

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
May 15, 2018 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. April 2018 Financial Statement (Attachment 4.a)
 - b. April 2018 Invoice Report (Attachment 4.b)
 - c. April 20, 2018 Meeting Minutes (Attachment 4.c)
5. Northville Unplugged! (Attachment 5)
6. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 6.a)
 - b. Marketing Committee – Shawn Riley (Attachment 6.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers (Attachment 6.d)
 - e. Economic Development Committee – Aaron Cozart (Attachment 6.e)
7. Future Meetings / Important Dates
 - a. May 18 – Armed Forces Benefit Concert – May 18, 2018
 - b. Northville Jazz Band – May 25, 2018
 - c. Flower Sale – May 25-26, 2018
 - d. Memorial Day Parade – May 28, 2018
 - e. First Friday Experience – June 1, 2018
 - f. Party in the 'Ville – June 2, 2018
 - g. Marketing Meeting – June 7, 201
 - h. Design Committee Meeting – June 11, 2018
 - i. Executive Committee Meeting – June 13, 2018
 - j. Economic Development Meeting – June 18, 2018
 - k. DDA Board Meeting – June 19, 2018
8. Board and Staff Communications
9. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2018

% Fiscal Year Completed: 83.29

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 04/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	646,845.00	646,844.71	0.00	0.29	100.00	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,111.00	54,629.47	0.00	2,481.53	95.65	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	36,178.00	36,177.84	0.00	0.16	100.00	
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	147.18	147.18	(147.18)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)	(23.06)	
PROPERTY TAXES		741,546.00	735,134.00	738,952.25	147.18	(3,818.25)	100.52	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00	0.00	
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00	0.00	
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	850.00	2,500.00	2,053.04	235.86	446.96	82.12	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	5,000.00	4,085.64	0.00	914.36	81.71	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(3,700.00)	(5,163.38)	0.00	1,463.38	139.55	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(600.00)	(406.47)	(34.13)	(193.53)	67.75	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(750.00)	(553.96)	0.00	(196.04)	73.86	
370-000-664.600	BANK LOCKBOX FEES	0.00	(300.00)	(294.73)	0.00	(5.27)	98.24	
INTEREST		700.00	2,150.00	(279.86)	201.73	2,429.86	(13.02)	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00	0.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	77,648.00	0.00	0.00	77,648.00	0.00	
FUND BALANCE RESERVE		0.00	77,648.00	0.00	0.00	77,648.00	0.00	
Total Dept 000		748,846.00	821,532.00	739,672.39	348.91	81,859.61	90.04	
TOTAL REVENUES		748,846.00	821,532.00	739,672.39	348.91	81,859.61	90.04	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	7,315.00	6,479.28	872.85	835.72	88.58	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	570.00	282.83	0.00	287.17	49.62	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	2,625.00	2,625.00	2,821.52	268.85	(196.52)	107.49	
370-753-967.000	FRINGE BENEFITS	5,250.00	7,750.00	6,918.13	901.54	831.87	89.27	
Total Dept 753 - DPW SERVICES		14,725.00	18,760.00	16,501.76	2,043.24	2,258.24	87.96	

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APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2018 NORM (ABNORM)	MONTH 04/30/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	18,925.08	1,732.36	4,719.92	80.04
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	45.00	45.00	0.00	0.00	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	16,000.00	10,938.68	0.00	5,061.32	68.37
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	17,958.00	11,174.24	0.00	6,783.76	62.22
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,913.00	15,242.36	(268.29)	25,670.64	37.26
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	74,100.00	69,162.48	(1,558.85)	4,937.52	93.34
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	31,750.00	6,195.50	0.00	25,554.50	19.51
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	728.60	79.53	1,721.40	29.74
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	4,296.40	0.00	(446.40)	111.59
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,010.00	8,883.99	742.47	2,126.01	80.69
370-861-976.010	STREET FURNISHINGS	3,550.00	4,050.00	8,474.00	6,816.00	(4,424.00)	209.23
Total Dept 861 - DESIGN COMMITTEE		165,390.00	239,396.00	162,133.32	7,543.22	77,262.68	67.73
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	19,213.40	1,732.32	4,431.60	81.26
370-862-710.000	WAGES - PART TIME	8,700.00	16,200.00	9,760.64	2,053.28	6,439.36	60.25
370-862-726.000	SUPPLIES	150.00	150.00	104.01	0.00	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	22,181.84	0.00	4,418.16	83.39
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,357.00	2,857.00	0.00	(500.00)	121.21
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	69,500.00	51,794.90	2,750.00	17,705.10	74.53
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	705.00	30.00	268.00	72.46
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	2,400.00	0.00	600.00	80.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,675.00	8,726.28	900.96	1,948.72	81.75
Total Dept 862 - MARKETING		141,378.00	153,100.00	117,743.07	7,466.56	35,356.93	76.91
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	6,308.26	577.47	1,571.74	80.05
370-863-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	61.65	0.00	(11.65)	123.30
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	400.00	0.00	0.00	400.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	0.00	0.00	0.00	0.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	50,000.00	50,000.00	33,912.50	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	0.00	110,650.00	85,650.00	0.00	25,000.00	77.41
370-863-967.000	FRINGE BENEFITS	3,820.00	3,145.00	2,616.29	247.51	528.71	83.19
Total Dept 863 - PARKING		181,350.00	172,125.00	144,636.20	34,737.48	27,488.80	84.03
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	18,634.67	1,732.25	5,010.33	78.81
370-864-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	450.21	3.79	699.79	39.15
370-864-730.000	POSTAGE	175.00	175.00	0.67	0.00	174.33	0.38
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	1,612.14	84.90	(122.14)	108.20

