

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
March 17, 2020 - 8:00 a.m.**

AGENDA

1. Call to Order – John Casey
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2020 Financial Statement (Attachment 4.a)
 - b. February 2020 Invoice Report (Attachment 4.b)
 - c. February 18, 2020 Meeting Minutes (Attachment 4.c)
5. DDA Proposed 2020-21 Budget (Attachment 5)
6. Landscape Contract Bid Results (Attachment 6)
7. DDA Wayfinding and Branding Project (Attachment 7)
8. Committee Information and Updates
 - a. Design Committee – Lori Ward (Attachment 8.a)
 - b. Marketing Committee – Margene Buckhave (Attachment 8.b)
 - c. Parking Committee – John Casey
 - i. MainCentre Parking Deck Public Improvement (Attachment 8.c.i)
 - d. Organizational Committee – Lori Ward
 - e. Economic Development Committee – Aaron Cozart
9. Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting April 21, 2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/29/2020

% Fiscal Year Completed: 66.67

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2020 NORM (ABNORM)	MONTH 02/29/20 INCR (DECR)	BALANCE NORM (ABNORM)	USED
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
PROPERTY TAXES							
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	717,901.00	717,832.42	0.00	68.58	99.99
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,084.00	57,961.93	454.35	2,122.07	96.47
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	34,144.00	34,143.93	0.00	0.07	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	(11.74)	0.00	(2,488.26)	0.47
PROPERTY TAXES		776,262.00	809,629.00	809,926.54	454.35	(297.54)	100.04
GRANTS & OTHER LOCAL SOURCES							
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	27,215.00	120.00	(115.00)	100.42
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	27,215.00	120.00	(115.00)	100.42
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	200.00	291.00	0.00	(91.00)	145.50
370-000-667.000	INSURANCE PROCEEDS	0.00	0.00	2,475.00	2,475.00	(2,475.00)	100.00
MISCELLANEOUS REVENUES		350.00	600.00	3,166.00	2,475.00	(2,566.00)	527.67
INTEREST							
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	5,000.00	3,356.87	388.12	1,643.13	67.14
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	750.00	464.98	0.00	285.02	62.00
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	6,309.64	0.00	(1,309.64)	126.19
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	1,724.25	0.00	(1,724.25)	100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(230.50)	(38.51)	(169.50)	57.63
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(407.86)	(60.20)	(342.14)	54.38
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(316.00)	(45.25)	(234.00)	57.45
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(76.69)	0.00	76.69	100.00
INTEREST		6,100.00	9,050.00	10,824.69	244.16	(1,774.69)	119.61
FUND BALANCE RESERVE							
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	323,230.00	0.00	0.00	323,230.00	0.00
FUND BALANCE RESERVE		62,608.00	323,230.00	0.00	0.00	323,230.00	0.00
Total Dept 000		872,420.00	1,169,609.00	851,132.23	3,293.51	318,476.77	72.77
TOTAL REVENUES		872,420.00	1,169,609.00	851,132.23	3,293.51	318,476.77	72.77
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	8,337.63	83.51	4,912.37	62.93
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	353.16	0.00	816.84	30.18
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	4,800.00	2,498.22	19.61	2,301.78	52.05
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	8,574.05	76.67	5,780.95	59.73
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	20,156.70	179.79	13,918.30	59.15

PERIOD ENDING 02/29/2020
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FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/29/2020 NORM (ABNORM)	MONTH 02/29/20 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	16,630.00	10,854.44	1,213.13	5,775.56	65.27
370-861-710.000	WAGES - PART TIME	20,620.00	27,520.00	14,462.31	205.05	13,057.69	52.55
370-861-726.000	SUPPLIES	625.00	625.00	146.82	0.00	478.18	23.49
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	2,472.52	(203.48)	18,427.48	11.83
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	217.27	0.00	782.73	21.73
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	18,187.33	(909.42)	7,542.67	70.69
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	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	17,067.36	0.00	13,682.64	55.50
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	1,330.00	510.90	90.27	819.10	38.41
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	5,936.61	0.00	(1,926.61)	148.05
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	6,438.09	142.83	1,601.91	80.08
370-861-967.000	FRINGE BENEFITS	8,605.00	9,295.00	5,532.47	535.21	3,762.53	59.52
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	37,469.80	19,182.00	47,925.20	43.88
Total Dept 861 - DESIGN COMMITTEE		239,215.00	246,835.00	121,328.42	20,255.59	125,506.58	49.15
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	10,854.47	1,213.14	5,775.53	65.27
370-862-710.000	WAGES - PART TIME	15,080.00	19,090.00	7,880.55	1,025.19	11,209.45	41.28
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	31,131.00	3,200.00	1,169.00	96.38
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	43,598.88	2,150.00	25,401.12	63.19
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	744.95	69.98	95.05	88.68
370-862-967.000	FRINGE BENEFITS	7,745.00	8,060.00	5,023.31	598.66	3,036.69	62.32
Total Dept 862 - MARKETING		143,625.00	147,980.00	99,233.16	8,256.97	48,746.84	67.06
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,315.00	5,427.36	606.56	2,887.64	65.27
370-863-710.000	WAGES - PART TIME	1,510.00	1,910.00	788.11	102.54	1,121.89	41.26
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00	75.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	394,134.00	67,815.00	0.00	326,319.00	17.21
370-863-967.000	FRINGE BENEFITS	3,405.00	3,440.00	2,267.76	267.63	1,172.24	65.92
Total Dept 863 - PARKING		178,885.00	457,849.00	113,798.23	976.73	344,050.77	24.85
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	13,568.12	1,516.41	7,221.88	65.26
370-864-710.000	WAGES - PART TIME	7,540.00	9,545.00	3,940.24	512.58	5,604.76	41.28
370-864-726.000	SUPPLIES	1,150.00	1,150.00	1,514.52	423.48	(364.52)	131.70
370-864-730.000	POSTAGE	100.00	100.00	3.25	0.00	96.75	3.25
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	3,215.00	2,806.20	186.80	408.80	87.28
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,110.00	5,246.49	656.00	(2,136.49)	168.70
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	4,868.00	0.00	2.00	99.96

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	799.87	0.00	835.13	48.92	
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	3,848.00	0.00	1,152.00	76.96	
370-864-920.000	UTILITIES	1,420.00	1,420.00	897.91	107.97	522.09	63.23	
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,290.00	0.00	50.00	96.27	
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	601.19	10.00	798.81	42.94	
370-864-967.000	FRINGE BENEFITS	8,805.00	8,965.00	5,954.64	706.22	3,010.36	66.42	
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	9,075.00	0.00	3,025.00	75.00	
Total Dept 864 - ORGANIZATIONAL		69,365.00	74,705.00	54,478.45	4,119.46	20,226.55	72.92	
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	13,567.84	1,516.36	7,222.16	65.26	
370-865-710.000	WAGES - PART TIME	3,020.00	3,820.00	1,576.12	205.05	2,243.88	41.26	
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00	
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
370-865-967.000	FRINGE BENEFITS	8,455.00	8,525.00	5,638.39	664.99	2,886.61	66.14	
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	34,335.00	20,782.35	2,386.40	13,552.65	60.53	
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	14,415.00	0.00	159,415.00	8.29	
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	14,415.00	0.00	159,415.00	8.29	
TOTAL EXPENDITURES		872,420.00	1,169,609.00	444,192.31	36,174.94	725,416.69	37.98	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,169,609.00	851,132.23	3,293.51	318,476.77	72.77	
TOTAL EXPENDITURES		872,420.00	1,169,609.00	444,192.31	36,174.94	725,416.69	37.98	
NET OF REVENUES & EXPENDITURES		0.00	0.00	406,939.92	(32,881.43)	(406,939.92)	100.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2020 - 02/29/2020
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							
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020520	02/12/20	299.00	500385
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE INTERNET	0042047	02/12/20	259.79	112308
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI IN TOWN SQUARE	21720	02/26/20	269.79	112442
370-861-801.000	CONTRACTUAL SERVICES	LONG MECHANICAL SERVIC	TOWN SQUARE SNOW MELT SYSTEM REPAIR	21420	02/26/20	387.00	112453
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	022620	02/26/20	90.27	112447
370-861-976.010	STREET FURNISHINGS	HERWIG LIGHTING	LIGHT POLES AND LANTERNS	9185	02/26/20	19,182.00	112437
Total For Dept 861 DESIGN COMMITTEE						20,487.85	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS RETAI	SPIDER WEB - SKELETONS ALIVE	9247	02/26/20	3,200.00	112450
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	1/2 PAGE VILLE AD	1620	02/12/20	150.00	112365
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR MONTHLY RETAINER	NORTHVILLE 3-2021	02/26/20	2,000.00	112425
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MAILCHIMP REIMBURSEMENT JAN 20	MC10664813	02/12/20	34.99	112333
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP NEWSLETTER SUBS	10738253	02/26/20	34.99	112458
Total For Dept 862 MARKETING						5,419.98	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	RUBBER STAMPS UNLIMITE	AP STAMPS	67476	02/12/20	76.95	112370
370-864-726.000	SUPPLIES	JERI JOHNSON	OFFICE SUPPLIES	020720	02/12/20	186.54	112283
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE FOR MEETING SUPPLIES	12420	02/26/20	29.98	112458
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 JANITORIAL SUPPLIES	436332528001	02/26/20	13.08	112419
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 MARKERS	436332529001	02/26/20	13.78	112419
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 MEETING AND OFICE SUPPLIES	436330501001	02/26/20	72.59	112419
370-864-726.000	SUPPLIES	JERI JOHNSON	REFRIGERATOR TABLE	21520	02/26/20	30.56	112418
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE INTERNET	0818762	02/12/20	88.40	112309
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	WIFI DDA OFFICE	21620	02/26/20	98.40	112443
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JAN 20 (7.	119651	02/26/20	656.00	112475
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020520	02/12/20	32.97	500385
370-864-960.000	EDUCATION & TRAINING	LORI WARD	REIMBURSE - CHAMBER MORNING WITH LE	12120	02/26/20	10.00	112458
Total For Dept 864 ORGANIZATIONAL						1,309.25	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						27,217.08	

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of February 18, 2020
Meeting Room A**

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

ROLL CALL

Present: *Mayor Brian Turnbull, Carolann Ayers, DJ Boyd, John Casey, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring*

Absent: *Margene Buckhave, Aaron Cozart, Jim Long*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Barbara Moroski-Browne/City Council, Brandon Bueter/Marquis Theatre, Fred Sheill/Resident, Terri Lapham/Marquis Theatre, Dave Gutman/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. January 2020 Financial Statement
- b. January 2020 Invoice Report
- c. January 21, 2020 DDA Board Meeting Minutes
- d. December 17, 2019 Amended PA 57 DDA Board Meeting Minutes
- e. December 17, 2019 Amended Meeting Minutes

Presley introduced Brandon Bueter, whose family purchased the Marquis Theatre, and asked that the Marquis Theatre be added to the agenda under Arts and Entertainment.

Motion by Ayers, seconded by Starring to approve the Consent Agenda as amended. **Motion carried unanimously.**

APPROVAL OF HERWIG LIGHTING ORDER

Ward mentioned that we have had several light poles hit in the past couple months by cars. Johnson said there are four insurance claims being processed currently. Two of those are for street lights. Ward said we have no inventory to replace the downed poles. The DDA would like to order 6 additional poles and luminaries from Herwig at a cost of \$19,182.00. Boyd asked if there was room in the budget for this purchase. The 2019-20 budget would need to be amended to cover the cost. Ward said when the insurance claims get processed in our favor, we can transfer the money back into the light fixture account to cover the cost of the purchase.

Motion by Ayers, seconded by Turnbull to order 6 Herwig luminaries and polls.
Motion carried unanimously.

