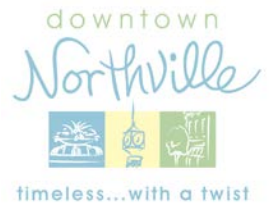


**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
July 23, 2019 - 8:00 am**



AGENDA

1. Call to Order – Shawn Riley
2. Introduction of New DDA Board Member
 - Ryan McKindles
3. Audience Comments
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. June 2019 Financial Statement (Attachment 5.a)
 - b. June 2019 Invoice Report (Attachment 5.b)
 - c. June 18, 2019 Meeting Minutes (Attachment 5.c)
6. Banner Brackets (Attachment 6)
7. Committee Information and Updates (Attachment 7)
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - i. Parking Deck and Lot Repair Project Update (Attachment 7.c.i)
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart (Attachment 7.e)
8. Future Meetings / Important Dates
 - a. Northville Grub Crawl – July 23, 2019
 - b. Economic Development Committee – July 25, 2019
 - c. Movie in the Park – July 26, 2019
 - d. Marketing Committee – August 1, 2019
 - e. Buy Michigan Now – August 2-4, 2019
 - f. Design Committee – August 12, 2019
 - g. Executive Committee – August 14, 2019
 - h. DDA Boards Meeting – August 20, 2019
9. Board and Staff Communications
10. Adjournment – Next Meeting August 20, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2019
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2019 NORM (ABNORM)	MONTH 06/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
PROPERTY TAXES							
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	670,195.00	670,194.98	0.00	0.02	100.00
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,180.00	58,179.71	0.00	0.29	100.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	779.00	851.45	72.90	(72.45)	109.30
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(1,000.00)	14.14	0.00	(1,014.14)	(1.41)
PROPERTY TAXES		758,655.00	760,195.00	761,281.36	72.90	(1,086.36)	100.14
GRANTS & OTHER LOCAL SOURCES							
370-000-586.020	SPONSORSHIPS	8,000.00	8,550.00	8,353.00	1,300.00	197.00	97.70
GRANTS & OTHER LOCAL SOURCES		8,000.00	8,550.00	8,353.00	1,300.00	197.00	97.70
MISCELLANEOUS REVENUES							
370-000-659.110	RENTS-SHORT TERM	150.00	450.00	400.00	0.00	50.00	88.89
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,182.00	1,182.00	0.00	0.00	100.00
370-000-667.000	INSURANCE PROCEEDS	0.00	7,427.00	7,427.00	0.00	0.00	100.00
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	4,600.50	2,211.00	(2,210.50)	192.49
MISCELLANEOUS REVENUES		350.00	11,449.00	13,609.50	2,211.00	(2,160.50)	118.87
INTEREST							
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	4,525.00	4,754.28	428.82	(229.28)	105.07
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	800.00	820.97	0.00	(20.97)	102.62
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	7,070.00	7,031.61	0.00	38.39	99.46
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	4,000.00	5,870.86	0.00	(1,870.86)	146.77
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(380.00)	(343.50)	(22.73)	(36.50)	90.39
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(530.00)	(485.88)	(43.01)	(44.12)	91.68
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(375.00)	(352.42)	(27.50)	(22.58)	93.98
370-000-664.700	CUSTODIAL FEES	0.00	(85.00)	(72.18)	0.00	(12.82)	84.92
INTEREST		3,850.00	15,025.00	17,223.74	335.58	(2,198.74)	114.63
Total Dept 000		770,855.00	795,219.00	800,467.60	3,919.48	(5,248.60)	100.66
TOTAL REVENUES		770,855.00	795,219.00	800,467.60	3,919.48	(5,248.60)	100.66
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	11,150.97	526.72	1,834.03	85.88
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32	45.36
370-753-939.000	AUTOMOTIVE SERVICE	500.00	550.00	548.98	0.00	1.02	99.81
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	4,336.88	200.56	463.12	90.35
370-753-967.000	FRINGE BENEFITS	6,005.00	13,535.00	11,670.29	523.76	1,864.71	86.22
Total Dept 753 - DPW SERVICES		15,210.00	33,040.00	28,237.80	1,251.04	4,802.20	85.47
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	15,812.40	1,183.71	377.60	97.67
370-861-710.000	WAGES - PART TIME	18,505.00	18,470.00	14,265.47	4,970.01	4,204.53	77.24

