

Meeting of the DDA Board of Directors May 19, 2020 - 8:00 a.m.

The meeting will be held via video conference in compliance with Executive Order 2020-75, issued by Michigan Governor Whitmer, temporary authorization of remote participation in public meetings and hearings. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting.

The following is a link to attend the meeting: <https://us02web.zoom.us/j/84807041573>, +1 312 626 6799 or +1 646 558 8656, Webinar ID: 848 0704 1573

Log in Instructions, Meeting Rules and Tips are available on the City's website at this link:

<https://www.ci.northville.mi.us/cms/One.aspx?portalId=11895963&pageId=13505469#pc> OR from the main Home page, click on the Government tab, then Agendas and Minutes, scroll to the Downtown Development Authority section of the webpage, and scroll down to the link for this meeting. "Zoom Webinar User Guide for City of Northville Public" is also available on this website page."

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. March 2020 Financial Statement (Attachment 4.a)
 - b. April 2020 Financial Statement (Attachment 4.b)
 - c. March 2020 Invoice Report (Attachment 4.c)
 - d. March 2020 Invoice Report (Attachment 4d)
 - e. March 17, 2020 Meeting Minutes (Attachment 4.e)
 - f. April 21, 2020 Meeting Cancellation (Attachment 4.f)
 - g. 2019 Taxes Captured (Attachment 4.g)
 - h. 3rd Quarter Budget Amendments (Attachment 4.h)
5. MainCentre Parking Deck
 - a. Change Order #4 (Attachment 5.a)
 - b. Construction Schedule
 - c. Singh Discussions

6. Tivoli Light Project (Attachment 6)
7. Umbrella Order (Attachment 7)
8. Fountain Repair (Attachment 8)
9. Downtown Reopening Plan
 - a. Business Resources (Attachment 9.a)
 - b. Curbside Pickup locations (Attachment 9.b)
 - c. List of Businesses offering curbside pick up (Attachment 9.c)
 - d. Expanded Dining and Retail (Attachment 9.d)
 - e. Survey Results (Attachment 9.e)
10. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 10.b)
 - i. Summer concerts and events
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
 - i. 150-156 N. Center Street
11. Future Meetings / Important Dates
 - a. Economic Development Committee – May 21, 2020
 - b. Sustainability Committee – May 21, 2020
 - c. Flower Sale – May 22, 23, 2020
 - d. Memorial Day Parade – Cancelled
 - e. City Council Meeting – June 1, 2020
 - f. Marketing Committee Meeting – June 4, 2020
 - g. Design Committee Meeting – June 8, 2020
 - h. Executive Committee Meeting – June 10, 2020
12. Board and Staff Communications
13. Adjournment – Next Meeting June 16, 2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2020

% Fiscal Year Completed: 75.14

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 03/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	717,901.00	729,072.46	11,240.04	(11,171.46)		101.56
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,084.00	58,216.33	254.40	1,867.67		96.89
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)	(12.80)	(1.06)	(2,487.20)		0.51
PROPERTY TAXES		776,262.00	809,629.00	821,419.92	11,493.38	(11,790.92)		101.46
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	27,215.00	0.00	(115.00)		100.42
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	27,215.00	0.00	(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	11,326.60	8,851.60	(11,326.60)		100.00
MISCELLANEOUS REVENUES		350.00	600.00	12,017.60	8,851.60	(11,417.60)		2,002.93
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	5,000.00	3,695.40	338.53	1,304.60		73.91
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	750.00	600.51	0.00	149.49		80.07
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	6,753.23	0.00	(1,753.23)		135.06
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	4,035.80	0.00	(4,035.80)		100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(261.05)	(30.55)	(138.95)		65.26
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(466.61)	(58.75)	(283.39)		62.21
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(359.86)	(43.86)	(190.14)		65.43
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(88.08)	0.00	88.08		100.00
INTEREST		6,100.00	9,050.00	13,909.34	205.37	(4,859.34)		153.69
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	874,561.86	20,550.35	295,047.14		74.77
TOTAL REVENUES		872,420.00	1,169,609.00	874,561.86	20,550.35	295,047.14		74.77
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	8,998.20	660.57	4,251.80		67.91
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	2,673.45	175.23	2,126.55		55.70
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	9,273.26	699.21	5,081.74		64.60
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	21,691.71	1,535.01	12,383.29		63.66

PERIOD ENDING 03/31/2020
% Fiscal Year Completed: 75.14
MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2020 (ABNORM)	MONTH 03/31/20 INCR (DECR)	BALANCE (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	12,067.56	1,213.12	4,562.44	72.57
370-861-710.000	WAGES - PART TIME	20,620.00	27,520.00	14,651.97	189.66	12,868.03	53.24
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	3,918.32	1,260.86	16,981.68	18.75
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	18,746.12	558.79	6,983.88	72.86
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.900	SIDEWALK REPAIRS	0.00	0.00	15,000.00	15,000.00	(15,000.00)	100.00
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	593.72	82.82	736.28	44.64
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	7,754.20	1,817.59	(3,744.20)	193.37
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	6,438.09	0.00	1,601.91	80.08
370-861-967.000	FRINGE BENEFITS	8,605.00	9,295.00	6,066.49	534.02	3,228.51	65.27
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	38,265.80	796.00	47,129.20	44.81
Total Dept 861 - DESIGN COMMITTEE		239,215.00	246,835.00	142,966.22	21,452.86	103,868.78	57.92
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	12,067.61	1,213.14	4,562.39	72.57
370-862-710.000	WAGES - PART TIME	15,080.00	19,090.00	8,828.86	948.31	10,261.14	46.25
370-862-726.000	SUPPLIES	150.00	150.00	8.68	8.68	141.32	5.79
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	31,131.00	0.00	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	49,980.88	6,382.00	19,019.12	72.44
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	784.94	39.99	55.06	93.45
370-862-967.000	FRINGE BENEFITS	7,745.00	8,060.00	5,616.03	592.72	2,443.97	69.68
Total Dept 862 - MARKETING		143,625.00	147,980.00	108,418.00	9,184.84	39,562.00	73.27
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,315.00	6,033.93	606.57	2,281.07	72.57
370-863-710.000	WAGES - PART TIME	1,510.00	1,910.00	882.96	94.85	1,027.04	46.23
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	2,534.77	267.01	905.23	73.69
Total Dept 863 - PARKING		178,885.00	457,849.00	114,766.66	968.43	343,082.34	25.07
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	15,084.50	1,516.38	5,705.50	72.56
370-864-710.000	WAGES - PART TIME	7,540.00	9,545.00	4,414.39	474.15	5,130.61	46.25
370-864-726.000	SUPPLIES	1,150.00	1,150.00	2,907.55	1,393.03	(1,757.55)	252.83
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	2,894.60	88.40	320.40	90.03
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,110.00	5,246.49	0.00	(2,136.49)	168.70

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MARCH BENCHMARK 75%

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	4,868.00	0.00	2.00		99.96
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	920.92	121.05	714.08		56.33
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	5,120.00	1,272.00	(120.00)		102.40
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,005.88	107.97	414.12		70.84
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	0.00	798.81		42.94
370-864-967.000	FRINGE BENEFITS	8,805.00	8,965.00	6,657.88	703.24	2,307.12		74.27
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	60,154.67	5,676.22	14,550.33		80.52
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	15,084.23	1,516.39	5,705.77		72.56
370-865-710.000	WAGES - PART TIME	3,020.00	3,820.00	1,765.78	189.66	2,054.22		46.22
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	6,302.22	663.83	2,222.78		73.93
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	34,335.00	23,152.23	2,369.88	11,182.77		67.43
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	485,564.49	41,187.24	684,044.51		41.52
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,169,609.00	874,561.86	20,550.35	295,047.14		74.77
TOTAL EXPENDITURES		872,420.00	1,169,609.00	485,564.49	41,187.24	684,044.51		41.52
NET OF REVENUES & EXPENDITURES		0.00	0.00	388,997.37	(20,636.89)	(388,997.37)		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2020

% Fiscal Year Completed: 83.33

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2020 NORM (ABNORM)	MONTH 04/30/20 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	729,072.00	729,072.46	0.00	(0.46)	100.00
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,827.00	58,216.33	0.00	2,610.67	95.71
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)	(1,500.00)	(12.80)	0.00	(1,487.20)	0.85
PROPERTY TAXES		776,262.00	822,543.00	821,419.92	0.00	1,123.08	99.86
GRANTS & OTHER LOCAL SOURCES							
370-000-586.020	SPONSORSHIPS	27,100.00	33,500.00	29,215.00	2,000.00	4,285.00	87.21
GRANTS & OTHER LOCAL SOURCES		27,100.00	33,500.00	29,215.00	2,000.00	4,285.00	87.21
MISCELLANEOUS REVENUES							
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00
370-000-666.000	MISCELLANEOUS REVENUE	200.00	291.00	291.00	0.00	0.00	100.00
370-000-667.000	INSURANCE PROCEEDS	0.00	11,327.00	11,326.60	0.00	0.40	100.00
MISCELLANEOUS REVENUES		350.00	12,018.00	12,017.60	0.00	0.40	100.00
INTEREST							
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	5,000.00	3,956.49	261.09	1,043.51	79.13
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	750.00	632.30	31.79	117.70	84.31
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	7,000.00	7,987.14	0.00	(987.14)	114.10
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	3,752.63	0.00	(3,752.63)	100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(297.18)	(36.13)	(102.82)	74.30
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(523.12)	(56.51)	(226.88)	69.75
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(399.45)	(39.59)	(150.55)	72.63
370-000-664.700	CUSTODIAL FEES	0.00	(130.00)	(99.66)	0.00	(30.34)	76.66
INTEREST		6,100.00	10,920.00	15,009.15	160.65	(4,089.15)	137.45
FUND BALANCE RESERVE							
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	304,036.00	0.00	0.00	304,036.00	0.00
FUND BALANCE RESERVE		62,608.00	304,036.00	0.00	0.00	304,036.00	0.00
Total Dept 000		872,420.00	1,183,017.00	877,661.67	2,160.65	305,355.33	74.19
TOTAL REVENUES		872,420.00	1,183,017.00	877,661.67	2,160.65	305,355.33	74.19
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	9,327.65	329.45	3,922.35	70.40
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	2,830.08	156.63	1,969.92	58.96
370-753-967.000	FRINGE BENEFITS	14,355.00	13,880.00	9,620.00	346.74	4,260.00	69.31
Total Dept 753 - DPW SERVICES		34,075.00	33,600.00	22,524.53	832.82	11,075.47	67.04