134 N. CENTER ALLEY REPAIR

Ward said earlier this year the DDA agreed to share 50% of the total cost (\$25,000) with the owners of the building at 134 N. Center Street to resurface the alleyway and make it ADA compliant. The DDA's total cost was not to exceed \$12,500. In exchange for the DDA's financial participation in the project, the building owners agreed to grant the City a perpetual easement for public access through the alleyway. The construction has been completed and all the bills totaling \$30,289.25 have been paid. Ward said since the construction costs were slightly higher than anticipated the building owners have requested the DDA increase their contribution by \$2,500 for a total of \$15,000. The cost increase is justified by the additional handrails and extra flags of concrete that were installed to connect the new ramp to the sidewalk that was poured as part of the previous parking project completed several years ago. Ward is requesting the Board approve the additional \$2,500.

Casey questioned why the DDA feels it is necessary to approve the additional funding when the owners agreed to accept the \$12,500. Ward felt the spirit of the initial conversation was to split the cost 50/50 and at the time their best estimate was \$25,000. Ayers asked if it is now completely ADA compliant and Ward said yes. Ward also said the City will insure and maintain the alleyway. Ward reached out to Loyd Cureton (DPW) to make sure the new alleyway was on his list of areas to maintain. Boyd suggested the Board approve the additional \$2,500 so as not to create ill will. Sullivan said the initial cap was put on to protect the DDA in case there were some unforeseen major issues with the project. Since this is not a big increase to the initial estimate Sullivan feels it is reasonable to pay the additional \$2,500.

Motion by Ayers, seconded Starring to approve an increase of DDA matching funds totaling \$15,000 or an additional \$2,500 for Rebecca's alleyway repairs. **Motion carried unanimously.**

CADY STREET PARKING DECK

Ward stated that City Council approved the RAM contract totaling \$270,923 last September to repair the Cady Deck. The project began in mid-September 2019 and was completed ahead of schedule in less than six weeks. RAM and WGI did a wonderful job of keeping the project running smoothly. There were three change orders during the project that were reflected in the modified RAM contract. Ward said the modified amount was \$227,141.85 or \$19,152.47 (8%) less than the original contracted amount. This new total will allow us to return \$44,333 to the DDA's fund balance for use on other projects. Ward complimented both RAM and WGI on a successful project and is hoping the same team can stay together for the MainCentre Parking Deck public improvement project starting this Spring.

Riley questioned the entrance to the Cady Street parking deck; the stacked stone planter is hit on a regular basis. He requested we look for a more permanent solution to that entrance in the Spring. Ward agreed to speak to WGI regarding the added scope.

DDA DRAFT BUDGET 20-21

Ward provided a draft of the DDA budget for 20-21. The Organizational Committee met to look closely at the upcoming budget with the hope of having a healthier fund balance in place. The Committee decided to cut some projects that were scheduled for 2020. Those projects consist of the 3rd directory at the Comerica Community Connection (\$3,000), Mural (\$12,800), fire pits (\$10,000) and historic markers (\$4,000). This will allow the DDA to start the next fiscal year with a fund balance of \$94,866.

In addition, the committee made these recommendations:

- Attempt to keep in the \$20,000 Pavilion repair line item. The facility is in desperate need of assistance. Staff has been meeting with Grissim Metz for assistance in assembling a bid packet for all of the projects in Town Square that need repairs.
- Consider a charge for use of the Special Event porta-potties used by event organizers.
- Need to identify new EV charging partner to sponsor electricity of explore adding a charging component to the stations.
- Agree to sponsor the Friday Night Concerts. This effort is \$25,000 of which we have approximately \$15,000 in outside sponsorship and \$10,000 comes from DDA.
- Continue to sponsor the Wednesday Night Concerts and the Skeletons are Alive event.
- Consider reducing or eliminating sponsorship all other events in the Downtown including Chamber events, Buy Michigan Now, Party in the Ville, Tunes on Tuesday.
- Reduce print advertising by \$7,000 or 30%.
- Reduction in Membership Organizations and Education and Training.

Sullivan raised the question of how much we plan to still contribute to other community organizations for their events. His concern is they may leave the City if we do not continue sponsoring their events. Ayers said the DDA has to make difficult choices in order to keep the budget healthy. Riley asked if we are being asked to pay for additional things this year that we have not paid for in previous years. Ward answered that it is more an issue of the TIF increase being only \$13,000 for the next year. Sullivan questioned why our seasonal employee line item went up \$5,000 for next year. Ward said Wiktorowski had provided those numbers and she will check back with her for an explanation. Presley asked how much revenue we will receive for the new construction project at 335 E. Cady. Sullivan said that should be assessed this coming December so it won't show up in the 20-21 budget year but will definitely help the following 21-22 year. Presley requested we find out what the bump in income will be in 21-22.

Ward said that this budget does not include funding for the MainCentre Deck public improvement project. The City and the DDA are still looking at ways to fund the deck improvements. Presley questioned whether negotiations have moved forward with Singh regarding their contribution for the deck repairs. Sullivan said City Council will be meeting on February 18th to begin the Special Assessment process. Sullivan believes the Special Assessment should be done in April and will definitely be contested by Singh. Singh believes the agreement they made in 1996 with the City should continue to

cover all the deck expenses. Sullivan is hoping that ongoing negotiations with Singh will eventually help with some of the deck costs. Sullivan said most likely the Cady Street Deck repairs will be funded by the parking fund which currently has about \$800,000 so construction will stay on schedule. Sullivan said the DDA fund balance has been depleted and soon the city parking fund will be as well, moving forward we will have to do some creative financing to fund the ongoing parking lot public improvements.

Ayers questioned the Board about the current budget that is on the table. Does the Board want to move forward today or work on it further? The streetsweeper budget expense was discussed and Sullivan suggested we help purchase the equipment so the contribution would go down. Ward said the budget will go before City Council on April 27th. Riley suggested the DDA continue to work on the budget and bring it back to the March meeting. Casey requested a budget through 2025 so we can see what it will look like when our debt service goes away. Ayers suggested we table the budget till the March Board meeting to allow more time to make the discussed changes and look into Board member questions.

Motion by Boyd, seconded by McKindle to table the DDA budget as presented until the March Board meeting. **Motion carried unanimously.**

ARTS & ENTERTAINMENT

Presley said Northville is very unique city in that it has three live stage entertainment venues. Presley would like the DDA, based on the strategic plan, to consider a creative Arts and Entertainment brand. The Marquis Theatre has been sold and the owners are uncertain how to move forward with the venue. The owners are looking for guidance from the community as to their wants and wishes. Presley has been hired by the new owners to address code issues. Presley thinks this is the right time to consider an Arts and Entertainment brand because the Marquis owners are open to listening and creating a venue that best serves the community. Turnbull thinks there will need to be research done of other community theatres and how they established successful practices. Then based on what the research shows create a venue that will meet those criteria. Presley asked whether the DDA would lead the charge to form a group to look at becoming an Arts and Entertainment community. Price asked if this is something the Master Plan discussions could address. Bueter addressed the group about what type of feedback and guidance they'd like from the community. The Marquis owners are interested in enhancing what the town already has to offer by providing a multi-purpose entertainment venue bringing more people to town. Presley once again asked if the DDA was willing to lead a group to look at an Arts and Entertainment community brand for Northville. Riley suggested the focus group be part of the Marketing Committee and add Bueter to the committee. Presley suggested we also add this initiative to our Marketing goals.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Boyd said the committee is still working on the new branding and signage with Buzz. Ward and Cozart are working with Buzz to move the project along.

b. Marketing Committee:

Special Event Policy Update

Riley said the attached Special Event Policy had some minor changes made to the document for clarification purposes. It goes before City Council for approval at their February 18th meeting. Sullivan pointed out an error in the Application Procedures, instead of 21 days prior it should read 45 days prior. Riley stated there has still not been any resolution for the relocation of the Northville Food and Wine event during the month of September. Sullivan suggested that there be wording added to the policy that says beer tents will have a restricted entrance.

Motion by Boyd, seconded by McKindle to accept the Special Events Policy with two corrections added. The first is under the Application Procedures II, it should read 45 days prior not 21. The second is under Events that Require Downtown Street Closures XI, the language needs to say the areas that are accessible and open to the public coexist with the state laws regarding alcohol sales. **Motion carried unanimously.**

c. Parking Committee:

Casey said there was nothing to report on parking this month.

d. Organizational Committee:

Ayers said the committee already presented the budget. Riley questioned whether a combined City Council and DDA meeting about budgets would take place. Boyd felt that the meeting should be tabled until after the budgets have been submitted. Presley said at the meeting there should be discussions about how big this town should get. Should the DDA boundaries be increased? Presley feels we have an opportunity to impact the Master Plan moving forward.

e. Economic Development Committee:

Presley asked Sullivan when the postcards will be available for the Master Plan workshops schedule. Sullivan said they will be ready for distribution next week.

FUTURE MEETINGS/ IMPORTANT DATES

A list of future meeting dates and important events were provided in the DDA Board packet.

BOARD AND STAFF COMMUNICATION

The next DDA Board meeting is scheduled for March 17, 2020.

Meeting adjourned at 9:40 am

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



To: Northville DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Budget Discussion

Date: March 17, 2020

In fiscal year 2020-21, the DDA will begin the year with a fund balance of \$132,644. Of this, \$47,624 is reserved exclusively for road improvements. This will leave \$94,644 in an unrestricted fund balance at the end of the fiscal year 2021. This year, for the first time in over 20 years, the DDA drew down almost all of its fund balance to pay for the parking deck improvements to the Cady Street Deck, leaving us with a fund balance of \$132,644. This was only possible by cutting numerous projects currently scheduled in fiscal year 2020. These include:

- 3rd Directory at the Comerica Community Connection - \$3,000
- Mural - \$12,800
- Fire Pits - \$10,000

In order for the DDA to tackle the enormous cost of parking deck and lot repairs, a discussion with City Council will need to take place in order to discuss responsibilities and shared costs. The DDA does not have the funds to do it alone. This year the DDA's TIF capture grew by only \$8,882 or 1.8%, however increases in existing non-discretionary items outpaced the small increase that we received. This past week Crain's Detroit reported that the Northville Downs Race Track renewed a 5-year lease to continue to operate the track while the City goes through the Master Planning process and the developers work their way through the planning process. No new revenue from this project will be available any time soon, if it occurs.

It is important to note that the DDA 20 - 21 budget does not include any funds for the MainCentre Parking Deck public improvement project which is estimated at \$234,000. In addition, the surface lots within the DDA boundaries have been evaluated by the City's engineers and renovations are estimated at \$980,000. Ongoing maintenance for the lots and two decks total \$3,148,440 over the next 20 years or \$157,422 annually. The DDA and the City are actively working to develop a funding strategy which may include the establishment of a SAD, raising overnight monthly parking rates, refinancing current DDA bonds and others.

The DDA's Organizational Committee met on February 6th and again on March 4th to review the budget. The Committee is recommending that the DDA Board approved the DDA proposed budget for 2020-21 and forward to City Council for consideration on April 27th.

Recommendation:

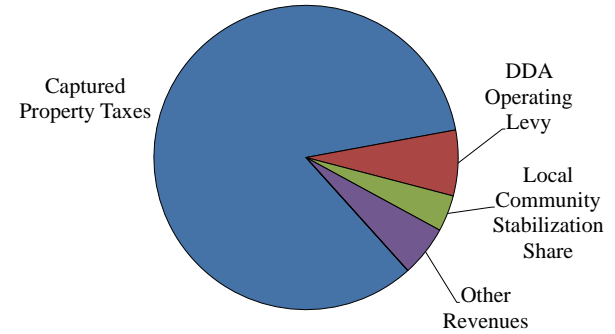
DDA staff recommends that the DDA approved the budget as presented and forward to City Council for consideration. In addition, the DDA staff recommends that the DDA and City Council hold a working session to discuss the future of the shared parking system.

