate a social district that contains a commons area that may be used by qualified licensees that obtain a social district permit. A governing body of a local governmental unit shall not designate a social district that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. If the governing body of a local governmental unit designates a social district that contains a commons area under this section, the governing body must define and clearly mark the commons area with signs. The governing body shall establish local management and maintenance plans, including, but not limited to, hours of operation, for a commons area and submit those plans to the commission. The governing body shall maintain the commons area in a manner that protects the health and safety of the community. Subject to this subsection, the governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing before the public hearing. The governing body shall file the designation or the revocation of the designation with the commission. As used in this subsection:

(a) “Local road agency” means a county road commission or designated county road agency or city or village that is responsible for the construction or maintenance of public roads within this state.

(b) “Road authority” means a local road agency or the state transportation department.

(2) Subject to subsection (3), the holder of a social district permit may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

(a) The holder of the social district permit only sells and serves alcoholic liquor on the holder's licensed premises.

(b) The holder of the social district permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following apply:

(i) The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.

(ii) The container prominently displays a logo or some other mark that is unique to the commons area.

(iii) The container is not glass.

(iv) The container has a liquid capacity that does not exceed 16 ounces.

(3) If the commission issues a special license to a special licensee located in a social district, the holder of a social district permit shall not sell and serve alcoholic liquor under subsection (2) during the effective period of the special license.

(4) A purchaser may remove a container of alcoholic liquor sold by a holder of a social district permit under subsection (2) from the social district permittee's licensed premises if both of the following conditions are met:

(a) Except as otherwise provided in subdivision (b), the purchaser does not remove the container from the commons area.

(b) While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than the social district permittee from which the purchaser purchased the container.

(5) The consumption of alcoholic liquor from a container described in subsection (2)(b) in the commons area as allowed under this section may only occur during the legal hours for the sale of alcoholic liquor by the social district permittee.

(6) A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a social district designated by the governing body of a local governmental unit under this section may obtain from the commission an annual social district permit as provided in this section. The social district permit must be issued for the same period and may be renewed in the same manner as the license held by the applicant. The commission shall develop an application for a social district permit and shall charge a fee of \$250.00 for a social district permit. An application for a social district permit must be approved by the governing body of the local governmental unit in which the applicant's place of business is located before the application is submitted to the commission and before the permit is granted by the commission. The \$250.00 permit fee under this subsection must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(7) This section does not apply after December 31, 2024.

(8) As used in this section:

(a) "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

(b) "Local governmental unit" means a city, township, village, or charter authority.

(c) "Qualified licensee" means any of the following:

(i) A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises.

(ii) A manufacturer with an on-premises tasting room permit issued under section 536.

(iii) A manufacturer that holds an off-premises tasting room license issued under section 536.

(iv) A manufacturer that holds a joint off-premises tasting room license issued under section 536.

Sec. 1021. (1) The commission shall not require a licensee to sell or serve food to a purchaser of alcoholic liquor. The commission shall not require a class A hotel or class B hotel to provide food services to registered guests or to the public.

(2) Except as otherwise provided in section 551 and subsection (3), a purchaser shall not remove alcoholic liquor sold by a vendor for consumption on the premises from those premises.

(3) A vendor licensed to sell wine on the premises may allow an individual who has purchased a meal and who has purchased and partially consumed a bottle of wine with the meal, to remove the partially consumed bottle from the premises on departure. This subsection does not allow the removal of any additional unopened bottles of wine unless the vendor is licensed as a specially designated merchant. The licensee or the licensee's clerk, agent, or employee shall cap the bottle or reinsert a cork so that the top of the cork is level with the lip of the bottle. The

transportation or possession of the partially consumed bottle of wine shall be in compliance with section 624a of the Michigan vehicle code, 1949 PA 300, MCL 257.624a.

(4) This act and rules promulgated under this act do not prevent a class A or B hotel designed to attract and accommodate tourists and visitors in a resort area from allowing its invitees or guests to possess or consume, or both, on or about its premises alcoholic liquor purchased by the invitee or guest from an off-premises retailer and does not prevent a guest or invitee from entering and exiting the licensed premises with alcoholic liquor purchased from an off-premises retailer.