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		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-801.450	DDA BOUNDARY EXPANSION	0.00	0.00	212.80	0.00	(212.80)		100.00
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	3,500.00	3,213.66	400.00	286.34		91.82
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	4,687.00	0.00	3.00		99.94
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	1,093.99	388.00	(118.99)		112.20
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,485.00	4,761.50	0.00	723.50		86.81
370-864-920.000	UTILITIES	1,225.00	1,318.00	1,081.33	75.00	236.67		82.04
370-864-958.000	MEMBERSHIP & DUES	640.00	1,408.00	1,408.00	0.00	0.00		100.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,500.00	603.28	58.51	896.72		40.22
370-864-967.000	FRINGE BENEFITS	10,110.00	9,425.00	7,899.75	760.62	1,525.25		83.82
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	10,970.00	2,742.50	0.00		100.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	65,796.00	56,694.02	6,245.57	9,101.98		86.17
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	172,355.00	0.00	0.00		100.00
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	172,355.00	0.00	0.00		100.00
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		748,846.00	821,532.00	670,063.37	58,036.07	151,468.63		81.56
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		748,846.00	821,532.00	739,672.39	348.91	81,859.61		90.04
TOTAL EXPENDITURES		748,846.00	821,532.00	670,063.37	58,036.07	151,468.63		81.56
NET OF REVENUES & EXPENDITURES		0.00	0.00	69,609.02	(57,687.16)	(69,609.02)		100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53				
END FUND BALANCE		408,245.53	408,245.53	477,854.55				

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 04/01/2018 - 04/30/2018

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Attachment 4.b

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	COMCAST CORPORATION	CABLE	041718	05/09/18	532.17	107033
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	042418	04/25/18	79.53	106953
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 5/9/18 - 4/9/18	040918	05/09/18	89.30	500299
370-861-976.010	STREET FURNISHINGS	HERWIG LIGHTING	50% DEPOSIT - LIGHT POLES	9045	04/30/18	3,836.00	106806
370-861-976.010	STREET FURNISHINGS	HERWIG LIGHTING	LED LIGHT HEADS - 50% DEPOSIT	9053	04/25/18	2,980.00	106942
Total For Dept 861 DESIGN COMMITTEE						7,517.00	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	PIZZAZZ LLC	ENTERTAINMENT "SKELETONS ARE ALIVE"	REISSUE 105286	04/25/18	250.00	106999
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN AD	256403	04/11/18	750.00	106866
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY RETAINER	NORTHVILLE5-18	04/25/18	2,000.00	106932
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE EMAIL MAILCHIMP SUBSCRIPT	08982525	04/25/18	30.00	106966
Total For Dept 862 MARKETING						3,030.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	041618	05/07/18	84.90	106946
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL COUNSEL - REAL ESTATE	112556	04/11/18	400.00	106854
370-864-900.000	PRINTING & PUBLISHING	KIMPRINT INC	ENVELOPES - 500	55594	04/25/18	388.00	106933
370-864-960.000	EDUCATION & TRAINING	LORI WARD	MILEAGE REIMBURSE FOR REDEVELOPMENT	3162018	04/11/18	48.51	106833
370-864-960.000	EDUCATION & TRAINING	LORI WARD	REIMBURSE FOR PARKING AT REDEVELOPM	0856	04/11/18	10.00	106833
Total For Dept 864 ORGANIZATIONAL						931.41	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						11,478.41	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of April 17, 2017
Meeting Room A

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

ROLL CALL

Present: *Mayor Ken Roth, Robert Miller, Aaron Cozart, John Casey, Greg Presley, Mary Starring, Margene Buckhave*

Absent: *Chairman Shawn Riley, Carolann Ayers, Jim Long*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director (at 8:21a.m.), Amelia Ritter/DDA Marketing and Communications Coordinator, Fred Sheill/resident*

AUDIENCE COMMENTS

Many in the group noted that because of the weather there was low attendance at the Board meeting. Director Ward was delayed due to the weather. The group noted that six members make a quorum and proceeded with the meeting. Casey ran the meeting with Chair Riley absent.