City of Northville
 Proposed 2020-21 Downtown Development Authority Budget
 (with historical comparative data)

Revenues

	FY19 Actual	FY20 Projected	FY21 Proposed	FY21 % Total
Captured Property Taxes	\$ 670,195	\$ 729,072	\$ 737,956	83.7%
DDA Operating Levy	58,180	60,827	61,418	7.0%
Local Community Stabilization Share	32,041	34,144	34,000	3.9%
Other Revenues	41,276	52,938	47,620	5.4%
Operating Transfer	-	-	-	0.0%
Approp of Prior Year Surplus	-	304,766	-	0.0%
Total Revenues	\$ 801,692	\$ 1,181,747	\$ 880,994	100.0%

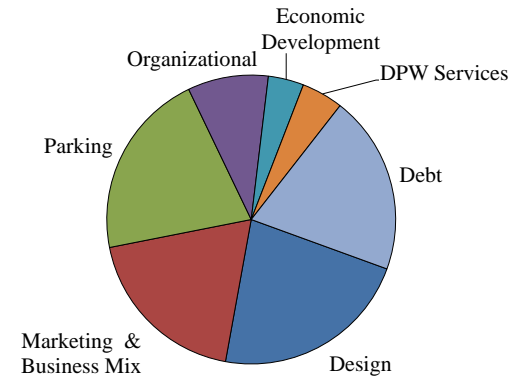
2020-21 Budgeted Revenues



Expenditures

	FY19 Actual	FY20 Projected	FY21 Proposed	FY21 % Total
Design	145,522	303,745	194,335	22.1%
Marketing & Business Mix	124,346	152,680	165,880	18.8%
Parking	170,232	408,027	182,785	20.7%
Organizational	62,913	76,030	78,685	8.9%
Economic Development	28,683	33,835	34,675	3.9%
DPW Services	28,496	33,600	40,655	4.6%
Debt	173,170	173,830	174,335	19.8%
Total Expenditures	\$ 801,692	\$ 1,181,747	\$ 880,994	100.0%

2020-21 Budgeted Expenditures



City of Northville
Line Item Budget for the Year Ended June 30, 2021 and
Five Year Plan - 2020 through 2024

DOWNTOWN DEVELOPMENT AUTHORITY

Revenue	2017-18 Actual	2018-19 Actual	2019-20 Projected	2020-21 Proposed Budget	2021-22 Estimated Budget	2022-23 Estimated Budget	2023-24 Estimated Budget
Captured Property Taxes =							
Taxable Value Subject to Capture			26,695,879	27,021,167	27,561,590	28,112,822	28,675,078
x Estimated Tax Levies per Mill			27.3106	27.3106	27.3106	27.3106	27.3106
DDA Operating Levy =							
Prior Years' Millage Approved			1.8158	1.8158	1.8158	1.8158	1.8158
x Millage Reduction Fraction			1.0000	1.0000	1.0000	1.0000	1.0000
= Allowable Levy			1.8158	1.8158	1.8158	1.8158	1.8158
x DDA Taxable Value per Mill			33,499	33,824	34,501	35,191	35,895
370-000-403.00 Captured Property Taxes	646,845	670,195	729,072	737,956	752,716	767,770	783,126
370-000-403.01 DDA Operating Levy	56,823	58,180	60,827	61,418	62,647	63,900	65,178
370-000-403.04 Local Community Stabilization Share	36,178	32,041	34,144	34,000	34,000	34,000	34,000
370-000-417.00 Delinquent Personal Property Taxes	176	851	-	-	-	-	-
370-000-418.00 Property Taxes - Other	6,355	14	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
370-000-586.02 Sponsorships	1,000	7,953	33,500	39,500	33,500	33,500	33,500
370-000-659.11 Rental Income - Town Square	150	800	400	500	500	500	500
370-000-664.xx Net Investment Income	890	18,448	8,920	8,920	8,920	8,920	8,920
370-000-666.00 Miscellaneous Revenue	-	1,182	291	200	200	200	200
370-000-667.00 Insurance Proceeds	-	7,427	11,327	-	-	-	-
370-000-687.01 MMRMA Distribution	-	4,601	-	-	-	-	-
	748,417	801,692	876,981	880,994	890,983	907,290	923,924
Total Revenue	748,417	801,692	876,981	880,994	890,983	907,290	923,924
Fund Balance Reserve							
370-000-699.01 Approp of Prior Years' Surplus	4,268	-	304,766	-	-	-	-
Total Budget	752,685	801,692	1,181,747	880,994	890,983	907,290	923,924

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City of Northville
Line Item Budget for the Year Ended June 30, 2021 and
Five Year Plan - 2020 through 2024

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Design							
370-861-706.00 Wages-Regular Full Time	23,689	16,108	16,630	16,845	16,845	16,845	16,845
370-861-707.00 Wages-Regular Overtime	45	-	-	-	-	-	-
370-861-710.00 Wages - Part Time	16,185	15,416	27,520	31,185	31,185	31,185	42,320
370-861-726.00 Supplies	258	247	625	575	575	575	575
370-861-740.05 Downtown Materials	16,252	18,165	20,900	19,700	18,700	19,700	18,700
370-861-751.00 Fuel & Oil	-	371	500	500	500	500	500
370-861-801.00 Contractual Services	21,410	27,179	31,680	49,580	25,580	24,580	25,580
370-861-801.16 Public Restroom Program	3,177	2,134	2,750	2,750	2,750	2,750	2,750
370-861-801.94 Brick Repair & Maintenance	-	-	2,000	2,000	2,000	2,000	2,000
370-861-803.59 Signage and Marker Projects	69,163	-	5,000	-	-	-	-
370-861-803.81 Alleyway Improvements	-	-	15,000	-	-	-	-
370-861-850.00 Landscape Maintenance	25,690	23,182	28,250	28,810	28,810	28,810	28,810
370-861-913.00 Vehicle Insurance	-	346	360	370	380	390	400
370-861-920.01 Electical Service - Town Square	925	826	1,330	3,360	3,430	3,500	3,570
370-861-920.02 Natural Gas Service - Town Square	4,610	7,878	4,010	4,090	4,170	4,250	4,330
370-861-920.03 Water Service - Irrigation	6,812	4,398	8,040	8,440	8,860	9,300	9,760
370-861-967.00 Fringe Benefits	9,895	7,046	9,300	10,490	10,490	10,490	10,490
370-861-973.00 Capital Outlay <\$5,000	-	1,500	-	-	-	-	-
370-861-976.01 Street Furnishings	1,658	20,727	129,850	15,640	12,320	12,320	12,320
	199,769	145,522	303,745	194,335	166,595	167,195	178,950

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City of Northville
Line Item Budget for the Year Ended June 30, 2021 and
Five Year Plan - 2020 through 2024

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
Marketing & Business Mix							
370-862-706.00 Wages-Regular Full Time	23,977	16,108	16,630	16,845	16,845	16,845	16,845
370-862-710.00 Wages - Part Time	11,648	3,053	19,090	19,325	19,325	19,325	19,325
370-862-726.00 Supplies	104	50	150	150	150	150	150
370-862-784.00 Downtown Programs & Promotions	27,531	41,380	32,000	58,500	56,000	56,000	56,000
370-862-785.00 Business Retention Program	2,857	-	1,910	2,660	2,660	2,660	2,660
370-862-801.00 Contractual Services	60,720	57,028	69,000	59,000	59,000	59,000	59,000
370-862-801.34 Web Site	735	720	5,840	900	900	900	900
370-862-950.05 Transfer to Parks & Recreation	2,400	-	-	-	-	-	-
370-862-967.00 Fringe Benefits	8,541	6,007	8,060	8,500	8,500	8,500	8,500
	138,513	124,346	152,680	165,880	163,380	163,380	163,380
Parking							
370-863-706.00 Wages-Regular Full Time	7,896	8,090	8,315	8,425	8,425	8,425	8,425
370-863-710.00 Wages-Part Time	-	305	1,910	1,935	1,935	1,935	1,935
370-863-726.00 Supplies	62	-	50	50	50	50	50
370-863-786.00 Downtown Parking Program	140	250	1,500	500	-	500	-
370-863-950.21 Contrib. to General Fund - Street Lights	50,000	50,000	50,000	50,000	50,000	50,000	50,000
370-863-950.26 Contrib. to Parking Fund - Maintenance	105,839	108,628	342,812	118,220	120,900	123,660	126,500
370-863-967.00 Fringe Benefits	2,803	2,960	3,440	3,655	3,655	3,655	3,655
	166,740	170,232	408,027	182,785	184,965	188,225	190,565
Debt							
370-945-950.49 Contribution to DDA Debt Service Fund	172,355	173,170	173,830	174,335	174,685	169,880	170,075
	172,355	173,170	173,830	174,335	174,685	169,880	170,075

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City of Northville
Line Item Budget for the Year Ended June 30, 2021 and
Five Year Plan - 2020 through 2024

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
Organizational							
370-864-706.00 Wages-Regular Full Time	23,399	20,188	20,790	21,055	21,055	21,055	21,055
370-864-710.00 Wages-Temp/Part Time	-	1,527	9,545	9,665	9,665	9,665	9,665
370-864-726.00 Supplies	515	2,895	900	850	850	2,850	850
370-864-730.00 Postage	1	-	100	100	100	100	100
370-864-731.00 Publications	65	128	65	65	65	65	65
370-864-801.19 Computer Program Services	2,286	2,517	3,215	2,100	2,100	2,100	2,100
370-864-802.01 Legal Services	3,530	2,749	5,000	3,500	3,500	3,500	3,500
370-864-805.00 Auditing Services	4,687	4,754	4,870	4,965	5,090	5,220	5,350
370-864-900.00 Printing & Publishing	1,738	2,082	1,315	1,315	1,315	1,315	1,315
370-864-910.00 Insurance	5,320	4,174	5,000	6,460	6,580	6,700	6,830
370-864-920.00 Utilities	1,318	1,419	1,420	1,420	1,420	1,420	1,420
370-864-956.00 Contingencies		-	-	2,980	9,060	15,380	22,400
370-864-958.00 Membership & Dues	1,408	1,338	1,340	745	745	745	745
370-864-960.00 Education & Training	611	-	1,400	1,250	1,250	1,250	1,250
370-864-967.00 Fringe Benefits	9,395	7,624	8,970	9,505	9,505	9,505	9,505
370-864-967.02 Overhead	10,970	11,520	12,100	12,710	13,350	14,020	14,720
	65,243	62,913	76,030	78,685	85,650	94,890	100,870
Economic Development							
370-865-706.00 Wages-Regular Full Time	-	20,400	20,790	21,055	21,055	21,055	21,055
370-865-710.00 Wages-Temp/Part Time	-	611	3,820	3,865	3,865	3,865	3,865
370-865-726.00 Supplies	-	33	200	200	200	200	200
370-865-785.00 Business Retention Program	-	-	500	500	500	500	500
370-865-967.00 Fringe Benefits	-	7,640	8,525	9,055	9,055	9,055	9,055
	-	28,683	33,835	34,675	34,675	34,675	34,675

- continued -

City of Northville
Line Item Budget for the Year Ended June 30, 2021 and
Five Year Plan - 2020 through 2024

