



**Special Meeting of the DDA Board of Directors
February 12, 2025 - 8:00 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Roll Call – Stacy Pearson
3. Audience Comments (3-minute limit)
4. Approval of Agenda and Consent Agenda
5. Summer Concert Series Contract (Attachment 5)
6. Personnel
 - a. Review of DDA Job Description (Attachment 6.a)
 - b. Review of Executive Director Separation Agreement (Attachment 6.b)
 - c. Shared Marketing / Communications Position Update (Attachment 6.c)
7. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
8. Meetings
 - a. February 25, 2025 Preliminary Review of DDA Budget
 - b. Upcoming Meeting / Event Dates (Attachment 8.b)
9. Board and Staff Communications
10. Adjournment – Next Meeting – **February 25, 2025**



To: Northville DDA Board of Directors
From: Lori M. Ward, DDA Executive Director
Subject: Summer Music Series
Date: February 12, 2025

Background:

The DDA has been working with JAG Entertainment to produce the summer music series for many years. Over the past few years, the DDA has tried many configurations of the concert series including exclusively acoustic concerts, a mixture of acoustic and amplified stage concerts and exclusively stage concerts. In addition, the DDA has explored various options for the time and location of the scheduled concerts on Main and Center Streets.

Over the past few years there have been frequent requests for the DDA to return the concerts to the Town Square area and to schedule larger bands with a higher profile. Additionally, there is a call for programming on Center Street to help activate the street. The DDA staff has been reevaluating the concert series and is recommending that the concerts return to a dual programming schedule of Center Street concerts on Friday nights and Big Band concerts on Saturdays in Town Square. All bands and acts will perform from 7 – 9 pm each Friday and Saturday nights from May 30th through September 27th. The total cost of the proposed concert series for the summer of 2025 would be \$41,600. The major difference between last year's concert schedule and this year's schedule will be the programming of different venues as well as a partnership with the Chamber of Commerce to share the financial responsibilities as co-event sponsors. This year's proposed shared "community" schedule includes 16 acoustic concerts on Fridays, 16 stage bands on Saturdays, and the Northville High School jazz band. The DDA will continue to work with merchants and restaurants to add a potential regularly scheduled jazz series or additional Thursday music.

Last year the DDA saw an increase in the number of privately scheduled concerts as well. The music provided by downtown business owners added to the vitality of the downtown and helped the DDA create an active area and stretch its concert budget. At the conclusion of last year's concert series, City and DDA staff met to review the outdoor dining permits and privately scheduled concerts. Several changes will be made to this year's outdoor permitting that will address live and amplified music that is located or projected outside the applicant's business.

Budget:

The attached contract (Attachment A) for the 2025 summer concert series totals \$41,600 which includes 16 acoustic concerts at \$600, 16 stage bands at \$2,000, as well as the Northville Jazz Band at \$800 for a total of 33 concerts totaling \$41,600. JAG will provide talent acquisition, scheduling, event management and technical production.

Recommendation:

It is recommended that the DDA Board of Directors approve the attached contract (Attachment A) with JAG entertainment in the amount of \$41,600 to provide talent, sound equipment and management for the summer music series, and authorize the DDA Director to execute the contract on behalf of the DDA.



Proposal for the 2025 Northville Downtown Development Authority (DDA) Concert Series Program Summary

The Northville DDA and JAG Entertainment have collaborated for several years to create a vibrant downtown atmosphere through live music events. Building on the success of past programs, we propose a diverse mix of acoustic, and full-band performances. This series is designed to enrich the cultural experience of Northville’s residents and visitors while driving economic activity for local businesses.

Background

2020-2024: Laying the Foundation

In 2020, the Northville DDA and JAG Entertainment partnered to support the downtown community during the COVID-19 pandemic. This innovative partnership introduced street concerts to maintain a lively atmosphere despite the challenges of traditional events being canceled. The program proved successful, creating a unique ambiance that encouraged foot traffic and supported local businesses.