APPROVAL OF AGENDA AND CONSENT AGENDA

- a. March 2018 Financial Statement
- b. March 2018 Invoice Report
- c. March 20, 2018 Meeting Minutes
- d. 3rd Quarter Budget Amendments
- e. 2017 DDA Tax Capture

Motion by Roth seconded by Starring to approve the Consent Agenda. **Motion carried unanimously.**

PARKING DECK EVALUATION, REHABILITATION & MAINTENANCE

Roth presented the Parking Deck Structural Analysis proposal that was chosen from the RFP and submitted to City Council. The chosen firm was Carl Walker WGI. The bid proposal would have a review of the structural integrity of the deck, a proposal of long-term maintenance, and a lifespan analysis. There are also options for additional testing with a higher technical component. This is step one in this project and was approved by City Council.

Presley stated that there were two firms with Carl Walker and that both were considered, among other firms. Carl Walker WGI was chosen as a middle-of-the-road option with what the group thought to be the best services. Roth noted that another reason this firm was chosen was their inclusion of a life expectancy of the parking decks, which is a critical detail.

Motion by Roth seconded by Presley to approve the proposal by Carl Walker WGI for the Parking Deck Structural Analysis. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

The new Design Committee held their first meeting. The members went through a list of 18 items, both long and short-term projects. The first item was the Ford Field Connection, which the Committee would like to address. The playground, entryway, and comfort station are items the Committee would like to address. There are many other groups, such as Rotary, who could be involved to help offset cost of this project. Presley asked about the financial scope and Miller answered that they are in the process of cost-estimating. Sullivan agreed with this and noted that there is also an option to combine the entryway and comfort station with another proposed project nearby that would give another public restroom option to the community. Casey asked about fundraising for this project, possibly with Tom Holzer Ford. Miller said there is a plan to reach out to all local Ford dealerships for fundraising. Roth said that DTE and Consumer's Energy may also be good options, as they look for opportunities for "greenwashing" in the community and they have a lot of funds allocated for projects like this. Sullivan said the first step should be getting a cost estimate so organizations who would be willing to help out would know how much is needed to complete the project. Presley asked about whether or not the DDA has the option to pursue grant money. Ward mentioned that the group needs to talk to Parks and Rec about fundraising as well as maintenance.

Ward said that there was a discussion with two representatives from Rotary about the Parks and Rec Master Plan, which is ten years old. She noted that the Master Plan may need to be updated because the Community would need the projects to be identified in the Plan in order to be eligible for certain grant funding. An updated Master Plan would give the DDA a good idea of cost estimates for this project.

Presley asked about the old plan of the vista overlooking the field, but the cost estimate from that project was very high. Buckhave discussed the possibility of having an amphitheater for concerts on the property if the plaza overlook were to be considered again. She and her husband used to own the property in question and had plans for a venue and tiered decks going down to the field. These ideas were not formal plans, just dialogue. Buckhave did suggest that the schools help fund the Ford Field project with a Pennies for

Play program. Ward noted that it was suggested that the Tour de Ville proceeds could be dedicated to this project as well. Sullivan agreed and added that more money would likely be raised if they had a specific community goal for fundraising.

Miller noted that the Committee also talked about the addition of a bike repair station and increasing the number of bicycle racks in town. Ward noted that a possible station local would be the south end of Northville Square. The Board discussed whether the optimal location would be closer to a parking lot or to a trail based on where it would be the most convenient. There was also discussion about adding a covered structure over the station, a bike rack, and a possible drinking fountain. The Eagle Scout who will be fundraising for the repair station works at D & D Bicycle in town and has been consulting with them about fundraising and location. The Board discussed downtown signage and banners. They talked about the effectiveness of panels vs. cross-street banners. Ward said the DDA has a cost estimate for a pair of signs, one by Center and Cady and another by the Ford Plant. The cross-street banners signs are effective in conveying a hometown feel, but if they are too expensive then they might not be worth it for organizations to buy for a one day event. These banners can last many years though, so they may still be the best option for events.