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
DPW Services							
370-753-706.00 Wages-Regular Full Time	3,553	11,198	13,250	13,740	13,740	13,740	13,740
370-753-707.00 Wages-Regular Overtime	283	616	1,170	1,220	1,220	1,220	1,220
370-753-939.00 Automotive Services	-	549	500	500	500	500	500
370-753-943.00 Equipment Rental	2,203	4,337	4,800	10,600	10,600	10,600	10,600
370-753-967.00 Fringe Benefits	4,026	11,797	13,880	14,595	14,595	14,595	14,595
	10,065	28,496	33,600	40,655	40,655	40,655	40,655
Total Expenditures	752,685	733,362	1,181,747	871,350	850,605	858,900	879,170
Fund Balance Reserve							
370-999-999.00 Unallocated Reserve	-	68,331	-	9,644	40,378	48,390	44,754
	-	68,331	-	9,644	40,378	48,390	44,754
Total Budget	752,685	801,692	1,181,747	880,994	890,983	907,290	923,924
Analysis of Fund Balance:							
Beginning of Year			437,410	132,644	142,288	182,666	231,056
Revenues			876,981	880,994	890,983	907,290	923,924
Expenditures			(1,181,747)	(871,350)	(850,605)	(858,900)	(879,170)
End of Year Fund Balance			132,644	142,288	182,666	231,056	275,810
Fund Balance Assigned for Street Improvements			24,034	47,624	71,981	96,108	120,336
Fund Balance Unassigned			108,610	94,664	110,685	134,948	155,474
			132,644	142,288	182,666	231,056	275,810



To: DDA Board of Directors

From: Lori M. Ward, Executive Director

Subject: Professional Service Contract – 2020-21 Downtown Planting Project

Date: March 17, 2020

Background:

DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in February 2020. DDA staff posted the RFQ on MITN (Michigan Intergovernmental Trade Network), an online vendor solicitation platform and contacted area vendors directly. The RFQ contained a list of more than two dozen common plants, shrubs, and trees as well as labor and design services. The response date was March 12, 2020. Two proposals were received: Commercial Grounds Services and Garden Girls and Guys. A selection of a single preferred vendor, based on personnel, qualifications, similar work, and unit prices will be awarded for the year.

Analysis:

The DDA seeks to establish a contract with one vendor, which accommodates a range of landscape services as needed throughout the year. Work done for the DDA will be based on the unit prices submitted. In the event that a plant is not included on the initial unit price list, the price will be negotiated with the preferred vendor. This practice will maximize efficiency, cost and project management.

DDA staff vetted both submissions upon public opening on March 12th. After careful consideration, DDA staff recommends awarding the contract to Commercial Grounds Services, Inc. (CGS) of Redford, MI (Attachment A). This firm has successfully completed DDA planting and maintenance projects for the Northville DDA for the past seven years, including large scale seasonal planting and various services such as hardscape repair, cleaning and plant material replacement. In addition, CGS has an abundance of experience working with municipalities and DDAs throughout Michigan including: City of Dearborn, Lincoln Park DDA, City of Wixom, MDOT and Wayne County. The pricing proposed by CGS was considerably lower than of the cost of the other bidder, Garden Girls and Guys. The owner, Linda Levesque, is attentive, efficient and has filled all requests with quality work and exceptional customer service.

The RFQ, insurance requirements, indemnification language, and contract have been approved by both the City Attorney and MMRMA. The Term of the contract is one year (Attachment B), with the right to renew for up to 3 additional one-year terms if the DDA is satisfied with the quality, cost and timeliness of the work.

Budget:

The DDA budget for landscape services in 2020-21 is \$28,810 under line item 370.861.850.00, titled, "Landscape Maintenance". The unit prices for plant material provided by CGS will be utilized for individual project budgets.

Recommendation:

It is recommended that the Northville DDA approve the attached contract with Commercial Grounds services to provide professional landscape services as needed, based on the unit prices provided in the RFQ submission and forward the contract to City Council for consideration.

COMMERCIAL GROUNDS SERVICES

P.O. Box 39854 (mail)
Redford, Mi 48239

City of Northville
Downtown Development Authority
Request for Qualifications
Professional Design and Installation Services
2020-2021 Downtown Planting Program

Owner's experience and company history

- Have 21 years experience in grounds maintenance contracting, dating back to 1999 when working with a family member's company. That company maintained the Plymouth Road Corridor Project in Livonia from its installation in 1999 until about 2010. It was a large project (11 linear miles) and we encountered every aspect of DDA streetscaping maintenance.
- I started my own company in 2013 after having retired as a secondary math teacher in Detroit Public Schools.
- The attached detailed references indicate the growth over the past 7 years. We are pleased that renewal options have been exercised by all of our clients.

Contact Information

Linda Levesque
Cell 313 316 6084
Office 800 974 6919 (24 hr. ans. svc)
Email commercialgrounds@yahoo.com

Yard Location

9076 Central
Detroit, Mi easy access to I-96, I-75, I-94

Professional Contacts

- Deal directly with wholesale growers for annuals, perennials, mums and winter greens.
- Use only high quality plant material; shrubs, trees, perennials, annuals, greens from Christensens Plant Center, Rushton Farms, Northfield Farms, Banotai, Prielipp, Landscape Supply, Schwartz's, Gaje's Wholesale.

Personnel

Our crew chiefs have worked with us on streetscape projects for the past 18 years. They are knowledgeable, dependable, mature, and require minimal supervision. I am on the job sites frequently and we communicate daily regarding the status of the job. We have an excellent safety record – no injuries or vehicle accidents.

Related Experience - References

Please see attached.

Licenses, insurance

MDARD Pesticide Application Business License
MDARD individual commercial applicator's licenses
Current insurance certificate

Services offered These may be ongoing all season, or one time- on call. We can supplement the city departments' personnel on as needed basis.

Turf

- Dress Mowing
- Utility Mowing
- Trimming
- Blade Edging
- Weed Control – pre and post emergent – crabgrass, broadleaf, sedges, annual and perennial weeds
- Fertilizing
- Core Aeration
- Turf repair; seed or sod

Beds (perennial, annual, or shrub)

- Weeding – mechanical (by hand) or chemical (licensed)
- Design and Installation of new beds; rejuvenation of existing beds
- Perennial Maintenance – fall or spring cut down, divide and transplant
- Seasonal rotation of annuals – install, weed, truck water, remove
- Bulbs – installation, foliage cut down in spring
- Redefine bed edges
- Mulch

Shrubs

- Trim, Prune, Fertilize
- Remove dead, damaged, aged
- Install new material

Other Services

- Fall and Spring clean-up
- Clean winter debris from walks, curblines, lots
- Litter control: including emptying trash receptacles, washing if needed
- Seasonal decoration, including holiday lighting

Irrigation

- Start up, check system
- Repairs – heads, lines, mains, valves, controllers
- Winterization

Proposal submitted by :


Linda Levesque

owner

3/11/2020

UNIT PRICE FORM

The City of Northville Downtown Development Authority (DDA) is seeking skilled Contractors to provide qualifications and unit prices for a Downtown Planting Program. These prices and qualifications shall be used to determine a contract for professional services for 2020-21. The first project under contract shall be the Downtown Summer planting, installed the week of May 18, weather pending.

Plant material shall be selected for maximum seasonal impact: full, healthy and established. The selected Contractor will meet with the DDA to review images and confirm understanding of project. Any/all substitutions must be approved by Lori Ward, DDA Director. The pricing should itemize cost for materials, including removal and disposal of existing plant material (if necessary), soil augmentation, and installation of new plant material for the following:

Unit Estimates

Quantity	Item	Description	Price Each
1	Service and Materials	18" Boxwood installed	65
1	Service and Materials	1 gallon Vinca installed	11
1	Service and Materials	1 yard of Topsoil installed	48
1	Service and Materials	1 yard Premium Hardwood Mulch	55
1	Service and Materials	1 gallon Black-Eyed Susan	14

1	Service and Materials	1 gallon Purple Coral Bells	14
1	Service and Materials	1 gallon Coneflower	14
1	Service and Materials	1 gallon Pennisetum Grass	18
1	Service and Materials	1 gallon Salvia installed	14
1	Service and Materials	18" – 24" Dense Yew installed	78
1	Service and Materials	1 gallon Sedum installed	14
1	Service and Materials	1 – 3 gallon Knock Out Rose installed	38
1	Service and Materials	Proven Winners Supertunia Grande "Citrus Blend" installed	6
1	Service and Materials	Proven Winners Lantana "Black Cherry" installed	6

1	Service and Materials	1 gallon Purple Fountain Grass installed	14
1	Service and Materials	10" Mum	12
1	Service and Materials	1 gallon Ornamental Kale	9
1	Service and Materials	3 gallon Barberry	42
1	Service and Materials	1 gallon Butterfly Weed (Asclepias)	18
1	Service and Materials	1 gallon Lamium	14
1	Service and Materials	1 gallon Hosta	16
1	Service (Hourly Rate)	Landscape Design/ Landscape Architectural Professional Services	80
1	Service (Hourly Rate)	Plant Material Watering	40

**AGREEMENT FOR PROFESSIONAL SERVICES
PLANTING VENDOR CONTRACT**

THIS AGREEMENT made and entered into this _____ day of _____, 2020, by and between Commercial Grounds Services hereinafter called the "Contractor" and the City of Northville/DDA, hereinafter called the "Owner" or the "City".

Witnessed: In consideration for the mutual covenants hereinafter stated, the parties agree for themselves, their personal representatives, successors, assigns as follows:

ARTICLE I – STATEMENT OF WORK - The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery tools, equipment and services, including utilities and transportation services, and perform and complete all work required for the removal and replacement of planting material in a proper and legal manner, all in strict accordance with these CONTRACT DOCUMENTS.

ARTICLE II – THE CONTRACT PRICE - The City/DDA will utilize the unit prices provided by the Contractor during the RFQ process, in paying the Contractor for performance of requested work. For those items not covered on the Unit Price Form, the City/DDA shall negotiate the rates with the Contractor based on individual project requirements. Unilateral changes in unit prices by the Contractor shall not be allowed.

ARTICLE III – CONTRACT - The executed contract documents shall consist of the following: Request for Qualifications, Instructions to Contractors, General Information and Requirements, Proposal Format, Agreement for Professional Services, Insurance and Indemnity Requirements, Terms and Conditions.

ARTICLE IV – TERMS – The terms of this contract shall be for the period of 1 year with the ability to renew the contract for three (3) additional one (1) year terms.

THIS AGREEMENT, together with the other documents enumerated in the Article III, which said other documents are as fully a part of the contract as if hereto attached or herein repeated, forms the contract between the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed in two (2) original copies on the day and year first above written.

Attest: _____ CONTRACTOR
By: _____

_____ Title: _____

Attest: _____ CITY OF NORTHVILLE/DDA
By: _____

_____ Title: _____



To: DDA Board of Directors

From: Lori M. Ward, Executive Director

Subject: Branding and Entranceway Signage

Date: March 17, 2020

Background:

The DDA's Design Committee was asked by the City to work with Designer Buzz Bizzel on the Wayfinding project to replace existing signage with a new coordinated signage system that would build on the Wayfinding signage system. The Committee has been meeting with Bizzel and developed a family of signage that includes two styles of entranceway signs (monument and pole), building signage, Entry signs and banners. In addition, the Committee has worked on developing a branding package to replace the DDA's green/yellow/blue logo and the City's burgundy swirling signs with a single graphic package for the community. The graphic package includes recommended fonts, a logo, tag, and colors. The City and DDA could use the same branding or could distinguish themselves through color or other graphic symbols.

Analysis:

DDA staff is presenting the graphic package for the signs that will go to City Council for approval. The signs will be paid for by the City of Northville, therefore they will review and vote on the package to implement. DDA staff is also asking for feedback on colors and layout of some of the print material that will be utilized by the DDA and rolled out over the next year.