Over subsequent years, the series evolved, incorporating acoustic performances on Main and Center Streets on Friday and Saturday nights. These events showcased local and regional talent, drawing visitors from across the region. In 2023, the return of traditional concerts in Town Square was met with enthusiasm, blending larger performances with the intimate street concerts. Feedback highlighted a strong demand for expanded offerings.

JAG Entertainment: A Trusted Partner

Since its inception in 2010, JAG Entertainment has been deeply rooted in the Northville community. With a proven track record of delivering “turnkey” event production services, JAG has played an integral role in the success of Northville’s events, including collaborations with the Chamber of Commerce and other organizations.

Proposal for the 2025 Concert Series

Program Structure

The 2025 Northville Concert Series will feature a diverse schedule to appeal to a wide audience:

- **Full Band Saturdays:** On Saturdays 7:00–9:00 PM, on Main Street. These concerts performances will feature full band. These shows will feature high-energy, full-band performances by popular groups, drawing larger crowds to the downtown area.



- **Acoustic Concerts:** On Fridays 7:00–9:00 PM, on Center Street. These intimate performances will feature solo and duo acoustic acts, fostering a cozy and inviting environment.

Objectives

- **Enhance Community Engagement:** By offering a variety of music styles and venues, the series will cater to diverse tastes and provide opportunities for community gathering.
- **Support Local Businesses:** Increased foot traffic during concert evenings will benefit restaurants, shops, and other downtown establishments.
- **Showcase Talent:** Highlighting local and regional artists will celebrate the area’s cultural richness.
- **Strengthen Northville’s Reputation as a Cultural and Entertainment Hub:** continue cementing Northville as the premier destination for vibrant cultural and entertainment experiences, solidifying its identity as the place to be.

Services

JAG Entertainment will provide the following services:

- Artist booking and contract negotiation
- Schedule creation for public distribution
- Onsite event management
- Compensation and logistics for performers

We estimate the cost of the 2025 series to align with past budgets, adjusted for the expanded program.

Community Impact

The expanded concert series will:

- Attract diverse audiences to Northville’s downtown area
- Strengthen Northville’s reputation as a cultural and entertainment hub
- Foster a sense of community pride and togetherness

Conclusion

Building on a foundation of success, the 2025 Northville Concert Series represents an opportunity to elevate the downtown experience for residents and visitors alike. With a thoughtful mix of performances and a proven event partner in JAG Entertainment, this program promises to be a cornerstone of Northville’s cultural calendar. We look forward to working with the Northville DDA to bring this vision to life and continuing our shared commitment to the vitality of the downtown community.



Northville DDA Concerts dates

Saturday Band Concerts in town Square

May 31
June 7
June 21
June 28
July 12
July 19th
July 26
Aug 2
Aug 9
Aug 16
Aug 23
Aug 30
Sept 6
Sept 13
Sept 20
Sept 27

Center street acoustic concerts

May 30
June 6
June 20
June 27
July 11
July 18
July 25
Aug 1
Aug 8
Aug 15
Aug 22
Aug 29
Sept 5
Sept 12
Sept 19
Sept 26

Production Fees per Event:

Saturday Band Concerts in Town Square: 16 x 2000 = \$32,000

Saturday Center Street acoustic concerts: 16 x 600 = \$9,600

Total summer concert costs: \$41,600



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 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.
- Sound reinforcement in performance area.

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.
- The procurement of any CLIENT-required barriers, tenting, hardware, etc. used for non-concert activities.
- 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 event schedule.

PROPOSED TIMELINE OF OVERALL PRODUCTION PROCESS:

It is agreed that once this document is signed JAG will work to provide a list of potential performers for the Client to review. At this time the client can add or refuse any of the artists or groups, before any performance agreements are issued to artist(s) on the list. After the Client approves the list, JAG will book and contract the dates that are included in 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:

- Saturday Town Square concerts 1 x “headlining act” performance package consisting of ARTIST (TBD) from 7:00pm to 9:00pm with one 15-minute break at approximately 8:00pm.

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 are \$41,600.

PAYMENT:

Payments will be divided into 4 payments equal to 25% (\$10,400) of the total production charges. The first payment will be due no later than May 15th 2025. Payment two will be due no later than June 30, 2025. Payment three will be due no later than August 31, 2025. The final payment will be due on or before, September 30th 2025.