Other topics Miller said were discussed at the meeting were mural projects, façade grant program, alley and streetscape improvements, and exterior piano installation. There is an idea to install two pianos for a dueling piano feature and also an idea to install it in the Comerica Community Connection Walkway. However, it makes sense to have it in Old Church Square where it can be located by Broughton Music, out in the open with a lot of foot traffic. There may need to be an awning for weather-proofing. Ward mentioned a project in Ann Arbor where electrical boxes were decoratively painted as a community contest. If there is a lot of interest in painting the pianos, this may be a fun community contest and next project.

b. Marketing Mix Committee

Ward contacted Miller Canfield to find out if the DDA has the opportunity to include nearby businesses into their marketing efforts. The businesses within the DDA pay a 2-mill levy, so the thought was that if surrounding businesses that were not within the boundary but still contributed to the DDA could opt-in to marketing efforts by paying a fee comparable to what their share of the 2-mill levy would be if they were located in the DDA. Miller Canfield advised that the DDA could proceed with this type of a program. If a business is not interested, they are not obligated to pay. It is an option for interested business who would like to play a more active role in DDA and Downtown Northville events.

Party in the Ville has set a date and will happen on June 2nd from 1:00-9:00 pm. It needs to be brought to City Council for final approval of serving area. Businesses not attending NCBA meetings also need to be informed of event details, and are encouraged to attend the City Council meeting for support or to express any concerns about their business during the event. The DDA board is excited for this event to be a trial run for a new set-up for downtown festivals. Because it is only one day, it is a good opportunity to learn and improve on events.

c. *Parking Committee*

Casey told the group that there is nothing new with the Parking Committee, aside from the parking deck updates discussed at the top of the meeting. Ward reminded the group that because there were two firms with the name Carl Walker, prices on the handouts in the DDA Board packet were transposed. The correct price, approved by City Council, is not to exceed \$18,175. Because this is a different figure than the one provided at the top of the meeting, Roth asked to strike the previous approval of the contract with Carl Walker WGI in favor of the amended numbers. Presley confirmed with Ward that the DDA has that amount of money in their budget. Ward said \$25,000 is set aside in the parking fund.

Motion by Roth seconded by Presley to approve the amended proposal by Carl Walker WGI for the Parking Deck Structural Analysis. **Motion carried unanimously.**

d. *Organizational Committee*

Ward stated that the only organization committee update was budget amendments, which were approved with the consent agenda.

e. *Economic Development Committee*

The main item on the Economic Development agenda was the Master Plan and the Subarea Plan updates, as well as what additional areas need to look at to remain proactive with development.

Ward mentioned that a utility master plan was tabled to be approved at the next City Council meeting. Sullivan explained that the master plan is to determine the capacity of the water, sewer, and other utilities to determine what would be needed to support the new development to the south.

Roth made the Board aware of a bill that is being presented in Lansing right now that deals with small cell networks, or 5G communication. This bill would allow telecommunication companies to plant poles with micro-cell networks around towns. These utility networks are about the size of a refrigerator. As of right now, per the legislation, they cannot be placed in historic districts or towns with laws that do not permit underground burial for utilities and cell networks. Roth suggests that the city adopt an underground utility policy so this does not happen in Downtown Northville. There is little that locals can do to stop it, so action should be taken soon by the city so no previous

beautification efforts are upset. These cells would be for wireless communication and efforts in driverless car technology improvements.

Casey asked what happened at the previous night's City Council meeting. Sullivan and Roth explained that the approved Master Plan updates allow a development to have first floor residential as a part of a mixed-use project.

Presley took Singh Development through the Foundry Flask building and the waterwheel building. The Foundry Flask structure is solid but needs a lot of repairs. Cozart said that the Committee decided to postpone the DDA boundary discussion until next month. They want as many people as possible to be able to attend and have that conversation. That meeting will be May 14, 2018.

The last item on their agenda was the Redevelopment Ready status. Cozart stated that there was a discussion to include that on the next meeting's agenda and invite Dominic Romano of MEDC CAT, to be a part of the discussion. Roth stated that he would also like to know the specific benefits for Northville in funding this certification.

Miller asked about the finials on the streetlamps, saying that flags get caught in them and he was wondering if they could be removed. Ward said that they are an add-on from when they are ordered and did not know how easily they could be removed. She also stated that the DDA is looking to move to LED lighting and slowly replace the current high pressure sodium fixtures. She noted that DPW gave the DDA the option to replace the bulb for a much lower price than buying a whole new lighting fixture, but Roth wanted to make sure that the energy efficiency level is still the same if the DDA changes out the bulb with the existing base. Starring said that she did this in her store and her bill has been lower since changing the bulbs. Roth still wants to make sure that changing the bulb would be a true fix and would result in increased energy efficiency. Sullivan noted that the developer who has Northville Downs under contract will be releasing a press release today about their involvement in the project.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings/Important Dates

- a. Girls' Night Out – April 27, 2018
- b. Marketing Meeting – May 3, 2018
- c. First Friday Experience – May 4, 2018
- d. Executive Committee Meeting – May 9, 2018
- e. Economic Development Meeting – May 14, 2018
- f. DDA Board Meeting – May 15, 2018

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is May 15, 2018

Meeting adjourned at 9:29 am

Respectfully submitted,

A handwritten signature in cursive script that reads "a. Ritter". The signature is written in black ink and is positioned above the typed name.