Budget:

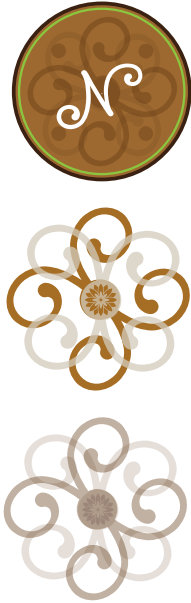
The City has budgeted \$75,000 for the implementation of the signage system. An estimate by Bizzel is included in the DDA Board packet. The DDA has not budgeted specific funds for a rebranding, but will roll out the brand as it orders new cards, stationary, and develops ads. The DDA has budgeted for a redesign of the DDA's website based on the graphics approved by the DDA. That project will take place in the current budget year.

Recommendation:

DDA Board provide comments to the signage and branding presentation.



Northville
Timeless with a Twist

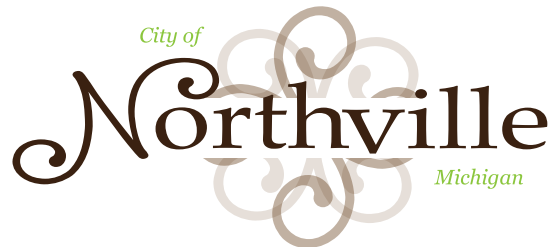


This graphic symbol can be a seal, flower, snowflake or even the twisting elements borrowed from the iconic band shelter.

Organized variations of your brand give you the freedom to expand your town image in many ways.

“Our goal within the scope of this project is to create a very effective civic brand platform. Combining art & graphic elements that can be utilized throughout the year as stand alone graphics or as individual style accents.

Layout Options



Colors



Typography

Georgia Headlines, Titles

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Georgia Italic Tagline and Est. Date

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Tahoma Body Copy / Document

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Logo Design



Note: These color choices are selected to be applied to a white background.

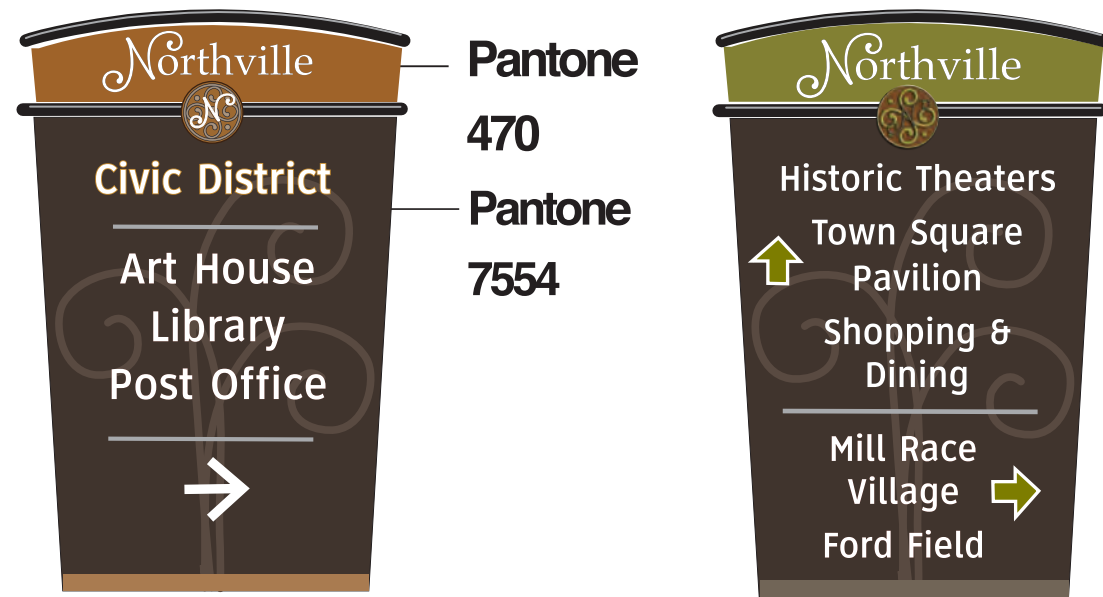


Green color options.



Note: Pantone 7767 is the only color choice that works with both printed copy with white background and signage with a dark background.





Pantone 470
Pantone 7554

Colors for Signage are from original color specifications.



Note: Pantone 105 is not bright enough to contrast against the dark brown background. We suggest adapting to Pantone 7766C

Note: Process Application Color Proofs Will Be Created for Final Approval.

Large monument for major boulevard entrances
Option II Lettering can be illuminated.



Type A



Type B

All copy will be reflective.

Green color options
on
signage.

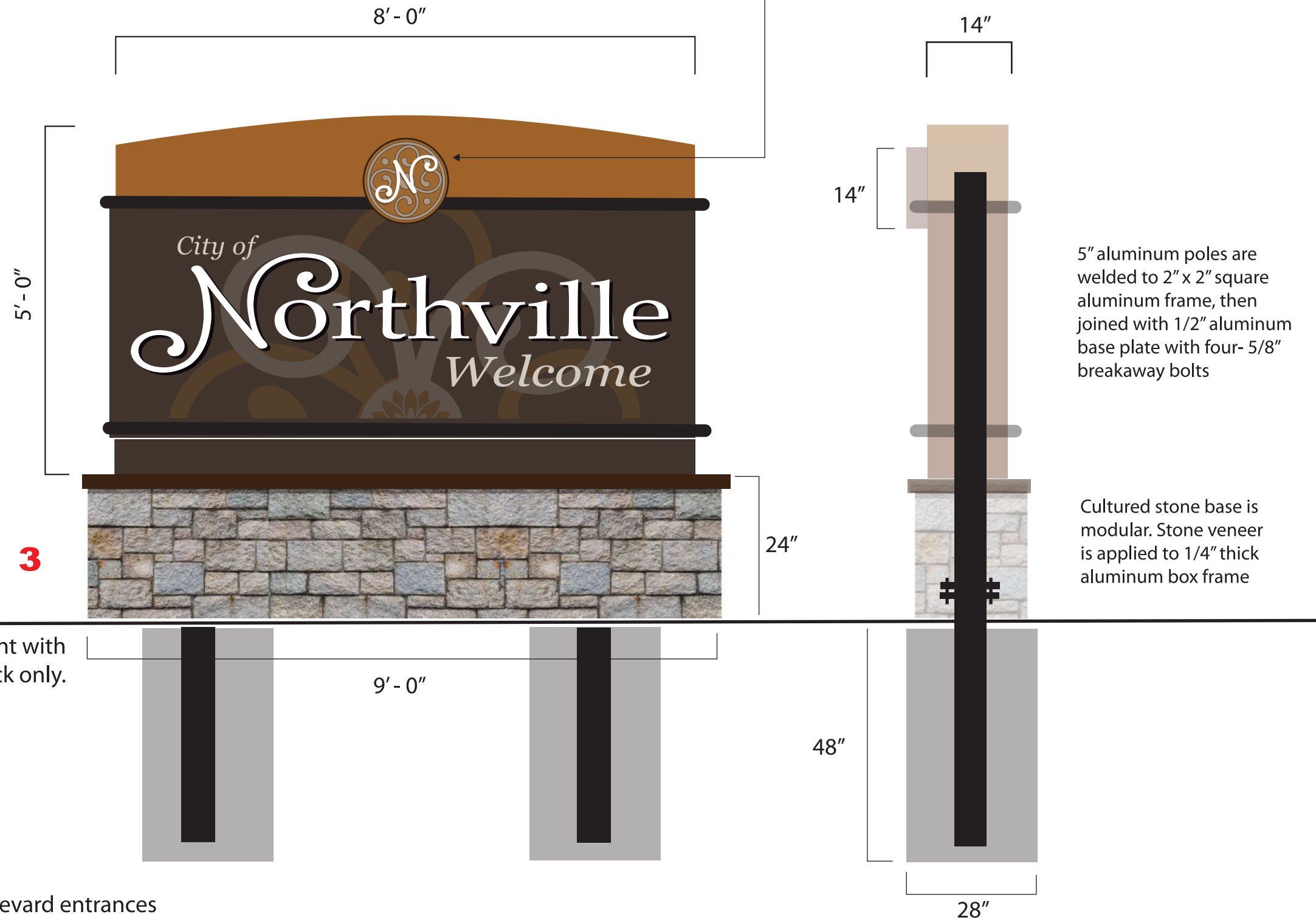


Logo Design / Application / Signage

NE intersection of 8 Mile Road and Novi Road.
 Northville Rd (South Main) Near Cady Road.
 SW corner of Center and 8 Mile near the middle school.

Note: Diameter of Northville
 "Cartouche" is 14.5 %
 of the signs width.

Sign Design Options
 All copy will be reflective
 or internally illuminated.



5" aluminum poles are welded to 2" x 2" square aluminum frame, then joined with 1/2" aluminum base plate with four- 5/8" breakaway bolts

Cultured stone base is modular. Stone veneer is applied to 1/4" thick aluminum box frame

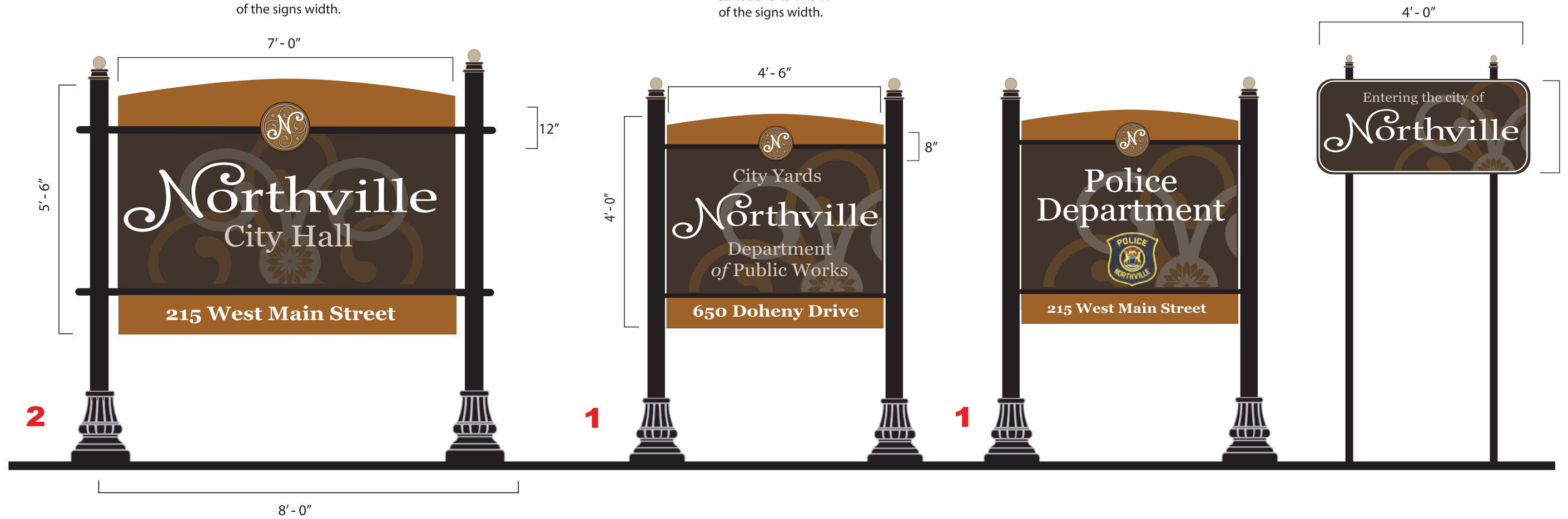
Single faced monument with swirl graphic on back only.

Large monument for major boulevard entrances
 Option II Lettering can be illuminated.

All copy will be reflective.

City Government Version of original symbol 2" thick dimensional CNC swirl detail.
 Note: Diameter of Northville "Cartouche" is 14.5 % of the signs width.

City Government Version of original symbol 1" thick digitally printed swirl detail.
 Note: Diameter of Northville "Cartouche" is 14.5 % of the signs width.