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		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2020 (ABNORM)	MONTH 04/30/20 INCR (DECR)	BALANCE (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	13,280.68	1,213.12	3,349.32	79.86
370-861-710.000	WAGES - PART TIME	20,620.00	27,520.00	14,871.10	219.13	12,648.90	54.04
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	3,918.32	0.00	16,981.68	18.75
370-861-751.000	FUEL & OIL	1,000.00	500.00	217.27	0.00	282.73	43.45
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	31,680.00	19,304.91	558.79	12,375.09	60.94
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	2,000.00	0.00	0.00	2,000.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0.00	15,000.00	15,000.00	0.00	0.00	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	28,250.00	17,067.36	0.00	11,182.64	60.42
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	5,655.71	5,061.99	(4,325.71)	425.24
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	8,713.55	959.35	(4,703.55)	217.30
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	6,438.09	0.00	1,601.91	80.08
370-861-967.000	FRINGE BENEFITS	8,605.00	9,300.00	6,602.79	536.30	2,697.21	71.00
370-861-976.010	STREET FURNISHINGS	85,395.00	129,850.00	38,265.80	0.00	91,584.20	29.47
Total Dept 861 - DESIGN COMMITTEE		239,215.00	303,745.00	151,514.90	8,548.68	152,230.10	49.88
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	13,280.73	1,213.12	3,349.27	79.86
370-862-710.000	WAGES - PART TIME	15,080.00	19,090.00	9,924.54	1,095.68	9,165.46	51.99
370-862-726.000	SUPPLIES	150.00	150.00	8.68	0.00	141.32	5.79
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,000.00	31,131.00	0.00	869.00	97.28
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	57,180.88	7,200.00	11,819.12	82.87
370-862-801.340	WEB SITE MAINTENANCE	840.00	5,840.00	824.93	39.99	5,015.07	14.13
370-862-967.000	FRINGE BENEFITS	7,745.00	8,060.00	6,220.14	604.11	1,839.86	77.17
Total Dept 862 - MARKETING		143,625.00	152,680.00	118,570.90	10,152.90	34,109.10	77.66
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,315.00	6,640.50	606.57	1,674.50	79.86
370-863-710.000	WAGES - PART TIME	1,510.00	1,910.00	992.54	109.58	917.46	51.97
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	0.00	1,500.00	0.00	0.00	1,500.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	12,500.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	342,812.00	90,420.00	22,605.00	252,392.00	26.38
370-863-967.000	FRINGE BENEFITS	3,405.00	3,440.00	2,802.95	268.18	637.05	81.48
Total Dept 863 - PARKING		178,885.00	408,027.00	150,855.99	36,089.33	257,171.01	36.97
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	16,600.92	1,516.42	4,189.08	79.85
370-864-710.000	WAGES - PART TIME	7,540.00	9,545.00	4,962.23	547.84	4,582.77	51.99
370-864-726.000	SUPPLIES	1,150.00	2,170.00	2,907.55	0.00	(737.55)	133.99
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	2,983.00	88.40	232.00	92.78

PERIOD ENDING 04/30/2020
% Fiscal Year Completed: 83.33
APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 04/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	5,000.00	5,965.49	719.00	(965.49)		119.31
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	4,868.00	0.00	2.00		99.96
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,315.00	920.92	0.00	394.08		70.03
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	5,120.00	0.00	(120.00)		102.40
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,113.85	107.97	306.15		78.44
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	0.00	798.81		42.94
370-864-967.000	FRINGE BENEFITS	8,805.00	8,970.00	7,366.84	708.96	1,603.16		82.13
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	12,100.00	3,025.00	0.00		100.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	77,300.00	66,868.26	6,713.59	10,431.74		86.50
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	16,600.60	1,516.37	4,189.40		79.85
370-865-710.000	WAGES - PART TIME	3,020.00	3,820.00	1,984.92	219.14	1,835.08		51.96
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	500.00	0.00	0.00	500.00		0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,525.00	6,968.28	666.06	1,556.72		81.74
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,835.00	25,553.80	2,401.57	8,281.20		75.52
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	173,830.00	159,415.00	0.00		100.00
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	173,830.00	159,415.00	0.00		100.00
TOTAL EXPENDITURES		872,420.00	1,183,017.00	709,718.38	224,153.89	473,298.62		59.99
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,183,017.00	877,661.67	2,160.65	305,355.33		74.19
TOTAL EXPENDITURES		872,420.00	1,183,017.00	709,718.38	224,153.89	473,298.62		59.99
NET OF REVENUES & EXPENDITURES		0.00	0.00	167,943.29	(221,993.24)	(167,943.29)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 03/01/2020 - 03/31/2020
 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							
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS RETAI	CHRISTMAS DECORATIONS	9369	03/11/20	1,238.00	112567
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	31320	04/08/20	22.86	112826
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	030520	03/11/20	299.00	500390
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI TOWN SQUARE	31720	03/20/20	259.79	112695
370-861-801.900	SIDEWALK REPAIRS	ROSS MICHAEL TAXSONY	134 N CENTER ALLEYWAY REPAIRS	91003	03/11/20	15,000.00	112639
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	03.23.20	03/23/20	82.82	112797
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 2/12/20 - 3/12/20	030120	04/08/20	1,817.59	500392
370-861-976.010	STREET FURNISHINGS	HERWIG LIGHTING	6 LAMP POSTS AND LANTERNS	12920	03/20/20	796.00	112690
Total For Dept 861 DESIGN COMMITTEE						19,516.06	
Dept 862 MARKETING							
370-862-726.000	SUPPLIES	JERI JOHNSON	SPONSORSHIP PRINTING	22720	03/11/20	8.68	112529
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	MARCH/APRIL EVENT CARDS	62131	03/11/20	569.00	112536
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	MARCH/APRIL DOWNTOWN EVENT BOARDS	GV46315	03/11/20	451.00	112575
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEB - APRIL	044	03/11/20	1,900.00	112594
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	THE VILLE AD FOR APRIL	1667	03/11/20	150.00	112621
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SPONSORSHIP BROCHURE	62269	03/20/20	162.00	112680
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	FEB SEEN AD	2020-3430	03/20/20	700.00	112737
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	1 YEAR - 1/2 PAGE AD IN THE VILLE	1668	03/20/20	6,300.00	112740
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	JAN SEEN AD	2020-253	03/20/20	700.00	112737
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	MARCH SEEN AD	2020-3431	03/20/20	700.00	112737
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP SERVICE	MC10814581	04/08/20	39.99	112827
Total For Dept 862 MARKETING						11,680.67	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 DIVIDERS, FILTERS, MAGNIFI	442437654001	03/11/20	20.38	112530
370-864-726.000	SUPPLIES	COMMUNITY FINANCIAL	CREDIT CARD USAGE - FEB 20 - ICHAT,	212020	03/11/20	105.99	112582
370-864-726.000	SUPPLIES	LORI WARD	LAP TOP COMPUTER - COVID 19	032320	04/08/20	1,240.17	112827
370-864-726.000	SUPPLIES	LORI WARD	SECURITY FOR LAPTOP	CS2513992866	04/08/20	26.49	112827
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	031620	03/20/20	88.40	112694
370-864-910.000	LIABILITY & PROPERTY INS	WEST BEND MUTUAL INSUR	2020 SPECIAL EVENT POLICIES (SKELET	011054616000	03/11/20	1,272.00	112588
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE AND INTERNET	030520	03/11/20	32.97	500390
Total For Dept 864 ORGANIZATIONAL						2,786.40	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						33,983.13	

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 User: Lward
 DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 04/01/2020 - 04/30/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Attachment 4.d