Amelia Ritter, Marketing and Communications Coordinator
Northville DDA

DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Wednesday Night Concerts – Northville Unplugged!

Date: May 14, 2018

Background:

As part of Downtown Northville's on-going marketing campaign, the DDA is continuing to promote events in the downtown area. The 2017 Downtown Strategic Plan identified the need to increase activity in Town Square as a priority. Currently Friday Night Concerts, Tunes on Tuesday Children's concerts and multi-day festivals including Heritage Festival and Buy Michigan Now are held in Town Square.

One of the DDA's identified Goals and Objectives for 2018-19 is to take over the rental of Town Square and to encourage more activities to be held in the plaza. The DDA has agreed to take over the management of Town Square and is now in charge of the reservation of the facility. In addition, the DDA proposed in its adopted 2018-19 budget the addition of a new concert series on Wednesday nights.

Analysis:

The DDA is proposing an acoustic concert series each Wednesday night in Town Square from 7:00 – 9:00 pm called Northville Unplugged! JAG Entertainment would be responsible for booking the talent for the concerts and managing the event. Examples of the musical performers would include acoustic duos, jazz, A Capella, and Americana (Attachment A). JAG Entertainment has a long history of working with the City on concerts and events including Friday Night Concerts, Skeletons are Alive, Concours d'Elegance event, and others. The attendance for the concerts is expected to be small in the first year. Chief Carlson has suggested that road barricades be installed initially, until the size of the crowd can be determined. Adjustments to the closure can be made in the future if required. A Special Event Application was prepared by DDA staff and submitted to Administration for circulation.

Budget:

Six Thousand dollars for the event have been approved by the DDA as part of the fiscal year 2018-19 budget, with an average performer cost of \$500. Sponsorships will offset the cost of the series. A 4th quarter budget amendment will be made utilizing fund balance to address the funding of the first 4 concerts scheduled which occur in fiscal year 2017-18.

Recommendation:

It is recommended that the Northville DDA approve the creation of Northville Unplugged! Wednesday Night Concert Series for Town Square and approve a contract with JAG entertainment (Attachment B) in the amount of \$6,000 to provide talent and management of the event.

Northville Wednesday concerts		
Date/Time	Performer	
6-Jun		JAZZ
13-Jun	Ryan Racine	American Roots, Country, Folk, and Rock n Roll.
20-Jun	Grace	Up and coming Star
27-Jun	Robin Horlock	Rock
4-Jul	No Concert	
11-Jul	Just JoKen	playing some of your favorite music.
18-Jul	The Johnnies	Acoustic/Electric Duo
25-Jul	Jill Jack	Americana
1-Aug		JAZZ
8-Aug	Steve Taylor	Americana
15-Aug	THUMMp	Contemporary A Cappella
22-Aug	Nick and Keelan	Acoustic Duo
29-Aug	Wixie Harrington	Haight-ashbury acoustic



Northville Unplugged Music Series.

Submitted: April 30, 2018

BY: JAG Entertainment
127 N. Wixom Rd.
Wixom, MI. 48393



Northville Unplugged

This agreement is between the parties of JAG Entertainment (herein referred as JAG) and Northville Down Town Development Authority (herein referred to as CLIENT). This document has been created on 4-30-2018 to set terms of event production services for the Wednesday Night Concerts series and provide a framework for the relationship between JAG and the CLIENT.

PROGRAMMING OVERVIEW

DESCRIPTION:

Building on the success of the Northville Summer Concerts, it is agreed that a total of twelve (12) concerts will be held in June, July, and August of 2018 on Wednesday evenings. Northville Town Square is an ideal staging area for the event, as it allows wonderful access for the public to gather, plenty of room for multiple production elements to happen at once, and a beautiful setting for a community event.

JAG agrees that they will operate as an executive and technical producer of the event and will work thusly. Being that JAG is capable of providing turn-key services, it is agreed in this document, that JAG provide a complete package of talent acquisition, scheduling, event management and technical production.

AGREED PRODUCTION DATES:

The agreed dates of performances are as follows:

June 6, 13, 20, 27, July 11, 18, 25, August 1, 8, 15, 22, 29 of 2018



RESPONSIBILITIES & SERVICES

ADMINISTRATIVE SERVICES:

Administrative event production services to be provided by JAG are as follows:

- All concert-event related booking, contract, and compensation services pertaining to the concert events described in this document.
- Creation of a schedule of performers for public release.
- Coordination of entertainers including registration, check-in, checkout, verification of technical requirements and compliance with local rules and ordinances.
- Supervision, execution and follow-through of entire event timeline.
- Coordination of technical production services including staging and sound.