2
 1- Double Faced shown as Above
 1- Single Faced Sign at
 N. Griswold Street, south of 8 Mile Road
 w/ Gateway Copy

1
 Single Faced Department ID Sign.

1
 Double Faced Department ID Sign.

City Limit Sign.

Note: Final messaging and layouts along with location mapping will be produced after concept approval.



Sign Base Stone Choices



Night view of internally illuminated sign.

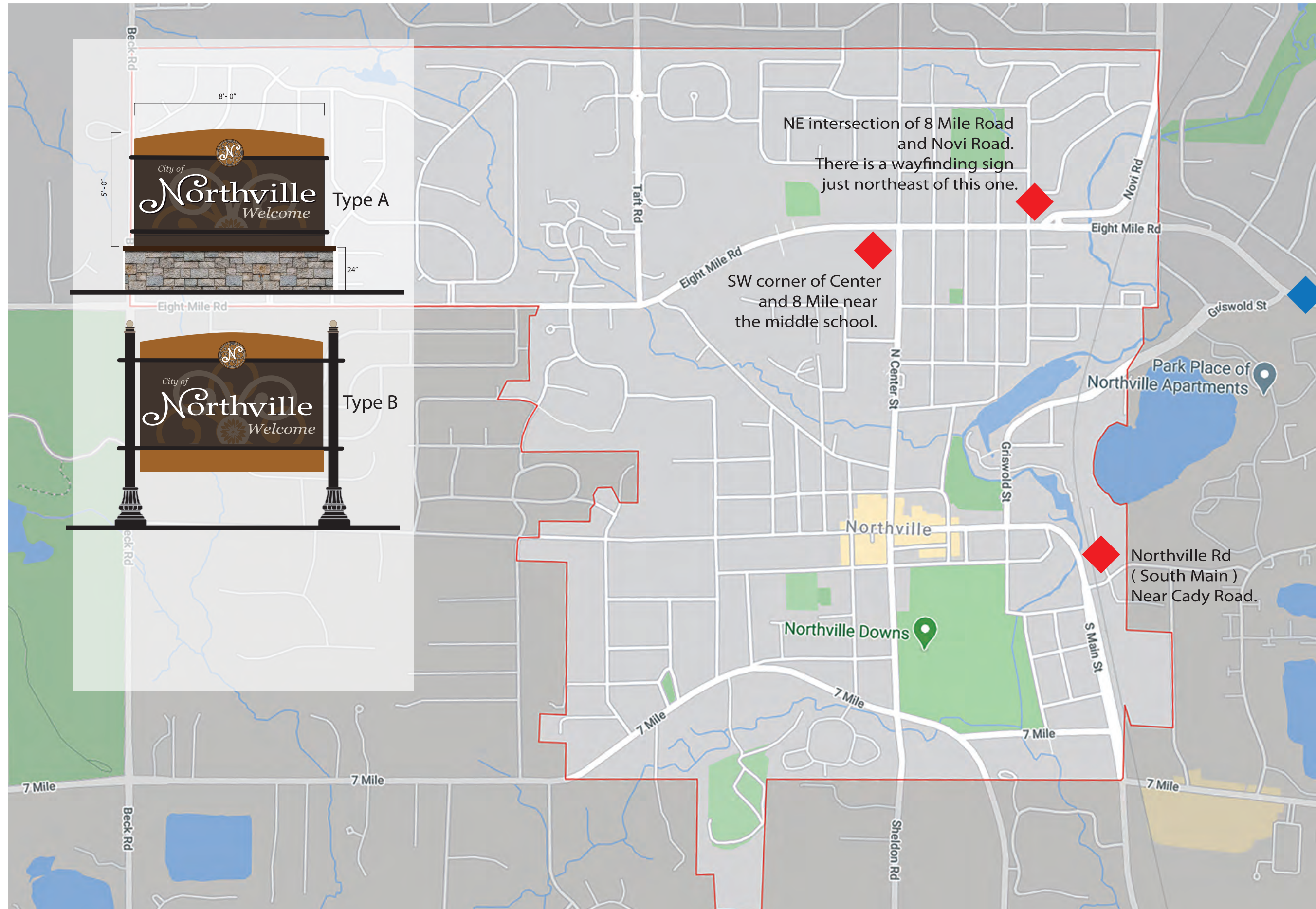
Northville Rd (South Main) Near Cady Road.





in median on N. Griswold Street, south of 8 Mile Road. No graphic on back of sign.



Logo Design / Application / Gateway Signage Locations

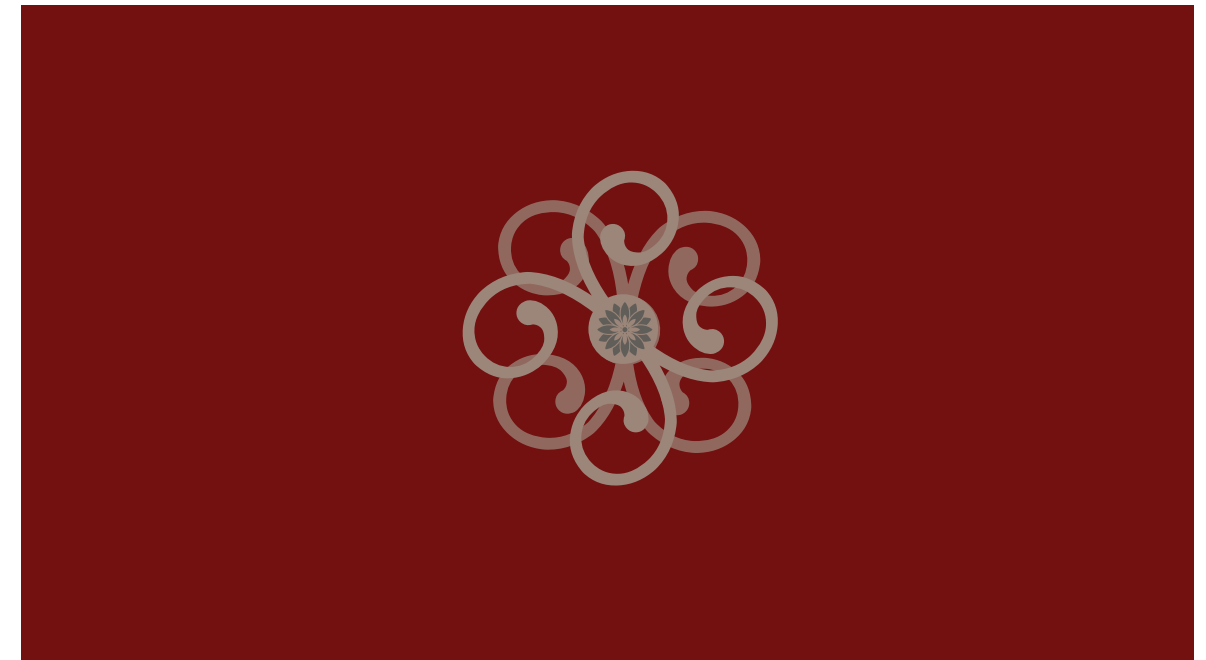
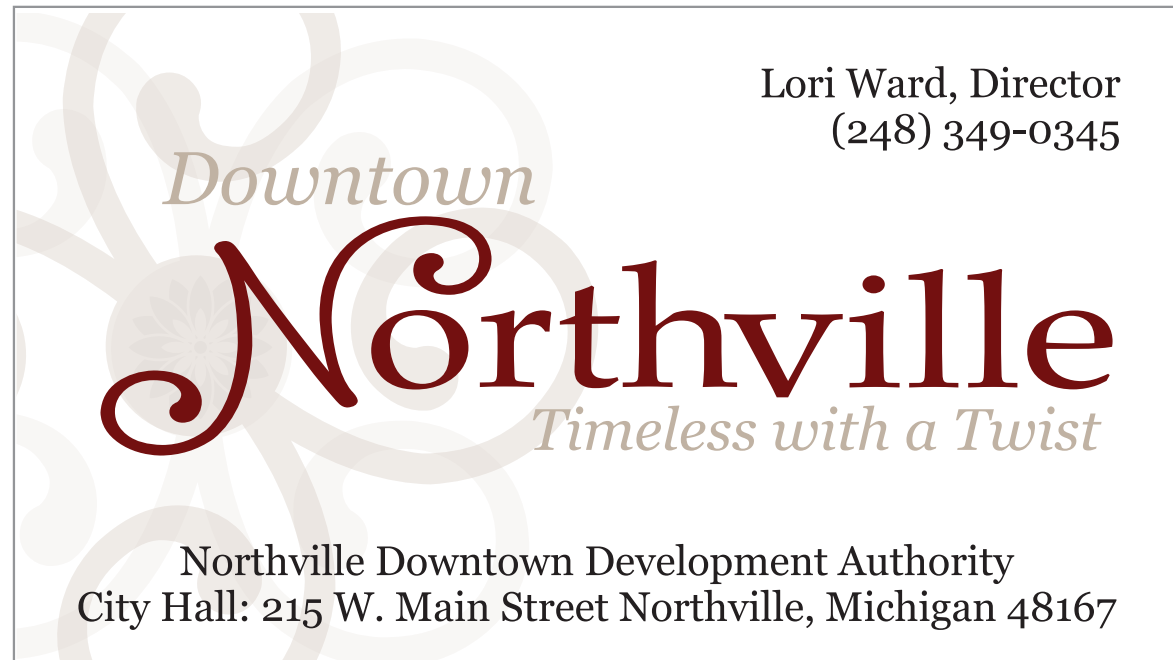


 Type A
 Type B

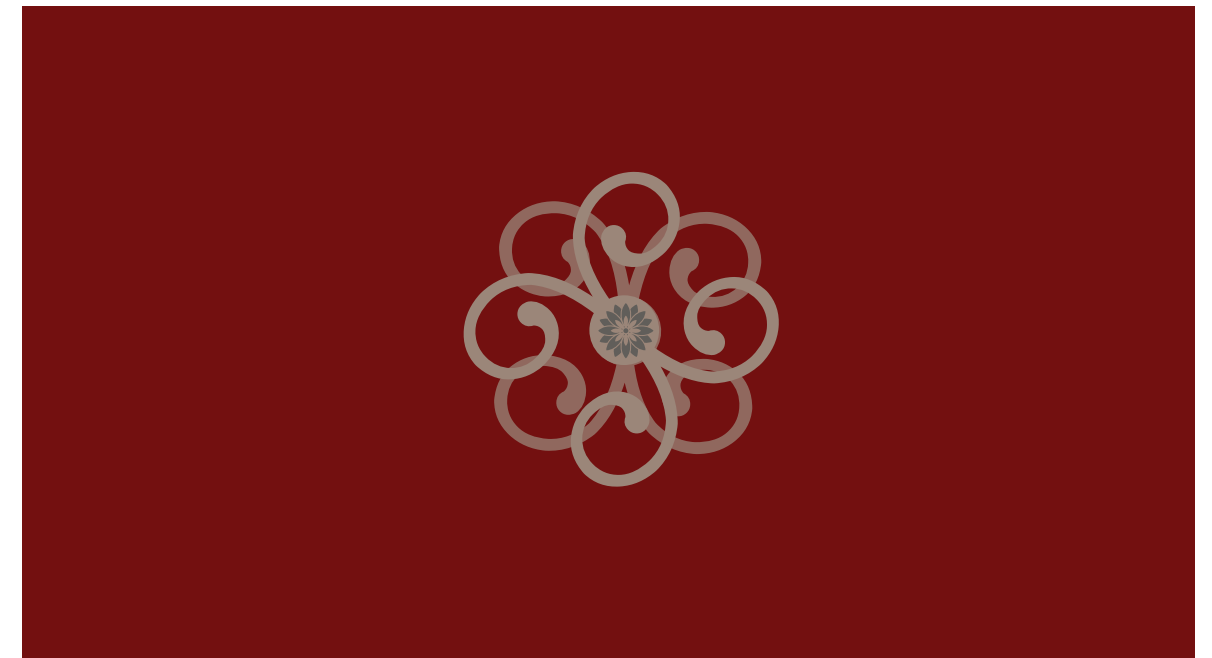
Business Card



Logo Design/ Business Card Application

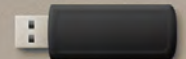


Designs for Downtown Marketing and Tourism Graphics



Design options for the Official City Brand

Stationary



Logo Design/ Application



Version 1 can be used as the Official Downtown & Tourism Marketing
Once we approve the design we will show layouts on print media, business cards, etc.