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	040520	04/08/20	299.00	500393
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI TOWN SQUARE	41720	04/22/20	259.79	112917
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES 920004183355	041420	04/22/20	4,984.53	112922
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICTY USAGE	042220	04/22/20	77.46	112921
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 3/13/20 - 4/13/20	041320	05/06/20	959.35	500396
Total For Dept 861 DESIGN COMMITTEE						6,580.13	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY MARKETING RETAINER	NORTHVILLE 4-2020	04/08/20	2,000.00	112804
370-862-801.000	CONTRACTUAL SERVICES	BIZZELL DESIGN	BRANDING	3242020 - A	04/08/20	2,500.00	112836
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	APRIL AD	2020-3432	04/08/20	700.00	112849
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR AND MARKETING RETAINER	NORTHVILLE 5-2020	04/22/20	2,000.00	112907
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MONTHLY MAILCHIMP	MC10890049	04/08/20	39.99	112827
Total For Dept 862 MARKETING						7,239.99	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERVICE	COMCAST CORPORATION	OFFICE WIFI	41620	04/22/20	88.40	112916
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL FEB 2020 (19.6	10753737	04/08/20	175.00	112815
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE FEB 20 (6.	119884	04/08/20	544.00	112842
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	040520	04/08/20	32.97	500393
Total For Dept 864 ORGANIZATIONAL						840.37	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						14,660.49	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of March 17, 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, Margene Buckhave, John Casey (Phone), Aaron Cozart (Phone), Ryan McKindles, Shawn Riley, Mary Starring*

Absent: *Carolann Ayers, DJ Boyd, Jim Long, Greg Presley*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Barbara Moroski-Browne/City Council, Nancy Darga/Resident, Dave Guteman/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. February 2020 Financial Statement
- b. February 2020 Invoice Report
- c. February 18, 2020 DDA Board Meeting Minutes

Motion by Turnbull, seconded by Starring to approve the Agenda and Consent Agenda. **Motion carried unanimously.**

DDA PROPOSED 2020-21 BUDGET

Ward stated that the City Council will be approving all 2020-21 department budgets on April 27th. Since the March Board meeting, the tax increment financing revenue has increased slightly by 1.8% or \$8,882. The revised total revenues equal \$880,994 and the proposed expenditures are \$871,350 allowing the DDA to return \$9,644 back to the DDA's fund balance. By the end of the fiscal year the fund balance will be \$142,288, Ward is hoping to improve that position a little every year. Ward mentioned that none of the new Griswold construction project revenues are reflected in the 2020-21 budget but there will be an additional \$20,000 increase in revenue for the 2021-22 budget year.

Ward said that this budget also allows for assistance with downtown programs and promotions. Contributions will still be made to the Northville Chamber, Buy MI Now, Tunes on Tuesday, and the Spectrum Festival. The budget also includes \$25,000 earmarked for Friday night concerts offset by \$15,000 in revenue generated from sponsorships. Johnson raised concern given the potential economic downturn from COVID-19 there might be less sponsorship dollars provided by businesses. Ward said in this budget there are no additional funds beyond the \$10,000 available for Friday concerts. Sullivan questioned if the contract we have with JAG Entertainment allows for

cancellation of concerts if we are still not allowed to gather in group settings by the end of May. Ward said we currently have no signed contract with JAG Entertainment so the DDA will follow up with Geitzen to find out about the cancellation policy. McKindles encouraged the Board to find the money for the concerts in the budget even if sponsorships decrease because the community will need more than ever to come together this summer. Ward also mentioned the \$5,000 in the 2020-21 budget for a new Christmas event that could be tabled this year so the monies could be diverted to concerts.

The 2020-21 budget does not reflect any costs for the MainCentre Deck repairs. Sullivan said the City is almost through the special assessment process. Singh has hired a law firm and filed a lawsuit to fight the special assessment believing the original 1996 Parking Agreement exempts them from any parking deck repair costs. The City attorneys are currently in discussions with the Singh attorneys with the hopes of coming to some sort of agreement. Sullivan said April 20th will be the deadline for City Council to approve the special assessment and move forward with a law suit. Sullivan expressed concern that we do not want to lose the original bid pricing by RAM construction if the City has still not reached an agreement with Singh by April 20th. The deck is badly in need of repair and should not be put off much longer. Ward mentioned using the City parking fund temporarily to make the repairs and then replenishing the fund with future capture or refinancing the DDA bonds. Ward has reached out to RAM about a pricing extension and whether their schedule would accommodate a later construction date. McKindles suggested moving forward with the repairs despite an agreement with Singh because the MainCentre Deck will only continue to get worse.

Motion by McKindles, seconded by Starring to adopt the proposed 2020-21 budget.
Motion carried unanimously.

LANDSCAPE CONTRACT BID RESULTS

Ward said the DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in February 2020. The 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 personal qualifications, similar work, and unit prices will be awarded for the year.

After reviewing the two proposals it was found that Commercial Ground Services was 30% lower than Garden Girls and Guys. Commercial Ground Services has been great to work with in the past so the DDA is asking you to 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. This contract is for one year with the ability to renew three additional times.

Motion by McKindle, seconded Starring to approve the landscape contract with Common Grounds Services. **Motion carried unanimously.**

DDA WAYFINDING AND BRANDING PROJECT

Ward provided some illustrations of Buzz Bizzel's newest branding work in the Board packet so the Board could provide feedback. The attachment on page 2 shows the various fonts, logo designs and colors. The favorite logo design (on page 1) is shown with a burgundy "Northville" but the Design Committee has asked that it be changed to rust. The "City of" and "Michigan" will either be in light beige or green. At the next City Council meeting the two welcome signs (type A and type B) will be submitted for approval. The Type A sign will be in three locations and the Type B sign will be in one location throughout the City. There are several brick/stone base options for the monument sign to choose from, the favorite being the cream-colored brick. The brick chosen would be the shade of the Water Wheel building which has been commonly used in other downtown Northville locations. There are 4 sign locations throughout the City of Northville; 8 Mile and Novi Road, Center Street and 8 Mile, Griswold and 8 Mile, and Northville Road near Cady. Turnbull noted that the map shows no sign at 7 Mile and Center street. He believes that is the most visible and looked at sign in Northville. Ward stated the sign was eliminated because of the uncertainty of the Downs development and the possibility of having to move the sign in the future. Ward added the Downs parking lot is currently an eyesore and the committee did not want to draw attention to the area. Casey agreed with Turnbull that the sign is the most noticeable sign in Northville.

The Downs development might not happen for several years so if that time we need to move it to a new location we can make that happen. Sullivan stated the Downs would have to grant an easement to allow for the sign. Sullivan likes the idea of signs at the actual site of the City limits. Bizzel has designed metal signs on poles for those specific locations. Ward stated all three of the Type A signs would be illuminated. The Board was in favor of the brighter green lettering versus the beige for the signs. Guteman commented that green also highlights the City's desire to be a green community. The Board was unanimous in favor of using the color rust instead of burgundy for the new logo. Ward questioned whether the Board liked the "Historic Downtown" on the entrance signs. Sullivan likes the "Historic Downtown" only on the sign near the Water Wheel building because you are actually entering downtown at that location.

Ward stated the Type A (\$13,100.00) versus Type B (\$3,100.00) signs is a \$10,000.00 difference in price. Sullivan stated these signs will last 30 years so the expense is worthwhile. Ward said the DDA is wanting to change its color scheme from pastels to a similar City color pallet. Bizzel also designed 5 different sign pole banners for use in the downtown. These would be used to promote various seasonal activities in the downtown. Ward highlighted the new sponsorship brochure with the 3 logos for Music on Main, Northville Unplugged, and Skelton's Alive. The new logos have a similar color pallet that compliments the new branding colors.

Ward mentioned the two across street banners that will be installed to promote events. Bizzel's quote for the two across street banners is \$47,000. The DDA also received a bid from Signs by Crannie and their quote was \$31,000. Ward said we will be bidding the across street banners out separately.

Sullivan suggested waiting to do the permanent monument sign at 7 Mile and Sheldon till the new development takes place because per Bizzel's recommendation it should be on the NE corner so oncoming traffic can see it clearly. Right now, the only place we could put the sign is where the current one is on the NW corner. We can still have a sign on South Center marking the City limits. Ward stated all the old signs will be removed. Johnson suggested possibly doing the less expensive Type B sign at the 7 Mile and Sheldon current location until the new development happens.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Ward said the sign update was the Design Committee report.

b. Marketing Committee:

Riley said the committee met at New Hope Grief. The conversation at the meeting was focused on events happening this summer and using Ford Field more frequently as an event location. Information sharing is a real important focus of this committee.

c. Parking Committee:

MainCentre Parking Deck Public Improvement repair quotes included in the Board packet.

d. Organizational Committee:

Ward said the committee has been meeting regularly to work on the proposed 2020-21 budget that was just approved.

e. Economic Development Committee:

Ward said the next EDC meeting is scheduled for March 19th. Robert Miller is planning to present the drawings for the new building at Center and Dunlap Streets. This meeting will possibly be cancelled due to the COVID-19 shut down.

FUTURE MEETINGS/ IMPORTANT DATES

Sullivan said the COVID-19 situation is changing rapidly and the City is following the developing guidelines closely. The governor has recommended canceling all meetings that to not have anything on the agenda that requires a decision. The State is still working on legislation to have the quorum requirement for meetings be met with over the phone participation and also include audience participation. Sullivan is hoping for more clarity after a teleconference with the State leaders tomorrow. City Hall is now closed to the public but open to employees. Ward said we will not have DDA subcommittee meetings till further notice due to COVID-19 concerns.

Buckhave suggested reaching out to all the local restaurants regarding their carry-out and delivery options and then creating a list to share on Social Media. Ward said the DDA has already sent out a MailChimp to all the restaurants to gather their information so we can create a list to share with the public. Retailers may be next to close and the DDA will be in communication with them as well. Ward said there are State and Federal links for small business loans and employment assistance that we will put on our website and share with our Northville Businesses. Sullivan suggested creating a few parking spaces designated for curbside pickup. 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 April 21, 2020.

Meeting adjourned at 9:40 am

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



The April 21,2020 meeting of the DDA
Board of Directors was cancelled.