(5) Notwithstanding section 901(6), an on-premises licensee may, in a manner as determined by that licensee, allow for the consumption of wine that is produced by a wine maker, a small wine maker, or an out-of-state entity that is the substantial equivalent of a wine maker or small wine maker and that is brought into the licensed premises in its original sealed container by a consumer who is not prohibited under this act from possessing wine. The licensee shall not allow the consumer to remove a partially consumed bottle of wine brought by the consumer unless the licensee or the licensee's clerk, agent, or employee caps the bottle or reinserts the cork so that the top of the cork is level with the lip of the bottle. The licensee may charge a corkage fee for each bottle of wine brought by the consumer and opened on the premises by the licensee or the licensee's clerk, agent, or employee. This subsection does not exempt the licensee or the consumer from any other applicable requirements, responsibilities, or sanctions imposed under this act.

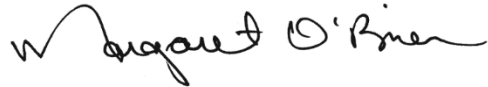
Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 100th Legislature are enacted into law:

- (a) Senate Bill No. 942.
- (b) House Bill No. 5811.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved _____

Governor



LAW OFFICES

ADKISON, NEED, ALLEN, & RENTROP

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SOCIAL DISTRICTS

House Bill 5781 was introduced by Representative Webber (R – District 45) on 5/19/20. HB 5781 would allow a municipality to establish a “social district”. HB5781 is summarized as follows:

- **Statement of Bill.** Through December 31, 2024, a qualified licensee would be able to obtain a permit to sell and dispense alcohol to customers for consumption in the commons area of a social district.
- **FAQ's:**
 - **Who obtains the permit?** The qualified licensee.
 - **Who approves the permit?** The MLCC after working with the municipality.
 - **Who designates the social district?** The municipality.
 - **Where is alcohol purchased?** From the qualified licensee.
 - **Where can the alcohol be consumed?** Within the commons area which is designated within the social district.
 - **How many licensees are needed to designate the commons area?** The commons area must be shared by and contiguous to the premises of at least two qualified licensees.
 - **Who is responsible for clearly marking the commons area?** The municipality.
 - **Who is responsible for enforcing the law if enacted?** MLCC and local police.
 - **Can the municipality enact rules and procedures for designating social districts?** Yes, as long as the rules are not less restrictive than those set forth in the bill.
- **Qualified licensee which can obtain a permit in the commons area of a social district includes:**
 - A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (i.e. bar, restaurant, brewpub, hotel)
 - A manufacturer that has an on-premises tasting room permit, off-premises tasting room license, or joint off-premises tasting room license



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issued under the Liquor Code. (i.e. micro brewery, small wine maker, small distiller)

- **Social District.** The governing body of a local governmental unit (city, village, and township) may designate a social district containing a commons area that could be used by a qualified licensee that obtained a social district permit. The governing body is referred to as the “municipality”.
- **Commons Area.** “Commons area” means an area (one or more) within a social district that is clearly designated and clearly marked by the municipality and that is shared by and contiguous to the premises of at least two qualified licensees. A commons area would not include the licensed premises of any qualified licensee.

Practically speaking, the qualified licensee would sell the alcoholic beverage to the consumer who could then walk to and consume the beverage in the commons area, only. The consumer is not allowed to take the beverage out of the commons area.

- **Municipality’s obligations and restrictions regarding the social district.**
 - The municipality could not designate a social district that closed a road without the prior approval of the road authority with jurisdiction.
 - The municipality must define and clearly mark the commons area with signs.
 - The municipality must submit to the MLCC a local management and maintenance plan for the commons area, including hours of operation.
 - The municipality must maintain the commons area in a way that protected the safety and health of the community.
 - The municipality could revoke the social district designation, after at least one public hearing on the proposed revocation, if it determined that the commons area was a public nuisance or threatened the health, safety, or welfare of the public. A designation or a revocation would have to be filed with the MLCC.