PRODUCTION SERVICES:

The technical and production-related services to be provided by JAG are as follows:

- Coordination of all production logistics for set-up, operation and strike of performance area.
- Electrical distribution (from CLIENT mains service) for each performance and demonstration area
- General production support for entertainers and patrons at performance area.

EVENT CLOSING SERVICES:

Upon closing, JAG will wrap up the event, while looking forward to expanding on new opportunities for the following year:

- Gathering criticism and reviewing the event
- Debriefing the CLIENT about pertinent happenings during the event
- Preparing ideas and begin planning for the following year
 - Event flow
 - Technical operation and performance
 - Discussing strengths and weakness of the program



CLIENT RESPONSIBILITIES

CLIENT RESPONSIBILITIES:

The CLIENT will serve as a strong support mechanism to JAG's production capabilities and specific responsibilities of the CLIENT are as follows:

- Supporting the event in its goal to bring quality, sustainable entertainment to the local downtown area.
- Sharing event oversight and encouraging citizens and sponsor involvement and attendance.
- The procurement of any CLIENT-required barriers, tenting, hardware, etc. used for non-concert activities.
- The development of locally based marketing and media relations plans.
- The procurement of electrical service that operates at the minimum requirements listed above.
- The handling of all city-related permitting and licensing for the event

AGREED PRODUCTION TIMELINE

The following list includes production elements that will be included in the 2018 event schedule.

PROPOSED TIMELINE OF OVERALL PRODUCTION PROCESS:

It is agreed that a comprehensive timeline is established with concrete drop-dead dates for specific action once this agreement is accepted and ratified. A preliminary production timeline will immediately be established for production bookings, talent contracting and the technical planning upon the acceptance of this agreement.

PROPOSED TIMELINE OF EVENT:

JAG will hereby provide the following items and services for the above proposed dates (see AGREED PRODUCTION DATES) between the times of:

Wednesday between the times of 6:30pm and 9:00pm

- 1 x "headlining act" performance package consisting of ARTIST (TBD) music from 7:00pm to 9:00pm with one fifteen-minute break at approximately 8:00pm.
- 1 x general public music mix for broadcast throughout the evening when no performers are on-stage.



COMPENSATION AND PAYMENT

COMPENSATION:

The following payment schedule will be applied to the products and services detailed in this agreement.

- Producers' fees and reimbursement for all above listed administrative, talent, production and event closing services will be \$6,000 total for the series, including all dates listed
- The Fees can be broken down to a per show cost of \$500.

PAYMENT:

A deposit payment equal to 50% of the total production charges (\$3000.00) will be due upon the acceptance of this agreement to secure administrative and production services.

The balance will be paid in (1) one payment of 50% (\$3,000) of the total production charges. This final payment is due on or before July 18th, 2018.

AGREEMENT TERMS

CONFIDENTIALITY:

CLIENT agrees to restrict access to information received from JAG only to CLIENT members who need to know this information. CLIENT also agrees to maintain physical, electronic and procedural safeguards that comply with federal regulations or take any other appropriate measures to guard nonpublic personal information to protect the confidentiality and security of this information shared by JAG pursuant to the agreement. CLIENT shall ensure that any non-affiliated third party in receipt of this information will be bound by a written agreement containing provisions substantially similar to those contained in this agreement. CLIENT also agrees to promptly notify JAG in the event that CLIENT is under the reasonable belief that the integrity of the confidentiality of this information has been compromised. In the event that the Northville Parks and Recreation must disclose information pursuant to any federal, state or local law, they are permitted to do so.



TAXATION AND ACCOUNTING:

For purpose of taxation and accounting, JAG is hereby the executive producer of the event and is responsible for soliciting current State of Michigan W-9 forms and submitting 1099-MISC information to any and all independent contractors secured through the awarding of this agreement. Furthermore, JAG will expect and require CLIENT to submit a 1099-MISC to JAG as a result of payment included in this agreement.

INDEMNIFICATION:

JAG agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the City of Northville, its employees, officials, agents, boards, council, and volunteers, from and against any and all claims, losses, liability, damages, costs and expenses, including reasonable attorneys' fees and defense costs, for or by reason of personal injury, including, but not limited to, bodily injury or death, and/or property damage, including, but not limited to, the loss of use thereof, arising from the negligent acts, errors, or omissions of the JAG, its agents, employees, or sub-consultants, but only to the degree of fault of JAG and/or its respective sub-consultants. The obligation of JAG to indemnify and hold harmless the Client shall survive and continue after final payment, completion of the work, and completion and/or termination of this Agreement. Nothing in this agreement to indemnify requires JAG to defend and/or indemnify the Client for damages arising out of bodily injury to person or damage to property caused by or resulting from the negligence of the Client, its agents or employees or to any amount greater than the degree of fault of JAG and/or its sub-consultants.