PERIOD ENDING 06/30/2019
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2019 NORM (ABNORM)	MONTH 06/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-726.000	SUPPLIES	475.00	650.00	247.06	0.00	402.94	38.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	17,610.00	18,165.01	712.79	(555.01)	103.15
370-861-751.000	FUEL & OIL	0.00	1,000.00	370.95	46.38	629.05	37.10
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	29,120.00	26,965.82	3,175.90	2,154.18	92.60
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,400.00	1,894.00	479.00	506.00	78.92
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	0.00	0.00	0.00	0.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	14,552.85	2,156.85	17,197.15	45.84
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00	98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,480.00	2,157.62	800.76	(677.62)	145.79
370-861-920.020	NATURAL GAS	3,930.00	8,335.00	7,332.65	0.00	1,002.35	87.97
370-861-920.030	WATER & SEWER SERVICE	7,660.00	6,000.00	4,398.19	713.53	1,601.81	73.30
370-861-967.000	FRINGE BENEFITS	8,185.00	7,500.00	7,670.98	891.87	(170.98)	102.28
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	20,655.00	20,727.28	1,037.89	(72.28)	100.35
Total Dept 861 - DESIGN COMMITTEE		139,172.00	163,010.00	136,406.28	16,168.69	26,603.72	83.68
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	15,812.20	1,183.69	377.80	97.67
370-862-710.000	WAGES - PART TIME	12,520.00	3,850.00	2,762.51	843.77	1,087.49	71.75
370-862-726.000	SUPPLIES	150.00	50.00	49.75	0.00	0.25	99.50
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	43,050.00	42,807.36	0.00	242.64	99.44
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	0.00	0.00	0.00	0.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	61,000.00	57,028.17	3,458.41	3,971.83	93.49
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	720.00	0.00	120.00	85.71
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,875.00	6,698.48	572.80	176.52	97.43
Total Dept 862 - MARKETING		137,202.00	131,855.00	125,878.47	6,058.67	5,976.53	95.47
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	7,941.50	591.84	153.50	98.10
370-863-710.000	WAGES - PART TIME	1,255.00	345.00	276.25	84.37	68.75	80.07
370-863-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	250.00	250.00	0.00	0.00	100.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	88,100.00	0.00	25,000.00	77.90
370-863-967.000	FRINGE BENEFITS	3,300.00	3,395.00	3,314.48	260.29	80.52	97.63
Total Dept 863 - PARKING		176,185.00	175,185.00	149,882.23	936.50	25,302.77	85.56
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	19,818.16	1,479.61	421.84	97.92
370-864-710.000	WAGES - PART TIME	6,260.00	1,875.00	1,381.25	421.87	493.75	73.67
370-864-726.000	SUPPLIES	1,150.00	2,650.00	2,894.80	483.20	(244.80)	109.24
370-864-730.000	POSTAGE	100.00	0.00	0.00	0.00	0.00	0.00
370-864-731.000	PUBLICATIONS	65.00	130.00	127.92	0.00	2.08	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	2,440.00	4,520.81	2,090.90	(2,080.81)	185.28
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	2,500.00	2,484.50	384.00	15.50	99.38
370-864-805.000	AUDITING SERVICES	4,930.00	4,755.00	4,754.00	0.00	1.00	99.98
370-864-900.000	PRINTING & PUBLISHING	975.00	2,145.00	2,081.87	133.58	63.13	97.06
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,175.00	4,173.68	0.00	1.32	99.97

PERIOD ENDING 06/30/2019
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GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2019 NORM (ABNORM)	MONTH 06/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-920.000	UTILITIES	1,420.00	1,300.00	1,418.64	75.00	(118.64)	109.13
370-864-958.000	MEMBERSHIP & DUES	958.00	1,340.00	1,338.00	0.00	2.00	99.85
370-864-960.000	EDUCATION & TRAINING	1,400.00	0.00	0.00	0.00	0.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,690.00	8,496.43	684.88	193.57	97.77
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	11,520.00	0.00	0.00	100.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	63,760.00	65,010.06	5,753.04	(1,250.06)	101.96
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,400.00	20,029.61	1,479.55	370.39	98.18
370-865-710.000	WAGES - PART TIME	2,505.00	675.00	552.48	168.73	122.52	81.85
370-865-726.000	SUPPLIES	200.00	35.00	33.30	0.00	1.70	95.14
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	5,000.00	0.00	0.00	0.00	0.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	0.00	0.00	0.00	0.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,705.00	8,528.15	647.39	176.85	97.97
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	29,815.00	29,143.54	2,295.67	671.46	97.75
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	173,170.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	25,384.00	0.00	0.00	25,384.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	25,384.00	0.00	0.00	25,384.00	0.00
TOTAL EXPENDITURES		770,855.00	795,219.00	707,728.38	32,463.61	87,490.62	89.00
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	795,219.00	800,467.60	3,919.48	(5,248.60)	100.66
TOTAL EXPENDITURES		770,855.00	795,219.00	707,728.38	32,463.61	87,490.62	89.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	92,739.22	(28,544.13)	(92,739.22)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	496,716.30			