LAW OFFICES

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- **Social district permit.** A qualified licensee whose licensed premises were shared by and contiguous to a commons area in a designated social district could obtain an annual social district permit from the MLCC, which would allow:
 - A social district permit would allow the permittee to sell alcohol for consumption within the confines of a commons area as long as the permittee only sold and served alcoholic liquor on its licensed premises and only served alcohol to be consumed in the commons area in a container meeting all of the following:
 - ✓ It is not glass.
 - ✓ Its liquid capacity does not exceed 16 ounces.
 - ✓ It prominently displays a logo or other mark unique to the commons area.
 - ✓ It prominently displays the permittee's trade name or logo or some other mark unique to the permittee under its on-premises license.
 - A person who bought a container of alcoholic liquor from a social district permittee as described above could take the container from the permittee's premises and into the commons area but could not take it out of the commons area or onto the licensed premises of another social district permittee.
 - Alcohol consumption in the commons area as allowed by the bill would be limited to the legal hours for the sale of alcohol by the permittee.
 - A social district permit would have to be issued for the same period and be renewed in the same manner as an applicant's on-premises license.
 - The MLCC will have to develop an application for a social district permit. The permit fee would be \$250, which would be deposited into the Liquor Control Enforcement and License Investigation Revolving Fund.
 - Prior approval of the permit must be obtained from the municipality before an application could be made to, or a permit granted by, the MLCC.
 - If the MLCC issued a special license to a special licensee located in a social district, the special licensee could not sell and serve alcohol under the special district permit while the special license was in effect.



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- The bill's has a sunset date of December 31, 2024 and the provisions would no longer apply after that date.



Michigan Liquor Control Commission (MLCC)
 Constitution Hall, 2nd Floor, 525 W. Allegan St, Lansing, MI 48933
 P.O. Box 30005, Lansing, MI 48909
 866-813-0011 – www.michigan.gov/lcc

Social District Permit Information For Local Governmental Units

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. The commons area is not considered part of the licensed premises for any of the licensees that hold a Social District Permit.

The term commons area is defined by MCL 436.1551(8)(a):

"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following:

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website:

https://www.michigan.gov/documents/lara/liclist_639292_7.xlsx

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.
- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the [Social District Permit Application \(LCC-208\)](#).

Filing the Designation of a Social District with the MLCC

A local governmental unit must file the following items with the MLCC when designating a Social District:

- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

Submit the items above to:

By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933
 By Fax: (517) 763-0059 By Email: mlccrecords@michigan.gov



Memorandum

To: DDA Board of Directors

From: Lori M. Ward, DDA Director

Date: July 14, 2020

Re: Social District

Remarks: On July 1, 2020 Governor Whitmer signed into law the HB 5781 – the Social District legislation. The new law would allow the City of Northville to establish a “Social District” that would allow licensed permit holders the ability to obtain a permit to sell alcohol to customers for consumption in the commons area of a social district.

The new law is designed to provide some relief to Michigan’s food service industry, which like so many sectors of the economy has been devastated by the pandemic and continues to face challenges with managing safety and financial stability while opening for service. The DDA has been participating in zoom meetings on the new law, and speaking with colleagues around the state to see how they are implementing the law locally. The new law would allow a Municipality to establish a Social District and a Commons Area inside the Social District where alcohol may be consumed. The Commons Area would need to be clearly identified through signage and at least two qualified licenses must be contiguous to the Commons Area.

Qualified licensees may apply to the MLCC for a Social District permit to sell alcohol on the license holder’s licensed premises for consumption in an established commons area. The alcohol must be served in a container that has the logo of the commons area and the logo of the permit holder clearly marked on the container. The container cannot be made of glass. The person purchasing the alcohol can only consume the alcohol in the commons area. The commons area cannot include the licensed premises of any qualified licensee.

In order for a municipality to apply for the social district designation, the municipality must adopt a local management and a maintenance plan and forward them with their application to the MLCC. The management plan

will provide information on the hours of operation, responsibilities of each participating entity, signage and communications plan. The maintenance plan will provide information on how the City of Northville/DDA will maintain the commons area in a way that protects the safety and health of the community.