215 W. Main Street • Northville, Michigan 48167-1522
 Phone: (248) 349-1300 • Fax: (248) 349-9244

DATE: March 18, 2020

TO: State of Michigan
 City of Northville
 County of Wayne
 Northville Public Schools
 Schoolcraft Community College
 Wayne Regional Educational Service Authority
 Huron-Clinton Metropolitan Authority
 Northville District Library

FROM: Sandi Wiktorowski, Treasurer 

RE: 2019 Taxes Captured by the Northville Downtown Development Authority

The 2019 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

<u>Base Year</u>	<u>Base Year</u> <u>SEV</u>	<u>2019</u> <u>P.R.E.</u> <u>Captured</u>	<u>2019</u> <u>Non-PRE</u> <u>Captured</u>	<u>Total Taxable</u> <u>Captured</u>
DDA 1978	3,935,367	1,677,750	24,327,004	26,004,754
DDA2 1993	454,300	98,814	260,969	359,783
DDA3	<u>2,413,621</u>	<u>245,712</u>	<u>85,630</u>	<u>331,342</u>
Total	<u>6,803,288</u>	<u>2,022,276</u>	<u>24,673,603</u>	<u>26,695,879</u>

The total millage rates for each of the above categories are:

PRE	27.3106
Commercial Personal (MBT)	27.3106
Non-PRE	27.3106

Based on the above 2019 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

<u>Taxing Jurisdiction</u>	<u>Millage Rate</u>	<u>Distribution Calculated & Distributed</u>
City of Northville	15.9176	424,932.10
Wayne County	6.6380	177,205.63
Wayne Parks	0.2459	6,563.58
Schoolcraft Community College	2.2516	60,107.66
Huron Clinton Metropolitan Authority	0.2117	5,650.66
Northville District Library	1.1077	29,570.23
Wayne Public Safety	0.9381	25,042.60
Total		<u>\$ 729,072.46</u>

If you have any questions, please do not hesitate to contact me directly at 248-449-9912 or via e-mail at swiktorowski@ci.northville.mi.us .

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Attachemtn 4.h

Year Ended 06/30/2020

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	27,100	0	0	6,400	0	33,500	29,215	87.21
	GRANTS & OTHER LOCAL SOURCES	27,100	0	0	6,400	0	33,500	29,215	87.21
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	2,500	0	2,500	0	0	5,000	3,695	73.91
370-000-664.190	INTEREST - MI CLASS 1 DIST	250	0	500	0	0	750	601	80.07
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000	0	0	2,000	0	7,000	6,753	96.47
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	0	(405)	405	0	0	0	4,036	0.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600)	0	200	0	0	(400)	(261)	65.26
370-000-664.500	INVESTMENT ADVISORY FEES	(750)	0	0	0	0	(750)	(523)	69.75
370-000-664.600	BANK LOCKBOX FEES	(300)	9	(259)	0	0	(550)	(360)	65.43
370-000-664.700	CUSTODIAL FEES	0	0	0	(130)	0	(130)	(88)	67.75
	INTEREST	6,100	(396)	3,346	1,870	0	10,920	13,853	126.86
MISCELLANEOUS REVENUES									
370-000-659.110	RENTS-SHORT TERM	150	200	50	0	0	400	400	100.00
370-000-666.000	MISCELLANEOUS REVENUE	200	0	0	91	0	291	291	100.00
370-000-667.000	INSURANCE PROCEEDS	0	0	0	11,327	0	11,327	11,327	100.00
	MISCELLANEOUS REVENUES	350	200	50	11,418	0	12,018	12,018	100.00
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	688,553	0	29,348	11,171	0	729,072	729,072	100.00
370-000-403.010	DDA OPERATING LEVY	60,209	0	(125)	743	0	60,827	58,216	95.71
370-000-403.040	LOCAL COMMUNITY STABILIZATION	30,000	0	4,144	0	0	34,144	34,144	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(2,500)	0	0	1,000	0	(1,500)	(13)	0.85
	PROPERTY TAXES	776,262	0	33,367	12,914	0	822,543	821,419	99.86
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608	280,600	(19,978)	(19,194)	0	304,036	0	0.00
	FUND BALANCE RESERVE	62,608	280,600	(19,978)	(19,194)	0	304,036	0	0.00
TOTALS FOR DEPT 000-		872,420	280,404	16,785	13,408	0	1,183,017	876,505	74.09
TOTAL Revenues		872,420	280,404	16,785	13,408	0	1,183,017	876,505	74.09
DEPT: 753-DPW SERVICES									
370-753-706.000	WAGES - REGULAR FULL TIME	13,250	0	0	0	0	13,250	9,328	70.40
370-753-707.000	WAGES - REGULAR OVERTIME	1,170	0	0	0	0	1,170	353	30.18
370-753-939.000	AUTOMOTIVE SERVICE	500	0	0	0	0	500	394	78.73
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800	0	0	0	0	4,800	2,830	58.96
370-753-967.000	FRINGE BENEFITS	14,355	0	0	(475)	0	13,880	9,620	69.31
TOTALS FOR DEPT 753-DPW SERVICES		34,075	0	0	(475)	0	33,600	22,525	67.04
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	16,600	0	30	0	0	16,630	13,281	79.86
370-861-710.000	WAGES - PART TIME	20,620	0	6,900	0	0	27,520	14,871	54.04

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2020

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-861-726.000	SUPPLIES	625	0	0	0	0	625	147	23.49
370-861-740.050	DOWNTOWN MATERIALS	20,900	0	0	0	0	20,900	3,918	18.75
370-861-751.000	FUEL & OIL	1,000	0	0	(500)	0	500	217	43.45
370-861-801.000	CONTRACTUAL SERVICES	25,730	0	0	5,950	0	31,680	19,305	60.94
370-861-801.160	RESTROOM PROGRAM	2,750	0	0	0	0	2,750	1,677	60.96
370-861-801.900	SIDEWALK REPAIRS	0	0	0	0	0	0	15,000	0.00
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500	0	0	(500)	0	2,000	0	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000	0	0	(5,000)	0	5,000	0	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0	0	0	15,000	0	15,000	0	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750	0	0	(2,500)	0	28,250	17,067	60.42
370-861-913.000	VEHICLE INSURANCE	360	0	0	0	0	360	356	98.89
370-861-920.010	ELECTRIC POWER	1,330	0	0	0	0	1,330	5,656	425.24
370-861-920.020	NATURAL GAS	4,010	0	0	0	0	4,010	7,754	193.37
370-861-920.030	WATER & SEWER SERVICE	8,040	0	0	0	0	8,040	6,438	80.08
370-861-967.000	FRINGE BENEFITS	8,605	0	690	5	0	9,300	6,603	71.00
370-861-976.010	STREET FURNISHINGS	85,395	0	0	44,455	0	129,850	38,266	29.47
TOTALS FOR DEPT 861-DESIGN COMMITTEE		239,215	0	7,620	56,910	0	303,745	150,556	49.57
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	16,600	0	30	0	0	16,630	13,281	79.86
370-862-710.000	WAGES - PART TIME	15,080	0	4,010	0	0	19,090	9,925	51.99
370-862-726.000	SUPPLIES	150	0	0	0	0	150	9	5.79
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300	0	0	(300)	0	32,000	31,131	97.28
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910	0	0	0	0	1,910	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000	0	0	0	0	69,000	57,181	82.87
370-862-801.340	WEB SITE MAINTENANCE	840	0	0	5,000	0	5,840	825	14.13
370-862-967.000	FRINGE BENEFITS	7,745	0	315	0	0	8,060	6,220	77.17
TOTALS FOR DEPT 862-MARKETING		143,625	0	4,355	4,700	0	152,680	118,572	77.66
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	8,300	0	15	0	0	8,315	6,641	79.86
370-863-710.000	WAGES - PART TIME	1,510	0	400	0	0	1,910	993	51.97
370-863-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	0	0	0	1,500	0	1,500	0	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620	278,514	0	(51,322)	0	342,812	90,420	26.38
370-863-967.000	FRINGE BENEFITS	3,405	0	35	0	0	3,440	2,803	81.48
TOTALS FOR DEPT 863-PARKING		178,885	278,514	450	(49,822)	0	408,027	150,857	36.97
DEPT: 864-ORGANIZATIONAL									
370-864-706.000	WAGES - REGULAR FULL TIME	20,750	0	40	0	0	20,790	16,601	79.85
370-864-710.000	WAGES - PART TIME	7,540	0	2,005	0	0	9,545	4,962	51.99
370-864-726.000	SUPPLIES	1,150	0	0	1,020	0	2,170	2,908	133.99
370-864-730.000	POSTAGE	100	0	0	0	0	100	3	3.25
370-864-731.000	PUBLICATIONS	65	0	0	0	0	65	65	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980	1,100	1,135	0	0	3,215	2,983	92.78
370-864-802.010	LEGAL SERVICES - GENERAL	3,000	0	110	1,890	0	5,000	5,965	119.31
370-864-805.000	AUDITING SERVICES	4,870	0	0	0	0	4,870	4,868	99.96
370-864-900.000	PRINTING & PUBLISHING	1,635	0	0	(320)	0	1,315	921	70.03
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210	790	0	0	0	5,000	5,120	102.40
370-864-920.000	UTILITIES	1,420	0	0	0	0	1,420	1,114	78.44
370-864-958.000	MEMBERSHIP & DUES	1,340	0	0	0	0	1,340	1,290	96.27
370-864-960.000	EDUCATION & TRAINING	1,400	0	0	0	0	1,400	601	42.94
370-864-967.000	FRINGE BENEFITS	8,805	0	160	5	0	8,970	7,367	82.13
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100	0	0	0	0	12,100	12,100	100.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		69,365	1,890	3,450	2,595	0	77,300	66,868	86.50