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 06/01/2019 - 06/30/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	JERI JOHNSON	OFFICE AND EVENT SUPPIES	52319	06/05/19	155.31	110223
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322024383196	2617542	06/19/19	203.48	110380
370-861-740.050	DOWNTOWN MATERIALS	NORTHVILLE STITCHING P	GROUNDSCOOPER TSHIRTS	052219	06/19/19	99.00	110381
370-861-740.050	DOWNTOWN MATERIALS	MARK'S OUTDOOR POWER E	POWER TRIMMER	166132	07/03/19	255.00	110525
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	DDA NEW HIRE PHYSICAL	355824	07/05/19	48.00	110538
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIR	183559	06/19/19	870.00	110367
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIR - TO	183490	06/19/19	1,274.65	110367
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIR	183478	06/19/19	133.25	110367
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION START UP AND REPAIR - BA	183427	06/19/19	100.00	110367
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	355825	07/05/19	65.00	110538
370-861-801.000	CONTRACTUAL SERVICES	HOLMAN SURVEILLANCE SY	CAMERA REPAIRS	100922	06/26/19	685.00	110483
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTABLE RESTROOMS DOWNTOWN	A55731	06/05/19	479.00	110256
370-861-850.000	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	DOWNTOWN FLOWERS	597223	06/05/19	1,878.73	110288
370-861-850.000	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	DOWNTOWN FLOWERS	597587	06/05/19	158.12	110288
370-861-850.000	LANDSCAPE MAINTENANCE	DIANE PITTAWAY	ASSORTED BEAUTIFICATION SUPPLIES	060819	06/19/19	162.00	110394
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	061819	06/19/19	744.66	110365
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES 5/15/19-6/14/19	062619	06/26/19	56.10	110467
370-861-976.010	STREET FURNISHINGS	THE KEENAN GROUP INC	NEWSPAPER RACK	34524 - A	07/03/19	1,037.89	110546
Total For Dept 861 DESIGN COMMITTEE						8,405.19	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	REORDER MAY/JUNE EVENT CARD	59436	06/05/19	182.00	110228
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	RESTAURANT GUIDE	54937	06/05/19	254.00	110228
370-862-801.000	CONTRACTUAL SERVICES	SIGNS BY TOMORROW	WED. NIGHT CONCERT SIGN	1-30269	06/05/19	94.00	110248
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE CHAMBER OF	BAND CONCERT POSTCARDS	25485	06/05/19	212.41	110250
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	NORTH RIVER CREATIVE - GRAPHIC DESI	035	06/05/19	975.00	110273
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	NORTH RIVER CREATIVE - GRAPHIC DESI	036	06/05/19	625.00	110273
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE 7-19	06/19/19	2,100.00	110346
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	PRINTING OF WALKING MAP INSERTS - R	59495	06/19/19	116.00	110347
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	AD IN SEEN MAGAZINE	262825	06/19/19	700.00	110413
370-862-801.000	CONTRACTUAL SERVICES	COBB COMMUNICATIONS, I	MAYBURY STATE PARK MAPS & GUIDES	197282	07/03/19	300.00	110558
Total For Dept 862 MARKETING						5,558.41	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	JERI JOHNSON	OFFICE AND EVENT SUPPIES	52319	06/05/19	63.58	110223
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 TONER, COPY PAPER, SANITIZ	316694569001	06/26/19	389.34	110453
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 CLEANER, DRY ERASE MARKER	321314301001	06/26/19	8.88	110453
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 STAPLER, 3 RING BINDERS	332152423001	06/26/19	7.70	110453
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 TISSUE, PENCILS	2306624108	06/26/19	13.70	110453
370-864-801.190	TECHNOLOGY SUPPORT & SERV	I.T. RIGHT ,INC	FY20 IT SERVICES & BACKUP SUPPORT	20160132	06/19/19	2,004.00	110421
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE INTERNET	61619	06/19/19	86.90	110362
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE APRIL 2019	116807	06/26/19	80.00	110486
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE MAY 19 (8.	117310	07/05/19	304.00	110545
Total For Dept 864 ORGANIZATIONAL						2,958.10	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						16,921.70	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of June 18, 2019
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:02 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Carolann Ayers, DJ Boyd, Margene Buckhave, Aaron Cozart, John Casey, Jim Long, Greg Presley, Mary Starring*