AGREEMENT TERMS

CONFIDENTIALITY:

CLIENT agrees to restrict access to information received from JAG to CLIENT, to members who need to know this information. CLIENT also agrees to take any appropriate measures to guard nonpublic personal information, to protect the confidentiality and security of information shared by JAG pursuant to the 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 CLIENT 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:

Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.



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 it is 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: (The City 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/her sole discretion, and all events affected by inclement weather require full remuneration.

OTHER CANCELLATION

If the performance(s) hereunder is rendered impossible, hazardous or is otherwise prevented or impaired due to, Act(s) of God, riots, strikes, labor difficulties, accident interruption or epidemic/pandemic, earthquakes or any act or order of any public authority, and/or any other cause of event, similar or dissimilar, beyond Producer's control, then Producer's obligations with respect to the affected performance(s) shall be excused and the



Client will not be responsible to pay for the cost of the band(s). The Client will be responsible to pay for cost incurred to date for the administration of the series which includes booking all of the bands and drawing up their contracts.

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.

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



City of Northville Downtown Development Authority Director

Job Description

General Statement:

The Downtown Development Authority Director shall initiate and coordinate the downtown revitalization program for the City of Northville (the "City"). The purpose of the program shall be to promote and encourage the economic (re)development of the downtown. The Director shall be the chief executive officer of the DDA and shall be responsible for the preparation of plans and the performance of the functions of the DDA. The Director shall attend the meetings of the DDA Board and shall appraise the DDA Board and City Council of the activities of the DDA and furnish information or reports governing the operation of the DDA as required.

The Director shall serve at the pleasure and will of the Northville DDA Board of Directors, however, the Director will be considered a department director of the City and will be expected to participate in the organization as such.

Supervision Received: Budgets are set by the City Council, following the annual submission of a recommended budget from the DDA's Board of Directors. Program and project guidance and oversight is received from the DDA Board of Directors through the Board Chair. The DDA Director functions with considerable independence in job related activities and is held accountable for results. The work is typically reviewed through monthly DDA Board meetings and project and committee reports. The City Manager is responsible for ensuring the Director is carrying out the DDA Board's directives and shall communicate any issues to the DDA Board.

Discipline, hiring or other employment actions shall be done in coordination between the DDA Board and the City Manager.

The City Manager will confirm the Director's schedule and will approve their timesheet.

Supervision Exercised: Supervision is exercised over any DDA staff, temporary or seasonal employees, as well as professional consultants hired by the ODA for various projects.

Duties to Be Performed:

1. Conduct an annual Strategic Planning Session of the DDA Board of Directors to establish goals and priorities for the coming year that will be utilized to develop the DDA's annual Goals and Objectives and the DDA's operating budget. The Goals and Objectives will address the project priorities of each of the DDA's five standing Committees: Design, Economic Development, Marketing, Parking, and Organization.
2. Initiate and manage all physical and infrastructure improvement projects in the downtown. Assist the DDA Board in selecting consultants through the development of RFQ and RFPs. Manage the day-to-day activities of each project, monitor the project's schedule and budget, and communicate to the Board and Council on the progress of the project(s).
3. Maintain a comprehensive inventory of available buildings and sites in the downtown for economic development purposes and respond to requests for information. Provide information on available downtown sites through the DDA's website, social utility networks, tours, and other sources. Develop and utilize business assistance tools to assist individual tenants and property owners with both business and building improvements. Administer the DDA's Business Assistance Program which provides grants for both physical improvements and professional resources.
4. In cooperation with the Department of Public Works, monitor and develop parking to support downtown residential, office, retail and restaurant uses.
5. Enthusiastically promote the downtown through the use of the DDA's website, e-newsletter, press releases, media relations, advertising, special events, and comprehensive marketing campaign.
6. Coordinate with, and assist, the Northville Central Business Association (NCBA) and Chamber of Commerce in downtown activities including management and sponsorship of special events and promotions and attendance at pertinent meetings. Encourage a cooperative climate between downtown interests, local public officials, and the general public.
7. Carry out necessary administrative actions to support the DDA office including but not limited to preparation of agendas, reports, minutes and recommendations for Authority action in advance of DDA meetings; maintain DDA minutes, files and records, budget preparation; and purchasing, accounting, notices and correspondence on behalf of the DDA.