Year Ended 06/30/2020

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	20,750	0	40	0	0	20,790	16,601	79.85
370-865-710.000	WAGES - PART TIME	3,020	0	800	0	0	3,820	1,985	51.96
370-865-726.000	SUPPLIES	200	0	0	0	0	200	0	0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000	0	0	(500)	0	500	0	0.00
370-865-967.000	FRINGE BENEFITS	8,455	0	70	0	0	8,525	6,968	81.74
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		33,425	0	910	(500)	0	33,835	25,554	75.52
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830	0	0	0	0	173,830	173,830	100.00
TOTALS FOR DEPT 945-DEBT SERVICE		173,830	0	0	0	0	173,830	173,830	100.00
TOTAL Expenditures		872,420	280,404	16,785	13,408	0	1,183,017	708,762	59.91
TOTAL FOR FUND 370									
REVENUES:		872,420	280,404	16,785	13,408	0	1,183,017	876,505	74.09
EXPENDITURES		872,420	280,404	16,785	13,408	0	1,183,017	708,759	59.91
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	167,746	0.00


AIA® Document G701™ – 2017
Change Order

PROJECT: (Name and address)
Cady Street Parking Structure
Restoration 2019

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 4, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 4
Date: March 9, 2020

OWNER: (Name and address)
City of Northville
Downtown Development Authority
215 West Main Street
Northville, MI 48167

ARCHITECT: (Name and address)
WGI Michigan, Inc
5136 Lovers Lane
Kalamazoo, MI 49002

CONTRACTOR: (Name and address)
RAM Construction Service of Michigan,
Inc
13800 Eckles Rd
Livonia, MI 48150

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add the following items to the contract. Refer to Bulletin #1.

Item #1: Add Phase 2 – Main Centre Parking Structure Restoration 2020 in accordance with the attached Drawings, dated January 10, 2020, and the attached supplementary Specification. Work or materials not specifically mentioned herein are to be as described in the Project Manual for this project, dated July 29, 2019.

Item #2: Performance and Payment Bond for Phase 2 – Main Centre Parking Structure Restoration 2020.

Refer to attached table for Phase 2 work items, estimated quantities, and unit rates.

The original Contract Sum was	\$	246,294.32
The net change by previously authorized Change Orders	\$	19,152.47
The Contract Sum prior to this Change Order was	\$	227,141.85
The Contract Sum will be increased by this Change Order in the amount of	\$	193,171.36
The new Contract Sum including this Change Order will be	\$	420,313.21

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be Fifty-Six (56) days from the date of contractor site remobilization.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

WGI Michigan, Inc.

RAM Construction Service of Michigan, Inc. City of Northville

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Justin Thomson, Project Manager
PRINTED NAME AND TITLE

Tom Szabo, Vice President
PRINTED NAME AND TITLE

Patrick Sullivan
PRINTED NAME AND TITLE

3/9/2020
DATE

4/2/2020
DATE

5-5-20
DATE

**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	-



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Festoon Lights

Date: May 19, 2020

Background:

The DDA reviewed the option of repairing or replacing the festoon lights that hang above Town Square. The lights were installed 13 years ago and have started to fade and the globes are starting to yellow. In addition, the seals on the globes are failing and letting water into the fixtures. DDA staff contacted Grissim Metz who designed Town Square to get information on where to get the new lights and globes. At 13 years, they are approaching what is considered end of life (50,000 hours).

Budget:

Green Electrical Solutions has worked with the DDA and City on numerous projects. They have provided a quote for repairing the existing lights for \$11,800 and replacing them for \$19,450. The DDA has \$18,000 earmarked in this year's DDA budget to complete the project. When asked about repairing them Don Green stated that the existing wiring was all in good shape and did not need to be replaced. Staff obtained an additional quote one from Allied, the City's electrical contractors, for \$19,652 for replacing the lights. They did not want to repair them. With DPW's schedule and reduced staffing, DDA staff recommends that the DDA contract out the purchase and installation of the lights.

Recommendation:

DDA staff recommends that the DDA approve the contract with Green Electrical Solutions for \$11,800 for the purchase and installation of the Festoon lights.



GREEN ELECTRICAL SOLUTIONS

Electrical Contractor
Commercial - Industrial

QUOTATION

May 6, 2020

20-135

Lori Ward
City of Northville
215 West Main St.
Northville, MI 48167

Attention: Lori Ward
Regarding: Town Square Festoon Lighting

Lori, I'm pleased to offer these proposals for the festoon lighting. Proposal #1 we will replace all LED's and globes. Also make any repairs to sockets and rehang where falling down. Proposal #2 We will disconnect and remove all existing wiring and install new wiring. Proposal includes: Labor, truck and materials.

Proposal #1.....\$11,800.00
Proposal #2.....\$19,450.00

If acceptable, please indicate it in the spaces provided, then please sign and send.

We thank you for the opportunity to quote your electrical requirements.

Sincerely,

Don Green
Master Electrician

Purchaser:

Accepted By:

This proposal will be valid for 30 days from quote date.



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Purchase of Umbrellas for Town Square

Date: May 19, 2020

Background:

Ten colorful market umbrellas and stands were purchased as part of the Town Square construction project and are now 13 years old. The 10' wide umbrellas were purchased from Greencorner and are in cream and brick red. The bases for the umbrellas are 133 lbs. each and keep the umbrellas from flying away in high winds. Last year the DDA ordered casters to allow the umbrellas to be more easily moved around Town Square during events. We currently have 6 active umbrellas in Town Square and use some of the other original umbrellas for parts to make annual repairs. Greencorner has been a great vendor and provides many of the parts for free.

Analysis:

Greencorner is currently having a 40% sale of the market umbrellas. The DDA would like to purchase 4 new market umbrellas to replace umbrellas that have been retired.

Budget:

Greencorner provided the DDA with a quote of \$3,117.60 for the 4 umbrellas, 2 brick red and 2 cream (Attachment A). These can be used in Town Square or we may want to use some in Old Church Square as we try to get people to socially distance.

Recommendation:

DDA staff recommends that the DDA purchase 4 market umbrellas from Greencorner in the amount of \$3,117.60.

The Greencorner USA, Inc.
 1629 Prime Ct. Ste.
 Orlando, FL 32809 US
 407 851 7018

**BILL TO**

Courtney Miller
 City of Northville
 215 W. Main Street
 Northville, MI 48167

SHIP TO

Courtney Miller
 City of Northville
 Northville Department of Publ
 Steve Heidt
 650 Doheny Street
 Northville, MI 48167

INVOICE # GCII6064**DATE** 05/08/2020**SHIP VIA**

FedEx Freight

SALES REP

Cheryl

QTY	DESCRIPTION	UNIT PRICE	EXT. PRICE
2	10' Square African Mahogany Umbrella Frame	745.00	1,490.00T
2	10' Canopy Single Vent 2210 Jockey Red	480.00	960.00T
2	10' Square African Mahogany Umbrella Frame	745.00	1,490.00T
2	10' Canopy Single Vent 2038 Beige	480.00	960.00T

Shipping Quote Number: 1468138170

SUBTOTAL	4,900.00
TAX (0%)	0.00
DISCOUNT 40%	-1,960.00
SHIPPING	177.60
TOTAL	3,117.60
BALANCE DUE	\$3,117.60

IMPORTANT PRODUCT DELIVERY INSPECTION AND ACCEPTANCE DISCLAIMER

Please inspect your Greencorner shipment upon arrival while the driver is still present. If you see external damage to the packaging, OPEN THE BOX and check the product so if damage is found you can REFUSE SHIPMENT. Greencorner is not responsible for return freight costs in cases where damage is discovery after shipment acceptance.



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Fountain Repair

Date: May 19, 2020

Background:

The fountain in Town Square was installed as part of the Town Square construction project in 2013. The fountain converts in the winter to hold 2 gas fire pits. The fire pits are very heavy and require a front-end loader to install. The DDA's Design Committee is working on plans to replace the current heavy, and hard to use fire pits.



When the fire pits are installed each winter, their weight has caused the tiles in the fountain to chip and break, particularly around the two drains. This winter, whole sheets of tile fell off of the sides of the fountain walls.

Analysis:

DDA staff reached out to Grissim Metz, the architects for the Town Square Project who provided information on the original tile contractor for the project. In addition, 3 other contractors were contacted to get information and quotes for the repair. The project was discussed at the DDA's

Executive Committee who questioned whether the fountain should have been tiled in the cold climate of Michigan. They suggested perhaps, that a new surface could be explored, replacing the tiles. Grissim Metz responded to staff that they have projects all over Michigan that have tile finishes. The solutions presented by the contractors that were contacted included removing the old tile, waterproofing and replacing with new tile; removing the old tile, waterproofing and refinishing with a different surface, or repairing the existing tiles.



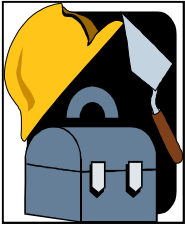
One of the proposals, by Empire Tile was for the repair only of the tiles and regrouting. The proposal was a time and materials estimate of \$3,980 (Attachment A). Complete replacement either with tile or another substance ranged from \$12,500 - \$20,000. DDA staff recommends that the DDA authorize Empire Tile to repair the existing fountain tiles and grout for \$3,980. The contractor came highly recommended and is available to start in the next few weeks. The project is expected to take one week to finish.