Absent: *Shawn Riley*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Marilyn Price/City Council, Jeremy Goodman, Dave Gutman, Brian Turnbull, Fred Sheill*

INTRODUCTION OF NEW DDA BOARD MEMBER

Ward announced that two new members have been appointed to the DDA Board of Directors: DJ Boyd and Ryan McKindles. Boyd was welcomed by the Board and McKindles will join the Board in July. Their combined experiences will be a great asset to the DDA.

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. May 2019 Financial Statement (Attachment 5.a)
- b. May 2019 Invoice Report (Attachment 5.b)
- c. May 21, 2019 Meeting Minutes (Attachment 5.c)
- d. 4th Quarter Budget Amendments (Attachment 5.d)
- e. Explanations for 4th Quarter Budget Amendments (Attachment 5.e)

Long questioned whether the City has a bank lockbox because the budget had a line item expense. Ward was not sure and will get an answer for the next Board meeting.

Presley mentioned under the Northville Downs development update the wording was incorrect. Only phase one of the project could be built as a “matter of right” not the entire project. The May 2019 minutes were updated to reflect this correction.

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

SPONSORED BENCHES

Ward spoke to the 2020 budget line item for sponsored benches under the Design Committee's budget. The initial plan is to replace 10 benches and allow for groups or individuals to sponsor a bench. Johnson researched several memorial bench programs in other communities and based on her findings an informational sheet and application was created to facilitate the program. Ward said that in the past it was difficult to retire a bench because of emotional connections that families had to their benches. Ward has tried to contact families of the retired benches to return the plaques but this has proved to be difficult and time consuming. Moving forward the language will be clear and specific for the bench sponsorship program with a clear end date included.

The Design Committee recommends the Conceptual Site Furnishings bench that is currently being used downtown. The Kenton Backed bench model is made out of powder coated cast aluminum. There will be a flush mounted plaque on the back of the bench with three lines of personalization. The cost of the sponsorship is \$2,000 which covers the complete costs of fabrication, delivery and installation. The bench sponsorship is for 15 years and the DDA has the sole right to determine the bench location.

Ward asked for Board approval to allow the DDA Director to purchase the first 10 benches and start promoting this new sponsorship program. The benches can be made with the inset for a plaque without having sold all the sponsorships. Casey asked if an individual can ask for a specific location for their memorial bench. Ward said they do have a site map with 16 locations for families to choose from but that the DDA has the final determination on bench placement.

Ward clarified that the sponsorship is only for 15 years but if the bench remains in good shape the bench contract will not expire or be replaced. Boyd wondered if after 15 years will the bench contract be renewable. Sullivan felt that the DDA needed the option to term limit the sponsorships because of lessons learned in the past. Roth wanted language added to the agreement that stated "when the bench is retired the original donor has first right of refusal to sponsor the new bench for an agreed upon new price at the discretion of the DDA."

Motion by Ayers, seconded by Long to approve the bench program as presented with the addition of the language suggested by Roth and the renewal price decided at the discretion of the DDA. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATE

- a. *Design Committee* – Presley asked who would be providing the Design Committee updates now that Miller is no longer on the DDA Board. Ward said that Miller is still chair of the Design committee and Suzie Cozart is co-chair. Presley asked for an update on the Foundry Flask development. Ward said the

City was contacted by Avi Greywall from Singh Development and told that Singh will no longer be pursuing the Foundry Flask development. Singh felt that with the Watermark 300 unit apartment building on Cady Street the area would not be able to support another 175 apartments in such close proximity.

Roth asked about the status of the entryway signs. Ward said that the DDA has completed the contract and approvals for the branding project with Bizzell Design but the City Council now has to approve the contract for the Entranceway Signs before Bizzell can begin his work. Sullivan assured Roth the project will move forward.