8. Professionally represent the DDA and serve as liaison between the DDA and the Chamber of Commerce, NCBA, local government, and other public, private or nonprofit groups and associations interested in downtown development. Represent the community on conference programs at the state and national level.
9. Monitor local, state and federal legislation and regulations relating to downtown development and report findings, trends, and recommendations to the City Manager and DDA Board.
10. Work with appropriate public agencies at the local and state levels to obtain necessary funding for DOA projects and programs. These include but are not limited to design assistance, promotional publications, building rehabilitation, parking and public improvements.
11. Keep the DDA, City Council and other organizations informed on the progress of the work program through verbal and/or written updates, e- newsletters, and presentations.
12. Attend professional development workshops and conferences to keep updated on trends and developments.
13. Other duties as may be assigned by the DDA Board / City Manager.

Desired Minimum Qualifications:

1. Education and Experience:
 - A. Bachelor's degree in urban planning, business or public administration, marketing, or related field.
 - B. Minimum of six to eight years of experience in the same or related field.
 - C. Education or experience in as many of the following areas as possible: marketing, finance, business, economic development, grant writing, architecture, historic preservation, community planning, and public relations.
2. Necessary Knowledge, Skills, and Abilities:
 - A. Considerable knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.

- B. Must understand the issues confronting business, property owners, public agencies, and community organizations in a small city; and must have an affinity for the customs, traditions, and virtues of small-town life.
- C. Knowledge of basic business management procedures and practices to effectively control department financial operations within budget and policy guidelines.
- D. Must be entrepreneurial, self-starting, energetic, imaginative, and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning effectively in a very independent environment and must possess good supervisory skills.
- E. Ability to communicate effectively orally and in writing with developers, architects, contractors, property owners, business operators, supervisors, volunteers, employees, and the general public.
- F. Knowledge of modern office procedures and practices.
- G. Must be proficient with word processing, spreadsheet, data-base and presentation software, and other programs that are determined to be essential to the efficient and effective performance of the job. Must be able to maintain the DDA website and know applicable software to manage the site.
- H. Skill in maintaining effective working relations with co-workers, merchants, property owners, public officials and the general public.
- I. Ability to deal effectively with stress and deadlines.

Salary and Benefits:

1. Full time non-union position: 40 hours per week.
2. Salary range \$75,000 - \$95,000.
3. Benefits as provided under the City of Northville Personnel Policy Manual.

Selection:

Interested applicants should submit a City of Northville Employment Application and resume with references via email to mwyman@ci.northville.mi.us. The City of Northville is an ADA/EOE employer. The DDA is accepting applications through March 7, 2025.

SEPARATION AGREEMENT

THIS AGREEMENT, made this 12th day of February, 2025, is entered into between the City of Northville, a Michigan municipal corporation (hereinafter “CITY”) and Lori Ward (hereinafter “WARD”).

1. PARTIES TO THIS AGREEMENT.

- A. As used in this Agreement, WARD shall include Lori Ward, her spouse (if married) and family members, personal representatives, executors, administrators, and heirs-at-law.
- B. As used in this Agreement, the CITY shall include all present and past appointees, elected officials, employees, agents, and/or representatives of the City of Northville.

2. SEPARATION OF EMPLOYMENT.

- A. After years of dedicated service, WARD will retire on February __, 2025.
- B. In order to effectuate this Agreement, WARD must submit to the CITY her letter of retirement, effective February __, 2025, along with her signature on this Agreement.
- C. WARD agrees to be reasonably available by phone for brief consults and questions that may arise during the transition, for a period of three months following the execution of this Agreement.