Budget:

The DDA currently does not have a budget for this project. It would need to be addressed through the budget amendment project through savings of other projects or fund balance. The cost of repairing the fountain is \$3,980/

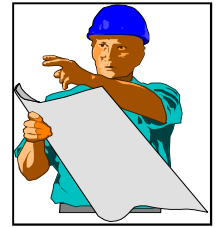
Recommendation:

DDA staff recommends that the DDA approve the contract with Empire Tile for \$3,980 repair the tiles in the Town Square fountain.



PROPOSAL

Empire Tile & Marble Company



WORK OF QUALITY

17255 STEPHENS DRIVE EASTPOINTE, MICHIGAN 48021-1795

PHIL BIANCHINI - CELL: 248-891-1653

PHIL@EMPIRETILEANDMARBLE.COM

PROPOSAL SUBMITTED TO:	JOB NAME:	DATE:
JERI JOHNSON JJOHNSON@CI.NORTHVILLE.MI.US	NORTHVILLE TOWN SQUARE-FOUNTAIN BUDGET PROPOSAL	5/15/2020
		JOB #:
		20-05-2020

WE HEREBY SUBMIT AN ESTIMATE FOR:

REPAIR LOOSE AND DAMAGED TILE IN FOUNTAIN.

TILE , SUPPLIES AND EQUIPMENT =	\$	740.00
LABOR:		
36 HOURS @ \$90/HR. =		3,240.00
	\$	3,980.00

WORK TO BE COMPLETED ON TIME AND MATERIAL BASIS.

*BIDS BASED OFF PLANS AND SPECS DATED: 8/17/2007 BY: GRISSOM METZ ANDRIESE ASSOCIATES

ALL WORK TO BE COMPLETED IN A WORKMANSHIP MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATIONS OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDER, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE, OUR WORKERS ARE FULLY COVERED BY INSURANCE.

AUTHORIZED SIGNATURE _____
PHIL BIANCHINI

MEMBER OF
"TILE CONTRACTORS ASSOCIATION OF AMERICA, INC."

Business Resources

Carryout, Delivery, and Curbside Pickup:

The DDA has compiled a list of restaurants and businesses that are offering carryout, delivery, or curbside pickup service. We are updating the information on a regular basis. Please feel free to go to the DDA's website to confirm that the DDA has the most current information on your hours of operation and services.

Social Media and Press Releases:

The DDA is continuing to spread the good news stories coming out of Downtown Northville on the DDA and City's website and social media platforms. In addition, the DDA is providing the press with information on many of the great programs you have going to support those in need and our fantastic first responders. Please keep sending us information on what your business is doing and we will get the information out there.

Outdoor Dining Permit Fees:

The City will reduce all fees associated with outdoor dining permits by 50% this year. Restaurant owners will need to apply for and receive their permits before they put their tables out to take advantage of the discount. If the restaurants have already submitted their application and check, a refund will be issued.

Dumpster pick-ups for businesses

Since many Downtown businesses have greatly reduced or closed their operations, the City has reduced the number of weekly dumpster pickups. To compensate for reduced pick-ups and help businesses save costs during the pandemic, the City will reduce commercial waste bills by 43.8%. This is a savings of \$183 for a restaurant on the bi-monthly bill.

April utility bills

For all customers, the City is extending the due date for the April utility bills (with no penalty) from Friday, May 22 to Friday, June 19.

Outdoor Merchandise:

The DDA is exploring ways to allow for businesses to display merchandise outside of their store for sale. DDA staff is review the issue and hopes to have something in place by the time the Governor's Executive Order ends.

Events and Concerts:

The City is holding off the approval of many summer events until the Governor issues a plan for reopening Michigan. The Memorial Day parade has been cancelled and the Farmers' Market opening has been delayed until May 14th. The City and DDA are still reviewing event applications for the Friday night and Wednesday concerts to determine if they meet State requirements and can safely be held.



NORTHVILLE CITY POLICE DEPARTMENT
215 W. MAIN ST.
NORTHVILLE, MI 48167
Administration (248) 349-5100 – Fax (248) 349-2397
Alan Maciag, Chief of Police



TRAFFIC CONTROL ORDER TEMP 05112020

Cross Reference: Location: In Front of the following locations: 111 E. Main St, 120 E. Main St, 133 W. Main, 184 E. Main St, 153 E. Main Street, 107 N. Center St, 124 N. Center St, 144 N. Center, 149 N. Center St, 146 S. Center St.

Subject: Parking

Pursuant to the Uniform Traffic Code R28.1101, Et. Seq. and the Motor Vehicle Code, MCL 257.1 Et. Seq., as adopted by reference in the City of Northville Code of Ordinances, Chapter 82, Article II, Section 82-36, the following traffic order is hereby established:

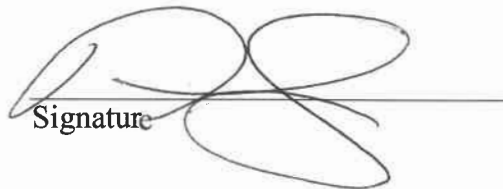
The following is hereby designated as **“Temporary Curbside Pickup – 15 Minute Parking”**:

Designated Parking Space in Front of 111 E. Main St, 120 E. Main St, 133 W. Main St, 184 E. Main St, 153 E. Main Street, 107 N. Center St, 124 N. Center St, 144 N. Center St., 149 N. Center, 146 S. Center St.

All other Traffic Control Orders or parts thereof in conflict with this Order are hereby rescinded.

By authority of the Traffic Engineer:

05/11/2020
Date


Signature

Filed with the City Clerk:

Date

Signature

This Order becomes effective upon filing with the City Clerk and erection of proper signs giving notice of same as required. This Order shall expire 90 days from date of filing except that upon approval of the Northville City Council, it shall not so expire.

Approved by the Northville City Council on N/A Temp Order

DOWNTOWN NORTHVILLE

RESTAURANT CARRYOUT AVAILABILITY
UPDATED 5-11-2020

COFFEE, SPECIALTY FOODS,
ICE CREAM, YOGURT:

Great Harvest Bread Company (139 E. Main Street):

248-344-4404 (phone)

www.greatharvestnorthville.com (website)

Carryout available during normal hours:

Monday - Friday 7 a.m.- 6 p.m. • Saturday 7 a.m. - 4:30 p.m.

Sundays 11:30 am - 3 pm (or til sold out)

Place orders via phone or online for pickup

Nourish Northville (112 W. Main Street):

517-270-2292

Pick up orders are available during the following hours:

Nourish Northville will be OPEN

Monday -Friday 11 a.m. -3 p.m.

Saturday 10 a.m.-2 p.m.

Please text orders -- 517-270-2292

Red Dot Coffee (505 N. Center Street):

248-308-3989

Temporarily closed. Guests can order coffee online as well as merchandise & gift cards! Coffee subscriptions also now available! Stay updated on any changes through their social media & website: IG • @reddotcoffeeco Website

• www.reddotcoffeeco.com

Starbucks (302 E. Main Street):

248-344-1875

Open with pick up at the door when you order ahead using the Starbucks App.

Starbucks Delivers on Uber Eats in select markets in the US and Canada. How your store receives orders may vary by location. For the latest information, please visit the Starbucks App.

Sweet Brew n Spice (133 W. Main Street, Ste. 230):

734-658-5610 (phone)

Sweet N Spice vegan & vegetarian bowls for a party of 4 or more can be placed 24 hours in advance. FREE Delivery to Northville and Novi. Call or text orders to: 734-658-5610. Gift cards are also available for purchase (minimum \$10.00).

DOWNTOWN NORTHVILLE

RESTAURANT CARRYOUT AVAILABILITY
COFFEE, SPECIALTY FOODS,
ICE CREAM, YOGURT:

Tuscan Café (150 N. Center Street):

248-305-8629

Carry-Out from 10 a.m.-4 p.m., 7 days a week. To order, call or order online at www.thetuscancafe.com

Urge Juice (137 E. Main):

248-308-3499

Open Tuesday-Saturday: 10 a.m. -4 pm. Closed Sunday & Monday. Call in or order online. Credit/debit cards payments only. Limiting the space in their lobbies and access to juice fridge to practice safe physical distancing and limit multiple touch points. Curbside pickup Call the store when you arrive! Available on Uber Eats, DoorDash and Postmates.

YogurtPalooza (101 MainCentre):

248-308-3941

CLOSED but watch their Facebook page for updates.

RESTAURANTS AND CAFES:

160 MAIN STREET (160 E. MAIN STREET):

248-773-7976

www.onesixtymain.com

orders@onesixtymain.com

Carryout 11 a.m.-2 p.m. and 6-9p.m. Delivery: Doordash

Brick's of Northville (133 W. Main Street, Ste. 201):

248-924-2135

Closed currently. Visit their Facebook page, Brick's of Northville, for updates

Browndog Barlor (120 E. Main Street):

248-615-2955

Carryout & delivery available daily 4-8:30 p.m. by phone or ONLINE ORDERING platform. Also BD MARKETPLACE allows customers to order hard to find items such as sugar, flour, sourdough bread, cleaning supplies, toilet paper, and more! Order via Shop Now on Facebook, visit BrowndogBarlor.com or call 248.615.2955.