Presley asked for an update on the firepits. Sheill said the Design Committee hopes to have the firepits in place for the winter and that they will be much lighter in weight. They will also have a higher profile so they can be seen easier and a flame guard so they don't blow out as frequently. Ward mentioned the units will be on a timer which will make it easier to turn the units on and off remotely. Presley asked if these have been approved by the Fire Chief and Ward said they have not but will be before purchasing. Buckhave is concerned about children playing in the fire and the safety issues. The auto start could catch people off guard if they are sitting near the fire. Ward suggested maybe we could get a unit that is higher so the flame would be out of reach. Sheil said most of the units available are made for a patio so there are not a lot of choices. Ward agreed to explore other design options to address some of the safety concerns before moving forward.

Ward has requested an estimate to repair the foam core scroll on the stage from Graphic Visions. This is the second time it has needed repair. Roth said the stage has had lots of design issues. He suggested exploring a long-term strategy to possibly replace the stage and redesign Town Square. Roth stated there would need to be a funding plan in place before design rehabilitation of Town Square could take place. This needs to be brought back to the Design Committee to discuss.

Presley asked if the Design Committee would be asking for DDA Board approval before the murals would be chosen. Ward said the DDA Board will need to approve the Design Committee's recommendation.

- b. *Marketing Committee* – Ward updated the Board on all the various advertising in local publications we've done over the past month. She also commented on all the events taking place this summer and how this committee has worked together to promote and support downtown Northville events. The Marketing Committee is a great way for the many organizations to come together and share ideas.

Long expressed concern that Main Street seems to be closed too frequently for one day events. He feels it hurts foot traffic for the businesses in the downtown. Ward agreed that there is more small scale one day events that close Main Street and we should be evaluating the viability and impact on businesses

moving forward. Casey agreed that three-day weekend events make more sense than a one-day event. Long requested Ward to report back on how many Saturdays per year Main Street is closed.

Presley stated there is an empty pole that can hold two banners at the north end of the Comerica Community Connection that is still not being used. He suggested ordering signs to complete this project. Ward stated the Design Committee could add this to their list of projects. Presley also would like a sign on the stage identifying the name of the band playing during Wednesday and Friday concerts.

- c. *Parking Committee* – No meeting was held.
- d. *Organizational Committee* – Ayers stated the 4th quarter budget amendments are shown on attachment 5.d. The new fiscal year begins July 1st. Moving forward, Ayers said the City and the DDA will need to figure out how projects in the downtown will be financed as the DDA fund balance is depleted. Most likely the DDA will continue needing to amend their budget every quarter in 2019/2020.
- e. *Economic Development Committee* – Cozart said EDC recently met with the Watermark team. The EDC was in favor of PUD eligibility but would like to see the various public amenities addressed (attachment 7.e.) before Preliminary Site Plan approval is given. During the meeting Cozart said Watermark seemed very receptive but did not include any of the recommendations in the updated plans that were presented to the Planning Commission. Because no changes were made and based on the feedback they received the Planning Commission did not grant Watermark Preliminary Site Plan approval.

Watermark may choose to move forward with a “matter of right” development for phase 1 to avoid providing amenities. Sullivan said if they don’t use PUD the parking requirements become much stricter and the City lot that they had planned to purchase could only be sold as part of an approved PUD project. Sullivan said Watermark thinks avoiding the PUD process would make the project move quicker but Sullivan note that there would still be a lot traffic flow and parking issues they would need to be address. Ayers questioned how long can you keep a PUD application open. She believes there should be a time limit to this process. Roth stated that there has not been a formal application presented to the HDC yet and that also needs to be in place before Watermark can move forward. Sullivan pointed out that Watermark usually does suburban developments and needs to take into consideration that downtown Northville is a more urban setting. Roth addressed the concern that if the racetrack were to stay, that they could be allowed to have casino gambling. Roth believes the State of Michigan will not allow that to happen. Long believes we should not approve the development based on fear of what might happen. Presley noted that because Watermark had not reflected community feedback in their newest plan presented to the Planning Commission that they seem to no longer be interested in the PUD process.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Northville Grub Crawl – July 23, 2019
- b. Movie in the Park – July 26, 2019
- c. Marketing Committee – August 1, 2019
- d. Buy MI Now Festival - August 2- 4, 2019
- e. First Friday Experience – August 2, 2019
- f. City Council – August 5, 2019
- g. Planning Commission – August 6, 2019
- h. Design Committee – August 12, 2019
- i. Northville Central Business Association – August 13, 2019
- j. Executive Committee – August 14, 2019
- k. Maybury Family Camp Out – August 17-18, 2019
- l. City Council – August 19, 2019
- m. Planning Commission – August, 19, 2019
- n. DDA Board Meeting – August 20, 2019
- o. Historical Development Committee – August 21, 2019
- p. Economic Development Committee – August 22, 2019