Once the municipality has submitted the application to MLCC, including the boundaries for the Social District and Commons Area and the management and maintenance plans, a minimum of 2 qualified licensees can submit applications to obtain a social district permit (Attachment 6.b).

Last week several City of Northville staff held a zoom meeting to discuss how the establishment of a social district might be utilized as an economic development tool and benefit the community. Because this is a new law there are no local models to learn from how much security, if any, will be needed. However, the state of Ohio has a program that is very similar in design called the Designated Outdoor Refreshment Area (DORA).

In meeting with the City staff last week, the issue of enforcement was discussed. No language requiring additional enforcement is included in the new law. In the past, additional security has been required when alcohol is served at a Special Event where there are thousands of people present. While a Special Event application was submitted to accommodate the Reopening Downtown Plan, the expanded outdoor dining areas are not drawing thousands of people, in fact they are drawing less than a normal day of operations due to reduced capacity and social distancing requirements by the State.

In a zoom meeting on Thursday, Sullivan and Ward spoke to Craig Manser of MMRMA, the City's municipal risk managers to determine what, if any, additional insurance would be required. Manser stated that the City already has coverage for alcohol related claims. In addition, Manser was going to determine if the insurance purchased by the DDA for the Reopening Downtown special event scheduled through October would be sufficient. Manser also stated that he did not think security was necessary if the City posted the boundaries sufficiently. This is a decision that will be determined by the City Council.

DDA staff has been researching best practices of other communities and begun to put together language for the management and maintenance plan.

Management:

- Operation would be coordinated through the DDA Office.
- Proposed DDA boundaries would serve as the Social District and Main between Hutton and Center and Center between Main and Dunlap could be the Commons Area. The would be connected at

the intersection of Main/Center to allow movement between the two areas. These two areas proposed for the Commons Area are currently closed to accommodate expanded outdoor dining.

- Qualified license holders in this area that may be interested include: Center Street Grill, Simply Wine, Table 5, Lucy & the Wolf, Browndog Creamery, LeGeorge, 160 Main, Poole's Tavern. All of these license holders are located in the area next to the proposed Commons Area. The DDA and City Council would need to discuss if we enlarge the common areas to include other establishments.
- DDA should explore charging a small fee for either each cup that is sold or a wrist band that allows someone to purchase cups within the Social District.
- Each patron purchasing a Commons Area cup for the first time (or anytime a new cup is sold) will receive a card with the map and Commons Area rules. The signs can be included on the DDA Walking Maps and Directory Signage.
- Signs will be installed to designate the boundaries of the Commons area, with trash receptacles close by to throw away cups before visitors leave the Commons Area.
- Hours of Operation would be M – Sa 4:00 – 10:00 pm, Sunday from noon to 10:00 pm.
- Additional tables, chairs, and umbrellas could be purchased and placed in the road to allow for more opportunities to utilize the Commons Area and add to the festive atmosphere.
- At the exit of each one of the Common Areas, a sign will be posted No Alcohol Beyond this Point and a garbage can would be provided to dispose of any cups before leaving the area.



Maintenance Plan

- All trash receptacles in the Designated Outdoor Refreshment Area will be emptied regularly and are ample to handle generated waste.
- The proposed Social District cups will be recyclable and biodegradable.

- The cups will have the logo of the Social District on one side and the logo of the licensed establishment where the drink was purchased on the other side.
- Tables would be wiped down nightly.
- Porta potties will be located on the top of the Cady Street Parking Deck through October 31st.
- Designated cups can only be carried in the Commons Area, by law, they can not be carried into another qualified licensee or into another not restaurant location.

Restaurants already participating in the expanded outdoor dining have expressed interest in the establishment of a Social District. Several have applied for additional outdoor bar licenses, selling street food, having walk up window, and other creative ideas to add to the vitality of the area. The implementation of the Social District in Northville has the ability to draw additional people downtown to enjoy the reopening restaurants and retail establishments while enabling physical distancing.