DOWNTOWN NORTHVILLE

RESTAURANT CARRYOUT AVAILABILITY RESTAURANTS AND CAFES:

Center Street Grille (135 N. Center Street):

248-924-3135

www.centerstreetgrillenorthville.com

Sunday-Thursday: 4-8 p.m., Friday & Saturday 4-9 p.m.

Curbside carryout available

To place carry-out call or order online

20% discount for health care workers and first responders

Early Bird of Northville (333 E. Main Street):

248-348-1920

Early Bird of Northville is closed. Check their Facebook page for updates.

Edwards Café and Caterer (115 E. Main):

248-344-1550

Carryout available. Email (catering@edwardscaterer.com) or call in your orders

Tues-Fri 12-4 p.m. Visit their Facebook page for their carryout menu.

Garage Grill & Fuel Bar (202 W. Main Street):

248-924-3367

www.garagenorthville.com

Temporarily closed during the State mandate. Check their Facebook or Instagram accounts for updates.

Genitti's (108 E. Main Street):

248-349-0522

Catering and carry-out orders. Call 248-349-0522 for more information and to place an order. Pay it forward - order meal for health care workers and they will deliver to them.

Joseph's Coney Island (113 W. Main Street):

248-380-6111

CLOSED

Koji (146 Mary Alexander Court):

248-344-0888

Carry-out 11:30 a.m.-9:30 p.m. Monday-Saturday

Menu available at: www.kojisushi.com

DOWNTOWN NORTHVILLE

RESTAURANT CARRYOUT AVAILABILITY

RESTAURANTS AND CAFES:

Le George (124 E. Main Street):

248-924-2016

Temporarily closed during the State mandate but contact the restaurant for updates.

Los Tres Amigos (144 Mary Alexander Court):

248-773-7945

Carryout and Delivery through DoorDash are available. Health care workers receive 20% off their orders OR Buy one combination meal and receive a second combination meal for ½ off.

Lucy & The Wolf (102 E. Main Street):

248-308-3057

Lucy & The Wolf will be closed.

My Little Paris Café (145 E. Main Street):

248-465-0010

Contact the restaurant directly to learn about carryout availability

New Bangkok Cuisine (205 N. Center Street):

248-344-7808

Carryout available Monday-Sunday 11 a.m.-9 p.m.

North Center Brewing (410 N. Center Street):

248-444-7967

www.northcenterbrewing.com

info@northcenterbrewing.com

Monday - Friday 4-8 PM

Saturday 12-8 PM

Credit card payment only accepted. Available online for pickup and FREE delivery (48167 and 48168 only for delivery). Order online or call ahead. Service includes food, kegs, growlers, cans, merch, gift cards and beer club memberships.

Northville Sports Den (133 W. Main Street, Ste. 102):

Temporarily closed but visit their Facebook page for updates.

DOWNTOWN NORTHVILLE

RESTAURANT CARRYOUT AVAILABILITY RESTAURANTS AND CAFES:

Pizza Cutter (340 N.Center Street):

248-348-3333

Carryout:

Monday CLOSED

Tuesday-Thursday Noon-8 p.m.

Friday-Saturday Noon-9 p.m.

Sunday 4-8 p.m.

Delivery, which is available at all hours, is encouraged. Call for options.

Poole's Tavern / Bak Bar (157 E. Main):

248-349-1715

Thursday, May 14 thru Sunday, May 17: Thurs. & Sun.: 3-8 p.m. Fri & Sat: 3-9 p.m.

beginning May 18:M: Closed Tu: Closed W: 3-8 p.m. Th: 3-8 p.m. F: 3-9 p.m. Sat: 3-9 p.m. Sun:3-8 p.m.

Rebecca's Family Restaurant & Ice Cream Parlor (134 N. Center Street):

248-348-2660

rebeccasnorthville.com

Curbside pickup & Delivery available via Grubhub and DoorDash: Monday-Saturday 8 a.m-7 p.m. and Sunday 8 a.m.-5 p.m.

Donate meals to first responders and hospital workers! Each meal costs \$9, and donation payments can be made on their website www.rebeccasnorthville.com or by calling 248-348-2660. 100% of donations will go to supplying lunches.

Table 5 (126 E. Main Street):

248-305-6555

Table 5 will be closed.

Tira Mi Su (146 MainCentre):

248-735-0101

Carryout Available:

Open Monday - Sunday 3-8 p.m. Dinner menu available.

Wagon Wheel (212 South Main Street):

248-349-8686

Carryout 11 a.m.-8 p.m. Monday-Friday



DOWNTOWN NORTHVILLE SHOPS

CURBSIDE PICKUP, DELIVERY, ONLINE SHOPPING, & GIFT CERTIFICATE OPTIONS: *updated 5-11-2020*

The Northville DDA will continue to update this list. If you do not see a particular store currently, either visit downtownnorthville.com for a full business directory so you may contact a shop directly or visit their individual Facebook or Instagram accounts (many businesses have them). A great way to support local businesses during the Stay Home Stay Safe Executive Order, is to purchase gift certificates from individual shops to use at a later date.

ARCHITECTURE, DESIGN & PLANNING:

Long Kitchen & Bath Design Gallery:

190 E. Main

(248) 349-0373

www.longkitchenandbathdesign.com

Plumbing and HVAC services that are essential to the operation of your residence. Heating & cooling techs & plumbers are taking extra precautions and have masks, gloves, booties, hand sanitizer and disinfectant wipes on trucks. If service is needed, call 248-349-0373 and follow the prompts for emergency prompts. Visit website to submit request online . Normal rates apply during normal business hours.

ARCHITECTURE, DESIGN & PLANNING (CONT):

Epiphany Kitchens:

107 N. Center Street

248-697-6215

They are still working with clients virtually and are able to give rough project estimates based on measurements clients provide and talking through the scope of your project. They can offer ideas and suggestions for any project. Their website is a great place to look for ideas and see the quality of their work: www.epiphanykitchens.net

CLOTHING:

Alexander's Custom Clothiers:

124 W. Main

(248) 349-6080

Email: alex@alexcustom.com

www.alexcustom.com

Email Alexander directly with questions about alteration pick-up.

Dear Prudence and blackbird by Dear Prudence:

119 N. Center Street (DP) / 111 N. Center Street (blackbird)

(248) 308-3814 (DP)

www.dearprudence.com / www.blackbirdbydp.com

Online shopping is available. Visit their Facebook page (Dear Prudence Shops or blackbird by dear prudence) for updates and discounts.

Lorla's Women's Shoes & Accessories:

142 N. Center

(248) 348-9270 (store)

248-563-4461 (text)

details@comcast.net (email)

www.lorlas.com

Gift certificates are available. Receive a 20% off coupon to use at a later date when you purchase a gift card of \$100 or more. Follow their Instagram (@lorlas11) and Facebook (Lorla's) for new merchandise available and direct message if interested in placing an order. Orders processed: Monday-Friday 12-4 p.m. and Saturday 10 a.m.-2 p.m. Free same day local delivery and Free curbside pickup. Free shipping if orders are not local. Virtual shoe parties can also be scheduled.

CLOTHING (CONT):

Van Dam's Clothing Boutique:

111 E. Main Street

248- 863-6854 or christinevandame@yahoo.com

Open for window shopping by appointment. Curbside pickup is available. To set up an appointment call, text or email

Christine at 248- 863-6854 or christinevandame@yahoo.com

GIFTS & HOME ACCESSORIES:

Adorn Fine Flowers:

118 E. Main Street

(248) 697-5422

www.adornfineflowers.com

alicia@adornfineflowers.com

Taking online orders for Mother's Day! Visit their Facebook page for updates.

Colors of the Wood:

140 N. Center

(248) 231-6884

www.ColorsOfTheWood.com

Email: ColorsOfTheWood@gmail.com

The shop is available to help customers during this time. Customers can email, Facebook message, and visit their website. The owners will be happy to meet customers at their shop for a quick pickup anytime! They can also ship packages anywhere in the country. They will still be in the workshop, so they are happy to continue taking on new custom builds and laser engraving orders.

Dancing Eye Gallery:

101 N. Center

(248) 449-7086

Shop their online store: www.dancingeye.com

CURBSIDE PICKUP AVAILABLE: 11 a.m.-4 p.m. (MON-SAT)

GIFTS & HOME ACCESSORIES (CONT):

Gardenviews at Home:

117 E. Main Street
www.gardenviewsinc.com
(248) 380-8881

Flowers for spring and items to brighten your Easter. You can also buy a \$100 gift certificate and receive a 20% off coupon. The certificate can be mailed directly to you. Items can be bought by phone and picked up at back door.

MOD Market:

150 Mary Alexander Court
(248) 719-7619
<https://mod-market-150.square.site/s/shop>
Call or order online and pick-up curbside. Watch their Facebook and Instagram pages for updates, merchandise, and great stories.

JEWELRY:

Orin Jewelers

101 E. Main
(248) 349-6940
www.orinjewelers.com

Temporarily closed, but will try to best to serve clients for special occasions and answer any questions or concerns. Shop online or text at (734)-605-5135, or email sales@orinjewelers.com with orders. Free shipping on any website purchases. With jewelry repairs, please know they are safe until Orin's reopens! Visit their Facebook for Mother's Day contest information.

KB Jewelers:

141 N. Center Street, Ste. 101
koko@kb-Jewelers.com
Tel: 248-348-3810

Customers can reach out to KB JEWELERS owner, Koko Bedrosian, personally with any concerns regarding all pending special orders or repairs. He is also available to consult with you via email or phone for any future jewelry needs.