BOARD AND STAFF COMMUNICATION

The next DDA Board meeting is July 23, 2019

Meeting adjourned at 9:35 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Purchase of Banner Arms

Date: July 23, 2019

Background:

Last year the Northville Chamber of Commerce started a new banner program downtown to honor to recognize and honor our brave individuals who are serving or have served in the United States Armed Forces. The banners display a photo of the service person in uniform, as well as their name, dates of service, and branch of the United States Armed Forces. Banners are displayed in downtown Northville the entire months of May and November. The initial cost of participating in the program is \$250 and each additional year there is a \$25 fee to rehang the banners.

The Chamber's program has been very successful with over 80 sponsored banners hung throughout the downtown. The Chamber has used all of the existing banner brackets. The Chamber would like to add an additional 30 banners for a cost of \$3,000. The Chamber has asked the DDA to partner with them on this project, splitting the cost of the fabrication of the 30 banner brackets equally.



Analysis:

The request for funding was discussed by the DDA's Design Committee and the Committee was supportive of the request.

Budget:

The DDA did not budget for this project. If the DDA votes to support the project, the funds would come from the DDA's fund balance which is currently \$370,000. The funds would be earmarked during the first quarter budget amendment process.

Recommendation:

DDA staff recommends that the DDA Board of Directors support the request from the Northville Chamber of Commerce to assist in the fabrication of 30 new banner brackets in the amount of \$1,500.



July Project Updates

Parking Deck Repairs

Sullivan and Ward met with a Singh representative to discuss the results of the Carl Walker reports and recommended repairs to the City's two parking structures. Sullivan and Ward reported to Singh that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. Singh representative Josh Jacobs, indicated that Singh did not want to own the facility for tax purposes but would be willing to explore the lease of the facilities which would include liability and maintenance of the structures. In addition, Jacobs asked for some time to review the line item repairs to see if they agree with the assessment. Singh is willing to consider a long-term lease, but would like to see some way to pay for only the actual expenses, not the estimates. Sullivan indicated that the lease agreement could include a provision to "settle up" each year based on actual expenses. Ward indicated that the two parties would need to come to agreement on the cost of the lease and the responsibility of each party. The City, DDA and Singh are scheduled to meet again on July 9th to review the draft language of the Lease Agreement.

The City, DDA and consultants Fleis Vandenbrink, met on July 8th to discuss repairs to the surface lots in the City which has been estimated at roughly \$1.5 million dollars. Several of the projects will have additional funding partners including Parks and Recreation, District Library, Allen Terrace, and private property owners. In addition, it was determined that several of the projects should be on hold while development projects are sorted out. The revised project list and expenses could be around \$700,000. The City's Parking Fund could be utilized for these capital repairs. A funding strategy for ongoing maintenance would still need to be developed.

The DDA is planning on issuing the bid documents in the next few weeks for the Cady Street Parking Deck. The estimate for this project is \$322,000. These improvements will most likely be paid for by an internal loan from the City to the DDA until the DDA's bond payments are paid off in 2015 and the DDA can either issue new bonds or refinance the existing bonds. The MainCentre Parking Deck repairs will be issued for bids once a funding agreement has been worked out with Singh.

Entranceway Signs

The City Council approved the with Bizzell Design to being the design process for the new entranceway signs. The DDA approved the branding project with Bizzell and would like to coordinate the two projects to save time, money and travel. The Design Committee has agreed to provide guidance and feedback on the project.

Bench Plaque Project



The DDA and City Council have approved the creation of a sponsorship program for downtown benches and authorized the purchase of the first 10 benches. The cost of the bench sponsorship is \$2,000. Resident Jerry Mittman suggested the establishment of a 501 c (3) so that interested parties could reap the benefit of the tax deduction for the donation. A Friends of Downtown Northville could be established to receive these funds.