Insurance: JAG, or any of their Sub consultants, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Northville. The requirements below should not be interpreted to limit the liability of JAG. All deductibles and SIR's are the responsibility of JAG.

JAG shall procure and maintain the following insurance coverage:



Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate.

Additional Insured: Commercial General Liability as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** THE CITY OF NORTHVILLE, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Northville as additional insured, coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Dianne Massa, Clerk, City of Northville, 215 West Main St., Northville, MI 48167).

Proof of Insurance Coverage: JAG shall provide the Client at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverage’s expires during the term of this contract, JAG shall deliver renewal certificates and endorsements to the City of Northville at least ten (10) days prior to the expiration date.



INCLEMENT WEATHER/CANCELLATION:

On the occasion of inclement weather during outdoor events, JAG will make every effort to carry out their contractual obligations as listed above. However, JAG reserves the right to cancel, delay or interrupt any event if JAG determines in good faith that their production is, or is likely to be, rendered impossible, hazardous, or is otherwise prevented or impaired due to inclement weather. Hereunder, it is understood that the decision to cancel any engagement due to weather conditions shall be made by JAG’s representative at his/hers sole discretion, and all events affected by inclement weather require full remuneration.

PARKING:

CLIENT agrees to provide adequate parking spaces as close as possible to the event location for either (1) full size equipment van with trailer and any other vehicles used to transport personnel and equipment to and from the venue. If parking is only available on the street, space must be blocked off prior to arrival and CLIENT shall obtain all police and/or municipal permits necessary to load-in from or park on the street. Equipment loading and parking area must be clear of vehicles prior to load in and must remain clear until load out is complete. This will include payment of any towing costs incurred as a result of CLIENT’s failure to comply with the terms of this paragraph.

ACCEPTANCE OF AGREEMENT

Upon finding products, services and deliverables acceptable to CLIENT as contained in this agreement, please sign and date the lines below to signify confirmation of this agreement.

It is recognized that this agreement has a total of eight (8) pages.

Contracting and billing will commence upon receiving a copy of this agreement, signed by an authorized party employed by a representative for CLIENT

Signature of CLIENT

Date

Signature of JAG
Entertainment

Date

May Design Committee Update

Parking RFP

A contract for professional services to evaluate the City's two parking decks and develop a rehabilitation and maintenance plan was approved by City Council on April 16th and by the DDA Board on April 17th. Carl Walker/WGI was selected out of 6 proposals. Carl Walker/WGI was the second low bidder, has extensive experience and exceptional references, including over 40 years of experience working in the City of Plymouth.

A kick off meeting is scheduled for May 10th with the consultants, City Manager, DDA Director and DPW Director to discuss the Scope of Work, project deliverables and scheduling.



Ford Field Project



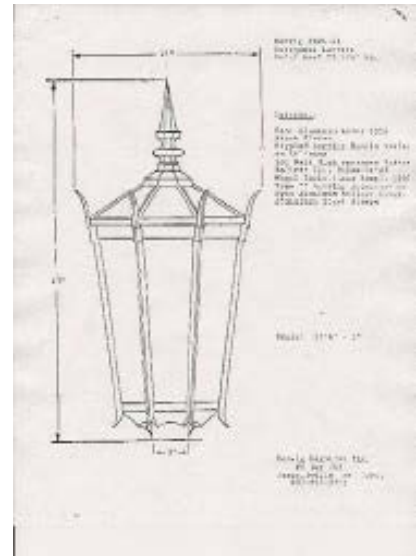
The Northville Rotary Club has been in contact with the City of Northville to express interest in contributing resources to replace the play structure at Ford Field. Rotary representative DJ Boyd met with the City Manager and Parks and Recreation Director to learn more about the project. Boyd contacted the DDA when they learned of the DDA's interest in address the access or link from downtown to Ford Field.

DDA staff reached out to landscape architect Marc Russel who prepared the initial Comprehensive Plan for Ford Field and requested a proposal to update the Plan with public input current needs. There is a desire to pull together all of the community resources to address the project and the need to explore additional funding sources to make the project(s) happen and determine who will lead the effort. DDA staff met with the Parks and Recreation Director to discuss how to proceed with the project.

Streetlighting

Three streetlights have been hit by a car/truck over the past month and require replacement. The three streetlights are all high pressure sodium lights. Two fixtures are located on Cady Street and one is located on E. Main Street. DDA staff attended the City Council's May 7th meeting to request authorization to purchase new poles and luminaires to match the original. This gives the DDA the greatest flexibility in the event that the DDA changes direction in the future. The cost of the poles and luminaires will be paid for by revenue from several insurance claims and through the Street Furnishings line item in the DDA's Design Committee budget.