HEALTH & FITNESS:

Abbasi Dermatology:

133 W. Main Street, Ste. 245

248-773-5305

Home Delivery by NEOCUTIS®! Orders will be shipped directly to you, with complimentary shipping! Plus, you'll receive 2x NEO Rewards points with every purchase, AND when you buy 2 or more NEOCUTIS® products you receive a free travel size face wash! (while supplies last). Orders will be placed directly through the office, contact us at (248) 773-5305, and get your order sent right to your front door!

Fitness Studios:

The studios are temporarily closed but many, including the following are offering online classes and you can still purchase memberships online.

1. Hot Yoga Detroit-Northville: visit their Facebook page (Hot Yoga Detroit-Northville) for full details
2. Northville Yoga Room: visit their Facebook page (MY Yoga Room) for full details
3. Warehouse Pilates: visit their Facebook page (Warehouse Pilates) for full details

HOBBY & CRAFT SHOPS:

Bee's Knees:

149 E. Main

(248) 347-6718

www.thebeeskneespottery.com

Projects To-Go Art Kits for curbside pickup: The kits have instructions and the studio will also have videos online as needed for people to follow along. Instruction is through Facebook and FaceTme. They also provide projects for art education for homeschooling. Customers select a day and a time for pickup when they order their kit online. Orders are left outside on a table for pickup. Tables are disinfected after every scheduled pickup. There is ZERO personal contact. No more than 2 people at a time in the studio working.

HOBBY & CRAFT SHOPS (CONT):

Stampeddler Plus Memories:

145 N. Center

(248) 348-4446

www.stampeddler.com

Stampeddler is taking phone orders and orders via Facebook (Stampeddler Plus). Store Hours to place orders and back door pickup are 11 a.m.-5 p.m. Monday- Saturday. If you'd like to place an order after hours, please contact the shop via their Facebook page.

SALONS & SPAS:

Studio 170 Salon Spa & Boutique:

170 E. Main

(248) 465-0771

www.studio170mi.com

products, clothes and color kits are available for Curbside pickup. Follow Their Facebook and Instagram pages to see daily products available. To order or for questions, email at studio170mi@yahoo.com

SPECIALTY FOODS:

Spice Merchants:

110 N. Center Street

Phone: 248-735-8300 (message)

e-mail: spicemerchantsnorthville@gmail.com

Facebook page: Spice Merchants Northville

Order via phone or email with your name, phone number and the product that you need. They will contact customers to arrange for delivery or curbside pick-up. We encourage you to support our local restaurants. However, as more people migrate to home cooking - we are here to help. Check their Facebook page for recipe and spice suggestions? We are happy to call you back and help you plan your next meal(s).

SPECIALTY FOODS (CONT):

Simply Wine:

109 N. Center Street

simplywinenorthville@hotmail.com (email)

(248) 380-9463 (phone)

Curbside Pick-Up or Delivery only. Free delivery within a 10 mile radius and minimum order of \$100 (excluding wine club).

Temporary Business Hours:

Monday-Saturday: 11 a.m.-6 p.m.

Sunday: 12-5 p.m.

SPORTING GOODS:

D&D Bicycle:

121 N. Center

(248) 347-1511

Personal Shoppers bringing experiences to your door.

The D&D Team wants to help you make the most of this time at home with your family through the power of bicycles. We are now offering FREE HOME DELIVERY. Stay home and stay safe.

All new bikes purchased at D&D include 3 years free flat repair, minor brake and gear adjustments and safety checks from any D&D location. Shop online at ddbikes.com

DRAFT 2

A bill to amend 1998 PA 58, entitled
"Michigan liquor control code of 1998,"
(MCL 436.1101 to 436.2303) by adding section 551.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 **Sec. 551. (1) The governing body of a local governmental unit**
2 **may designate a social district that contains a commons area that**
3 **may be used by on-premises licensees that obtain a social district**
4 **permit. If a local governing body designates a social district that**
5 **contains a commons area under this section, the local governing**
6 **body must define and clearly mark the commons area in a manner**



DAW

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04483'19 Draft 2

1 prescribed by the commission. The governing body may, at any time,
2 revoke the designation if it determines that the commons area
3 threatens the health, safety, or welfare of the public or has
4 become a public nuisance. The local governing body shall file the
5 designation or the revocation of the designation with the
6 commission.

7 (2) The holder of a social district permit may sell alcoholic
8 liquor for consumption on the premises within the confines of a
9 commons area. The consumption of alcoholic liquor in the commons
10 area may only occur during the legal hours for the sale of
11 alcoholic liquor by the permittee. Only the holder of a social
12 district permit or employees of that permittee may sell or dispense
13 alcoholic liquor in the commons area.

14 (3) The holder of a social district permit may only serve
15 alcoholic liquor to be consumed in the commons area in containers
16 that prominently display the permittee's trade name or logo or some
17 other mark that is unique to the permittee under the permittee's
18 on-premises license. The holder of a social district permit shall
19 not allow alcoholic liquor to leave the commons area or its
20 premises.

21 (4) An on-premises licensee that is adjacent to a commons area
22 in a social district designated by a local governing body under
23 this section may obtain from the commission an annual social
24 district permit as provided in this section. The social district
25 permit must be issued for the same period and may be renewed in the
26 same manner as the on-premises license held by the applicant. The
27 commission shall develop an application for a social district
28 permit and shall charge a fee of \$250.00 for a social district
29 permit. On receipt of a completed application and the fee, the



1 commission shall notify the local governing body and verify the
2 designation of a social district and that the location listed on
3 the application is adjacent to and qualifies for a social district
4 permit under this section. An application for a social district
5 permit must be approved by the local legislative body in which the
6 applicant's place of business is located before the permit is
7 granted by the commission. The commission shall provide the local
8 legislative body and the local chief of police with the applicant's
9 name, business address, and business telephone number to accomplish
10 the local legislative review as required by this subsection.

11 (5) As used in this section, "commons area" means an area
12 within a social district designated by a local governing body that
13 is shared by and abuts the premises of at least 2 other on-premises
14 licensees.

Businesses were contacted and asked if they would support the closure of Main & Center Streets to expand outdoor dining and retail merchandising every weekend this summer.

Name	Business Name	Yes	No	Category
Kevin DeGroot	North Center Brewing Company	X		F
Maria Vasselious	Simply Wine	X		R + F
Lisa Boston	State Farm	X		S
Brian Gabriel	Browndog	X		F
Chris Raymond	Spice Merchants	X		R + F
Dan Delano	Edward Jones	X		S
Lori Dow	Bees Knees	X		S
Joe Karcher	Vallasis	X		S
Theresa Schierloh	Dancing Eye Gallery	X		R
Peggy	Pear-aphernalis	X		R
Nicholas Bonn	Center Street Wealth Stratagies	X		S
Nancy Kapohek	BKM Cpa	X		S
Orin Mazoni	Orin's Jewelers	X		R
John Casey	Poole's Tavern	X		F
Tim Cain	Northville Square	X		All
Bill Kretch	MSBmi	X		S
William Liedel	Liedel Law Group	X		S
Abbey Coville	Visual Computers	X		S
Mike Subu	Bricks of Northville	X		F
Don Samhat	Samhat Law	X		F
Nada Younes	Charmed and Company	X		R
Phil Zakaria	Center Street Grill	X		F
Will Hundley	Tuscan Café	X		F
John Carlson	Orchard Street Capital	X		S
Jim Long	Long Bath Boutique	X		R
Don Kamen	Quality Real Estate	X		S
Chris VanDams	Van Dams Clothing	X		R
Christine Raymond	Express Pros	X		S
Brian Mairana	160 Main	X		F
Mishelle Lussier	Lucy & the Wolf	X		F
Mishelle Lussier	Table 5	X		F
Total responses		31	0	
Retail				

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY April & May 2020:

PUBLICITY:

Press Materials Sent:

- Downtown Northville Businesses adapt to working during the Covid-19 crisis
- Weekly updates on lists for restaurant and shops carryout, delivery, online offerings (posted on social media and the DDA website)
- Sent restaurants and shops links from media outlets that allow them to list their businesses and hours directly

PRESS COVERAGE:

4/22/2020 – **Detroit News** – Genitti’s and Center Street Grille Health Care workers offers
<https://www.detroitnews.com/story/entertainment/dining/2020/04/22/dining-briefs-detroit-pistons-launch-restaurant-database-plus-more/5139504002/>

4/24/2020 – **The Oakland Press** – Downtown Northville businesses adapt to working during Covid-19 crisis (ran press release)

5/6/2020 – **Detroit News** – Adorn Mother’s Day included in Mother’s Day Gift article
https://amp.detroitnews.com/amp/3057731001?_twitter_impression=true

5/7/2020 – **Metro Mode** – Browndog Barlor bd Marketplace feature
<https://www.secondwavemedia.com/metromode/devnews/BrowndogBarlorOnlineStore.aspx>

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ads in April & May issues of The Ville
- Ad in April & May issues of SEEN Magazine (May issue was final ad in the DDA contract)
- Submitted ad for the Tipping Point but series has been postponed
- Submitted Ad in Art House summer Brochure (print may be delayed but ads will be featured on Art House website and social media)

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville
 - The DDA will renew contract with The Ville for 12-months (June 2020-April 2021)
- Ad in Tipping Point programs (dates TBD)