Rebecca's Alley

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

Bike Racks and Hoops



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

Downtown Mural

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



Newspaper Rack

The DDA has purchased and installed a new newspaper rack to the east of 120 W. Main Street. The publications have been contacted and will occupy the new spaces next week. Labels need to still be added to the face of the boxes. Landscaping will be installed around the newspaper rack to help screen the utility boxes from view. The DDA is looking to install a few bike racks at this same location.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY June 2019:

PUBLICITY:

Press releases sent in June:

- July / August 2019 media calendar
- Stemville Opening

Upcoming press materials:

- Los Tres Amigos opening

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

- June 22 – Fox 2 in-studio – Young Artists featured at Arts & Acts Fair
- Date TBD – Feature on Stemville opening

SOCIAL MEDIA:

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

PAID ADVERTISING:

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

UPCOMING PAID ADVERTISING:

PRINT:

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

EXPERIENCE DOWNTOWN NORTHVILLE



Downtown Northville is a must-visit summer destination: AMAZING dining, UNIQUE shops, and EXCITING entertainment.

downtownnorthville.com



*Styles pictured may vary at locations due to availability/inventory. Pictured left to right: Orin Jewelers; Northville Sports Den

SUMMER FUN IS WAITING!



SUMMER EVENTS

- First Friday Experience (July 5, & August 2)
- Sundays at Mill Race Village (Sundays thru October 6)
- Tunes on Tuesday (Tuesdays thru August 27)
- Maybury Farm Tours (Tuesday-Sunday thru October 27)
- Northville Unplugged Acoustic Music Series (Wednesdays thru August 28)
- Farmers Market (Thursdays thru October 31)
- Friday Night Concert Series (Fridays thru August 30)
- Grub Crawl (July 23)
- Movie in the Park, "Zootopia" (July 26)
- Buy Michigan Now Festival (August 2, 3, 4)

Discover **EXCITING** entertainment the whole family can enjoy in **Downtown Northville.**



downtownnorthville.com

Pictured clockwise:
Bricks of Northville, Tunes on Tuesday, Maybury Farm



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Parking Deck and Lot Repairs and Maintenance

Date: July 23, 2019

Update:

Parking Decks:

The City currently operates two downtown parking structures: Cady Street and MainCentre. Both structures have been evaluated and are in need of repair in the near term and annual maintenance over the long term. The Cady Street structure is the smaller of the two structures with 150 spaces. The Main Centre structure has 187 spaces, although 93 spaces on the ground floor are, for all intents and purposes, devoted to the sole use of residents of the Singh Development project. The MainCentre structure is also connected to the Singh building by a walkway and tower that is used exclusively by Singh residents.

In 2018, the City/DDA retained Carl Walker/WGI to conduct an Engineering Condition Assessment of both the Cady Street and Main Centre structures. The Walker study identified major renovation costs that would need to be completed on a short-term basis and ongoing annual maintenance. The Cady Street project is moving forward with the preparation of bid documents that should be issued by the end of the month. Bids will be due on August 8th and a bid award will be presented to the DDA Board at their August meeting for a fall construction. The MainCentre deck requires more coordination with Singh Development and is tentatively scheduled for a Spring 2010 construction.

The annual maintenance program is needed to ensure the long-term sustainability of both structures. The Walker study indicates that annual maintenance would prolong the life of both structures 25-30 years. The cost of the capital repairs for the Cady Street Parking Deck are estimated at \$366,000 and for the MainCentre deck are estimated at \$291,100.

Sullivan and Ward have held several meetings with Singh representative to discuss the results of the Carl Walker reports and recommended repairs to the parking structures. Sullivan and Ward reported to Singh that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. Singh representative Josh Jacobs, indicated that Singh did not want to own the facility for tax purposes but would be willing to explore the lease of the facilities which