Discussions are underway with the DDA, DPW, and with Councilmember Geisa about the possibility of advancing the City/DDA's interest in retrofitting the remainder of downtown streetlights with higher efficiency lighting. Technology and costs have both come down quite a bit since the decision to replace the DDA High Pressure Sodium lights with Induction lights was made. The City is now facing the decision whether to replace the remainder of the downtown lights with Induction lights or to move to LED lights. Ward has requested a proposal from QL Industries the maker of the City's Induction Lights to provide a retrofit kit for the remainder of the fixtures. DDA staff has supplied them with the requested information. Once the proposal is received, a comparison of the two technologies, conversion costs and energy savings can be compared.



Yard Inventory

Over the years numerous items have been retired for replacement by newer, safer items. These items include benches, street light fixtures, bike racks, tree guards, and paving brick. When retired, these items have been stored at the Public Works yard on Doheny. Efforts are underway to clean up and organize the yard, resulting in the need for the DDA to evaluate and develop a disposal plan for items that are no longer utilized. DDA staff is worked with the DPW department to determine which items needed to be disposed of and what method was best to utilize. The list of items was presented to City Council at their May 7th meeting and approved. The street furnishings and other materials that have been authorized for disposition include

- Street lighting luminaires
- Approximately 125 tree grates
- 11 benches
- Pallets of both old and new brick
- 5 new bike racks
- Bike racks for larger areas
- 2 damaged tree fences
- Wood that was salvaged from the Comerica Community Connection

Bike Repair Station DDA staff has met several times to is collaborating with Eagle Scout candidate Jackson Cooney to install a bike repair station downtown. The station will include Allen wrenches, screw drivers, tire levers and every other tool you would need to fix a bike. It also includes a tire pump and a rack to hold the bike off the ground while it is being worked on. All the tools are connected to the metal housing with steel cables to prevent them from being taken. The Bike Focus Group is pursuing the installation of the bike repair station at 7 Mile and Sheldon Road. DDA staff met with Mark Gasche, Parks and Recreation Director to discuss the project at this proposed location. Gasche agreed to work with the Eagle Scout to coordinate the placement.



DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY April 2018:

PUBLICITY:

Press materials that have been prepared & sent out in April 2018:

- May/June calendar
- Adorn Fine Flowers New Space
- Moon and Me New Owners

Upcoming press materials:

- Electric Vehicle Charging Stations
- 160 Main Opening

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

- April 25 – Feature in The Oakland Press business section on Moon & Me new owners (online); It appeared in the print edition on April 26
- Listings of events in major daily publications

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

PAID ADVERTISING:

- Ad in Chamber Directory
- Ad in Parks & Rec Summer Brochure
- Ad in April 2018 issue of SEEN Magazine (reaches affluent communities and is mailed)

UPCOMING PAID ADVERTISING:

PRINT:

- Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. June 2018 (1/4 page ad)
 2. July 2018 (1/2 page ads start for 12 months)
 3. August 2018
 4. September 2018
 5. October 2018
 6. November 2018
 7. December 2018
 8. January 2019
 9. February 2019

10. March 2019
11. April 2019
12. May 2019
13. June 2019

- Quarter-page Ads in The Ville
 1. May 2018
 2. June 2018
 3. July 2018
 4. August 2018
 5. September 2018
 6. October 2018
 7. November 2018
 8. December 2018
 9. January 2019
 10. February 2019
 11. March 2019
 12. April 2019

- Ad in Tipping Point Theatre Season Programs



May Organizational Committee Updates

DDA Staffing

DDA Marketing and Communications Coordinator, Amelia Ritter, advised the DDA of her departure effective May 17th. She has taken a full time position with benefits in Livingston County working with the Visitor and Convention Bureau. The position has been posted and the DDA has received a hand full of resumes for consideration.

Two seasonal employees have been identified for summer employment, including a crew chief that will be responsible for scheduling shifts and setting work tasks. The DDA is looking for one additional staff to round out our summer crew. This year the DDA will schedule a groundskeeper on Wednesday, Friday and Saturday nights in order to be available to assist with summer concerts and to remove trash on busy weekends.



Northville DDA Economic Development Committee

Monday, May 14, 2018 – 8:00 am

City Council Chambers – City Hall

Meeting Agenda

1. Presentation on MEDC programs – Dominic Romano, MEDC (Attachment 1)
2. Master Plan and Sub Area Plan Updates – Carol Maise
3. Updates
 - A. Creative Many Update – Lori Ward
 - B. Brownfield Redevelopment Authority – Pat Sullivan (Attachment 3.B)
4. DDA Boundary Discussion – Lori Ward
 - A. Process (Attachment 4.A)
 - B. Pros and Cons of Expanding (Attachment 4.B)
 - C. Earlier Map of Proposed Expansion areas (Attachment 4.C)
 - D. Next Steps
5. Next Meeting Date – June 11, 2018
6. Meeting Adjourned