The shape and layout of the graphic symbol varies depending on the application. However, it does not lose the overall brand interpretation.

Colors for print graphics



Pantone 470C



Pantone 7529 C



Pantone 504 C



Pantone 7527 C

Note: Full Scale Color Proofs Will Be Created
for Final Approval.



Northville

WEDNESDAY
ACOUSTIC
SUMMER
CONCERT
SERIES

7:00 -
9:00 PM

TOWN HALL
7PM TO 9PM

This banner features a dark brown background with a large, stylized acoustic guitar on the right side. The text is arranged in a clean, modern font. The word "Northville" is at the top in a white script font. Below it, the event title "WEDNESDAY ACOUSTIC SUMMER CONCERT SERIES" is written in large, bold, light green letters. The time "7:00 - 9:00 PM" is in a white speech bubble. At the bottom, the location "TOWN HALL 7PM TO 9PM" is in white.

Northville

ORGANIC

FARMER'S
MARKET

ALL FRESH NATURAL ORGANIC FOOD

DATE	FUN SPORTS & GAMES FARMERS COMMUNITY VEGAN PRODUCTS FLOWER MARKET LIVE MUSIC FOOD TRUCKS	TIME
15 TH - 30 TH		12 ^{PM} - 6 ^{PM}

This banner has a green background with a dark brown top and bottom. It features a green pickup truck in the center and a red barn at the bottom. The text "Northville" is in white script at the top. Below it, "ORGANIC" is in small white letters, and "FARMER'S MARKET" is in large white block letters. Underneath the truck, it says "ALL FRESH NATURAL ORGANIC FOOD". A table at the bottom lists the date range (15th - 30th) and the time (12 PM - 6 PM) for the market activities.

Northville

HAPPY
Holidays

This banner has a red background with a dark brown top and bottom. It features a yellow reindeer in the center, surrounded by white snowflakes and gold floral ornaments. The word "Northville" is in white script at the top. Below it, "HAPPY" is in small white letters, and "Holidays" is in a large, white, cursive font.

Branding / Adaptation

Northville

Holiday

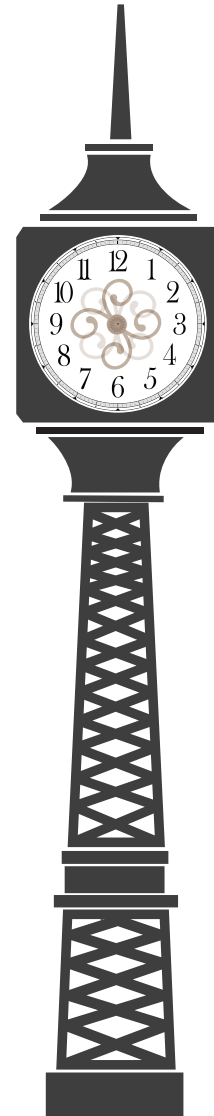


Let's
Spring

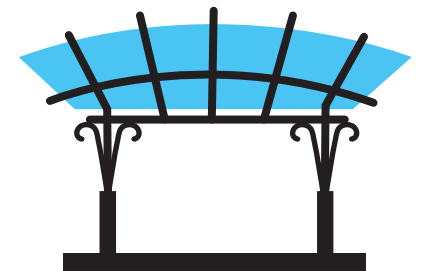
Northville

Spring

Elements of Style



Elements of Style



Unique components of the symbol can become interesting graphic elements of style to emphasize documents. They should be used to accent copy in publications and never used alone as a "logo" option.

Budget for Fabrication and Installation

Non- Illuminated Sign Option

All signs are fabricated from aluminum according th the concept drawings. Painted with Matthews polyurethane acrylic (Highest industry standard. Background graphics are digitall printed on reflective 3M scotchlite media. The Northville logotype will be dimentionally cut letters. Decorative posts are cast aluminum. Cultured stone base is fabricated in shop on aluminum frame and installed on site.

Gateway monuments

Three (3) Large Monument Signs with Cultured Stone Veneer Base Non Illuminated Option.....	\$9675.00.....	\$29,025.00
One (1) Single Faced Gateway Monument Sign (8-Mile & Griswold).....		\$3100.00

Civic Building Identity

(1) Double Faced City Hall Identification Sign.....		\$4300.00
Panel Size- 5'6" x 7', 5 Inch diameter aluminum post with decorative base & finial.		

One (1) Single Faced Dept of Public Works Sign Panel Size = 4' x 4'6".....		\$1893.00
---	--	-----------

One (1) Double Faced Police Dept Sign Panel Size = 4' x 4'6".....		\$2493.0
--	--	----------

Mobilization and Installation of All Signage.....		\$24,550.00
<i>Three installaction techs, CraneTruck and Equipment Rental, 6-days Lodging, Labor, Mileage/Fuel, Footings & Installation</i>		

Total Fabrication and installation.....\$65,361.00

Illuminated Sign Option

All signs are fabricated from aluminum according th the concept drawings. Painted with Matthews polyurethane acrylic (Highest industry standard. Background graphics are digitall printed on reflective 3M scotchlite media. The Northville logotype will be dimentionally cut letters. Decorative posts are cast aluminum. Cultured stone base is fabricated in shop on aluminum frame and installed on site.

Gateway monuments

Three (3) Large Monument Signs with Cultured Stone Veneer Base Illuminated Option.....	\$13,100.00.....	\$39,300.00
One (1) Single Faced Gateway Monument Sign (8-Mile & Griswold).....		\$3100.00

Civic Building Identity

(1) Double Faced City Hall Identification Sign.....		\$4300.00
Panel Size- 5'6" x 7', 5 Inch diameter aluminum post with decorative base & finial.		

One (1) Single Faced Dept of Public Works Sign Panel Size = 4' x 4'6".....		\$1893.00
---	--	-----------

One (1) Double Faced Police Dept Sign Panel Size = 4' x 4'6".....		\$2493.00
--	--	-----------

Mobilization and Installation of All Signage.....		\$24,550.00
<i>Three installaction techs, CraneTruck and Equipment Rental, 6-days Lodging, Labor, Mileage/Fuel, Footings & Installation</i>		

Total Fabrication and installation.....\$75,636.00

Note: Cost for installation does not include supplying power to the sign site, but does include electrical connection.

Northville DDA – Design Committee

MEETING MINUTES

January 13, 2020

Meeting Called to Order: At 8:40 am

Attendance: Lori Ward, Robert Miller, Suzie Cozart, Fred Sheill, Carol Maise, DJ Boyd, Chuck Murdock

Minutes of Prior Meeting: Motion to approve the 12/7 minutes by DJ; seconded by Fred; approved as written.

Bench Project: All 10 of the purchased benches have sponsors. We're still awaiting a few plaques, and then the benches will be placed in town. We still have 8 original wooden benches in town, and staff have identified 7 additional potential locations, for a total of 15 locations still available. Should we order an additional 10 benches up-front? Some discussion about assessing demand prior to a purchase. Also, is the \$2000 sponsorship the correct amount – is it competitive -- are all costs (including staff time) included, and covered by the \$2000?

Bike Racks: Agreed that a sponsorship program for bike racks makes sense. The plaque or recognition should be discrete in size, like the bench program.

Induction Lighting: There are still 75 streetlights that need to be converted to induction lighting. Staff is evaluating a retro-fit kit, which would save a lot of money. DPW will install one kit to estimate the installation costs for all 75 lamps. Then, DDA can decide if DPW or an outside contractor will do the installations. The budget includes \$30K for completion of the project.

Fire Pits: DDA Board has approved the project in concept. But, there are still a lot of open questions regarding implementation. It appears we will need to competitively bid the installation. Lori will talk to Grissom-Metz a complete RFQ bid package for both the fire pit and the pavilion repairs.

New Brand Logo: We received revised proposals from Bizzell Design. But, we still seem to have a lot of questions and open issues. Lori and Suzie will discuss our concerns with Buzz. Following was discussed:

- Colors -- we should try to start with the existing palette of our recently installed way-finding signs. The new signs need to complement the existing signs, not start from scratch.
- Green – a lot of controversy pro/con about the use of green. If we do green, we need better alternatives than those presented. It needs to be a timeless green, not a trendy green. Should all lettering simply be white? Or, is there an alternate color to green to help distinguish multiple messages?
- Clock Image -- need much more creative uses of a clock image. A number of possibilities were discussed in the meeting. Lori/Suzie will describe to Buzz.
- Rosette Logo -- still has an discontinuous fading pattern. Need to see a smooth transition.
- Backlighting -- the image shown is what we had in mind for backlighting.
- "N" Logo -- the sign with the Northville script and the "N" logo at the top seemed redundant.
- Brick Base -- where are the brick base alternatives? A suggestion of using a brick similar to the Water Wheel building.

- Audience -- we confirmed the audience for these various logos/signs/images is very broad. It could be locals viewing these signs every day, or, out of state visitors, or people searching on-line from anywhere.
- Posts -- post design is acceptable, without the small "balls" at the top.

FY 2020-2021 Goals and Objectives: In order to simplify, and create goals which are reasonably achievable, some of the goals have been eliminated or deferred to a future year. We will concentrate on these three goals:

- Implementing the Wayfinding and Signage Systems
- Sponsorship programs for street furnishings
- Replacement of HPS street lighting with energy efficient lighting

2020 Meeting Schedule -- meeting dates reviewed and agreed. All meetings at 8:30am.

Next Meeting: February 10, 2020 @ 8:30am

Meeting Adjourned: 5:30 pm

Submitted: C. Murdock 01/16/2020

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY February 2020:

PUBLICITY:

Press Materials Sent:

- March & April Calendar of Events
- Alexander's Custom Clothier Award Winning Commercials

Upcoming press materials:

- Urban You Now Open announcement
- Northville Gallery New Owner announcement
- Blackbird by Dear Prudence Opening announcement
- May & June Calendar of Events

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements (10,900 likes / 11,256 follows)
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements (879 followers)
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements (1,610 followers)

PAID ADVERTISING:

- Ad in February issue of The Ville
- Ad in February issue of SEEN Magazine
- Tipping Point "The 39 Steps" program – Show runs January 30-March 8
- Parks & Rec Winter Brochure
- Ad in Art House Winter Brochure

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 - Ads in March – May 2020 issues of SEEN
 - Final ads; The DDA is not renewing the contract with SEEN
- Quarter-page Ads in The Ville
 - March & April 2020 issues
 - The DDA will renew contract with The Ville for 12-months (May 2020-April 2021)
- Ads in March & April 2020 issues of The Ville Ad in the Art House Spring brochure
- Ad in Tipping Point "The Baxter Sisters" program



Northville DDA Marketing Committee Meeting Minutes

Thursday, January 9, 2020

Meeting Room A – 8:45 am

Present: Shawn Riley/DDA and Marketing Committee Chair, Lori Ward/DDA Director, Margene Buckhave, Lindsey Butzin, Shannon Cocker, Dan Ferrara, Jennifer Frush, Jeanne Micallef, IMJ Communications, Sue Taylor, Amy Bonser, Erin Maten, Jeri Johnson/DDA, Barbara Moroski-Browne/City Council

Absent: Stephanie Caldwell, Liz Cezat, Samantha Downes, Karen Fehl, Mark Gasche, Ryan Kaltenbach, Carol Lehmann, Stacy Lorence, Jennifer Luikart, Chuck Murdock, Mary Starring

Introduction of Host – Shawn Riley, Caldwell Banker Weir Manuel

Riley introduced himself to the Committee and provided background information on Caldwell Banker to the group. The meetings travel each month to a different Committee members' office to allow the Committee to get to know more about the organizations that are operating in our community. Next month, New Hope Cent4er for Grief Support will host the meeting.