3. CONSIDERATION.

The CITY agrees, in exchange for WARD’s retirement and her signature on this Agreement, it will continue to provide WARD with single coverage health insurance benefits through the city’s group coverage until she attains the age of 65 years. WARD shall be responsible for twenty-five (25%) percent of the health insurance premium.

4. GENERAL RELEASE.

- A. In consideration of the benefits set forth in paragraph 3 above, WARD releases and forever discharges the CITY, and those persons and entities identified in paragraph 1(B) from all actual and potential claims, complaints, demands, causes of action, damages, costs, expenses, fees, and other liabilities of every sort and description, direct or indirect, fixed or contingent, known or unknown, suspected or unsuspected, and whether or not liquidated, including, without limitation, claims based upon acts occurring at any time up to the date of this Agreement, which may result in future damages or injury (collectively, the “CLAIMS”), including those arising out of, caused by or otherwise related in any way to:
 - (i) Any and all CLAIMS of alleged employment discrimination or wrongful discharge in violation of any federal, state or local statute, ordinance, regulation, judicial precedent or executive order, including, but not limited to, claims of discrimination on the basis of age, race, color, religion, sex, national origin,

veteran status, disability and/or handicap, as well as claims under Title VII of the Civil Rights Act, as amended, 42 USC §2000e *et seq.*, Federal civil rights claims under 42 U.S.C. 1981 and 1983, the Age Discrimination in Employment Act, as amended, 29 U.S.C. §621 *et seq.*, the Older Workers Benefit Protection Act of 1990, the Americans With Disabilities Act, 42 U.S.C. §12101 *et seq.*, the Rehabilitation Act of 1972, as amended, 29 U.S.C. §701 *et seq.*, the Fair Labor Standards Act, 29 U.S.C. 201, *et seq.*, the Family and Medical Leave Act, 29 U.S.C. 2601, *et seq.*, the Michigan Persons With Disabilities Civil Rights Act, MCL §37.1101 *et seq.*, the Michigan Elliott-Larsen Civil Rights Act, MCL §37.2101 *et seq.*, the Michigan WhistleBlowers' Protection Act, MCL §15.361 *et seq.*, and/or any other applicable Federal, State or local law, regulation, rule or ordinance of any kind;

- (ii) Any and all CLAIMS in tort, including, but not limited to, any claims for innocent misrepresentation, fraudulent misrepresentation, fraud, negligence, breach of implied covenant of good faith and fair dealing, misappropriation, self-dealing, defamation, libel, slander, intentional infliction of emotional distress, for emotional distress damages, breach of fiduciary duty, business torts, and all other tort claims of any kind;
- (iii) Any and all CLAIMS under any federal or State statute or regulations relating to employee benefits or retirement benefits, provided that WARD has not waived her right to receive vested retirement benefits that she may have and she may make claims for such benefits through procedures established in the applicable retirement plan;
- (iv) Any and all CLAIMS for attorney's fees, sanctions and costs under statute, court rules, or case law;
- (v) Any and all CLAIMS of or concerning grievance or arbitration rights under any union Collective Bargaining Agreement;
- (vi) Any and all CLAIMS arising under the United States Constitution or the State of Michigan Constitution, including, but not limited to, any and all due process or equal protection claims; and
- (vii) Any and all claims under any CITY policy, procedure, resolution, or ordinance.

B. This Release shall be read as broadly as possible such that the CITY shall have no further obligations or liability of any sort or nature to WARD, directly or indirectly, except as otherwise provided for in this Agreement.

5. NON-ADMISSION OF LIABILITY.

It is agreed that neither this Agreement nor anything herein contained shall constitute an admission of any liability or wrongful conduct on the part of either party to this Agreement toward

the other party. Any and all such liability or wrongful conduct is expressly denied by all parties to this Agreement.

6. OPPORTUNITY TO REVIEW AGREEMENT.

WARD acknowledges that she has read and fully understands the terms of this Agreement, and that she is fully aware of its contents and of its legal effect. WARD agrees that she has had the opportunity to review this Agreement with her counsel of choice and enters into this Agreement freely and voluntarily and with a full understanding of its terms. WARD acknowledges that, except as expressly set forth herein, no representations of any kind or character have been made by the CITY to induce her execution of this Agreement.