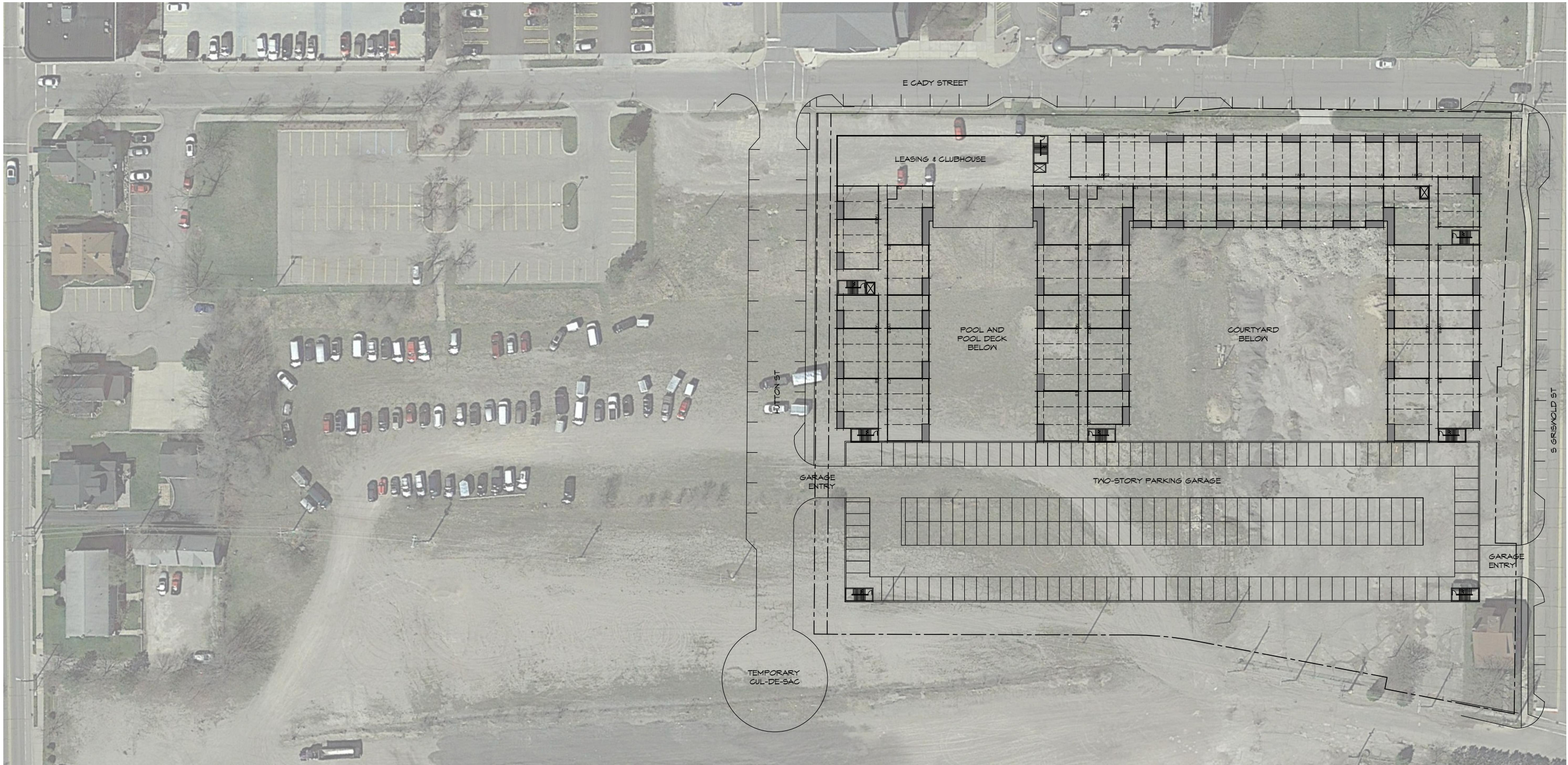
would include liability and maintenance of the structures. In addition, Jacobs asked for some time to review the line item repairs to see if they agree with the assessment. Singh is willing to consider a long-term lease, but would like to see some way to pay for only the actual expenses, not the estimates. Sullivan indicated that the lease agreement could include a provision to “settle up” each year based on actual expenses. Ward indicated that the two parties would need to come to agreement on the cost of the lease and the responsibility of each party.

The DDA currently had bonds issued for the Streetscape Enhancement program that are scheduled to be retired in 2025. The annual amount of debt service is approximately \$175,000. The total cost of repairs and maintenance over a 20 year period for the DDA were utilize this stream of revenue for the parking deck repairs, the City could provide a shortterm loan to bridge the gap until the initial debt was retired.

Surface Lots:

The City commissioned an evaluation of the City’s surface parking lot in order to obtain information on needed repairs and ongoing maintenance similar to the effort that had been completed on the Parking Decks. The City’s Engineering consultants, Fleis Vandenbrink evaluated 13 surface parking lots and prepared a report detailing the needed repairs and estimating costs.

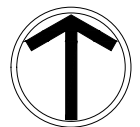
The City, DDA and consultants Fleis Vandenbrink, met on July 8th to discuss repairs to the surface lots in the City which has been estimated at roughly \$1.5 million dollars. Several of the projects will have additional funding partners including Parks and Recreation, District Library, Allen Terrace, and private property owners. In addition, it was determined that several of the projects should be on hold while development projects are sorted out. The revised project list and expenses could be around \$700,000. The City’s Parking Fund could be utilized for these capital repairs. However, a funding strategy for ongoing maintenance would still need to be developed.



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CONCEPTUAL
SITE PLAN

SCALE: 1" = 80'-0"



PLAN
NORTH