1. *Special Event Policy*

The City Council met on February 3rd, and Ward presented recommendations on how to evaluate street closures as part of a Special Event Application. The criteria were developed by a Subcommittee of the DDA which included representatives from the Marketing Committee, Special Event organizers, merchants, property owners, restaurant owners and others. The group met 3 times over the course of 2 months to discuss the issue and come to consensus. The City Council voted to approve the criteria and requested that Ward revise the exiting Special Event Policy to include the new language and return to City Council at their next meet for adoption of the revised policy.

The Subcommittee also recommended that the City review the fees charged for special events, improve communications methods to allow for more input from merchants and residents, and review the existing Ford Field Rental Policy to encourage more use of Ford Field for events.

2. *Special Events*

Friday Night Concerts – The Chamber of Commerce has approached the DDA and asked if they would be interested in taking over the management of the Friday Night Concerts. There has been preliminary discussions and the subject will be discussed by the DDA Board at their February 18th meeting. The DDA already manages the Wednesday Night Concerts.

Planning for Holiday Events – The DDA has agreed to work with the NCBA to develop a Holiday shopping event downtown. Suzie Cozart, DDA Design Committee Co-Chair has agreed to Chair the Committee that is working on the event. The owners of Van Dams and Celebrity Pets will be representing the business community on the Committee.

3. *Criteria for promoting of events on social media, newsletter and event cards*

Ward asked for input from the group on what criteria to put into place to evaluate when an event is included on social media, on event cards, and in the newsletter. The consensus of the group was when there was not a space limit, to error on the side of including or promoting more of the Northville events. When the space is limited, for instance the event card, highest priority should be given to those events that are physically in the downtown, or sponsored by a downtown business or organization. There was agreement that we should all try to promote each other's events as much as possible.

4. *PR & Marketing effort for January 2020*

Micallef briefed the group on the latest data on January PR and advertising placements. The Committee was provided copies of the ads that have been placed the past month in Seen, The "Ville, Tipping Point brochure, Parks & Recreation brochure, and the Art House brochure. Beginning in fiscal year 2020, the DDA will no longer be advertising in Seen Magazine, but will instead be increasing its ad size in The 'Ville.

5. *Recap of Events*

- First Fridays were reported to have been slow in January, which is a normal occurrence.
- American Girl Doll Party- Parks & Recreation reported that the event was a big hit and sold out.
- Jazz at the Point – Ferrara provided the Committee with information about the jazz series held at the Tipping Point Theatre.
- Northville Historical Society Lecture Series – The Northville Historical Society's lecture series in February was entitled The Abolitionist of Northville. There was a good crowd for the event.

6. *Upcoming Events* - The Committee members each updated the Committee on upcoming events and happenings of their organizations. They included:

- Daddy/Daughter Dance – February 7, 2020
- First Friday Experience – February 7, 2020
- Art Crush – February 8, 2020
- Full Moon Hike – February 9, 2020
- Valentine's Afternoon Tea – February 12, 2020
- Mid-Winter Recess Nerf Blaster Battle – February 18, 2020

7. *Next Meeting – Thursday, March 5, 2020 – New Hope Center for Grief Support*

**City of Northville DDA
MainCentre Parking Structure Restoration 2020
Bulletin #1 (Negotiated) Unit Costs**

February 27, 2020

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Total Cost
Division 0 & 1 - General Conditions					
1.1	Contractor Mobilization	L.S.	1	\$ 4,277.38	\$ 4,277.38
1.2	Contractor General Requirements	L.S.	1	\$ 4,277.38	\$ 4,277.38
Division 3 - Concrete					
3.1	Partial Depth Slab Repair	S.F.	400	\$ 27.00	\$ 10,800.00
3.2	Full Depth Slab Repair	S.F.	40	\$ 50.00	\$ 2,000.00
3.3	Tee Flange (Ceiling) Repair	S.F.	20	\$ 90.00	\$ 1,800.00
3.4	Tee Stem Repair	S.F.	10	\$ 105.00	\$ 1,050.00
3.5	Beam Repair	S.F.	30	\$ 105.00	\$ 3,150.00
3.6	Column Repair	S.F.	40	\$ 105.00	\$ 4,200.00
3.7	Wall/Spandrel Repair	S.F.	40	\$ 90.00	\$ 3,600.00
3.8	Curb Repair	S.F.	20	\$ 90.00	\$ 1,800.00
3.9	Seal Cracks w/ Epoxy at Tread/Landing	L.F.	70	\$ 40.00	\$ 2,800.00
3.10	Inject Retaining Wall Cracks	L.F.	80	\$ 40.00	\$ 3,200.00
Division 4 - Masonry					
4.1	Brick Repair	EA.	40	\$ 25.00	\$ 1,000.00
4.2	Re-point Deteriorated Tuck Pointing	L.F.	180	\$ 9.50	\$ 1,710.00
Division 5 - Metals					
5.1	Install Aluminum Riser at Stair #2	EA.	2	\$ 350.00	\$ 700.00
Division 7 - Waterproofing					
7.1	Rout & Seal Cracks at Topping	L.F.	100	\$ 4.75	\$ 475.00
7.2	Remove & Replace Tee-to-Tee Joint Sealant	L.F.	3,600	\$ 4.25	\$ 15,300.00
7.3	Install Control Joint Sealant at Pedestrian Ramp	L.F.	70	\$ 8.00	\$ 560.00
7.4	Remove & Replace Cove Joint Sealants	L.F.	910	\$ 5.00	\$ 4,550.00
7.5	Remove & Replace Wall Sealants	L.F.	340	\$ 7.00	\$ 2,380.00
7.6	Remove & Replace Metal-to-Concrete Sealant	L.F.	20	\$ 7.00	\$ 140.00
7.7	Remove & Replace Expansion Joint	L.F.	30	\$ 350.00	\$ 10,500.00
7.8	Recoat Deck Coating	S.F.	3,400	\$ 2.00	\$ 6,800.00
7.9	Install Deck Coating - Full System	S.F.	250	\$ 4.00	\$ 1,000.00
7.10	Apply Concrete Sealer at Supported Slab	S.F.	25,000	\$ 0.29	\$ 7,250.00
7.11	Roof Repair at Stair #1	Allow.	1	\$ 2,000.00	\$ 2,000.00
Division 8 - Openings					
8.1	Remove & Replace Door Frame	EA.	1	\$ 3,485.00	\$ 3,485.00
Division 9 - Finishes					
9.1	Clean & Paint Steel Railing at Upper & Lower Level	L.S.	1	\$ 28,800	\$ 28,800.00
9.2	Clean & Paint Entry Signage Frame	L.S.	1	\$ 7,200	\$ 7,200.00
9.3	Clean & Paint Steel Security Fence	L.S.	1	\$ 18,750	\$ 18,750.00
9.4	Touch-up Paint Steel Railing at Stair #1	L.S.	1	\$ 1,250	\$ 1,250.00
9.5	Touch-up Paint at Ped. Bridge Ceiling	L.S.	1	\$ 1,800	\$ 1,800.00
9.6	Clean & Paint Standpipe System	L.S.	1	\$ 2,500	\$ 2,500.00
9.7	Clean & Paint Steel Pipe Guards	EA.	3	\$ 200.00	\$ 600.00
9.8	Clean & Paint Concrete Columns	S.F.	120	\$ 5.00	\$ 600.00
A.3	Clean & Paint Steel Light Pole at Upper Level	EA.	5	\$ 563.00	\$ 2,815.00
A.4	Clean & Paint Steel Bollards	EA.	6	\$ 100.00	\$ 600.00
A.5	Clean & Paint Clearance Bar at Entrance/Exit	EA.	4	\$ 170.00	\$ 680.00
Division 22 - Mechanical					
22.1	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 55.00	\$ 1,650.00
Division 26 - Electrical					
26.1	Remove & Replace Junction Box	Allow.	1	\$ 2,000.00	\$ 2,000.00
Division 32 - Exterior Improvements					
32.1	Asphalt Repair	S.F.	240	\$ 10.41	\$ 2,498.40
32.2	Seal Asphalt Cracks/Joints	L.F.	1,900	\$ 3.00	\$ 5,700.00
32.3	Paint Pavement Markings	L.S.	1	\$ 6,780	\$ 6,780.00
32.4	Install Railing Post Cap	EA.	12	\$ 86.10	\$ 1,033.20
32.5	Misc. Railing Repair	Allow.	1	\$ 1,000.00	\$ 1,000.00
32.6	Security Fence Repair	L.S.	1	\$ 650.00	\$ 650.00
Construction Cost Total					\$ 187,711.36

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

PHASE 1 Cady Street PS	
Estimated Quantity	Unit Cost
1	\$ 4,277.38
1	\$ 4,277.38
1,000	\$ 27.00
100	\$ 50.00
80	\$ 90.00
10	\$ 105.00
10	\$ 105.00
10	\$ 105.00
20	\$ 90.00
20	\$ 90.00
n/a	n/a
10	\$ 40.00
60	\$ 25.00
150	\$ 9.50
n/a	n/a
100	\$ 4.75
3,500	\$ 4.25
n/a	n/a
250	\$ 5.00
280	\$ 7.00
n/a	n/a
n/a	n/a
4,000	\$ 2.00
600	\$ 4.00
21,300	\$ 0.29
1	\$ 2,000.00
n/a	n/a
1	\$ 25,081.43
1	\$ 4,181.40
n/a	n/a
n/a	n/a
1	\$ 4,065.25
1	\$ 174.23
2,600	\$ 0.94
n/a	-
n/a	-
n/a	-
n/a	n/a
1	\$ 2,000.00
6,600	\$ 9.29
750	\$ 3.48
1	\$ 5,981.73
8	\$ 86.10
1	\$ 1,000.00
n/a	n/a

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Total Cost
ALTERNATES					
A.1	Remove Existing & Install Full System Deck Coating	S.F.	3,400	\$ 3.00	\$ 10,200.00
A.2	Clean & Paint Steel Stair & Railing at Stair #1	L.S.	1	\$ 13,235.50	\$ 13,235.50
A.6	Repair Heat Trace System at Floor Drains	EA.	7	TBD	-
A.7	Clean & Paint Concrete Wall/Curb at Exterior	L.S.	1	TBD	-

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

Estimated Quantity	Unit Cost
3,800	\$ 3.00
n/a	-
n/a	-
n/a	-

April Future Meetings / Important Dates

- Economic Development Committee – March 26, 2020
- Organizational Committee – TBD
- Marketing Committee – April 2, 2020
- First Friday Experience – April 3, 2020
- City Council – April 6, 2020
- Planning Commission Meeting – April 7, 2020
- Executive Committee – April 8, 2020
- Design Committee – April 13, 2020
- NCBA Meeting – April 14, 2020
- Planning Commission Meeting – April 14, 2020
- Historic District Commission – April 18, 2020
- City Council – April 20, 2020
- DDA Board Meeting – April 21, 2020
- Planning Commission Meeting – April 21, 2020
- Economic Development Committee – April 23, 2020
- Planning Commission Meeting – April 28, 2020