WARD understands that she has up to twenty-one (21) days from the date of receipt of this Agreement to sign it, and that she may revoke her acceptance of this Agreement for a period of seven (7) days thereafter by providing written notice to the CITY as follows:

CITY OF NORTHVILLE
ATTN: GEORGE LAHANAS, CITY MANAGER
215 W. MAIN STREET
NORTHVILLE, MI 48167

The benefits provided for above shall not be made or become effective until after the eighth (8th) day of signing provided WARD has not otherwise revoked this Agreement.

7. ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the parties with respect to the matters provided for herein, and no change, modification or waiver of any provision will be valid unless in writing and signed by the parties. This Agreement supersedes and annuls any and all former agreements, contracts, promises or representations, whether oral or written, express or implied, between the CITY and WARD, except as specifically provided for in this Agreement.

CITY OF NORTHVILLE

WITNESS

BY: GEORGE LAHANAS
ITS: CITY MANAGER

DATE: _____

LORI M. WARD

WITNESS

DATE: _____

NORTHVILLE DDA

WITNESS

BY: E. SHAWN RILEY
ITS: CHAIRMAN

DATE: _____

COURTNEY O'HARA

COMMUNICATIONS SPECIALIST

ABOUT ME

Tenacious challenge-seeker with excellent leadership and customer service skills. Ability to work with diverse population groups. Resourceful decision-maker and critical thinker with strong problem-solving skills. Excellent interpersonal, communication and team-building skills with the ability to build trust and rapport. Ability to smoothly manage complex and conflicting needs in a dynamic environment

EDUCATION

Eastern Michigan University 2014-2019

Bachelor of Arts

Major: Public Relations

Major: Communications

Minor: Marketing

3.6/4.0 GPA

INTERNSHIPS AND EXTRACURRICULARS

Media Relations Intern 2018

Eastern Michigan University Athletic Department

Digital Marketing Intern 2018

Dot FM Group

Sigma Delta Tau Sorority 2015-2018

Chapter President, Secretary, Historian, and Standards Board.

Stoic Society 2015-2018

Community service based organization, President in 2016

EXPERIENCE

Communications Specialist

Farmington Public Schools Feb 2022 - Present

Responsible for connecting with the media and local community through news releases. In charge of the District social media channels. Other tasks include photographing events, editing photos, creating flyers, marketing campaigns, Facebook ads, website design, event planning, and more.

Marketing Coordinator

Coldwell Banker Weir Manuel Mar 2021 - Feb 2022

Provided creative and detailed print and digital marketing services for over 600 company agents including, but not limited to, flyers, postcards, email marketing, social media posts, logo creation, brochures, and more.

CERTIFICATIONS

- Hootsuite Certification 2017
- Inbound Sales Certification 2018

EXPERTISE

- Social Media
- Digital Marketing
- Communication Skills
- AP Style Writing
- Branding
- Public Relations
- Canva
- Adobe Indesign
- Microsoft Office
- Graphic Design
- Customer Service
- Time Management
- Leadership



[linkedin.com/in/courtneygothara](https://www.linkedin.com/in/courtneygothara)



Future Meetings / Important Dates:

February 12, 2025 – Executive Committee Meeting

February 13, 2025 – Economic Development Committee

February 14, 2025 – Parking Committee Meeting with Merchants

February 17, 2025 - City Hall Closed

February 18, 2025 - Planning Commission

February 19, 2025 – Historic District Commission

February 20, 2025 – City Council Meeting

February 22, 2025 – Chillin' in the Ville

February 26, 2025 – Parking Committee Meeting with Merchants

February 25, 2025 – DDA Board Meeting

March 3, 2025 - City Council Meeting

March 4, 2025 – Planning Commission Meeting

March 6, 2025 - Marketing Mix Meeting

March 12, 2025 – Executive Committee Meeting

March 17, 2025 - City Council Meeting

March 18, 2025 – Planning Commission Meeting

March 19, 2025 - Historic District Commission Meeting

March 25, 2025 DDA Board Meeting